

MINSTER PARISH COUNCIL



**MINSTER
IN THANET**

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Clerk to the Council: Ms. Kyla Lamb - MAAT

27th February 2020

MINSTER PARISH COUNCIL

3rd MARCH 2020

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 March 2020 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 4th February 2020 (**Appendix A**).

3. MEMBERS' INTERESTS

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

4. **POLICING & COMMUNITY WARDEN 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. **VE 75 CELEBRATIONS**

The Chairman will update members on the event planned for Friday 8th May 2020 at the recreation ground as part of the VE 75 Celebrations.

10. **SECTION 106 AGREEMENT**

The Clerk will update members with any information.

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

The Chairman will update members with any information since the February 2020 meeting.

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 February 2020 meeting.

13. **MINSTER SHOW**

Minster Show has asked for the usual consent from the Council for the use of the Recreation Ground on Saturday 18th July 2020 for the holding of the Minster Show. The marquee will be erected on 17th July and removed on 19th July and will be guarded for both nights. Portaloos will be provided but use of the pavilion toilets for the disabled is requested. It is hoped that there will be a Village event on Saturday evening.

13. **OPEN GARDENS 13th AND 14th JUNE 2020**

Members are asked to consider a request to use the recreation ground on the 13th and 14th June 2020 for parking for Open Gardens.

13. FILMING at MINSTER CEMETERY

The Chairman will update members on a request received from a film production company, to carry out some filming at Minster cemetery.

14. HIGHWAYS COMMITTEE

To receive the minutes of the Highways committee meeting held on the 4th February 2020 **(Appendix B)**

15. PLANNING APPLICATIONS

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

16. COMMITTEE REPRESENTATIVE REPORTS

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

TALC	Cllrs. Crow-Brown & Quittenden
Minster School	Cllr. Mrs Gimes
Village Hall	Cllr. Sharp
Twinning Assn.	Cllr. Burden

17. REPORT OF THE RFO

(a) Bank balance statement

(b) Statement of Receipts and Payments for February 2020 **(Appendix C)**

18. 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

26th February 2020

MINSTER PARISH COUNCIL

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

4a Monkton Road, Minster

on 4th February 2020 at 7.00 pm

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

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

282. APOLOGIES FOR ABSENCE

Cllrs Roper and Hart (TDC), Cllr Hurst (KCC).

282. MINUTES

RESOLVED: That the Minutes of the meeting held on 14th January 2020 be approved and signed by the Chairman.

283. MEMBERS' INTERESTS

None declared.

284. POLICING AND COMMUNITY WARDEN REPORT

PCSO Adrian Butterworth reported as follows;

- Crimes of Note; Tools stolen from a van in Station Road
Theft from Post Office
Theft of number plates from vehicles in Brockmans
Close car-park
Burglary at Attwells Newsagents. Nothing taken but
damage caused.
- Anti-social behaviour Persons making off without payment from the Co-op
garage (associated with the number plate thefts).
- Other incidents; Weather related calls due to fallen trees
- Items of good work; Fly-tipping in Bedlam Court Lane was reported and
removed within 24 hours.
- Updates; Still receiving calls from scam victims and persons
Being approached by rogue traders.

PCSO Butterworth was the first to attend at Attwells when he came on duty. The Chairman was concerned at the lack of initial response and will write to Kent Police.

285. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS

Cllr Hurst had provided an update via email on Kent Police, read out by the Chairman:

- Number of Kent Police Officers will rise to over 3,800, exceeding 2010 levels.
- Kent Police carry out difficult and dangerous tasks to keep us safe and should be backed with the resources they need.
- Kent Police are the best-rated Police Force by independent inspectors.
- 181 Police officers, 36 PCSO's and 100 Police staff to be recruited.
- Focus is on county lines, crime prevention, visibility, schools, investigations and vulnerability.

286. CHAIRMANS ANNOUNCEMENT

Cllr. Mrs Gimes reported as follows;

- A thank you card was received from the Scouts, for the donation made from the collection at the fireworks display.
- There are currently two vacancies for Councillors. These vacancies can be filled by co-option.
- The new Chairman's chain is progressing but is not expected to be finished for another couple of months.
- Minster FC have thanked the council for their continued support of the team including the Clerk and Neil.
- A response was received from the Environmental Agency in relation to the possibility of a transfer of ownership of the bridge over the River Stour that would enable this to be retained. Discussions are taking place with Richborough Connection Project.

