

## 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)  
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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 **18 JUNE 2025** at 7.30pm in Stelling Minnis Village Hall.

**G. HUBBARD, CLERK TO THE COUNCIL**  
**12 JUNE 2025**

*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 **14 MAY 2025**: To CONSIDER and AGREE as a true record.

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

#### 3. Correspondence

- 3.1 FHDC – results of the Government consultation on remote meetings for Local Government
- 3.2 KALC – latest newsletter – circulated to Cllrs

#### 4. Planning

##### 4.1 To RECEIVE any updates on planning matters

##### 4.2 To DISCUSS new planning applications received

25/0891/FH	Erection of replacement garage.  Little Tullys, Pony Cart Lane, Stelling Minnis CT4 6AU	Response due 19 June
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##### 4.3 To NOTE planning applications considered since last meeting

None		
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##### 4.4 To NOTE decisions by the planning authority.

25/0659/FH	Erection of a single storey pool house  Doghouse Farm, Stone Street, Petham CT4 5PU	REFUSED
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#### 5. Village Matters for Discussion/updates.

- 5.1 To CONSIDER the proposal to hold the APM on the same evening as the Annual May meeting for 2026: APM at 7pm followed by Annual meeting at 7.45pm
- 5.2 To DISCUSS Cllr Hubble's item on working together and future plans

## 6. Reports

- 6.1 Website/Facebook reports Cllr Smith/Clerk
- 6.2 Kent County Council Cllr Hespe
- 6.3 FHDC Council Cllr Hollingsbee/Cllr Martin
- 6.4 Stelling Minnis Hall Cllr Couch/Cllr Day
- 6.5 Stelling Minnis Tree Warden Cllr Smith
- 6.6 Windmill Cllr Morley-Smith
- 6.7 The Minnis Cllr Haffenden
- 6.8 Highways Cllr Hubble

## 7. AGAR 2024-25 & Year end accounts to 31<sup>st</sup> March 2025

- 7.1 Financial Policies for review
- I. Review the SMPC Risk assessment
  - II. Review the SMPC Fixed Asset register
  - III. Review the SMPC Ear Marked Reserves
- 7.2 To RECEIVE the Internal Auditors Report for 2024/25 and NOTE any recommendations thereon.
- 7.3 To RECEIVE, CONSIDER & APPROVE the AGAR for the financial year ended 31<sup>st</sup> March 2025
- I. SMPC Accounts 2024-25
  - II. The Annual Governance and Accountability Return for consideration by Cllrs and signing by the Chairman, Comprising of the;
    - I. Annual Governance Statement
    - II. Accounting Statements
    - III. Exemption Certificate

## 8. Finance

- 8.1 To NOTE receipts of income

None	
<b>TOTALS £0.00</b>	

- 8.2 To AUTHORISE payments

### Direct Debits to note

DD	Hugo Fox – monthly website fee May & June	23.98
DD	Unity Trust – account charge May & June	12.00
DD	ICO – Data protection fee	48.00
		<b>TOTALS £83.98</b>

### Payments for authorisation

CHQ525	Transfer of precept from Co-operative account to Unity account	4179.50
CHQ016	Cllr Day – reimbursement of expenses (refreshments for APM)	26.70
CHQ017	G Hubbard – Clerks reimbursement of expenses (MS Office renewal £84.99, postage £13.60, ink £36.27)	134.86
CHQ018	Lionel Robbins – internal audit for 2024-25	70.00
CHQ019	G Hubbard - Clerks salary June (to be paid 30 <sup>th</sup> June)	299.60
CHQ020	HMRC – 1 <sup>st</sup> QTR PAYE	224.60
CHQ021	SMS CIS Payroll – end of Qtr payroll services	36.00
CHQ022	Anthony Hadlow – strimming May	55.00
CHQ023	Hopkins – AED aftercare for 2 x defibrillators (1 <sup>st</sup> May till 31 <sup>st</sup> Dec 2025)	332.74
CHQ024	Anthony Hadlow – strimming June (dated 30 June)	55.00

- 8.3 To RECEIVE the Budget expenditure report and Bank reconciliation to 31<sup>st</sup> May 2025