

MINSTER PARISH COUNCIL



**MINSTER
IN THANET**

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Clerk to the Council: Ms. Kyla Lamb - MAAT

27th June 2019

MINSTER PARISH COUNCIL

2nd JULY 2019

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 July 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

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

To approve the minutes of the meeting held on 4th June 2019 and an Extraordinary meeting held on 18th June 2019 (**Appendix A**).

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 COUNCILLOR'S REPORT**

To receive reports from county and district councilors 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 June 2019 meeting.

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

The Clerk will update members with any information since the June 2019 meeting.

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

The clerk has received correspondence from Gen 2 with regard to their outstanding rent calculation. Members views are sought on the amount requested.

12. **CCTV AT MINSTER SPORTS PAVILION**

Following receiving a quotation to move the existing equipment before the bar area is removed and a quotation to install new equipment, Cllr Owen has reviewed the existing equipment and will report to Council with his recommendation on the way forward.

13. **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 May 2019 meeting.

14. **OPERATIONS COMMITTEE**

To receive the minutes of the operations committee meeting held on 18th June 2019 (Appendix B)

15. **PLANNING COMMITTEE**

To receive the minutes of the planning committee meeting held on 4th June 2019 (Appendix C)

16. PLANNING APPLICATIONS

To receive an update on planning comments made to Thanet District Council and decisions made by Thanet District Council since the May Council meeting.

17. COMMITTEE REPRESENTATIVE REPORTS

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

TALC	Councillors Crow-Brown & Quittenden
Minster School	Councillor Mrs Gimes
Village Hall	TBC
Twinning Assn.	Councillor Burden

18. REPORT OF THE RFO

(a) Bank balance statement

(b) Statement of Receipts and Payments for June 2019 **(To be tabled at the meeting)**

19. 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 June 2019

MINSTER PARISH COUNCIL

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

4a Monkton Road, Minster

on 4th June 2019 at 7.00 pm

Present: Councillors: Mrs. Gimes (Chairman), Day, Quittenden, Dr. Jones, Crow-Brown, Whybrow, McCarthy, Owen, Burden, Sharp, Taylor.

Also present: Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council) and PCSO Adrian Butterworth.

33. APOLOGIES FOR ABSENCE

Cllrs Hart, Pugh, Roper (TDC)

34. MINUTES

RESOLVED: That the Minutes of the Annual General Meeting held on 7th May 2019 be approved and signed by the Chairman.

35. MEMBERS' INTERESTS

None declared.

36. COMMUNITY WARDEN & POLICING REPORT

Community Warden Aaron Kluibenschadl was not present and there was nothing to report on his behalf.

PCSO Adrian Butterworth was present and reported as follows:

- Crimes of note- Criminal damage in Tothill Street where a wall has been damaged.
- Nuisance motor bikes reported between Minster Road and Columbus Avenue
- Three fly-tips on Marsh Farm Road reported and actioned. Identification details found within rubbish are being used to pursue possible prosecution.
- Motorbikes reportedly racing along Thanet Way between St Nicholas and Sandwich, mainly on Wednesday evening. Increased patrols to be made where possible.
- Reports of youths climbing on the temporary bridge on the marshes. Reported to Richborough Connection who are responsible for it.
- Presentation on scam awareness given at the Salvation Army hall.
- Assistance given to clearing Monkton Road of cars when scheduled work was due to be carried out by Southern Water.
- Welfare checks carried out on elderly vulnerable persons.

37. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS

None present.

38. CHAIRMANS ANNOUNCEMENT

Cllr. Mrs Gimes reported as follows;

- A reminder that Open Gardens will take place on the 15th and 16th June.
- An NHS workshop on hospital changes in East Kent is being held In Canterbury on Thursday 18th July. Forty members of the public are invited to register their interest in this event online.
- D-Day anniversary fly-overs are taking place this week.

39. REPORT OF THE CLERK

Nothing to report.

40. DOCUMENTS AVAILABLE FOR INSPECTION

No new documents on display.

41. SECTION 106 AGREEMENT

The Clerk reported that the consultation for yellow lines at various areas in the village is taking place at present. The Clerk reported that she had three complaints from residents regarding contractors working on the development within the Hillminster site parking at the entrance to Hillminster and making it dangerous to pull out of the junction. The Clerk asked the PCSO Adrian Butterworth to visit the site and speak to the drivers.

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

No further update has been received. Members **AGREED**; to write a formal letter to Madeline Homer (TDC) to chase the asset transfer.

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

No further information at this time.

44. POLICY & FINANCE COMMITTEE

Further to recommendations by the Policy & Finance Committee, members;

- (a) **RESOLVED:** that the Statement of Internal Control be approved and signed by the Clerk on behalf of the Council.
- (b) **RESOLVED:** that the Council approved the Annual Governance Statement for 2018-19. The Chairman and Clerk signed and dated the Statement on behalf of the Council.
- (c) **RESOLVED:** that the Accounting Statements and supporting documents as provided by the Responsible Officer who had prior to the meeting signed and dated section 2 of the AGAR for 2018-19. The Chairman signed and dated the Accounting Statement on behalf of the Council.

45. REQUEST FROM MINSTER SCHOOL TO INSTALL SAIL SHADES

Members were asked to consider a request by Minster Primary School to be allowed to install shade sails on the area of land leased to the school that is part of the recreation ground. This requires poles to be installed into the ground.

RESOLVED: That shade sails can be installed as non-permanent structures subject to seeing the plans prior to installation and the lease of the land being finalised.

