

# MINSTER PARISH COUNCIL



**MINSTER  
IN THANET**

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Clerk to the Council: Ms. Kyla Lamb - MAAT

2<sup>nd</sup> May 2019

## MINSTER PARISH COUNCIL

### ANNUAL MEETING

7<sup>th</sup> MAY 2019

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 7<sup>th</sup> May 2019 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.

*K. Lamb*

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 2<sup>nd</sup> May 2019 all Councillors have signed a declaration of acceptance of office form in the presence of the Clerk prior to the commencement of the meeting.

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 2019/20.

**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 2019/20.

4. **MINUTES**

To approve the minutes of the extraordinary Meeting and Council meetings both held on 2<sup>nd</sup> April 2019 **(Copies attached – Appendix A & B).**

5. **PARISH ASSEMBLY MEETING**

To receive the minutes of Parish Assembly Meeting held on 16<sup>th</sup> April 2019 **(Copy attached – Appendix C).**

6. **MEMBERS' INTERESTS**

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

7. **MEMBERSHIP OF COMMITTEES 2019/2020**

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) GDPR

The Members appointed to the Policy & Finance Committee will be asked to agree to the holding of that Committee on Tuesday 21<sup>st</sup> May 2019 at 6.30pm.

8. **TIMETABLE OF MEETINGS 2019/20**

Members are asked to agree the following meeting timetable:-

**Council Meetings**

**2019**

4<sup>th</sup> June  
2<sup>nd</sup> July  
August – no meeting  
3<sup>rd</sup> September  
1<sup>st</sup> October  
5<sup>th</sup> November  
3<sup>rd</sup> December

**2020**

14<sup>th</sup> January  
4<sup>th</sup> February  
3<sup>rd</sup> March  
7<sup>th</sup> April  
21<sup>st</sup> 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

Village Hall

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 2019/20.

**Agenda for Ordinary Meeting**

1. **COMMUNITY WARDEN AND POLICING REPORTS**

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 March 2019 meeting.

All drawings have now been received for the additional yellow lines. Members views are sought.

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

The Clerk to provide an update.

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

The Chairman will update members on any further information received regarding the above application since the March meeting.

9. **CHAIRMANS CHAIN**

The Chairman's Chain requires some repair and improvement. The Chairman will report further at the meeting.

10. **FLEET INSURANCE RENEWAL**

Members are asked to consider and approve the renewal invoice for the Citroen Dispatch van and Toro Groundmaster and Ransome ride on mowers. The renewal premium is £1293.60.

11. **CCTV AT SPORTS PAVILION**

Following the decision to remove the bar at the Sports Pavilion it was identified that the old CCTV recording equipment needed to be moved. Sunstone have provided quotations for the following:-

- a) To re-position existing analogue camera system to the boiler room including labour and materials £1585.00
- b) To supply and install IP cameras at the pavilion to link into the existing Parish Council CCTV system – 5 no. cameras. £3180.

Members views are sought.

12. **PLANNING APPLICATIONS**

- a) **R/TH/19/0382 - 66 Monkton Road, Minster, Ramsgate, Kent** – Application for the reserved matters of outline permission OL/TH/16/0654 outline application with some reserved matters reserved including access, for the erection of 36 dwellings with construction of new access from Monkton road, associated new internal access roads, drainage and landscaping (reserved) for the approval of appearance, landscaping and scale.

**Members views are sought on the above application.**

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

13. **COMMITTEE REPRESENTATIVE REPORTS**

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

TALC                      Councillors Day & Quittenden

Minster School        Councillor Mrs Gimes

Village Hall

Twinning Assn.

14. **REPORT OF THE RFO**

(a) Bank balance statement

(b) Statement of Receipts and Payments for April 2019 (**Appendix D**)

15. **QUESTIONS FROM THE PUBLIC**

Up to 15 minutes will be allowed for members of the public to ask questions or comment on parish matters.

