

## **MINSTER PARISH COUNCIL**

### **Minutes of the Meeting of the Council held via Zoom Remote Meetings**

**on 7<sup>th</sup> July 2020 at 7.00 pm**

Present: Councillors: Mrs. Gimes (Chairman), Day, Quittenden, Jones, Crow-Brown, Kearns, Mills, McCarthy.

Also present: Kyla Lamb (Clerk to the Council) Clare Wilsdon (Assistant Clerk to the Council), PCSO Adrian Butterworth.

#### **44. APOLOGIES FOR ABSENCE**

Cllrs Burden and Owen (Minster PC), Cllrs Pugh, Roper and Hart (TDC) Cllr Hurst (KCC), Community Warden Karl Aylett.

#### **45. MINUTES**

**RESOLVED: That the Minutes of the meeting held on 2<sup>nd</sup> June 2020 be approved and signed by the Chairman when able to do so.**

#### **46. MEMBERS' INTERESTS**

None declared.

#### **47. POLICING AND COMMUNITY WARDEN REPORT**

PCSO Adrian Butterworth reported as follows;

- Crimes of Note; Bomb squad attended a property in Norton Drive to deal with a suspected unexplained bomb.  
Criminal damage to garden lights in St Marys Road  
Vehicle damage in Rose Gardens where a stone was thrown.  
Vehicle scratched
- Anti-social behaviour Speeding in Tothill Street and general bad driving.
- Items of good work Following an incident of youths breaking bottles in the recreation ground, two persons identified and spoken to. With parents co-operation, youths litter-picked along Laundry Road as means of apology.

Community Warden Karl Aylett was not present but provided a report on his recent activity as follows;

- Minster community continues to be well supported.
- Fly-tipping incidents reported.
- Skate-park open and users have been well-behaved.
- New role as Community Connector will become active during July so time will be shared between the Ramsgate area and Minster.

#### **48. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS**

Cllr Hurst was not present but provided a report read out by the Chairman as follows:

- KCC have a new 'Moving Forward for Kent' campaign over the following months. The campaign is designed to build and restore local confidence, inspire trust in the future and help get the Kent economy back on its feet. More information is available on the website [www.kent.gov.uk/forkent](http://www.kent.gov.uk/forkent)

Cllr Pugh was not present but sent an email with a report as follows:

- Eleven Thanet play areas for children to re-open from Monday 6<sup>th</sup> July with the remainder to follow at a later date. Residents are urged to stay away from those areas that remain closed.
- Assistance given to residents experiencing problems with waste services including garden waste collection and missed bin collection.
- There has not been a date set for re-opening tips but the number of slots residents can book to use the tip has been increased from two to four per month. The Chairman was not sure that this was correct and will look into this.
- The draft Local Plan, inclusive of the Planning Inspectorates recommendations is being debated and voted on at Full Council this week.

#### **49. CHAIRMANS ANNOUNCEMENT**

Cllr. Mrs Gimes reported as follows;

- An update on the DCO at Manston airport is due on 10<sup>th</sup> July 2020.
- Following a request for input on the design options as part of an Airspace Change Proposal for Manston Airport, Cllr Crow-Brown will attend a digital workshop on 15<sup>th</sup> July and will relay any useful information in order for a response to be prepared.
- Following a letter sent by the Chairman querying the recent restricted access to the North field at the airport, a response was received from Tony Freudmann. He explained that due to the lack of a survey having been carried out to the land, it had been necessary to place restrictions and warning signs, although it was also acknowledged that dog-walkers using the land would unlikely be an issue.
- A complaint has been received from a local resident about the increased use of hooters by the trains. This appears to be due to a combination of recent line-side work being carried out that requires the trains to hoot for health and safety requirements, plus the nearby location of a number of crossings where trains are required to hoot, and in addition, the newer trains do not have a muffler sock over the hooter and so they can be heard more clearly. The complaint was also forwarded to Network Rail.
- The Chairman asked members to consider working with English Rural on a project to build a small development to provide homes for the elderly in Minster. The Chairman agreed to forward additional information and asked members to indicate their decision via email.

#### **50. REPORT OF THE CLERK**

The Clerk reported that Little Explorers pre-school group have received a £7.5K discretionary grant and wanted to pass on their thanks to Cllr Pugh for supplying the information about it.

The play area, outside gym and MUGA have all re-opened.

Cricket will resume this weekend.

**51. DOCUMENTS AVAILABLE FOR INSPECTION**

None.