46. MINSTER SCHOOL COUNCIL FUNDRAISING PROJECT

Members were asked to consider donating £50 or more from the Clarkes Education Fund held in reserves to the school council.

RESOLVED: That a donation of £100 to be made to the School Council from the Clarkes Educational Fund held in reserves.

47. PLANNING APPLICATIONS

Cllr Taylor gave an update on comments and decisions made by TDC since the last Council Meeting.

Cllr Taylor reported that at the Planning Committee meeting held earlier in the evening the following comments were made:

FH/TH/19/0651 – 21 Thorne Road, Minster – Erection of first floor side extension. - NO OBJECTION

FH/TH/19/0568- Cherry Tree Cottage, Monkton Road, Minster – Erection of two storey side extension and replacement UPVC windows following removal of existing side dormer. – NO OBJECTION

TPO/TH/19/0471- 1 St Mildreds Mews, Minster – TH/TPO/17(1989) 1 No Sycamore – Fell – NO OBJECTION

F/TH/19/0600 – Site of Former Go Kart Track, Ebbsfleet Lane, Ramsgate – Change of use from go-kart track (use class D2) to a stock car racing track (sui generis) – OBJECT. It had been agreed that a letter of objection would be drafted by Cllr Taylor and circulated to all members for approval prior to submission to the planning officer dealing with the application. Also if the officer is mindful to approve the application that Cllr Reece Pugh be asked to call-in the application.

Cllr Taylor also reported that a hot food van has been set up on the land next to the CO-OP. She has made the following departments at TDC aware of this – Environmental, building control, planning, business rates; and asked them to look into whether it has the necessary permissions to be trading and sited there.

There have been no other decisions reported on other outstanding applications.

48. COMMITTEE TERMS OF REFERENCE

Members were asked to review and approve the amended terms of reference for committees as follows;

Operations
Policy & Finance
Highways & Transportation
Planning
GDPR – Communications

RESOLVED: that the above terms of reference be approved subject to minor amendments to the planning committee terms (Revised draft to be circulated to all Council Members for approval by email.)

49. 75TH ANNIVERSARY OF VE DAY CELEBRATIONS ON 8TH - 10TH MAY 2020

Members views were sought on how Minster will join the celebrations.

AGREED: The Chairman will prepare an item for publication in Minster Matters asking residents for ideas on how they would like to celebrate the anniversary of VE Day. Cllr Quittenden will liaise with the RBL about any plans they have.

50. NATURE SHED PROJECT

A presentation was given by Les Shonk, a representative of the Nature Shed Project supported by Monkton Nature Reserve. This is a community project aimed at combatting loneliness and isolation by members of all ages joining to share and learn practical skills. They are currently looking into possible sources of funding in order to provide a workshop for its members to use.

AGREED; To defer this item until further information is provided

51. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC Cllr Quittenden reported that the meeting scheduled for 23rd May had been cancelled as member councils had not supplied names of the new Councillors to sit on the committee. This meeting has been rescheduled for 11th July. Cllr Quittenden further reported that the principle of the committee is good as it offers representation on the transport board, standards committee, KALC and the Crime Commissioners office.

Cllr Quittenden will attend the next meeting of Thanet Rural Regeneration Group to be held on 23rd May. This group solely looks after the interests of the villages.

Minster School Nothing to report.

Village Hall Nothing to report.

Twinning Assn.

Cllr Burden reported that the quiz night to be held on the 8th June at the RBL is fully booked and the next one will be held in September.

There are 7 guests from Armbouts-Cappel coming over for Open Gardens on the 15th/16th June 2019.

Petanque/Boules has been cancelled for the 22nd June.

An open bowls match/day for non-bowlers will be held on 23rd June.

A full coach will be attending the Ducasse-fete on 30th June.

52. REPORT OF THE RFO

RESOLVED: That (a) the Bank balance statement be received and noted, (b) the statement of Receipts and Payments for the month of May 2019 be approved. (See Attached) and c) The Hampshire Trust Bank 1 year deposit that matures on 12th June will be re-invested for a further 12 months at 1.90%

53. QUESTIONS FROM THE PUBLIC

Mr Watler suggested that the car park at Brockmans Close could be used to locate the Nature Shed Project. He also asked if the houses were still planned to be built on the car park off St Mary's Road.

Mr Sharp has seen an article in a local paper about the Local Plan. He asked for clarification on the number of houses proposed in the Draft Local Plan which were altered when the airport development was removed. The Chairman explained that on the land west of Tothill Street the draft had increased the maximum from 150 to 250 houses. However, the application pending at the moment is for 214. She also confirmed that if the airport is subsequently developed TDC have stated this will not reduce the planned housing numbers in Minster, Westgate or Birchington.

Mrs Quittenden suggested that several events could be held for the VE celebrations as it will be a bank holiday three day weekend and that these should include the school.

Chairman of the Council

2nd July 2019

Time concluded: 8.24 p.m.

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Operations Committee

held on Tuesday 18th June 2019 6.30 pm. in the Neighbourhood Centre, Minster.

Present; Cllrs. Day (Chairman), Quittenden, Crow-Brown, Whybrow, McCarthy, Owen.

Also present; Cllr. Mrs. Gimes (Ex-officio), Kyla Lamb (Clerk), Clare Wilsdon (Assistant Clerk)

54. APOLOGIES

Apologies were received from Cllr Jones who is on holiday.

