



## **KINGSNORTH PARISH COUNCIL**

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

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

### **At the Kingsnorth Pavilion, Church Hill, Kingsnorth from 7.00pm**

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

**Also, present:** Christine Drury (Assistant Clerk, Finance), Borough Councillor Heather Hayward, Jan Henry (Community Warden), Dave Jenkins (Caretaker), Peter Le Rossignol (Parish Manager), Reverend Caroline Mansley, Matt O'Neill (Assistant Caretaker), Marie Russell (Assistant Clerk, Admin), 2 members of the public (including Mike Ciccone).

A presentation was delivered before the start of the main meeting by representatives from Deloitte Real Estates, the Church Commissioners for England and Bellamy Roberts for the outline application for land South of Brockmans Lane (application number 19/01701/AS).

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

None

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

- a. KCC Councillors Report  
None.
- b. Ashford Borough Councillors reports  
Cllr Heather Hayward presented her report which had been circulated prior to the meeting.
- c. PCSO Report  
Circulated prior to meeting.

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

Borough Councillor Tina Heyes, Anne Martin-PCSO, Borough Councillor Neil Shorter

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

Cllr Matthew Bridger – Director of the company that provides email hosting.

Cllr Bryan Curtis – Director of the company that provides web hosting to Kingsnorth Parish Council.

Cllr Stuart Moss – Chairman of the Kingsnorth Recreation Centre Trustees.

Cllr James Ransley – Voluntary declaration in case the Kingsnorth Green Development was raised during the meeting.

#### **3. Approve Minutes of 10<sup>th</sup> December 2019.**

Cllr Cosgrove highlighted two typing errors which were corrected.

**PROPOSED BY Cllr Hicks**

**SECONDED BY Cllr Wedgbury**

**ALL THOSE IN FAVOUR – 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**MOTION MOVED.**

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

- Memorial Bench (Roman Ward) to be placed – Parish Manager confirmed that the bench will be place before the next Parish Council meeting which is to be held on Tuesday 11<sup>th</sup> February 2020.
- HGV's using Violet Way. Parish Manager to contact Mike Angell for an update. Action carried forward.
- Policies to be adopted by the Parish Council. Action carried forward.
- Bridleway. Parish Manager to write to KCC regarding the £10,000 towards the Bridleway. Action carried forward.
- Letter to be sent to the Chief Constable regarding refusal to prosecute foreign lorry drivers for moving traffic offences. Parish Manager confirmed that a letter had now been sent.

- Stewardship of the two fields in the centre of the Kingsnorth Green area – To be discussed at the next Open Spaces / Pavilion Committee meeting which is to be held on Friday 31<sup>st</sup> January at 7pm.
- Permanent memorial on the Kingsnorth Green – Cllr Cosgrove to arrange a meeting. Action carried forward.
- Road Signs within the Parish – a list is to be compiled of any unreadable / damaged road name signs within the Parish – Parish Manager to send off the list of reported signs. Action carried forward.
- Traffic and highway concerns – Cllr Bridger and the Parish Manager to look at setting up an awareness campaign via the Communications Committee. Action carried forward.
- Produce a standing order for Press Releases – To be discussed at the next Communications Committee meeting. Date to be confirmed.

## 5. Parish Council Reports

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

#### The Parish Manager reported on:

- Liaising with Ashford Borough Council on the Precept amount for 2020/21.
- Working on a Speed Watch campaign with the local PCSO and Kent Speed Watch Coordinator which will take place on Wednesday 22<sup>nd</sup> January 2020.
- Ordered new Christmas lights for the Village Green.
- Arranged for Bounty to attend the Kingsnorth playing field football pitches to look at the Mole issue.
- Contacted the Kent Football Association to ask them to look at the Kingsnorth playing field due to recent damage.
- Village litter pick in partnership with Broadhembury Caravan Park will take place on 25<sup>th</sup> January 2020.
- Attended the Kingsnorth Medical Practice Christmas fundraising event.
- Took delivery of a new storage cabinet for the workshop. Caretakers can now store any flammable / dangerous substances away safely which meets the Health & Safety requirements.
- Reported the surface water issues on the footpaths around the Kingsnorth playing fields to KCC.
- Reported issues with the drains at the Kingsnorth Recreation Centre to the Trustees and Southern Water.
- Attended a meeting with the Chairman of Great Chart and Singleton Parish Council.
- Invited fruit tree expert John Easton to support our caretakers with the pruning of the Community Orchard.
- Attended and read at the Community Carol Service at Kingsnorth Church on Sunday 22<sup>nd</sup> December.
- Reported concerns of an elderly resident living in Bond Lane regarding felling of Oak trees once Kingsnorth Green is built.
- Arranged and invoiced the Kingsnorth Recreation Centre Trustees for the annual PAT testing of all electrical equipment in the building. This was carried out by Assistant Caretaker Matt O'Neill.

