

# MINSTER PARISH COUNCIL



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Clerk to the Council: Ms. Kyla Lamb - MAAT

31<sup>st</sup> May 2018

## MINSTER PARISH COUNCIL

5<sup>th</sup> JUNE 2018

Sir or Madam,

You are hereby summoned to attend the Annual General Meeting of the Council of Minster which will be held at the Library and Neighbourhood Centre, 4A Monkton Road, Minster on Tuesday 5<sup>th</sup> June 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 1<sup>st</sup> May 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 councilors 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 May 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 update the public and those members who were unable to attend the meeting today with Savills to discuss the proposals in more detail.

13. **ANNUAL PARISH MEETING**

To receive the Minutes of Parish Assembly Meeting held on 24th April 2018. Members are asked to consider the suggestion by Mr Watler to hold a 650<sup>th</sup> Anniversary of the Danes Landing in 2020.

14. **POLICY AND FINANCE COMMITTEE**

To receive the Minutes of the meeting held on 23<sup>rd</sup> May 2018 and to consider the recommendations contained therein.

15. **PLANNING COMMITTEE**

To receive the Minutes of the meeting held on 23<sup>rd</sup> May 2018. Members are further asked to consider the following application discussed at the planning meeting as this is a large strategic application: -

**TH/18/0660 – Manston Airport, Manston Road, Manston** – Comprehensive redevelopment of the site involving the demolition of existing buildings and structures and removal of hard standing and associated infrastructure, and provision of mixed use development. Application submitted in hybrid form (part-outline and part-detailed).

The outline element comprises an outline planning application (with all matters except Access reserved for future determination) for the provision of buildings/floorspace for the following uses; Employment (Use classes B1a-c/B2/B8), Residential (Use classes C3/C2), Retail (use Classes A1-A5), Aviation (Sui Generis), Education and other non-residential institutions including museums (Use class D1), Sport and Recreation (Use Class D2), Hotel (Use Class C1), Open space/landscaping including outdoor sport/recreation facilities), Car Parking, Infrastructure (including roads and utilities), Site preparation and other associated works. The full/detailed element of the application comprises; change of use of retained existing buildings and means of access.

**16. MINSTER GREEN BOOKS**

Members are asked to consider if they wish to have some of the green Minster books reprinted. The Clerk will report further at the meeting.

**17. PARISH COUNCIL VAN**

The Parish Council van needs some repairs which has been suggested may be uneconomic due to the age of the vehicle. Members are asked to consider the purchase of a replacement vehicle. Cllr Quittenden will report further on the matter at the meeting.

**18. 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

**19. REPORT OF THE RFO**

(a) Bank balance statement

(b) Statement of Receipts and Payments for May 2018.

(c) The Hampshire Trust Bank 1 year term deposit matures on 12<sup>th</sup> June 2018 the balance is £101,392.33. The interest rate offered to reinvest the sum for a further twelve months is 1.35% members instruction is sought on this matter.

**20. QUESTIONS FROM THE PUBLIC**

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

**CONFIDENTIAL ITEM**

*(i) It is recommended that under the Public Bodies (admission to Meetings) Act 1960 (as extended by s.100 of the Local Government Act 1972), the public and accredited representatives of newspapers be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in Part 1 of Schedule 12A of the Local Government Act 1972 by virtue of the paragraph specified against the items.*

**21. STAFFING MATTERS FOR CONSIDERATION**

The Clerk will report further at the meeting.

**Mrs. Kyla Lamb**

**Clerk to the Council**

**31<sup>st</sup> May 2018**

## **MINSTER PARISH COUNCIL**

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

**4a Monkton Road, Minster**

**on 1<sup>st</sup> May 2018 at 7.00 pm**

Present: Councillors: Mrs. Gimes (Chairman), Day, Quittenden, Grove, Dr. Jones, Owen, Goodman, Mrs. Taylor, Ms. Vaughan.

