

**STELLING MINNIS PARISH COUNCIL**

Chairman: Max Couch  
Clerk: Gail Hubbard, 7 Bifrons Road, Bekesbourne, Canterbury CT4 5DE  
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**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 **10 JULY 2024** 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 MAY 2024: 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 – Annual CIL report request
- 4.2 KALC – Training bulletin offering latest training options (circulated to Cllrs)
- 4.3 FHDC – Expiry of representation period for Davison’s Windmill and Museum, confirming its registration as an Asset of Community Value for a period of 5 years, expiring 10/03/2029.

**5. Planning**

**5.1 To DISCUSS new planning applications received**

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

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

24/0337	Variation of condition 3 (materials) of planning permission 23/0820/FH to allow for changes to external materials.  Kinross, Bossingham Road, Stelling Minnis CT4 6AG	Refused by FHDC
23/1019/FH	Continued use of the land for the siting of a shepherd hut.  Doghouse Farm, Stone Street, Petham CT4 5PU	Approved by FHDC
24/0298/FH	Erection of a single storey structure over existing swimming pool.  Doghouse Farm, Stone Street, Petham CT4 5PU	Refused by FHDC
24/0686/FH	Change of use from the personal use of hydrotherapy pool to class E to extend the use of the hydrotherapy pool to others in need.  Longacre, Stone Street, Stelling Minnis CT4 6DD	Approved by FHDC  No concerns raised by SMPC

## 6. Village Matters for Discussion/updates.

- 6.1 To CONSIDER holding a Defib training session in the hall to be run by Community Heartbeat
- 6.2 To CONSIDER the funding application received from Stelling Minnis School PTA for a contribution towards their replacement of playground equipment (as circulated to Cllrs)
- 6.3 To CONSIDER holding an event to invite the neighbouring parish councils along as an informal meet and greet
- 6.4 To CONSIDER the appointment of a new Footpath Warden for the parish
- 6.5 To CONSIDER the potential offer of 400 free trees from The Woodland Trust
- 6.6 To DISCUSS further the Crown Lane passing place and unfinished landscaping
- 6.7 To DISCUSS concerns over infringement into northern buffer zone of Rose Lane
- 6.8 To DISCUSS a clear definition of roles and responsibilities within the parish

## 7. Reports

- 7.1 Website/Facebook reports Cllr Smith/Clerk
- 7.2 Kent County Council Cllr Carey
- 7.3 FHDC Council Cllr Hollingsbee/Cllr Martin
- 7.4 Stelling Minnis Tree Warden Cllr Smith
- 7.5 Stelling Minnis Village Hall Cllr Couch/Cllr Day
- 7.6 Windmill Cllr Morley-Smith
- 7.7 The Minnis Cllr Haffenden
- 7.8 Kent Resilience Forum Cllr Couch

## 8. Finance

- 8.1 To CONSIDER the use of internet banking and BACS payments (report circulated to Cllrs)
- 8.2 To CONSIDER adding additional Cllrs as signatories to the bank account
- 8.3 To ADOPT the new Financial Regulations
- 8.4 To NOTE the Clerk has prepared and sent to FHDC the annual CIL report detailing our CIL expenditure for 2023-24 which totalled £9,709.40.
- 8.5 To NOTE receipts of income

HMRC – VAT refund	261.24
<b>TOTALS</b>	<b>£261.24</b>

8.6 To AUTHORISE payments

DD	ICO – Annual subscription	35.00
DD	Hugo Fox – monthly website fee May & June	23.98

**TOTALS £58.98**

CHQ483	Dynamix – year end payroll (replacement cheque as original CHQ471 refused due to date change)	24.00
CHQ484	Dynamix – payroll services for 1 <sup>st</sup> QTR	36.00
CHQ485	Anthony Hadlow – strimming May	55.00
CHQ486	Gail Hubbard – Clerks salary June	289.60
CHQ487	HMRC – 1 <sup>st</sup> QTR PAYE payment	217.20
CHQ488	Gail Hubbard – clerks expenses reimbursement (MS Office, postage)	71.14
CHQ489	Anthony Hadlow – strimming June	55.00
CHQ490	Gail Hubbard – clerks salary July (to be paid 31 <sup>st</sup> July)	289.60

**TOTALS £1037.54**

8.7 To RECEIVE the budget expenditure report to 30<sup>th</sup> June 2024

8.8 To RECEIVE the bank reconciliation to 30<sup>th</sup> June 2024.

*Dates of future meetings: 11 September, 13 November 2024.*