55. ELECTION OF CHAIRMAN

RESOLVED: That Cllr. Day be elected Chairman for the ensuing year 2019/20.

Councillor Day in the Chair

56. APPOINTMENT OF VICE CHAIRMAN

Councillor Quittenden was appointed Vice Chairman for the ensuing year 2019/20.

57. MINUTES

RESOLVED: That the Minutes of the Committee Meeting held on 19th February 2019 be approved and signed by the Chairman.

58. MEMBERS INTERESTS

No declarations of interest were made.

59. PAVILION UPDATING

Following previous meetings, it was agreed to seek quotations for improvements to the pavilion with works to be carried out during the school summer holidays. (22nd July to 30th August 2019)

The Clerk explained that she had sought quotations for the building works from the contractors below:-

C D Bean Builders
Neil Harrop
Kevin Smith
Bob Padfield

Unfortunately, due to other work and holiday commitments three of the contractors declined to quote. A quotation was received from CD Bean Builders as follows:

- | | |
|---------------------------------------|-----------|
| 1) Bar area work | £ 3350.00 |
| 2) Changing area/disabled toilet work | £3900.00 |
| 3) Decorating | £4500.00 |

Cllr Whybrow asked if the quotation included removal of all waste from the site and would the electrical works be carried out by a qualified electrician. The Clerk responded that she was sure

that the materials would be included and the electric works certified however would confirm this with the contractor.

Members AGREED to recommend to Full Council that CD Bean Builders quotation options 1 and 2 be accepted £7250.00 and works order placed as soon as possible to ensure the work can be completed within the set timescales.

It was further **AGREED** that our caretakers Jacqui Baker and Stuart Dodman can carry out the decorating during the holidays to keep their hours in line with contracts.

Members gave further consideration the quotations below:-

C J Doors and Shutters – provide an electric aluminium 1815x1200 roller shutter door including installation £1,140.00

Clements Plumbing and Heating – remove 7 fan heaters and install standard radiators with TRV's – 10 radiators installed including labour and materials. £2920.00

Also, to provide a budget of up to £1000 to source replacement blinds.

Members AGREED to recommend to Full Council to accept the following quotations and budget

CJ Doors and Shutters £1140.00

Clements Plumbing and Heating £2920.00

Budget for blinds £1000.00

Total of above items for approval £12310.00

60. NURSERY REQUEST TO INSTALL GATES FOR STORAGE INSTEAD OF A SHED

The Clerk has received a request from Kim Dolman to install gates to provide a storage area to the rear of the pavilion garage instead of a shed.

RESOLVED: that permission for gates to be installed instead of a shed is granted.

61. VILLAGE ORCHARD PRUNING

Cllr Jones asked for consideration be given to asking John Easton (head pruning expert of the National Fruit Tree Centre at East Malling) to visit the community orchard and provide training to our staff on pruning the fruit trees. The cost would be approximately £100.

Members considered the request. Cllr Quittenden explained that he had experience of pruning fruit trees over many years. He offered to meet with our staff at the appropriate time that pruning should be carried out later in the year and give the staff guidance on pruning the trees.

Members AGREED that Cllr Quittenden's offer be taken up and there was no need to spend money to get an expert.

62. SHEEPDIP IN BEDLAM COURT LANE

Cllr Quittenden suggested that improvements should be considered at the sheepdip in Bedlam Court Lane to make it a user friendly space for people to sit and enjoy. Members

AGREED that costing for metal railings and a seat be sought and considered at a future meeting.

63. PARISH NOTICEBOARD

The Parish Noticeboard opposite Attwells requires some maintenance or possibly replacement. The assistant Clerk had researched various types of noticeboards and circulated the details. Members **AGREED** that the oak lockable noticeboard was the most suitable and

RESOLVED to recommend that an oak locking noticeboard costing approximately £1207 be purchased and installed.

Signed.
CHAIRMAN OPERATIONS COMMITTEE
Meeting closed at 6.57 p.m.

MPC DRAFT

MINSTER PARISH COUNCIL



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Clerk to the Council: Ms. Kyla Lamb - MAAT

28th August 2019

MINSTER PARISH COUNCIL

3rd SEPTEMBER 2019

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 3rd September 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.

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 2nd July 2019 (**Appendix A**).

3. **MEMBERS' INTERESTS**

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

4. **POLICING REPORT**

To report on any other matters as appropriate.

5. **COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S 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 July 2019 meeting.

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

The Clerk will update members with any information since the July 2019 meeting.

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

Members will be updated on maintenance and rent charge and approve the rent and maintenance charge for 2019/20 and will be asked views on the future of the parish office.

12. **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 July 2019 meeting.

13. **PLANNING COMMITTEE**

To receive the minutes of the planning committee meeting held on 7th August 2019 (**Appendix B**)

14. **REQUEST TO SUPPORT SCHOOL PROJECT**

Members are asked to consider supporting Minster School improvements to their outside areas. There is £1285 held in reserves from the Clarkes Educational Fund. £100 of this is earmarked for the school council. A suggested grant is £500. Members views are sought.

15. **VE 75 CELEBRATIONS**

The Chairman will update members on a recent meeting with the Royal British Legion and ask for Councillors views.

16. UPDATE ON CEMETERY SECURITY

The Chairman will update Members on the improved security arrangements at the cemetery.

17. REQUEST TO PURCHASE AN AREA OF LAND AT THE SHEEP DIP IN BEDLAM COURT LANE

The Clerk has received a letter from the owners of the property next to the sheep dip asking if they could buy an area of the land within the sheep dip to extend their driveway. Members views are sought.

