

# MINSTER PARISH COUNCIL



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Clerk to the Council: Ms. Kyla Lamb - MAAT

31<sup>st</sup> January 2019

## MINSTER PARISH COUNCIL

5<sup>th</sup> FEBRUARY 2019

Sir or Madam,

You are hereby summoned to attend a meeting of the Council of Minster which will be held at the Library and Neighbourhood Centre, 4A Monkton Road, Minster on Tuesday 5<sup>th</sup> February 2019 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. **MINUTES**

To approve the Minutes of the meeting held on 8<sup>th</sup> January 2019 and the Extraordinary Council Meeting held on 28<sup>th</sup> January 2019

3. **MEMBERS' INTERESTS**

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

4. **COMMUNITY WARDEN AND POLICING REPORTS**

To report on any other matters as appropriate.

5. **COUNTY COUNCILLOR & DISTRICT COUNCILLOR'S REPORT**

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

6. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman to report as appropriate.

7. **REPORT OF THE CLERK**

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

8. **DOCUMENTS AVAILABLE FOR INSPECTION**

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

9. **SECTION 106 AGREEMENT**

The Clerk will update members with any information since the January 2019 meeting.

10. **PARISH OFFICE, ARCHIVES RENT REVIEW**

The Clerk to provide an update.

Cllr Jones would like members to consider renting the empty office that was previously Minster Matters for the use of the Parish Council and to be shared with Minster Matters if KCC will consider it. Members views are sought.

11. **AGENCY PAYMENT RENEWAL AND TAKING OVER THE HIGH STREET AND MONKTON ROAD CAR PARKS AND PUBLIC TOILET**

The Clerk to provide an update.

12. **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 January meeting.

13. **MINSTER SHOW**

Minster Show has asked for the usual consent from the Council for the use of the Recreation Ground on Saturday 20th July 2019 for the holding of the Minster Show. The marquee will be erected on 19<sup>th</sup> July and removed on 21st July and will be guarded for both nights. Portaloos will be provided but use of the pavilion toilets for the disabled is requested.

**14. RAMSGATE TOWN COUNCIL – SHARED SERVICES**

The Clerk has been contacted by Richard Styles, Clerk to Ramsgate Town Council. Ramsgate Town Council have invested in more equipment and staffing and have suggested provision of shared services might be considered as and when required. The Clerk will report further at the meeting.

**15. COMMITTEE REPRESENTATIVE REPORTS**

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

TALC	Councillors Day & Quittenden
Minster School	Councillor Mrs Gimes
Village Hall	Councillor Bailey
Twinning Assn.	Councillor Quittenden
KIACC	Councillor Day
Flood Committee	Councillor Day
Minster Church	Councillor Goodman

**16. REPORT OF THE RFO**

- (a) Bank balance statement
- (b) Statement of Receipts and Payments for January 2019 **(To be tabled at the meeting)**

**17. 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**

**31st January 2019**

## **MINSTER PARISH COUNCIL**

**Minutes of the Meeting of the Council held at the Library & Neighbourhood Centre,**

**4a Monkton Road, Minster**

**on Tuesday 8<sup>th</sup> January 2019 at 7.00 pm**

Present: Councillors: Mrs. Gimes (Chairman), Day, Quittenden, Dr. Jones, Grove, Goodman, Owen, Bailey, Mrs. Taylor

Also present: Kyla Lamb (Clerk to the Council), Clare Wilsdon (Assistant Clerk to the Council), PCSO Adrian Butterworth, Cllr Crow-Brown.

### **223. APOLOGIES FOR ABSENCE**

Apologies received from Cllr Liz Hurst as she is on leave, and Cllr Reece Pugh who has other work commitments.

### **224. MINUTES**

**RESOLVED: That the Minutes of the Meeting held on 4<sup>th</sup> December 2018 be approved and signed by the Chairman.**

### **225. MEMBERS' INTERESTS**

Cllr. Bailey declared an interest in payments voucher 111114.

### **226. COMMUNITY WARDEN AND POLICING REPORTS**

Community Warden Aaron Kluibenschadl was not present and a report was not made available.

