

# **MINSTER PARISH COUNCIL**

**Minutes of the Annual Meeting of the Council held at**

**John Spanton Sports Pavilion, St Mildreds Road, Minster**

**on 5<sup>th</sup> May 2026 at 7.00pm**

Present: Councillors: Quittenden, Crow-Brown, Jones, Fordyce, Ingleton, Smith, Webzell, Andrews, Mogridge, Bates, Low

Also present: Kyla Lamb (Clerk to the Council) Clare Wilsdon (Assistant Clerk to the Council) Cllr Luke Evans (KCC), Gary Groombridge (Community Warden)

Apologies for absence: Cllr Smith (TDC), PC Owen Crush, Cllr Peter Evans (TDC)

**1. ELECTION OF CHAIRMAN**

It was moved by Councillor Jones and seconded by Councillor Bates that Councillor John Quittenden be elected Chairman of the Council for the year 2026/27. There were no other nominations submitted and it was:

**RESOLVED: That Councillor Quittenden be duly elected Chairman of the Council for the ensuing year 2026/2027.**

**Councillor Quittenden took and signed the declaration of acceptance of office and thereupon took the chair.**

**COUNCILLOR QUITTENDEN IN THE CHAIR**

**2. APPOINTMENT OF VICE CHAIRMAN**

It was moved by Councillor Crow-Brown and seconded by Councillor Jones that Councillor Ian Fordyce be appointed Vice Chairman of the Council for the year 2026/27. There were no other nominations submitted and it was:

**RESOLVED: That Councillor Fordyce be duly appointed Vice Chairman of the Council for the ensuing year 2026/2027.**

**3. MINUTES**

**RESOLVED: That the Minutes of the Council meeting held on 7th April 2026 be approved.**

**4. PARISH ASSEMBLY MEETING**

The minutes of the Parish Assembly Meeting held on 21st April 2026 were received and noted.

**5. MEMBERS INTERESTS**

No members interests noted.

**6. MEMBERSHIP OF COMMITTEES**

**RESOLVED: That the following Committees be re-formed with the membership as shown:**

Policy & Finance  
Cllr. Crown-Brown  
Cllr. Dr. Jones  
Cllr. Fordyce  
Cllr. Quittenden

Operations  
Cllr. Crow-Brown  
Cllr. Dr. Jones  
Cllr. Bates  
Cllr. Fordyce  
Cllr. Quittenden

Planning & Highways  
Cllr. Ingleton  
Cllr. Dr Jones  
Cllr. Bates  
Cllr. Mogridge  
Cllr. Quittenden

Communications  
Cllr. Crow-Brown  
Cllr. Quittenden  
Cllr. Dr Jones  
Cllr. Fordyce

7. **TIMETABLE OF MEETINGS 2026/2027**

Members **AGREED** the following meeting timetable:

2026

2<sup>nd</sup> June  
7<sup>th</sup> July  
August (no meeting)  
1<sup>st</sup> September  
6<sup>th</sup> October  
3<sup>rd</sup> November  
1<sup>st</sup> December

2027

5<sup>th</sup> January  
2<sup>nd</sup> February  
2<sup>nd</sup> March  
6<sup>th</sup> April  
20<sup>th</sup> April – Annual Parish Meeting

Further meeting dates will be agreed for all Committees.

8. **APPOINTMENT TO OUTSIDE BODIES**

**AGREED:** The following members be appointed as the Council's representatives to the under-mentioned bodies;

TALC	Cllrs Quittenden & Crow-Brown
Minster School	Cllr Webzell
Village Hall	Cllr. Smith

9. **APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED:** That Mr David Buckett be re-appointed as internal auditor to Council for the year 2026/2027

**MINUTES OF THE ORDINARY MEETING**  
**5<sup>th</sup> May 2026**

**10. POLICING AND COMMUNITY WARDEN REPORT**

PC Crush was not present but provided a report as follows:

- 53 calls from Minster for a wide range of incidents.
- One arrest was made on suspicion of driving offences.
- Two crime reports were recorded for Minster acquisitive offences.
- There has been a rise in reports of catapults with a great response from the public providing information and assisting the investigation. One male was arrested on suspicion of weapon offences.

Community Warden Gary Groombridge provided a report as follows:

- Continues to be a visual presence within the village.
- Reported more fly-tipping along the old top road.
- Contacted TDC traffic enforcement regarding parking on yellow lines.
- Reports of incidents with catapults have been passed to PC Owen which has resulted in an arrest.
- Continues to support the Mens Shed and Rivers Court. The manager has now left and they are awaiting a replacement.
- Had a meeting with the Salvation Army and Minster abbey regarding rough sleepers.
- Is meeting up with PC Crush at his surgeries.

