

# MINSTER PARISH COUNCIL



The Parish Office  
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Clerk to the Council: Kyla Lamb - MAAT

1<sup>st</sup> May 2024

## MINSTER PARISH COUNCIL

### ANNUAL MEETING

7<sup>th</sup> MAY 2024

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, St Mildreds Road, Minster on Tuesday 7<sup>th</sup> May 2024 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. ELECTION OF CHAIRMAN

To elect a Chairman of the Minster Parish Council for the ensuing year 2024/25.

**The Chairman to take the Declaration of Acceptance of Office.**

3. **APPOINTMENT OF VICE-CHAIRMAN**

To appoint a Vice-Chairman of the Minster Parish Council for the ensuing year 2024/25.

4. **MINUTES**

To approve the minutes of the Council meeting held on 2<sup>nd</sup> April 2024 (**Appendix A**)

5. **PARISH ASSEMBLY MEETING**

To receive the minutes of Parish Assembly Meeting held on 16<sup>th</sup> April 2024 (**Appendix B**).

6. **MEMBERS' INTERESTS**

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

7. **MEMBERSHIP OF COMMITTEES 2024/2025**

Council is requested to consider the re-appointment of the following Committees and to appoint Members to serve on them:

- i) Policy & Finance
- ii) Operations
- iii) Planning, Highways and Transportation
- v) Communications

8. **TIMETABLE OF MEETINGS 2024/25**

Members are asked to agree the following meeting timetable:-

**Council Meetings**

**2024**

4<sup>th</sup> June  
2<sup>nd</sup> July  
August – no meeting  
3<sup>rd</sup> September  
1<sup>st</sup> October  
5<sup>th</sup> November  
3<sup>rd</sup> December

**2025**

7<sup>th</sup> January  
4<sup>th</sup> February  
4<sup>th</sup> March  
1<sup>st</sup> April  
15<sup>th</sup> April (Annual Parish Meeting)

9. **APPOINTMENT TO OUTSIDE BODIES**

Council is asked to appoint representatives to the following outside bodies:

TALC                      2 Representatives  
Minster School  
Village Hall

10. **APPOINTMENT OF INTERNAL AUDITOR**

The Parish Council's existing internal auditor is Mr David Buckett and Council is requested to agree to the continuation of this appointment for 2024/25.

## **Agenda for Ordinary Meeting**

### **1. POLICING & COMMUNITY WARDEN REPORT**

To report on any other matters as appropriate.

### **2. COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORT**

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

### **3. CHAIRMAN'S ANNOUNCEMENTS**

The Chairman to report as appropriate.

### **4. REPORT OF THE CLERK**

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

### **5. DOCUMENTS AVAILABLE FOR INSPECTION**

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

### **6. SECTION 106 AGREEMENT**

The Clerk will update members with any information since the last meeting.

### **7. THANET WARD BOUNDARY REVIEW**

The Local Government Boundary Commission for England are carrying out a ten-week public consultation inviting proposals for new council wards and ward boundaries for Thanet District Council. The consultation closes on 27 May 2024. New arrangements will come into effect at the local elections in 2027. Members views are sought.

### **8. D DAY 80 – 6<sup>TH</sup> JUNE 2024**

The Chairman will update members on taking part in this event.

### **9. PLANNING, HIGHWAYS AND TRANSPORTATION COMMITTEE**

To receive minutes of the meeting held on 29<sup>th</sup> March 2024 and the recommendations contained therein. **(circulated by email prior to the meeting)**

### **10. OPERATIONS COMMITTEE**

To receive the minutes of the meetings held on 16<sup>th</sup> April 2024 and 24<sup>th</sup> April 2024 and to consider the recommendations therein (Appendix C) . Summarised below:-

- **Recommend to full Council that Flashpark to be trialled for a period of one year at both car parks. Warning signage with maximum parking times and other conditions is erected at a cost of £42 per sign per annum. Signage requirements are 6 signs for the High St carpark and 8 signs for Monkton Road car park. Penalty charge notices can be issued by Flashpark when conditions of parking are breached. The cost of signage to be approved by Full Council is £588.00**

- **Recommend to Full Council to accept the quotation of £990 for electrical works by NP Electrical at the toilets and £3680.50 for plumbing works from Clements Plumbing to public toilets.**
- Members considered the purchase of a John Deere X107 Side Discharge Lawn Tractor.
- **Recommend that Full Council accept the quotation of £3300 to purchase a John Deere X107 Side discharge Lawn Tractor. (Since the meeting the Clerk has found a more favourable price of £2767.50 including delivery and a mulch kit plus VAT)**
- **recommend to Full Council to purchase a 20ft container from RS French at a cost of £1695 delivered and site it next to the one used by Minster FC and paint it green.**

#### **11. ALL WEATHER PITCH FLOODLIGHTING UPGRADE TO LED**

The Clerk has an opportunity to apply for funding to upgrade the 3G pitch floodlights to LED as the existing ones are at the end of their life. If successful, the funding will pay up to 70% of the cost. The lowest quotation received is from Kingfisher lighting £18,543 with £1862 to upgrade the car park lighting which is not part of the funding application. Members are asked to consider approving the following if the grant application is successful: - £5563 (30%) and £1862 for the car park lighting. Total £7425. This can be funded from the pitch sinking fund held in reserves.

#### **12. FLEET INSURANCE RENEWAL**

Members are asked to consider and approve the renewal invoice for the Citroen Dispatch van and Toro Groundmaster and Ransome ride on mowers. The renewal premium is £1565.09 (Van £1019.20, Toro £96.34, Ransome £138.16, ISEKI new mower £143.77). The Clerk has sought alternative quotations for the van and will report further at the meeting.

#### **13. COMMITTEE REPRESENTATIVE REPORTS**

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

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

#### **14. REPORT OF THE RFO**

- (a) Bank balance statement
- (b) Statement of Receipts and Payments for April 2024 (**Appendix D**)

#### **15. 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**

**1<sup>st</sup> May 2024**