

# MINSTER PARISH COUNCIL



The Parish Office  
John Spanton Sports Pavilion  
St Mildreds Road  
Minster  
Nr. Ramsgate  
Kent  
CT12 4DE

Tel: 01843 821339  
Email: [clerk@minsterparishcouncil.org.uk](mailto:clerk@minsterparishcouncil.org.uk)

Clerk to the Council: Ms. Kyla Lamb - MAAT

1<sup>st</sup> June 2023

## MINSTER PARISH COUNCIL

6<sup>th</sup> JUNE 2023

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster which will be held at John Spanton Sports Pavilion, Minster on Tuesday 6<sup>th</sup> June 2023 at 7 p.m. for the purpose of considering and passing such Resolution or Resolutions as may be deemed necessary or desirable with respect to the matters mentioned in the agenda.

Clerk to the Council

***NOTE: Residents and members of the public are cordially invited to attend the meeting of the Council.***

## AGENDA

### 1. APOLOGIES FOR ABSENCE

To receive apologies for absence, if any.

### 2. MINUTES

To approve the minutes of the meeting held on 16<sup>th</sup> May 2023 (**Appendix A**).

### 3. MEMBERS' INTERESTS

To register any new interests, or deregistration, by Members.

4. **POLICING & COMMUNITY WARDEN REPORT**

To report on any other matters as appropriate.

5. **COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORT**

To receive reports from County and District Councillor's as appropriate.

6. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman to report as appropriate.

7. **REPORT OF THE CLERK**

The Clerk to report upon any matters that may have arisen since the dispatch of the agenda.

8. **DOCUMENTS AVAILABLE FOR INSPECTION**

Documents will be placed around at the meeting, as appropriate.

9. **SECTION 106 AGREEMENT – HIGHWAYS CONTRIBUTION HERONSBROOK DEVELOPMENT**

The Clerk will update members with any information.

10. **CRICKET MATCH – NO NOTIFICATION OF MATCHES BEING CANCELLED**

Following 4 cricket matches being booked and no teams turning up Cllr Local will report on a suggestion to charge a surcharge in addition to the pitch fee to encourage teams to contact staff to notify them of the cancellation.

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

The Chairman will update members on any further information received regarding the above application since the last meeting.

12. **INSURANCE CLAIMS**

The Clerk will update members on the damage to the Monkton Road car park and also review the damage to the play area caused by fire damage.

13. **POLICY AND FINANCE COMMITTEE**

To receive the signed internal audit report **(Appendix B)** and minutes of the meeting held on 30<sup>th</sup> May 2023 and the recommendations contained therein. **(Appendix C)**

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

Members are requested to approve the Risk Management Statement for 2022/23. The Chairperson to sign. **(Appendix D)**

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

To review the effectiveness of the system of Internal Control. Members are requested to consider the Statement of Internal Control in support of the Annual Governance Statement for the year ending 31.03.2023. The Chairperson and Parish Clerk/ RFO to sign. **(Appendix E)**

**16. ANNUAL RETURN – GOVERNANCE STATEMENTS**

To approve the Annual Governance Statement for 2022/23, Section 1 of the AGAR for year ending 31.03.23 – the Parish Clerk will read each one to Members for approval at the meeting – the Chairperson and Parish Clerk/ RFO to sign and date plus minute reference. **(Appendix F)**

**17. ANNUAL RETURN – ACCOUNTING STATEMENTS**

To approve the Accounting Statements for 2022/23, Section 2 of the AGAR for the year ending 31.03.23 – The Chairperson to sign and date plus minute reference. NB the Parish Clerk has already signed the Accounting Statements in her capacity as RFO prior to presentation to Council for approval. **(Appendix G)**

**18. NOTICE OF PUBLIC RIGHTS AND PUBLICATION OF UNAUDITED ANNUAL GOVERNANCE & ACCOUNTABILITY RETURN**

The Clerk wishes to inform Council Members that the above notice will be displayed on our noticeboard and website on Wednesday 7<sup>th</sup> June 2023 and the period that the notice for public inspection of the accounting records is Monday 12<sup>th</sup> June 2023 to Friday 21<sup>st</sup> July 2023.

**19. NORTH THANET LINK HIGHWAY IMPROVEMENT SCHEME**

Following the earlier question and answer session with James Wraight – Kent Highways prior to this meeting, Members are asked if they have any additional comments to make on the proposed scheme. Comments have to be submitted by 14<sup>th</sup> June 2023.

**20. PLANNING APPLICATIONS**

To receive an update on planning comments made to Thanet District Council and decisions made by Thanet District Council since the last meeting.

**Planning Applications**

**R/TH/22/1393 – Land On the west side of Tothill Street** – Application for the reserved matters of outline permission OL/18/1488 “Outline application for the erection of up to 214. No. dwellings, cemetery expansion, and associated access, with all other matters reserved for the approval of appearance, landscaping, layout and scale - **To consider the bridleway proposals following a meeting with Kent Public rights of Way officers today.**

**F/TH/23/0558 – Land Adjacent Pouces, Manston Road** – Erection of 5No. two storey 4-bed detached dwellings together with associated access, parking and landscaping (part retrospective)

**FH/TH/23/0684 – 11 High Street, Minster** - Erection of a single storey rear extension following demolition of existing conservatory.

**21. COMMITTEE REPRESENTATIVE REPORTS**

To receive reports, if appropriate, from representatives of the following bodies:

TALC	Cllrs. Crow-Brown & Quittenden
Minster School	Cllr. Fleming

**22. REPORT OF THE RFO**

(a) Bank balance statement

(b) Statement of Receipts and Payments for May 2023 (**Appendix H**)

**23. QUESTIONS FROM THE PUBLIC**

Up to 15 minutes will be allowed for members of the public to ask questions or comment on parish matters.

**Mrs. Kyla Lamb**

**Clerk to the Council**

**1st June 2023**