

# MINSTER PARISH COUNCIL



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Clerk to the Council: Ms. Kyla Lamb - MAAT

27<sup>th</sup> March 2019

## MINSTER PARISH COUNCIL

2<sup>nd</sup> APRIL 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 2<sup>nd</sup> April 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 5<sup>th</sup> March 2019.

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 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 March 2019 meeting.

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

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

The Clerk to provide an update.

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

The Clerk to provide an update.

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 March meeting.

14. **CHAIRMANS CHAIN**

The Chairman's Chain requires some repair and improvement. Further to the February meeting it was agreed to investigate options further and get quotations. The Chairman will report further at the meeting.

15. **ACCOUNTS AND FACILITIES BOOKINGS SOFTWARE**

Members will be aware that on the 1<sup>st</sup> April 2019 Making Tax Digital will be in force. Our current accounts software is out of date and will cost £316 to upgrade plus £25 per month for the VAT upgrade. Our new auditor advised us to look at alternative software specific to Parish Councils. Following a visit to Westgate Town Council to see the software in use and having online demonstrations for both Rialtas Omega Financial Software and Facilities booking software both Clerks feel that the software will be more relevant and timesaving. Therefore, quotations were requested as follows:

Rialtas Financial Software cost of software and installation £1535 plus 0.45p per mile travel plus annual licence fee and support £556 per annum.

Rialtas Facilities booking software cost of software and installation £975.00 plus 0.45p per mile travel plus annual licence fee and support £290 per annum. The Clerk will update members with more information at the meeting. Members view are sought on the purchase of the software.

**16. ALL WEATHER PITCH SUBSIDENCE REPAIRS**

Further to the recent Operations Committee Meeting, Cllr Quittenden agreed to obtain a quotation for repairs to the retaining wall at the all-weather pitch. A quotation has been received 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. The quotation is £850.00. Members views are sought.

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

**18. 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 Bailey
KIACC	Councillor Day
Flood Committee	Councillor Day

**19. REPORT OF THE RFO**

(a) Bank balance statement

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

**20. 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**

**27<sup>th</sup> March 2019**

## **MINSTER PARISH COUNCIL**

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

**4a Monkton Road, Minster**

**on Tuesday 5<sup>th</sup> March 2019 at 7.00 pm**

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

Also present: Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council), PCSO Adrian Butterworth, Cllr Crow-Brown, (TDC). Cllr Dawson (KCC), Ashley Jackson (Housing Strategy & Projects Officer).

### **275. APOLOGIES FOR ABSENCE**

Apologies received and accepted from Cllr Pugh.

### **276. MINUTES**

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

### **277. MEMBERS' INTERESTS**

Cllr. Bailey declared an interest in payments voucher 111348.

### **278. COMMUNITY WARDEN AND POLICING REPORTS**

Community Warden Aaron Kluibenschadl was not present but provided an update on his current role as follows, read out by the Chairman;

The role of the KCC Community Warden constantly evolves and includes a variety of roles carried out on behalf of social services, trading standards/community project work and emergency incident liaison officer. Welfare checks are also carried out throughout Thanet to assess mental health issues, self-neglect referrals and safeguarding for vulnerable adults/children.

Working partnership with Thanet CSU community safety partnership and Margate Task Force.

Projects with schools to provide presentations and talks on bullying, cyber bullying, CEOP training and road safety. Operation safety net carried out outside schools and most recently, a project aimed at Years 5/6 in primary schools to provide basic first aid and CPR lifesaving skills.

Also in charge of the day to day running and supervision of the Thanet team.

As much time as possible will still be dedicated to Minster and Monkton villages.

Policing issues can still be reported to Aaron but will be dealt with mainly by PCSO Butterworth.

Reporting of KCC/Highways issues including fly-tipping, street lighting, neighbour disputes will continue.

Working closely with partnership agencies to provide a safe and secure environment.

