

**STELLING MINNIS PARISH COUNCIL
MINUTES OF THE STATUTORY ANNUAL MEETING ON 14 MAY 2025 HELD AT
7.30PM IN STELLING MINNIS VILLAGE HALL**

Present: Parish Cllr Max Couch (Chairman)
Parish Cllr John Haffenden (Vice Chairman)
Parish Cllr Ann Day
Parish Cllr Nick Smith
Parish Cllr Robert Hubble
Parish Cllr Sally Morley-Smith

Gail Hubbard, Clerk to the Council
There were three members of the public present.

The Chairman began by reading out the statement about filming and recording during the meeting.

1. ELECTION OF THE CHAIRMAN FOR THE YEAR 2025-26

Cllr Haffenden, as current Vice Chair proposed Cllr Couch for Chairman. There were no further nominations for Chairman. Cllr Morley-Smith seconded Cllr Couch and this was AGREED. Cllr Couch then signed the Declaration of Office of Chairman form and took the rest of the meeting.

2. ELECTION OF THE VICE CHAIRMAN FOR THE YEAR 2025-26

Cllr Couch proposed Cllr Haffenden as Vice Chair for the year, this was seconded by Cllr Morley-Smith and AGREED. There were no other nominations.

3. APOLOGIES, DECLARATIONS OF INTEREST AND DISPENSATIONS

- 3.1 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 present must decide whether the reason(s) for a member's absence shall be accepted. Apologies received and accepted from Cllr Watts and FHDC Cllr Hollingsbee and Cllr Martin.
- 3.2 Declaration of changes to the Register of Interests. There were none
- 3.3 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. Cllr Couch and Cllr Day declared an interest in item 9.3 on the agenda as they are both members of the of the SMVH committee.
- 3.4 Requests for Dispensations. There were none.
- 3.5 Declarations of Lobbying. There were none.

4. MINUTES OF THE MEETING HELD 12 MARCH 2025

The minutes from the previous meeting were proposed by Cllr Haffenden, seconded by Cllr Day and AGREED. The minutes were duly signed by the Chairman.

ADJOURNMENT

There was none.

5. TRUSTEES AND RESPONSIBILITIES 2025-26

The following Trustee positions were appointed:

Trustee for Stelling Minnis Common Trust – Cllr Haffenden
Trustee for Stelling Minnis Village Hall – Cllr Day
Trustee for Stelling Minnis Windmill Trust – Cllr Morley -Smith

The following roles were AGREED for the year:

KALC – All Cllrs shared role

Planning – Cllr Hubble

Minnis Managers – Cllr Haffenden and Cllr Day

Highways – All Cllrs shared role

Tree Warden – Cllr Smith

Footpath Warden – Jill Swan

Community Website – Cllr Smith

RFO – Clerk

Flag Officer – Cllr Hubble

The above roles were proposed by Cllr Hubble, seconded by Cllr Day and AGREED.

The document on roles and responsibilities created by Cllr Smith will now sit alongside the other SMPC core documents for review when necessary.

The item to be raised by Cllr Hubble was deferred.

6. CORRESPONDENCE

The following items of correspondence had been circulated to the Cllrs;

- KALC – 10 year plan for NHS survey (circulated to Cllrs)
- KALC – invite to EGM on 19 June to discuss local government reorganisation(circulated to Cllrs) Clerk and Chairman to attend.
- SM Windmill Trust – invite to EGM on 19 May to discuss the way ahead for the mill in light of KCC divesting of their windmills. Majority of Cllrs to attend this meeting.

7. PLANNING

7.1 DISCUSSED/NOTED planning applications received for consideration since the last meeting

25/0589/FH	Replacement of flat roofed areas and installation of solar panels Almond Tree Cottage, Curtis Lane, Stelling Minnis CT4 6AE	SMPC response no objection but remind FHDC that Minnis owners should be consulted as a direct neighbour.
25/00659/FH	Doghouse Farm, Stone Street, Petham CT4 6PU Erection of a single storey pool house	SMPC response no objection

7.2 NOTED decisions by the planning authority

25/00205/FH	Two storey extension to front of existing house to replace entrance porch and two storey infil to the rear of the house to replace first floor open terrace. Mackenzie House, Bossingham Road, Stelling Minnis CT4 6AQ	Approved with conditions
25/00527/FH	Montreux, Bossingham Road, Stelling Minnis CT4 6AG	Approved with conditions

	Single storey side and rear porch extensions.	
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8 REVIEW OF POLICIES

8.1 REVIEWED the SMPC Financial Regulations

The clerk explained that the NALC model financial regulations have been updated to reflect changes in procurement legislation, the SMPC financial regulations have been altered to reflect these changes and the use of Unity Trust as a bank has also been added at the appropriate point. These changes were proposed by Cllr Smith, seconded by Cllr Hubble and AGREED.

8.2 REVIEWED the SMPC Standing Orders

The Clerk explained that the NALC model document had been updated to be gender neutral and reflect the above financial regulation changes. The updated version was proposed by Cllr Smith, seconded by Cllr Day and AGREED.

9 VILLAGE MATTERS

DEFIBRILLATORS

Following the departure of Steve Moores who had been managing the PC Defibrillators, Cllr Smith and Clerk had done quite a bit of investigation into the best way to manage them going forward. An initial inspection had been carried out free of charge by Hopkins to see exactly the current status of the equipment. Both sets of pads were found to be out of date and have subsequently been replaced. A full report had been provided to SMPC on the status of each AED and battery.

