

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Council held at John Spanton Sports Pavilion

St Mildreds Road, Minster

on 6th January 2026 at 7.00pm

Present: Councillors: Quittenden, Fordyce, Crow-Brown, Jones, Ingleton, Webzell, Andrews, Low, Mogridge, Bates, Smith

Also present: Clare Wilsdon (Assistant Clerk to the Council), Cllr Luke Evans (KCC), Cllr Peter Evans (TDC) Cllr Abi Smith (TDC)

310. APOLOGIES FOR ABSENCE

Kyla Lamb (Clerk to the Council), Community Warden Gary Groombridge, PC Andrew Howe

311. MINUTES

RESOLVED: That the Minutes of the Council meeting held on 2nd December 2025 be approved.

312. MEMBERS INTERESTS

No members interests noted.

313. POLICING AND COMMUNITY WARDEN REPORT

Community Warden Gary Groombridge was not present but provided a report as follows:

- Continues to be a visual presence within the village.
- Holding Information drop-ins at Minster Library.
- Numbers are increasing at the Heart in the Community Wellbeing group being held in the Salvation Army Hall.
- Some Digital workshops are to be held in the library to assist local residents with digital skills
- Supports the Mens Shed.
- Held a presentation at Rivers Court alongside Trading Standards to warn about scams, awareness of them and how to avoid them.
- Helped a resident in need of a food parcel access support from the Salvation Army.
- Raised a concern by a resident over drink driving incidents by patrons of local establishments with PC Andy Howe.

PC Andy Howe was not present but provided a report as follows:

- 42 calls to Kent Police during November including anti-social behaviour, missing persons/welfare concerns, domestic incidents, traffic related and suspicious events.
- 18 reported crimes including, domestic, theft from vehicles, assault, harassment, sexual offences.

- There has been an increase in theft from vehicles over the Christmas and New Year period.
- Encouraged known drink driving incidents to be reported via 999 with names and registration details.

314. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS

Cllr Luke Evans reported as follows;

- Shottendane Road is closed for a week.
- Further to a query raised by Cllr Ingleton – Cllr Evans responded that the previous government declined to reclassify the A299 as a trunk road.
- KCC are trying to get grant funding for the major repair work that is required.
- Sealink ground investigation works are still expected to be complete by March 2026.
- Consideration for Westgate library to be asset transferred to Westgate Parish Council but to continue being run by KCC required.
- Historical Society to remain at Birchington Library but to be offered alternative storage.

Cllr Peter Evans was present and reported as follows:

- Cabinet are considering the future direction of the Port of Ramsgate focussing on short term income and long term asset disposal options.
- £535K grant awarded from Pride in Place Programme to Pie Factory Music, Ramsgate.
- High Street Rental Auction designated areas have been approved. The aim is to bring vacant shops back into use.
- Consultation is being held on Residential Parking – Closes Monday 12th January
- Sarah Thorne Theatre has been bought by community groups that use the facility.

Cllr Ingleton thanked Cllr Luke Evans for highlighting the issues of the A299

Cllr Abi Smith was present and reported as follows:

- Pride in Place Programme briefing will take place next week.
- Palm oil deposits have been found on Thanet beaches.
- Will be attending the planning committee meeting to speak on the battery storage facility – Richborough, Land North Of Solar Park Ebbsfleet Lane

315. CHAIRMAN'S ANNOUNCEMENT

Cllr Quittenden reported as follows:

- Joined the Mayor of Margate for a tour of The Wonder Works at Hornby.
- Annual carol service at the Lychgate was well attended with the weather being kind.
- Attended the Parish Forum at TDC with the Clerk, where the possibility of setting up a Parish Charter was considered – members were asked to consider being a representative on this.

- TDC occasionally carry out training for councillors, the Chairman encouraged members to consider attending when possible, as it is very useful.
- Attended the Joint Transportation board on behalf of TAC and on Cllr Ingletons request, raised the condition of the road between Minster and Cliffsend. These concerns will be passed on to Kent Highways.

316. REPORT OF THE CLERK

Nothing to report.

317. DOCUMENTS AVAILABLE FOR INSPECTION

None.

318. OPERATIONS COMMITTEE

RESOLVED: That the minutes of the Operations Committee meeting held on 17th December 2025 be received and the recommendations contained therein.

319. COMMUNICATIONS COMMITTEE

RESOLVED: That the minutes of the Communications Committee meeting held on 17th December 2025 be received and the recommendations contained therein be approved including a trial of Otter AI to record meetings and transcribing the recordings to help with accuracy of minutes.

320. POLICY & FINANCE COMMITTEE

RESOLVED: That the Minutes of the Policy & Finance committee meeting held on 17th December 2025 be received and the recommendations within them be approved.

FEES & CHARGES 2026/27

RESOLVED: That the fees and charges be set at the levels contained within the report attached to the Policy and Finance Agenda circulated.

And

AGREED: Cemetery fees increase be considered at the February or March meeting when consideration can be given to the fees set by Thanet District Council

BUDGET PROCESS 2026/27

RESOLVED:

- (i) That the staff salaries be increased as per the budget.
- (ii) That Council approves the draft budget of £256,856 as submitted and amended, and to request from TDC a Precept sum of £131,831 for the year 2026/27. This would give an INCREASE of £3.15 pence per annum which represents an annual charge of £88.65 pence or 3.68% increase per annum on a band D property

321. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC

Cllr Quittenden reported that no meeting had taken place.

Minster School

Cllr Webzell reported that some food parcels had been distributed to families within Minster School.

Village Hall.

Nothing to report.

322. 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 December 2025 be approved.
- (c) the budget/income expense report to 31st December 2025 be received.

323. QUESTIONS FROM THE PUBLIC/ANY OTHER BUSINESS

Barbara Quittenden asked Cllr Webzell how many food parcels had been given as she had previously advised by the school that there were no children in the school that were in need of this type of support.
Cllr Webzell responded that the number varies.

Barbara Quittenden suggested that the speed limit on the A299 needed review.

Time concluded: 7.44pm

3rd February 2026