

# **MINSTER PARISH COUNCIL**

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

**on 3<sup>rd</sup> November 2020 at 7.00 pm**

Present: Councillors: Mrs. Gimes (Chairman), Crow-Brown, Burden, Day, Quittenden, Owen, Mills, Jones, Torbett, McCarthy, Cllr Kearns (joined during the meeting)

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

### **142. APOLOGIES FOR ABSENCE**

Cllr Pugh (TDC), Kyla Lamb (Clerk to the Council)

### **143. MINUTES**

**RESOLVED:** That the Minutes of the meeting held on 6<sup>th</sup> October 2020 be approved and signed by the Chairman when able to do so, with an amendment to Minute no 135 ( Cllr Quittenden said that he had suggested that 50% of the support grant be paid and this will be added to minute 135).

### **144. MEMBERS' INTERESTS**

None declared.

### **145. POLICING AND COMMUNITY WARDEN REPORT**

Community Warden Karl Aylett reported as follows:

- October was generally a quiet month.
- Continues to work closely with PCSO Butterworth in the community.
- Welfare checks carried out
- Reports of rogue traders visiting vulnerable members of the public.
- No issues reported at the skate-park.
- Requested a visit by traffic enforcement.
- A small number of fly-tipping incidents have been reported to TDC.

Cllr Day expressed his concern at the defacement of social-distancing banners.

Cllr Crow-Brown thanked Kent Police for their recent quick attendance to a report of suspicious activity by two males at the Spitfire Museum.

PCSO Adrian Butterworth was not present at the meeting.

### **146. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS**

Cllr Roper reported as follows;

Attended a briefing on Manston Airport that covered the following points;

- Operation Brock to be implemented by Stonehill Park until the end of June 2021.
- Covid-19 testing will continue at the site until at least March 2021.
- A date has not yet been set for the judicial review.
- Works on the runway should begin in 2021.
- Expected opening will be in 2023
- First phase cost expected to be £15-20M.
- Initially creating 600 jobs with this increasing to 2100 after 5 years and 3400 after 20 years.
- Flights will be freight only with no passenger flights expected.
- MSE - Manston Skills and Employment to set up a training facility on site.
- 24,000 flights per annum between 6am and 11pm.
- Spitfire & Hurricane museum can remain in place but RAF Museum may need relocating.

Covid-19 cases are steadily increasing in the area with the infection rate currently at 167 cases per 100,000.

6911 people identified as being clinically vulnerable people will be contacted to check on them during the national lockdown, beginning 5<sup>th</sup> November 2020.

A Parish Conference call has been scheduled for 4<sup>th</sup> November 2020.

Waste and Recycling centres will remain open during the lockdown

Some public toilets will be closed but children's play areas will remain open.

Funding up to £3K is available for businesses affected by the lockdown along with other discretionary funds.

Cllr Gimes expressed her concern at the closure of public toilets during lockdown, a time when hand-washing is being encouraged. Also the lack of effort being made to reopen libraries. Cllr Roper responded that the closure of public toilets is due to staffing issues.

Cllr Pugh was not present but provided information by email, read out by the Chairman;

- A decision is due on the planning application for Land West of Tothill Street and the planning officer in charge has clarified that the application is not due to be brought before the planning committee.
- Waste collection – If bins are missed then residents should leave them out as they should be collected the next day
- Confirmed that waste and recycling centres will remain open during lockdown.

Cllr Gimes reported that since receipt of Cllr Pugh's email, further contact has been made and he has agreed to make a request to the Chair of Planning that the application for Land West of Tothill Street be called in for review by the Planning Committee.

#### **147. CHAIRMAN'S ANNOUNCEMENT**

Cllr. Mrs Gimes reported that the street-cleaner will not be working for four weeks due to sickness. Other staff will assist with covering these duties but any volunteer litter-picking would be welcome.

#### **148. REPORT OF THE CLERK**

Nothing to report.

**149. DOCUMENTS AVAILABLE FOR INSPECTION**

None.

**150. SECTION 106 AGREEMENT**

Nothing to report.

**Cllr Kearns joined the meeting at 7.20pm**

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

Completion of the asset-transfer has not yet reached its conclusion due to staffing issues with the TDC legal team. This matter has now been passed to the principal lawyer to progress and an update will be given in the next couple of weeks.

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

As detailed earlier in the meeting, Cllr Pugh (TDC) will request that this application is called in to the Planning Committee at TDC.

**153. REPAIR OF BRICK PILLAR AT THE MONKTON ROAD CAR PARK ENTRANCE**

Following another recent incident where the brick pillar was knocked down by a vehicle, members considered whether the pillar should be reinstated exactly as it was or alternatively whether the brick wall and railing should be reduced in size to make the car park entrance wider, and then concrete in a capped metal post.

**RESOLVED: To accept the quotation to widen the entrance and concrete a capped metal post at a cost of £420.**

**154. CONSIDERATION FOR SETTING UP A FOODBANK IN MINSTER**

Cllr Kearns explained that a suggestion had been made to her that there may be a need for a foodbank in the parish. However, information gathered from members of the Salvation Army who have distributed very few food parcels, suggests that there would not be a requirement for this locally.

**155. SHED PROJECT**

Cllr Burden reported that a further advert for starting this project had been placed in Minster Matters and on social media. Twelve people have now expressed an interest. The University of Chichester in conjunction with the Step by Step Project provide information and assistance with this type of wellbeing project, aimed at empowering men to move from poor health and or isolation, to healthy social participation. Cllr Burden will obtain further information on how they may be able to help advance the project.

