

# MINSTER PARISH COUNCIL



The Parish Office  
4a Monkton Road  
Minster-in-Thamet  
Ramsgate  
Kent CT12 4EA

Tel: 01843 821339  
Fax: 01843 825869  
Email: [clerk@minsterparishcouncil.org.uk](mailto:clerk@minsterparishcouncil.org.uk)

Clerk to the Council: Ms. Kyla Lamb - MAAT

1<sup>st</sup> November 2018

## MINSTER PARISH COUNCIL

6<sup>th</sup> NOVEMBER 2018

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster which will be held at the Library and Neighbourhood Centre, 4A Monkton Road, Minster on Tuesday 6<sup>th</sup> November 2018 at 7 p.m. 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 FOR ABSENCE**  
To receive apologies for absence, if any.
2. **MINUTES**  
To approve the minutes of the meeting held on 2<sup>nd</sup> October 2018 (**Appendix A**).
3. **MEMBERS' INTERESTS**  
To register any new interests, or deregistration, by Members.

4. **COMMUNITY WARDEN AND POLICING REPORTS**

To report on any other matters as appropriate.

5. **COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORT**

To receive reports from county and district Councillor's as appropriate.

6. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman to report as appropriate.

7. **REPORT OF THE CLERK**

The Clerk to report upon any matters that may have arisen since the dispatch of the agenda.

8. **DOCUMENTS AVAILABLE FOR INSPECTION**

Documents will be placed around at the meeting, as appropriate.

9. **SECTION 106 AGREEMENT**

The Clerk will update members with any information since the October 2018 meeting.

10. **PARISH OFFICE, ARCHIVES RENT REVIEW**

The clerk to provide an update.

11. **AGENCY PAYMENT RENEWAL AND TAKING OVER THE HIGH STREET AND MONKTON ROAD CAR PARKS AND PUBLIC TOILET**

The clerk to provide an update.

12. **DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET**

The Chairman will give any updates since the October meeting.

13. **VISITORS A4 WALKING MAP OF MINSTER**

Cllr Vaughan will update members on the progress of updating an existing map.

14. **OPERATIONS COMMITTEE**

To receive the minutes of the meeting held on the 3<sup>rd</sup> October 2018 (**Appendix B**).

15. **GDPR COMPLIANCE**

Following the circulation of information and costs to purchase small encrypted laptops for all members since the last council meeting, Members are asked to ratify the decision to purchase 11 small laptops at a cost of £149.99 plus VAT each, totaling £1649.89. Plus a monthly cost for 15 email accounts of £37.50 giving an annual cost of £450.00 per annum.

**16. KALC COMMUNITY AWARDS SCHEME**

Further to this item being raised at the October Council meeting, members were asked to give consideration to who they may wish to consider to nominate for the KALC Community Award Scheme for 2019. Nominations need to be submitted by Thursday 31<sup>st</sup> January 2019.

**17. KALC 71<sup>st</sup> AGM**

The KALC AGM is being held on Saturday 17<sup>th</sup> November 2018 at Ditton Community Centre, Ditton. The Clerk is requesting whether any Member wishes to attend. (2 representatives may attend).

**18. APPOINTMENT OF INTERNAL AUDITOR**

The Clerk has to report that our internal auditor Eric Fewkes has informed the Clerk that he is no longer able to carry out internal audits on behalf of the parish council. The Clerk will report to members for alternative auditors recommended by KALC.

**19. ADVERSE POSSESSION OF LAND TO THE WEST OF MINSTER DAY NURSERY**

The Chairman has received correspondence from Minster Day Nursery advising the Parish Council that following legal advice from their solicitors they intend to erect a fence on the land to the east of the nursery boundary. The land is not registered with the land registry. Minster Parish Council have maintained the land for many years. Members views are sought on whether they wish to let the Nursery take adverse possession of the land or whether the Council themselves wish to start legal proceedings to take adverse possession of the land. Map attached (**Appendix C**)

**20. WW1 MEMORIAL BENCH AT MINSTER CEMETERY**

Members are asked to consider purchasing a WW1 centenary memorial bench to place next to the war memorial at the cemetery. The cost of the bench and a photograph will be circulated at the meeting. Members views are sought.

**21. MINSTER PARISH COUNCIL CIVIC AWARD NOMINATION**

Members are asked to consider whether they wish to make any nominations for a civic award and plaque. Members views are sought.

**22. COMMITTEE REPRESENTATIVE REPORTS**

To receive reports, if appropriate, from representatives of the following bodies:

TALC	Councillors Day & Quittenden
Minster School	Councillor Mrs Gimes
Village Hall	Councillor Bailey
Twinning Assn.	Councillor Quittenden
KIACC	Councillor Day
Flood Committee	Councillor Day
Minster Church	Councillor Goodman

**23. REPORT OF THE RFO**

(a) Bank balance statement

(b) Statement of Receipts and Payments for October 2018 (**Appendix D**)

**24. QUESTIONS FROM THE PUBLIC**

Up to 15 minutes will be allowed for members of the public to ask questions or comment on parish matters.