18. PLANNING APPLICATIONS

To receive an update on planning comments made to Thanet District Council and decisions made by Thanet District Council since the July Council meeting.

19. COMMITTEE REPRESENTATIVE REPORTS

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

TALC	Councillors Crow-Brown & Quittenden
Minster School	Councillor Mrs Gimes
Village Hall	TBC
Twinning Assn.	Councillor Burden

20. REPORT OF THE RFO

(a) Bank balance statement

(b) Statement of Receipts and Payments for July and August 2019 **(To be tabled at the meeting)**

21. 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

28th August 2019

MINSTER PARISH COUNCIL

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

4a Monkton Road, Minster

on 2nd July 2019 at 7.00 pm

Present: Councillors: Mrs. Gimes (Chairman), Day, Quittenden, Dr. Jones, Crow-Brown, Whybrow, McCarthy, Owen, Burden, Sharp, Taylor.

Also present: Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council), PCSO Adrian Butterworth, Cllr Roper (TDC)

74. APOLOGIES FOR ABSENCE

Cllrs Dawson and Pugh

75. MINUTES

RESOLVED: That the Minutes of the meeting held on 4th June 2019 and the Extraordinary meeting held on the 18th June 2019 be approved and signed by the Chairman.

76. MEMBERS' INTERESTS

None declared.

77. POLICING REPORT

PCSO Adrian Butterworth was present and reported as follows:

- Crimes of note- Criminal damage in Cheesmans Close and Rose Gardens.
- Numerous calls relating to nuisance parking by building contractors at the top of Tothill Street. The site manager and contractors have been spoken to.
- A number of joint visits with Housing officers to resolve neighbour disputes.
- No further reports this month of motorbikes.
- All fly-tips reported were successfully removed.

78. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS

Cllr Dawson was not present but provided a report read out by the Chairman as follows;

Community Payback together with a community group in Garlinge have developed a sensory garden for children with learning difficulties, to be accessed by community groups. Assistance from a members community grant has also been given as the work carried out by Community Payback scheme is free but the materials are not.

Community Payback are struggling to support all existing projects as their tools are in need of replacement.

Concerns over lack of public toilets for residents and visitors to the coast. There was a huge queue in Margate and most likely other coastal towns. The lack of toilets is a real issue, particularly for people suffering with IBS or other bowel complaints and visitors to the area expect adequate toilet provision when they are here. Cllr Dawson reported that she would be speaking with the Director of Health at KCC to hear his views on health warnings over lack of facilities.

Two defibrillators have been installed in Monkton, one at the school and another in the village.

KCC are looking for a venue to host their World Mental Health Day.

Cllr Pugh was not present due to work commitments but provided a brief report as follows;

Stock car race track planning application – Cllr Pugh met with the planning officer last week to discuss his concerns and those of the residents affected. He is working with Cllrs Roper and Hart to do their best to ensure the application is refused.

East Kent Housing – The contractor responsible for carrying out gas safety checks on East Kent Housings properties was failing to carry out this work. A new Contractor has been instructed and they are working to carry out these checks.

Cllr Roper was present and introduced himself. He has met with residents affected by the stock car race track planning application to hear their concerns.

Highways work is being carried out at Wayborough Hill without letters or notice being given to local residents.

79. CHAIRMANS ANNOUNCEMENT

Cllr. Mrs Gimes reported as follows;

- KCC are inviting participation in the Kent Nature Biodiversity Strategy 2019 to 20144 consultation. Feedback can be given online. The consultation closes on 1st September 2019.
- A reminder that Minster Show will take place on Saturday 20th July and will hopefully be well attended as in previous years.
- Apologies for incorrect information published in Minster Matters relating to VE celebrations.
- The Clerks will distribute a spreadsheet, monthly by email, to Councillors detailing current outstanding items requiring action.

80. REPORT OF THE CLERK

Nothing to report.

81. DOCUMENTS AVAILABLE FOR INSPECTION

No new documents on display.

82. SECTION 106 AGREEMENT

The Clerk reported that the consultation for yellow lines at various areas in the village has ended and they should be in place in the next month.
The highway works at Molineux Road will take place during the school summer holidays.

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

A formal letter was written Madeline Homer in relation to the delay over the asset transfer. An acknowledgement was received but no response as yet.
An article was placed in the local paper detailing a delay over all asset transfers due to staff shortage.

84. PARISH OFFICE, ARCHIVES RENT REVIEW

Members considered a request by Gen 2 to pay increased rent for the Parish Office/Archives Office, back dated to 2012.

Members RESOLVED to pay increased rent of £1013.52 per annum only from April 2019 with previous years to be paid at the previously agreed rate of £900 per annum.

85. CCTV AT MINSTER SPORTS PAVILION

Cllr Owen reported that the old CCTV system at the pavilion is currently not working and needs a new recorder. Members agreed that the pavilion requirement for CCTV would be reviewed after the building work has been finished during the school holidays.

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

No further information at this time.

87. OPERATIONS COMMITTEE

RESOLVED That the minutes of the Operations committee meeting held on 18th June 2019 be received and approved.

88. PLANNING COMMITTEE

RESOLVED That the minutes of the Planning committee meeting held on 4th June 2019 be received and approved.

89. PLANNING APPLICATIONS

Cllr Taylor gave an update on comments and decisions made by TDC since the last Council Meeting.