**MINSTER PARISH COUNCIL**

**Minutes of the Extraordinary Meeting of the Council held at the Library &**

**Neighbourhood Centre,**

**4a Monkton Road, Minster**

**on Tuesday 2<sup>nd</sup> April 2019 at 6.15 pm**

Present: Councillors: Mrs. Gimes (Chairman), Day, Dr. Jones, Grove, Bailey, Owen, Mrs. Taylor.

Also present: Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council)

**295. APOLOGIES FOR ABSENCE**

Apologies received from Cllr Quittenden.

**296. MEMBERS' INTERESTS**

Councillors had no interests to declare.

**297. STAFF SICK PAY**

Members were asked to consider the continuance of full pay instead of Statutory Sick Pay for the cemetery caretaker.

**RESOLVED; Only Statutory Sick Pay should now be paid whilst the employee continues to be absent from work due to sickness.**

**Chairman of the Council**

**7<sup>th</sup> May 2019**

**Time concluded: 6.30 p.m.**

**MINSTER PARISH COUNCIL**

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

**4a Monkton Road, Minster**

**on Tuesday 2<sup>nd</sup> April 2019 at 7.00 pm**

Present: Councillors: Mrs. Gimes (Chairman), Day, Dr. Jones, Grove, Bailey, Owen, Mrs. Taylor  
Also present: Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council), Cllr Crow-Brown (TDC), Cllr Pugh (TDC)

**298. APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllr Quittenden, Cllr Dawson (KCC) and PCSO Butterworth.

**299. MINUTES**

**RESOLVED:** That the Minutes of the Meeting held on 5<sup>th</sup> March 2019 be approved and signed by the Chairman.

**300. MEMBERS' INTERESTS**

Cllr. Bailey declared an interest in payments voucher 111430.

**301. COMMUNITY WARDEN AND POLICING REPORTS**

Community Warden Aaron Kluibenschadl was not present.

PCSO Adrian Butterworth was not present but provided a report as follows, read out by the Chairman;

- Kent Police received 46 calls to Minster in the last month including:
  - Two burglaries.
  - Two criminal damage to property.
  - Four theft from vehicles, in two of these cases the vehicles were insecure.
  - All other calls were for information, missing persons, RTC and domestic related calls.
- Attended a Scout evening where he was interviewed to assist them with gaining their Digital Citizens badge.
- Gave a scam awareness presentation at Rivers Court and further presentations will be held at the end of May.
- Complaints received about youths on mopeds doing wheelies in Tothill Street. Times and dates are required in order to obtain camera footage. This can then be followed up.

### **302. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORT**

Cllr Dawson was not present but sent an email to report that she is due to attend the Manston site to look over the operational plans and will provide an update on this. Also advised members of the public that KCC have regular updates on their website regarding a 'No Brexit' deal.

Cllr Crow-Brown reported as follow;

- Recently spoke to Gavin Waite and Trevor Kennett who confirmed that the agency payment received by the council is confirmed for the next three years. A legal agreement will to be drawn up for this.
- Confirmed that he would be standing for Thanet District Council again at the elections.
- CEO of TDC commented that Minster is a platinum standard council.
- Thanked Cllr Grove and Cllr Bailey for their contribution during their time as Councillors to Minster Parish Council.

Cllr Pugh reported as follows;

- Apologised for not attending the meeting in March.
- TDC are rolling out virtual parking permits for tourists visiting the area.
- The public hearing for the Local Plan has begun at St Augustines, Westgate.
- TDC are considering introducing 'smart bins' in busy areas.
- The offices of TDC are under-occupied and the plan is to either renovate them or sell them and relocate.
- Confirmed he would be standing for Thanet District Council again at the elections.
- Thanked Cllr Grove and Cllr Crow-Brown for their contribution as Councillors for TDC.

Cllr Taylor asked Cllr Pugh about the missing swan guards on the newly installed pylons. Cllr Pugh responded that he would follow this up.

Cllr Taylor also requested that smart bins be considered in laybys on the dual carriageway between Minster and Monkton.