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

Apologies for absence: Cllr. Bailey, Cllr. Bubb,

1. **ELECTION OF CHAIRMAN**

**RESOLVED: That Councillor Penny Gimes be elected Chairman of the Council for the ensuing year 2018/2019**

**Councillor Gimes took and signed the declaration of acceptance of office and thereupon took the chair.**

**COUNCILLOR GIMES IN THE CHAIR**

2. **APPOINTMENT OF VICE CHAIRMAN**

**RESOLVED: That Councillor Day be appointed Vice Chairman of the Council for the ensuing year 2018/2019**

3. **MINUTES**

**RESOLVED: That the minutes of the meeting held on 3<sup>rd</sup> April 2018 be approved.**

4. **MEMBERS INTERESTS**

No matters of interest noted.

5. **MEMBERSHIP OF COMMITTEES**

**RESOLVED: That the following Committees be re-formed with the membership as shown:**

**Policy & Finance**

Cllr. Bailey  
Cllr. Day  
Cllr. Dr. Jones  
Cllr, Quittenden  
Cllr. Mrs. Taylor

**Operations**

Cllr. Bailey  
Cllr. Bubb  
Cllr. Day  
Cllr. Goodman  
Cllr. Jones  
Cllr. Owen  
Cllr. Quittenden

**Planning**

Cllr. Day  
Cllr. Goodman  
Cllr. Jones  
Cllr. Owen  
Cllr. Quittenden  
Cllr. Mrs. Taylor  
Cllr. Ms. Vaughan

**Highways**

Cllr. Bailey  
Cllr. Bubb  
Cllr. Day  
Cllr. Goodman

**GDPR**

Cllr. Mrs. Taylor  
Cllr. Owen  
Cllr. Gimes

Cllr. Jones  
Cllr. Owen  
Cllr. Quittenden

**6. TIMETABLE OF MEETINGS 2018/2019**

Members are asked to agree the following meeting timetable

<u>2018</u>	<u>2019</u>
5 <sup>th</sup> June	8 <sup>th</sup> January
3 <sup>rd</sup> July	5 <sup>th</sup> February
August (no meeting)	5 <sup>th</sup> March
4 <sup>th</sup> September	2 <sup>nd</sup> April
2 <sup>nd</sup> October	16 <sup>th</sup> April – Annual Parish Meeting
6 <sup>th</sup> November	
4 <sup>th</sup> December	

**7. APPOINTMENT TO OUTSIDE BODIES**

**AGREED:** The following members be appointed as the Councils representatives to the under-mentioned bodies;

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

**8. APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED:** That Mr. Eric Fewkes be re-appointed as internal auditor to Council for the year 2018/2019

**MINUTES OF THE ORDINARY MEETING  
1<sup>st</sup> May 2018**

**9. COMMUNITY WARDEN & POLICING REPORT**

Community Warden, Aaron Kluibenschadl was not present and there was nothing to report on his behalf.

PCSO Adrian Butterworth was present and reported as follows:

- Kent Police have received 20 calls to Minster since the last council meeting including 3 Criminal Damage (mostly damage to cars but also a stone thrown through the window of the New Inn. Other crimes reported include missing persons, RTC and domestic calls.
- A request for any possible witnesses to a sexual assault that occurred in St Marys Road between 30-31<sup>st</sup> March.
- Surgeries are going well and taking place on the first Thursday of each month in the library.
- Following a report of increased car sales in Laundry Road, this has been monitored and there is currently only one car there.
- Presentation given at the Thanet Over Fifties Forum on Crime Prevention & scam awareness.
- Attended the school recently and advised no issues there at present.

10. **COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS**

Cllr Crow-Brown reported as follows;

- TDC have introduced charges for replacement of recycling/waste receptacles.
- Government Funding has been reduced from £10 million down to £880K
- Met with Ian Livingstone today in relation to clearance of the Spitfire Way site. (Cllr Quittenden also reported that they have started to clear the site today)

Cllr Grove reported as follows;

- A volunteer litter pick will take place this Sunday 6<sup>th</sup> May.

Further to this, Cllr Quittenden reported that McDonalds now lists car registrations on receipts given and so could McDonalds litter be retained/photographed and any information passed to enforcement agencies.

Cllr. Pugh reported as follows:

- A new Home Secretary and Secretary of State have been appointed.

