

MINSTER PARISH COUNCIL



The Parish Office
4a Monkton Road
Minster-in-Thamet
Ramsgate
Kent CT12 4EA

Tel: 01843 821339
Fax: 01843 825869
Email: clerk@minsterparishcouncil.org.uk

Clerk to the Council: Ms. Kyla Lamb - MAAT

28th June 2018

MINSTER PARISH COUNCIL

3rd JULY 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 5th 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 5th June 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 June 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 give any updates since the June meeting.

13. **VISITORS A4 WALKING MAP OF MINSTER**

Cllr Vaughan will explain her suggestion of a walking map for Minster for members to consider.

14. **PLANNING COMMITTEE**

To receive the minutes of the meeting held on 20th June 2018

15. **MINSTER GREEN BOOKS**

Members are asked to consider accepting a quotation from Thanet District Council to reprint 300 Minster Remembered green books at a cost of £241.77 plus VAT. Cllr Owen will prepare the artwork.

16. PLAY AREA BROKEN ITEM

The Groundsman has reported that a child's springer item of play equipment has broken. The Clerk has obtained a quotation to repair the item for £715. Members views are sought.

17. PARISH COUNCIL VAN

Cllr Quittenden will update members on the purchase of the new parish van. Members are also asked to ratify the disposal of the old van for spares at a sale value of £100 plus VAT.

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 June 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

28th June 2018

MINSTER PARISH COUNCIL

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

4a Monkton Road, Minster

on Tuesday 5th June 2018 at 7.00 pm

Present: Councillors: Mrs. Gimes (Chairman), Day, Quittenden, Grove, Dr. Jones, Owen, Goodman, Mrs. Taylor, Ms. Vaughan, Cllr. Bailey, Cllr. Bubb
Also present: Cllr. Crow-Brown (TDC), Cllr Dawson (KCC), Cllr Pugh (TDC), Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council) and PCSO Adrian Butterworth.

37. APOLOGIES FOR ABSENCE

None received.

38. MINUTES

RESOLVED: That the Minutes of the Annual General Meeting held on 1st May 2018 be approved and signed by the Chairman.

39. MEMBERS' INTERESTS

Cllr. Bailey declared an interest in payments voucher 110429.

40. COMMUNITY WARDEN AND POLICING REPORTS

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

- Traveller incursion on Hengist Way A299. Notice was served on 01/06/18 and paperwork for a court order has now been submitted.
- Traveller related fly tipping reported to the police with photographic evidence.
- Bilking from Minster Petrol station.
- Cold calling on a vulnerable resident.
- Water theft from a resident in Watchester Lane and also from the Cemetery.
- Shoplifting from Attwells and Co-Op.
- 4th generation gypsy with horses and caravan at Cottington Road opposite the fly-over. Fly-tipping reported here.
- Anti-social behaviour from unknown youths in Tothill Street. Resident complained of them refusing to move out of the road when challenged.

PCSO Adrian Butterworth was present and reported as follows:

- Fifty calls to Minster in the last month (an increase of 30 calls, likely due to change in weather) including a burglary at an Industrial Unit on Laundry Road.
- Large amount of fly-tipped waste reported on Marsh Farm Road which is being investigated with the assistance of Network Rail (checking CCTV footage at the level crossing)

- Youths erected a den in Watchester Lane. This has been dismantled and materials and rubbish are to be cleared by Mr Spanton once the harvest is complete.
- A lot of complaints about Travellers locally.
- An orange tent is pitched on the marshes and investigation is being made as to who owns/is using it.
- Next surgery is at the Library on Thursday 7th June 2018 at 2pm.

Cllr Grove complained of two noisy vehicles driving through the village (a red and a silver car). PCSO Butterworth will look into this complaint.

41. **COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORT**

Cllr. Dawson was present and reported as follows;

- A rural bus consultation is to be held from 19 June 2018 for one month. Locally, there is one to be held at the Centre in Birchington on the 21st June 7-9 pm although they are looking into another possible local location.
- Parkway Station planning application is being submitted soon.
- Pot-holes – A different subcontractor is being used for pot-holes and is doing well with 1285 currently having been filled.
- KCC Grass-cutting – A new contractor has been appointed but they are three weeks behind due to poor weather conditions.

Cllr. Grove asked if KCC could place concrete blocks at both entrance points to the old top road blocking access to areas recently occupied by Travellers in order to stop them gaining access again. Cllr Crow-Brown replied that he had raised this at the Joint Transportation Board pre-meeting with Paul Valek for consideration.

