



## **KINGSNORTH PARISH COUNCIL**

### **Approved Minutes of the Kingsnorth Parish Council meeting held on**

**Tuesday 14<sup>th</sup> April 2020**

### **Conference Call Via Zoom (Due to Coronavirus Government Guidelines) 7.00pm**

**Present:** Cllr Shelley Barber, Cllr Matthew Bridger, Cllr Geoff Cosgrove (Vice Chair), Cllr Bryan Curtis, Cllr Aline Hicks (Chair), Cllr Patricia Moss, Cllr Stuart Moss, Cllr James Ransley, Cllr Benjamin Townend, Cllr Jim Wedgbury.

**Also, present:** Christine Drury (Assistant Clerk – Finance), Borough Councillor Heather Hayward, Peter Le Rossignol (Parish Manager), Marie Russell (Assistant Clerk - Admin) and one member of the public.

#### **Public Comments and Observations**

None

#### **Reports from External Parties**

##### **a. KCC Councillor's Report.**

KCC Councillor Mike Angell's report was circulated to all Kingsnorth Parish Council Councillors prior to the meeting and now available to view on the Kingsnorth Parish Council website ([kingsnorthparishcouncil.gov.uk](http://kingsnorthparishcouncil.gov.uk)).

##### **b. Ashford Borough Councillors' reports.**

Borough Councillors Heather Hayward and Trish Cornish Reports were circulated to all Kingsnorth Parish Councillors prior to the meeting and now available to view on the Kingsnorth Parish Council website.

##### **c. PCSO Report.**

PCSO Anne Martin's report was circulated to all Kingsnorth Parish Council Councillors prior to the meeting and now available to view on the Kingsnorth Parish Council website

#### **1. Apologies.**

Borough Councillor Trish Cornish, PCSO Anne Martin.

#### **2. Declarations of Interest.**

Cllr S Moss is the Chairman for the Kingsnorth Recreation Centre Trustees.

Cllr M Bridger is the Director of the company providing the webhosting and email for the Parish Council.

#### **3. Approve Minutes of 10<sup>th</sup> March 2020.**

To consider the minutes of the previous meeting and if in order sign as a true record.

**PROPOSED BY CLLR COSGROVE**

**SECONDED BY CLLR S MOSS**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**MOTION MOVED.**

#### **4. Matters Arising from the previous minutes (not reported elsewhere).**

- Memorial Bench (Roman Ward) still to be placed - Parish Manager to speak with Maintenance and hopefully have the bench placed prior to the next meeting. Action carried forward.
- HGV's using Violet Way. Parish Manager to send a reminder. Action carried forward.
- Policies to be adopted by the Parish Council – To be an agenda item for the next Parish Council meeting to be held on 12<sup>th</sup> May 2020. Action ongoing.
- Modifications to the caretaker's van. Action carried forward.
- Litter around the Parish – Fly tipping posters to go onto the notice board. Parish Manager believes an awareness campaign should be started and that the communication committee should look at this with the Parish Manager. Action carried forward.
- Permanent memorial on the Kingsnorth Green – Cllr Cosgrove and Cllr Hicks to arrange a meeting. Action carried forward.

- Traffic and highway concerns – Cllr Bridger has been liaising with residents for ideas to take back to the Communications Committee. Next meeting to be confirmed. Action carried forward.
- Produce a working group structure for when larger planning applications are submitted. Cllr Ransley to action. Action carried forward.
- Arrange a meeting to discuss the Custodian Trustee contract on the Recreation Centre. Action carried forward. Parish Manager suggested involving new Leisure portfolio holder.
- Contact Kent Police to find out the number of reports of anti-social behaviour and what action has been taken in response. Parish Manager to contact the Police. Action carried forward.
- Look at staff time associated with the Café and review prices. Action carried forward.
- Request quotes for the repair of the path. Action carried forward.

## 5. Parish Council Monthly Reports

### a. Parish Manager and Officers / Correspondence Reports.

#### The Parish Manager reported on:

March has been a very strange month. As the COVID-19 outbreak became more serious the UK government put us into lockdown and we have had to adapt to new ways of working.

Christine, Marie and I are now based at home using our laptops and printers have been purchased. We are now into a good working pattern and communicating with each other throughout the week although I am sure we all miss the office.

Matt has been working as the sole caretaker for Kingsnorth Parish Council since the middle of February and has been busy working on various projects which have included;

- planting of tree saplings provided by the Woodland Trust and Aspire.

These have been planted around the playing fields.

- Matt has taken the two play parks managed by KPC out of action since the COVID-19 social distancing restrictions came into force.

