

# MINSTER PARISH COUNCIL



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Clerk to the Council: Ms. Kyla Lamb - MAAT

2<sup>nd</sup> January 2019

## MINSTER PARISH COUNCIL

8<sup>th</sup> JANUARY 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 8<sup>th</sup> January 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 4<sup>th</sup> December 2018

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 December 2018 meeting.

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

The clerk to provide an update.

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

The clerk to provide an update.

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 December meeting.

13. **OPERATION COMMITTEE**

To receive the Minutes and approve the recommendations included in the Minutes of the meeting held on 12<sup>th</sup> December 2018.

13. **POLICY AND FINANCE COMMITTEE**

To receive the Minutes and approve the recommendations included in the Minutes of the meeting held on 2<sup>nd</sup> January 2019.

**14. KALC COMMUNITY AWARDS SCHEME**

Further to this item being raised at the October Council meeting, members were asked to give consideration to who they may wish to consider to nominate if any, for the KALC Community Award Scheme for 2019. Nominations need to be submitted by Thursday 31<sup>st</sup> January 2019.

**15. 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 Quittenden
KIACC	Councillor Day
Flood Committee	Councillor Day
Minster Church	Councillor Goodman

**16. REPORT OF THE RFO**

(a) Bank balance statement

(b) Statement of Receipts and Payments for December 2018

**17. 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**

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

## **MINSTER PARISH COUNCIL**

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

**4a Monkton Road, Minster**

**on Tuesday 4<sup>th</sup> December 2018 at 7.00 pm**

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

Also present: Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council), PCSO Adrian Butterworth, Cllr Crow-Brown and Cllr Reece Pugh (TDC), Cllr Liz Hurst (KCC)

### **183. APOLOGIES FOR ABSENCE**

No apologies were received.

### **184. MINUTES**

**RESOLVED: That the Minutes of the Meeting held on 6<sup>th</sup> November 2018 be approved and signed by the Chairman.**

### **185. MEMBERS' INTERESTS**

Cllr. Bailey declared an interest in payments vouchers 111062 and 111033.

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

Community Warden Aaron Kluibenschadl was not present but provided a report, read out by the Chairman;

- Operation Safety Net has been carried out to address parking issues at Minster Primary School. This was a multi-agency operation resulting in advisory notices being given out to vehicles.
- Fly-tipping at Marsh Farm Road was photographed and reported.
- A welfare check was carried out on a vulnerable resident and a social services referral made.
- Several cars in the village were broken into with windows broken and items taken. PCSO Butterworth is investigating.
- Took part in leg waxing to raise money for charity at the Minster Christmas Festival.

Aaron wished the Parish Council a Happy Christmas and a prosperous New Year.

PCSO Adrian Butterworth was present and reported as follows;

- Kent Police received 38 calls to Minster in the last month including:
  - Two poaching incidents in the Watchester Lane/Marsh Farm Road area.
  - Thefts from motor vehicles reported in the area of the Holiday Inn and Augustine Road.
  - Vehicle damage reported in St Marys Road, Edgar Road, Prospect Road, Monkton Road and the High Street although some of these may have been due to RTC's where the driver has failed to stop.
  - Theft of a motor vehicle in Manston Road

- Two reported burglaries in Manston Road and Bedlam Court Lane.
- In addition to these reports, during the 3<sup>rd</sup>-4<sup>th</sup> November a large amount of unsecured vehicles between Cheney Road and Hill House Drive were entered and items stolen. Two persons were arrested and a large quantity of property recovered. Police are trying to identify any victims that have not yet come forward to report a crime.
- A property identification event was held at the Royal British Legion Club and local residents were invited to view the recovered stolen property, and hopefully identify further victims. The event was a success with eight victims being reunited with items that had been stolen. The two suspects were re-arrested and appeared in court on 3<sup>rd</sup> December.

PCSO Butterworth requested that residents who are victim to or a witness to a crime should report these via 999 if the crime is in progress, or via 101 if the threat has passed. This ensures it is recorded accurately and appropriate action can be taken.