287. REPORT OF THE CLERK

The Clerk reported that following remedial work, the 3G pitch has now been placed on the FA Register for a further 3 years.

288. DOCUMENTS AVAILABLE FOR INSPECTION

None.

289. VE 75 CELEBRATIONS

The Chairman reported that preparation is ongoing for the 'Picnic In the Park,' to be held on Friday 8th May 2020. Musical entertainment including Hotsy Totsy, Paul Cornwall and the Village Voices has been organised. There will be a bar in the Pavilion and coffee and ice-cream will be on sale. There may be contributions from the WI, Minster FC, and the school. More volunteers are needed to help.

290. SECTION 106 AGREEMENT

Nothing to update.

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

Expected completion date is April 2020.

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

The expiry date for this application was 31/01/2020.

293. COMMUNITY ORCHARD SIGN AND REPLACEMENT TREES

Councillor Sharp reported that she has pruned all the fruit trees in the Orchard. There are two missing trees and two that have been snapped off. Cllr Sharp has obtained the cost to replace these trees from three different nurseries. Members considered a request to purchase replacements and additionally a 'No Ball Games' sign to prevent further damage in the Orchard.

RESOLVED: To purchase four replacement trees at a cost of £103.40, and two signs.

The Council thanked Councillor Sharp for her efforts.

294. PLANNING COMMITTEE

RESOLVED: That the Minutes of the meeting held on 14^h January 2020 be received.

295. PLANNING APPLICATIONS

The Clerk reported the following planning applications received and decisions since the last meeting-;

Applications

FH/TH/20/0098 – Ashenmeade, Wayborough Hill- Erection of a two storey and single storey front extension, first floor side extension with alterations to roof together with erection of a detached garage- **NO OBJECTION**

FH/Th/20/0073 – 27 Greenhill Gardens, Minster – Erection of a single storey rear extension and insertion of window to north side elevation. **NO OBJECTION**

Decisions

19/1684 – 7 Southall Close Minster – Erection of two storey side extension following demolition of existing conservatory, single story rear extension to existing outbuilding and associated alterations – **GRANTED**

19/1682 – 1 Church Street, Minster – 1 Silverbirch crown reduce by 1.5m – **GRANTED**

19/1476 – 7 Burgess Close, Minster – 1 sycamore reduce by 30/40% - **GRANTED**

19/1415 – Land adjacent 6 Sevenscore Farm Cottages Ebbsfleet – Erection of two storey 4-bed detached dwelling together with erection of single storey detached double garage. - **REFUSED**

296. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC	Cllr Quittenden reported that a meeting is to be held on 12 th March 2020.
Minster School	Nothing to report
Village Hall	Nothing to report.
Twinning Assn.	Cllr Burden reported that the quiz to be held at the RBL on 22 nd February 2020 is almost full.

297. 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 January 2020 be approved.

The Council thanked the staff for installation of the drop-posts at the cemetery and the new notice board at the entrance to the Monkton Road car-park.

298. QUESTIONS FROM THE PUBLIC

Mrs Tomkins expressed her concerns about the lack of lighting at the bottom or Prospect Road since a lamp-post was removed.

Mr Watler is glad to hear that the bridge over the River Stour may be retained.

Mr Warren thanked the council for the highway works carried out in Molineux Road but said there are still issue with vehicles being parked on the grass verges.

Cllr Jones suggested that funding should be sought in order to plant more trees.

3rd March 2020

Time concluded: 7.45 p.m.

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Highways Committee held on Tuesday 4th February 2020 at 6p.m.

In the Neighbourhood Centre, 4a Monkton Road Minster.

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

Also in attendance: Kyla Lamb (Clerk to the Council) and Clare Wilsdon (Assistant Clerk)

273. APOLOGIES FOR ABSENCE

No apologies were received the committee were all present.

274. MINUTES

RESOLVED: That the minutes of the meeting held on 20th November 2019 be approved and signed by the Chairman.

275. DECLARATIONS OF INTEREST

No declarations of interest were made.

