

MINSTER-ON-SEA PARISH COUNCIL

Minutes of the Ordinary Council Meeting of Minster-on-Sea Parish Council (MPC) held at Minster-on-Sea Parish Council [Public Office], Love Lane, Minster-on-Sea ME12 2LP on Thursday 15th June 2023 from 7 pm to 9.30 pm. **Also noted that in line with the Local Government Act 1972, Sch. 12, paras 11 and 27, in the absence of the Chair, the Vice-Chair presided.**

Present	Councillors:- Mr. P. MacDonald, Mr. B. Pointing, Mrs J. Stimson, Mr. M. Tucker and Ms. D. Wooster (Vice- Chair acting as Chair)
Other attendees	Officers: Trish Hamilton (Parish Clerk and Responsible Financial Officer) and Donna Swarbrick (Administration Assistant)
Also present	1 resident, KCC Cllr M Whiting
2023/17	Emergency Evacuation Procedure The Chair advised the meeting of the evacuation procedures to follow in the event of an emergency.
2023/18	To receive apologies and grounds for absence Resolved with apologies noted from Minster-on-Sea Parish Cllr M. Hawkins (family commitments), Cllr E Jayes (work commitment) and Mr T. Nundy (undisclosed health matter). Also received and accepted were apologies from-Kent Police PC A Honess and PC T Maybank, Kent Community Warden Jacqueline Swan (other work commitment). No other apologies were received.
2023/19	To receive any Declarations of interests The Chair asked Members if they have any interests to declare in respect of items on this agenda, under the following headings: (a) Disclosable Pecuniary Interests (DPI) under the Localism Act 2011. The nature as well as the existence of any such interest must be declared. After declaring a DPI, the Member must leave the meeting and not take part in the discussion or vote. This applies even if there is provision for public speaking. (b) Disclosable Non-Pecuniary (DNPI) under the Code of Conduct adopted by the Council in May 2012. The nature as well as the existence of any such interest must be declared. After declaring a DNPI interest, the Member may stay, speak and vote on the matter. (c) Where it is possible that a fair-minded and informed observer, having considered the facts would conclude that there was a real possibility that the Member might be predetermined or biased the Member should declare their predetermination or bias and then leave the room while that item is considered. <u>Other relevant advice</u> : Under the Localism Act 2011, sections 26-34 regarding councillors' conduct in relation to interests and the registration and declaration of them, it is an offence without reasonable excuse to fail to declare a disclosable pecuniary interest or to speak in relation to a declared pecuniary interest or to take any steps in relation to a matter in which they have declared an interest. Councillors need to be aware of the requirement to be transparent about the existence of certain financial and personal in voting on matters where a financial or other interest exists. <u>Advice to Members</u> : If any Councillor has any doubt about the existence or nature of any DPI or DNPI which they may have on any item on this agenda, they should seek advice from the Clerk or Monitoring Officer as early as possible, and in advance of the meeting. Resolved Cllr B Pointing and Cllr J Stimson declared a DNPI on Agenda Item 2023/26 v ii and iii

2023/20	<p>Minutes</p> <p>i. Resolved that the Minutes the Annual Parish Meeting Minutes dated 18th May 2023 (Minute Nos.1 to 9) be deferred to the next Ordinary Council Meeting.</p> <p>ii. Resolved the Minutes the Annual Parish Council Meeting Minutes dated 18th May 2023 (Minute Nos.2023/01 to 2023/16) be deferred to the next Ordinary Council Meeting.</p>
2023/21	<p>Clerk's Report [For Information Only] To receive an update from the Clerk outlining actions taken following last meeting.</p> <p>The Clerk provided a report to the Council.</p>
2023/22	<p>Update from Partners</p> <p><u>Kent Police [circulated]</u> Resolved with the information noted.</p> <p>Cllr D Wooster shared that Minster has 2 new Police Constables PC Ali Honess and PC Thomas Maybank starting on the 1st July 2023.</p>
2023/23	<p>Public Forum</p> <p>Cllr M Whiting discussed diversion routes and signage for Wards Hill closure, volunteer litter picks along The Leas, KCC planning a Household Waste Recycling Centre Consultation, grant funding he has available for community groups and his upcoming meeting to be held with Chief Inspector at Kent Police.</p> <p>A resident attended who is directly affected by the Wards Hill works spoken and wanted to praise the SGN employees.</p>
	<p>Note: Cllr M Whiting left the meeting</p>
2023/24	<p>Casual Vacancies and Co-options</p> <p>In line with the decision made under Minute Ref. 2023/10 on 18th May 2023: To consider Cllr Jayes' report to the Council on how the current three Casual Vacancies could be publicised, explanation on his proposed delivery plan and analysis of the costs.</p> <p>Resolved As Cllr E Jayes was unable to attend this meeting the item was deferred for Cllr D Wooster to discuss with Cllr E Jayes, which meeting is best suited for the item to be placed.</p>
2022/25	<p>To note the Committee Minutes / Reports and consider the approval of any decisions taken under delegated authority and recommendations where specified.</p> <p>Planning and Transportation Committee – 1st June 2023 [circulated]</p> <p>Resolved that the minutes be deferred to the next Planning and Transportation Committee meeting.</p>
2023/26	<p>Financial Matters</p> <p>a) Bank Accounts and Reconciliation</p> <p>i. To consider the Financial Report from 1st April 2023 to 30th June 2023 inclusive [circulated]</p> <p>Resolved that (i) the report be noted by Members in compliance with current legislation including the Local Government Act 1972 S. 101, 135, 137, 150(5), the Accounts and Audit Regulations 2011, the Freedom of Information Act 2000, the Data Protection Act 2018, General Data Protection Regulation 2018 etc.</p>