#### Caretakers Report

- Assistant Caretaker, Matt O'Neill, attended a two-day PAT testing course which he successfully passed.
- PAT testing has been carried out in the Pavilion, Kingsnorth Parish Council office, the Caretakers workshop, Kingsnorth Recreation Centre and Slice of Life Gym (Recharged to the Kingsnorth Recreation Centre Trustees).
- Installed and set up a new TV at the Pavilion.
- Opening and closing of the Community Café.
- Put up new Christmas lights on the Village Green.

#### Correspondence Reports

- Cllr Hicks wrote a letter to Tracey Kerly (Ashford Borough Council Chief Executive) and Cc'd in Local MP Damian Green, over concerns from residents about the number of serious road traffic accidents along Ashford Road. Response received from Tracey Kerly stated that these concerns were more down to KCC and she couldn't take any further action.
- Invitation from KCC to attend the Strategic Statement 5-year Plan Consultation.
- Letter from Ashford Borough Council regarding Regulation 18, consultation on Gypsy and Traveller Accommodation Report. Public consultation until 21<sup>st</sup> February 2020.

**Action: Cllr Ransley to produce a draft comment on behalf of the Parish Council and present it at the next meeting (11<sup>th</sup> February).**

## b. Councillors' Reports.

Cllr Curtis reported on the following.

- Budgens shop opened on Christmas Day and had over 100 customers.
- Work has started on the Taylor Wimpey / Persimmon spine road in Bridgefield.
- Reflectors have now been put on bollards on the cycle path/walkway for Bridgefield/Finberry.
- KCC confirmed that the bus route at the end of Damara Way must be managed i.e. by traffic lights. Cllr Curtis will be pushing that the traffic lights are enforced.
- Adoption of Bridgefield, Cllr Curtis will be following this up.

Cllr Ransley reported on the following.

- Attended the organised litter pick at the Park Farm Moat. Cllr Ransley asked if Ashford Borough Council can be contacted regarding the litter in the Moat.

**Action: Parish Manager to contact Ashford Borough Council regarding the litter in the Moat.**

- Speed bumps on Sheepfold Lane.

Cllr Hicks reported on the following.

- Read at the Church Carol Service.
- Tally Ho Road will close for a day for works to take place to hopefully rectify flooding issues.

## c. Parish Council Committee Reports.

To receive update reports from Parish Council Committees and Groups.

### Staffing Committee – Cllr Curtis

Nothing to report.

### Finance Committee – Cllr S Moss

- Set up a working party with grants. Date of meeting to be decided.

### Open Spaces and Pavilion Committee – Cllr Cosgrove

- Stewardship of the two fields in the centre of the Kingsnorth Green area to be discussed in more depth at the next Open Spaces and Pavilion Committee meeting on Friday 31<sup>st</sup> January at 7pm.

### Communications Committee – Cllr Bridger

- Circulated the link for the new Parish Council website to all Councillors and staff for their comments.
- Next Communications Committee meeting date to be arranged.

