

MINSTER PARISH COUNCIL

Minutes of the Meeting of the Operations Committee

held on Wednesday 28th May 2025 at 10.30am

At the John Spanton Sports Pavilion

Present; Cllrs. Quittenden, Fordyce, Jones, Crow-Brown, Bates, Smith

Also present; Kyla Lamb (Clerk), Clare Wilsdon (Assistant Clerk)

62. ELECTION OF CHAIRMAN

RESOLVED: That Cllr. Fordyce be elected Chairman for the ensuing year 2025/26.
Councillor Fordyce in the Chair.

63. APPOINTMENT OF VICE-CHAIRMAN

RESOLVED: That Cllr Quittenden be appointed Vice-Chairman for the ensuing year 2025/2026

64. APOLOGIES

None.

65. MINUTES

RESOLVED: that the minutes of the meeting held on 18th December 2024 be approved and signed.

66. MEMBERS INTERESTS

No declarations of interest were made.

67. CAR PARKS AND TOILETS

The Clerk reported that there have been some recent anti-social behaviour and vandalism incidents at the toilets. Windows have been smashed, baby change facilities broken, toilet roll dispensers smashed and graffiti.

AGREED: To recommend to Full Council to purchase three temporary wildlife cameras that can be used to monitor the area

Signage has been installed at Monkton Road and High Street car-park and this is proving to be successful at deterring nuisance parking. Further entrance signage is to be erected in order to comply with Flashpark conditions of adoption thereby allowing penalty charge notices to be issued where appropriate.

68. CEMETERY

The Clerk reported that the cemetery land transfer is now complete from BDW Homes and we are awaiting the land registry documents.

A full application for change of use will be required to use the land for burial purposes, along with obtaining a permit from the Environmental Agency. The Clerk is to begin this process.

Planting of the boundary of the site will be planned for October/November and a gate access point will need to be agreed. Access to the site will also need to be installed.

Members considered the future use of the site.

RESOLVED: To investigate woodland/natural burials and whether the site may be appropriate for them

69. ALL WEATHER PITCH REPLACEMENT MAT & LED FLOODLIGHT UPGRADE

The Clerk reported that the upgrade installation of the floodlights to LED is complete, with final LUX testing to be carried out in June. Completion of the application for the grant funding agreed by the Football Foundation and balance of the payment should be made following the final lux testing.

Replacement of the AWP mat will be deferred until 2026. There will be an additional year of revenue to add to the sinking fund at this time as there is still currently a shortfall in funds needed to carry out the replacement.

70. HANGING BASKETS

Members considered whether the subsidised hanging basket provision should continue as uptake is lower and basket costs have increased.

RESOLVED: To distribute a leaflet to eligible businesses in the High Street, Monkton Road and Tothill Street, explaining that this may be the final year this offer is made based on the number of orders received.

71. PAVILION

The Clerk reported that the upgrade of guttering/repairs will be carried out over the summer by our staff now that we are back up to full staff numbers.

72. POLICY AND TERMS OF REFERENCE REVIEW

Members reviewed the following documents and considered any necessary amendments.

Operations Committee Terms of Reference

CCTV Policy

Health & Safety Policy

AGREED: Documents reviewed and accepted as updated.

Meeting closed at 11.30am

Chairman

Date