PCSO Adrian Butterworth was present and reported as follows;

- Kent Police received 35 calls to Minster in the last month including:
  - Two burglaries- One at the Cemetery where a large amount of tools and gardening machinery was stolen from the garage, and a residential burglary in Freemans Road. It is unknown at this time if anything was taken.
  - An RTC fail to stop took place at the top of Tothill Street, where one vehicle shunted another, who in turn shunted a third vehicle. The first vehicle left the scene without stopping. There is no CCTV coverage of the incident.
  - All other calls were for information, missing persons, concerns, RTC and domestic related calls.

PCSO Butterworth further reported that in general, the Christmas period had been quiet.

### **227. COUNTY COUNCILLOR & DISTRICT COUNCILLORS REPORT**

Cllr Crow-Brown reported as follow;

- He is trying to obtain further information about the sale of two properties in Rose Gardens by Orbit Housing.
- A Cabinet meeting is to be held on 29<sup>th</sup> January 2019. Consideration will be given at this meeting to transferring the High Street and Monkton Road car

parks and Minster public toilets to Minster Parish Council under the Asset Transfer Scheme.

Cllr Crow-Brown enquired whether the Clerk had received a response from TDC in relation to the above transfers. The Clerk responded that no response had been received from Gavin Waite.

Cllr Pugh was not present but had prepared a report, read out by the Chairman as follows.

- Contact is being made with UK Power Networks following persistent power cuts since the new year in both Minster and Westgate on Sea. Cllr Pugh would like residents to make him aware of any power cuts and report them to UK Power Networks.
- The commencement of dredging at the Port of Ramsgate is welcome but there are concerns that a contract has been awarded by the Department for Transport, to a company that currently does not have any ferries and will be unlikely to commence ferry services before the end of March. It is hoped that work this year will improve the port and a ferry operator can commence services to turn around the losses the port currently has.
- The Winter Shelter is open to assist rough sleepers during this colder period and can be called on 07534979705 or emailed on [info@thanetwintershelter.org](mailto:info@thanetwintershelter.org).
- The trial run for 150 lorries to make the journey from Manston Airport between and Dover would take place on Monday 7<sup>th</sup> January. This had taken place at the time of the meeting.

**RESOLVED: That the meeting close at 7.12pm to allow Mrs Ruth Burton (Tadpoles Nursery) to address the Council with details of the Tadpoles business for their consideration.**

Meeting reopened 7.32pm

**228. POLICY & FINANCE COMMITTEE**

This item was brought forward at the Chairman's request to allow Mrs Ruth Burton to address the Council.

**RESOLVED: The Tadpoles rent review should be withdrawn from the fees and charges pending an extraordinary meeting to discuss this further. Mrs Burton to provide three years of accounts prior to this meeting.**

**RESOLVED: That the Minutes of the Policy & Finance Committee held on the 2<sup>nd</sup> January 2019 be received and the recommendations contained within the Minutes be approved and adopted as follows;**

- 220 Reserves held on deposit**
- 221 Fees and charges 2019/2020 (except for Tadpoles as detailed above)**
- 222 Budget and Precept 2019/2020**

**229. CHAIRMANS REPORT**

The Chairman reported that when a notable figure passes, we have a flag-pole to mark the event. TDC have now agreed that they will provide a book of remembrance/condolence to be placed within the Parish, for residents to sign.

There is currently a vacancy for an AWPS Caretaker and hopefully one will be appointed soon.

There are currently two vacancies for Parish Councillors that will be addressed via the scheduled elections to be held in May 2019. The Chairman asked that the public give consideration to these.

**230. REPORT OF THE CLERK**

Action with Communities in Rural Kent and Thanet District Council are undertaking a housing needs survey in 6 rural parishes including Minster. This is to identify the level of need for affordable housing that could be provided by community-led housing schemes. The date of distribution in Minster is 4<sup>th</sup> February 2019. Residents are encouraged to respond.

**231. DOCUMENTS AVAILABLE FOR INSPECTION**

None to display.

**232. SECTION 106 AGREEMENT**

An email was received from Richard Heaps (Highways) in relation to the request to extend the yellow lines further in Laundry Road suggesting that this may displace vehicles to Tothill Street creating further congestion. Further attempts have been made to complete the gaps in the yellow lines in Laundry Road but have as yet been unsuccessful.

