

## **MINSTER PARISH COUNCIL**

### **Minutes of the Meeting of the Council held via Zoom Remote Meetings**

**on 5<sup>th</sup> May 2020 at 7.00 pm**

Present: Councillors: Mrs. Gimes (Chairman), Day, Quittenden, Jones, Crow-Brown, Sharp, Owen, Kearns, Mills, McCarthy,

Also present: Cllrs Pugh and Hart (TDC), Cllr Hurst (KCC), Kyla Lamb (Clerk to the Council) Clare Wilsdon (Assistant Clerk to the Council), PCSO Adrian Butterworth, Community Warden Karl Aylett

**Prior to the commencement of the meeting, a one minute silence was observed to remember Jamie Thomson, Bernie Watler and Colin (Ralph) Holden.**

***In accordance with Regulation 4 of the Local Authorities and Police and Crime Panels (Coronavirus)(flexibility of Local Authority and Police and Crime Panel Meetings) no Annual Meeting will be held and the current Chairman will remain in place until an Annual meeting is held (possibly next year).***

#### **1. APOLOGIES FOR ABSENCE**

Cllr Burden, Cllr Roper(TDC)

#### **2. MINUTES**

Cllr Gimes summarised the Minutes of the meeting held on 3<sup>rd</sup> March 2020.

**RESOLVED: That the Minutes of the meeting held on 3<sup>rd</sup> March 2020 be approved and signed by the Chairman when able to do so.**

#### **3. MEMBERS' INTERESTS**

Cllr Quittenden declared an interest in Agenda item 18. Planning application for Mount Pleasant Lorry Park, Tothill Street.

#### **4. CO-OPTION TO COUNCIL**

Following interviews with three applicants, the Chairman welcomed newly co-opted Councillors Frances Kearns and Colin Mills to the Parish Council. Both have completed the 'Declaration of Acceptance of Office' and 'Notification of Disclosable Pecuniary Interest' form.

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

PCSO Adrian Butterworth reported as follows;

- Crimes of Note; Criminal damage to electrical equipment in Marsh Farm Road  
Burglary – Cheney Road  
Criminal damage – Brockmans Close  
Attempted motorcycle theft – Cheney Road  
Abandoned vehicle set alight – Holiday Inn

- Criminal damage – St Marys Road
- Anti-social behaviour Nuisance motor bikes on the marshes and surrounding farm land.  
Speeding in general  
Reports of people using the Skatepark despite its closure
  - Items of good work Continuing to work with Karl, Community Warden. Welfare checks conducted and assistance offered. Car-park at the rear of Rose Gardens has been cleared of the majority of dumped vehicles and generally tidied up following a joint visit with Orbit Housing.

PCSO Butterworth thanked the public for their conduct during the current Covid 19 crisis.

Community Warden Karl Aylett reported on his recent activity as follows;

- Praised the pro-active approach of the Parish Council during the current crisis whose telephone number has been widely shared as a contact for those who may require assistance.
- In contact with pharmacy and Doctors surgery and found both to be well organised and coping.
- Supporting the Co-op during their vulnerable persons shopping hour.
- Maintaining a high level of visible presence in the community.
- Working with TDC enforcement, housing associations and various business during the current lockdown.
- Thanked PCSO Butterworth for his continued close-working and support.

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

Cllr Hurst reported as follows:

- KCC are dealing brilliantly with the pandemic and are also holding remote meetings.
- Kent Together 24hr helpline is providing great support.
- 39 deaths from Covid-10 recorded in Thanet.
- Lives have been changed immeasurably in the current circumstances.
- Hoping the waste-recycling centre may re-open soon.

Cllr Pugh reported as follows:

- Planning Inspectorate have found the Draft Local Plan to be sound and 18,500 houses has been reduced by 1300 due to re-allocation of sites.
- Business Support Grants of £25M have been delivered to 77% of eligible business, with the remainder to be contacted and offered support.
- Some waste collections are being missed due to staff shortage and social distancing. Residents should leave bins out as they may be collected later in the day.
- Waste-recycling centre is not yet opening, however bulk waste collections are running, though these are chargeable.

Cllr Hart reported as follows:

- Beach huts are not to be opened at the moment.

- Dog bans on beaches came into force from 1<sup>st</sup> May 2020 .
- Parking enforcement continues.

Cllr Day enquired why TDC have not taken the opportunity to litter-pick the dual carriageway whilst traffic is reduced. Cllr Pugh responded that it is unlikely that this has been considered and that TDC have a huge amount of staff absent due to illness and self-isolation.

Cllr Day praised the work of the waste collection staff.

The Chairman observed that the website for Canterbury City Council is considerably more informative and user-friendly than that of TDC, particularly with information that is useful to the public during the current crisis and perhaps TDC might use it as an example to improve their own.

Cllr Kearns asked if orders can still be placed for replacement waste bins. Cllr Pugh confirmed that orders are being fulfilled as usual and anyone experiencing delay or difficulty obtaining a bin can contact him directly for assistance.

## **7. CHAIRMANS ANNOUNCEMENT**

Cllr. Mrs Gimes reported as follows;

- The North field of the airport that has previously been accessible to residents has had barriers erected and gates secured. It was agreed that the Chairman would contact Riveroak by letter in order to request that they allow continued access during the current lockdown period, as it is important for residents to access outside space.

## **8. REPORT OF THE CLERK**

The Clerk reported that due to the current pandemic, one member of staff has been placed on furlough, and a grant applied for and received via the Coronavirus Job Retention Scheme.

