

# MINSTER PARISH COUNCIL

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

St Mildreds Road, Minster

on 6<sup>th</sup> June 2023 at 7.00pm

Present: Councillors: Ingleton, Fleming, Bates, Jones, Crow-Brown, Local.

Also present: Kyla Lamb (Parish Clerk), Clare Wilsdon (Assistant Clerk), Community Warden Karl Aylett

## 36. APOLOGIES FOR ABSENCE

Cllrs Owen, Quittenden, Fordyce, Cllrs Smith and Bambridge (TDC)  
Due to receiving apologies from Cllr Quittenden (planned holiday) and Fordyce (rescheduled hospital visit) a vote was taken to elect a Chairman for this meeting.

**RESOLVED Cllr Crow-Brown elected to chair this meeting.**

## 37. MINUTES

**RESOLVED: That the Minutes of the Council meeting held on 16<sup>th</sup> May 2023 be approved and signed.**

## 38. MEMBERS INTERESTS

No members interests recorded.

## 39. POLICING AND COMMUNITY WARDEN REPORT

Community Warden Aylett gave a report as follows;

- Has been on leave and has been a quiet month.
- Abandoned scooter was reported and had been stolen.
- Supporting local residents and making social service visits.

Police Constable Beth Ninnim was not present.

## 40. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS

Cllr Crow-Brown reported as follows;

- Proposal by KCC to close Richborough tip raises concerns over the likelihood of more fly-tipping and residents needing to travel further distance to dispose of waste. Dover District Council have written formally to KCC asking that this proposal is reconsidered.

**AGREED that Minster Parish Council write to KCC asking them to reconsider the proposal to close Richbrough tip.**

- Attended a multi-agency chemical response drill held at Dreamland. The site has an impressive 170 CCTV cameras monitoring activity.

- No longer a representative on the Internal Drainage Board.

Cllr Smith had sent a report in her absence as follows:

- She welcomed the refusal of planning application F/TH/23/0085 – Land south of 78-108 Monkton Road, Minster.  
However, she had been informed that it was a very poor quality application in many respects and that may be more responsible for its failure.

**41. CHAIRMAN'S ANNOUNCEMENT**

Nothing to report.

**42. REPORT OF THE CLERK**

Nik Mitchell has taken some drone footage of the bund, skatepark, pavilion and new office. This will be distributed and also used on the website.

**43. DOCUMENTS AVAILABLE FOR INSPECTION**

None available.

**44. SECTION 106 AGREEMENT**

A report has been requested from Kent Highways detailing Section 106 money spent and information on other possible projects it may be used for.

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

Further to a number of cricket matches being cancelled without any notice being given, members considered introducing a charge of £25 to be made where notice is not given before 9am on the day of the match. This is in addition to the normal pitch fee that is chargeable.

**AGREED: To introduce the £25 charge with immediate effect and to prepare a Terms and Conditions of hire document for the cricket pitch.**

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

Application will be reported to TDC Planning Committee meeting on 14<sup>th</sup> June 2023.

Cllr Ingleton suggested that contact is made with Barrat David Wilson Homes to arrange regular meetings with them during the construction phase of the development.

**47. INSURANCE CLAIM**

The Clerk reported that the insurance claim made for damage by a car fire, to the surface of the car park in Monkton Road is being processed. Our insurers will try to claim against the owner of the car, however, unless they can prove that the car owner knew there was a fault with the car before they drove it, it is unlikely to be a successful claim and we may not get the £250 excess back.

Members considered making a claim for the fire damage to the play area surfacing that occurred earlier this year.

**AGREED: That an insurance claim would be made for the damage to the play area with a £250.00 excess.**

**48. POLICY & FINANCE COMMITTEE**

**RESOLVED: That the Minutes of the meeting held on 30th May 2023 be received and the recommendations within them be approved**

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

Members considered the Risk Management Statement for 2023/2024.

**RESOLVED: that the risk management statement for 2023/24 be approved and signed by the Chairman.**

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

Members reviewed the statement of Internal Control in support of the Annual Governance Statement for the year ending 31/03/2023.

**RESOLVED: To approve the Statement of Internal Control for 2022/23 and the Chairman and Parish Clerk/RFO to sign.**

**51. ANNUAL RETURN – GOVERNANCE STATEMENTS**

Members reviewed the Annual Return Governance Statement for 2022/2023, Section 1 of the AGAR for the year ending 31/03/2023. The Parish Clerk read each one to Members for approval.

**RESOLVED: that the Annual return Governance Statement for 2022/23 be approved and signed by the Chairman and Clerk and Minute reference 51 be added.**

**52. ANNUAL RETURN – ACCOUNTING STATEMENTS**

Members reviewed the Accounting statements for 2022/2023. Section 2 of the AGAR for year ending 31/03/23.

