

MINSTER PARISH COUNCIL



The Parish Office
4a Monkton Road
Minster-in-Thanet
Ramsgate
Kent CT12 4EA

Tel: 01843 821339
Fax: 01843 825869
Email: clerk@minsterparishcouncil.org.uk

Clerk to the Council: Ms. Kyla Lamb - MAAT

27th May 2021

MINSTER PARISH COUNCIL

1st JUNE 2021

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster which will be held at Minster Village Hall on Tuesday 1st June 2021 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. Should you wish to attend the meeting please email or telephone the Clerk at clerk@minsterparishcouncil.org.uk or 01843 821339 by 12pm on the day of the meeting to ensure numbers visiting the Village Hall are compliant with Covid 19 current restrictions.

AGENDA

1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

2. **MINUTES**

To approve the minutes of the meeting held on 4th May 2021 (**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**

None at this time due to Covid 19 restrictions.

9. **SECTION 106 AGREEMENT**

The Clerk will update members with any information.

10. **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 May 2021 meeting.

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 May 2021 meeting.

12. **PLANS FOR PARISH OFFICE AT THE RECREATION GROUND**

The clerk will update members on the current situation for the plans to build an office at the recreation ground.

13. **REQUEST FOR A NOTICEBOARD ON THE ESMONDE DRIVE ESTATE**

The Clerk has received a request from Mr Chris Bromley for the Parish Council to provide a noticeboard for the residents of the estate. Members views are sought.

14. HOUSEHOLD WASTE SITES

The Chairman has asked for Members views on the booking of time slots still in place to visit household waste sites, which has led to increased fly-tipping.

15. HANGING BASKETS

Members are asked to ratify the order of 37 hanging baskets at a cost of £408.85 if funding is not available from the government Welcome Back Fund. These are usually subsidised by businesses however, like last year due to Covid 19 the Parish Council paid the full cost of the baskets and our staff water those that businesses were unable to do.

Following a meeting regarding the government Welcome Back Fund the Clerk did request that Minster Parish Council could benefit from this fund to reopen our High Street and asked if the hanging baskets could be paid for from this fund. We are awaiting a reply from Thanet District Council.

16. POLICY AND FINANCE COMMITTEE

To receive the signed internal audit report (**Appendix B**) and minutes of the meeting held on 25th May 2021 (**Appendix C**)

17. ANNUAL RETURN – RISK MANAGEMENT STATEMENT

Members are requested to approve the Risk Management Statement for 2021/22. 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 31.03.2021. The Chairperson and Parish Clerk/ RFO to sign. (**Appendix E**)

19. ANNUAL RETURN – GOVERNANCE STATEMENTS

To approve the Annual Governance Statement for 2020/21, Section 1 of the AGAR for year ending 31.03.21 – 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 2020/21, Section 2 of the AGAR for the year ending 31.03.21 – 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. PLANNING APPLICATIONS

To consider the following application:-

F/TH/21/1749 & 1707 (listed building consent)– Way House, Wayborough Hill, Minster – Raising of roof and insertion of rooflights and the erection of a single storey extension together with internal works to facilitate the change of use of outbuilding into 1 no 2 bed dwelling.

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

22. 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

23. REPORT OF THE RFO

(a) Bank balance statement

(b) Statement of Receipts and Payments for May 2021 **(circulated by email before the meeting)**

(c) The Hampshire Trust Bank 1 year term deposit matures on 18th June 2021 the balance will be £85,850. The interest rate offered to reinvest the sum for a further twelve months is 0.70% (1% last 12 months). During the internal audit on 19th May the Clerk was advised that the Council should reinvest with Hampshire Trust as other accounts are currently difficult to open and this is a good rate in the current climate. Members instruction is sought on this matter.

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

27th May 2021