

MINSTER PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at

John Spanton Sports Pavilion, St Mildreds Road, Minster

on 16th May 2023 at 7.00pm

Present: Councillors: Mrs. Gimes (Exiting Chairman), Crow-Brown, Quittenden, Jones, Fleming, Fordyce, Owen, Bates, Local, Ingleton.

Also present: Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council), Cllr Smith (TDC), Community Warden Karl Aylett

Apologies for absence: Cllr Bambridge (TDC)

Prior to the commencement of the meeting, a one minute silence was observed to remember Peter Osborne – Former Minster Parish Councillor and Chairman who sadly passed away on 21st April 2023.

1. ELECTION OF CHAIRMAN

RESOLVED: That Councillor John Quittenden be elected Chairman of the Council for the ensuing year 2023/2024

Councillor Quittenden took and signed the declaration of acceptance of office and thereupon took the chair.

COUNCILLOR QUITTENDEN IN THE CHAIR

2. APPOINTMENT OF VICE CHAIRMAN

RESOLVED: That Councillor Fordyce be appointed Vice Chairman of the Council for the ensuing year 2023/2024

3. MINUTES

RESOLVED: That the Minutes of the Council meeting held on 4th April 2023 be approved.

4. PARISH ASSEMBLY MEETING

The minutes of the Parish Assembly Meeting held on 18th April 2023 were received and noted.

5. MEMBERS INTERESTS

No members interests noted.

6. MEMBERSHIP OF COMMITTEES

RESOLVED: That the following Committees be re-formed with the membership as shown:

Policy & Finance

Cllr. Crown-Brown
Cllr. Dr. Jones
Cllr. Fordyce
Cllr Quittenden

Operations

Cllr. Crow-Brown
Cllr. Dr. Jones
Cllr. Owen
Cllr. Bates
Cllr Quittenden
Cllr Fordyce

Planning & Highways

Cllr. Fleming
Cllr. Dr Jones
Cllr. Bates
Cllr. Ingleton

Communications
Cllr Crow-Brown
Cllr Owen
Cllr Quittenden

7. **TIMETABLE OF MEETINGS 2022/2023**

Members **AGREED** the following meeting timetable:

<u>2023</u>	<u>2024</u>
6 th June	9 th January
4 th July	5 th February
August (no meeting)	7 th March
5 th September	2 nd April
3 rd October	18 th April – Annual Parish Meeting
7 th November	
5 th December	

8. **APPOINTMENT TO OUTSIDE BODIES**

AGREED: The following members be appointed as the Council's representatives to the under-mentioned bodies;

TALC	Cllrs Quittenden & Crow-Brown
Minster School	Cllr. Fleming

9. **APPOINTMENT OF INTERNAL AUDITOR**

RESOLVED: That Mr David Buckett be re-appointed as internal auditor to Council for the year 2023/2024

**MINUTES OF THE ORDINARY MEETING
16th May 2023**

10. **POLICING AND COMMUNITY WARDEN REPORT**

Community Warden Aylett reported as follows:

- The caravan that was on the farm road adjacent to the dual carriageway has now been moved.
- A diseased tree at the junction of Rose Gardens/Tothill Street has been reported to TDC as it is feared it may be in danger of falling down and causing damage.
- Assisted with Operation Zig-Zag at Minster and Monkton School alongside other community wardens and PCSO's. Tickets and advice were given.
- Attended a Care MDT weekly meeting at Minster Surgery
- Assisted with neighbourhood disputes.

No police were present.

11. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS

Cllr Smith reported as follows;

- Grateful to be re-elected but nothing to report.
- Attended a stakeholder engagement meeting with Southern Water to ascertain possible impact of building 20,000 more houses, following the recent water outages in Broadstairs.

Cllr Crow-Brown reported as follows;

- KCC leader Roger Gough has been in touch to advise that KCC have been in regular contact with Minster School over a proposal to create an additional classroom. Although the additional classroom would not be a permanent solution to the population increase, it could provide relief for short periods of high demand. There is currently £245K allocated towards it, but due to inflation this does not cover the project cost and further funding would be necessary to progress this.
- Haroona Chuqtai, KCC Director Highways & Transportation was due to visit the parish last week but the visit was cancelled due to illness. A request to rearrange the meeting has been made. With only three exit routes from the village available, and recent utility works sometimes reducing this to two, additional closures due to accidents can leave only one exit possible. This demonstrates that the village is not a suitable location to serve more housing beyond local need.
- Attended a presentation by James Wraight, KCC on the North Thanet Link Road.

12. CHAIRMAN'S ANNOUNCEMENT

Cllr Quittenden reminded Councillors to submit their expense claims following the recent elections, even if they are nil claims.

Attended the North Thanet Link Road presentation with Cllr Crow Brown.

Confirmed that the date had been changed for the 80th Anniversary of Baron Jean de Selys Longchamp commemorations. The new date is Wednesday 16th August and will include a fly past.