It was proposed by Cllr Day, seconded by Cllr Haffenden and AGREED that the Defibrillator aftercare package offered by Hopkins at a cost of £415.80 plus VAT per year to cover both defibrillators (shop and hall) be taken out. This would come from general reserves for this year as not budgeted but would be going forward. Clerk to arrange.

It was also proposed to budget to replace the oldest unit (shop) in 2026/27 and then the other unit(hall) in 2027/28. If more CIL money was to come available from further approved building schemes in the parish both could be replaced at the same time. This was proposed by Cllr Day, seconded by Cllr Morley-Smith and AGREED.

Cllr Smith to make contact with the resident who had offered to assist when Steve Moores had moved away and thank her for her interest and explain what had been decided going forward.

NEOSPORA ON THE COMMON

Cllr Haffenden had brought this matter to the PC on behalf of the Minnis Managers who are seeking support from FHDC with the collection of dog waste as part of their normal waste collections in the area. The owners and managers of the Minnis are prepared to purchase and install a number of waste bins on the common. It may be necessary for managers to empty these bins into one single bin for collection by FHDC's contractors. Cllr Hollingsbee and Cllr Martin are both aware and supportive but it was felt if an official request came from SMPC that would be helpful. It was AGREED that the clerk should write to Cllr Hollingsbee and Cllr Martin to say that SMPC are very supportive of this and as it's a space used by the public would they empty the bins.

STELLING MINNIS VILLAGE HALL GRANT REQUEST

The SMVH Chairman had made an application for some of the CIL money that SMPC had set aside for the hall roof repair works. The application was for £5895.00

Cllr Smith proposed the grant of £5895 be awarded, Cllr Hubble seconded and it was AGREED. Cllr Day and Cllr Couch did not take part in this vote due to their role on the Village Hall Committee.

SPOIL BLOCKING PROW HE12

Despite this matter being reported, with photos on several occasions the spoil still remains blocking the route of this footpath. It was suggested that our new KCC member might be asked to try and do something about this matter. Clerk to make contact.

APM ARRANGEMENTS

APM to be held on 21st May. Arrangements in place and reports invited, to be led by Vice Chairman. Cllr Day to arrange refreshments as previous years.

10 REPORTS

There were no written reports for this evening's meeting.

11 FINANCE

- 11.1 NOTED the clerk had prepared the annual CIL report for FHDC showing the remaining balance at 31st March 2025 as £9311.23.

- 11.2 NOTED receipts of income

FHDC – 1 st precept payment	4179.50
TOTALS	£4179.50

- 11.3 **AUTHORISED PAYMENTS**

Direct Debits noted

DD	Hugo Fox – monthly website fee March & April	23.98
DD	Unity Trust Bank – monthly fees March & April	12.00
TOTALS		£35.98

Payments for authorisation

CHQ001	KALC – annual subscription	359.23
CHQ002	SMS CIS – Payroll year end submission	24.00
CHQ003	Hopkins – AED 2 sets of replacement defib pads fitted	117.00
CHQ005	AC Hadlow – strimming April	55.00
CHQ006	G Hubbard – clerks salary April	299.60
CHQ007	CPRE – annual subscription	36.00
CHQ008	Kent Air Ambulance Trust – grant for 2025-26	100.00
CHQ009	St Marys Stelling – grant for upkeep of closed churchyard 2025-26	200.00
CHQ010	Stelling Minnis Stores- grant for defib electricity usage	35.00
CHQ011	Stelling Minnis VH – grant for defib electricity usage	35.00
CHQ012	Clerks reimbursement of expenses April (printer ink & stationary supplies)	49.70
CHQ013	G Hubbard – clerks salary May (to be paid end May)	299.60
CHQ014	Zurich Municipal – annual renewal of SMPC insurance	527.29
CHQ015	Stelling Minnis Village Hall – Grant towards roof repair works	5895.00
TOTALS		£8,032.42

The above payments were proposed by Cllr Smith, seconded by Cllr Haffenden and AGREED for payment.

11.4 RECEIVED the bank reconciliation to 30 April 2025.

12 AOB FOR INFO ONLY

Cllr Couch shared details of a scheme he is personally setting up (not SMPC related) it is called SMASH (Stelling Minnis Advice Service Helpline) which is a What's App based network.

The complaint received from a new resident of the parish about Cllr Watts last month was raised by Cllrs. The Cllrs felt this incident had not reflected well on the parish council as Cllr Watts had acted as a Cllr but not on behalf of the parish council. Both the Chairman and the Clerk had written to apologise to the resident and the clerk had given details for how a formal complaint would need to be made to the FHDC Monitoring Officer if the matter wanted to be taken any further. This is the official route for complaints that could be breaking the Code of Conduct. The Chairman had also spoken directly to Cllr Watts.

Cllr Day raised the welcome packs that are now rather out of date. Cllr Smith to source the original word files and forward to the clerk to see what can be done easily to update as separate sheets and Cllr Day to speak to the printers for costs involved with getting more folders created.

The meeting closed at 9.15pm.

Dates of future meetings: 21 May APM, 18 June, 10 September, 12 November 2025.

Signed..... (Chairman)

Date.....