

MINSTER PARISH COUNCIL



**MINSTER
IN THANET**

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MINSTER PARISH COUNCIL

OPERATIONS COMMITTEE

A Meeting of the Committee will be held at 6.30 pm on Tuesday 19th February 2019
at the Neighbourhood Centre 4a Monkton Road Minster.

14th February 2019

Sir or Madam,

You are hereby summoned to attend a meeting of the Operations Committee at the Library and Neighbourhood Centre, 4A Monkton Road, Minster on Tuesday 19th February 2019 at 6.30pm for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Clerk to the Council

NOTE: Residents and members of the public are cordially invited to attend the meeting of the Council.

AGENDA

1. APOLOGIES

2. MINUTES

To approve the minutes of the Committee Meeting held on 12th December 2018. (**Appendix A**)

3. MEMBERS INTERESTS

To register any new interests, or de-registration by Members.

4. PLAYGROUP USE OF PAVILION

Further to the agreement of a session hire increase for playgroup hire for 2019/20, terms of hire need to be agreed for the new playgroup commencing in September. Draft terms will be tabled at the meeting.

5. ROADWAY DOWN THE SIDE OF THE BOWLS CLUB TO THE ALL WEATHER PITCH

The Chairman of the Minster Bowls Club reported to the Clerk that the road surface is wearing and getting dangerous. Members views are sought on topping the holes up with Type 1 aggregate and rolling it.

6. TOILETS AND CAR PARKS

Cllr Quittenden will report on the implications of the decision by Thanet District Council to transfer these assets to Minster Parish Council.

7. COMMUNITY PAYBACK SCHEME

Members are asked to consider taking part in the KCC initiative of a community payback scheme. Cllr Quittenden will report further.

8. PAVILION UPDATING

Members are asked to consider further improvements to the pavilion following a deep clean and decorating in the changing rooms. A Fire Safety Inspection has identified improvements that are required to comply with current legislation.

9. CCTV UPDATE AND OLD CCTV EQUIPMENT

The clerk will update members on the status of the installation of the three additional cameras that were approved to be installed.

Cllr Grove has asked what the position is with the old equipment that is installed in his house. If this is no longer being used could this be transferred to him as it is of little value.

10. TEMPORARY BRIDGE OVER THE RIVER STOUR

Cllr Jones will report further on this at the meeting.

11. DAMAGE TO VERGES

Following the request at a recent Council meeting from a resident to put in place measures to stop cars parking fully on the verges in Molineux Road, a further complaint has been made about the entrance to the houses set back in Tothill Street. The Clerk has contacted Richard Heaps (Kent Highways) for measures that could be considered to prevent the continued damage occurring. The Clerk will report further at the meeting.

12. THANET ELMS PROJECT

Cllr Jones will circulate to members his proposal and costing for his proposal to propagate Thanet Elms. Members views are sought.

13. SHARED SERVICES

Members are asked to consider the suggestion to meet with Ramsgate Town Council to discuss possible shared services and on what basis.

14. ALL WEATHER PITCH

Members are asked to give further consideration to subsidence issues at the bottom end of the pitch.

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Operations Committee

held on Wednesday 12th December at 12:00 Midday in the Neighbourhood Centre, Minster.

Present; Cllrs. Day (Chairman), Owen, Bailey, Quittenden

Also present; Cllr. Mrs. Gimes (Ex-officio), Kyla Lamb (Clerk), Clare Wilsdon (Assistant Clerk)

Kim Dolman, Anna Weston and Ruth Burton (Tadpoles Nursery)

202. APOLOGIES

Cllrs Goodman and Dr. Jones.

203. MINUTES

RESOLVED: That the minutes of the Committee Meeting held on 3rd October 2018 be approved and signed by the Chairman.

204. DECLARATIONS OF INTEREST

No declarations of interest were made.

Resolved that the meeting close to allow the above representatives from Tadpoles Nursery to address members of the committee. The meeting closed at 12:03 pm.

Ruth Burton explained to Members the current position with Tadpoles and that she is planning to retire in September 2019. Kim Dolman and Anna Weston explained that they had contacted the Clerk to the Council to enquire if they would be able to continue to hire the Pavilion and agree terms in principal with the Parish Council.

The meeting reconvened at 12.20pm and representatives left the meeting.

205. TADPOLES USE OF PAVILION

Members were asked to consider the future use of the Pavilion by Tadpoles pre-school. Ruth Burton is planning to retire next year. Kim Dolman and Anna Weston are considering taking over the business and wish to enter into an annual agreement with the Parish Council for the hire of the pavilion and agree terms in a more formal agreement.

