

ANNUAL PARISH ASSEMBLY MEETING

Minutes of the Meeting held on Tuesday 21st April 2026

At John Spanton Sports Pavilion, St Mildreds Road, Minster at 7 p.m.

Present: Cllrs: Quittenden (Chairman); Jones, Crow-Brown, Ingleton, Bates, Smith, Andrews, Fordyce, Mogridge

Local Government Electors: 2 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 15th April 2025 were approved and signed by the Chairman.

2. CHAIRMANS REPORT

The Chairman, Councillor Quittenden, read from the report for the last year 2025-2026 which is appended to the minutes at **Appendix A**.

Cllr Quittenden summarised the year.

TDC and KCC Councillors Luke Evans and Peter Evans have been in regular attendance at our council meetings.

Thanks to PC Andy Howe and Community Warden Karl Aylett, for their past service. They have been replaced by our new Ward officer PC Owen Crush and KCC Community Warden, Gary Groombridge.

The newly formed Parish Forums have taken place this year at TDC.

The Planning Highways & Transportation Committee have put in a great deal of work to help protect the parish from development and to keep our Highways improvement plan up to date. The plans for the proposed Converter station on Minster Matters have been monitored and although MPC have objected to the proposal, we continue to investigate what financial gain may come to the village if it goes ahead.

New Councillors Jill Andrew, Peter Mogridge and Michele Low replace Councillors Local, Owen and Fleming who have stood down.

The annual events in the village have been successful including Open Gardens, Minster Show, the Art Exhibition, Remembrance Sunday and the Fireworks display. £1700 was collected at the Fireworks display and this will subsidise the event next years. Thanks to all volunteers who help these events take place.

The future of the cricket square has been discussed this year and it will continue for this year but this decision will be revisited for 2027.

Surveys have taken place at the land extension of the cemetery and it appears to be suitable for burials. An application will be made to TDC for change of use of the land. New hedging has been planted at the perimeter.

Chairmans Report 2026

Good evening and welcome to the Annual Parish Assembly 2026

Once again it falls to me to report on the work of MPC for this year. It has been a fairly quiet year with regards to major problems but never the less there has been a lot of hard work and achievements.

The Council met on the 6th May to elect Chairman, vice chairman and committee members. Members were also elected to sit on outside bodies.

New TDC and KCC councillors Luke and Peter Evans, together with Abi Smith have attended regularly.

We now have a new community Police Officer, PC Crush, and a new community warden Gary Groombridge. This came after the moving on of PC Howe and warden Karl Aylett. My thanks go to them for their past service.

The Clerk and I have attended the newly formed parish forum meetings at TDC. I have found them most informative.

The MPC planning and highways committee have put in an enormous amount of work throughout the year protecting us from excess development and keeping our highways improvement plan up to date. They have also been looking at the newly proposed convertor station on Minster Marsh. Although MPC have objected to this proposal, should it go ahead they are looking at just what financial gain may come to the village. They also pushed for, and achieved, the upgrade of the bridleway west of Tothill Street.

A new code of conduct was adopted in June 2025.

We have new councillors in the form of Jill Andrews, Peter Mogridge and Michele Low replacing councillors Local, Owen and Fleming. We welcome their input.

The play equipment in our rec was replaced with 106 monies from the Hoo Farm development.

There have been many successful events in the village throughout the year, Open gardens, Minster Show, Art exhibition, remembrance Sunday and the fireworks display put on by this council. £1,700 was collected at this event to subsidise next years event. I would like to extend my thanks to the army of volunteers that make these events possible and go along way to keeping the community spirit alive.

The continuation for the provision of cricket facilities was discussed and it was agreed that it would go ahead for this season, however, would be revisited next year because of the lack of use and increasing costs.

The surveys of the new cemetery have taken place and it appears it is suitable to be used for burials. This will now have to go to TDC planning for change of use. New hedging has been planted around the perimeter by our staff.

The pavilion shutters have been replaced bringing them up to safety standards.

