

# **MINSTER PARISH COUNCIL**

## **Minutes of the Meeting of the Council held via Zoom Remote Meetings**

**on 4<sup>th</sup> May 2021 at 7.00pm**

Present: Councillors: Mrs. Gimes (Chairman), Crow-Brown, Burden, Day, Quittenden, Jones, Torbett, McCarthy, Mills, Kearns.

Also present: Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council), Cllr Roper (TDC), Cllr Pugh (TDC), Community Warden Karl Aylett.

Apologies for absence: Cllr Hart (TDC), Cllr Owen

**1. ELECTION OF CHAIRMAN**

**RESOLVED:** That Councillor Penny Gimes be elected Chairman of the Council for the ensuing year 2021/2022

Councillor Gimes read out the declaration of acceptance of office and will sign it in the presence of the Clerk, Councillor Gimes 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 2021/2022

**3. MINUTES**

**RESOLVED:** That the Minutes of the Council meeting held on 6<sup>th</sup> April 2021 be approved.

**4. PARISH ASSEMBLY MEETING**

The minutes of the Parish Assembly Meeting held on 27<sup>th</sup> April 2021 were received and noted.

**5. MEMBERS INTERESTS**

No members interests noted.

**6. MEMBERSHIP OF COMMITTEES**

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

Policy & Finance

Cllr. Day  
Cllr. Dr. Jones  
Cllr. Quittenden  
Cllr. Crow-Brown  
Cllr. Owen  
Cllr. Mills

Operations

Cllr. Day  
Cllr. Dr. Jones  
Cllr. Quittenden  
Cllr. Crow-Brown  
Cllr. Torbett  
Cllr. Owen  
Cllr. McCarthy

Planning

Cllr. Day  
Cllr. Dr. Jones  
Cllr. Quittenden  
Cllr. Burden  
Cllr. Crow-Brown  
Cllr. Owen

Highways

Cllr. Day  
Cllr. Dr. Jones  
Cllr. Quittenden  
Cllr. Crow-Brown

Communications

Cllr. McCarthy  
Cllr. Owen  
Cllr. Gimes  
Cllr Crow-Brown

Highways Cont'd

Cllr. Burden

Cllr. Owen

Cllr. Torbett

Cllr. Mills

7. **TIMETABLE OF MEETINGS 2021/2022**

Members are asked to agree the following meeting timetable

2021

1<sup>st</sup> June

6<sup>th</sup> July

August (no meeting)

7<sup>th</sup> September

5<sup>th</sup> October

2<sup>nd</sup> November

7<sup>th</sup> December

2022

11<sup>th</sup> January

1<sup>st</sup> February

1<sup>st</sup> March

5<sup>th</sup> April

19<sup>th</sup> April – Annual Parish Meeting

8. **APPOINTMENT TO OUTSIDE BODIES**

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

TALC

Minster School

Twinning Assn

Cllrs Quittenden and Crow-Brown

Cllr. Mrs Kearns

Cllr. Burden

9. **APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED:** That Mr David Buckett be re-appointed as internal auditor to Council for the year 2021/2022

**MINUTES OF THE ORDINARY MEETING**

**4<sup>th</sup> May 2021**

10. **POLICING AND COMMUNITY WARDEN REPORT**

Community Warden Aylett reported as follows:

- The village has been generally quiet during this month.
- Joint visits carried out with KF&R.
- PCSO Butterworth has completed his handover to PCSO Debbie Forsyth.
- No calls have been received in relation to the skate-park.

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

Cllr Roper reported as follows;

- The Covid-19 asymptomatic testing site at Ramsgate Port has now closed but Birchington remains open.
- Lateral Flow tests are available from local pharmacies.
- Subscriptions for garden waste collections are now available for the coming year.

- Has been in contact with Iain Livingstone regarding the illegal racing taking place at Manston Raceway
- A 'Call for Sites' has been launched where developers, landowners and members of the public are invited to put forward potential sites for development.
- Local Council and Police & Crime Commissioner elections will take place on Thursday 6<sup>th</sup> May.

The Chairman asked if the 28 day stop order issued to Manston Raceway would be enforced. Cllr Roper responded that he was surprised the police had not been called. The Chairman expressed her concern that local residents may take direct action against the activity at the site. Cllr Roper suggested writing a letter to Ian Livingstone.

Cllr Crow-Brown asked for complete transparency on how sites are chosen.

Cllr Pugh reported as follows;

- New waste collection trucks are now in operation and there have been some complaints about missed bins.
- A complaint has been received over the cutting of several tree at housing association properties in in St Marys Road.
- The passing of the Tothill Street development was disappointing.
- The call for sites also includes 'temporary traveller sites'

## **12. CHAIRMAN'S ANNOUNCEMENT**

Cllr. Mrs Gimes reported that the installation of the bund at the skate-park is complete and thanked Cllr Torbett for managing the build. Wildflowers will be planted on the bund and a meeting is to be held regarding hydro-seeding. The newly purchased heras fencing has been erected and the two new signs purchased in September 2020 will be erected next week.