### **303. CHAIRMANS REPORT**

The Chairman gave the following report;

- A reminder was given that the Annual Parish Assembly is to be held on Tuesday 16<sup>th</sup> April 2019 at 7pm.
- The Chairman gave a reminder that election applications must be submitted to TDC before 4pm on Wednesday 3rd April 2019.
- The Chairman reported that she was in attendance at the Local Plan enquiry that is taking place at the moment and will continue during April and May. This enquiry is to discuss whether the plan is sound.
- Well-done to a local resident, Vicky Clarkes 7 year old son who has made a dog-poo bag dispenser at the Cheney Road entrance to the Recreation Ground.
- Thanks were given to Cllr Owen for the prompt posting of information notices on social media.

- Thanks were given to Cllr Grove and Cllr Bailey for their service to the community as this will be their last meeting attended as Councillors.

**304. REPORT OF THE CLERK**

The Clerk gave a reminder that the first Pop-Up Café will take place in the New Inn car-park on Tuesday 9<sup>th</sup> April from 10:30-12:30.

**305. DOCUMENTS AVAILABLE FOR INSPECTION**

Diagrams of yellow lines to be laid.

**306. SECTION 106 AGREEMENT**

The Clerk reported that all plans for extended yellow lines and additional yellow lines have now been received and public consultation would begin shortly. She further reported that she would be meeting with Richard Heaps (Kent Highways) and David Fuller this week to agree the repositioning of the new gateway sign at the junction with Monkton. The new sign has been erected restricting machinery access to Mr Fullers field.

**307. PARISH OFFICE, ARCHIVES RENT REVIEW**

No further information has been received from KCC.

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

As reported by Cllr Crown Brown, the agency agreement has been confirmed for the next three years but is still to be formalised.

**309. DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET**

No further update at this time.

**310. CHAIRMANS CHAIN**

Members considered different options for improvement/repair of the Chairmans Chain of Office.

**RESOLVED : Option 3 – To make a new chain in the style of the existing chain – Gilded Brass £3125. A final quotation to be sought and approved.**

**311. ACCOUNTS AND FACILITIES BOOKINGS SOFTWARE**

Making Tax Digital comes into force in 2019 and the current accounts package will not be compliant without an upgrade. Members were asked to consider the cost of this upgrade and also consider the option of replacing the software with a new product designed for local councils, provided by Rialtas, that can also incorporate bookings management for the AWP/Pavilion. Following advice from our new auditor David Buckett, the Clerks have had a demonstration of this software and feel that it will be more relevant than the current package and will be time-saving.



**RESOLVED:** To accept the quotation by Rialtas for Omega Financial Software at a cost of £1535 including installation plus 0.45p per mile travel, plus annual licence fee and support at £556 per annum.

**RESOLVED:** To accept the quotation by Rialtas for Facilities Booking software at a cost of £975 including installation plus 0.45p per mile travel plus annual licence fee and support at £290 per annum.

**312. ALL WEATHER PITCH SUBSIDENCE REPAIR**

Members were asked to consider a quotation of £850 to from Parkview Fabrications to remove 8 lines of mortar, replace with stainless steel rods, re-grout with 2 pack resin and further install tubes in the wall to relieve internal water build-up, reducing pressure on the wall.

**RESOLVED:** To accept the quotation from Parkview Fabrications for £850.00.

**313. PLANNING APPLICATION F/TH/19/0173 – ERECTION OF 25 NO. DWELLINGS (FOR OCCUPATION BY INDIVIDUALS AGED 55+) FOLLOWING THE DEMOLITION OF EXISTING BUILDINGS, WITH ASSOCIATED PARKING, OPEN SPACE AND LANDSCAPING. – HOO FARM, 147 MONKTON ROAD, MINSTER, RAMSGATE**

Members considered the application and the following points were raised:

- How can the occupation by over 55's status be made legally binding?
- Parking should be provided for at least 2 cars per household to ensure cars do not park on the main road
- A footpath should be provided to link the existing path to reach the village.
- Allotments need to be provided
- Potential loss of commercial units.