Cllr Mogridge and I attended the KALC AGM in Rochester. This is always a good opportunity to talk with councillors from across Kent. We continue to attend KALC meetings on a regular basis and through them get a seat, and the right to vote, on the joint transport board and the standards committee at TDC.

The replacement of the 3G mat at the all weather pitch will take place this year. Estimates are now in and agreed. There have been meetings with our school to assess their use and contribution to this project. This is ongoing.

A committee has been assembled to look into a village charter. Cllr Low will sit on this on our behalf. It is hoped to get this in place by the end of the year.

Now to the issue of LGR and devolution. First devolution. Kent will not get a Mayor at present but will be considered in the future. LGR is due to take place on the 1st April 28. At this point TDC and KCC will cease to exist and the new authority will take over. I have attended 5 meetings on this subject but the final decision will be announced by 16th July as to its formation. From the meetings I have attended in London to New Romney and all points west, it would appear that it is not a well thought out process.

We have had continuing vandalism at the toilet block in the High Street car park. We have now completed the up grade of our cctv to cover this area.

Members were invited by the Home Office to inspect the immigrant reception centre at Manston. Although controversial, it is quite an operation.

New election boundaries were considered and put to Parliament but it was decided not to proceed at this time.

This is a very short summary of the operations for 25/26. It never ceases to amaze me at the amount of work and the results achieved by our clerk, Kyla Lamb and her assistant Claire Wilsdon. As I stand here with my grand chain of office, things would not happen without these two ladies. My personal thanks must also go to the rest of our staff, both full and part time, for the great and sometimes unappreciated work they do.

As to the future, who knows. With the ongoing war in Europe and the middle east and the effect they have on the world economy. We must do our best to secure our place in the EGR.

It was good to see the House of Lords supporting our role in this process. With all this uncertainty, I can assure you that MPC will do its very best to minimise any effect to our community.

Finance Report 2026

As chairman of the MPC Finance committee, I will lay before you some of the major payments and receipts for the year 25/26. Please note, these are not everyday expenses.

The budget for 26/27 was agreed at a meeting in December. The precept will be £131,083 with a budget of £256,856. This was an increase of £3.15 per annum for a band D property or 3.68%.

The sinking fund for the all weather pitch increased to £158,348.

Fees and charges were increased across the board by between 5 and 10%.

The staff wages have been restructured to reflect changes in minimum wage brought in by central government. This increase and the increase in NI has had an impact on our finances.

I will now list some of the payments we have made over the past year.

Flood light upgrade	£18,040
New water meter in toilets	£ 297
Cemetery stage 1 investigation	£5,121
Firework display	£2,400
Annual maintenance cctv	£3,340
Chipper purchase	£1,499
Play equipment	£31,007
Insurance fixed 3 year	£4,594
Water cylinder pavilion	£2,728
Public work loan for office continues to be paid	
Shutters pavilion	£2,600
Cemetery stage 2	£4,404
Cctv upgrade	£2,843
New lining – MUGA	£ 775
Van insurance	£ 986
Mower Insurance	£ 466
Hedging – cemetery	£ 856

We have reinvested in the Hampshire Bank with an increased rate from 2.1% to 4.22% for one year.

In spite of the ongoing insecurity in the world, I can report MPC remains in a good financial position. Our deposits at year end are:-

Unitary current acc.	£26,357
Unity savings acc.	£113,920
Nationwide	£91,959

Cambridge building soc.	£54,000
Hampshire trust	£85,400
TOTAL	£371,636

This is up from last year, which was £315,479

This does include the sinking fund for the all weather pitch. There will be a short fall for the mat replacement, which will be taken from reserves and repaid by income next year.

Some of the costs mentioned have been subsidised with grants secured by our Clerk. Her expertise in this department is second to none.

My personal thanks go to her and her very able assistant Clare.

Our internal auditor remains David Buckett.

Our full accounts are published on our website. Any questions you may have that can't be answered here this evening, please contact the clerk at our office.