PCSO Adrian Butterworth was present and reported as follows;

- Kent Police received 34 calls to Minster in the last month including:
  - A burglary at a stables in Way Hill.
  - A theft from an unlocked vehicle in Monkton Road. Items taken were recovered and two suspects arrested.
  - Two off-road scrambler bikes reported on the marshes and also seen on the High Street and Tothill Street without helmets or number plates. CCTV has been checked but identification has not been possible.
  - Fly-tipping consisting of a large amount of builder's waste reported on the slip road at the top of the village between Minster and Monkton.
  - Concern reported by residents over vehicles parking on Laundry Road and becoming a hazard. Discussions are on-going to address this.
  - Thanet Way was closed on the evening of 4<sup>th</sup> March causing chaos and made worse by fog.
  - All other calls were for information, missing persons, concerns, RTC and domestic related calls.

PCSO Butterworth further reported that he has been invited to be interviewed by the Scouts to help them obtain their Digital Citizens Badge.

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

Cllr Dawson reported on progress of the following items over the past few months;

- Traffic calming measures have been implemented in Garlinge.
- Work was carried out at the woodland in St Nicholas via Community Payback.
- A new picnic area at St Nicholas
- Blocked drains in Willetts Hill
- First aid courses are taking place at Minster and Monkton School and defibrillator training at Birchington and Westgate.
- Attendance at Kent Fire & Rescue drills training.

Cllr Crow-Brown reported as follow;

- Attended a TDC budget meeting and £1.8M savings must be made due to government cuts. £630K Port efficiency savings, £3M to TDC buildings and £2M for the Parkway Station.

Cllr Grove reported as follows;

- An application for 900 houses at Haine Road was approved in an extraordinary planning meeting.
- An application for Costa Coffee
- An application for a seafront hotel in Margate
- Etching on the Parish Council tools/valuable items is being carried out next week.

Cllr Pugh was not present but reported via email as follows:

- He is delighted that the application for the hotel at Margate seafront was approved bringing much needed jobs and encouraging investment in the area.
- Disappointed at the approval for 900 houses at Manston Court Road as raised concerns about potential increased flood risk for the surrounding area and insufficient transport improvements. Thanet is suffering the effects of land-banking and concerned that the Draft Local Plan may allocate homes that may never be built.

- Will raise concerns about the Costa Coffee drive-thru causing further congestion and litter at the top of Tothill Street and the Minster roundabout.

**RESOLVED: to close the Meeting at 7.18 pm to allow Ashley Jackson to address the members on Community Led Housing**

**280. COMMUNITY LED HOUSING**

Ashley Jackson, Housing Strategy Officer, Housing Strategy and Projects Team gave a presentation on Community Led Housing (separate appendix)

Cllr Crow-Brown asked Ashley to explain the sale of two houses by Orbit in Rose Gardens. Ashley responded that she had recently met with Orbit Housing but TDC were not able to afford to buy the properties.

**RESOLVED: to reopen the Meeting at 7.39pm**

**281. CHAIRMANS REPORT**

The Chairman reported that nomination papers for the forthcoming elections must be submitted by 4pm on 3<sup>rd</sup> April 2019.

The Local Plan examination by Inspectors will commence on 2<sup>nd</sup> April 2019 and Minster Parish Council will be attending on 2, 3, 11 and 17 April.

The Chairman reminded all members that in line with current GDPR legislation, it is important that the laptops provided should be used in order for the Council to remain GDPR compliant.

We are still awaiting a rent review by KCC.

The Parish Office will be repainted at the end of April.

**282. REPORT OF THE CLERK**

Nothing to report.

**283. DOCUMENTS AVAILABLE FOR INSPECTION**

Diagrams of yellow lines to be laid.

Community Led Housing presentation by Ashley Jackson

**284. SECTION 106 AGREEMENT**

Members were asked to consider requests for additional yellow lines at the junction of Hill House Drive and Tothill Street and the entrance to Cheesman's Close.

