

MINSTER PARISH COUNCIL



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Clerk to the Council: Ms. Kyla Lamb - MAAT

9th January 2020

MINSTER PARISH COUNCIL

14th JANUARY 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 14th January 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 3rd December 2019 (**Appendix A**).

3. MEMBERS' INTERESTS

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

4. **RURAL SPEEDWATCH**

This item was deferred from the December Council meeting. Rob Searle – Thanet Speedwatch Co-Ordinator has asked to address the Council to explain what Speedwatch are doing in Minster and the surrounding villages. He has also asked the Council to consider help with funding for the maintenance and annual servicing of the Speedwatch equipment. Mr Searle will explain the funding requirements at the meeting.

5. **POLICING & COMMUNITY WARDEN REPORT**

To report on any other matters as appropriate.

6. **COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORT**

To receive reports from County and District Councillors as appropriate.

7. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman to report as appropriate.

8. **REPORT OF THE CLERK**

The Clerk to report upon any matters that may have arisen since the dispatch of the agenda.

9. **DOCUMENTS AVAILABLE FOR INSPECTION**

Documents will be placed around at the meeting, as appropriate.

10. **PARISH COUNCILLOR VACANCY**

Due to the resignation of Cllr Jack Whybrow a vacancy has arisen on Minster Parish Council. The required notice of vacancy from Thanet District Council has been advertised on the noticeboard. Should they have no response to this by 27th January 2020 the vacancy can be filled by co-option.

11. **FIREWORKS**

Cllr Jones will ask members to consider the future of Fireworks. Cllr Jones will expand further at the meeting.

12. **SECTION 106 AGREEMENT**

The Clerk will update members with any information since the December 2019 meeting including any meetings held relating to the Highways survey.

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

The Chairman will update members with any information since the December 2019 meeting.

14. **PROPOSED TRAVELLER SITE**

The Chairman will update Members following the recent Overview and Scrutiny Meeting and clarify the current position with the proposals for the Minster site.

15. 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 2019 meeting.

16. KALC 2020 COMMUNITY AWARDS SCHEME

Members are asked to give consideration to who they may wish to consider to nominate for the KALC Community Award Scheme for 2020. Nominations need to be submitted by Friday 31st January 2020.

17. ENVE CANINE TRAINING

Members are asked to give consideration to a request received from Enve Canine Training for additional inside use of the Pavilion for new 'Scentwork' training. Currently the Pavilion is only used for dogs in crates and the changing room toilets are used by customers. The additional use will take place during their current hire period and will include dogs on lead (tbc) inside the Pavilion and/or changing rooms/toilets. This training would not interfere with the footballers use of the changing rooms. Some ad-hoc additional bookings may also be made during evenings in order for the instructors to be trained. They have offered to sweep the pavilion after use to reduce any additional mess.

18. PARKWAY STATION APPLICATION KCC/TH/0256/2019

Members are asked to consider a response to the above planning application for the construction of a new rail station consisting of two platforms connected via an underpass.

19. DRAFT THANET LOCAL PLAN MAIN MODIFICATIONS CONSULTATION

Members are asked to consider a response to the above consultation. Representations can be made until 27th January 2020.

20. POLICY AND FINANCE COMMITTEE

To receive the Minutes and approve the recommendations included in the Minutes of the meeting held on the 8th January 2020 (**Appendix B**)

21. PLANNING APPLICATIONS

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

22. COMMITTEE REPRESENTATIVE REPORTS

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

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

23. REPORT OF THE RFO

(a) Bank balance statement

24. 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

9th January 2020

MINSTER PARISH COUNCIL

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

4a Monkton Road, Minster

on 3rd December 2019 at 7.00 pm

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

Also present: Cllrs Hart, Roper, Pugh (TDC), Cllr Hurst (KCC), Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council), PCSO Adrian Butterworth.

Members of the Council and the public observed a one minute silence to mark the London Bridge atrocities.

212. APOLOGIES FOR ABSENCE

None received.

213. MINUTES

RESOLVED: That the Minutes of the meeting held on 5th November 2019 be approved and signed by the Chairman.

214. MEMBERS' INTERESTS

None declared.

215. POLICING REPORT

PCSO Adrian Butterworth was present and reported as follows:

- Crimes of Note; Burglary resulting in two arrests and property returned.
- Anti-social behaviour Criminal damage to sign in Rose Gardens.

216. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS

Cllr Hurst apologised for missing some meetings recently and reported that Hillminster was due to be approved as being given Village Green status at a meeting today.

Cllr Roper reported as follows:

- Recently attended a budget briefing and the budget deficit previously reported at £1.5M had been reduced to £182K and is expecting to be balanced.
- Berths 4 and 5 at Ramsgate Port are being put out to tender with a feasibility study being carried out to establish how it can be run profitably.
- Manston Speedway planning appeal has been rejected by the Planning Inspectorate.

- A pre-app planning meeting was held between the Gypsy Council and TDC to discuss the Minster Service Station site but there is no further news at this time.
- The Travellers working party at TDC have looked at three potential sites for temporary traveller sites including Potten Street, Tivoli and Ramsgate Port car park. A public consultation will now be held.
- The Parkway Station is under review.

Cllr Pugh reported as follows;

- The issue of Traveller sites is contentious and needs tackling effectively as the council have spent an estimated £250K removing incursions.
- Concerns were raised over lack of sanitation provisions and adequate infrastructure when Minster Service Station site was under consideration.
- Manston Speedway – Planning enforcement have been in attendance at the site.
- A Climate Change working party has been formed.
- There is a plan to plant 1000 trees in Thanet if funding is approved.

Cllr Hart reported that he was a member of the Planning committee and trees were an important issue.

217. CHAIRMANS ANNOUNCEMENT

Cllr. Mrs Gimes reported as follows;

- A reminder that Carols at the Lychgate would take place on Tuesday 17th December at 7pm.
- An advertisement has been placed for a road-sweeper on a temporary 6-month contract. The vacancy has changed from that previously advertised to a full time position due to ongoing staff absence.

218. REPORT OF THE CLERK

Nothing to report.

219. DOCUMENTS AVAILABLE FOR INSPECTION

Report from the Overview & Scrutiny Panel re travellers.

220. PARISH COUNCILLOR VACANCY

The Chairman reported that a vacancy has arisen on the council due to the resignation of Cllr Taylor. The required notice of vacancy has been advertised and if no response is received by 4th December 2019 then the vacancy can be filled by co-option.

221. SECTION 106 AGREEMENT

Nothing to report.

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

Following the agreement for the asset transfer, a £5000 reduction in our annual agency payment had to be agreed as part of the agency covers the cleaning costs of the toilets and sweeping, emptying bins and grass cutting at the car parks which will no longer be the responsibility of TDC when the areas are transferred to Minster Parish Council. Legal costs payable for Thanet District Council may now be lower than previously estimated as the work is being carried out inhouse by TDC

223. PROPOSED TRAVELLER SITE

An update was given within the District Cllrs report.

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

The expiry date for the officer recommendation for this application has been extended to the end of January 2020. Discussions with Kent Highways are taking place with regard to section 106 provisions.

225. KALC 2020 COMMUNITY AWARDS SCHEME

Members were asked to consider possible nominations for this awards scheme. Nominations need to be submitted by Friday 31st January 2020. A possible nomination suggestion was made for the lady who clears the footpath at the Kings Steps in the High Street. This will be considered again at the January meeting.

226. RURAL SPEEDWATCH

Rob Searle was not available for the meeting but is to arrange a meeting with the Clerk and the Highways Committee chairman and will be reported on at the January meeting.

227. INCONSIDERATE PARKING LEAFLETS

Members considered a further draft of the leaflet that can be printed and distributed for placement on illegally/inconsiderately parked vehicles. The Clerk will contact Monkton Parish Council to discuss issues they may also be experiencing with parking.

228. PLANNING COMMITTEE

RESOLVED: That the Minutes of the meeting held on 5th November 2019 be received.

Cllr Quittenden expressed his disappointment at the dismissal of the appeal for the Manston Raceway.

229. HIGHWAYS COMMITTEE

RESOLVED: That the Minutes of the meeting held on 20th November 2019 be received.

The Clerk gave a summary of the meeting held with Richard Heaps (TDC) in relation to items raised by members of the public via the Highways questionnaire. Richard

Heaps has taken the information provided and will report back on the feasibility and funding for the proposals.

230. PLANNING COMMITTEE

A summary of current planning applications was provided. See appendix attached.

231. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC	<p>Cllr Quittenden reported as follows:</p> <p>AGM held on 7th November. Cllr Neville Hudson, Birchington Council elected as Chairman, replacing John Way. Cllr Crow-Brown to join TDC Standards board. Presentation by James Wraight (KCC Highways) on new road strategy to 2031. A28 relief road – letter of support sent to KCC.</p> <p>KCC Highways Parish Seminar; County-wide drainage survey being carried out. Manston, truckstop on the M20 and also Ebbsfleet train station car park to be used to relieve possible traffic disruption caused by Brexit. KCC have saved an estimated £5.5M on street-lighting using LED lights. KCC requested parishes to continue reporting faults/problems through their online portal. Rights of Way – Clarification sought over removal of styles on footpast to enable cycle use. This is at the land-owners discretion. New assessment scheme for 20mph limits as they are expensive to install and not always effective. The Princes Countryside Fund have produced ‘The Village Survival Guide’ aimed at helping communities tackle a multitude of issues and make sure their community will thrive in the future.</p>
Minster School	Nothing to report
Village Hall	Cllr Sharp has been asked to be the representative.
Twinning Assn.	<p>Cllr Burden reported that several members attended and laid wreaths at the Remembrance service in Armbouts-Cappel.</p> <p>A Christmas lunch will be held on 15th December with 29 attending including 14 members from France.</p> <p>A quiz will be held on 22nd February 2020.</p>

232. 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 November 2019 be approved.

233. QUESTIONS FROM THE PUBLIC

Mr Harris asked if reflectors could be placed on the bollards in Thorne Road and if lighting could be considered on the road leading to the Bowls Club. Also, reported that the surface of that road is in poor condition.

Mr Brett said that Travellers are in need of a transit site. He also reported that the Manston Raceway appeal was dismissed due to lack of evidence. A meeting had been held with Network Rail and mitigating measures were discussed. A retrospective application is being submitted to alter the land levels due to the removal of concrete waste by the land-owner.

A new application will be made in the New Year. The land works that have taken place were undertaken by the current land-owner.

Mr Watler questioned the viability of the site as he was previously a banger racing chairman and many sites were closed.

Mr Gimes asked the TDC Councillors about harbour fees for the barges at Ramsgate Port. Cllr Pugh responded that he would chase this up with Tim Willis.

14th January 2020

Time concluded: 8.17 p.m.

MINSTER PARISH COUNCIL

POLICY & FINANCE COMMITTEE

**Minutes of the Committee meeting held on Wednesday 8th January 2020
in the Neighbourhood Centre, 4a Monkton Road, Minster at 10am.**

Present: Councillors Day, Dr. Jones, Crow-Brown.

In Attendance: Kyla Lamb (Clerk/RFO), Clare Wilsdon (Assistant Clerk), Cllr Gimes (Ex Officio), Cllr Owen.

Cllr Day (Vice-Chairman), Chaired the meeting in the absence of Cllr Quittenden (Chairman)

234. APOLOGIES

Apologies were received from Cllr Quittenden due to holiday.

235. MEMBERS' INTERESTS

There were no declaration of interests registered.

236. MINUTES

RESOLVED: that the minutes of the meeting held on 21st May 2019 be approved and signed by the Chairman.

237. RESERVES HELD ON DEPOSIT

The Clerk reported upon the reserves held on deposit with the Nationwide Building Society and sought Committee's views on where to deposit the funds when the current arrangements were terminated.

RECOMMENDED: That (A) the balances currently held in a business 1 year saver account with the Nationwide be placed back in a Nationwide business 95 Day Saver account for a period of 95 days at a rate of 1.10% to be reviewed in May 2020 as some of these funds may be required if works are carried out at the pavilion.

238. FEES & CHARGES 2020/21

Members considered the proposed increase to fees. The Clerk reported that the cemetery fees had been set below those of fees at Thanet cemeteries.

RECOMMENDED: That the fees and charges be set at the levels contained within the report attached to the minutes (Appendix B).

239. BUDGET PROCESS 2020/21

Members discussed the draft budget figures and precept for submission to Council for approval at its meeting on 14^h January 2020. The Committee also gave consideration to the level of staff salaries for 2020/21.