276. RESPONSES FROM RICHARD HEAP-KENT HIGHWAYS SCHEMES PROJECT MANAGER

Members considered the responses from Richard Heaps regarding the list of items raised previously below:-

- Reflectors on bollards.
RH reported that they tend not to favour placing reflectors on timber bollards – AGREED that the Clerk would purchase some reflectors and Cllr Quittenden will fit them to bollards.
- Cars parking in St Mildred's Road on Fridays/bin collection – ask PCSO to visit the road on Fridays and contact car owners parking there and ask them to park somewhere else to allow access.
See separate minute below.
- Extend yellow lines from Salvation Army to the Old Bakery and from the CO-OP to join existing yellow lines outside 1 Monkton Road.
Drawing received from Richard Heaps- approved by Members.
- Investigate the possibility of St Marys Road car park being made available as a public car park to provide more parking.
The Clerk had contacted Andreea Plant- TDC estates who replied that currently the suitability for a community land trust is being assessed. Therefore, the ownership of the land is to stay with TDC for the foreseeable future.
- Rivers Court – needs elderly crossing signs and if possible a flashing light.
RH suggested an additional elderly crossing sign be installed at an estimated cost of £130. Members agreed to accept the quote and it be funded from section 106 monies.
- Repeater speed signs in Monkton Road from Toad Hall to Hoo Farm.
RH reported that 30mph 'repeater signs' are not permitted in street lit areas with a system of street lighting. Members suggested that the Council should consider adding their own signs.
- Rumble strips coming off the roundabout down Tothill Street.

- *RH reported that yellow rumble strips can only be used on the approaches to roundabouts on dual carriageways.*
- *Members AGREED to enquire if red surface treatment with 30MPH painted on the road or red rumble strips could be laid between the village gateways and planters added to the gateways.*
- Revisit the possibility of pedestrian crossings in the centre of the village.

RH reported that vehicle and pedestrian surveys would be needed. He had received a quote to carry out two surveys of £403 each for the High Street and Monkton Road. The Clerk has asked him to proceed with these and this will be reviewed when the results of the survey are available.

- Reduce speed limit in Foxborough Lane and the Lanes to Sevenscore to 40MPH.
RH felt this could be considered and would require a speed survey which would costs £250. Members AGREED to proceed with the survey.
- Improve signage at the bottom of Way Hill to slow traffic approaching from each direction along the lanes.
See meeting with Paul Hubbard below.
- Two lane approach to Mount Pleasant roundabout.
RH reported that this is proposed under the probable residential development at the top end of Tothill Street.
- Poor state of road surface in St Mildred's Road and poor state of pavements in Greenhill Gardens.
- *See meeting with Paul Hubbard below.*
- Change the junction at Fairfield Road from a give way to a stop sign.
RH reported that he had measured the sightlines at this location and in this instance Kent Highways would not consider the installation of a STOP sign at this location.

277. MEETING WITH PAUL HUBBARD- KENT HIGHWAYS STEWARD

Members considered the notes of the meeting with Paul Hubbard (See below)

Meeting with Paul Hubbard Kent Highways Steward 13/1/2020

Following a meeting with Richard Heaps to discuss outcomes from the highways survey, Paul Hubbard contacted the Clerk and arranged a meeting to discuss some of the items raised at the meeting with Richard Heaps.

Paul Hubbard, Cllrs Gimes, Day, Quittenden and the Clerk had a walk around the village to look at areas requiring action.

Items raised were as follows:-

Improved signage at the bottom of Way Hill – PH has already arranged this, signs are on order.

Trip hazard at entry to New Inn cellar in the pavement – this is difficult to improve as they have to consider the integrity of the cellar beneath. Some minor improvements may be possible if the pedestrian crossing is approved.

Yellow lines need re Laying following roadworks at the bottom of the High Street outside Kings Steps – PH will chase this up with the contractor.

St Mildred's Road surface – PH agreed that it needs repair work, possibly micro-surfacing. The road would be classed differently as it is a pedestrian route to the school and as there is no footpath trip hazard depths for a footpath would apply to the road. He will arrange improvements which will be carried out fairly soon.

PH asked the clerk to send him a reminder in April to refresh the white lines at the St Mildred's Road and Station Road/High Street junctions when the weather is drier.

Greenhill Gardens pavements – PH agreed to arrange work to the worst pavement areas.