**52. PARISH COUNCILLOR VACANCY**

Following the resignation of Susan Sharp, the notice of vacancy has been on display. If no response to this is received by TDC by 6<sup>th</sup> July then the vacancy can be filled by co-option and an advertisement will be placed for this. Members were asked to keep in mind, anyone who may be a suitable candidate for co-option.

**53. SECTION 106 AGREEMENT**

The Clerk is preparing a Highways Improvement Plan for Minster to include any outstanding items for consideration.

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

Completion of the asset-transfer has not yet reached its conclusion. Cllr Day suggested that arrangement be made to cut back some overgrown vegetation in the Monkton Road car park.

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

The expiry date for this application has been extended to September 2020.

**56. REVIEW OF INTERNAL AUDIT REPORT 2019/2020**

Members considered the internal audit report prepared by our internal auditor David Buckett for 2019/2020 and the recommendations within the report.

**RESOLVED: To accept the internal audit report and its recommendations.**

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

Members considered the Risk Management Statement for 2020/2021.

**RESOLVED: that the risk management statement for 2020/21 be approved and signed by the Chairman.**

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

Members reviewed the statement of Internal Control in support of the Annual Governance Statement for the year ending 31/03/2020.

**RESOLVED: To approve the Statement of Internal Control for 2019/20 and the Chairman and Parish Clerk/RFO to sign.**

**59. ANNUAL RETURN – GOVERNANCE STATEMENTS**

Members reviewed the Annual Return Governance Statement for 2019/2020, Section 1 of the AGAR for the year ending 31/03/2020. The Parish Clerk read each one to Members for approval.

**RESOLVED: that the Annual return Governance Statement for 2019/20 be approved and signed by the Chairman and Clerk and Minute reference 59 be added.**

**60. ANNUAL RETURN – ACCOUNTING STATEMENTS**

Members reviewed the Accounting statements for 2019/2020. Section 2 of the AGAR for year ending 31/03/20.

**RESOLVED: that the Accounting statement for 2019/2020 be approved and signed by the Chairman and minute reference 60 be added. The Clerk/RFO had already signed and dated the document.**

**61. STANDING ORDERS FINANCIAL REGULATIONS AND CCTV POLICIES**

Members considered adopting the following draft policies

Standing orders – NALC 2018  
Financial Regulations – NALC 2018  
CCTV policy

**RESOLVED; that the 3 policies above be adopted and published on the Parish Council website.**

**62. SHED PROJECT**

Cllr Burden was not in attendance so this item was deferred to the next meeting.

**63. COVID-19 SUPPORT BY MINSTER PARISH COUNCIL**

There have been no calls for assistance since the last meeting.

**64. NO SMOKING AREA AT SKATE-PARK AND PLAY AREAS**

Members considered a request for the Skatepark and play areas to be made no-smoking areas and appropriate signage be erected.

**RESOLVED: Agreed that in the interests of health and well-being the skate-park, children's play areas, outdoor gym, MUGA and 3G pitch should be designated no-smoking areas and appropriate signage should be erected.**

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

Members considered a request from PCSO Butterworth for an additional dog bin in Marsh Farm Road.

**RESOLVED: Agreed that an additional bin should be placed at the end of Marsh Farm Road and that the dog bin in Watchester Lane should be relocated to a more visible location to encourage its use.**

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

Members considered the draft plans received, to demolish the garage at the recreation ground and build a two-storey building on a slightly larger footprint to accommodate a garage and parish office.

**AGREED: To seek pre-planning advice and investigate the possibility of including dormers, increasing the footprint by 1 m at the front below the balcony, and widening the whole building by approx. 2m to include land currently leased to the school.**

**67. PLANNING APPLICATIONS**

Members considered the following applications;

**Applications**

**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. RESOLVED – NO OBJECTION**

**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. – RESOLVED - SUPPORT**

**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.

**RESOLVED – OBJECT – REITERATE PREVIOUS OBJECTION**

**68. COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC	Cllr Quittenden reported that a meeting has not been held.
Minster School	No update.
Village Hall	No update as the Village Hall is still closed.
Twinning Assn.	Cllr Burden was not present to provide a report.

**69. REPORT OF THE RFO**

**RESOLVED:**

- (a) the Bank balance statement be received and noted,**
- (b) the statement of Receipts and Payments for the months of June 2020 be approved.**
- (c) Reviewed and noted quarterly budget income/expense report.**

**70. QUESTIONS FROM THE PUBLIC**

No members of the public attended.

**1<sup>st</sup> September 2020**

**Time concluded: 8.53 p.m.**

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