

## 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 20<sup>th</sup> April 2023 from 7 pm to 10 pm. Also noted that in line with the Local Government Act 1972, Sch. 12, paras 11 and 27, in the absence of the Chair, as the items under discussion related directly to Planning and Transportation, with the agreement of all those present, Cllr. Stanford (Chair of the Planning and Transportation Committee) presided.

Present Councillors:- Mr. M. Hawkins, Mr. E. Jayes (Chair) (part to 9 pm), Mr. P. MacDonald, Mr. T. Nundy, Mr. B. Pointing, Mr. J. Stanford, Mrs J. Stimson, and Ms. D. Wooster (Vice-Chair ) (part to 9.45 pm)

Not present Councillors:- . Mr. K. Pugh

Quorum: 4

Other attendees Officers: Trish Hamilton (Parish Clerk and Responsible Financial Officer) and Mrs. Donna Swarbrick (Administration Assistant)

Also present: 1 resident.

2022/125 Emergency Evacuation Procedure: The Chair advised the meeting of the evacuation procedures to follow in the event of an emergency.

2022/126 To receive apologies and grounds for absence

**Resolved** with apologies noted from Minster-on-Sea Parish Councillor Mr. K. Ingleton (undisclosed health reason) and Cllr. Mr. M. Tucker (Football Association Meeting) Also received and accepted were apologies from-Kent Police PCSO's Lauren Bolt and John Cork, Kent Community Warden Jacqueline Swan (other work commitment). No other apologies were received.

2022/127 To receive any declarations of interests from Members –

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.

Other relevant advice : 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.

Advice to Members: If any Councillor has any doubt about the existence or nature of any DPI or DNPI which they may have in any item on this agenda, they should seek advice from the Clerk as early as possible, and in advance of the meeting

**Resolved** as follows:-

Cllr. Jayes declared two non-pecuniary interests. The first was in response to Agenda Item 2022/128 (c) relating to organising the King's Coronation Event due to the venue being at The Thistle Hill Community Centre where he is a Trustee. He complied with the guidance issued under (b) above where he availed of his right to stay, speak and vote on the matter. Cllr. Jayes also declared a non-pecuniary interest in Agenda Item 2022/133 on the matter of planning applications. He is Vice-Chair of Swale Borough Council's Planning Committee. He had left the meeting at the time those matters were discussed and took no part in the discussion and / or voting on planning applications to comply with the regulations and avoid any risk or perception of predetermination.

Cllr. Nundy declared a pecuniary interest in Agenda Item 2022/128 (c) relating to the King's Coronation Event. Cllr. Nundy is a Servant of the Crown. He complied with the guidance issued under (a) above. He left the room when the matter was being discussed and took no part in the decision-making process.

**2022/128**

Minutes

**Resolved** the Minutes the Ordinary Council Meeting Minutes 23<sup>rd</sup> March 2023 (Minute Nos.113 to 124 / pg. Nos. 277 – 288 ) [circulated] be taken as read, approved and signed by the Chair as a correct record. Cllrs. Mr. E. Jayes and Mr. P. MacDonald abstained from the vote due to not being present at that meeting.

Also considered were the following updates on Minute Reference 2022/121 (iii / b) under Future Planning :-

- a) Minster in Bloom and the way forward – The suggestion is to use social media to publicise the Event. There will be four main categories – (i) best garden, (ii), best creative space which includes small areas, balconies and other creative efforts, (iii) best community effort and (iv) best business effort all of which must be located in Minster-on-Sea. Following this, a shortlist will be produced from which Judges will choose the winners. There will also be a separate category for schools to participate in. The details of how that will be set up and any resultant actions will need to be agreed by a Working Group whose members include Cllrs. Stimson, Nundy and Wooster .

**Share posters / nomination forms**

- b) Site meeting arrangements for the proposed Covid Memorial – **Action:** Cllr Wooster to provide admin with the key people's contact details i.e. potential supplier / contractor and Sheppey Community Hospital Representative) so that they can be invited to the site meeting.
- c) The King's Coronation Event - Minster-on-Sea Parish Council has agreed to fund an event where the community can come together on Sunday 7<sup>th</sup> May 2023 from 1 pm to 3.30 pm in partnership with the Oasis Academy Isle of Sheppey Dementia Café . This is an agreed budgeted item with up to £1,000 being set aside by the Parish Council towards the costs. The venue will be The Thistle Hill Community Centre Laurel Road, Minster-on-Sea ME12 3FG. There are limited spaces so all potential attendees must RSVP.

d) The offer of land from Cllr. Ingleton

Summary: Cllr Ingleton has confirmed that his offer has been withdrawn. He has given permission for the following personal information to be released as he feels it is in the public's interest to do so. This meets MPC's GDPR obligations.