Matt has been on annual for the final week of March and the first week in April.

During the first half of March I was working on various projects and tasks including:

- Liaising with groups and organisations re the VE day 75 celebrations.
- Organising paperwork regarding an HR issue liaising with Outset UK and Bryan as Chair of the Staffing Committee.
- Putting together fire risk assessment folder for the Pavilion.
- Overseeing legionnaires risk assessment carried out by Rainbow Water Services for the Sports Pavilion.
- Obtaining quotes for an annual service of the water softener at the Pavilion.
- Organising work to be carried out on the boiler at the pavilion.
- Making claim for stolen defibrillator
- Organising speedwatch sessions.
- Met with the Kent FA and Park Farm Rangers FC with Matt O'Neill re the football pitches at the playing fields.

Since the middle of March most of my work has been around the COVID 19 outbreak and dealing with various questions from residents and others. I have been regularly updating our Facebook page with updates and have help support residents who are in need. I have been updating the new website to ensure we have the correct policies and documents in place.

#### Correspondence Report

E-mail from Trevor Hinkley re the Moat fishing lake and surrounding area.

#### Community Engagement and Facebook Stats During March

our Facebook page had a post reach of 20.2k. Post engagements for month were 8.872 an increase of 4k from February. Our page now has 767 likes with 58 new likes this month.

#### Most popular posts March 2020

Shopping opening times – Reach 5.2k

COVID 19 Update from KPC – Reach 3.4k

Closure of Ashford Road – Reach 2.9k

Cllr Hicks extended her thanks to the Parish Manager for providing lots of help, information and updates on the Parish Council Facebook page.

## b. Councillors' Reports.

Cllr Hicks reported that she, and Cllr Cosgrove had attended a KALC meeting where Government Housing Targets were spoken about. Many people from outside of Kingsnorth also agreed that the targets for new houses are too high and they're trying to do something about it.

Cllr Hicks also reported that rates letters had now gone out, Ashford Borough Council also included a letter from Kingsnorth Parish Council for all residents in Kingsnorth so that all estates are aware that they are part of the Parish of Kingsnorth and a brief update of our achievements and plans was also included.

## c. Parish Council Monthly Committee Reports.

To receive update reports from Parish Council Committees and Groups.

### Staffing Committee – Cllr Curtis

- David Jenkins has now left the employment of Kingsnorth Parish Council. There are no immediate plans to replace the role.  
Cllr Curtis recorded thanks from himself and on behalf of the Parish Council for David Jenkins service over the years.
- Cllr Curtis extended his thanks to the Parish Council office staff who are working from home.

### Finance Committee – Cllr S Moss

- Grant Application Form (this was discussed further in agenda item 9).

### Open Spaces and Pavilion Committee – Cllr Cosgrove

Nothing to report.

### Communications Committee – Cllr Bridger

- New Kingsnorth Parish Council website is now live.
- Set up a Zoom account for meetings.

### Community Café – Parish Manager

Nothing to report due to café being closed due to COVID-19 restrictions.

### VE Day Celebrations

This event is now cancelled due to COVID-19 restrictions and Government guidance.

## 6. Financial Matters.

### a. Finance Report

#### Financial statement to 31.3.20

<u>March Income</u>		£	p
PFR	AC	342.50	
Café card receipt	MAC	40.19	
Café PO receipt	MAC	167.60	
Café card receipt	MAC	28.04	
Café card receipt	MAC	11.54	
Refund press wash	MAC	5.01	
Café card receipt	MAC	12.57	
Café PO receipt	MAC	182.85	
Café card receipt	MAC	29.67	
Café card receipt	MAC	24.28	
Café PO receipt	MAC	226.44	
Café card receipt	MAC	19.45	
Café card receipt	MAC	28.45	
Café card receipt	MAC	20.53	

Café PO receipt	MAC	186.20
Kingsnorth School	AC	500.00
Café card receipt	MAC	10.17
Café card receipt	MAC	17.05
KALC course refund	MAC	144.00
PLR-chainsaw oil	PC	15.00
NW int 47793368	AC	1.46
NW int 47793120	AC	29.41
PFR	AC	285.00
		<b>2327.41</b>

### **Balances as at 31.3.20**

Balance at Metro current account	9935.77
Balance at Metro reserve account	60623.43
Balance at NatWest Direct Reserve a/c	8339.64
Balance at NatWest SIBA Account	158069.06
NatWest current account	100.00
Petty Cash	119.40
Metro Bank credit card	0.00
<b>KPC Cash Balance</b>	<b>237187.30</b>

