

# MINSTER PARISH COUNCIL



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Clerk to the Council: Mrs. Kyla Lamb - MAAT

29<sup>th</sup> March 2018

## MINSTER PARISH COUNCIL

3<sup>rd</sup> April 2018

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster Parish Council which will be held at the Library and Neighbourhood Centre, 4A Monkton Road, Minster on Tuesday 3<sup>rd</sup> April 2018 at 7.00 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 6<sup>th</sup> March 2018.

3. **MEMBERS' INTERESTS / DISPENSATIONS**

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

4. **POLICE & COMMUNITY WARDEN REPORTS**

To receive PCSO and wardens reports as appropriate.

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

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 will 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 March 2018 meeting.

10. **PARISH OFFICE, ARCHIVES AND MINSTER MATTERS OFFICE RENT REVIEW**

The Chairman will update members following a meeting held on the 10<sup>th</sup> January 2018 with Sue Fordham (KCC Libraries Area Manager), Linda Jeremejeva and Duncan McKinnan (Gen 2 Property Surveyors) with regards to the current rent and discussions for a new licence agreement which would include a rent increase.

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

The Chairman and the Clerk will report on the current position with regard to the possible transfer of the car parks and toilets to Minster Parish Council and the renewal of the agency payment.

12. **PLANNING COMMITTEE**

To receive the minutes of the meeting held on 21<sup>st</sup> March 2018.

13. **TWINNING ASSOCIATION 20<sup>TH</sup> ANNIVERSARY CELEBRATIONS**

2018 is the 20<sup>th</sup> Anniversary of the formal Twinning with Armbouts-Cappel. The Twinning Association have asked if they may use the Pavilion on Saturday 12<sup>th</sup> May from 12pm to 3.30pm to meet and greet the guests from France. Members approval is sought.

14. **MINSTER SHOW 2018**

Minster Show has asked for the usual consent from the Council for the use of the Recreation Ground and Pavilion on 21 July 2018 for the holding of the Minster Show. The marquee will be erected on Friday 20 July and removed on Sunday 22 July and will be guarded for both nights. Portaloos will be provided but use of the pavilion toilets for the disabled is requested.

15. **SAVILLS EXHIBITION**

Following the Public Exhibition by Savills on Wednesday 28<sup>th</sup> March 2018 on the proposals for development on land to the west of Tothill Street, Councillors are asked to consider comments they wish to make as part of the consultation prior to the planning application being submitted.

Members are also asked to consider engaging the services of a Planning Consultant to advise and submit comments on behalf of the Parish Council.

**16. GENERAL DATA PROTECTION REGULATION (GDPR)**

GDPR comes into effect on 25 May 2018. Following a KALC training course it was recommended that all councils set up a GDPR Committee to ensure compliance. The Chairman will report further.

**17. GRAFFITI WALL AT THE SKATEPARK**

PCSO Adrian Butterworth has asked that Members consider a project to provide a professional graffiti wall which usually deters unwanted graffiti. PCSO Butterworth will explain his proposal for members to consider.

**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 the month of March 2018 – **(To be tabled at the meeting)**

**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.

## **MINSTER PARISH COUNCIL**

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

**4a Monkton Road, Minster**

**on 6<sup>th</sup> March 2018 at 7.00 pm**

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

Also present: Councillor Crow-Brown (TDC), Cllr Ms. Dawson (KCC), Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council) and PCSO Adrian Butterworth.

Apologies for absence: Cllr. Bailey, Cllr Pugh (TDC), Cllr Ms. Hurst (KCC) and Aaron Kluibenschadl (KCC Warden).

### **259. MINUTES**

**RESOLVED: That the Minutes of the Meeting held on the 6<sup>th</sup> February 2018 be approved and signed by the Chairman.**

### **260. MEMBERS' INTERESTS / DISPENSATIONS**

There were no declaration of interests registered.