The update is :- Cllr. Ingleton has received a serious offer that will get achieve his objective to create a community garden / space on that site and in his words " get it done." The land will be put into Trust ownership and made available for use to Minster Residents for perpetuity. In withdrawing his offer, Cllr. Ingleton said this does not mean that Minster-on-Sea Parish Council cannot be involved if it chooses to. Instead of owning and managing the project, which was part of the original request, the Council could consider supporting the project by funding particular elements of it.

**Resolved** with the information noted. Minster-on-Sea Parish Council is pleased a satisfactory solution has been found. The Trust will have access to funding streams that the Council hasn't. This will significantly reduce the potential cost to Minster Ratepayers who could support it in part (if the Council agrees) instead of funding the project in its entirety. Minster-on-Sea Parish Council wishes Cllr. Ingleton and the Trust every success in delivering the project for the benefit of Minster Residents and looks forward to receiving updates as the scheme progresses.

**2022/129**

Matters Arising (For Information Only) included :-

- i. To confirm the Council's response to the Kent Community Services Consultation [circulated] which was delegated to the Clerk to respond to – Noted.
- ii. To confirm the **results of the Uncontested Election** of Councillors for the Minster-on-Sea Parish Council wards - Minster East, Minster North and Minster South where those named were duly elected Parish Councillors for the said parish without contest. The notices can be viewed here :- <https://minsteronsea.uk/wp-content/uploads/2023/04/Result-of-Uncontested-Election-2023-1.pdf>

**2022/130**

Update from Partners

Kent Police [circulated]

**Resolved** with the information noted.

A discussion on policing locally resulted in questions that only Kent Police can answer. To resolve this, Chief Inspector Diane Middlemass or Inspector Foster (or other) will be invited to the Annual Parish Meeting to continue the conversation.

Thistle Hill Community Centre

An allegation that the youth club operating from the site will close and / or be replaced by outreach (street) work was made. Cllr. Jayes to provide the Council with details by email so that it can make enquires and decide on a course of action. This will include looking at where responsibilities for youth provision lie.

**2022/131**

Public Forum

A resident's concerns about antisocial parking in Saxon Avenue was noted. Resident to be advised to contact Kent Police via its 101-telephone number to report any vehicle/s blocking them from exiting their home. **Resolved** with the information and action noted.

2022/132

Public representations on planning applications

**Resolved** with no representations noted.

For any neighbours' comments please refer to the specific application on the Mid Kent Planning Portal.

*Clerk's advice: Any representations, publicised on the Mid Kent Planning Services Portal should be regarded as unproven. The Authority has published them in accordance with the requirements outlined in the Town and Country Planning Act 1990. They may not necessarily reflect the position of the planning application being commented upon.*

2022/133

To receive the Committee Minutes / Reports including decisions taken under delegated authority and to consider recommendations where specified.

- (i) Planning and Transportation Committee – 6tg April 2023 [circulated]
- (ii) Also to consider the following planning application which has been included because of constraints related to the deadline for responses. :-

**Support subject to condition comment**

22/503935/REM: Approval of Reserved Matters of access, appearance, landscaping, layout and scale for erection of 205 dwellings on land at Parcels D, E & F pursuant to outline application SW/13/1455 (Outline planning application for the residential development (of up to 431 dwellings): Land At Harps Farm Parcels D,,E & F Thistle Hill, Minster-on-sea Sheerness.

