

# MINSTER PARISH COUNCIL

## Minutes of the Meeting of the Operations Committee

held on Tuesday 31<sup>st</sup> July 2024 at 10.00am

At the John Spanton Sports Pavilion

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

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

**140. ELECTION OF CHAIRMAN**

**RESOLVED:** That Cllr. Fordyce be elected Chairman for the ensuing year 2024/25.  
Councillor Fordyce in the Chair.

**141. APPOINTMENT OF VICE-CHAIRMAN**

**RESOLVED:** That Cllr Quittenden be appointed Vice-Chairman for the ensuing year 2024/2025.

**142. APOLOGIES**

Cllr Bates.

**143. MINUTES**

**RESOLVED:** that the minutes of the meeting held on 24<sup>th</sup> April 2024 be approved and signed.

**144. MEMBERS INTERESTS**

No declarations of interest were made.

**145. CAR PARKS AND TOILETS**

The Clerk and Cllr Quittenden updated members on further recent incidents whereby vehicles and owners are abusing the car parking facilities in both car park. These include camper vans regularly staying for long periods of time in the High Street car park, residents from an adjacent property using multiple bays as private car parking in the Monkton Road car park and another resident using a disabled car parking bay to have their wheels refurbished.

**AGREED:** To obtain a quotation for CCTV at both car parks

**AGREED:** To recommend to Full Council again following above ongoing issues that Flashpark parking enforcement be utilised for a trial period in the car parks to discourage further abuse of the parking provision.

**146. APPRENTICE**

Cllr Quittenden suggested the possibility of recruiting for an apprentice to support current staff and learn the skills of a groundsman and cemetery caretaker.

**AGREED:** The Assistant Clerk will investigate the government apprenticeship scheme.

**147. CEMETERY**

The Clerk reported that we are awaiting preparation of transfer documents by our Solicitor for the cemetery extension.

**148. ALL WEATHER PITCH REPLACEMENT MAT & LED FLOODLIGHT UPGRADE**

The Clerk reported that the replacement of the mat has been deferred until 2025 to allow for additional funds to be collected.

The Clerk reported that the application for the upgrade of the flood lights at the pitch has been submitted and is pending a decision. If the application is a success then works will be scheduled for the October school half-term to minimise the impact on the school, should a pitch closure be necessary during installation.

**149. ST MARYS ROAD CAR PARK**

Cllr Quittenden update members on an offer received by TDC to use the car park for an annual fee of £1000 + VAT plus an estates fee of £380.

Members considered this cost prohibitive to pursue its use.

**AGREED: The Clerk will write to the Chinese takeaway at 12 Monkton Road to enquire whether they would consider allowing members of the public to access St Marys Road car-park and Monkton Road via the existing walkway via a formalised agreement.**

**AGREED: If the Chinese are agreeable, then Cllr Crow Brown will request that TDC consider reducing the proposed fees.**

**150. POLICY AND TERMS OF REFERENCE REVIEW**

Members reviewed the following policies and terms of reference.

Health and Safety Policy  
CCTV Policy  
Operations Committee Terms of Reference.

**AGREED: Documents reviewed and accepted as updated.**

**Meeting closed at 10.50 am**

**Chairman**

**Date**