### **261. POLICE & COMMUNITY WARDEN REPORTS**

The Community Warden Aaron Kluibenschadl was not present and the Chairman read his report for February 2018 which dealt with the following matters:-

Assisting residents in the snow; welfare checks on vulnerable adults; trading standards scam visits; neighbour dispute over broken drain cover.

PCSO Adrian Butterworth was present and reported the following:-

Kent Police have received 34 calls from Minster since the last meeting of which there were: 1 x theft from the CO-OP Tothill Street; 1 x theft from a motor vehicle and damage; 7 calls relating to the traveller incursion in Ebbsfleet Lane (the land owner is aware and making arrangements to have them move on); 1 x call in relation to the throwing of snowballs.

All other calls were for information, missing persons, concerns, RTC, domestic related calls, etc.

The PCSO reported he has attended the school regularly at leaving time and has had no issues apart from the parking on double yellow lines; has contacted the enforcement office at TDC and they have added the location to their list for officers to attend, he has asked for the results of any attendance to be sent to him.

A vehicle was seized due to no insurance; the toilet door in the public toilets in the High Street has been repaired.

He has received a lot of positive feedback from residents. Cllr Gimes thanked the PCSO for talking to the residents at the top of Tothill Street so that they are all parking to the east side of the road again.

## **262. COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORTS**

Cllr Dawson reported that (i) the current bus services have been discussed at KCC and the 39,42 and 56 bus services will not change at present. A consultation will be carried out in April and May regarding services. A pilot scheme is in place – Kent Connected which is a 24/7 APP which will call a mini-bus to a virtual bus-stop (ii) has provided member funding for a project that the community wardens have set up, BE SAFE, BE SEEN, which provides LED and illuminated products to wear on bags, clothing and bikes to ensure cyclists and pedestrians can be seen in the dark (iii) Council tax in Kent is very high compared to London boroughs, Councillors are lobbying to get something done to reduce Kent's council tax.

Cllr Crow-Brown reported that (i) he had attended a TDC transport meeting with Trevor Kennett, there have been many complaints about parking at schools generally around Thanet and problems with parking on double yellow lines particularly in the evening. Changes to enforcement officer shift patterns should help resolve these problems; (ii) bin collections were affected by the adverse weather last week, they should be resuming normal services soon; (iii) a property in Taylor Road became available via Kent Homechoice, 160 people bid for the property; (iv) the corporate review working party are getting more empty properties refurbished and back into use; (v) ASB and graffiti is an increasing issue, the taskforce is still in place; (vi) he has spoken to a senior planning officer and they are awaiting further information regarding government intervention on the draft local plan. 3000 additional houses are now required.

## **263. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman (i) thanked those Councillors who had helped to clear the old archives in the boiler room at the Pavilion recently; (ii) reported that the Clerk had received confirmation from the valuation office that the Pavilion is not ratable and will not attract a rates charge due to its community use; (iii) the Savills exhibition regarding the proposal for development to the west of Greenhill Gardens was cancelled due to the adverse weather condition and a new date will be advertised soon.

## **264. REPORT OF THE CLERK**

The Clerk had no further matters to report upon.

## **265. DOCUMENTS AVAILABLE FOR INSPECTION**

The Clerk had circulated a draft of the lettering for the memorial stone denoting the unmarked graves at the cemetery. Members agreed the lettering and Cllr Grove asked if a hind could be added to the top of the stone above the lettering. The Clerk advised there will probably be an additional cost and would contact Nick Whybrow to confirm that it can be added and what would be the additional cost.

## **266. SECTION 106 AGREEMENT**

The Chairman updated members on the meeting held with James Wraight, Darren Hickman and Steve Henson from Kent Highways on Monday 5<sup>th</sup> March 2018. A copy of the notes of the meeting were circulated to all members. Costing and designs will be drawn up for all of the proposals discussed and James Wraight will report back to the Council with all of the information before works are approved to start.

Works have commenced on the layby in Laundry Road and are due to be completed by Friday 9<sup>th</sup> March.

**267. PARISH OFFICE, ARCHIVES AND MINSTER MATTERS RENT REVIEW**

The Clerk reported that no further correspondence had been received from Gen2 Property on this matter.