**Comment:** Minster-on-Sea Parish Council could find no material planning reasons on which to object to the proposal. This is because the Applicant's revisions have ossified into amendments which appear to match the suggestions put forward by the statutory consultees. Consequently, Minster-on-Sea Parish Council's support of the proposal is subject to the revisions recommended by the statutory consultees being made mandatory conditions in the event of any grant of planning permission. This includes but is not limited to the recommendations put forward by Kent Highway Services (design and access, parking provision, road layout etc), Southern Water (sewage disposal and surface water control) The Lower Medway Internal Drainage Board (flooding issues and drainage plans), Lloyd Bore Ltd (ecological impact assessment of wildlife and habitats) and the Transport Technical Note prepared on behalf of Jones Homes which includes a Travel Plan based on strategic modelling work in conjunction with the Highways Agency and Kent Highway Services (regarding the increased traffic congestion on the local highway network). The Parish Council's support is also conditional to those outstanding consultee responses namely from the Active Travel Officer, Ecology / Tree Officer and the Policy Team whose expertise must also be considered and any subsequent recommendations that result from those responses being made binding conditions and for all those mandatory conditions (recognised and pending) to be strictly monitored to ensure compliance.

**Resolved** that the minutes be received and recommendations and actions where specified agreed.

2022/134

Finance

Task 1: To consider the Financial Report for the year ending 31<sup>st</sup> March 2023 [circulated]

**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., (ii) that all items relating to income and expenditure be agreed and (iii) that the Chair, Vice-Chair and Cllr. Stanford verified that the figures presented in the report agreed with those listed in the bank statement. All the above as outlined was **RESOLVED** via a proposal from Cllr. MacDonald, which was seconded by Cllr. Stimson and carried.

Task 2: To consider the Financial Report for the year 2023-2024 from 1<sup>st</sup> April to 30<sup>th</sup> April 2023 inclusive [circulated] This will include consideration of a letter from the Citizens Advice Swale seeking financial support [ to follow] aimed at agreeing follow up actions

**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., (ii) that all items relating to income and expenditure be agreed and (iii) that the Chair, Vice-Chair and Cllr. Stanford verified that the figures presented in the report agreed with those listed in the bank statement. All the above as outlined was **RESOLVED** via a proposal from Cllr. Jayes, which was seconded by Cllr. Stanford and carried.

**Resolved** also that the matter related to Citizens Advice Swale to be dealt with in line with budget decisions i.e. funding is subject to the organisation providing a service in Minster for Minster residents to access ideally on site at the Council's office for one afternoon a week.

#### Under Income and Expenditure

Task 3: To accept the Royal British Legion's offer to replace and repair the damaged 'Unknown Tommy' and ' Unknown Woman in War' statues at a much-reduced price of £125

**Resolved:** In accordance with the War Memorials (Local Authorities Powers) Act 1923, s.1 which allows the Council to maintain, repair and protect war memorials in the Council's area the expenditure was agreed via a proposal from Cllr. MacDonald, seconded by Cllr. Wooster and carried.

Task 4: To accept a donation of £125 from Havill Funeral Services to offset that cost

**Resolved:** In accordance with the same legislation as quoted above and for the same reasoning, the donation was accepted with thanks via a proposal from Cllr. Stimson, seconded by Cllr. Pointing and carried.

#### Under Change to the Council's Inventory

Task 5: To write off the following equipment due to the components no longer being fit for purpose :-

- i. 1 Lenova 8037 Notebook Serial No.MP139BNF (purchased 2016)
- ii. 1 Asus Notebook PC Model X200CA-CT112H / DCNOCX96092527 (purchased 2014)

**Resolved:** In accordance with the Local Government Act 1972, s.111 which allows the Council to do anything that will facilitate, be conducive to or incidental to the discharge of its powers and functions as proposed by Cllr. Nundy, seconded by Cllr. MacDonald and carried.

*Clerk's advice: The above complies with the General Power of Competence (England)*

*(GPC) as defined by the Localism Act 2011, ss 1-8 which enables MPC as an eligible council to do anything subject to statutory prohibitions, restrictions and limitations which include those in place before or after the introduction of said power. Although MPC can use this power as its first and only resort, it tries to ensure whenever possible that it has the backing of a second power as seen above. This should assure residents that the Parish Council conducts the most rigorous tests before approving expenditure.*

**Resolved:** with the information noted.

**2022/135** To consider the matter of an alleged encroachment onto Public Land aimed at agreeing the Council's next steps

**Resolved** with the matter deferred due to new information coming forward that needs to be look at.

**2022/136** To consider Correspondence / Notices received

- As shared between various Committees

**2022/137** Date of next meeting:

**Resolved** : Thursday 18<sup>th</sup> May 2023 (Annual Parish meeting (6.30 pm) followed by the Annual Parish Council Meeting (7.45 pm)

**All minutes are draft until agreed at the next meeting of the Council / Committee.**