

# **MINSTER PARISH COUNCIL**

## **Minutes of the Meeting of the Council held in the Neighbourhood Centre, Minster**

**on 5<sup>th</sup> October 2021 at 7.00pm**

Present: Councillors: Mrs. Gimes (Chairman), Jones, Crow-Brown, Burden, Day, Quittenden, Torbett, McCarthy, Mills, Owen, Fleming.

Also present: Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council), Community Warden Karl Aylett, PCSO Forsyth.

### **140. APOLOGIES FOR ABSENCE**

Cllr Reece Pugh (TDC)

### **141. MINUTES**

**RESOLVED: That the Minutes of the Council meeting held on 7<sup>th</sup> September 2021 be approved.**

### **142. MEMBERS INTERESTS**

No members interests noted.

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

PCSO Forsyth reported as follows;

Crimes of note;

- Intelligence from members of the public led to the disruption and dismantling of a cannabis factory in an industrial unit in Laundry Road.
- Road rage incident captured on parish council CCTV led to the offender receiving a Penalty Charge Notice.

Anti-social behaviour;

- A couple of reports of suspicious behaviour but no persons or vehicles traced
- No calls received relating to the skate-park.

Cllr Day asked if having an excessively noisy vehicle is a crime. PCSO Forsyth responded that she would need to seek clarification of this.

Community Warden Aylett reported as follows:

- A number of fly-tipping incidents reported.
- Joint visits carried out with social services to help a gentleman in the village.
- A rogue trader who had taken a £500 deposit from a lady and persuaded her to have insulation installed at a cost of £5000, was reported to Trading standards and the lady had her deposit returned.
- No reports from the skatepark.

PCSO Forsyth reported that TDC are carrying out regular sweeps for fly-tipping along the farm access road adjacent to A299 between the Monkton and Minster roundabouts.

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

Cllr Crow-Brown reported as follows;

- Advice has been sought from several sources regarding the possibility of a cycle route from Minster to the Parkway Station. James Wraight was contacted but was not hopeful that the Section 106 fund could be used for the path. A request will be made to the Parkway Station to contribute to any costs if it goes ahead.
- The second consultation on the Birchington to Margate cycleway route is taking place until 25<sup>th</sup> October. It is mainly along main roads and a coastal route is thought to be preferable.

Cllr Pugh was not present but emailed and reported as follows;

- TDC are trying to establish from Southern Water why there has been another sewage leak into the sea.
- The leader of TDC has sent a letter to Michael Gove, asking for intervention due to the toxic culture at TDC. Staff are too scared to work in the offices.

Two candidates for the by-election for Thanet Villages Ward were present and introduced themselves. Abi Smith from the Green Party and Guy Wilson, Conservative Party.

#### **145. CHAIRMAN'S ANNOUNCEMENT**

Cllr. Mrs Gimes reported that TDC's Parish and Town council conference calls have resumed and the following was reported;

Earlier in the summer, some anti-social behaviour was experienced on seafronts when gangs from as far away as Medway and Croydon came to the area. Since then, the summer has been relatively quiet and TDC have made use of the Public Space Protection Orders to manage any anti-social behaviour. Covid Marshalls were used to patrol the seafront areas and were able to issue PCN's.

There are vacancies for parking enforcement officers but despite advertising, they have been unable to recruit replacements.

#### **146. REPORT OF THE CLERK**

Two noticeboards have been purchased and erected, on the outside wall of the church and in Esmonde Drive.

#### **147. DOCUMENTS AVAILABLE FOR INSPECTION**

None.

**148. CO-OPTION TO COUNCIL**

Following the advertisement of a vacancy for the Parish Council which could be filled by co-option, one application was received. Mrs Caroline Fleming has been co-opted and has signed before the Clerk, the 'Declaration of Acceptance of Office' and completed a 'Notification of Disclosable Pecuniary Interests form. The Chairman welcomed Cllr Fleming to her first meeting.

**149. SECTION 106 AGREEMENT**

An enquiry has been made to TDC by James Wraight to see if remaining funds can be used for the proposed cycle-path to the Parkway Station.

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

The Chairman reported that all fees have now been paid for the asset transfer and we are awaiting a final completion date.

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

Planning approval has been given at this site. A letter was written to Savills, requesting a meeting to discuss the cemetery extension, however as the site is now being marketed, it will now be necessary to liaise with preferred bidders to negotiate any agreement over this matter.

**152. HIGHWAYS COMMITTEE**

**RESOLVED: That the Minutes of the Highways Committee meeting held on 21<sup>st</sup> September 2021 be received.**

**153. SKATEPARK AND BUND**

The wildflowers are now growing and have covered the bund and the next stage of hedgerow planting will be looked into shortly. The retrospective planning application for the bund is expected to have a decision by 11<sup>th</sup> October.

**154. REVISED BUDGET 2021/22, DRAFT BUDGET 2022/23 AND ALLOCATION OF RESERVES**

Members considered the revised 2021/22 budget and draft 2022/23 budget which includes provision for loan repayment if borrowing approval goes ahead and considered the reallocation of the earmarked reserves.

