

MINSTER PARISH COUNCIL



The Parish Office
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Clerk to the Council: Kyla Lamb - MAAT

10th May 2023

MINSTER PARISH COUNCIL

ANNUAL MEETING

16th MAY 2023

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster which will be held at John Spanton Sports Pavilion, St Mildreds Road, Minster on Tuesday 16th May 2023 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

Following an uncontested election on 4th May 2023 all Councillors have signed a declaration of acceptance of office form in the presence of the Clerk prior to the commencement of the meeting.

The meeting will commence with a minute's silence in memory of Peter Osborne – Former Minster Parish Councillor and Chairman who sadly passed away on the 21st April 2023.

The retiring Chairman will preside over the Election of Chairman

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

2. **ELECTION OF CHAIRMAN**

To elect a Chairman of the Minster Parish Council for the ensuing year 2023/24.

The Chairman to take the Declaration of Acceptance of Office.

3. **APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Minster Parish Council for the ensuing year 2023/24.

4. **MINUTES**

To approve the minutes of the Council meeting held on 4th April 2023 (**Appendix A**)

5. **PARISH ASSEMBLY MEETING**

To receive the minutes of Parish Assembly Meeting held on 18th April 2023 (**Appendix B**).

6. **MEMBERS' INTERESTS**

To register any new interests, or deregistration, by Members.

7. **MEMBERSHIP OF COMMITTEES 2023/2024**

Council is requested to consider the re-appointment of the following Committees and to appoint Members to serve on them:

- i) Policy & Finance
- ii) Operations
- iii) Planning
- iv) Highways
- v) Communications

The Members appointed to the Policy & Finance Committee will be asked to agree to the holding of that Committee on Tuesday 30th May 2023 at 6.30pm.

8. **TIMETABLE OF MEETINGS 2022/23**

Members are asked to agree the following meeting timetable:-

Council Meetings

2023

6th June
4th July
August – no meeting
5th September
3th October
7th November
5th December

2024

9th January
6th February
5th March
2nd April
18th April (Annual Parish Meeting)

9. **APPOINTMENT TO OUTSIDE BODIES**

Council is asked to appoint representatives to the following outside bodies:

TALC 2 Representatives
Minster School
Twinning Association

10. APPOINTMENT OF INTERNAL AUDITOR

The Parish Council's existing internal auditor is Mr David Buckett and Council is requested to agree to the continuation of this appointment for 2023/24.

Agenda for Ordinary Meeting

1. POLICING & COMMUNITY WARDEN REPORT

To report on any other matters as appropriate.

2. COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORT

To receive reports from County and District Councillor's as appropriate.

3. CHAIRMAN'S ANNOUNCEMENTS

The Chairman to report as appropriate.

4. REPORT OF THE CLERK

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

5. DOCUMENTS AVAILABLE FOR INSPECTION

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

6. SECTION 106 AGREEMENT

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

7. DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET OL/TH/18/1488

Members will be updated on any further information received regarding the above application since the last meeting.

8. CO-OPTION TO COUNCIL

Following the insufficiency of candidates at the recent elections, two vacancies are being advertised for co-option. Council is requested to appoint a panel to interview the persons applying and to set a date for the interviews after the expiry of the co-option notice.

9. PLANNING APPLICATIONS

To receive an update on planning comments made to Thanet District Council and decisions made by Thanet District Council since the last meeting.

Applications

R/TH/22/1393 – Land On the west side of Tothill Street – Application for the reserved matters of outline permission OL/18/1488 “Outline application for the erection of up to 214. No. dwellings, cemetery expansion, and associated access, with all other matters reserved for the approval of appearance, landscaping, layout and scale - **To consider the bridleway proposals.**

F/TH/23/0527 – High Quality Lifestyles, Ebbsfleet House, Ebbsfleet Lane- Erection of two-storey side pitched roof extension and single storey front and rear flat roofed extensions.

R/TH/23/0520- 145 Monkton Road, Minster – Reserved matters application pursuant to outline permission OL/TH/19/0126 for the erection of 1 no. detached 3-bed dwelling for the approval of landscaping.

F/TH/23/0497 – Land between 44-46 Monkton Road, Minster – Retrospective application for the erection of a detached pitched roof, timber summerhouse for temporary use as residential accommodation during the building of F/TH/22/0131 (12m) after which it will remain for use as a summerhouse.

FH/TH/23/0479-10 Mannock Drive, Manston- Erection of front porch together with alteration to the front amenity space to replace existing grass with hard landscaping to provide additional off street parking.

F/TH/23/0469- 5 Sevenscore Farm Cottages, Ebbsfleet Lane North – Erection of 2 No. three storey 3no. bedroom semi- detached dwellings with associated parking, landscaping and excavation works.

F/TH/23/0335- Minster Meze and Grill,7-9 Monkton Road, Minster- Change of use of first floor from residential (use class C3 to Bed and Breakfast accommodation (use class C1)

10. COMMITTEE REPRESENTATIVE REPORTS

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

TALC	Cllrs. Crow-Brown & Quittenden
Minster School	TBC
Twinning Assn.	TBC

11. REPORT OF THE RFO

- (a) Bank balance statement
- (b) Statement of Receipts and Payments for April 2023 (**Appendix C**)
- (c) To receive the Budget/Income expense report to 31.03.2023 (**Appendix D**)

12. 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

10th May 2023