11. **CHAIRMAN'S ANNOUNCEMENT**

Cllr. Mrs Gimes reported that a Parish Forum took place last week which herself and Cllr Day were unfortunately unable to attend.

Madeleine Homer (Chief Executive, TDC) referred to the Local Plan. Mr Quartermain (Chief Planner at the DCLG) has been appointed to help with the Draft Local Plan. Cllr Gimes suggested that a letter be written to Mr Quartermain directly to raise the points previously made to the Draft Local Plan.

**AGREED: That a letter should be written to Mr Quartermain.**

Cllr Gimes further reported that administration of Community Asset Transfers has experienced some delays and this may be the reason that we have not had confirmation of the car parks and toilet transfer yet.

12. **REPORT OF THE CLERK**

Nothing to report.

Cllr. Quittenden suggested sending a letter of condolence to the Clifton family and also suggested representation from the Parish Council at Mr Clifton's funeral.

13. **DOCUMENTS AVAILABLE FOR INSPECTION**

The proposed plans for development on land west of Tothill Street are still on the display boards.

14. **SECTION 106 AGREEMENT**

The Clerk reported that she had contacted Kent Highways to request a bollard at the entrance to the layby in Taylor Road and has sent photographs of the subsidence in the tarmac in the layby that they are investigating. The Clerk further reported that a letter has been drafted for Mrs Pippa Clifton Southorn to sign requesting the Parish Council to arrange the erection of a fence in Laundry Road and Kent Highways will reimburse the Parish Council from Section 106 monies when the fence has been erected.

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

No further contact has been made by KCC to date.

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

The first Agency payment has been made. No further information has been received.

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

The Chairman updated members on the meeting held with Planning Consultant, Lindsay Frost and circulated a draft response letter for Savills. The Chairman also explained that Lindsay Frost advised that having a Neighbourhood Plan holds weight with development and that this may be worth some consideration in the future.

**RESOLVED; To approve the response letter to Savills and also to send a copy to both Land Owners, Sir Roger Gale, TDC Planning and District Cllr. Emma Dawson**

18. **HEALTH & SAFETY**

Members are asked to consider the engagement of Direct 365 to carry out a Legionella risk assessment and water sampling at the Pavilion at a cost of £316 + VAT.

**RESOLVED; That the quote should be accepted and work carried out.**

19. **COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC	Cllr Quittenden reported that no meeting was held in April. The next meeting will be on 17 <sup>th</sup> May and Cllr. Day will be attending on his behalf. Cllr. Quittenden has been nominated by the Chairman of TALC to represent Thanet Area at a Garden Party at Buckingham Palace.
Minster School	Cllr. Mrs. Gimes reported that the school are not yet fully subscribed for the September 2018 intake.
Village Hall	Councillor Bailey was not present to report.
Twinning Assn.	Cllr Quittenden reported that the 20 <sup>th</sup> Anniversary of the Association is to be held on 12 <sup>th</sup> May with a full day of events including a Meet and Greet for 60 French residents, followed by the crowning of a May Queen, Maypole dancing, Morris Men and a band. Evening entertainment includes a meal at the Bowls Club (numbers are limited for the evening)
KIACC	Nothing to report.
Flood Committee	Cllr Day reported that there isn't currently a working Flood Committee. The drain at the top of Tothill Street has been filled with building waste which has been reported by the Clerk. Information should be requested from TDC as to why the signage was put up for gully-clearing a few months ago but the work didn't take place.
Minster Church	The church roof leaked during the downpour yesterday. This will be investigated.

20. **REPORT OF THE RFO**

**RESOLVED: That (a) the Bank balance statement be received and noted, (b) the statement of Receipts and Payments for the month of April 2018 be approved.**



**21. QUESTIONS FROM THE PUBLIC**

Bernie Watler confirmed the site clearance of the Spitfire Way site has commenced today.

Mr Watler also asked if we would be holding an Anniversary Event to remember the landing of the Danes who ransacked the village 650 year's ago. This will be added to the next agenda.

Andy Sharp suggested that the response to Savills should be widespread.

**Chairman of the Council**

**5<sup>th</sup> June 2018**

**Time concluded: 8.05 p.m.**

MPC DRAFT