

MINSTER PARISH COUNCIL



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Clerk to the Council: Ms. Kyla Lamb - MAAT

27th September 2018

MINSTER PARISH COUNCIL

2nd OCTOBER 2018

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster which will be held at the Library and Neighbourhood Centre, 4A Monkton Road, Minster on Tuesday 2nd October 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 4th September 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 COUNCILLORS REPORT**

To receive reports from County and District Councillors 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 September 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 September meeting.

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

Cllr Vaughan will update members on the progress of updating an existing map.

14. **PLANNING COMMITTEE**

To receive the minutes of the meeting held on 4th September 2018.

15. **KENT HOUSEHOLD WASTE RECYCLING CENTRE CONSULTATION**

Kent County Council Waste Management are seeking views on the proposal to implement a charging policy for waste materials including soil, rubble, hardcore and plasterboard delivered to Household Waste Recycling Centre's. Members views on a response are sought. The consultation runs until Thursday 1st November 2018.

16. GDPR COMPLIANCE

The Chairman will update members on a meeting held to discuss the requirements for GDPR compliance and will ask members views on purchasing small laptops for each Councillor to ensure compliance and Cllr Owen will report on further requirement for encryption of laptops and emails.

17. KALC COMMUNITY AWARDS SCHEME

Council is requested to Adopt the KALC Award Scheme and then to consider a resident to nominate for the KALC Community Award Scheme for 2019. Nominations need to be submitted by Thursday 31st January 2019.

18. RSP DEVELOPMENT CONSENT ORDER FOR MANSTON AIRPORT

Members are asked to submit representations in relation to the proposed Manston Airport development to the Planning Inspectorate by 11.59pm on Monday 8th October 2018. The Chairman has prepared a list of key points for discussion to enable her to prepare a response on behalf of the Council.

19. THANET DRAFT LOCAL PLAN

There is a further opportunity for the public comment on the draft Plan, before it is submitted to the Planning Inspectorate for examination. This consultation runs from Thursday 23rd August until Thursday 4th October 2018. The Chairman has prepared a response on behalf of the Council. Members are asked to approve the draft to be submitted on behalf of Minster Parish Council.

20. INSURANCE RENEWAL

Members are asked to review and approve the insurance renewal for the Parish Council for the ensuing year. (Renewal documents will be emailed prior to the meeting and a hard copy tabled at the meeting).

21. 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

22. REPORT OF THE RFO

- (a) Bank balance statement
- (b) Statement of Receipts and Payments for September 2018 **(To be tabled at the meeting.)**
- (c) Annual Audit of Accounts the RFO to report on the return of the Annual Return.

23. 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

27th September 2018

MINSTER PARISH COUNCIL

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

4a Monkton Road, Minster

on Tuesday 4th September 2018 at 7.00 pm

Present: Councillors: Mrs. Gimes (Chairman), Day, Quittenden, Grove, Goodman, Dr. Jones, Owen, Mrs. Taylor, Ms. Vaughan, Bailey, Bubb.

Also present: Cllr Crow-Brown (TDC), Cllr Pugh (TDC), Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council), PCSO Adrian Butterworth.

95. APOLOGIES FOR ABSENCE

Cllr Dawson (KCC), Cllr. Hurst (KCC)

96. MINUTES

RESOLVED: That the Minutes of the Meeting held on 3rd July 2018 be approved and signed by the Chairman.

97. MEMBERS' INTERESTS

Cllr. Bailey declared an interest in payments vouchers 110647, 110732, 110762, 110764, 110747.

Cllr. Quittenden declared an interest in payments voucher 110765.

98. COMMUNITY WARDEN AND POLICING REPORTS

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

- House visit made to a youth being a nuisance on a motor bike.
- A burglary at the house of a vulnerable resident in Prospect Road. Handbag and money was stolen.
- Fly-tipping along the old top road between Minster and Monkton reported via Country Eye app.
- Advice given to residents over a neighbour dispute at Glebe Court.
- Problem tenant evicted from a property in Watchester Lane.
- Abandoned car left at Marsh Farm Road and then moved to Taylor Road. PCSO Butterworth carried out checks on the vehicle and owner said it would be moved.
- Female driver under the influence of alcohol, drove into the Village Hall and has damaged the wall. Driver was arrested by Kent Police.
- Resident complaints have been received in relation to lack of enforcement of yellow lines.

PCSO Adrian Butterworth was present and reported as follows;

- 106 calls to Minster in the last two months.
- 2 calls related to burglaries on Monkton Road. Enquiries are on-going. A theft occurred in Prospect Road where an elderly vulnerable resident had her

handbag stolen along with cash and documents. Assistance is being given to the resident.