FH/TH/19/0389 – Whites Transport Office Building – No change, no new information about HGV movements.

OL/TH/19/0129 – 145 Monkton Road – 1 house on side garden – NO change – awaiting decision

F/TH/19/0215 – Costa Coffee – Highways have asked for contribution for junction improvements to Laundry Road/Tothill Street – left hand flare, this is still under discussion.

F/TH/19/0173 – Hoo Farm – 25 units – No change, Highways have not changed objection.

R/TH/19/0382 – 66 Monkton Road – 36 units – no change

FH/TH/19/0568 - Cherry Tree Cottages – Two storey extension – No Change – awaiting decision

FH/TH/19/0600 Go kart- track to Stock car track

Network rail – currently undertaking internal consultation but have highlighted potential issues. Likelihood of traffic backlog even with a Marshall in place. All Marshalls would need to be fully trained on safety issues relating to level crossings. Any process would need to be formalized and subject to inspection. Crossing would need yellow hatched markings.

Environmental health - Recommend refusal due to significant impact on health and quality of life to residents of Sevenscore which must be prevented.

Environmental agency - Object unless additional information is provided, this is mainly due to not enough information ie not clear about how foul sewerage will be dealt with

Sport England - Application does relate to sports facility of wider strategic importance, advised TDC to assess using guidelines in in NPPF.

90. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC	Cllr Quittenden reported that the next meeting is 11 th July 2019
Minster School	Nothing to report.
Village Hall	Nothing to report.
Twinning Assn.	Cllr Burden reported that the quiz night held on the 8 th June was sold out
	An open bowls match/day for non-bowlers was held on 23 rd June.
	A full coach attended the Ducasse-fete on 30 th June and a great day was had.

91. REPORT OF THE RFO

RESOLVED: That the Bank balance statement and received and noted,
(b) the statement of Receipts and Payments for the month of June 2019 be approved.

92. QUESTIONS FROM THE PUBLIC

Mr Harris asked for the pavement by the Swiss Cottage to be strimmed and advised that there are road signs missing at the Spitfire Junction.

Mr Sharp added that the crossroads signs on the road by Spencer's pond are missing.

Mr Watler has seen some solar powered additional cameras and suggested their possible use.

Chairman of the Council

3rd September 2019

Time concluded: 7.47 p.m.

MPC DRAFT

**MINSTER PARISH COUNCIL
PLANNING COMMITTEE**

Minutes of the Meeting of the Committee held at 10a.m. on Wednesday 7th August 2019

in the Neighbourhood Centre 4a Monkton Road Minster

Present: Cllrs. Mrs. Taylor (Chairman), Day, Crow-Brown, Mrs. Gimes (Ex-Officio), Dr. Jones, Owen, Quittenden.

Also present: Kyla Lamb (Parish Clerk), Clare Wilsdon (Assistant Parish Clerk) and Cllr Burden

93. APOLOGIES

Apologies were received and accepted from Cllr Whybrow.

94. MEMBERS' INTERESTS

There were no declarations of interest registered.

95. MINUTES

RESOLVED: That the Minutes of the meeting held on 2nd July 2019 be approved and signed by the Chairman.

96. PLANNING DECISIONS AND PENDING APPLICATIONS

Members noted the decisions and decisions pending since the last meeting by TDC.

R/TH/19/0200 – Manston Court Bungalows, 5 Manston Road, Manston- Application for the reserved matters of outline permission OL/TH/17/1763 outline planning application for the erection of up to 22 dwellings including access for the approval of appearance, landscaping, layout and scale – **GRANTED**

FH/TH/19/0568 – Cherry Tree cottage, Monkton Road, Minster – Erection of two storey side extension and replacement UPVC windows following removal of existing side dormer – **GRANTED**

FH/TH/19/0651 – 21 Thorne Road, Minster – Erection of first floor side extension – **GRANTED**

TH/TPO/17/(1989) 1 St Mildreds Mews – 1 no sycamore fell – **GRANTED**

F/TH/19/0389 – Whites Transport, 1 Channel View Road, Minster – Erection of single storey building (999.95sqm) to accommodate Storage and Distribution (Use Class B8) – **GRANTED**

FH/TH/19/0745 – 3 Abbey grove, Minster – Erection of single-storey side extension to existing bungalow to form enlarged kitchen and dining area – **GRANTED**

OL/TH/18/0660 – Manston Airport – **WITHDRAWN**

OL/TH/16/0550 – Manston Airport – **WITHDRAWN**

97. PLANNING APPLICATIONS

Committee considered those planning applications received since the last meeting and in accordance with the decision taken by Council at its meeting on 7 August 2007 (Minute No. 78) agreed to submit observations to Thanet District Council thereon:

Application(s) considered

F/TH/19/0825 – Mount Pleasant Lorry Park, Tothill Street, Minster – Retrospective change of use of land from lorry park(use class sui-generis) to mixed use lorry park and catering trailer (use class sui-generis) and A5) – **NO OBJECTION IN PRINCIPLE**

F/TH/19/0794 – Mount Pleasant Lorry Park, Tothill Street, Minster – Change of use of amenity land to car park - **NO OBJECTION IN PRINCIPLE**

A/TH/19/0830 - Mount Pleasant Lorry Park, Tothill Street, Minster – Retrospective application for the erection and display of 26 No non-illuminating banners to temporary site barriers and fencing and 2 No notice boards - **OBJECT**

L/TH/19/0876 – The Bell Inn, 2 High Street, Minster – Application for Listed Building Consent to replace part of the roof of outbuilding -Comments received via email – **NO OBJECTION**

F/TH/19/0925 – Land Adjacent Former Primrose Cottage, Wayborough Hill, Minster – Erection of a two storey 3-bed dwelling with associated parking following demolition of existing stables - Comments received via email – **NO OBJECTION**

TCA/TH/0933 – The Bell Inn, 2 High Street, Minster – 1 no horse chestnut – crown lift by 1M - Comments received via email – **NO OBJECTION**

98. PLANNING SUMMARY

Members noted the summary on current planning applications provided by Cllr Taylor.