13. REPORT OF THE CLERK

The Clerk reported that James Wraight, KCC Project Manager, Major Capital Programme Team will attend at 6pm, prior to the next full council meeting, for a Q&A by Councillors on the North Thanet Link Road.

14. DOCUMENTS AVAILABLE FOR INSPECTION

None

15. **SECTION 106 AGREEMENT**

The Clerk explained that the Section 106 agreement relates to the Highways Contribution from the agreement in place from the Heronsbrook development. To be used for traffic calming measures to be implemented for Minster associate with the increased demand created by the Development. Thanet District Council received the £180,000 and Kent Highways, in consultation with Minster Parish Council have drawn down on these funds over the years since 2007 for various works to be undertaken. There is approximately £40,000 left. There is no end date that the funds have to be spent by. The Clerk will request a breakdown form Kent highways on the works and costs to date with a current balance.

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

Cllr Ingleton asked what determines what conditions on planning applications are consulted. Some applications for conditions have information on the website and some don't.

It was **AGREED** that the new Planning and Highways Committee be formed and then they will invite Iain Livingstone (TDC Planning applications Manager) to explain how applications for conditions are determined if they are consulted or just considered by the officer.

17. **CO-OPTION TO COUNCIL**

Further to the insufficiency of candidates at the recent elections, two vacancies are being advertised for co-option. Members were asked to appoint a panel to interview the applicants and set a date for interviews after the expiry of the co-option notice.

AGREED: Interview panel will comprise Cllr Quittenden, Fleming and Crow-Brown.

Date for interviews is to be arranged.

18. **PLANNING APPLICATIONS**

Cllr Fleming provided an update as follows;

Applications

R/TH/22/1393 – Land On the west side of Tothill Street – Application for the reserved matters of outline permission OL/18/1488 "Outline application for the erection of up to 214. No. dwellings, cemetery expansion, and associated access, with all other matters reserved for the approval of appearance, landscaping, layout and scale - **A meeting to be requested with PROW to further discuss options for TE29 bridle path improvements.**

F/TH/23/0527 – High Quality Lifestyles, Ebbsfleet House, Ebbsfleet Lane- Erection of two-storey side pitched roof extension and single storey front and rear flat roofed extensions.- **NO OBJECTION**

R/TH/23/0520- 145 Monkton Road, Minster – Reserved matters application pursuant to outline permission OL/TH/19/0126 for the erection of 1 no. detached 3-bed dwelling for the approval of landscaping. - **NO OBJECTION**

F/TH/23/0497 – Land between 44-46 Monkton Road, Minster – Retrospective application for the erection of a detached pitched roof, timber summerhouse for temporary use as residential accommodation during the building of F/TH/22/0131 (12m) after which it will remain for use as a summerhouse. –

OBJECT - until further clarification is provided on whether it complies with current building regulations including the sewer connection, privacy issues for neighbours need considering by either turning the building sideways or providing obscure glazing.

FH/TH/23/0479- 10 Mannock Drive, Manston- Erection of front porch together with alteration to the front amenity space to replace existing grass with hard landscaping to provide additional off street parking.

NO OBJECTION– However we endorse Kent Highways comments seeking clarification whether acceptable pedestrian vehicle visibility is evident with regard to the boundary with no.12 Mannock Drive.

F/TH/23/0469- 5 Sevenscore Farm Cottages, Ebbsfleet Lane North – Erection of 2 No. three storey 3no. bedroom semi- detached dwellings with associated parking, landscaping and excavation works.

NO OBJECTION – Subject to the further requirements of Kent Highways

F/TH/23/0335- Minster Meze and Grill,7-9 Monkton Road, Minster- Change of use of first floor from residential (use class C3 to Bed and Breakfast accommodation (use class C1)

NO OBJECTION subject to the finding of the parking survey requested by Kent highways.

F/TH/23/0514 – Land North of Spitfire Way and East of Columbus Avenue

Erection of part 2-storey, part single storey building for office (use class E (g)(i), research and development (use class E(g)(ii)), and storage use (class B8) with first floor roof terrace, and solar panels to roof, together with associated parking, landscaping, installation of plant and substation, and vehicular access onto Spitfire Way

NO OBJECTION – subject to suitable parking provision

19. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC	Cllr Quittenden reported that no meeting has been held.
Minster School	No update.
Twinning Assn.	No update

20. REPORT OF THE RFO

RESOLVED:

- (a) the Bank balance statement be received and noted,**
- (b) the statement of Receipts and Payments for the month of April 2023 be approved.**
- (c) the Budget income/expense reports to 31/3/2023 be received and noted.**

21. QUESTIONS FROM THE PUBLIC/ANY OTHER BUSINESS

Penny Gimes asked if more comfortable chairs could be provided for the public for council meetings.

Barbara Quittenden said that nobody has been bothered about the state of the bridle path for over 30 years.

Cllr Bates thanked Penny Gimes for her years of service as Chairman.

Time concluded: 8.50pm

6th June 2023