**RESOLVED:** To object on grounds as detailed above.  
Cllr Grove abstained from the vote.

**314. COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC	Nothing to report.
Minster School	Nothing to report.
Village Hall	Nothing to report
Twinning Assn.	Over 100 people attended the quiz in early March.  Next quiz is at the RBL on 8 <sup>th</sup> June and booking is essential as numbers will be restricted to 100.  4 committee members visited Armbouts Cappel for the opening of their craft exhibition which was entered by more

Minster villagers than usual. There was a large and varied collection from the French.

The programme for the 21<sup>st</sup> Anniversary celebration being held in France was received. There has been a good response from Minster and a coach of 55 people will be attending with a reserve list in operation.

KIACC

It was promised that any turf removed at the Manston site would be re-laid once it is no longer in use. We should ensure that this does take place. The Clerk was asked to contact Cllr Dawson to ensure this remedial work takes place.

Flood Committee

Nothing to report.

### **315. REPORT OF THE RFO**

#### **RESOLVED:**

- a) That the bank balance be received and noted
- b) The statement of Receipts & Payments for the month of March 2019 be approved. (See attachment)

### **316. QUESTIONS FROM THE PUBLIC**

Mr Watler suggested that electric car charging points should be considered in the planning application at Hoo Farm.

Mr Watler commented that there is a strong smell of cannabis outside his property and he has spoken to the PCSO about this.

**Chairman of the Council**

**7<sup>th</sup> May 2019**

**Time concluded: 7.57 p.m.**

## ANNUAL PARISH ASSEMBLY MEETING

Appendix C

**Minutes of the Meeting held on Tuesday 16<sup>th</sup> April 2019**

**at the Neighbourhood Centre, 4A Monkton Road, Minster at 7 p.m.**

**Present:** Cllrs: Mrs. Gimes (Chairman); Jones, Day, Quittenden and Mrs. Taylor

**Apologies for absence:** Cllr. Owen

**Local Government Electors: 14 residents**

**In Attendance:** Kyla Lamb (Clerk to the Council) and Clare Wilsdon (Assistant Clerk to the Council).

### **1. MINUTES**

The Minutes of the Meeting held on 24<sup>th</sup> April 2018 were approved and signed by the Chairman.

### **2. CHAIRMANS REPORT**

The Chairman, Councillor Penny Gimes, read from the report for the last year 2018-2019 which is appended to the minutes at **Appendix A**.

Cllr Gimes thanked the Parish Councillors for their hard work and support and also thanked the Clerks, Kyla Lamb and Clare Wilsdon.

The Thanet Draft Local Plan is currently undergoing examination by Inspectors appointed by the Department for Housing & Local Government. A number of issues affect Minster, namely over 200 houses to the west of Tothill Street and the inadequate transport infrastructure. This application is pending with Thanet District Council and we are unable to prevent it but it is important that our views are heard. The hearings continue into May and the Inspectors will announce their decision.

The government are pressing for houses to be built regardless of consequences to the communities affected and it is crucial that we do all we can to maintain the quality of life in our parish.

The Twinning Association arranged a May Day celebration with our French counterparts to highlight our English traditions including Morris Dancers and the children dancing around the May Pole.

Minster Show was well attended and the weather was very good.

Anniversary celebrations of the end of the First World War were remarkable and drew praise from far and wide. A number of key people inspired much enthusiasm.

The first Christmas Festival took place and had a lovely family atmosphere with our PCSO and Community Warden both involved.

Minster enjoys some excellent sports facilities, including our skate park. The school were asked to design some signs to help with a litter problem in this area. These were placed along with an attractive bin but unfortunately the bin was damaged by youths.

A Graffiti event was also held at the skatepark, arranged by our PCSO Adrian Butterworth and funded by KCC Cllr Liz Hurst and Minster Parish Council. The weather was poor but those attending had a good time.

Recent criminal activity has included two burglaries at the homes of vulnerable elderly people and a number of thefts. Power tools were also stolen from the parish council store at the cemetery and our village hall was damaged by a vehicle collision. Whilst this is disappointing, in comparison with other areas in Thanet and Kent we live in a very safe place. Our CCTV system, soon to be expanded, helps and we benefit from a dedicated PCSO who must be supported in his work.