- Two pushbikes were stolen from outside the New Inn. CCTV checks were made but no suspect was identified.
- Criminal damage was reported in Ebbsfleet Lane where damage was caused to a locked gate. This was linked to travellers in the area who moved on to Hengist Way and then Westcliff, Ramsgate.
- Other calls related to missing persons, RTC, domestic incidents etc.
- Three cases of anti-social behaviour are being dealt with currently.
- Nuisance motor-bikes riding across the recreation ground/skatepark. One person has been identified and been spoken to along with their parents.
- Youths are congregating in the cemetery and leaving rubbish. Youths have not been identified despite numerous visits to the site on various days/times.
- The Village Hall was hit causing a lot of damage and one person was detained at the scene.
- Two abandoned cars have been reported in Taylor Road. Owners of both have been contacted and the vehicles should be moved shortly.
- The Minster Show went well and had a good turnout. There were no issues reported.

PCSO Butterworth thanked Cllr Owen for his recent co-operation with the review of CCTV footage.

- A meeting was held with Councillors and event organisers on 10th August to arrange the Skate Park Graffiti Project which will be held on 22nd September 2018 from 11-4. The community can take part in painting a mural on the skate park wall. Music and refreshments will be available.
PCSO Butterworth thanked everyone for the support with the project.

99. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORT

Cllr. Crow-Brown was present and reported as follows;

- The Local Plan consultation runs until 4th October and he urged residents to comment.
- There will be two new Senior Planning Officers in the New Year.
- Cummins have reportedly spent in the region of £100,000 on clearing Traveller incursions and Stone Hill Park have spent £20,000.
- The CEO has responded to complaints over Traveller incursions at Jackey Bakers Recreation Ground and have erected a fence.
- The Former Fuel Depot at Spitfire Way is currently being used for storage by Virgin Media and will then be used to store caravans. The planning application for the site expired in January 2018 and enforcement action may be taken.

Cllr. Pugh was present and reported as follows;

- Cllr. Pugh re-iterated that members of the public should comment on the Local Plan consultation.
- A DCO for Manston Airport has been resubmitted by RSP and is being considered.
- Cllr Pugh has been involved with a tenancy issue at a property in St Marys Road in relation to ownership of gardens.

Cllr Taylor asked about the removal of illegal advertising. The Clerk advised that this can be reported online via the KCC website.

100. CHAIRMANS REPORT

The Chairman reported that the Secretary of State has accepted RSP's application for a DCO in relation to Manston Airport and that comments can be made by 8th October 2018. Further documents are available in the Library.

An Emergency Plan Review meeting is to be held in October. The Chairman encouraged members of the public to volunteer for the Emergency Plan.

101. REPORT OF THE CLERK

The Clerk had no matters to report.

102. DOCUMENTS AVAILABLE FOR INSPECTION

- a. Amended masterplan designs from Savills for the proposed Tothill Street development.
- b. Consultation documents for proposed additional yellow lines in the Parish.

103. SECTION 106 AGREEMENT

The public consultation for the yellow lines (as displayed) has ended and they have been approved. A date will now be scheduled for them to be laid.

The Village gateway artwork has been approved and installation will be arranged.

Cllr Quittenden reported that there are still issues with subsidence and drainage in the layby in Taylor Road. The Clerk will follow this up with Highways.

Yellow bar markings are currently being installed on the approach from Ramsgate to the Minster roundabout to improve safety.

Cllr Day suggested that, at the next council meeting, the council revisit the possibilities for yellow line enforcement once the new lines have been laid. The Clerk asked who the new officer was in charge of the Enforcement team and was advised by Cllr Crow -Brown that this is Becky Glazier.

104. PARISH OFFICE, ARCHIVES RENT REVIEW

No updated information at this time. Cllr. Mrs Taylor queried whether there may be a limit to how far back KCC can reasonably request for the Parish Council to pay the rent.

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

No updated information at this time. The Clerk will follow up with Gavin Waite.

106. DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET

The Chairman reported that the planning application for this development was expected to be submitted to Thanet District Council in July 2018 but no application has been received.

107. VISTORS A4 WALKING MAP OF MINSTER

Cllr Vaughan thanked Cllr Jones and Cllr Owen for the information they have forwarded in relation to the content for the walking map of Minster. This item will be deferred to the next meeting.

108. PLANNING COMMITTEE

The Minutes of the Planning Committee meeting held on 26th July 2018 were received.

109. BATTLES OVER – A NATIONS TRIBUTE WW1 100 YEARS

11th November 2018 marks the day 100 years ago when the guns fell silent at the end of the First World War.

Cllr Quittenden, President of Minster and Monkton Royal British Legion was asked by the Queens Pageant Master, Bruno Peak if Minster would take part in a beacon lighting ceremony to mark the occasion.

A Piper, Bugler, Bell-ringing and the delivery of a Proclamation has been arranged, along with some fireworks at the church. This will be in addition to the normal parade with a marching band in the morning, and lunch with entertainment at the Royal British Legion in the afternoon. A band of volunteers have knitted over 16,000 poppies that will be used to decorate the village. KCC Councillors Emma Dawson and Liz Hurst have donated to this event and Cllr Quittenden asked members to also consider a donation of £1000. In addition, Cllr Quittenden requested use of the Pavilion on a number of evenings (if necessary) for the arrangement and sewing of the Poppies.

RESOLVED: That the Pavilion may be used Free of Charge when required and the Parish Council will make a donation of £1000 to support the event.