**RESOLVED: that the Accounting statement for 2022/2023 be approved and signed by the Chairman and minute reference 52 be added. The Clerk/RFO had already signed and dated the document.**

**53. 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 7<sup>th</sup> June 2023 and that the period for notice for public inspection of the accounting records is Monday 12<sup>th</sup> June 2023 to Friday 21<sup>st</sup> July 2023.

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

Following the earlier question and answer session with James Wraight, Kent Highways, members were asked to consider the scheme and make comments.

**AGREED: Cllr Ingleton will prepare and circulate a response and the clerk will submit this by the deadline of 14<sup>th</sup> June 2023.**

**55. PLANNING APPLICATIONS**

Cllr Fleming provided an update as follows;

**Applications**

**R/TH/22/1393 - Land On The West Side Of Tothill Street**

Application for the reserved matters of outline permission OL/TH/18/1488 "Outline application for the erection of up to 214no. dwellings, cemetery expansion, and associated access, with all other matters reserved" for the approval of appearance, landscaping, layout and scale of development within phase 1 (133no. dwellings)

**Bridlepath – Further to a meeting with Kent PROW officers to consider possible options for the bridlepath, Cllr Ingleton will prepare a response including low key clearance, and an infill with a that will result in a varying width to accommodate the vegetation and being less than the 3m envisaged.**

**F/TH/23/0558 - Land Adjacent Pouces, Manston Road, West, Minster**

Erection of 5No two storey 4-bed detached dwellings together with associated access, parking and landscaping (part retrospective)

**NO OBJECTION**

**FH/TH/23/0684 – 11 High Street, Minster**

Erection of a single storey rear extension following demolition of existing conservatory

**NO OBJECTION**

**F/TH/23/0471 – Land at Manston Airport on the South East Side of Manston Road**

Temporary change of use of land for a period of 5 years to provide a HGV Driver Instruction and DVSA HGV test centre with future training services connected to the aviation and logistics industry for the new development of Manson Airports (Retrospective)

**NO OBJECTION**

**APPEAL 23/00002/REF - F/TH/22/1157 - Land North West Of Mannock Drive  
Manston Road West Minster**

Appeal by Mr M Sturge in respect of Erection of 2 two storey detached dwellings including associated car parking, landscaping and provision of new Manston Park visitor

car parking area, together with provision of new footpath.

Planning Inspectorate Reference: APP/Z2260/W/23/3315448

**OBJECT - Cllr Bates will draft and circulate a response to submit to the Planning Inspectorate**

## Decisions

Erection of two-storey side pitched roof extension and single storey front and rear flat roofed extensions.-

**F/TH/23/0527 – High Quality Lifestyles, Ebbsfleet House, Ebbsfleet Lane Refused**

Reserved matters application pursuant to outline permission OL/TH/19/0126 for the erection of 1 no. detached 3-bed dwelling for the approval of landscaping

**R/TH/23/0520 – 145 Monkton road, Minster CT12 4JB  
Granted**

Erection of front porch together with alteration to the front amenity space to replace existing grass with hard landscaping to provide vehicular access and additional off street parking

**FH/23/0479 – 10 Mannock Drive, Ramsgate CT12 5DG  
Granted**

Application for approval of Conditions 3 (Construction Management Plan) attached to Planning Permission F/TH/22/0579 for the Extension of electricity battery storage facility to provide additional 249mw capacity including electrical plant and equipment, alterations to land levels, landscaping and associated works, following removal of existing wind turbine, site clearance and levelling

**Richborough Energy Park Sandwich Road RAMSGATE Kent CT13 9NL  
Ref. No: CON/TH/23/0285  
Granted**

Application for approval of Condition 7 (Foul Drainage) attached to Planning Permission F/TH/19/0173 for the erection of 23 no. dwellings following the demolition of existing buildings, with associated parking, open space and landscaping

**Hoo Farm 147 Monkton Road Minster Kent CT12 4JB  
Ref. No: CON/TH/23/0230  
Granted**

Erection of 1No commercial unit (use class B2) and 3 no associated car parking spaces

**Land East Of The Loop Manston Business Park Ramsgate Kent  
Ref. No: F/TH/23/0203  
Granted**

Erection of 95 dwellings (2 one bed, 29 two bed, 45 three bed, 16 four bed and 3 five bed) with associated access, parking and landscaping

**Land Rear Of 78 To 108 Monkton Road Minster Kent  
Ref. No: F/TH/23/0085  
Refused**

## 56. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC	Cllr Crow-Brown reported that no meeting was held this month.
Minster School	Cllr Crow-Brown to organise a meeting with Mr McCarthy.
Twinning Assn.	No representative available.

**57. 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 2023 be approved.**

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

Paul Brown thanked the council for arranging the replacement of the signpost for Marshside Campsite in Church Street.

Paul Brown asked where contractors will be parking when working at the Tothill Development site. Cllr Ingleton responded that parking will be provided within the site.

**Time concluded: 8.15pm**

**4<sup>th</sup> July 2023**