

MINSTER PARISH COUNCIL



**MINSTER
IN THANET**

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Clerk to the Council: Ms. Kyla Lamb - MAAT

27th April 2022

MINSTER PARISH COUNCIL

ANNUAL MEETING

3rd MAY 2022

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster which will be held at Minster Library and Neighbourhood Centre on Tuesday 3rd May 2022 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 2022/23.

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 2022/23.

4. MINUTES

To approve the minutes of the Council meeting held on 5th April 2022 (**Appendix A**) and also the minutes of the Extraordinary Council Meeting held on 19th April 2022 (**Appendix B**)

5. PARISH ASSEMBLY MEETING

To receive the minutes of Parish Assembly Meeting held on 19th April 2022 (**Appendix C**).

6. MEMBERS' INTERESTS

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

7. MEMBERSHIP OF COMMITTEES 2022/2023

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
- iv) Highways
- v) Communications

The Members appointed to the Policy & Finance Committee will be asked to agree to the holding of that Committee on Tuesday 24th May 2022 at 6.30pm.

8. TIMETABLE OF MEETINGS 2022/23

Members are asked to agree the following meeting timetable:-

Council Meetings

2022

7th June
5th July
August – no meeting
6th September
4th October
1st November
6th December

2023

10th January
7th February
7th March
4th April
18th 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
Twinning Association

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 2022/23.

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. **THE QUEENS PLATINUM JUBILEE WEEKEND 2ND-5TH JUNE 2022**

The Chairman will update members on the plans for the celebration.

8. **NEW PARISH OFFICE BUILDING**

The Clerk/Cllr Torbett will update members on the project.

9. **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 £1196.37, Toro £82.83, Ransome £118.21). The Clerk has sought alternative quotations for the van and will report further at the meeting.

10. **KENT ASSOCIATION OF LOCAL COUNCILS COMMUNITY AWARDS SCHEME 2022**

The Chairman is pleased to report that following the Parish Councils nomination, Mrs Barbara Quittenden has received a KALC Community Award Scheme 2022 certificate in recognition of her continuing commitment to the local community, litter-picking, decorating the village for Remembrance days and Christmas and organising a family Christmas Event this year after various lockdowns.

Mrs Quittenden has been invited to the meeting to receive her award from the Chairman.

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. **DEVELOPMENT PROPOSALS FOR LAND NORTH OF FOXBOROUGH LANE OL/TH/22/0414**

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

13. **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.

14. **COMMITTEE REPRESENTATIVE REPORTS**

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

TALC	Cllrs. Crow-Brown & Quittenden
Minster School	Cllr Gimes
Twinning Assn.	Cllr. Burden

15. **REPORT OF THE RFO**

(a) Bank balance statement

(b) Statement of Receipts and Payments for April 2022 (**Appendix D**)

(c) To receive the Budget/Income expense report to 31.03.2022 (**Appendix E**)

16. **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

28th April 2022