

# **MINSTER PARISH COUNCIL**

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

**St Mildreds Road, Minster**

**on 4th June 2024 at 7.00pm**

Present: Councillors: Quittenden, Owen, Smith, Webzell, Ingleton, Bates, Jones, Crow-Brown, Local, Fordyce

Also present: Kyla Lamb (Parish Clerk), Clare Wilsdon (Assistant Clerk), Cllr Bambridge (TDC) Community Warden Karl Aylett, PC Andy Howe.

## **63. APOLOGIES FOR ABSENCE**

Cllr Fleming, Cllr's Smith (TDC) and Wright (KCC)

## **64. MINUTES**

**RESOLVED: That the Minutes of the Council meeting held on 7<sup>th</sup> May 2024 be approved and signed.**

## **65. MEMBERS INTERESTS**

No members interests recorded.

## **66. POLICING AND COMMUNITY WARDEN REPORT**

PC Andy Howe was present and reported as follows:

- Vehicle related incidents have reduced due to the recent arrest of certain individuals
- Shoplifting has also decreased due to a particular individual moving out of the area.
- 56 calls to Kent Police during May, mostly traffic related.
- One poaching incident. Vehicle involved is now marked for ANPR stops in Thanet.
- Two concerning reports of young females being accosted in the street by individuals in a vehicle, who behaved in an intimidating manner.
- Incident in Taylor Road where a male was robbed.
- Will be assisting with coverage of large events including those at Dreamland.

Community Warden Aylett gave a report as follows;

- Has been on leave and so has been a short month
- Reported a fly-tipping incident on the top road.
- Attendance in the village will now mostly be on Tuesday and Thursdays
- Attended the first Citizens Advice Outreach Project. These are to be held at Minster library on the first Tuesday of each month from 09:30 to 12:30.
- Supporting local residents and making social service visits.

## **67. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS**

Cllr Bambridge reported as follows;

- Lord Justice has given the green light for Manston Airport.
- Attended the charity event held at Manston airport on 25<sup>th</sup> May.
- Planning application for 36 additional houses at Land Off Tothill Street was called in.
- Attended the Local Plan meeting.
- Would like a strategy where land owners could be contacted, rather than a call for sites.
- Reduced number of councillors has been agreed as part of the Local Government Boundary Commission ward review.
- Anti-idling fines being considered to reduce traffic related pollution, but more focus will be placed on education and raising public awareness.
- Will be attending a D-Day memorial service.
- Meeting being held on Thursday for the General Election and will be canvassing with Sir Roger Gale.

Cllr Crow-Brown reported as follows:

- Attended a meeting with Stagecoach, Sir Roger Gale and the Cabinet Minister for Transport, to discuss bus routes into Minnis Bay. User numbers are very low.
- Thanet Loop is a very successful.
- Sir Roger Gale has been dealing with a complaint from a resident of Hill House estate, about the Gladmans application.
- Meeting a Normandy veteran on Thursday.

Cllr Smith reported as follows:

- BESS battery storage facility planned for Minster marshes is a concern as it is five times larger than one in Liverpool that recently exploded.
- Home Energy Advice service would like to hold a presentation in the village.
- Citizens advice outreach project holding a drop in surgery at Minster Library.

## **68. CHAIRMAN'S ANNOUNCEMENT**

The Chairman reported that he attended the D-Day presentation held at the Old School. This went well with 50 attendees. .Thanks to Cllr Jordan Smith for his help putting on the event.

## **69. REPORT OF THE CLERK**

The Clerk reported that Home Energy Advice Service should be able to do a presentation at the July meeting.  
New mower purchased has been delivered and is in use.

## **70. DOCUMENTS AVAILABLE FOR INSPECTION**

None available.

**71. THANK YOU DAY – 7<sup>TH</sup> July 2024**

Cllr Fleming was not present but has more information about this event and further information is available online. <https://thankyouday.org.uk/>

**72. PARISH FORUM**

The Chairman and Clerk provided an update on the meeting attended at TDC on 20<sup>th</sup> May. A discussion ensued and it was **AGREED** to defer this item to the next agenda for consideration after the minutes have been received and a response can be made on who may be able to attend and how agenda items may be suggested.

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

The Chairman provided an update on taking part in this event on Thursday evening. A church service will be held at 8pm with lighting of the church beacon.

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

**RESOLVED: That the Minutes of the meeting held on 29<sup>th</sup> April 2024 be received and the recommendations within them therein**

Cllr Ingleton raised four points;

- Recent discussions with BDW were very productive. The access road is progressing well and should be surfaced very soon. Traffic light control has been back in place this week.
- Planning applications are coming at pace. Foxborough application received a robust response from Kent Highways and the application deadline has been extended until the end of June.
- Terms of Reference have been reviewed to align with appointing a planning consultant where necessary.
- Local Plan will mean additional pressure on the village.

**75. POLICY & FINANCE COMMITTEE**

**RESOLVED: That the Minutes of the meeting held on 29<sup>th</sup> May 2024 be received and the recommendations within them therein be approved including the adoption of the new Financial Regulations.**

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

Members considered the Risk Management Statement for 2024/2025.

**RESOLVED: that the risk management statement for 2024/25 be approved and signed by the Chairman.**

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

Members reviewed the statement of Internal Control in support of the Annual Governance Statement for the year ending 31/03/2024.

**RESOLVED: To approve the Statement of Internal Control for 2023/24 and the Chairman and Parish Clerk/RFO to sign.**

**78. ANNUAL RETURN – GOVERNANCE STATEMENTS**

Members reviewed the Annual Return Governance Statement for 2023/2024, Section 1 of the AGAR for the year ending 31/03/2024. The Parish Clerk read each one to Members for approval.

**RESOLVED: that the Annual return Governance Statement for 2023/24 be approved and signed by the Chairman and Clerk and Minute reference 78 be added.**

**79. ANNUAL RETURN – ACCOUNTING STATEMENTS**

Members reviewed the Accounting statements for 2023/2024. Section 2 of the AGAR for year ending 31/03/24.

**RESOLVED: that the Accounting statement for 2023/2024 be approved and signed by the Chairman and minute reference 79 be added. The Clerk/RFO had already signed and dated the document.**

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

Members noted that the above notice will be displayed on the parish noticeboard and website on Wednesday 5<sup>th</sup> June 2024 and that the period for notice for public inspection of the accounting records is Monday 10<sup>th</sup> June 2024 to Friday 19<sup>th</sup> July 2024.

**81. REVIEW OF STANDING ORDERS**

Members reviewed the Adopted Standing Orders and **AGREED** that they need no amendment.

**82. REVIEW OF CODE OF CONDUCT**

Members reviewed and accepted the adopted Code of Conduct

**83. CEMETERY LAND TRANSFER**

Members reviewed the draft land transfer document and plans.

**AGREED: To approve the document to be sent to our solicitors for review.**

**84. COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC

Cllr Quittenden reported as follows:

Meeting was held on 20<sup>th</sup> May and new members were welcomed.

Parish forum meeting was discussed and seen as a positive step.

Boundary changes were discussed with all keen to keep individuality where possible.

Minster School	Cllr Fleming was not present
Village Hall.	Cllr Smith had nothing to report.

**85. 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 May 2024 be approved.**

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

Barbara Quittenden asked PC Howe what can be done about badly parked vehicles. PC Howe responded that they should be reported via 101 but they are treated as low priority.

**Time concluded: 8.05pm**

**2<sup>nd</sup> July 2024**