**Mrs. Kyla Lamb**

**Clerk to the Council**

**1<sup>st</sup> November 2018**

## **MINSTER PARISH COUNCIL**

**Minutes of the Meeting of the Council held at the Library & Neighbourhood Centre,**

**4a Monkton Road, Minster**

**on Tuesday 2<sup>nd</sup> October 2018 at 7.00 pm**

Present: Councillors: Mrs. Gimes (Chairman), Day, Quittenden, Grove, Goodman, Dr. Jones, Owen, Mrs. Taylor, Cllr. Bailey, Cllr. Bubb  
Also present: Cllr Crow-Brown (TDC), Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council), PCSO Adrian Butterworth.

### **122. APOLOGIES FOR ABSENCE**

Apologies were received Cllr Vaughan.

### **123. MINUTES**

**RESOLVED: That the Minutes of the Meeting held on 4<sup>th</sup> September be approved and signed by the Chairman.**

### **124. MEMBERS' INTERESTS**

Cllr. Bailey declared an interest in payments voucher 110877,  
Cllr. Owen declared an interest in payments voucher 110891.

### **125. COMMUNITY WARDEN AND POLICING REPORTS**

Community Warden Aaron Kluibenschadl was not present but provided a report, read out by the Chairman;

- Fly-tipping of 200 tyres in the KCC compound along the old top road Monkton/Minster has been reported to KCC.
- Fly tipping opposite the Cottington Bridge flyover has been reported via Country Eye.
- Criminal damage to the rubbish bin in the skate-park (recorded on CCTV) has been reported to the police and is undergoing investigation.
- A Minster resident has fallen victim to scammers and lent a large sum of money to a 40 year old male.
- Neighbour dispute regarding over hanging tree branches.

PCSO Adrian Butterworth was present and reported as follows;

- Kent Police have received 32 calls to Minster in the last month. These included the report of the theft of a vehicle that had previously been abandoned in Taylor Road. All other calls related to RTCs, domestic incidents and missing persons.
- Three incidents of criminal damage in and around the recreation ground are under investigation.
- There have been no further reports of anti-social behaviour by youths in the cemetery.
- An article has been placed in Minster Matters urging parents to be aware of their children's whereabouts in the evenings.

- Door-step callers claiming to be ex-forces or on probation have been reported in Monkton selling cleaning products at inflated prices.

PCSO Butterworth thanked Councillors who attended the graffiti event at the skate-park. The feedback received from this event was positive despite the rain and future events may be planned.

#### **126. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORT**

Cllr. Crow-Brown was present and reported as follows;

- Gave a reminder that the deadline for comments on the Local Plan is on Thursday 4<sup>th</sup> October.
- Thanet District Council is one of three councils that have received a charter for Members training and induction.
- James Wraight (Kent Highways) is submitting an £8 million bid for a link road from Columbus Avenue to Shottendane Road.

#### **127. CHAIRMANS REPORT**

The Chairman reported that the Emergency Plan, started 18 months ago, is due for review. A meeting is to be held on Tuesday 9<sup>th</sup> October at 7pm where Luke Glover (Emergency Planning Officer for TDC) and Steve Scully (Kent Resilience Team) will be speaking. The Chairman encouraged members to attend.

A Parish Forum will be held at TDC on 22<sup>nd</sup> October 2018. The Chairman asked members to consider anything they would like raised.

#### **128. REPORT OF THE CLERK**

The Clerk reported that the Annual Fireworks display is to be held on Friday 2<sup>nd</sup> November 2018.

#### **129. DOCUMENTS AVAILABLE FOR INSPECTION**

- a. Amended masterplan designs from Savills for the proposed Tothill Street development.
- b. Consultation documents for proposed additional yellow lines in the Parish.

#### **130. SECTION 106 AGREEMENT**

The Clerk reported that a date has not yet been set for the installation of yellow lines or the Village Gateway sign.

#### **131. PARISH OFFICE, ARCHIVES RENT REVIEW**

No updated information at this time.

#### **132. AGENCY PAYMENT RENEWAL AND TAKING OVER THE HIGH STREET AND MONKTON ROAD CAR PARKS AND PUBLIC TOILET**

No updated information at this time. The Clerk confirmed that the Agency and Precept payment for the remainder of the financial year had been received.

**133. DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET**

The Chairman reported that the planning application for this development has still not been received.

Paul Willins has suggested that any future planning applications such as this one should insist that there is a full tree-planting scheme.

**134. VISITORS A4 WALKING MAP OF MINSTER**

Cllr Vaughan was not present at the meeting. This item was deferred for further consideration at the November meeting.

**135. PLANNING COMMITTEE**

The Minutes of the Planning Committee meeting held on 4<sup>th</sup> September 2018 were received.