In late January, TDC formally agreed to the asset transfer of the toilets and two car parks. This transfer to us ensures that parking will remain free. Our public toilets will also be retained, unlike many other areas.

Persuaded by our Village Green application, Sunley Estates have transferred ownership of an area of open space in Hillhouse Drive to us, ensuring its protection.

More visible signs and bar markings have been added to the approach to the roundabout at Mount Pleasant in the hope of reducing accidents.

Our Council has seen some changes with the resignation of Cllrs Bubb, Vaughan and Goodman. Thanks are given to them for their contribution.

Cllrs Grove and Bailey will not be standing again in the forth-coming elections. They have both served for many years and will be missed. There are now five vacancies on the Parish Council.

Thanks were given to members of the public who regularly attend the meetings and encouragement was given to others to come along and let the Council know what is important to you.

## **5. FINANCE REPORT**

The Chairman of Policy and Finance Committee, Councillor John Quittenden, reported upon the strong financial situation held by the Parish Council.

Thanks were extended to the Clerk Kyla Lamb for her continued day to day management of the office.

The full report of the Chairman of Policy & Finance is attached to the minutes at **Appendix B**.

## **6. GENERAL QUESTIONS**

**Mr Andy Sharp** – Asked if a sub-committee had been set-up for tree planting. Cllr Day reported that a review of sites for planting established trees had taken place with local farmers also being consulted on any areas of land that may be suitable.

**Bernie Watler** – Suggested that as it is taking so long for the rent review to take place, perhaps a reduction in rent should be requested to hasten a response.

**Mr Andy Sharp** – commented that a Cllr from Westgate Town Council had suggested that houses could be built at Manston however this is actually in the parish of Minster.

**Vera Hovenden** – reported that Canterbury Road West was closed recently due to a dropped sewer that was built in 2000 at a cost of £2.5 million. Southern Water are obliged to supply water to new developments.

**The Chairman closed the meeting at 7.32pm and thanked all those present for attending the meeting.**

### **Chairman's Report for 2018-2019**

I am pleased to say that I have survived a second year as Chairman! And I think I am starting to get the hang of it.

However, the fact that I have managed to perform the role to a moderately competent level is because of the people within the council. Our councillors have a wide range of skills, knowledge and interests which, brought together, form a tremendous resource for this parish. I am proud to work as part of this team and benefit hugely from their combined efforts. Yet, we are but the amateurs in this set up and I must say that the support and advice I have received from Kyla and Clare, our Clerks, has continued to prove invaluable. I thank them all.

Many of the subjects that I referred to in my last annual report have continued to be relevant. One of these is the Draft Local Plan which is currently undergoing examination by Inspectors appointed by the Dept. for Housing and Local Government. I have attended a number of the hearings to address the issues affecting us, namely over 200 houses to the west of Tothill Street and the inadequate transport infrastructure. Sadly, as the application for the development is currently pending with TDC Planning we will not be able to prevent this. However, it is important that our views are heard. The hearings continue into May, covering the road and rail strategies. At some stage, the Inspectors will announce their decision and whatever amendments are made there will be further public consultation.

But let me be honest, the government are pressing for houses to be built regardless of the consequences to the communities affected, the Inspectors are appointed by the government and TDC needs money, so in truth little will change.

The crucial thing is that we must all do what we can to maintain the quality of life in our parish for our sakes and for the future, and I know that I, and my fellow councillors, will do our best in that endeavour.

On the subject of quality of life, what a great year of celebration we have had! In May the Twinning Association arranged a May Day celebration with our French counterparts to highlight some of our best English traditions. It was wonderful to see the Morris dancers on the recreation ground and the children dancing around the May Pole. A personal first for me, I got to dance with the Mayor of Armbouts-Cappel!

demolish the village hall. This is disappointing yet compared with many other areas in Thanet and Kent we still live in a very safe place. Our CCTV system, soon to be expanded, is aimed at helping us stay safe and we benefit from a dedicated PCSO. But we do need to support him in his work.

On a more positive note, there have been some notable achievements.

In late January TDC finally formally agreed to the asset transfer of the toilets and two carparks so we can now be sure that parking in this village will remain free and, unlike many other areas in Thanet, we will retain our public toilets.