He also agreed to look into two recent road repairs in Tothill Street that need further work.

It was reported that the yellow lines near Kings Steps have already been relaid. Members felt that Paul Hubbard should be thanked for his speedy actions.

278. BUSINESS PARKING (IN PARTICULAR CLIFFE'S BUTCHERS)

Members had previously considered an email from Paul and Steve Cliffe (A J Cliffe & Sons Butchers) and Caelen Cheeseman (Greens of Minster). They have been advised by a parking enforcement officer that they cannot park their business vehicles inside the yellow lines on the path in front of their driveways next to the grass verge. They have parked here for 32 years.

The Clerk had sought advice from Rebecca Glaiser -Enforcement Manager at TDC who replied that parking inside the yellow lines is indeed enforceable inside the lines. Cllr Gimes had spoken to Ms Glasier who said that she would not visit the site to see the problem but would view photos if sent to her but it is unlikely that they would make an exception. Cllr Gimes agreed to meet with the butcher and take photos to send to Ms Glasier.

279. LETTER DELIVERED TO RESIDENTS OF ST MILDRED'S ROAD

Cllr Quittenden had written a letter and delivered it to residents of St Mildred's Road regarding parking on refuse collection day and yellow lines. 3 responses were received and Mr Malcolm Bubb was in attendance at the meeting and had asked to address members with his concerns.

RESOLVED that the meeting closed at 6pm for Mr Bubb to address the committee.

Mr Bubb stated that he didn't feel that yellow lines all the way up the road is necessary however he suggested that lines should be extended to outside no 14 and the old chapel to ensure traffic flow and stopping parking just on the end of the pavement and outside the Old Vicarage to allow refuse lorry and emergency vehicle access. Parking at the top of the road at the entrance to the recreation ground can sometimes cause problems.

The meeting reopened at 6.10pm.

Members considered the letters and Mr Bubbs comments.

Resolved that a request for extending the yellow lines up to 14/16 and the Old Chapel in line with Mr Bubb's suggestion be submitted to Kent Highways.

280. PARISH COUNCIL – HIGHWAY IMPROVEMENT/ACTION PLAN

The Clerk reported that Richard Heaps had asked that all Parish Councils now list their highway requests in priority order on a Parish Highways Improvement Plan. This should include all requests including existing and possible future suggestions including works that can be paid for using section 106 monies. It was agreed that the Clerk will draft the plan with Cllr Quittenden and circulate it to members for approval to send to Richard Heaps for consideration.

281. H2B – SECTION 106 FUNDING

Members AGREED to discuss this further at a later date as there is no time limit on spending it.

Meeting closed at 6.55 p.m.

Signed:

Committee Chairman

Date:

11/03/2020

Minster Parish Council

14:17

Receipts and Payments Summary - Cashbook 1

Unity Bank Account

Current Month is: 11

	<u>Receipt Totals</u>	<u>Payment Totals</u>
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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
Month 7	12,101.33	18,127.72
Month 8	6,295.70	14,905.68
Month 9	10,091.52	13,952.30
Month 10	14,024.03	15,905.63
Month 11	9,959.00	13,516.24

Total Receipts / Payments	206,720.67	208,977.43	Closing Trial Balance
Opening Balance	90,343.31		<u> </u>
Closing Balance		88,086.55	88,086.55
	<u>297,063.98</u>	<u>297,063.98</u>	