**11. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS**

Cllr Peter Evans (TDC) was not present but sent a report as follows:

- TDC Regeneration team hosted a drop-in session showcasing the concept designs for the proposed new skatepark in Cliftonville.
- TDCI launched a formal consultation regarding a new Public Spaces Protection Order, supported by Kent Police. The consultation has started on Your Voice Thanet and runs until Sunday 31<sup>st</sup> May.
- There is a bank holiday but there will be no changes to bin collections.
- TDC are proposing a Traffic Regulation Order to deal with the parking problems on Ramsgate's East Pier.
- TDC Open Spaces team are working with local artist Louis Michel to transform 25 recycling bins along the coastline.
- TDC private sector housing team hosted an event on the new Renters Rights Act 2025 which came into force on 1<sup>st</sup> May. This will be followed up by a drop in event for local renters.
- TDC Open Spaces team continue its work to increase Thanet's tree canopy cover.
- The Community Safety Team is hosting its first Park Life event of 2026 at Broadstairs College on 6<sup>th</sup> May.

Cllr Luke Evans (KCC) reported as follows:

- Ringway have been appointed the contract from 1<sup>st</sup> May 2026 to carry out Kent Highways works. There will be clear performance targets and monitoring.
- Thanet way repairs are due to be carried out over night from mid-June and hope works will be complete by the end of July.
- The illegal migrant emergency has now been written into KCC policy. Officers must provide information.
- KCC's budget increase was 3.99% the lowest increase in the country.
- No libraries have closed since the new Council has formed.
- Community Warden numbers have not reduced as much as expected.

## **12. CHAIRMAN'S ANNOUNCEMENT**

Cllr Quittenden reported as follows:

- Was pleased that so many Councillors were able to attend the meeting at Manston Airport.
- Attended a standards board and cabinet meeting at TDC.
- Attended a memorial ceremony at Westgate on behalf of MBP and the RBL Minster branch to remember lives lost when a B24 plane crashed into Westgate Bay on 27<sup>th</sup> April 1944 with the loss of 5 lives.
- Thanked Cllr Bates for bringing to his attention that Minster Ladies football team had won the Kent Divisional Trophy this year. The Clerk will pass on congratulations from MPC to Minster FC.
- Has accepted an invitation from the Mayor of Ramsgate and will attend a parade in Ramsgate to remember the 86<sup>th</sup> Anniversary of Operation Dynamo on Sunday 24<sup>th</sup> May.

## **13. REPORT OF THE CLERK**

The Clerk reported that she had attended the KCC Road Safety and Active Travel Group Seminar with Cllr Mogridge. Cllr Mogridge gave a summary of the seminar which included 8 presentations. The Clerk will circulate the details of these by email and send details to Minster School of who to contact at KCC to put in place a school travel plan.

## **14. DOCUMENTS AVAILABLE FOR INSPECTION**

None.

## **15. REVIEW OF CODE OF CONDUCT**

Thanet District Council have updated their Code of Conduct and have asked Parish and Town Councils to adopt the updated Code.

A discussion ensued as a clear of the code had not been sent to the Clerk, only a link to the document which forms part of the TDC constitution.

**AGREED to defer this item to the next meeting to enable the Clerk to seek clarification and circulate a copy of just the Code of Conduct.**

## **16. REVIEW OF STANDING ORDERS**

Members reviewed the Adopted Standing Orders and **AGREED** that they need no amendment.

**17. PLANNING, HIGHWAYS AND TRANSPORTATION COMMITTEE**

**RESOLVED: That the minutes of the Planning, Highways & Transportation meeting held on 28<sup>th</sup> April 2026, be received and the recommendations contained therein.**

Cllr Ingleton updated members on the following points:

Minute 406. Lime Trees visibility splays continue to be an issue and Cllr Ingleton will respond accordingly to KCC and request a copy of the stage 3 safety audit.

Minute 410. **AGREED** MPC will respond positively to the consultation welcoming the reopening of the airport. It was noted that this consultation for airspace is an operational requirement.

Minute 411. F/TH/25/1169 – Land adj. to the Haven, Way Hill – Cllr Ingleton thanked Cllr Evans for his support in achieving a further response from Kent Highways.

KCC/TH/0050/2026 – A detailed response has been drafted which in principle is in favour of the hydrogen facility.

**18. PRIDE IN PLACE IMPACT FUND**

Members considered the information circulated regarding the Pride in Place Impact Fund. The Chairman reported that he had attended the TDC cabinet meeting last week where they confirmed £100,000 would be available for 8 Parish and Towns to bid for up to £20,000.

**RESOLVED that when the application forms are available the Clerk will submit a bid seeking maximum funding available towards the 3G mat replacement.**

**19. FLEET INSURANCE RENEWAL**

Members considered the renewal quotation for the Citroen Dispatch van and Toro Groundmaster, Ransome and Iseki ride-on mowers

**RESOLVED: To accept the renewal for the van at a cost of £1093.53 from Adrian Flux**

**RESOLVED: To accept the renewal for the Toro Groundmaster, Ransome and Iseki mowers at a cost of £562.61 from MS Amlin**

**20. COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC – Cllr Quittenden reported the next meeting is on the 18<sup>th</sup> May 2026.

Minster School – Cllr Webzell had nothing to report.

Village Hall. – Cllr Smith had nothing to report.

**21. 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 April 2026 be approved.**

**22. QUESTIONS FROM THE PUBLIC/ANY OTHER BUSINESS**

No public questions.

**Time concluded: 8.39pm**

**2<sup>ND</sup> June 2026**

DRAFT