Tadpoles currently have 27 children on role with a maximum capacity of 20 children per session. The current session fee is £12.

AGREED: Ruth Burton will be asked to supply 3 years of accounts for the parish council to review to consider the hire charge rate and a contract with any new business with stricter terms should be considered.

RESOLVED: To RECOMMEND to the Finance Committee that the hire charge for Tadpoles increase to £25 per session following a review of the costs incurred on providing the facilities for the period to cover all costs so it is not subsidised by our hirers or the precept.

206. PAVILION UPDATING

Following the Clerks meeting with Tadpoles staff, it is apparent that the pavilion needs a deep clean and decoration and repair. Members have inspected the premises.

AGREED: The Clerk will obtain a quotation by a commercial cleaning company for a deep cleanse of the pavilion and also a quotation from a builder to remove and make good the bar area.

207. MINSTER CEMETERY

Members reviewed the final draft of the Cemetery Terms & Conditions.

RESOLVED: That the Cemetery Terms & Conditions be approved subject to some minor alterations.

208. CCTV UPDATE

Further to Sunstones attendance and some minor modifications of the CCTV system during November, members were asked to consider quotations for additional cameras at Monkton Road and the Level Crossing and the relocation of the wireless receiving dish from the Corner House to the public toilets.

RESOLVED: To RECOMMEND the Council Meeting that the quotation from Sunstone for additional cameras be accepted, subject to permission being obtained for and installation of broadband taking place at the public toilets. Total cost £4790 + VAT

The Clerk will investigate whether the ongoing cost of broadband at the toilets could be offset by inviting local business to advertise via the wifi hot-spot.

Members were further asked to consider the quotation from Sunstone for the renewal of the annual maintenance and support contract for the CCTV system from 1st December 2018

RESOLVED: (i) To RECOMMEND to the Finance Committee to accept Sunstone's quotation of £2673.50 + VAT for an annual maintenance contract and include this amount in the Annual Budget; and (ii) RECOMMEND to the Finance Committee to include £480 in the Annual Budget for the installation of broadband at the toilets to provide a superior quality of cover for the CCTV cameras.

209. FLY TIPPING ALONG THE OLD TOP ROAD

Members reviewed the need for barriers at the end of the old top road in order to prevent fly tipping. A response was received from Kent Highways stating that they do not have the funds to put barriers in place but provided estimated costs of £40,000 for their installation.

RESOLVED: That the estimated costs are prohibitive to any further action.

210. HEALTH & SAFETY REQUIREMENT ELAS H&S

Members considered the quotation to renew the Health & Safety Contract with ELAS.

RESOLVED: The contract with ELAS will not be renewed in January.

The Clerk reported that employees will take part in some online training and health surveillance in January 2019

211. TREE PLANTING REQUIREMENTS AND THANET ELMS PROJECT

Cllr Day re-iterated that members should consider areas within the parish that may be suitable for planting additional trees. Cllr Jones asked members to consider the possibility of propagating a number of Thanet Elms for future planting in the Parish.

AGREED: Cllr Jones would further research the cost of propagation and report back to the council.

212. ALL WEATHER PITCH

There are issues with subsidence at the All-weather pitch. The Clerk reported that recommendations had been made to drill holes through the wall to allow water to drain and have the wall strapped and pinned to prevent further subsidence. Cllrs Quittenden and Day will inspect the site.

213. ROADSWEEPING SCHEDULE

Following requests from residents, members were asked to consider the extension of the road-sweeping round to include the Heronsbrook estate. KCC have confirmed that the roads on this estate are now adopted.

AGREED: To add Cheney Road/Benedictine Road to the road sweeping schedule as required.

214. STAFF PERFORMANCE PAY REVIEW

Members were asked to consider staff salaries and roles based on extra work that is now carried out and to make any recommendations for inclusion in the budget prior to the finance meeting in January 2019.

RESOLVED : To RECOMMEND to the Finance Committee pay increases as discussed for the 3 operational staff plus a 2% cost of living pay award and a one Scale point increase for the Clerk and a two Scale point increase for the assistant Clerk be recommended to the Finance Committee for inclusion in the budget.

215. FLOWER PLANTERS OUTSIDE CLIFFES BUTCHERS

The Clerk reported on the cost of two planters matching those underneath the flag-pole, for placement each side of the bench outside the butchers. The bench and planters will be fixed in place.

RESOLVED: That two Woodblox planters be purchased at a cost of £164 each.

216. CIVIC AWARD

Members were asked to consider nominations for a civic award.

No nominations were made.

Signed.

CHAIRMAN OPERATIONS COMMITTEE

Meeting closed at 2.50 p.m.