99. LATE APPLICATIONS

F/TH/19/0173 – Hoo Farm, 147 Monkton Road, Minster – Erection of 25 no. dwellings following the demolition of existing buildings, with associated parking, open space and landscaping. *AMENDED APPLICATION* – **OBJECT**

Committee Chairman

Time Concluded 10.50 a.m.

05/12/2019

Minster Parish Council

12:22

Receipts and Payments Summary - Cashbook 1

Unity Bank Account Months 1-6

Current Month is: 8

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Month 1	9,347.88	14,507.30	
Month 2	58,530.88	16,600.38	
Month 3	10,504.64	16,525.67	
Month 4	6,113.13	32,103.19	
Month 5	3,365.40	24,657.32	
Month 6	66,387.16	28,176.00	
Total Receipts / Payments	154,249.09	132,569.86	Closing Trial Balance
Opening Balance	90,343.31		
Closing Balance		112,022.54	112,022.54
	<u>244,592.40</u>	<u>244,592.40</u>	

List of Payments made between 01/09/2019 and 30/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/09/2019	Talk Talk (DD)	TALKTALKDD	71.58		OFF & TOILETS TEL/BBAND
04/09/2019	Minster Carnival	CARN BACS	206.00		P/Ledger Electronic Payment
10/09/2019	Lloyds Credit Card	TFR	603.05		CREDIT CARD TRANSFER
11/09/2019	Tas	SAGE BACS	301.20		CREDIT FOR TAS SUPPORT
11/09/2019	Sunstone IP Systems Ltd	SUNSTO BAC	624.00		BAL-CCTV-CH EQUIP RELOCATE
11/09/2019	SLCC	SLCC BACS	215.00		ALCC MEMBERSHIP FOR SLCC - ML
11/09/2019	R W Jakeman	R JAKE BAC	1,345.20		PAV REFURB - VARIOUS CARPENTRY
11/09/2019	One Off Payments	CJCONT BAC	1,368.00		PAV REFURB - SHUTTER
11/09/2019	One Off Payments	GREEN BACS	1,897.93		PARISH NOTICEBOARD
11/09/2019	Kent County Council KCS	KCS	124.92		SUPPLIES
11/09/2019	HAGS Smp Ltd	HAGS BACS	420.00		PLAYAREA ZIPWIRE INSP/RE-TENSI
11/09/2019	HMRC	BACS	1,171.45		PAYE/NI AUGUST PAYROLL
12/09/2019	AXA INSURANCE	BACS	4,788.12		INSURANCE CLAIM -CEM BREAK IN
18/09/2019	Public Works Loan Board (DD)	PWLB DD	3,596.87		LOAN PAYMENT
18/09/2019	Thanet Fire Protection	TFP BACS	103.50		PAV - ANNUAL FIRE EXT SERVICE
18/09/2019	Kent Association of Local Coun	KALC BACS	72.00		TRANSPORT CONFERENCE - JQ
18/09/2019	V-Technical	VTECH BACS	17.72		COPYING /PRINTING
18/09/2019	Thanet District Council	TDC BACS	339.46		UN-CONTESTED ELECTION COSTS
18/09/2019	Parkview Fabrications & Restor	PQUIT BACS	640.00		REPAIR TO CEM BLDG-HASPS/HINGE
18/09/2019	Guardian Security & Fire	GUARD BACS	148.20		PAV EXTERNAL BELL BOX ON ALARM
18/09/2019	PAYROLL	BACS	7,039.72		SEPTEMBER PAYROLL
18/09/2019	KCC MINSTER PRIMARY	BACS	600.00		CONTRIBUTION TO MINSTER SCHOOL
19/09/2019	ELAS Business Support (DD)	ELAS DD	148.80		H&S
20/09/2019	British Gas (DD)	BRIT GASDD	59.60		PAV ELEC
23/09/2019	EDF Energy (DD)	EDF DD1	193.00		P/Ledger Electronic Payment
23/09/2019	EDF Energy (DD)	EDF DD2	69.00		P/Ledger Electronic Payment
23/09/2019	EDF Energy (DD)	EDF DD3	33.00		P/Ledger Electronic Payment
24/09/2019	Unicom (DD)	UNICOM DD	53.41		PAV TEL BBAND
30/09/2019	UNITY	TRANS	38.85		SERVICE CHARGE
30/09/2019	KCC	KCC	1,886.42		ERROR CORRECTION - DATE
Total Payments			28,176.00		

05/12/2019

Minster Parish Council

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Receipts and Payments Summary - Cashbook 3

Lloyds Credit Card Months 1-6

Current Month is: 8

	<u>Receipt Totals</u>	<u>Payment Totals</u>
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Month 1	803.97	803.97
Month 2	535.87	1,133.36
Month 3	1,238.19	1,281.40
Month 4	640.70	1,416.44
Month 5	1,416.44	603.05
Month 6	603.05	908.62