**RESOLVED: to adopt the revised 2021/22 budget and draft 2022/23 budget and to agree the reallocation of earmarked reserves to provide £84,000 earmarked for the Parish office project and increase the general reserve to £117,746.**

**155. DECISION TO SUBMIT AN APPLICATION FOR BORROWING APPROVAL AND SUBMISSION OF A LOAN APPLICATION**

It was **RESOLVED**: to seek the approval of the Secretary of State for Levelling Up, Housing and Communities (LUHC) to apply for a Public Works loan of £110,000 over a borrowing term of 25 years to meet capital expenditure costs to enable the Parish Council to build a new parish office at Minster Recreation Ground. The estimated annual loan repayment will be approximately £5580 per annum.

It is not intended to increase the precept for the purpose of the loan repayments.

It was further **RESOLVED** to delegate to the Clerk completion of, and submission of, a loan application to the Public Works Loan Board for an Annuity loan for £110,000 for a period of 25 years when confirmation of borrowing approval has been received.

**156. NEW PARISH OFFICE BUILDING TENDERS**

Following the advertisement of our tender contract on the Contract Finder government website, two tender documents were received. Members considered the tender documents received from Stour Valley Construction and G & W Gardner Building Contractors Ltd and:

**RESOLVED**: to accept the quotation of £194,000 from Stour Valley Construction; and that the Chairman, Cllr Gimes be authorised to sign the build contract with Stour Valley Construction as soon as possible after 1) borrowing approval is granted by the Secretary of State for Levelling Up, Housing and Communities (LUHC) and 2) confirmation is received from the Public Works Loan Board that they will provide a loan of £110,000.

**157. REVIEW OF INTERNAL AUDIT REPORT FOR 2020/2021 AND CONSIDER ANY RECOMMENDATIONS**

**RESOLVED**: To receive the Audit report prepared by the internal auditor David Buckett and its recommendations.

Thank's were extended to the Clerks for the continued management of the finances and accounts.

**158. PLANNING APPLICATIONS**

Cllr Crow-Brown provided an update as follows;

**Applications**

**F/TH/21/1365 – Minster Abbey, Bedlam Court Lane**

Installation of solar PV panels within the grounds of the Abbey

**NO OBJECTION**

**F/TH/21/1420 – 137 Monkton Road, Minster**

Erection of additional storey to existing bungalow with balcony to rear

**NO OBJECTION**

**FH/TH/21/1488 – 8 Norton Drive, Minster**

Erection of a two storey side extension and single storey rear extension following demolition of existing garage.

**NO OBJECTION**

**TCA/TH/21/1527 – Rivers Court, Durlock**

3 no Chestnut Crown lift to 3m from ground level. Crown reduce 2m in height

**NO OBJECTION**

**TH/TPO/21/1473 – 115 Tothill Street, Minster**

9No Holm Oak. Crown reduce by 2-3m, crown thin by 25%

**NO OBJECTION**

**Decisions**

**F/TH/21/0831 Richborough Energy Park, Sandwich**

Extension of existing 400KV substation

**GRANTED**

**F/TH/21/0654 Compound adjacent to Azcro House Manston**

Change of use land from MOD site for scaffolding storage with associated parking

**REFUSED**

**FH/TH/21/1080 Listed Building Consent for internal and external alterations to Chapel House** including internal partitions, balustrade to first floor terrace and alterations to fenestration glazed infill of open sided structure together with internal alterations to existing granary building to facilitate its conversion into a wedding ceremony room including alterations to fenestration and new handrail to external stairs.  
**GRANTED**

**FH/TH/20/1718 Willow Tree Barn Grinsell Hill, Minster**

Erection of a two storey link attached side extension to provide annex

**GRANTED**

**159. COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC	<p>Cllr Quittenden reported that the AGM was held on 21<sup>st</sup> September.</p> <p>A letter of objection will be sent with regards to the proposed cycle lane from Birchington to Margate.</p> <p>Vision Zero (a strategy aimed at eliminating road deaths) took place in Manston.</p> <p>Current Community Speedwatch is not fit for purpose.</p> <p>Next meeting date is still to be confirmed.</p>
Minster School	<p>A new contact for the school will be established following the resignation of Cllr Kearns.</p>
Twinning Assn.	<p>Cllr Burden reported that tickets for the quiz to be held on 23<sup>rd</sup> October have sold out.</p> <p>The AGM will be held on 12<sup>th</sup> November at 7pm at the Sports pavilion.</p>

**160. 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 September 2021 be approved.**

**161. QUESTIONS FROM THE PUBLIC**

Karon Wheeler, a representative from the Salvation Army, provided an update on the plans to support a refugee family to settle in the local area, as part of a government resettlement scheme. A project group has been set up and an application is being prepared for submission. £6200 has been raised of the £9000 required for support in the first year of settlement. This support includes provision of accommodation and interpreters.

Mr Harris said that there are large potholes in the road outside the bowls club that need to be filled. The Chairman responded that these will be filled by our groundsmen and some have already been filled by SGN.

Abi Smith, said that it was impressive to see such good community engagement at a parish council meeting.

Guy Wilson suggested that it would be important to engage with the community prior to the refugee families integration into the village.

**Time concluded: 8.08pm**

**2<sup>nd</sup> November 2021**