### **Bank Reconciliation as at 31.3.20**

Opening Balance from 28.2.20	250248.09
Plus income during March	2327.41
Less expenditure during March	15388.20
Balance as at 31.3.20	<b>237187.30</b>

### **Invoices Received & Payments due in March**

	Ref	Net £ p	VAT £ p	Total £ p
Accounts Unlocked - payroll	MDD	30.00	6.00	36.00
Tesco café supplies	MDC	17.37	0.00	17.37
Tesco office supplies	MDC	7.55	0.00	7.55
Halfords-van mirror & bulb	BACS	19.92	3.98	23.90
Van & Car-w/shop rent	SO	398.00	0.00	398.00
BT-telephone	MDD	213.56	42.71	256.27
Outset-HR support	MDD	143.33	28.67	172.00
Jan Jaskowiec-H2O signs	MDC	3.95	0.00	3.95
KALC-Cllr course x 2	MDC	120.00	24.00	144.00
Amazon -hot water signs	MDC	18.96	0.00	18.96
Tesco café supplies	MDC	11.85	0.00	11.85
Dobbies tree planting eq	MDC	14.99	0.00	14.99
Euroflorist-staff flowers	MDC	24.49	0.00	24.49
Lister Wilder-mach parts	BACS	105.44	21.09	126.53
EK Fire Protect-pav service	BACS	190.80	0.00	190.80
Bounty Pest Control-ann contract	BACS	450.00	90.00	540.00
Keith Tate Tree-tree work	BACS	220.00	45.00	265.00
KRCT-office rent	BACS	250.00	0.00	250.00
Fuelgenie-van	MDD	69.24	13.85	83.09
Crown Gas n Power-pavilion gas	MDD	315.49	0.00	315.49

Leaseplan-van lease	DD	239.86	47.97	287.83
D,Jenkins-trousers alteration	BACS	11.00	0.00	11.00
HMRC-tax & NI	BACS	306.97	0.00	306.97
Whisper Media-e mails	MDD	6.10	0.00	6.10
Whisper Media-website	MDD	68.40	0.00	68.40
Tesco-café supplies	MDC	8.19	0.00	8.19
EK Fire Protect-pav fire alarm 50%	BACS	1797.00	0.00	1797.00
British Gas-maint	DD	30.58	0.00	30.58
BIFFA-waste	MDD	154.07	0.00	154.07
Argos-HP150nw printer	MDC	108.32	21.67	129.99
Landsell-café supplies	MDC	238.66	0.00	238.66
Argos - Brother printer HL1112	MDC	49.99	10.00	59.99
BT-mobile phones	DD	39.00	7.80	46.80
ASL - printer	BACS	70.36	14.07	84.43
KCC-stationery	BACS	23.20	4.64	27.84
Trade UK-maint	BACS	443.04	33.06	476.10
Salaries	BACS	8719.29	0.00	8719.29
Castle Water	DD	24.72	0.00	24.72
NatWest-bank charges	DD	10.00	0.00	10.00
		<b>14973.69</b>	<b>414.51</b>	<b>15388.20</b>

### Budget Report for 2019/2020

<u>Income to 31.3.20</u>	<b>Budget 2019/20</b>	<b>YTD</b>	<b>Variance</b>
<b>Precept</b>	247500	247500	0
<b>Grants</b>	4669	4669	0
<b>Interest</b>	200	528	-328
<b>Café</b>	0	8011	-8011
<b>Pavilion</b>	1000	5230	-4230
<b>MUGA</b>	2500	2510	-10
<b>Maint</b>	0	894	-894
<b>Other Bridleway KCC/Kestrel Park</b>	5100	16546	-11446
<b>Sub Total</b>	<b>260969</b>	<b>285888</b>	<b>-24919</b>
<b>VAT reclaim</b>	0	5688	-5688
<b>Total</b>	<b>260969</b>	<b>291576</b>	<b>-30607</b>
<b>Note: Other Bridleway KCC/Kestrel Park includes</b>			
Budget amount from ABC for support of Kestrel Park - not going ahead			
KCC £10000, £2340 reimbursement from KRCT, £3000 for trees from Cllr Wedgbury			
<b><u>Expenditure to 31.3.20</u></b>			
<b>Salaries</b>	128000	110065	17935
<b>Section 137</b>	3500	1000	2500
<b>Communications</b>	1000	937	63
<b>General Admin</b>	25000	17255	7745
<b>Subscriptions</b>	1500	1803	-303
<b>Travel</b>	200	85	115
<b>Capital/Asset</b>	21000	4947	16053
<b>Parish Office</b>	3000	3000	0
<b>Maint &amp; Repair - Other</b>	3000	2079	921

