

**STELLING MINNIS PARISH COUNCIL**

Chairman: Max Couch  
Clerk: Gail Hubbard, 7 Bifrons Road, Bekesbourne, Canterbury CT4 5DE  
Email: [Stellingminnispc@outlook.com](mailto:Stellingminnispc@outlook.com)  
Website: [www.stellingminnis.co.uk](http://www.stellingminnis.co.uk)

**AGENDA**

**TO: ALL MEMBERS OF STELLING MINNIS PARISH COUNCIL, PRESS AND PUBLIC**

Members are hereby summoned, and notice is given that a meeting of the Parish Council will be held on Wednesday **12 MARCH 2025** at 7.30pm in Stelling Minnis Village Hall.

**G. HUBBARD, CLERK TO THE COUNCIL**

*Chairman to remind all present that they may be filmed, recorded, photographed or otherwise reported on during the meeting. If anybody present is not participating in the meeting and do not wish to be filmed, recorded, photographed or reported on, they should sit in the designated area in the far corner of the meeting room. Anyone filming, recording, photographing or otherwise reporting on the meeting should not include those people in their record.*

**1. Apologies, Declarations of Interest and Dispensations**

- 1.1 Apologies for absence received and confirmed by the Council Members who cannot attend a meeting. These shall be tendered to the Parish Clerk prior to the meeting, under Section 85(1) of the Local Government Act 1972, the members must decide whether the reason(s) for a member’s absence shall be accepted.
- 1.2 Declaration of changes to the Register of Interests
- 1.3 To receive Declarations of Interest in respect of matters contained in this agenda. In accordance with the provisions of the Localism Act 2011 in respect of members and in accordance with the provisions of the Local Government Act 1972 in respect of officers.
- 1.4 Requests for Dispensations
- 1.5 Declarations of Lobbying

**2. Minutes of the meetings held 15 JANUARY: To CONSIDER and AGREE as a true record.**

**3. Matters arising from the minutes: Not covered on the agenda.**

**The meeting will then be adjourned for parishioner’s questions and comments on agenda items only**

**4. Correspondence**

- 4.1 FHDC – Heritage Strategy Consultation
- 4.2 FHDC – Invite to Local Government reorganisation event on 17<sup>th</sup> March
- 4.3 Forestry Commission – Invasive Spruce Bark Beetle awareness information

**5. Planning**

**5.1 To RECEIVE any updates on planning matters**

**5.2 To DISCUSS new planning applications received**

	None	
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**5.3 To NOTE planning applications considered since last meeting**

	None	
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**5.4 To NOTE decisions by the planning authority.**

	None	
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**6. Policies**

- 6.1 To REVIEW the SMPC Flag Policy
- 6.2 To REVIEW the SMPC Records Management Policy

- 6.3 To REVIEW the SMPC Data Breach Policy
- 6.4 To REVIEW the SMPC FOI Policy
- 6.5 To REVIEW the SMPC SAR Policy
- 6.6 To REVIEW the SMPC Social Media and Electronic communication Policy
- 6.7 To AGREE the SMPC website Accessibility Statement and Privacy Policy

**7. Roles and Responsibilities**

- 7.1 To DISCUSS the roles and responsibilities document created by Cllr Smith

**8. Local Government Reorganisation**

- 8.1 To RECEIVE any update on the Kent reorganisation process

**9. Village Matters for Discussion/updates.**

- 9.1 To DISCUSS the latest bench replacement options
- 9.2 To CONSIDER any funding towards the village hall roofs repairs (phase 1/and/or phase 2)
- 9.3 To RECEIVE any update on the EV charging project at the village hall
- 9.4 To DISCUSS the draft resident's letter and decide on distribution and any other arrangements for the APM on 21<sup>st</sup> May.
- 9.5 To DISCUSS the use of .gov.uk domain for SMPC and dedicated email addresses for Clerk and Councillors

**10. Reports**

10.1	Website/Facebook reports	Cllr Smith/Clerk
10.2	Kent County Council	Cllr Carey
10.3	FHDC Council	Cllr Hollingsbee/Cllr Martin
10.4	Stelling Minnis Hall	Cllr Couch/Cllr Day
10.5	Stelling Minnis Tree Warden	Cllr Smith
10.6	Windmill	Cllr Morley-Smith
10.7	The Minnis	Cllr Haffenden
10.8	Highways	Cllr Hubble

**11. Finance**

- 11.1 To NOTE the new SMPC Unity Trust Bank account is now open and to AGREE the transfer of funds into the account
- 11.2 To NOTE receipts of income

None	0.00
<b>TOTALS £0.00</b>	

- 11.3 To AUTHORISE payments

**Direct Debits to note**

DD	Hugo Fox – monthly website fee January & February	23.98
<b>TOTALS £23.98</b>		

**Payments for authorisation**

CHQ515	Hardres & Stelling News – Clerks subscription for 2025	25.00
CHQ516	SMVH – Use of hall for Cllrs social event October	20.00
CHQ517	Clerks salary February	299.40
CHQ518	Clerks reimbursement of expenses (printer ink)	41.54
CHQ519	Transfer to Unity Trust Account	10,000.00
CHQ520	Cllr Hubble reimbursement of expenses (3 x keys cut for flagpole access)	31.00
CHQ521	SMS CIS Payroll – payroll to end of Qtr 31 <sup>st</sup> March	36.00
CHQ522	Clerks salary March – to be paid end March	299.60
CHQ523	HMRC – PAYE for 4 <sup>th</sup> QTR – to be paid end March	224.60
CHQ524	Cllr N Smith – reimbursement of printing costs for noticeboard	7.71
<b>TOTALS</b>		<b>£10,984.85</b>

- 11.4 To RECEIVE the bank reconciliation to 28<sup>th</sup> February 2025.