PCSO also took part in the recent Christmas festivities and thanked the Parish Council for the help and support given during his first year as PCSO for the village. PCSO Butterworth was thanked by Minster Parish Councillors for the service he has provided over the last year. He has provided a great deal of reassurance to the whole community

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

Cllr Hurst passed on information in relation to the public consultation being held on bus services. Comments should be made by 19<sup>th</sup> December 2018.

She also congratulated all involved with the Poppy display for the Remembrance Commemorations.

She further advised that £28 million funding had been promised for Social care and Highways and that any rumours that Highways are not repairing roads due to Brexit are unfounded.

The Chairman apologised that she had omitted Cllr Crow-Brown from her last report in Minster Matters.

Cllr Crow Brown reported as follow;

- He congratulated those involved in the Remembrance commemorations and was pleased that 669 people attended the service at the Church.
- Attended a budget briefing with the Financial Director of TDC who advised that funding would be cut by 1.3 million.
- Advised that the Estates Manager responsible for Transfer of Assets is working a reduced 3 days per week.
- Ramsgate Port is losing 500K per year but the Operations Manager is upbeat at the Ports prospects after Brexit.
- The amount of people rough sleeping has been reduced from 46 to 23 due to the winter shelter scheme.
- Further to Cllr Days previous request for information on the sale of two houses in Rose Gardens, Cllr Crow Brown has had difficulty getting information due to Data Protection legislation.
- Reported that the Planning Inspectorate will be visiting in February in relation to the Local Plan.

Cllr Pugh reiterated how good the remembrance celebrations and decorations in the village were.

Cllr Pugh recently attended a planning committee meeting where he expressed his concerns at the proposed Tothill Street development.

Cllr Grove reported that prosecution of North Foreland Golf Course had been successful, resulting in a substantial fine.

Cllr Bailey asked Cllr Grove when enforcement officers would attend Wayside Caravan Park.

**188. CHAIRMAN'S REPORT**

The Chairman thanked Cllr Quittenden for the Remembrance celebrations including the evening events and beacon lighting.

The Christmas Festival took on Saturday 1<sup>st</sup> December and was well attended despite poor weather.

A replacement street cleaner has now been appointed, however, the caretaker for the All Weather pitch and Pavilion has tendered his resignation so this vacancy will now be advertised.

The Civic carol concert will be held on Tuesday 18<sup>th</sup> December.

Councillors Bubb and Vaughan have resigned from the council and the Chairman thanked them both for their services

Laptops for the Councillors have now been received to help the council comply with new GDPR legislation. Cllr Owen is setting these up and will arrange for induction training.

**189. REPORT OF THE CLERK**

Nothing to report

**190. DOCUMENTS AVAILABLE FOR INSPECTION**

None to display.

**191. SECTION 106 AGREEMENT**

The Chairman, Cllr Quittenden and the Clerk met with Richard Heaps (Kent Highways) to discuss the extension of some of the new yellow lines. This will be subject to another public consultation.

The Village Gateway signs have been approved.

The bollard and re-tarmacing of the lay-by in Taylor Road will be carried out imminently.

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

No updated information at this time.

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

Cllr Grove spoke with Gavin Waite regarding the continuation of the agency payments and he confirmed this will continue for 2019/2020. The transfer of the car-parks and public toilets is going to cabinet on 29/01/19 for approval of transfer.

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

Members considered the response drafted by planning consultant Lindsay Frost to the planning application OL/TH/18/1488.

**RESOLVED: That the response be approved and sent to Thanet District Planning department.**

**195. PUBLIC CONSULTATIONS**

Members were asked to respond to the following consultations;

- (a) KCC Libraries, registration and Archives Draft Strategy 2019-2022 Consultation. End date for comment is 29 January 2019. The proposal is for the opening hours of Minster Library to reduce from 28 to 23 per week.
- (b) Thanet Bus Changes Public Consultation. End date for comment is 19 December 2018. A bus consultation event was held at the Library yesterday.
- (c) Housing Allocation Policy Consultation. End date for comment is 21 December 2018

**196. KALC COMMUNITY AWARDS SCHEME**

Members were asked to give further consideration for nominations for the KALC Community Award Scheme for 2019. Nominations need to be submitted by Thursday 31<sup>st</sup> January 2019. Nominations should be made to the Clerk for consideration at the January meeting.

