

# MINSTER PARISH COUNCIL



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Clerk to the Council: Ms. Kyla Lamb - MAAT

31<sup>st</sup> May 2022

## MINSTER PARISH COUNCIL

7<sup>th</sup> JUNE 2022

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster which will be held at Minster Library and Neighbourhood Centre on Tuesday 7<sup>th</sup> June 2022 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 3<sup>rd</sup> May 2022 (**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 relating to the planning application at Land off of Foxborough Lane.

9. **SECTION 106 AGREEMENT**

The Clerk will update members with any information.

10. **THE QUEENS PLATINUM JUBILEE WEEKEND 2<sup>ND</sup>-5<sup>TH</sup> JUNE 2022**

The Chairman will review the celebrations that will take place over the Jubilee weekend.

11. **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 last meeting.

12. **DEVELOPMENT PROPOSALS FOR LAND NORTH OF FOXBOROUGH LANE OL/TH/22/0414**

The Chairman will update members on any further information received regarding the above application since the last meeting.

13. **NEW PARISH OFFICE BUILDING**

Cllr Torbett will update members on the project.

14. **CHAIRMANS CHAIN OF OFFICE**

Members are asked to ratify the decision to have the new Chairmans chain of office gilded in 4microns of gold. This will be an additional cost of £1,270 due to the increase in gold prices. This will make the total cost £6,120. A deposit of £2,000 was paid in June 2019. Therefore, the balance payable will be £4,120.

15. **CLIMATE LITERACY TRAINING**

Members are asked consider whether a representative should attend a day of Climate/Carbon Literacy training, to be delivered by Cllr Rachel Coxcoon, founder and director of ClimateGuide in August/September. Cllr Coxcoon is helping Town and Parish Councils navigate their way

through tackling the climate crisis. The cost per delegate is expected to be approx. £118 per member (providing the training is at full capacity).

**16. POLICY AND FINANCE COMMITTEE**

To receive the signed internal audit report (**Appendix B**) and minutes of the meeting held on 17<sup>th</sup> May 2022 and the recommendations contained therein. (**Appendix C**)

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

Members are requested to approve the Risk Management Statement for 2022/23. The Chairperson to sign. (**Appendix D**)

**18. 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 31.03.2022. The Chairperson and Parish Clerk/ RFO to sign. (**Appendix E**)

**19. ANNUAL RETURN – GOVERNANCE STATEMENTS**

To approve the Annual Governance Statement for 2021/22, Section 1 of the AGAR for year ending 31.03.22 – 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 F**)

**20. ANNUAL RETURN – ACCOUNTING STATEMENTS**

To approve the Accounting Statements for 2021/22, Section 2 of the AGAR for the year ending 31.03.22 – 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 G**)

**21. NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

The Clerk wishes to inform Council Members that the above notice will be displayed on our noticeboard and website on Friday 10<sup>th</sup> June 2022 period that the notice for public inspection of the accounting records is Monday 13<sup>th</sup> June 2022 to Friday 22<sup>nd</sup> July 2022.

**22. PLANNING APPLICATIONS**

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

**23. COMMITTEE REPRESENTATIVE REPORTS**

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

TALC	Cllrs. Crow-Brown & Quittenden
Minster School	Cllr. Mrs Kearns
Twinning Assn.	Cllr. Burden

**24. REPORT OF THE RFO**

(a) Bank balance statement

(b) Statement of Receipts and Payments for May 2022 **(circulated by email before the meeting)**

(c) The Hampshire Trust Bank 1 year term deposit matures on 18<sup>th</sup> June 2022 the balance will be £86,454. The interest rate offered to reinvest the sum for a further twelve months is

1.61% (0.70% last 12 months) or a two year term deposit is 2.11%. Members instruction is sought on this matter.

**25. 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**

**31st May 2022**