**RESOLVED: that the Clerk confirms to Richard Heaps that the Council do not share his view and ask that he proceed with the request to extend the yellow lines in Laundry Road on both sides of the road as far as Whites Transport entrance.**

The Clerk has requested an up to date spend figure.

**233. PARISH OFFICE, ARCHIVES RENT REVIEW**

The Clerk has emailed the Area Manager and Gen2 for an update but no response has been received.

**234. AGENCY PAYMENT RENEWAL AND TAKING OVER THE HIGH STREET AND MONKTON ROAD CAR PARKS AND PUBLIC TOILET**

A Cabinet meeting is to be held on 29<sup>th</sup> January 2019. Consideration will be given at this meeting to transferring the High Street and Monkton Road car parks and Minster public toilets to Minster Parish Council.

**235. DEVELOPMENT PROPOSALS FOR LAND WEST OF TOTHILL STREET**

All comments have been submitted and it is now awaiting being put before the Thanet District Council Planning Committee.

**236. OPERATIONS COMMITTEE**

**RESOLVED:** That the Minutes of the Operations Committee held on the 12<sup>th</sup> December 2018 be received and the recommendations contained within the Minutes be approved and adopted as follows;

**208 Purchase of additional CCTV cameras.  
Acceptance of the quotation for CCTV annual maintenance contract.  
Inclusion of costs for installation of broadband at the toilets in the Annual Budget.**

**237. KALC COMMUNITY AWARDS SCHEME**

Members were asked to give further consideration for nominations for the KALC Community Award Scheme for 2019.

**AGREED: No nominations to be made this year.**

**238. COMMITTEE REPRESENTATIVE REPORTS**

Members received reports from representatives of the following bodies:

TALC	<p>Cllr Quittenden reported that the next meeting will be on 17<sup>th</sup> January with guest speaker Ms Moxon from Community Payback. Cllr Quittenden will provide further information about this scheme at the next meeting.</p> <p>Cllr Quittenden will attend a meeting in Ditton on 24<sup>th</sup> January 2019 with the Police and Crime Commissioner to discuss policing in Kent.</p>
Minster School	<p>Cllr Gimes reported that they are working on their links with Monkton Primary School.</p>
Village Hall	<p>Cllr Bailey reported that work has started on the repairs to the hall caused by the car collision last year.</p>
Twinning Assn.	<p>Cllr Bailey reported that eight people are going to Armbouts-Cappel on Friday 11<sup>th</sup> January 2019 for the Mayor's speech.</p> <p>A joint meeting will be held on 9<sup>th</sup> February 2019 to discuss events and exchanges in 2019.</p> <p>The Bowls match planned for February has been postponed.</p> <p>The possibility of Minster villagers exhibiting their crafts is being explored.</p> <p>A quiz night will be held on 9<sup>th</sup> March 2019 at the RBL</p>
KIACC	<p>Cllr Day reported that the Operation Brock trial took place and only 85 lorries turned up.</p>
Flood Committee	<p>Nothing to report.</p>
Minster Church	<p>Cllr Goodman reported the church are looking for grants to install a toilet at the church.</p>

**239. REPORT OF THE RFO**

**RESOLVED:**

- a) That the bank balance be received and noted
- b) The statement of Receipts & Payments for the month of December 2018 be approved. (See attachment)

**240. QUESTIONS FROM THE PUBLIC**

Kim Dolman explained that she and Anna Weston were looking into taking over Tadpoles but the proposed rent increase will not make it viable to take over.

Bernie Watler suggested that with the impending elections, could the Council liaise with other village organisations to encourage residents to become more involved.

Bernie Watler observed that the traffic is not flowing well around the Butts Field Estate.

Bernie Watler asked if 'Park Run' might consider the village as a venue. Barbara Quittenden responded that Minster does not have adequate off-road areas for this to take place.

Mrs Warren, a resident in Molineux Road said that the traffic is dangerous and the verges are being damaged by vehicles parking on them.

Peter Burton asked how much money is left from the Section 106 fund. The Clerk has requested this and is awaiting a response.

**Chairman of the Council**

**5<sup>th</sup> February 2019**

**Time concluded: 8.36 p.m.**