In addition, a business grant of £10K has been received by the Parish Council. This will support loss of income from facilities due to the forced closure of the all-weather pitch, Pavilion and other facilities.

## **9. DOCUMENTS AVAILABLE FOR INSPECTION**

None.

## **10. VE 75 CELEBRATIONS**

The Chairman reported that the VE day celebrations have been cancelled and that it is important that the Parish Council should not encourage any gatherings that may compromise social distancing restrictions that are in place.

## **11. SECTION 106 AGREEMENT**

At the request of Richard Heaps (Kent Highways), the Clerk is preparing a Highways Improvement Plan for Minster which will include all outstanding items and will be reviewed by all Councillors to see if any further items need including for consideration by Kent highways from their future budgets.

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

The Clerk reported that documents relating to this matter had been reviewed today and require some amendments prior to completion.

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

The expiry date for this application has been extended to June 2020. There are issues to be settled over Highways improvements including approach to the roundabout at Tothill Street.

**14. HANGING BASKETS**

Members considered whether an order should be placed for hanging baskets this year. Businesses have contributed to the cost in previous years.

**RESOLVED: That 37 hanging baskets at a cost of £408.85 should be ordered on behalf of those businesses that are usually included. No contribution will be sought from the businesses for this year and council staff will water the baskets where necessary.**

**15. REVIEW OF INTERNAL AUDIT REPORT 2018/2019 AND CONSIDER RECOMMENDATIONS**

Members reviewed the report provided by the internal auditor, David Bucket and the recommendations within it;

**RESOLVED: Standing orders and Financial regulations are to be reviewed.**

**RESOLVED: The number of bank signatories should increase to four, with Cllr Crow-Brown to be added.**

**RESOLVED: The funds held by the council should be moved to additional accounts in order to reduce below the £85K threshold protected under the FSCS.**

**16. DOG FOULING**

Cllr Sharp reported that there has been an increase in dog fouling in the village and residents are complaining. The dog warden has not been in the village at all and this issue can be difficult to address. Members considered ways to reduce this.

**AGREED: Cllr Sharp will prepare a poster to be displayed in the village that reminds residents to clear up after their dog and possibly include details of where dog bins are located.**

17. **COVID-19 SUPPORT BY MINSTER PARISH COUNCIL**

The Chairman gave an update on support currently being provided to the vulnerable and elderly during the current government restrictions including the wide-spread sharing of the Parish Council telephone number that can be used by those requiring help from a group of registered volunteers.

Further suggestions of how we can help in the local community are welcomed.

18. **PLANNING APPLICATIONS**

Members considered the following applications;

**Applications**

**FH/TH/20/0392- 51 High Street, Minster** – Installation of 1 no. air conditioning units.-  
**NO OBJECTION**

**F/TH/19/1548- Mount Pleasant Lorry Park, Tothill Street, Minster** – Erection of single storey building comprising 4no. retail units (Use Class A1), together with retention of mobile food truck and toilet block, provision of 2no. lorry bays and parking, together with associated landscaping.-

Minster Parish Council reiterate the following comment already made on the above application:- Minster Parish Council have **NO OBJECTION IN PRINCIPAL** however if the application is recommended for approval, should a financial contribution be considered towards the agreed highways improvements under s278 with Kent Highways for the approved development opposite for a costa coffee shop and drive through as this development will add further traffic at the Laundry Road junction. We also note that Kent Highways Have a holding objection until a full transport assessment is made which may require additional improvements to the junction due to increased traffic and agreed that more information is required.

**FH/TH/20/0255-17 Station Approach, Minster** – Enlargement of garage to form ancillary living accommodation.-

OBJECT on the following grounds:-

The development would add at least one more car to a road which already has issues with cars parked on both sides of the road causing problems for the bus route and large vehicles.

The development may be for ancillary use by the present owner but if approved restrictions would need to be included to ensure it remains ancillary to the property and can cannot be sold or rented out with a separate rear entrance.

The development would use up a significant part of an already small garden.

The houses in this road were developed with the garages and parking area to the rear of the houses to provide off street parking, this would reduce the garage space for off street parking.

## 19. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

|                |   |
|----------------|---|
| TALC           | <p>Cllr Quittenden reported that a meeting was held on 12<sup>th</sup> March.</p> <p>Adrian Verrall was expected to attend this meeting in order to discuss the draft Local Plan but was not present.</p> <p>Cllr Crow-Brown was confirmed as our representative on the Stour River Board.</p> <p>The high cost of TDC asset-transfer fees was discussed.</p> <p>The date for the next meeting has not been set.</p> <p>Cllr Crow-Brown reported that TDC have allocated £84K per annum to the Stour Valley drainage board and that it addresses some important issues.</p> |
| Minster School | Nothing to report   |
| Village Hall   | Nothing to report.  |
| Twinning Assn. | Cllr Burden was not present to provide a report.  |

## 20. REPORT OF THE RFO

**RESOLVED: That (a) the Bank balance statement be received and noted, (b) the statement of Receipts and Payments for the months of March and April 2020 be approved.**

Cllr Day enquired whether consolidating our energy contracts may be beneficial. The Assistant Clerk responded that currently each contract is reviewed at its expiry but this may be considered in future.

## 21. QUESTIONS FROM THE PUBLIC

No members of the public were in attendance.

**2<sup>nd</sup> June 2020**

**Time concluded: 8.22 p.m.**