

MINSTER PARISH COUNCIL



**MINSTER
IN THANET**

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Clerk to the Council: Ms. Kyla Lamb - MAAT

29th November 2018

MINSTER PARISH COUNCIL

4th DECEMBER 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 4th December 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 6th November 2018.
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 Councillors 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 November 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**

Following the November meeting, some members met with Lindsay Frost - Planning Consultant to consider a response to the planning application OL/TH/18/1488 Land on the West Side of Tothill Street, Minster. Mr. Frost has prepared a response for the Council members to consider prior to the meeting.

Members are asked to approve the response to submit to Thanet District Council on behalf of Minster Parish Council.

13. **PUBLIC CONSULTATIONS**

Members are asked to consider responses to the following public consultations:-

- (a) KCC Libraries, Registrations and Archives Draft Strategy 2019-2022 Consultation. End date for comment is 29 January 2019.
- (b) Thanet Bus Changes Public Consultation. End date for comment is 19 December 2018.
- (c) Housing Allocation Policy Consultation. End date for comment is 21 December 2018

14. 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 31st January 2019.

15. ADVERSE POSSESSION OF LAND TO THE WEST OF MINSTER DAY NURSERY

At the November meeting the Chairman reported that she had 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. It was agreed at the last meeting to instruct a solicitor to write to the Day Nursery to contest them taking adverse possession and register the land to Minster Parish Council. The Clerk will report on a meeting with the Manager of the Day Nursery and a quotation for tree works on the land following the concerns raised at this meeting.

16. THANET ELMS

Cllr Jones will report to Members information on how to protect and plant Thanet Elms.

17. 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

18. REPORT OF THE RFO

(a) Bank balance statement

(b) Statement of Receipts and Payments for November 2018

19. 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

29th November 2018

MINSTER PARISH COUNCIL

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

4a Monkton Road, Minster

on Tuesday 6th November 2018 at 7.00 pm

Present: Councillors: Mrs. Gimes (Chairman), Day, Quittenden, Grove, Owen, Bailey, Mrs. Taylor

Also present: Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council), PCSO Adrian Butterworth, Cllr Crow-Brown (TDC) arrived later in the meeting

159. APOLOGIES FOR ABSENCE

Apologies were received from Cllr Vaughan. Goodman, Dr. Jones, Cllr. Bubb and District Councillor Pugh.

160. MINUTES

RESOLVED: That the Minutes of the Meeting held on 2nd October 2018 be approved and signed by the Chairman.

161. MEMBERS' INTERESTS

Cllr. Bailey declared an interest in payments vouchers 110938 and 110942.

162. COMMUNITY WARDEN AND POLICING REPORTS

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

- There had been a report of possible hare-coursing at Marsh Farm Road. Dog walkers reported a silver Nissan Warrior being driven at high speed and being exited by two males with two dogs.
- A break-in at Foxborough Stables and theft of a petrol strimmer was reported to the police.
- Pot holes and lighting issues have been reported to KCC Highways (locations unspecified)
- Three male doorstep sellers/cold callers have been reported with two knocking on the door selling UPVC windows and a third walking down the side of the property. The men left when challenged by the resident.
- A resident of Way Hill reported a vehicle had been broken into and rifled through. Nothing was taken and there was no sign of a forced entry. The resident was advised to report the incident to police via 101.
- A welfare check on a vulnerable resident was carried out and a referral to Social Services was made.

PCSO Adrian Butterworth was present and reported as follows;

- Kent Police received 47 calls to Minster in the last month. These included three calls relating to attempted burglaries at Way Hill and Foxborough Lane.

Other calls related to Information, RTC's, concerns, domestic incidents and missing persons.