Total Receipts / Payments	5,238.22	6,146.84	Closing Trial Balance
Opening Balance	0.00		
Closing Balance	-908.62		-908.62
	<u>6,146.84</u>	<u>6,146.84</u>	

Lloyds Credit Card

List of Payments made between 01/09/2019 and 30/09/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2019	One Off Payments	TURF CC	59.50		SCARIFIER PARTS
04/09/2019	One Off Payments	BURBRID CC	46.00		AWP SPRAY PAINT
04/09/2019	Standfast Burglar Alarms	STAND CC	29.80		LOCKS/KEYS AWP/CEM
04/09/2019	Homebase (CARD)	HOMEBS CC	38.25		CEM/PAV SUNDRIES BRUSHES/BOLTS
04/09/2019	One Off Payments	AVAST CARD	34.98		AVAST PREM SEC 1YR
11/09/2019	One Off Payments	BURBR CC	47.54		AWPS PAINT
11/09/2019	Co-op Fuel	COOP CC	66.68		VAN DIESEL
11/09/2019	Petty Cash	TFR	200.00		TFR TO PC
12/09/2019	Minster Hardware	MINSHAR CC	5.50		SCREWS FOR SKATEPARK
12/09/2019	LLOYDS	CARD	5.00		CASH FEE
18/09/2019	1&1 Ionos (DD)	1&1 CARD	53.39		EMAIL/EXCHANGE ACCS
24/09/2019	One Off Payments	GREEN CARD	199.00		MITOX 4 IN 1
25/09/2019	One Off Payments	TOOLS CARD	119.98		COMPRESSOR
26/09/2019	LAMB KYLA	FEE	3.00		MONTHLY FEE
Total Payments			<u>908.62</u>		

05/12/2019

Minster Parish Council

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Receipts and Payments Summary - Cashbook 1

Unity Bank Account Months 1-5

Current Month is: 8

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Month 1	9,347.88	14,507.30	
Month 2	58,530.88	16,600.38	
Month 3	10,504.64	16,525.67	
Month 4	6,113.13	32,103.19	
Month 5	3,365.40	24,657.32	
Total Receipts / Payments	87,861.93	104,393.86	Closing Trial Balance
Opening Balance	90,343.31		
Closing Balance		73,811.38	73,811.38
	<u>178,205.24</u>	<u>178,205.24</u>	

List of Payments made between 01/08/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/08/2019	Minster Carnival	RETURN	-206.00		P/Ledger Electronic Payment
02/08/2019	Minster Carnival	MINS CARNI	206.00		BAL FOR CARNIVAL CONTRIBUTION
02/08/2019	Bonsai Insurance Services	BONSAI BAC	294.00		CARNIVAL COURT INSURANCE
02/08/2019	One Off Payments	CURTAINS2G	974.51		PAV REFURB BLINDS
05/08/2019	Talk Talk	TALK DD	39.60		OFFICE TEL BBAND
05/08/2019	V-Technical	VTECH BAC	39.86		COPYING/PRINTING
05/08/2019	Clements Plumbing & Heating	CLEMENTBAC	3,504.00		PAV REFURB-RADIATORS/HEATING
05/08/2019	C D Bean Builders	BEAN BACS	2,000.00		2ND INTERIM PAV REFURB
05/08/2019	RBS	RIALTASBAC	3,081.00		OMEGA ACCOUNTS
07/08/2019	Talk Talk	TALKDD	29.96		TOILETS BBAND
09/08/2019	Lloyds Credit Card	TRANSFER	1,416.44		TRANSFER TO LLOYDS CC
14/08/2019	UNITY	CHARGE	15.90		MANUAL CREDIT - HANDLING CHARG
15/08/2019	ELAS Business Support	ELASDD	148.80		H&S
15/08/2019	HMRC	BACS	1,379.00		PAYE/NI JULY PAYROLL
16/08/2019	One Off Payments	WARD BACS	330.00		PAV REFURB FLOORING
16/08/2019	One Off Payments	QUITTENBAC	38.69		SHEEPDIP CLEARING EXPENSES
16/08/2019	Weed Management	WEED BACS	570.00		REC GRD HERBICIDE
16/08/2019	C D Bean Builders	BEAN BAC	3,250.00		PAV REFURB FINAL
16/08/2019	PAYROLL	BACS	7,043.75		PAYROLL AUGUST
21/08/2019	British Gas	BRITGAS DD	71.95		PAV ELEC
21/08/2019	EDF Energy	EDF DD	193.00		P/Ledger Electronic Payment
21/08/2019	EDF Energy	EDF DD2	69.00		P/Ledger Electronic Payment
23/08/2019	Unicom	UNICOMDD	156.04		PAV TEL B/BAND
28/08/2019	Axis Business Services	AXISDD	11.82		CEMETERY ELEC
Total Payments			24,657.32		

05/12/2019

Minster Parish Council

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Receipts and Payments Summary - Cashbook 3

Lloyds Credit Card Months 1-5

Current Month is: 8

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Month 1	803.97	803.97	
Month 2	535.87	1,133.36	
Month 3	1,238.19	1,281.40	
Month 4	640.70	1,416.44	
Month 5	1,416.44	603.05	
Total Receipts / Payments	4,635.17	5,238.22	Closing Trial Balance
Opening Balance	0.00		
Closing Balance	<u>-603.05</u>		<u>-603.05</u>
	<u>5,238.22</u>	<u>5,238.22</u>	

