

# **MINSTER PARISH COUNCIL**

**Minutes of the Annual Meeting of the Council held at**

**John Spanton Sports Pavilion, St Mildreds Road, Minster**

**on 7<sup>th</sup> May 2024 at 7.00pm**

Present: Councillors: Quittenden, Crow-Brown, Local, Jones, Fleming, Fordyce, Bates, Local, Ingleton, Smith.

Also present: Cllrs Smith and Bambridge (TDC) Kyla Lamb (Clerk to the Council)

Apologies for absence: Cllr Owen

## **1. ELECTION OF CHAIRMAN**

It was moved by Councillor Crow-Brown and seconded by Councillor Fordyce that Councillor John Quittenden be elected Chairman of the Council for the year 2024/25.

There were no other nominations submitted and it was:

**RESOLVED: That Councillor Quittenden be duly elected Chairman of the Council for the ensuing year 2024/2025.**

**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**

It was moved by Councillor Quittenden and seconded by Councillor Crow-Brown that Councillor Ian Fordyce be appointed Vice Chairman of the Council for the year 2024/25. There were no other nominations submitted and it was:

**RESOLVED: That Councillor Fordyce be duly appointed Vice Chairman of the Council for the ensuing year 2024/2025.**

## **3. MINUTES**

**RESOLVED: That the Minutes of the Council meeting held on 2<sup>nd</sup> April 2024 be approved.**

## **4. PARISH ASSEMBLY MEETING**

The minutes of the Parish Assembly Meeting held on 16<sup>th</sup> April 2024 were received and noted.

Cllr Local who was not present at the meeting noted in the Chairmans report he gave his own personal opinion on his disappointment that the Planning and Highways Committees has merged and his concerns that the Clerks workload has increased due to extra monthly meetings. The Chairman apologised for this.

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  
Cllr. Smith

Planning & Highways

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

Communications

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

7. **TIMETABLE OF MEETINGS 2024/2025**

Members **AGREED** the following meeting timetable:

2024

4<sup>th</sup> June  
2<sup>nd</sup> July  
August (no meeting)  
3<sup>rd</sup> September  
1<sup>st</sup> October  
5<sup>th</sup> November  
3<sup>rd</sup> December

2025

7<sup>th</sup> January  
4<sup>th</sup> February  
4<sup>th</sup> March  
1<sup>st</sup> April  
15<sup>th</sup> April – Annual Parish Meeting

Further meeting dates will be agreed for all Committees.

8. **APPOINTMENT TO OUTSIDE BODIES**

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

TALC

Minster School

Village Hall

Cllrs Quittenden & Crow-Brown

Cllr. Fleming

Cllr. Smith

9. **APPOINTMENT OF INTERNAL AUDITOR**

**RESOLVED:** That Mr David Buckett be re-appointed as internal auditor to Council for the year 2024/2025

**MINUTES OF THE ORDINARY MEETING**  
**7<sup>th</sup> May 2024**

**10. POLICING AND COMMUNITY WARDEN REPORT**

Community Warden Aylett reported as follows:

- A tent that had been erected on railway land has been reported.
- Joint visit carried out with TDC enforcement to a caravan on Ebbsfleet Lane.
- Reported a dangerous collapsed man-hole in Abbey Grove to Southern Water.
- Advice given to a member of the public who received rogue trader phone calls.
- Successfully re-applied for my own job and will remain employed by KCC.
- Asked to cover areas to include Acol, Pegwell, Manston, St Nicholas at Wade, Newington, Minster and Monkton.
- No indication of permanent areas to cover but will keep us updated.

PC Andy Howe reported as follows:

- 118 crimes reported across the villages but this includes 110 relating to Manston processing centre so therefore only 8 in the villages.
- Incidents of vehicle theft have reduced.
- Keyless entry car fobs can be cloned easily so recommend keeping them in a faraday pouch to keep them secure. Steering locks are the best deterrent.
- Conducted patrols of poaching hot spots.
- Would like to be contacted for any requirements for his presence.

Cllr Bates asked if reports from Manston would affect property insurance premiums. PC Howe responded that it would not.

Cllr Crow-Brown thanked PC Howe for his work in the village.

Cllr Local asked if a letter could be sent to the Police and Crime Commissioner supporting PC Howes great rural policing. It was **AGREED** that the Clerk would send a letter as requested.

**11. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS**

Cllr Bambridge reported as follows;

- Attended the appeal for Manston Airport on 24<sup>th</sup> April. The outcome will be in 5-6 weeks.
- RSP are contributing to Minster Show
- Cllr Smith spoke at TDC Planning Committee against the application for a further 36 houses at the land west of Tothill Site.
- Voting on the Ward Boundary review will take place at the TDC Full Council meeting this Thursday.
- Crime overall is down in Thanet.
- There is now almost a full complement of parking enforcement officers.

Cllr Smith reported as follows;

- Mini-woodlands planting project includes 40 hectares of small planting areas. Woodland area being auctioned in Minster.
- North of Foxborough Lane application has been called in but is unlikely to be on next planning committee meeting.
- 1<sup>st</sup> April 2024 marked 50 year inauguration of TDC
- Home Energy Advice line would like to come and present at a meeting in the future.

Cllr Ingleton thanked Cllrs Smith and Bambridge for their support on planning applications.

Cllr Bambridge will chase a response from Iain Livingstone over Eden Grove.