**268. PROPOSED CAR PARKING CHARGES FOR THE HIGH STREET AND MONKTON ROAD CAR PARKS**

The Chairman reported that no response had been received following her letter to the CEO requesting confirmation in writing of the continuation of the agency payment.

**269. PLANNING COMMITTEE**

**RESOLVED: That the Minutes of the Meeting held on 21<sup>st</sup> February 2018 be received.**

**270. OPERATIONS COMMITTEE**

**RESOLVED: That the Minutes of the Meeting held on 21<sup>st</sup> February 2018 be received.**

**271. OPEN GARDENS 16<sup>TH</sup> AND 17<sup>TH</sup> JUNE 2018**

**RESOLVED: That the request to use the Recreation Ground for parking for the Open Gardens weekend be approved.**

**272. EXTENSION OF YELLOW LINES**

Cllr Jones had pointed out a discrepancy with the two installations of yellow lines outside his house 42 High Street leaving a gap. The Chairman confirmed that this had been raised with James Wraight at the section 106 meeting on Monday. The highways officers undertook to investigate it and if it was an error get it corrected or will add the gap to the other yellow lines being laid as part of the Section 106 designs. Cllr Dawson asked for a copy of the photograph and agreed to raise it with Kent Highways to expedite the gap being filled. It was **AGREED** to put cones in the gap to prevent anyone parking there until yellow lines are laid.

**273. COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC	Councillor Quittenden reported that the next meeting would be on 22 <sup>nd</sup> March 2018. There will be a presentation by Vattenfall Windpower Ltd.
Minster School	Councillor Mrs Gimes reported that the litter signs designed by the school are being made to put up at the skatepark.
Village Hall	Councillor Bailey was not present to report.
Twinning Assn.	Councillor Quittenden reported that a delegation from France braved the weather on Saturday and came over to discuss events for 2018. 10 of our members are travelling to France this weekend for the art show and are then going on to Ypres to pay our respects to family members lost in the great war. The quiz night this Saturday is now full. Preparations for our 20 <sup>th</sup> Anniversary in May are ongoing.
KIACC	Councillor Day had no matters to report.
Flood Committee	Councillor Day reported that Network Rail have been clearing a dyke and land to the south of the railway crossing despite it not being their land and has an SSI order.

Minster Church

Councillor Goodman reported that the Open Gardens will be held on the 16<sup>th</sup> and 17<sup>th</sup> June 2018.

**274. 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 February 2018 be approved.**

**275. QUESTIONS FROM THE PUBLIC**

Mr Andy Sharp asked where the travellers are currently. The PCSO replied that they are at the old go kart track in Ebbsfleet Lane, Sevenscore.

Mr Sharp also asked if the area of the unmarked graves is going to be shown in any way. Cllr Jones replied that he had bought spring and autumn bulbs that were going to be planted on all corners to denote the area of the graves.

Mrs Dee Tomkins asked what the Council's view is on the proposed development to the west of Greenhill Gardens. The Chairman replied that they could not comment until they have seen the current proposals when the exhibition is rearranged.

Mr Chris Bromley observed that there are already too many yellow lines causing parking problems, will adding more yellow lines not increase the parking problems? The Chairman replied that the Council do not want so many yellow lines but felt that it was necessary due to the increasing number of people parking inconsiderately. Most of the additional yellow lines will be on corners and junctions.

Mr Bromley also commented that if the DCO went ahead at Manston Airport that would increase the number of vehicles visiting the services area at the top of Tothill Street.

Mr Andy Sharp also enquired about the possibility of barriers at the entrance to the old top road. The Chairman replied that it is under discussion and a meeting is being arranged that the landowners/farmers along there will be invited to.

Mr Bernie Watler suggested that the pelican crossing at the Minster roundabout could be used for traffic calming.

**Chairman of the Council**

**3<sup>rd</sup> April 2018**

**Time concluded: 7.58 p.m.**