List of Payments made between 01/08/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2019	Co-op Fuel	COOPCARD	64.00		VAN FUEL
14/08/2019	One Off Payments	RAMS GLAS	110.00		PAV REFURB PICTURE GLASS
14/08/2019	One Off Payments	SCREWFIX	60.81		GREASE GUNS
14/08/2019	One Off Payments	RANGE	18.34		PAV REFURB-FRAMES
14/08/2019	Amazon	AMAZON	12.60		PAVILION REFURN-FRAMES
16/08/2019	One Off Payments	LIGHTS.CO.	215.20		PAVILION REFURB SIDE LIGHTS
18/08/2019	1&1 Ionos	1&1	53.39		EMAIL/EXCHANGE ACCOUNTS
19/08/2019	Co-op Fuel	COOP	65.71		VAN FUEL
27/08/2019	LLOYDS	FEE	3.00		MONTHLY FEE
Total Payments			<u>603.05</u>		

05/12/2019

Minster Parish Council

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Receipts and Payments Summary - Cashbook 1

Unity Bank Account Months 1-3

Current Month is: 8

	<u>Receipt Totals</u>	<u>Payment Totals</u>	
Month 1	9,347.88	14,507.30	
Month 2	58,530.88	16,600.38	
Month 3	10,504.64	16,525.67	
Total Receipts / Payments	78,383.40	47,633.35	Closing Trial Balance
Opening Balance	90,343.31		
Closing Balance		121,093.36	121,093.36
	<u>168,726.71</u>	<u>168,726.71</u>	

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2019	Petty Cash	TRANSFER	250.00		PETTY CASH TRANSFER
05/06/2019	Talk Talk	TALK TALK	59.00		OFFICE BROADBAND
11/06/2019	Lloyds Credit Card	TRANSFER	597.49		TO LLOYDS CC
19/06/2019	Standfast Burglar Alarms	STANDFAST	1.76		SIGN
19/06/2019	Kent County Council KCS	KCC	251.04		SUPPLIES
19/06/2019	Youngs Nurseries	YOUNGS	475.45		HANGING BASKETS X 37 @ £12.85
19/06/2019	One Off Payments	ROBERTHULL	2,000.00		DEPOSIT FOR CHAIRMANS CHAIN
19/06/2019	Thanet Rural Regeneration Grou	TRRG	25.00		2019/2020 ANNUAL SUBS
19/06/2019	V-Technical	VTECHNICAL	21.12		COPYING/PRINTING
19/06/2019	R W PADFIELD	PADFIELD	520.00		REPAIR AWP & PAVILION
19/06/2019	R W PADFIELD	PADFIELD2	1,117.00		REPAIR/REPOINT CEMETERY WALL
19/06/2019	HMRC	HMRC	1,123.35		PAYE NI MAY PAYROLL
19/06/2019	PAYROLL	JUNE PAYRO	7,804.41		JUNE PAYROLL
19/06/2019	SSP Specialised Sports Product	SSP	960.00		1 OF 2 AWP MAINTENANCE
19/06/2019	Clements Plumbing & Heating	CLEMENTS	78.00		PAVILION GAS SAFETY CERT
20/06/2019	ELAS Business Support	ELAS	148.80		H&S
21/06/2019	British Gas	BRITISH GA	59.37		PAVILION ELECTRIC
21/06/2019	EDF Energy	EDF	193.00		P/Ledger Electronic Payment
21/06/2019	EDF Energy	EDF PAV GA	69.00		P/Ledger Electronic Payment
25/06/2019	Unicom	UNICOM	53.26		11663170
27/06/2019	Kent County Council	KCC	31.80		PERMIT ATTACH CCTV TO S/LIGHT
28/06/2019	Axis Business Services	AXIS	11.47		CEMETERY ELECTRIC
30/06/2019	UNITY	SERVICE CH	34.65		SERVICE CHARGE
Total Payments			15,884.97		

05/12/2019

Minster Parish Council

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Receipts and Payments Summary - Cashbook 3

Lloyds Credit Card Months 1-3

Current Month is: 8

Receipt Totals Payment Totals

Month 1	803.97	803.97
Month 2	535.87	1,133.36
Month 3	1,238.19	1,281.40

Total Receipts / Payments	2,578.03	3,218.73	Closing Trial Balance
Opening Balance	0.00		
Closing Balance	-640.70		-640.70
	<u>3,218.73</u>	<u>3,218.73</u>	

Lloyds Credit Card

List of Payments made between 01/06/2019 and 30/06/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/06/2019	LLOYDS	CASH FEE	6.25		CASH FEE
01/06/2019	Kent Association of Local Coun	KALC 1	60.00		DYNAMIC CLLR TRAINING
01/06/2019	Kent Association of Local Coun	KALC	120.00		DYNAMIC CLLR TRAINING JQ/LM
01/06/2019	Petty Cash	TRANSFER	250.00		TRANSFER TO PETTY CASH
10/06/2019	Co-op Fuel	COOP	104.06		FUEL VAN & MOWERS
10/06/2019	Standfast Burglar Alarms	STANDFAST	44.00		KEYS FOR PAVILION
18/06/2019	1&1 Ionos	1&1	53.39		EMAIL/EXCHANGE ACCS
26/06/2019	LLOYDS	MONTHLY FE	3.00		MONTHLY FEE
30/06/2019	Unity Bank Account	CORRECTION	640.70		ERROR CORRECTION
Total Payments			<u>1,281.40</u>		