Cllr. Crow Brown was present and reported as follows;

- Parking enforcement is now on a rota including early mornings and evenings.
- Spitfire Way – Has been cleared but there is now a dispute over the fence put up on the old MOD site.
- The Clerk had enquired if there is Local Lettings Plan on Manston Court Bungalows site. Ashley Stacey at TDC has confirmed that this will be in place via the housing department it was not required in the section 106 agreement.
- Draft Local Plan – Intervention appears to have quietened down and the same three versions will go to council on 26th July 2018.
- It is important to get the plan voted on to prevent an additional 2500 houses that would be located in Birchington, Westgate and Minster. Cllr. Pugh responded that he has heard that some of those would also go in Cliffsend. There will be no further public consultation before it is submitted to the planning inspectorate if it is approved by Council.

Cllr. Pugh was present and reported as follows;

- Reiterated the persistent problems with Travellers.
- Had been contacted by a resident in St Mildred's Road regarding problems with waste collection. He was aware that the Clerk has been involved and the waste has now been collected.
- TDC - intervention in an Emergency Housing case where a family had been located in Medway but a property was found for them in Ramsgate.

- He will attend a meeting with Sir Roger Gale on Saturday to discuss the traffic in Tothill Street.

42. CHAIRMANS ANNOUNCEMENTS

Cllr. Mrs Gimes reported that the Skatepark signs designed by children from Minster School would be unveiled on Thursday 7th June at 2pm along with the new 'target' litter bin.

There is a meeting with Stone Hill Park on 12th June to discuss the new planning application that they have submitted.

Cllr. Mrs Gimes suggested that we contact Enterprise Inns for an update on the Bell Inn, as work has been seen being carried out at the site.

43. REPORT OF THE CLERK

The Clerk reported that the water leak at the Cemetery has now been fixed.

44. DOCUMENTS AVAILABLE FOR INSPECTION

- a. Amended masterplan designs from Savills for the proposed Tothill Street development.
- b. Diagrams of proposed addition yellow lines in the Parish.

45. SECTION 106 AGREEMENT

Cllr. Quittenden summarised the meeting held with Darren Hickman (Traffic Engineer KH) on 30th May 2018 as follows;

- Layby at Laundry Road is complete aside from the fencing along the edge of the field. We are awaiting a letter to be signed before this can proceed.
- Lamp column outside the Chapel in the High Street is still to be relocated DH will chase this with Phil Papas KCC lighting.
- Proposed 30mph speed limit at the top of Tothill Street, closer to the roundabout.
- Three oak-effect plastic village gateway signs to be placed, two outside the cemetery and one at the top of Sheriffs Court Lane. These will include village signs with the hind log and Twinned with Armbouts Cappel.
- Suggested improvements to roundabout safety, include bar markings on the approach from Ramsgate, interactive signs on both approaches and moving the reduction of the speed limit further away from the roundabout on both approaches.
- Improved signage for Industrial Park opposite the entrance to Laundry Road
- Further yellow lines (drawings are on display for consideration)
- Results of speed count held in Monkton Road do not suggest that intervention is necessary.

Cllr. Bubb asked for consideration of yellow lines in St Mildreds Road as vehicles are parking on and blocking pedestrian access and this is also stopping the waste lorry accessing the road.

RESOLVED: To add yellow lines to the current proposed yellow lines and liaise with TDC Waste to agree where they are needed.

46. PARISH OFFICE, ARCHIVES RENT REVIEW

No updated information at this time.

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

No updated information at this time.

48. DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET

Cllr. Mrs Gimes reported that a meeting was held today with Savills to discuss the revised plan that is now for 214 houses with a density of 30.5dph. The outline application is to be submitted in July. 73 feedback forms were returned to Savills and almost 300 returned to the Parish Council. Savills were unable to respond to the Highways issues but confirmed that it is expected that they could transfer land to the Parish Council to extend the Cemetery without affecting the aquifer. A request was also made by the Parish Council for land to be supplied for allotments. Overall the meeting was positive.

49. ANNUAL PARISH MEETING

The Minutes of the Annual Parish Meeting held on 24th April 2018 were noted. Cllr Gimes asked Mr Watler to clarify the anniversary event he had mentioned at the Annual Parish Meeting. He confirmed that it was the 1350 anniversary in 2020.

50. POLICY & FINANCE COMMITTEE

RESOLVED: That the minutes of the Policy and Finance Meeting held on 23rd May 2018 be received and the recommendation contained within Minute 34 (Annual Return of Accounts to 31 March 2018) be approved.