Cllr Quittenden agreed to contact Minster Abbey when lockdown restrictions allow, to discuss with them how they may be able to assist with premises from which the project could operate. Cllr Burden confirmed that newly developed projects often start without premises.

**156. COVID-19 SUPPORT BY MINSTER PARISH COUNCIL**

The Chairman reported that with a further lockdown approaching on 5<sup>th</sup> November, the poster offering assistance to those who are self-isolating and may need assistance, would be circulated again via social media.

**157. SKATE-PARK ANTI-SOCIAL BEHAVIOUR**

The Chairman reported that unfortunately, due to poor weather conditions, the building of the bund has been delayed but will hopefully begin soon.

Cllr Torbett has not yet received a response from the Sunningdale Homes in relation to possible funding for the landscaping and drain at the site of the bund.

**158. WILD BEE HOUSES AND WILDFLOWER PLANTING**

The Chairman confirmed that an error had been made to this agenda item and confirmed that Cllr Jones had paid for the bee houses and seed and was not asking the Parish Council to purchase these.

Cllr Crow-Brown reported that a small working group had been set up to discuss suitable sites for housing bees and the sowing of wildflowers, creating wildlife corridors. Members considered a request to use three sites for the wildflower planting, with beehouses also to be placed on one of the suggested sites.

**AGREED: That the following areas can be used for wild flower planting:**

- **Outer areas of the car park in the High Street**
- **On the bund at the skatepark, on its completion**
- **An area to the rear of the cemetery behind the storage sheds**

**AGREED: That the following area can be used for bee housing:**

- **An area to the rear of the cemetery behind the storage sheds**

**159. PICNIC IN THE PARK 2021 INSTEAD OF MINSTER SHOW**

A meeting will be held in January 2021 to decide if the Minster Show will go ahead. Members considered a request by Cllr McCarthy that in the event that the show cannot go ahead, the possibility of a smaller scale event taking place, similar to the VE Day Picnic in the Park that was planned but cancelled due to Covid-19 in 2020. This would be held in conjunction with the RBL and the Parish Council.

**AGREED: To further discuss this in January 2021, once it is ascertained whether the Minster Show will take place and further information may be available on future restrictions due to Covid-19.**

**160. PLANS FOR PARISH OFFICE AT THE RECREATION GROUND**

The Chairman reported that the pre-application report from TDC has been received and points out that this site falls outside the village confines and is classed as protected open space. However, it also contained some useful information as to what would be required in any planning application to address these issues. The next stage is to make a formal planning application.

**RESOLVED:** That a formal planning application using the pre-application advice given should be prepared.

**161. PARKING AND PASSING ISSUES IN TOTHILL STREET IN THE AREA TO THE EAST OF THE MAIN ROAD.**

Following several resident complaints about parking issues off Tothill Street, members considered a request to approach Kent Highways to have the road widened by reducing the grass verge area, or alternatively making the grass verge area more suitable for vehicles to park on in order to keep the highway clear.

**AGREED:** That the above request would be added to the Highways Improvement Plan for consideration by KCC Highways.

**162. MANSTON AIRPORT INLAND BORDER FACILITY**

The Chairman updated members on the use of Manston Airport as an Inland Border Facility from 1<sup>st</sup> January 2021.

The confidential General Arrangement drawing will be on display for members to view at the Parish Office.

A response to the request for representations will be prepared on behalf of the council and circulated. The Chairman encouraged members to also respond individually.

**163. PLANNING APPLICATIONS**

Members considered the following applications;

**Applications**

**FH/TH/20/1407 – Land adjacent to 39 High Street, Minster –** Variation of conditions 2,4,6,7 and 8 attached to planning application F/TH /13/0787 for the erection of two storey dwelling, together with associated landscaping, following demolition of existing garage to allow for changes to layout, design, parking, refuse storage facilities and materials. **RESOLVED – NO OBJECTION**

**Decisions**

**F/TH/20/1045 Garden Cottage Durlock Minster –**

Conversion of attached outbuildings and carport into habitable space, extension of pitched roof and insertion of 2No.dormer windows to provide accommodation at first floor level, single storey extension to kitchen and entrance, new boundary masonry wall to eastern boundary, new vehicular access and erection of a two bay timber frame carport. - **GRANTED**

**L/TH/20/1046 Garden Cottage Durlock Minster**

Application for Listed Building Consent for the conversion of attached outbuildings and carport into habitable space, extension of pitched roof and insertion of 2No.dormer windows to provide accommodation at first floor level, single storey extension to kitchen and entrance, new boundary masonry wall to eastern boundary, new vehicular access and erection of a two bay timber frame carport. - **GRANTED**

**164. COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC	Cllr Quittenden reported as follows; No meeting was held in October. No further questions had been received for submission to Adrian Verrall in relation to the local plan.
Minster School	Nothing to report
Village Hall	Nothing to report
Twinning Assn.	Two wreaths will be laid at the Remembrance service being held at the cemetery on Remembrance Sunday.

**165. 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 October 2020 be approved.**

**166. QUESTIONS FROM THE PUBLIC**

Caroline Fleming offered further information on the parking issues discussed earlier in the meeting.

**Time concluded: 8.42 p.m.**