110. VATTENFALL THANET EXTENSION OFFSHORE WIND FARM

On 29th August, a member of the Parish Council was invited to visit the wind farm. The Chairman accepted this invitation and reported that there will be an extension of 34 turbines that are more efficient than the existing turbines. Each new turbine will supply an average home for 33 hours on each turn of its rotor. The Chairman further reported that Vattenfall wish to support community events and to give consideration to this for any future community events possibly requiring funding.

111. RIGHTS OF WAY IMPROVEMENT PLAN CONSULTATION QUESTIONNAIRE

KCC are holding a Right of Way Improvement Consultation and are asking members of the public to comment on how these can be improved. The Clerk has completed the questionnaire and drafted a response and a copy was circulated.

AGREED: That the response prepared by the Clerk be submitted.

112. VILLAGE GREEN APPLICATION AND LAND TRANSFER FROM SUNLEY ESTATES

In October 2017, in response to a possible planning application being put forward by Sunleys for the open space on the Hillminster Estate, the Parish Council applied for Village Green Status on the land to prevent its

development. Sunleys recently contacted us to advise they wanted to transfer ownership of the land to the Parish Council. This transfer has now been agreed and should be complete by Friday 7th September.

113. SKATEPARK GRAFFITI EVENT

Further to PCSO Adrian Butterworth's report on this event, the Chairman encouraged members of the public to attend and take part in the event. Refreshments will be provided for those taking part in the painting.

114. TDC DRAFT TENANCY STRATEGY

Thanet District Council's Tenancy Strategy 2013-17 is due for renewal and a six-week consultation is being held from 15th August to 26th September. Members views were sought on whether a response was necessary from the Parish Council.

RESOLVED: No comment by the Parish Council is necessary.

115. TARMAC RESURFACING AT MINSTER CEMETERY

Members were asked to consider a quotation for £24,460 from Tread-Well Surfacing Ltd, to re-tarmac the majority of the road area due to its deteriorating state.

RESOLVED: That the quote for £24,460 be accepted and the work carried out.

116. ANTI-SOCIAL BEHAVIOUR AT THE CEMETERY

Members were asked to consider options to deter anti-social behaviour by youths at the cemetery. The Chairman requested that any information about the identity of the youths be passed on. In the meantime, the colder weather and darker evenings may alleviate the problem.

117. THANET DRAFT LOCAL PLAN

Opportunity for public comment on the draft Local Plan runs from 23rd August to 4th October. Previous comments are not considered, and the Parish Council will prepare a new response, in addition to re-submitting our previous comments.

118. PLAY AREA BROKEN ITEM

Members were asked to consider the replacement a broken child springer play item in the play area. The Clerk has received a quotation of £664 from HAGS.

RESOLVED: That the quote for £664 be accepted and the item replaced.

119. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC	<p>Cllr Quittenden expressed that he was sad to hear that Tom King has resigned as chairman of Westgate Town Council. Cllr. Pennington has replaced Mr King.</p> <p>Cllr Quittenden reported that the guest speaker at the last meeting was Rachael Marshall from Special Branch, who spoke about links with crime and terrorism in coastal locations and asked for members of the public to be vigilant too, and report, any suspicious activity. A poster has been distributed to advise how to report this.</p> <p>The CPRE now have a Thanet branch, headed by David Morrish who is contactable at Monkton Nature Reserve.</p>
Minster School	Nothing to report due to the Summer Holidays.
Village Hall	<p>Cllr Bailey reported a drunk driver has driven into and caused damage to the Village Hall.</p> <p>The Art Exhibition will run from 5-7th October.</p>
Twinning Assn.	Cllr Quittenden reported the next Twinning Association events to be held at the RBL include a Quiz Night on the 8 th September (all proceeds from this will go to the Christmas lighting) and a Race Night on the 6 th October 2018.
KIACC	Cllr Day reported that the DCO for Manston Airport has been accepted for consideration.
Flood Committee	<p>Cllr Day reported that KCC do not understand the issue with pipes from Foxborough to Bedlam Court Lane.</p> <p>Recent heavy rain has not caused any flooding issues.</p>
Minster Church	Cllr Goodman reported that the church organ has been fixed at a cost of £38,000.

120. REPORT OF THE RFO

RESOLVED:

- a) **That the bank balance be received and noted**
- b) **The statement of Receipts & Payments for the month of July and August 2018 be approved.**

121. QUESTIONS FROM THE PUBLIC

Mr Harris asked if the CCTV could identify the youths causing anti-social behaviour at the cemetery. The clerk reported that as there are no identified time-scales for the youths being at the cemetery, it would take a long time to review the footage.

Mr Sharp noted the height of the new pylons that have been installed.

Mr Watler is concerned about the sale of properties in the village, currently owned by Housing Associations.

Mr Watler commented that Traveller incursions are a nationwide issue at the moment.

Mr Sharp asked if rubble at Hengist Way to block further traveller incursions is to be replaced with an alternative barrier.

Chairman of the Council

2nd October 2018

Time concluded: 8.35 p.m.

MPC DRAFT