51. ANNUAL RETURN ANNUAL GOVERNANCE STATEMENT

Following the recommendations by the Policy & Finance Committee who have reviewed all aspects of internal control procedures in place we hereby:-

RESOLVED: That the Annual Governance statement 2017/2018 be approved and signed by the Chairman

52. ANNUAL RETURN ACCOUNTING STATEMENTS 2017/2018

Following the recommendations by the Policy & Finance Committee who had reviews all aspects of the detailed profit and loss accounts to 31 March 2018, copy of internal Auditors report, and the annual return accounting statements 2017/18 we hereby:-

RESOLVED that the Accounting statement 2017/18 be approved and signed by the Chairman.

53. PLANNING COMMITTEE

The Minutes of the Planning Committee meeting held on 23rd May 2018 were received.

A meeting will be held with Stonehill Park on Tuesday 12th June 2018 to discuss the recent planning application at Manston Airport. A response to Thanet District Council will then be drafted by the Chairman, approved by members and submitted by 21st June 2018.

54. MINSTER GREEN BOOKS

Members were asked to consider approving a reprint of the green 'Minster Remembered' Books.

RESOLVED: That Cllr Taylor will obtain a quotation from the printing department at Thanet District Council for the reprint.

55. PARISH COUNCIL VAN

The Parish Council van is 15 years old and the repairs required are uneconomic. Members were asked to consider the suggestion that a replacement van be sourced and purchased.

RESOLVED: That the van should be replaced with a larger model, expected to be in the region of £12-15K. Cllr. Quittenden to assist with sourcing a suitable vehicle.

56. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC

Cllr. Day reported that he attended the meeting on Thursday 17th May and reported as follows:

Guest speaker was Chief Inspector Sharon Adley who spoke of cuts being made, along with routine issues that take up police time including parking outside schools, fly-tipping, alcohol in public areas. Cllr. Way reported on the increase in planning applications in the area and the affect this may have on villages. Cllr Way also expressed that the CCTV in Monkton appeared to have resulted in a drop in crime. GDPR was discussed.

Acol Parish Council are concerned about traffic through the village and also have concern about the developers of the Crown & Sceptre being in breach of conditions by removing the roof.

Birchington Parish Council reported asset transfer plans for Rosetti Gardens, the Recreation Ground and possibly Dog Acre. The Parish Council are moving offices to the Library.

Broadstairs Town Council now have ownership of Pierremont Hall following an asset transfer.

Cliffsend Parish Council reported that they are struggling to recruit a Clerk.

Minster School	Cllr. Mrs Gimes reported that the unveiling of the skatepark signs designed by the school children and the new bin would take place on Tuesday 7 th June at 2pm.
Village Hall	Nothing to report.
Twinning Assn.	<p>20th Anniversary Celebrations were held on 12th May 2018. This included crowning of the May Queen, Maypole dancing by Minster School children, and a performance by Armbouts-Cappel Band, followed by a meal and entertainment in the Bowls Club. The event was very enjoyable. Cllr. Quittenden expressed his thanks to KCC for their support, TDC for previous years support and MPC for their continued support with the event this year.</p> <p>Next event to be held is a Quiz night at the Royal British Legion on Saturday 9th June 2018.</p> <p>Cllr. Taylor expressed her thanks to the Twinning Association for hosting such an enjoyable event.</p>
KIACC	Nothing to report.
Flood Committee	Cllr. Day reported that there were no problems after the heavy rain experienced recently.
Minster Church	Cllr. Goodman reported that the leak in the church roof has been fixed.

57. REPORT OF THE RFO

RESOLVED:

- a) That the bank balance be received and noted
- b) The statement of Receipts & Payments for the month of May 2018 be approved.
- c) The Hampshire Trust Bank deposit should be reinvested for a further year at the agreed rate of 1.35%

58. QUESTIONS FROM THE PUBLIC

Mr Harris asked what would happen if Travellers enter the Recreation Ground. The council responded that we would have to get a notice served upon them in the same way that TDC or KCC have had to do.

Mr Watler said he had been told that Birchington Vale Caravan Park are planning to expand by 2000-4000 additional units.

Mr Sharp raised a concern over people parking on pavements in Prospect Road.

Mr Gimes said the Parish Council should ensure that monies from future Section 106 agreements come to the village where the development takes place.

Mr Watler suggested that St Mildreds Road residents should perhaps erect signs themselves to help prevent inconsiderate parking on the pavements.

59. STAFFING MATTERS FOR CONSIDERATION

The Clerk had received a request from the road sweeper Andy Baigent to reduce his hours to two to three days per week. A discussion ensued to consider this request, and it was:

RESOLVED: That the request from the employee cannot be fulfilled as the role is a full time position.

Chairman of the Council

3rd July 2018

Time concluded: 9.05 p.m.

MPC DRAFT