Also Sunley Estates, persuaded by our village green application, transferred ownership of the open space in Hillhouse drive to us so it will now be protected.

And we have had more visible signs and bar markings added on the approach to the Mount Pleasant roundabout in the hope of reducing the accidents. The speed limit signs have moved nearer the roundabout as you approach the village and these have been set in a gateway to emphasise to drivers that they are entering a built up area.

Over the past year we have seen some changes in our council; Cllrs Bubb, Vaughan and Goodman resigned and we thank them for their contribution to the parish.

As we approach elections we know that Cllrs. Grove and Bailey will not be standing again. They have both served for many years and worked tirelessly for this community and they will be missed.

So we entered the election process with 5 vacancies, a matter which I tried not to take personally! Luckily we have 5 very able applicants who will, I'm sure, provide a welcome addition to the council. I look forward to working with them.

So on that note I will finish by thanking the members of the public who regularly attend our meetings and encourage others to come along and talk to us. We are your representatives so let us know what is important to you.

I will now hand over to Cllr. Quittenden for the Financial report and then we will invite questions.



## MPC Financial Report 2019

I can again report that Minster Parish Council remains in a good financial position but it has been very difficult to fix a budget for the coming year. The uncertainties of Brexit, elections at TDC, Parish and Town councils, the changes in legislation which affect the way we have to work with regard to VAT, Tax and GDPR and the still to be determined rent of the building you are now sitting in.

We have had quite an expensive year with updates to CCTV, renewal of the pathways in the Cemetery, computers for GDPR compliance, new Health and Safety regulations and the council van replacement. And next year, new computer software to deal with VAT and tax returns.

I am pleased to announce, that after heavy negotiations, we now have an agreement with TDC for agency payments to cover street cleaning and grass cutting etc. We also have a verbal agreement to take control of our car parks and toilet block. This is now awaiting the legal paperwork for asset transfer. This is indeed good news, as TDC was proposing charges for car parking and the closure of the toilets. Even this comes at a price with maintenance and business rates until 2020.

We are currently looking at improvements to the sports pavilion in the recreation ground which has become well-worn and tired over the years in the hope that it will make it more attractive for hire and consequently produce more revenue. We have managed to keep charges for the Cemetery and the other services supplied by MPC largely unchanged.

After the austerity of the last 8 years nationally, wages of our staff have been pegged at 2% but as we all know in reality costs have risen more like 5% annually. With that in mind, council members voted for a substantial increase for the coming year and I am sure you will agree that our staff do a good job and the new rates reflect our appreciation.

We have had some queries with regard to the rise in the precept fixed at 14.9% for the year 2019 – 2020. I have outlined a little earlier some of the increased costs that we are experiencing. Over the coming year it would appear that Parish and Town councils will be granted more devolved powers. With these new powers comes a greater responsibility to balance the books. Make no mistake, I take this job extremely seriously and I have gained a reputation for being frugal with what is after all your money. 14.9% may seem high but compared to Birchington, for example, their increase is 60%. Our increase, to put it in perspective, for a band D property is £7.65 per annum which equates to 64p per month. Which would seem realistic. It is my opinion, that because District and County councils are restricted to a 2 +2 % without referendum, they have removed the support grants knowing that the parishes are allowed to make up short falls as by Government decree we are not restricted. This will remain for at least 2 more years.

We have again supported some of the local associations such as the Twinning Association, Minster Carnival Association, and this year the Royal British Legion to help with the 100th anniversary of the end of the 1<sup>st</sup> World War. On that subject, one parishioner commented on the Poppy decorations in our village by saying “I wonder how much Minster Parish Council have spent on all this.” The answer is – not a penny as the displays were put on by a small team of dedicated volunteers.