- A few calls relating to theft from motor vehicles have been reported between Monkton Road and Fairfield Road. Two suspects have been arrested.
- A nuisance motorbike rider without a helmet was reported in Tothill Street. CCTV was surveyed, a male has been spoken to and a traffic report issued.
- A report of suspected poaching at Marsh Farm Road was made. A vehicle was seized and three people were arrested.
- Following the installation of more yellow lines in the village, arrangement was made for the TDC Parking enforcement team to attend and patrol the village with myself. A ticket was issued to a driver close to the school and drivers were deterred from other locations. A request has been made for repeated attendance including at evenings and weekends
- On Thursday 1st November, a firework safety presentation was given to 1st Minster Cubs with activities and free pencils.

PCSO Butterworth requested that residents who are victim to or a witness to a crime should be report these via 999 if the crime is in progress, or via 101 if the threat has passed. This ensures it is recorded accurately and appropriate action can be taken.

163. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORT

A request was made by the Chairman, for assistance from District Councillor Grove to help progress the asset transfer for the public toilets and car park with TDC and also to get confirmation in writing of the agency payment.

Cllr Pugh was not present but sent an email, read out by the Chairman in which he urged residents to make any comments or objections to TDC in relation to the planning application for the land West of Tothill Street. Cllr Pugh also stated that he welcomes the change in speed limit made by KCC at the top of Tothill Street. Furthermore, last week he attended a briefing hosted by Riveroak regarding their DCO application and their plans for Manston Airport are very exciting for Thanet.

164. CHAIRMANS REPORT

The Chairman gave a huge thank you to Barbara Quittenden and the helpers who have produced the fantastic poppy displays around the village to commemorate the WW1 100th Anniversary.

The Chairman also thanked clerks, Kyla and Clare for organising the fireworks and the volunteers who helped with marshalling on the night.

The Chairman also thanked those who attended the Emergency Plan Meeting including the eight new volunteers.

On 22nd October, the Chairman attended the bi-annual Parish Forum meeting and reported that it is not working well. A change to its meeting date and time is being considered.

165. REPORT OF THE CLERK

The Clerk reported that a letter had been received from the Royal British Legion thanking the Parish Council for the donation made towards Remembrance Day expenses.

Cllr Quittenden reported that Remembrance Day will proceed as normal with the Parade from the Legion at 10am to the Church for the Remembrance Service, followed by food and entertainment at the Legion. At 6.40pm, lighting of the beacon will take place, with a Piper playing 'The Battles Over', a bugler, bell ringers, fireworks and refreshments provided in the Old School.

166. DOCUMENTS AVAILABLE FOR INSPECTION

None to display.

167. SECTION 106 AGREEMENT

Yellow lines have now been fully laid apart from a gap opposite the entrance to McDonalds. The Clerk will follow up placement of the bollard and correction of the subsidence in the lay-by in Taylor Road.

Village Gateway signs will be installed at the same time as the new speed restriction signs.

168. PARISH OFFICE, ARCHIVES RENT REVIEW

No updated information at this time.

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

No updated information at this time.

170. DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET

The Chairman reported that the planning application for this development, which also includes an extension to the Cemetery, has been received by TDC and details are available online. A request will be made to TDC for a two week extension to the deadline of 22nd November for comments to allow for full consultation. The Chairman requested attendance of Councillors at a meeting with Planning Consultant, Lindsay Frost on at 11.30 on the 13th November 2018 to discuss the application so that he may prepare a response on behalf of the Council. This will be the biggest development yet to take place in Minster.

171. VISITORS A4 WALKING MAP OF MINSTER

Cllr Vaughan was not present at the meeting.

172. OPERATIONS COMMITTEE

The Minutes of the Operations Committee meeting held on 3rd October 2018 were received.

173. GDPR COMPLIANCE

Members are asked to ratify the decision to purchase eleven small laptops for members at a cost of £149.99 plus VAT each totaling £1649.89, plus a monthly cost of £37.50 for 15 email accounts, giving an annual cost of £450.00 per annum.

RESOLVED: The purchase of the laptops and email accounts is approved.