Cllr Crow-Brown reported as follows;

- Ashley Jackson at TDC has agreed for Minster Parish Council to apply for a licence to allow use of the carpark at St Marys Road for additional parking, subject to terms being agreed.
- Members of the public are moving bollards to avoid road closures.
- Telephone number to report issues at weekends, with the traffic lights in Tothill Street to Kent Highways is 03000 419191

## **12. CHAIRMAN'S ANNOUNCEMENT**

Cllr Quittenden reported that Roger Thomson is looking for areas that may be suitable to plant wildflowers. Cllr Fleming suggested adding to the bund.

Having seen the use of working screens during a recent TDC meeting, it is hoped that in future, the Joint Transportation board may be able to offer hybrid meetings that could enable attendance by KCC members..

## **13. REPORT OF THE CLERK**

The Clerk reported that Pippa Clifton had contacted Cllr Jones, explaining that National Grid are parking at the top of Marsh Farm Road blocking access to farm entrances and making it difficult for other users to park or turn round. She has asked them to use the car park and walk up there. They replied that the survey equipment they have is too heavy which is why they need to park there. It was agreed to find out exactly where they are parking and the Clerk will contact National Grid to ask if they can park elsewhere or with more consideration for others

## **14. DOCUMENTS AVAILABLE FOR INSPECTION**

None.

## **15. SECTION 106 AGREEMENT**

Item on agenda in error as this is now dealt with by the Planning, Highways and Transportation Committee.

**16. THANET BOUNDARY WARD REVIEW**

The Local Government Boundary Commission for England are carrying out a ten-week public consultation, inviting proposals for new council wards and ward boundaries for Thanet District Council. The consultation closes on 27<sup>th</sup> May 2024.

**AGREED: A summary of members responses will be submitted before the above deadline.**

**17. D-DAY 80 – 6<sup>TH</sup> JUNE 2024**

The Chairman updated members on the events. A lecturer from the university attended by Cllr Smith will present a talk at 7pm on 18<sup>th</sup> May at the Old School.

**18. PLANNING, HIGHWAYS AND TRANSPORTATION COMMITTEE**

**RESOLVED: That the minutes of the Planning, Highways & Transportation meeting held on 29<sup>th</sup> March, be received and the recommendations contained therein.**

Cllr Fleming summarised the meeting as follows:

Highway Improvement plan – MPC have requested for 3 lane signage at the approach from Ramsgate to the Sevenscore roundabout and that vegetation be cut back at the approach to the same roundabout from Cottington Road. Kent highways had responded that neither of these actions is necessary. It was AGREED to write to Sir Roger Gale to request support for the above requests by MPC.

Members of the Planning, Highways and Transportation Committee are meeting with BDW on 21<sup>st</sup> May and will to raise the following issues:

Timing of deliveries to site

Damage to brick wall and verge opposite

Sewage connection

Roundabout upgrade

Wheel washing

Archaeological exclusion zone not currently fenced off.

Cutting back of bridle-way

It is hoped that more regular meetings can now be arranged.

Tothill Street will be closed from 29<sup>th</sup> July to 23<sup>rd</sup> August for the sewer connection.

Land North of Foxborough Lane – Members are pleased with the KCC Highways 2<sup>nd</sup> submission which is a strong objection, however if the application is refused we need to be prepared for an appeal if required.

**19. OPERATIONS COMMITTEE**

**RESOLVED: That the minutes of the Operations meeting held on 16<sup>th</sup> April and 24<sup>th</sup> April 2024 be received and the recommendations contained therein.**

**AGREED: To update signage at the carpark and defer instructing Flashpark.**

**AGREED: To accept the quotation of £990 for electrical works by NP Electrical and £3680.50 for plumbing works from Clements Plumbing at the public toilets.**

**AGREED: To accept the quotation of £2767.50 to purchase a John Deere X107 Side discharge Lawn Tractor with mulch kit.**

**AGREED:** Subject to planning permission, to purchase a 20ft container from RS French at a cost of £1695 and site it next to the existing container used by Minster Football Club, and to paint the container green.

**20. ALL WEATHER PITCH FLOODLIGHTING UPGRADE TO LED**

The Clerk reported on an opportunity to apply for funding to upgrade the 3G pitch floodlights to LED as the existing ones are the end of their life. If successful, the funding will pay up to 70% of the cost.

The lowest quotation received is from Kingfisher Lighting at £18,543, with £1,862 included to upgrade the carpark lighting (this is not part of the funding application)

**RESOLVED:** Subject to planning permission, to approve costs of £5,563 (30%) of the floodlighting and £1,862 for the carpark. Total £7,425. This to be funded from the pitch sinking fund held in reserves.

**21. FLEET INSURANCE RENEWAL**

Members considered the renewal quotation for the Citroen Dispatch van and Toro Groundmaster and Ransome ride-on mowers.

**RESOLVED:** To accept the renewal for the van at a cost of £999.20 from Adrian Flux

**RESOLVED:** To accept the renewal for the Toro Groundmaster, Ransome and Iseki mowers at a cost of £423.66 from MS Amlin

**22. 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

**23. 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 2024 be approved.

**24. QUESTIONS FROM THE PUBLIC/ANY OTHER BUSINESS**

Mrs Quittenden asked about the bridlepath maintenance as it is very overgrown again.

Cllr Fleming replied that it would be raised at the meeting with BDW. The Clerk will report it to PROW who are still responsible for cutting it back.

**Time concluded: 8.50pm**

**4<sup>th</sup> June 2024**