**136. KENT HOUSEHOLD WASTE RECYCLING CENTRE CONSULTATION**

Members were asked to consider Kent County Council Waste Management proposal to implement a charging policy for waste materials including soil, rubble, hardcore and plasterboard taken to Household Waste Recycling Centre's. The Consultation runs until Thursday 1st November 2018. Members suggested that the cost to clear an expected increase in fly-tipping would surely outweigh the income they would receive. Cllr Taylor asked Cllr Crow Brown if he knew how much KCC and TDC currently spend on clearing fly-tipping.

**AGREED the Chairman will respond on behalf of the Parish Council.**

**137. GDPR COMPLIANCE**

The Chairman reported that the Council do not need to appoint a Data Protection Officer.

The Chairman asked members to consider current recommendations to provide a small encrypted laptop for each Councillor to use, in order to ensure compliance with current GDPR requirements.

**AGREED: The cost of laptops would be circulated to members for consideration.**

Cllr Owen reported that a data privacy footer has now been provided for use on emails being sent by members.

A privacy policy has now been published on the website.

The Chairman reminded members that emails should be forwarded with care and consideration given to GDPR.

**138. KALC COMMUNITY AWARDS SCHEME**

Members were asked to consider adopting the KALC Award Scheme and to consider a resident to nominate for the KALC Community Award Scheme for 2019. Nominations need to be submitted by Thursday 31<sup>st</sup> January 2019. This item will be revisited at the meeting to be held in December.

**139. RSP DEVELOPMENT CONSENT ORDER FOR MANSTON AIRPORT**

Members were asked to consider a list of key points to enable the Chairman to prepare a response to the Planning Inspectorate, on behalf of the Council, in relation to the proposed Manston Airport development.

**AGREED: That the Chairman responds on behalf of the Parish Council raising all concerns and key points again in order to endorse the views of the Parish.**

**140. THANET DRAFT LOCAL PLAN**

There is a further opportunity for the public comment on the Draft Plan, before it is submitted to the Planning Inspectorate for examination. This consultation runs from Thursday 23<sup>rd</sup> August until Thursday 4<sup>th</sup> October 2018. Members were asked to approve the draft response prepared by the Chairman.

**RESOLVED: That the response drafted by the Chairman be submitted on behalf of the Parish Council.**

**141. INSURANCE RENEWAL**

Members were asked to review and approve the insurance renewal for the Parish Council for the ensuing year.

**RESOLVED: That the insurance quotation from Inspire AXA for £3646.50 be accepted.**

**142. COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC

Cllr Quittenden reported that he had informed KALC of the arrangements made for the WW1 Battle's Over – A Nations Tribute on 11<sup>th</sup> November.

Cllr Quittenden has contacted Terry Martin over a statement made in relation to concerns over security in Kent after Brexit, which contravened comments previously made suggesting Policing and Security connections would continue as normal.

Minster School

Mrs Stone, Head-mistress for Minster School is now also Executive Head for Monkton School. The Governing bodies are looking to merge the two schools.

Village Hall

The Annual Art Exhibition will run from 5-7<sup>th</sup> October.

Twinning Assn.

Cllr Quittenden reported that the quiz night held by the Twinning Association raised £165 for the Christmas Light



Appeal. A Race Night will be held at the Royal British Legion Club on Saturday 6<sup>th</sup> October. Four members will attend a ceremony at Birchington Twinned French Village and will visit the Mennin gate later that day for the Last Post Ceremony.

The AGM will be held on Friday 16<sup>th</sup> November 2018 at 7.30pm.

KIACC	Nothing to report.
Flood Committee	Cllr Day reported that there had been recent heavy rain, with flooding being reported In Foxborough Lane, at Spencers Pond and at the Sevenscore crossing. Photos have been provided and the Clerk will report to KCC.
Minster Church	Nothing to report.

**143. REPORT OF THE RFO**

**RESOLVED:**

- a) That the bank balance be received and noted
- b) The statement of Receipts & Payments for the month of September 2018 be approved.
- c) The report on the Annual Audit of Accounts be noted and the necessary notices be posted.

**144. QUESTIONS FROM THE PUBLIC**

Mrs Quittenden suggested that perhaps 'Community Payback' could be considered as an option to help with maintenance at the Cemetery.

Cllr Taylor asked whether the Bakerlew Advertising Signs at the roundabout towards Acol are genuine KCC signs. There are also some other signs on the highway that should be removed.

Mr Watler said that he has recently heard of a Police Cadet scheme. PCSO Butterworth said this is a new scheme that has been introduced in the Maidstone area.

Mr Gimes asked Cllr Crow Brown about the losses of over £2 million expected at Ramsgate Port. He responded that the Finance Director is adamant that if a Ferry is running from there then it makes a profit.

**Chairman of the Council**

**6<sup>th</sup> November 2018**

**Time concluded: 8.13 p.m.**