

MINSTER PARISH COUNCIL



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Clerk to the Council: Ms. Kyla Lamb - MAAT

2nd July 2020

MINSTER PARISH COUNCIL

7TH JULY 2020

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster which will be held Via Zoom Remote Meetings on Tuesday 7th July 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 remotely attend the meeting of the Council. Should you wish to join the Zoom meeting please email the Clerk at clerk@minsterparishcouncil.org.uk by 3pm on Monday 6th July 2020 to request the access information.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. MINUTES

To approve the minutes of the meeting held on 2nd June 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 Councillor's 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. **PARISH COUNCILLOR VACANCY**

Due to the resignation of Cllr Susan Sharp 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 6th July 2020 the vacancy can be filled by co-option. If an election is called it cannot take place until May 2021.

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 June 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 June 2020 meeting.

13. **REVIEW OF INTERNAL AUDIT REPORT 2019/20 AND CONSIDER RECOMMENDATIONS**

Members are asked to consider the attached Audit Report prepared by our internal auditor David Buckett for the 2019/20 Audit. Members are asked to consider the recommendations within the report. **(Circulated by email)**

14. **ANNUAL RETURN – RISK MANAGEMENT STATEMENT**

Members are requested to approve the Risk Management Statement for 2020/21. The Chairperson to sign. **(Circulated by email)**

15. **ANNUAL RETURN – STATEMENT OF INTERNAL CONTROL**

To review the effectiveness of the system of Internal Control. Members are requested to consider the Statement of Internal Control in support of the Annual Governance Statement for the year ending 31.03.2020. The Chairperson and Parish Clerk/ RFO to sign. **(Appendix B)**

16. **ANNUAL RETURN – GOVERNANCE STATEMENTS**

To approve the Annual Governance Statement for 2019/20, Section 1 of the AGAR for year ending 31.03.20 – the Parish Clerk will read each one to Members for approval at the meeting – the Chairperson and Parish Clerk/ RFO to sign and date plus minute reference. **(Appendix C)**

17. **ANNUAL RETURN – ACCOUNTING STATEMENTS**

To approve the Accounting Statements for 2019/20, Section 2 of the AGAR for the year ending 31.03.20 – The Chairperson to sign and date plus minute reference. NB the Parish Clerk has already signed the Accounting Statements in her capacity as RFO prior to presentation to Council for approval. **(Appendix D)**

18. **STANDING ORDERS, FINANCIAL REGULATIONS AND CCTV POLICIES**

Members are asked to consider and adopt the following draft policies **(Circulated by email):-**
Standing Orders – NALC 2018
Financial Regulations – NALC 2019
CCTV Policy

19. **SHED PROJECT**

Cllr Burden has asked for the Shed Project to be given further consideration. Members views are sought.

20. **COVID-19 – SUPPORT BY MINSTER PARISH COUNCIL**

The Chairman will give an update on support being given to the vulnerable and elderly during the current government restrictions.

21. **NO SMOKING AREA AT SKATEPARK AND PLAY AREAS**

The Chairman would like members to consider making the skatepark area and play areas no smoking areas. Members views are sought.

22. **REQUEST FOR AN ADDITIONAL DOG BIN IN MARSH FARM ROAD**

PCSO Butterworth has asked if an additional dog bin could be considered in Marsh Farm Road. Members views are sought.

23. **CONSIDER PLANS FOR PARISH OFFICE AT THE RECREATION GROUND**

Members are asked to consider the draft plans received, to demolish the garage at the recreation ground and build a two storey building on a slightly larger footprint to provide a garage and new Parish Office.

24. PLANNING APPLICATIONS

To consider the following application:-

F/TH/20/0741 – land rear of 77, High Street, Minster – Erection of a two storey 3-bed detached dwelling with associated parking and landscaping.

F/TH/20/0648 – Stonelees Golf Course, Ebbsfleet Lane, Minster – Erection of 20 No. detached 2 storey holiday homes together with site office/ reception building, parking and landscaping.

KCC/TH/0256/2019 – Land to the north and south of the A299 (Hengist Way) and to the east of the A256 (Richborough Way), including an existing railway line and part of the existing A299, Cliffsend, Kent (Thanet Parkway Station)

Construction of a new rail station consisting of two platforms connected via an existing underpass (to be refurbished), with stair and lift access, and associated infrastructure including vehicle and cycle parking, public announcement system, drainage, security and lighting, landscaping, level crossing including creation of a vehicular access onto the A299 Hengist Way, with associated highways works, and a footway/cycleway link to Clive Road.

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

25. 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

26. REPORT OF THE RFO

- (a) Bank balance statement
- (b) Statement of Receipts and Payments for June 2020 **(Circulated by email)**
- (c) To consider the quarterly budget/income expense report. **(Circulated by email)**

27. 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

2nd July 2020