Date: 11/03/2020

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Time: 09:05

Unity Bank Account**List of Payments made between 01/02/2020 and 29/02/2020**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/02/2020	Talk Talk (DD)	TALK DD1	39.60		OFFICE TEL BBAND
04/02/2020	Talk Talk (DD)	TALK DD2	31.80		TOILETS BBAND FOR CCTV
06/02/2020	Clements Plumbing & Heating	CLEM BACS	60.00		PAV-SHOWER REPAIR
06/02/2020	C D Bean Builders	CD BEANBAC	240.00		PAV-TRIAL PIT TO INSPECT FOUND
06/02/2020	Thanet Waste	TW BACS	401.40		SKIP
06/02/2020	V-Technical	VTECH BACS	36.24		COPYING/PRINTING
06/02/2020	VE Day	RUNIMP BAC	100.79		UNION HAND HELD FLAGS
06/02/2020	RBS	RBS BACS	70.80		ANN FEE MTD FOR VAT
06/02/2020	Play Inspection Co	PIC BACS	162.00		ANNUAL PLAY AREA INSPECTIONS
06/02/2020	One Off Payments	HRSERV BAC	151.68		HR ADVICE
06/02/2020	Business Stream	BUSSTR BAC	52.29		PAV WATER
06/02/2020	Action with Communities in Rur	ACRK BACS	80.00		ANNUAL MEMBERSHIP
07/02/2020	Holt & Wotton Ltd	HOLT BACS	288.00		PAV CONV-FOUNDATION REPORT
10/02/2020	Lloyds Credit Card	TFR	906.40		TFR TO C/C
14/02/2020	HMRC	BACS	1,346.21		PAYE/NI JANUARY
18/02/2020	PAYROLL	BACS	7,819.25		PAYROLL FEBRUARY
18/02/2020	Christy Floodlighting Ltd	CHRIST BAC	608.18		AWP LAMPS
18/02/2020	Kent County Council KCS	KCS BACS	279.54		SUPPLIES
18/02/2020	Barnes Marsland	BARN BACS	420.00		LEASE EXCHANGE-SCH AWP WALKWAY
21/02/2020	British Gas (DD)	BRIT G DD	76.89		PAV ELEC
21/02/2020	EDF Energy (DD)	EDF DD1	193.00		P/Ledger Electronic Payment
21/02/2020	EDF Energy (DD)	EDF DD2	59.00		P/Ledger Electronic Payment
21/02/2020	EDF Energy (DD)	EDF DD3	33.00		P/Ledger Electronic Payment
24/02/2020	Unicom (DD)	UNIC DD	60.17		PAV TEL B/BAND
Total Payments			13,516.24		

11/03/2020

Minster Parish Council

09:07

Receipts and Payments Summary - Cashbook 3

Lloyds Credit Card

Current Month is: 11

	<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
Month 7	1,088.62	474.49
Month 8	294.49	907.14
Month 9	907.14	602.28
Month 10	602.28	906.40
Month 11	906.40	938.76

Total Receipts / Payments	9,037.15	9,975.91	Closing Trial Balance
Opening Balance	0.00		<hr/>
Closing Balance	-938.76		<hr/>
	<hr/> 9,975.91 <hr/>	<hr/> 9,975.91 <hr/>	<hr/> -938.76 <hr/>

Date: 11/03/2020

Minster Parish Council

Page 1

Time: 09:06

Lloyds Credit Card

List of Payments made between 01/02/2020 and 29/02/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2020	One Off Payments	BURB C/C	116.86		MATERIALS & PAINT
01/02/2020	Homebase (CARD)	HOME C/C	20.00		PAINT
01/02/2020	Co-op Fuel (CARD)	COOP C/C	79.00		VAN DIESEL
04/02/2020	Petty Cash	TFR	250.00		TRANSFER TO P/C
05/02/2020	One Off Payments	LANDREG CC	6.00		LAND REG
05/02/2020	One Off Payments	LANDREG	6.00		LAND REG DOCS
05/02/2020	LAMB KYLA	TNSFR	6.25		CASH FEE
05/02/2020	Amazon	AMZ C/C	22.80		BOLLARD REFLECTORS
09/02/2020	Amazon	AMZ CC	14.48		OFFICE MOUSE
11/02/2020	One Off Payments	PPG C/C	89.10		PAV PAINT
11/02/2020	One Off Payments	BURB C/C1	61.00		FIXING NEW NOTICEBOARD
17/02/2020	One Off Payments	BUR C/C	4.80		FIXING FOR S/PARK BIN
17/02/2020	One Off Payments	PPG CC	89.10		PAVILION PAINT
17/02/2020	Co-op Fuel (CARD)	COOPC/C	59.00		VAN DIESEL
18/02/2020	1&1 Ionos (DD)	1/1 C/C	53.39		EMAIL EXCHANGE ACCS
24/02/2020	One Off Payments	TESCO CC	6.50		PAVILION KETTLE
24/02/2020	Co-op Fuel (CARD)	COOP 24/02	51.48		UNLEADED
26/02/2020	LLOYDS	TNSFR	3.00		MONTHLY FEE
Total Payments			<u>938.76</u>		