

MINSTER PARISH COUNCIL

Minutes of the Annual Meeting of the Council held at

John Spanton Sports Pavilion, St Mildreds Road, Minster

on 6th May 2025 at 7.00pm

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

Also present: Cllr Smith (TDC), Clare Wilsdon (Assistant Clerk to the Council)

Apologies for absence: Kyla Lamb (Clerk to the Council)

1. ELECTION OF CHAIRMAN

It was moved by Councillor Crow-Brown and seconded by Councillor Jones that Councillor John Quittenden be elected Chairman of the Council for the year 2025/26.

There were no other nominations submitted and it was:

RESOLVED: That Councillor Quittenden be duly elected Chairman of the Council for the ensuing year 2025/2026.

Councillor Quittenden took and signed the declaration of acceptance of office and thereupon took the chair.

COUNCILLOR QUITTENDEN IN THE CHAIR

2. APPOINTMENT OF VICE CHAIRMAN

It was moved by Councillor Bates and seconded by Councillor Crow-Brown that Councillor Ian Fordyce be appointed Vice Chairman of the Council for the year 2025/26. There were no other nominations submitted and it was:

RESOLVED: That Councillor Fordyce be duly appointed Vice Chairman of the Council for the ensuing year 2025/2026.

3. MINUTES

RESOLVED: That the Minutes of the Council meeting held on 1st April 2025 be approved.

4. PARISH ASSEMBLY MEETING

The minutes of the Parish Assembly Meeting held on 15th April 2025 were received and noted.

5. MEMBERS INTERESTS

No members interests noted.

6. MEMBERSHIP OF COMMITTEES

RESOLVED: That the following Committees be re-formed with the membership as shown:

Policy & Finance
Cllr. Crown-Brown
Cllr. Dr. Jones
Cllr. Fordyce
Cllr Quittenden

Operations
Cllr. Crow-Brown
Cllr. Dr. Jones
Cllr. Smith
Cllr. Bates
Cllr Quittenden
Cllr Fordyce

Planning & Highways
Cllr. Ingleton
Cllr. Dr Jones
Cllr. Bates
Cllr. Smith
Cllr Quittenden

Communications
Cllr Crow-Brown
Cllr Quittenden
Cllr. Dr Jones
Cllr Smith
Cllr Fordyce

7. **TIMETABLE OF MEETINGS 2025/2026**

Members **AGREED** the following meeting timetable:

2025

3rd June
1st July
August (no meeting)
2nd September
7th October
4th November
2nd December

2026

6th January
3rd February
3rd March
7th April
21st April – Annual Parish Meeting

Further meeting dates will be agreed for all Committees.

8. **APPOINTMENT TO OUTSIDE BODIES**

AGREED: The following members be appointed as the Council's representatives to the under-mentioned bodies;

TALC
Minster School
Village Hall

Cllrs Quittenden & Crow-Brown
Cllr Webzell
Cllr. Smith

9. **APPOINTMENT OF INTERNAL AUDITOR**

RESOLVED: That Mr David Buckett be re-appointed as internal auditor to Council for the year 2025/2026

MINUTES OF THE ORDINARY MEETING
6th May 2025

10. POLICING AND COMMUNITY WARDEN REPORT

No reports provided

11. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORTS

Cllr Smith reported as follows;

- An interesting week with the election of new councillors.
- Visited the neighbours of 55 High Street to discuss their views on the proposed planning application. This application has been called in
- Will be visiting the Manston Reception Centre with other councillors on Thursday 8th May
- Citizens Advice drop- in session at Minster library has been postponed until 20th May 2025
- Planning application for an extension at Preston Caravan site was refused.

12. CHAIRMAN'S ANNOUNCEMENT

Cllr Quittenden expressed his disappointment at the loss of Cllr Crow-Browns seat on KCC following the recent election and thanked him for his service to the community.

Cllrs Luke Evans and Amelia Randall are the newly elected representatives for Birchington & Rural. Cllr Peter Evans is now the representative to replace Cllr Bambridge who recently resigned.

Interviews have taken place for a new General Operative and a successful candidate has been appointed.

Training for newly elected members of parish councils will be run by TDC.

Proposed changes under the Planning and Infrastructure Bill may see councillors undergoing mandatory training in order to sit on planning committees.

Recently attended a memorial service on behalf of the council and RBLI, to remember those killed near Margate when a B24 aircraft crash landed during WW2.

Also attended a meeting of Thanet Rural Regeneration Group where representatives of Kent and Medway resilience forum gave a presentation on how to prepare an emergency plan.

Cllr Bates asked if the newly elected councillors at KCC and TDC would be attending our meetings. Cllr Quittenden responded that they would be invited to attend.

13. **REPORT OF THE CLERK**

Nothing to report

14. **DOCUMENTS AVAILABLE FOR INSPECTION**

None.

15. **KENT ASSOCIATION OF LOCAL COUNCILS COMMUNITY AWARDS 2025**

The Chairman reported that Sara Tyler has been awarded a KALC Community Award certificate in recognition of her litter picking and continued commitment to the community. Sara was not able to attend to receive her award but sent a letter thanking the council for the recognition.

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

RESOLVED: That the minutes of the Planning, Highways & Transportation meeting held on 28th April 2025, be received and the recommendations contained therein.

Cllr Fleming gave a short summary of the minutes.

Members considered the councils view on the SEALINK proposals now the Planning Inspectorate have accepted the application for a Development Consent Order.

AGREED: The council **OBJECT** to the proposal.
Our response should combine issues raised in our previous responses.

Cllr Ingleton stressed that there is misinformation about the proposal being shared on social media and it was of utmost importance that anyone who has a view on the proposal should register as an interested party.

Members further considered any community benefits that may become available and it was **AGREED** to give consideration to what mitigation would be appropriate based on our response to the proposal and prepare our request when we are able to do so.

Cllr Abi Smith said it was important to consider what benefits it might be possible to access.

The Chairman thanked Cllr Fleming on behalf of the council for her hard work and commitment during her time of service as Chairman of the Committee.

17. **PARISH FORUM 20TH MAY REQUESTS FOR AGENDA ITEMS**

Members considered agenda items for the next parish forum meeting

AGREED: To request an agenda item asking for an update to the SEALINK project

18. MINSTER SHOW STORAGE

Cllr Fleming provided an update to the previous request for a possible storage area to be provided for Minster Show items. Approximately 27 square feet is required. Some of the staging equipment is 9ft high.

AGREED: To consider where storage may be available

19. FLEET INSURANCE RENEWAL

Members considered the renewal quotation for the Citroen Dispatch van and Toro Groundmaster, Ransome and Iseki ride-on mowers

RESOLVED: To accept the renewal for the van at a cost of £986.80 from Adrian Flux

RESOLVED: To accept the renewal for the Toro Groundmaster, Ransome and Iseki mowers at a cost of £466.02 from MS Amlin

20. COMMITTEE REPRESENTATIVE REPORTS

Members received reports from representatives of the following bodies:

TALC Cllr Quittenden reported that no meeting has been held.

Minster School No update.

Village Hall. Cllr Smith reported that the AGM is to be held on 22nd May 2025 and this would also be Eric James retirement date.

21. 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 April 2025 be approved.

22. QUESTIONS FROM THE PUBLIC/ANY OTHER BUSINESS

Mrs Quittenden asked what work has started at the bridle-path.

Mrs Quittenden queried how access for the SEALINK project would affect the sevenscore roundabout.

Time concluded: 8.16pm

3rd June 2025