Maint & Repair - PI/Field	6000	8930	-2930
Pavilion	14000	11757	2243
MUGA	100	51	49
Maintenance Team	17000	12733	4267
Kingsnorth Conservation Area	5000	0	5000
Kingsnorth Facility Upgrade(incl f/path)	18000	14736	3264
Contingency/KRCT support	10000	2549	7451
Café	0	5633	-5633
<b>Sub Total</b>	<b>256300</b>	<b>197560</b>	<b>58740</b>
Reclaimable VAT	0	7144	-7144
<b>Total</b>	<b>256300</b>	<b>204704</b>	<b>51596</b>

Admin

Access & Open Spaces

Staffing

Note: Salaries budget amount extra cost of 1 x part time grounds staff for Kestrel Park

Maintenance Team costs budgeted for Kestrel Park-not going ahead

Capital -£10k had been put aside for replacement of storage facility lost at Great Chart

This now superseded by Ironworks lease

£10k allocated for extra machinery for Kestrel Park-not now going ahead

Kingsnorth Facility upgrade budget was £10k for bridleway, £8k for footpath Primrose

Costs incurred mainly for footpath

Councillors note acceptance of the Finance Report.

**PROPOSED BY CLLR BRIDGER**

**SECONDED BY CLLR S MOSS**

**ALL THOSE IN FAVOUR – 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**MOTION MOVED.**

**b. To Approve Payment of Invoices.**

Kingsnorth Parish Councils Van and lawnmower insurance is due for renewal.

Quote from Zurich £934.00 (current insurers)

2<sup>nd</sup> insurer quote came in at £904.00.

Cllr Townend suggested checking cancellation charges before making decisions.

Cllr Hicks suggested that the Parish Council agree to let the Parish Manager get the best possible quote – All agreed.

British Gas annual service agreement is up for renewal. The current contract is £315 per year and only covers the service so every time there was a problem with the boiler, we've had to pay for call out charges, labour costs and parts. They've offered a new contract which is an extra £20 per month but covers everything.

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR COSGROVE**

**ALL THOSE IN FAVOUR – 8**

**ALL THOSE AGAINST – 0**

**ABSTENTIONS - 0**

**MOTION MOVED.**

The Parish Manager confirmed that the fire alarm has now been installed at the Pavilion and is fully operational and the second half of the invoice was paid upon completion.

**c. Update on Financial Health Check**

Cllr Hicks commented that the Parish Council Finance Health Check wasn't too good due to one item in red (Minutes and Agendas need to be uploaded from old website to the new website, Matthew Bridger is assisting the Parish Manager to rectify this).

Cllr Curtis and Cllr Cosgrove disagreed with Cllr Hicks comment and commented that the report was very good except for one item which will be rectified prior to the next Parish Council Meeting (12<sup>th</sup> May 2020).

Cllr Bridger confirmed that he should be able to get the files from the old website to the Parish Manager by 15<sup>th</sup> April 2020.

## **7. Planning Matters.**

### **a. To consider all Planning Applications received.**

The Parish office circulated the planning summaries report to all Parish Council Members prior to the meeting.

### **b. To Note Decisions.**

Cllr Hicks presented the planning applications.

Application Number: 20/00391/AS

Address: 23 Butterside Road, TN23 3PD

Ward: Park Farm North

Proposal: Demolition of existing conservatory, proposed single storey front and rear extension, proposed dormer and rooflights to facilitate loft conversion

**Parish Council Comments: Object, overdevelopment of the site.**

Application Number: 20/00279/AS

Address: 79 Washford Farm Road, TN23 5YA

Ward: Washford

Proposal: Erection of single storey side and rear extensions (revision to 18/00734/AS)

**Parish Council Comments: This has already been permitted.**

Application Number: 20/00409/AS

Address: 35 Newlands, TN23 5LA

Ward: Washford

Proposal: Erection of a two-storey side extension and single storey rear extension

**Parish Council Comments: No objection.**

Application Number: 20/00421/AS

Address: 10 Bargates, Kingsnorth, TN23 5UD

Ward: Washford

Proposal: Proposed pitched roof single-storey rear extension

**Parish Council Comments: No objection.**

### **c. To consider any Appeals and Enforcement Matters**

A summary of Ashford Borough Council Decisions on planning applications discussed in previous meetings was documented.