174. KALC COMMUNITY AWARDS SCHEME

Members were asked to give further consideration for nominations for the KALC Community Award Scheme for 2019. Nominations need to be submitted by Thursday 31st January 2019. Nominations should be made to the Clerk for consideration at the December meeting.

175. KALC 71st AGM

The KALC AGM is being held on Saturday 17th November at Ditton Community Centre. The Clerk asked if any members wished to attend.

AGREED: Cllr Quittenden will attend.

176. APPOINTMENT OF INTERNAL AUDITOR

The clerk reported that our Internal Auditor, Eric Fewkes is no longer able to carry out internal audits on behalf of the council. The Clerk has contacted an alternative auditor recommended by KALC, David Buckett.

RESOLVED: That David Buckett be appointed as Internal Auditor.

177. ADVERSE POSSESSION OF LAND TO THE EAST 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. The Parish Council have maintained the land for many years and members were asked to consider whether they wish to allow the Minster Day Nursery to take adverse possession of the land, or if the Council themselves wish to start legal proceedings to take adverse possession of the land.

AGREED: Minster Day Nursery will be contacted by Solicitors letter to advise that the Parish Council will strongly contest any adverse possession by the nursery.

178. WW1 MEMORIAL BENCH AT MINSTER CEMETERY

Members considered the purchase of a WW1 Centenary memorial bench to place next to the war memorial at the cemetery. A picture was circulated and a discussion ensued. Members felt that the bench may be vandalized at the cemetery or stolen for scrap.

RESOLVED: That a memorial bench would not be purchased.

179. MINSTER PARISH COUNCIL CIVIC AWARD NOMINATION

Members considered whether they wish to make any nomination for a civic award and plaque. Cllr Day asked if the award can be made retrospectively.

AGREED: Nominations cannot be retrospective.

This item will be considered on the next Operations Agenda.

180. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC	Cllr Quittenden reported that the AGM took place on October 18 th but he was unfortunately unable to attend. The Officers remain as last year. It was decided that the committee would meet quarterly unless urgent matters arise. The next meeting is scheduled for 17 th January 2019 where Sharon Moxon, coordinator for the Community Payback Scheme has been invited as a guest speaker. Broadstairs Town Council use this service successfully. Details of the scheme will be forwarded to the Clerk.
Minster School	Nothing to report.
Village Hall	The Christmas Bazaar will be held on 24 th November 2018.
Twinning Assn.	Cllr Quittenden reported that a race night was held at the RBL Club and although not well attended, those that went had a good evening. Four members attended Birchington Twinned Village. The Last Post ceremony at the Menin Gate was attended and also the Twinned Villages Remembrance Day Parade. Cllr Quittenden reported that their monthly report in Minster Matters implied that the Twinning Association had sponsored the Community Poppy Project but that this was not the case. It was purely a community project by residents. The AGM is to be held on Friday 16 th November at 7.30.
KIACC	Nothing to report.
Flood Committee	Cllr Day reported that people who had been seen inspecting drains were investigating for fibre optic.
Minster Church	Cllr Goodman was not present.

181. REPORT OF THE RFO

RESOLVED:

- a) That the bank balance be received and noted
- b) The statement of Receipts & Payments for the month of October 2018 be approved. (See attachment)

182. QUESTIONS FROM THE PUBLIC

Mr Sharp said a report on Countryfile suggested that diseased trees are being imported and that any planting in future developments should be from licenced nurseries to ensure they are disease free.

Bernie Watler suggested that a bank account should be set up for the public to make donations for the fireworks and public toilets. He also suggested having more flashing, interactive speed signs.

Barbara Quittenden asked if there will be a 106 agreement in place for proposed development to the land West of Tothill Street. Cllr Gimes responded that there will be, and consideration will be given to this when the application is considered.

Bernie Watler asked whether more information could be gathered in relation to ownership of unregistered land in the Parish.

Chairman of the Council

4th December 2018

Time concluded: 8.30 p.m.