There are also some comments reported about the cost of yellow lines and road improvements that have been put in over the past year. The cost of all this work has been paid for by money given to us from the 106 agreement for the building of 100 new homes on the Heronsbrook estate. That money has also paid for the new recently installed gateways to the village. On the subject of yellow lines, we may have to look at spending money on extra enforcement as they are being abused. On occasions, your council does spend relatively small amounts, such as the seat and planters outside the butchers in Monkton Road, but I hope you will agree, such expenditure does enhance the environment in which we all live. We will again support the very popular firework display in November. I was pleased to see this week, the shakeup of business rate for small businesses, which should help the shops in our village. I am sure we would all miss them if they were to close.

As I have mentioned, my job, together with the finance committee is to oversee council expenditure, but again, make no mistake, the hard work to balance the books and look to the future fall very heavily on the shoulders of our Clerk and her assistant. My personal thanks go to them.

In conclusion, if I am still in this position for the coming year, and with the restraints put upon us, I will do my best to see that Minster is an efficient, safe and pleasant place to live and work as is possible. If there are any questions, I will do my best to give you answers, either now or in the near future.

Our Annual Return is published on our website.

## APRIL 2019

## RECEIPTS &amp; PAYMENTS

DATE	TYPE	PAYEE	DESCRIPTION	PAYMENT	RECEIPT
03/04/2019	DD	TALK TALK	OFFICE TEL/BBAND	58.74	
09/04/2019	DD	LLOYDS BANK CC	PAYMENT TO CREDIT CARD	803.97	
17/04/2019	BACS	V-TECHNICAL	COPYING PRINTING	31.97	
17/04/2019	BACS	T PARKER & SONS	RECREATION GROUND-GRASS SEED	58.20	
17/04/2019	BACS	GUARDIAN SECURITY	PAVILION FIRE ALARM MAINTENANCE	90.00	
17/04/2019	BACS	ICCM	CEMETERIES-ANNUAL MEMBERSHIP	95.00	
17/04/2019	DD	ELAS	HEALTH & SAFETY CONSULTANTS	148.80	
17/04/2019	BACS	TW SERVICES	SKIP HIRE	389.40	
17/04/2019	BACS	MINSTER TWINNING	CONTRIBUTION	500.00	
17/04/2019	BACS	KALC	ANNUAL SUBS	1029.70	
17/04/2019	BACS	KCC	CONSUMABLES/SUPPLIES	1134.54	
17/04/2019	BACS	HMRC	PAYE/NI-MARCH PAYROLL	1424.09	
17/04/2019	BACS	BRAZIL BROS	GRAVE DIGGING	2304.00	
17/04/2019	BACS	PAYROLL	PAYROLL-APRIL	6323.28	
18/04/2019	DD	EDF ENERGY	AWPS ELECTRICITY	65.00	
23/04/2019	DD	EDF ENERGY	PAVILION GAS	44.00	
23/04/2019	DD	UNICOM	PAVILION TELEPHONE/BBAND	53.08	
29/04/2019	DD	AXIS FOR BUSINESS	CEMETERY ELECTRIC	10.64	
			<b>TOTAL</b>	<b>14564.41</b>	
01/04/2019	PI00139	T MCCARTHY	CEMETERY MEMORIAL INSCRIPTION		66.00
01/04/2019	PI00139	ADMIRAL GROUP	CCTV REQUEST		10.00
01/04/2019	PI00139	KINDERTSON	CCTV REQUEST		10.00
01/04/2019	BACS	MONKTON FOOTBALL CLUB	AWPS HIRE		336.00
02/04/2019	CASH	AWPS	AWPS W/E 31/03/19		163.00
03/04/2019	BACS	TSC KENT	AWPS HIRE		1550.00
08/04/2019	BACS	HERNE BAY WANDERERS	AWPS HIRE		132.00
09/04/2019	CASH	AWPS	AWPS INCOME W/E 07/04/19		107.00
09/04/2019	CASH	F RICHARDSON	REPAYMENT FOR GATE		15.00
11/04/2019	PI00140	HMRC	VAT REFUND		2954.88
12/04/2019	BACS	MINSTER FOOTBALL CLUB	FOOTBALL PITCH HIRE		58.00
16/04/2019	CASH	AWPS	AWPS W/E 14/04/2019		299.00
16/04/2019	BACS	RUTH BURTON - TADPOLES	PAVILION HIRE		952.00
17/04/2019	BACS	ENVE CANINE	PAVILION HIRE		560.00
23/04/2019	PI00141	RAMSGATE YOUTH FC	AWPS HIRE		484.00
23/04/2019	PI00141	WHYBROW STONEMASON	MEMORIAL		132.00
23/04/2019	BACS	MINSTER FOOTBALL CLUB	FOOTBALL PITCH HIRE		58.00
23/04/2019	BACS	THANET COLTS	AWPS HIRE		1200.00
23/04/2019	CASH	AWPS	AWPS W/E 21/04/19		261.00
			<b>TOTAL</b>		<b>9347.88</b>

