

# MINSTER PARISH COUNCIL



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

28<sup>th</sup> September 2023

## MINSTER PARISH COUNCIL

3<sup>rd</sup> OCTOBER 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, Minster on Tuesday 3<sup>rd</sup> October 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

1. **APOLOGIES FOR ABSENCE**

To receive apologies for absence, if any.

2. **MINUTES**

To approve the minutes of the meeting held on 5<sup>th</sup> September 2023 (**Appendix A**).

3. **MEMBERS' INTERESTS**

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

4. **POLICING & COMMUNITY WARDEN REPORT**

To report on any other matters as appropriate.

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

To receive reports from County and District Councillor's 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. **CEMETERY WINDOW REPLACEMENT QUOTATION**

Following works to repair woodwork at the cemetery chapel, the contractor has identified the need for further replacement of the chapel window frames. A quotation has been received from Cornwall Carpentry to replace all 10 window frames as specified in the attachment to this agenda. Members views are sought on whether to accept the quotation. Only one quotation has been sought as the work would be detailed in line with the works previously carried out by the same carpentry company and classified as specialist works in the Financial Regulations.

10. **FIREWORKS 3<sup>rd</sup> NOVEMBER 2023**

Volunteers are required in addition to the council staff to run this event. Members are asked to consider volunteering as stewards. In previous years collection buckets have been used to raise money.

Members are asked to consider if the collection buckets will continue and who the beneficiary will be this year.

11. **REMEMBRANCE DAY 12<sup>TH</sup> NOVEMBER 2023**

Members are asked to notify the Clerk if they will be attending the Remembrance Day parade and church service on Sunday 12<sup>th</sup> November to enable the Clerk to notify the church warden how many seats to reserve on behalf of the Parish Council.

12. **PLANNING, HIGHWAYS AND TRANSPORTATION COMMITTEE**

To receive minutes of the meeting held on 18<sup>th</sup> September 2023 and the recommendations contained therein. **(Appendix B)**

**13. GREEN WEDGES/VILLAGE SEPARATION CORRIDORS/RURAL LANES**

The Local Plan 2006 shows a village separation corridor between Minster and Monkton on the map and policy CC6 refers to this and rural lanes. Policy CC7 also refers to Rural Lanes. Members are asked to consider raising these with TDC and request that they be a saved policies from this plan and included in the current Local plan.

**14. TREE REDUCTION/ REMOVAL NEXT TO 3G PITCH**

A sycamore tree and a small cherry tree are growing at the eastern side of the 3G sports pitch. The trees are obscuring the floodlight on the pitch. Quotations have been sought from Birch Tree Care and Broadley Tree Services (the Clerk will report the prices at the meeting)

Both companies have said that if the sycamore is reduced by half it will grow back rapidly and need ongoing maintenance. Quotations have been sought to reduce the trees by 50% or to fell them. Members views are sought.

**15. INSURANCE RENEWAL**

Members are asked to review the insurance renewal for the Parish Council for the ensuing year. (Renewal documents will be emailed prior to the meeting). The renewal premium is £7984.89 (previous year £6142.15).

**16. COMMITTEE REPRESENTATIVE REPORTS**

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

TALC	Cllrs. Crow-Brown & Quittenden
Minster School	Cllr. Fleming

**17. REPORT OF THE RFO**

(a) Bank balance statement

(b) Statement of Receipts and Payments for September 2023 (**circulated by email prior to the meeting**)

(c) To receive the Budget/Income expense report to 30<sup>th</sup> September 2023 (**circulated by email prior to the meeting**)

(d) Annual Audit of Accounts the RFO to report on the return of the Annual Return.

**18. 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**

**27<sup>th</sup> September 2023**