Plans for the new parish office are progressing.

## **13. REPORT OF THE CLERK**

The Clerk reported that the Open Gardens will go ahead this year on 10<sup>th</sup> and 11<sup>th</sup> July and car parking will be available at the recreation ground as in previous years.

**AGREED: Approved the use of the recreation ground as detailed.**

## **14. DOCUMENTS AVAILABLE FOR INSPECTION**

None.

## **15. SECTION 106 AGREEMENT**

HGV signage has now been erected at the junction of Laundry Road/Tothill Street. The Clerk will update the Highways Improvement plan and review the remaining funds.

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

An update has been requested from Andreea Plant.

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

An issue over the bridleway (TE29) at the site of this proposed development is currently being addressed. The correct location of the bridlepath is in the dipped area that is quite overgrown and so the field to the left of the path has been used for many years instead. This incorrect path also formed the basis of the response by PROW to the development proposal. Much wildlife and growth is now evident in the dipped area so the possibility of moving the path to the east of the dipped path is to be investigated.

An unsatisfactory response has been received from Emma Fibbens (TDC) regarding the removal of the provision for a cemetery extension at this site. The Chairman will draft a letter to Iain Livingstone.

Cllr Jones reported that he has emails concerning the bridle-path that he will forward to the Clerk.

18. **TE29 BRIDLEPATH**

This was covered in agenda item 8 Development Proposals for Land West of Tothill Street

19. **FLEET INSURANCE RENEWAL**

Members were asked to consider the renewal of the insurance proposal for the Citroen Dispatch Van, Toro Groundmaster and Ransome ride-on mower.

**APPROVED: To renew the policy as quoted at £1422.85.**

20. **PLANNING APPLICATIONS**

Cllr Crow-Brown provided an update as follows;

**Applications**

**TH/21/0421 Durlock Lodge, Durlock, Minster, RAMSGATE**

Application for Listed Building Consent to remove a section of wall and insert gates to allow vehicular access to the main house. – **NO OBJECTION**

**Decisions**

**TH/21/0305 - RICHBOROUGH ENERGY PARK**

Development of an electrical battery storage facility – **GRANTED**

**TH/21/0189 – JOHN SPANTON SPORTS PAVILION**

Erection of 2 storey building for provision of groundsman store with Parish Council offices above together with provision of covered cycle stands, following demolition of existing building – **GRANTED**

**TH/21/0192 – 1 CROSS CHANNEL BUSINESS CENTRE**

Erection of rear dormer window and balcony with access to existing flat roof together with metal staircase to boiler room, erection of open carport to front of dwelling and enlarged entry porch and alterations to the garage front elevation - **GRANTED**

**TH/21/0038 – 67 TOTHILL STREET**

67 Tothill Street, Minster - Loft conversion forming rear dormer and balcony with access to existing flat roof. New metal staircase to boiler room. Erection of open carport to front of dwelling. Enlarged porch and alterations to the garage front elevation. - **GRANTED**

F/TH/20/0144 – Manston Court Bungalows, Manston Road  
Application for variation of conditions 2,3 and 5 attached to planning permission F/TH/03/0249 for the redevelopment of the site comprising 34no two storey dwellings. - **GRANTED**

## **21. COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC

Cllr Quittenden reported as follows;

A well-attended meeting was held via Zoom on 20<sup>th</sup> April.

Sir Roger Gale was in attendance and re-iterated that pressure should continue to amend the access on the Tothill development.

Charmaine Keatley, Learning and development office for KALC was in attendance and reported on new training courses available.

The secretary will enquire why there is not a dedicated TDC councillor nominated to attend the meetings.

The next meeting will take place on 27<sup>th</sup> May.

Minster School

Cllr Kearns reported everything is fine at the school.

Twinning Assn.

Cllr Burden reported that a meeting is to be held next month.

## **22. REPORT OF THE RFO**

### **RESOLVED:**

- (a) the Bank balance statement be received and noted,**
- (b) the statement of Receipts and Payments for the month of April 2021 be approved.**
- (c) the Budget income/expense reports be received and noted.**

## **23. QUESTIONS FROM THE PUBLIC/ANY OTHER BUSINESS**

Cllr Quittenden asked if all information at this meeting was in the public domain. The Chairman responded that is correct.

Cllr Mills asked if Cllr Quittenden had any further information on a mobile enforcement van for rural villages. Cllr Quittenden responded that he would follow this up with TALC.

**Time concluded: 8.00pm**

**1<sup>st</sup> June 2021**