**RESOLVED: To progress the request for yellow lines at the junction of Tothill Street and Hill House Drive.**

The Clerk further reported that an email had been received from Richard Heap (Kent Highways) detailing the improvements in Molineux Road where verges are being damaged. He had also proposed that when the contractor has finished work in the

cul de sac off Tothill Street that the grass be re-instated and bollards installed at the junction.

**RESOLVED: The proposals were agreed and should be funded from section 106 funds.**

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

No further information has been received from KCC.

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

The Clerk will email Edwina Crowley to obtain an update on the Asset transfer.

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

No further update at this time.

**288. CHAIRMANS CHAIN**

The Chairman's Chain of Office requires some repair and possible improvement.

**APPROVED: That quotations be sought for both repairs and improvements to be reviewed at the next meeting.**

**289. OPERATIONS COMMITTEE**

**RESOLVED: That the Minutes of the Operations Committee Meeting held on 19<sup>th</sup> February 2019 and the recommendations included be approved.**

**290. PLANNING APPLICATION F/TH/19/0215 LAND SOUTH OF LAUNDRY ROAD, MINSTER ERECTION OF A COFFEE SHOP WITH DRIVE-THRU (USE CLASS A3/A5) WITH ASSOCIATED PARKING, SERVICING AND LANDSCAPING**

Cllr Grove left the room upon declaring an interest in TDC planning.

Members considered the application.

**RESOLVED: No objection to this application but concern to be raised over the Transport Information being out of date and concerns over the junction.**

**291. COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC

Cllr Quittenden reported that a meeting had not been held during the month and that the next scheduled meeting is 23<sup>rd</sup> May, after the elections.

Sharon Moxon, co-ordinator of the Community Payback scheme suggested there may not be enough work for a full team in the village but may possibly be on a one-to-one basis. This should be discussed at the next Operations committee meeting.

Minster School	Nothing to report.
Village Hall	Cllr Bailey thanked the Chairman for attending the Carnival Selection Dance. Nothing further to report.
Twinning Assn.	Cllr Bailey reported that the planned joint meeting for 9 <sup>th</sup> February was unfortunately cancelled due to the illness of the designated driver, however the unveiling of the glass display cabinet at the Village Hall went ahead and Cllr Bailey thanked the Chairman for her attendance.  The quiz at the RBL this weekend is fully subscribed.  Two coaches are booked for the trip to France in June  An outing to Tunbridge Wells in November is fully booked.  Plans are being made for a Christmas Social evening with a group from France.
KIACC	Nothing to report
Flood Committee	Nothing to report.

## **292. REPORT OF THE RFO**

### **RESOLVED:**

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

## **293. QUESTIONS FROM THE PUBLIC**

Mr Harris asked Ashley Jackson if there is any affordable housing in the development at Manor Road in St Nicholas. Ms Jackson responded that there is.

Mr Sharp asked what is happening on the land next to the garage (previously a lorry park). Nobody was able to assist with this.

The PCSO agreed that PCSO's should have more power for traffic enforcement and suggested that parishes could group together to request this.

Mr Watler said that some people were issued with parking tickets several weeks ago.

Mrs Quittenden advised that Katy Andrews is organising participation in 'A Great British Spring Clean' and that volunteers could contact her via the Nextdoor App.

## **294. STAFF SICK PAY**

Members were aware that the cemetery caretaker had been signed off sick. The Council policy is to consider full pay in addition to Statutory Sick Pay absence for sickness on an individual basis. The Chairman asked members to consider paying the staff member at full pay.

**RESOLVED:** To pay full pay for the period of his doctor's sick note for the period 04/02/19 to 11/03/19. If he does not return to work at the end of this period Members will review this at the next Council meeting.



**Chairman of the Council**

**2<sup>nd</sup> April 2019**

**Time concluded: 8.36 p.m.**

**MPC DRAFT**