**197. ADVERSE POSSESSION OF LAND TO THE WEST OF MINSTER DAY NURSERY**

At the November meeting the Chairman reported that she had received correspondence from Minster Day Nursery advising that following legal advice from their solicitors, they intended to erect a fence on the land to the east of the nursery boundary to encompass the green area that the council have maintained for many years. It was agreed that a solicitor would be instructed to send a letter to the Day Nursery to contest this adverse possession. Having met with the Day Nursery, their primary concern is the maintenance of the trees on the afore-mentioned land. A quotation was obtained for tree works that address these concerns.

**RESOLVED: To approve the quotation for tree works and pursue the registry of the land.**

**198. THANET ELMS**

Cllr Jones addressed the council explaining the importance of protecting the species of Thanet Elm in the parish with TPO's. Much research has been made by Cllr Jones and a suggestion was made that the Parish Council should consider funding the propagation of some of these trees at a cost of approximately £100 each, for planting in future developments or elsewhere in the Parish.

**AGREED: This item would be considered further at the next Operations Committee meeting.**

**199. COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC	<p>Cllr Quittenden attended the KALC 71<sup>st</sup> AGM on 17<sup>th</sup> November. As with most AGM's, a large part of the meeting was to elect new officers for the ensuing year. Three motions from Parish Councils were debated including car park charges by South Eastern Rail, the 20 is Plenty for Kent campaign and for local authorities or trained civilians to enforce speed limits. There were presentations from Alzheimers Society and Diabetes UK. KALC has a new website.</p> <p>Cllr Quittenden will be attending the next meeting with the Police &amp; Crime Commissioner and asked members to consider any questions they may wish to be raised.</p> <p>Cllr Quittenden has been asked to take a position on the TDC Standards Board Committee</p>
Minster School	<p>A Spelling Bee was held combined with Monkton School and the pupils performed astoundingly well. Minster &amp; Monkton School are being federated.</p> <p>The Christmas Fair is being held on Friday 7<sup>th</sup> December.</p>
Village Hall	<p>The Christmas Bazaar wasn't busy but the Playhouse almost sold out for the pantomime. The Village Hall AGM will be held w/c 10<sup>th</sup> December.</p>
Twinning Assn.	<p>Cllr Quittenden reported that Remembrance Day was difficult this year as the 11<sup>th</sup> fell on a Sunday but 4 people attended our events and Cllr Bailey and the Carnival Court attended in France.</p> <p>The AGM was on the 16<sup>th</sup> November and the Chairman reported that it was a good year for the association.</p> <p>Five members of the committee resigned.</p> <p>Events for 2019 are being discussed.</p>
KIACC	<p>Nothing to report.</p>
Flood Committee	<p>Cllr Day reported that despite heavy rain there had not been any flooding.</p>
Minster Church	<p>Cllr Goodman reported that the Rev. Braddy had asked for his thanks to be passed on to everyone for Remembrance Day.</p>

## **200. REPORT OF THE RFO**

### **RESOLVED:**

- a) That the bank balance be received and noted
- b) The statement of Receipts & Payments for the month of November 2018 be approved. (See attachment)

## **201. QUESTIONS FROM THE PUBLIC**

Dee Tomkins expressed her concern that there will not be a bus direct to Birchington.

Mr Watler commented that the area around Cummins is very busy with people parking now and more people are cycling to work.



Mr Sharp said a gas pipe is shown on the planning application for the proposed Tothill Street development.

**Chairman of the Council**

**8<sup>th</sup> January 2019**

**Time concluded: 8.25 p.m.**

MPC DRAFT