## BANK BALANCES AS AT 30/04/2019

UNITY	85183.89
NATIONWIDE	104857.25
HAMPSHIRE TRUST	101392.22
COOP	5.93
<b>TOTAL</b>	<b>291439.29</b>

05/12/2019

Minster Parish Council

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Receipts and Payments Summary - Cashbook 1

Unity Bank Account Month 1

Current Month is: 8

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Month 1	9,347.88	14,507.30	
Total Receipts / Payments	9,347.88	14,507.30	Closing Trial Balance
Opening Balance	90,343.31		
Closing Balance		85,183.89	85,183.89
	99,691.19	99,691.19	

## List of Payments made between 01/04/2019 and 30/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	NATIOWIDE WORKWEAR	300799	-57.11		CANCELLED CHQ
03/04/2019	Talk Talk	DD	58.74		
09/04/2019	Lloyds Credit Card	TRANSFER	803.97		LLOYDS PAYMENT
15/04/2019	PAYROLL	BACS	1,254.00		PAYROLL APRIL
15/04/2019	PAYROLL	BACS	1,629.32		PAYROLL APRIL
15/04/2019	PAYROLL	BACS	203.88		PAYROLL APRIL
15/04/2019	PAYROLL	BACS	412.50		PAYROLL APRIL
15/04/2019	PAYROLL	BACS	971.03		PAYROLL APRIL
15/04/2019	PAYROLL	BACS	1,295.94		PAYROLL APRIL
15/04/2019	PAYROLL	BACS	556.61		PAYROLL APRIL
17/04/2019	Guardian Security & Fire	BACS	90.00		Callout Bellbox
17/04/2019	Institute of Cemetery & Cremat	BACS1	95.00		ANNUAL MEMBERSHIP
17/04/2019	W Brazil & Bros	BACS2	2,304.00		
17/04/2019	V-Technical	BACS3	31.97		COPYING PRINTING
17/04/2019	Kent Association of Local Coun	BACS4	1,029.70		Annual Membership
17/04/2019	Twinning Association	BACS5	500.00		Twinning Contribution
17/04/2019	T Parker & Sons Ltd	BACS6	58.20		
17/04/2019	Thanet Waste	BACS7	389.40		
17/04/2019	Kent County Council	BACS10	1,134.54		
17/04/2019	HMRC	BACS	1,424.09		PAYE/NI MARCH
18/04/2019	ELAS Business Support	DD1	148.80		H&S
23/04/2019	EDF Energy	DD2	65.00		P/Ledger Electronic Payment
23/04/2019	EDF Energy	DD3	44.00		P/Ledger Electronic Payment
24/04/2019	Unicom	DD5	53.08		Pavilion Broadband
29/04/2019	Axis Business Services	DD6	10.64		Cem Elec
<b>Total Payments</b>			<b>14,507.30</b>		

05/12/2019

Minster Parish Council

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Receipts and Payments Summary - Cashbook 3

Lloyds Credit Card Month 1

Current Month is: 8

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Month 1	803.97	803.97	
Total Receipts / Payments	803.97	803.97	Closing Trial Balance
Opening Balance	0.00		
Closing Balance		0.00	0.00
	803.97	803.97	

## Lloyds Credit Card

## List of Payments made between 01/04/2019 and 30/04/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2019	Lloyds Credit Card	BACS	803.97		Lloyds Credit Card
<b>Total Payments</b>			<u>803.97</u>		