### **d. Any other planning matters**

None

## **8. COVID 19 Update.**

Cllr Hicks provided information from the 'Local Government England and Wales Statutory Instrument', these regulations make provisions to enable local authorities to hold meetings remotely including Telephone conferencing, Video conferencing, live webcast and interactive streaming. The regulations further modify existing legislation provisions to remove the requirement for local authorities to hold annual meetings and to enable requirement to the public and press access to local authority meetings and associated documents to be complied with through remote means and website access.

Cllr Hicks commented that she believes that Kingsnorth Parish Council are following these guidelines very well.

The Parish Manager confirmed that the Parish office staff have been working hard to support residents with various issues and needs during the COVID 19 lockdown.

The Ashford Hygiene Bank are very kindly providing some supplies for us just in case any residents need them.

The Queen's Head have also been supporting residents by providing food.

Borough Councillor Heather Hayward has collected food parcels and helping residents where she can.

A leaflet with support information and guidance has now been sent out by Ashford Borough Council to all residents.



Cllr Townend suggested promoting the Ashford Food Bank on the Parish Council website to try and encourage people to donate.

Cllr Townend asked if there were any provisions to donate via the Church for local residents.

Cllr Curtis proposed that the Parish Manager is authorised to give £250 to the Church for foodbank use for the people of Kingsnorth.

**PROPOSED BY CLLR CURTIS**

**SECONDED BY CLLR COSGROVE**

**ALL THOSE IN FAVOUR – 8**

**ALL THOSE AGAINST – 0**

**ABSTENTIONS - 0**

**MOTION MOVED.**

**Action: Parish Manager to speak with Reverend Caroline regarding a donation from the Parish Council for foodbank items for Kingsnorth residents.**

The Parish Manager commented that one of his neighbours works for 'Milk and More', and he donated 4500 pints of milk to the Ashford Foodbank.

## **9. Parish Ward Grants**

- a. To discuss with all Parish Councillors about ideas for projects in their individual wards and encourage them to liaise with residents to gain ideas and feedback.

Cllr Curtis commented that each Parish Councillor should be looking to see how they can help parishioners within their Wards. Councillors should begin looking at potential projects so that Parishioners can be guided.

The Parish Manager commented that there are currently two organisations who are looking for funding and asked that the Grant Application Form be agreed to move the process along. The Parish Manager suggested that once the Grant application has been completed, it should then go to the Ward member and the Finance Committee before coming back to the Parish Council.

Cllr Ransley asked for clarification that the project could be a "Parish Wide" project. Clarification was given from all other Parish Councillors.

Cllr Townend asked if the public can be consulted, he feels this is a very good time to consult with residents and begin putting ideas together.

Cllr Wedgbury confirmed that he and Cllr Trish Cornish have agreed to jointly provide

Trevor Hinkley (Stanhope Angling Society) with some funding. Trevor then spoke regarding problems with the Moat:

- Anti-social behaviour
- Litter in the Moat
- Poaching of fish
- Moat needs to be desilted

Trevor would like to make the Moat safer and more pleasurable for everyone, not just the anglers.

Trevor thanked Cllrs' Jim Wedgbury and Trish Cornish who agreed to fund three signs to go up around the Moat. Trevor is now looking for funding to replace the dangerous platforms and Aspire will hopefully looking to replace the steps down to the platforms and desilting.

- b. To agree Grant Application Form

**ALL THOSE IN FAVOUR – 10**

**ALL THOSE AGAINST – 0**

**ABSTENTIONS - 0**

**MOTION MOVED.**

**Action: Parish Manager to make the Grant Application available on the Parish Council website.**

## **10. Items to be placed on next Agenda.**

Policies

Parish Grants

## **11. Date of Next Meeting Tuesday 12<sup>th</sup> May 2020**



Cllr Hicks commented that due to Government Guidelines there will be no annual meeting so everyone will keep their positions for next year.

Cllr Curtis queried Cllr Hicks statement that the annual meeting had been completely cancelled for the year and asked if it is not that it is just cancelled at this time due to the current situation.

Cllr Cosgrove and Cllr Curtis commented that it was postponed, not completely cancelled for the year.

Cllr Hicks commented that the appointment of Parish Councillors could be changed later in the year and suggested that September may be possible, but this should be reviewed due to the current Coronavirus pandemic.

The Parish Manager confirmed that the legislation has been removed so that the Annual meeting can take place outside of the usual timescale (May/June).

Cllr P Moss raised that she had a few comments which she would like to speak with the Parish Manager about via telephone tomorrow (15<sup>th</sup> April).

There being no further business, Cllr Hicks closed the meeting at 8:09pm.

The next meeting will be on Tuesday 12<sup>th</sup> May 2020 at 7:00pm.

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_