	<p>ii. To approval and sign the bank account balances and reconciliation for June 2023 [circulated] Resolved noted by Members in compliance with current legislation, that all items relating to income and expenditure be agreed and that the Vice-Chair Cllr D Wooster, Cllr P MacDonald and Cllr. M Tucker verified that the figures presented in the report agreed with those listed in the bank statement. All the above as outlined was via a proposal from Cllr. M Tucker, which was seconded by Cllr P MacDonald and carried.</p> <p>iii. Income received To consider approval of receipts as per itemised list included in (i) above [to follow] Resolved with all receipts agreed as listed. Proposer Cllr. P MacDonald and seconder Cllr. B Pointing and carried.</p> <p>iv. Payments To consider approval of payments as per itemised list included in (i) above [to follow] Resolved with all payments agreed as listed. Proposer Cllr. P MacDonald, seconder Cllr. J Stimson and carried.</p> <p>v. Potential Expenditure and other considerations</p> <p>i. To consider the adoption in principle of a Minster-on-Sea Parish Council Members' Allowance / Special Responsibility Allowance /Travel Allowance / Dependent Carers Allowance / Co-optees Allowance Scheme [all subject to meeting the criteria] in line with Swale Borough Council's Policies (Actual details to be referred to the Finance and General Purposes Committee to make recommendations on with support from the Clerk) Resolved: In accordance with the Local Government Act 1972, s111 which allows the Council to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions the motion was proposed by Cllr. D Wooster, seconded by Cllr. M Tucker and carried.</p> <p>ii. To consider approving a donation of £250 to the Sheppey Local History Society and Gatehouse Museum to part fund the costs of delivering the Minster Village Fayre Event on 17th June 2023 Resolved: In accordance with the Local Government Act (Miscellaneous Provisions) Act 1976, s.19 which allows the Council to contribute to a wide range of recreational facilities in or outside its area, the motion was proposed by Cllr. P MacDonald, seconded by Cllr. M Tucker and carried.</p> <p>iii. To consider allowing the FiatoSax Quartet and Ensemble free use of the Friendship House Hall which the Council has paid for during times when the premises is not in use. Subject to this being agreed by the Council, it is supported by the Friendship House Trust subject to the group signing up to its hall use policy. [This does not include the use of the car park which remains Minster-on-Sea PC's]. Resolved: In accordance with the Local Government Act 1972, s.145 and (2) which allows the Council to the maintenance of a band or orchestra in or outside the Council's area, the motion was proposed by Cllr. B Pointing, seconded by Cllr. P MacDonald and carried. To be reviewed in 6 months.</p>
2023/27	<p>Grievance</p> <p>i. To note Minster-on-Sea Parish Council's receipt of the Clerk's Notice of Grievance Resolved: with the receipt of the Clerk's Grievance noted and referred to Finance and General Purposes Committee. Proposed by Cllr. M Tucker and seconded by Cllr. B Pointing</p>

	<p>and carried.</p> <p>ii. To agree the membership of a Panel to hear the Clerk's Grievance</p> <p>Resolved referred to Finance and General Purposes Committee. Proposed by Cllr. D Wooster and seconded by Cllr. B Pointing and carried.</p> <p>iii. To set a date and time for that Panel to meet</p> <p>Resolved referred to Finance and General Purposes Committee. Proposed by Cllr. D Wooster and seconded by Cllr. B Pointing and carried.</p>
2023/28	<p>Correspondence / Notices (For Information Only)</p> <p>Invitation to attend the Sheppey Light Railway Group Annual General Meeting [circulated] on Friday 30th June 2023 [7 pm to 9 pm] at Sheerness East Working Mens Club, Halfway, Sheerness ME12 3BZ</p> <p>Invitation to attend the next Oasis Academy Community Dementia Café Event on Saturday 24 June 2023 at Oasis Academy Minster Site from 1.30 pm. RSVP: paul.murray@oasisisleofsheppey.org</p>
2023/29	<p>Items to be placed on next agenda</p> <p>All items to be emailed to the Clerk at clerk@minsteronseapc.co.uk</p>
2023/30	<p>Date of next meeting:</p> <p>Resolved: Thursday 20th July 2023 (7 pm) with Cllr. E Jayes suggestion to change the date to 13th July 2023 request noted.</p>

Reports and Minutes are available for inspection on the Parish Council's website or by request

Signed: _____ Date: _____

Print Name: _____

Chair