RECOMMENDED: (A) That the staff's salaries be increased by 2% and the all weather pitch caretaker increase in hourly rate to £9 with effect from 1st April 2020; and the

Clerk's salary be increased in line with NALC pay award for spinal scale point SCP 32 (expected to be 3%) the Assistant Clerk's salary be increased to the new spinal point SCP23 on the SLCC salary scale; and (B) that Council approves the draft budget as submitted and to request from TDC a Precept sum of £82,748 for the year 2020/21, this would give an increase of £6.21 pence per annum which represents an annual charge of £64.98 pence or £1.25 pence per week on a Band D property or 10.56% increase per annum on a band D property;

Chairman of the Committee

Meeting closed at 10.32 am.

09/01/2020

Minster Parish Council

15:39

Receipts and Payments Summary - Cashbook 3

Lloyds Credit Card

Current Month is: 9

	<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

Total Receipts / Payments	7,528.47	8,130.75	Closing Trial Balance
Opening Balance	0.00		<u> </u>
Closing Balance	-602.28		-602.28
	<u>8,130.75</u>	<u>8,130.75</u>	

Date: 09/01/2020

Minster Parish Council

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Time: 15:39

Lloyds Credit Card

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2019	One Off Payments	JMCARTH CC	49.50		RECREATION GROUND GATE GROUND
01/12/2019	One Off Payments	LAND REG C	6.00		LAND REG ST MARYS CAR PARK
01/12/2019	One Off Payments	SCREWFIXCC	55.92		SUNDRY REPAIRS
05/12/2019	One Off Payments	TOOLS CC	3.98		OIL CAN
05/12/2019	Screwfix	SCREW CC	46.95		SUPPLIES
10/12/2019	Co-op Fuel	COOP CC	77.44		VAN DIESEL
12/12/2019	One Off Payments	BURB CC	15.20		AWP MATERIALS
12/12/2019	One Off Payments	BELL CC	219.60		CHRISTMAS FUNCTION
12/12/2019	Screwfix	SCREWF CC	17.98		AWP LINE MARK PAINT
12/12/2019	Amazon	AMAZ CC	53.32		OFFICE TRAYS
18/12/2019	1&1 Ionos (DD)	1&1 CC	53.39		EMAIL EXCHANGE ACCS
18/12/2019	LLOYDS	TNSFR	3.00		MONTHLY CARD FEE
Total Payments			<u>602.28</u>		

09/01/2020

Minster Parish Council

15:40

Receipts and Payments Summary - Cashbook 1

Unity Bank Account

Current Month is: 9

	<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

Total Receipts / Payments	182,737.64	179,555.56	Closing Trial Balance
Opening Balance	90,343.31		
Closing Balance		93,525.39	93,525.39
	<u>273,080.95</u>	<u>273,080.95</u>	

Date: 09/01/2020

Minster Parish Council

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Time: 15:38

Unity Bank Account

List of Payments made between 01/12/2019 and 31/12/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2019	HMRC	BACS	1,065.75		PAYE/NI NOVEMBER
02/12/2019	One Off Payments	FLAG EXPRE	217.78		FLAGS
02/12/2019	Sunstone IP Systems Ltd	SUNSTONE	3,435.59		CCTV MAINT ANNUAL DEC19-NOV20
04/12/2019	Talk Talk (DD)	TALK DD1	39.60		OFFICE TEL BBAND
04/12/2019	Talk Talk (DD)	TALK DD2	31.80		TOILETS BBAND FOR CCTV
10/12/2019	Lloyds Credit Card	TFR TO CC	907.14		TFR TO CC
17/12/2019	PAYROLL	BACS	6,453.81		DECEMBER PAYROLL
17/12/2019	Dorman Drawing & Design	DORMAN BAC	1,100.00		PAV CONV-STAGE 1 DRAWINGS
17/12/2019	Kent Association of Local Coun	KALC BACS	144.00		WEB ACCESSIBILITY WORKSHOP
19/12/2019	ELAS Business Support (DD)	ELAS DD	148.80		H&S
23/12/2019	Unicom (DD)	UNICOMDD	60.18		PAVILION TEL BBAND
23/12/2019	EDF Energy (DD)	EDF 1	193.00		P/Ledger Electronic Payment
23/12/2019	EDF Energy (DD)	EDF 2	59.00		P/Ledger Electronic Payment
23/12/2019	EDF Energy (DD)	EDF 3	33.00		P/Ledger Electronic Payment
31/12/2019	UNITY	BACS	21.90		HANDLING CHARGE
31/12/2019	UNITY	BACS	40.95		SERVICE CHARGE
Total Payments			13,952.30		