## 6. Financial Matters.

### a. Finance Report

#### Financial statement to 14.1.20

<u>December Income</u>		£	p
Café card receipt	MAC	26.13	
Café card receipt	MAC	36.16	
PFR-pav	AC	342.50	
Café card receipt	MAC	0.98	
Café PO receipt	MAC	261.70	
Café card receipt	MAC	15.22	
FFX refund	MAC	24.00	
Café card receipt	MAC	5.11	
Café card receipt	MAC	15.09	
Café card receipt	MAC	28.83	
Zurich Ins-barrier	AC	650.00	
Café card receipt	MAC	6.39	

Café card receipt	MAC	2.90
Café PO receipt	MAC	457.00
Café card receipt	MAC	17.78
Café card receipt	MAC	16.66
Festive Lights refund	MAC	41.39
Festive Lights refund	MAC	26.38
Eventbrite Santa café	MAC	80.40
NW int 47793368	AC	1.46
NW int 47793120	AC	36.05
Metro Bank int	AC	16.71

**2108.84**

#### **Balances as at 31.12.19**

Balance at Metro current account	10000.33
Balance at Metro reserve account	65592.02
Balance at NatWest Direct Reserve a/c	8335.48
Balance at NatWest SIBA Account	198818.63
NatWest current account	100.00
Petty Cash	104.40
Metro Bank credit card	0.00

#### **KPC Cash Balance**

**282950.86**

#### **Bank Reconciliation as at 31.12.19**

Opening Balance from 30.11.19	297923.85
Plus income during December	2108.84
Less expenditure during December	17081.83
Subtotal	<b>282950.86</b>
Less expenditure during Jan	4289.97
Plus income during Jan	416.10
Balance as at 14.1.20	<b>279076.99</b>

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

	Ref	Net £ p	VAT £ p	Total £ p
Amazon QBIS lights	MDC	3.32	0.67	3.99
Tesco- café supplies	MDC	21.68	0.00	21.68
Amazon R E Dawson-mini tree	MDC	4.99	1.00	5.99
Furniture at work-safe for café	MDC	58.80	0.00	58.80
Accounts Unlocked-payroll	MDD	30.00	6.00	36.00
Nest-pensions	MDD	443.60	0.00	443.60
Taylor Creations Xmas game café	MDD	3.99	0.00	3.99
Amazon Café party set	MDD	11.99	0.00	11.99
Tesco café suplies	MDD	14.77	0.00	14.77
Van & Car-w/shop rent	SO	398.00	0.00	398.00
KRCT-office rent	BACS	250.00	0.00	250.00
ABC-CCTV 1.10.19-31.12.19	BACS	750.00	150.00	900.00
Tesco café suplies	MDD	13.10	0.00	13.10
Leaseplan van lease	DD	239.86	47.97	287.83
British Gas - boiler repair pav	DD	255.11	0.00	255.11
DC Brown-barrier repair ins£650 R	BACS	650.00	130.00	780.00
HMRC-Tax & NI	BACS	2436.20	0.00	2436.20

Lindsay Wholesale money bags	MDC	4.49	0.00	4.49
Fire Protection shop pav	MDC	34.04	0.00	34.04
FFX - tools	MDC	150.83	30.17	181.00
Outset UK-HR support Dec	MDD	143.33	28.67	172.00
British Telecom - telephone	DD	200.74	40.14	240.88
East Kent Training maint course	MDC	99.90	19.98	119.88
Amazon-fire safety sign	MDC	1.75	0.35	2.10
Safety Supplies van 1st aid kit	MDC	21.90	4.38	26.28
Hobbycraft cake stands	MDC	75.00	0.00	75.00
Amazon-diary	MDC	2.97	0.60	3.57
Tesco-café supplies	MDC	19.32	0.00	19.32
Seton-flamm cab w/shop	MDC	236.00	47.20	283.20
Fuel Genie-van fuel	MDD	146.60	29.31	175.91
Ostar-fairy lights-café	MDC	9.89	0.00	9.89
Amazon-eye wash w/shop	MDC	13.98	2.79	16.77
Tesco-café supplies	MDC	26.59	0.00	26.59
Amazon-bandage w/shop	MDC	4.26	0.85	5.11
Festive lights -returned	MDC	58.97	11.80	70.77
Crown Gas n Power -pav	MDD	245.69	0.00	245.69
Scribe Accounts-accounts package	BACS	733.00	146.60	879.60
Employee - salary	BACS	1005.52	0.00	1005.52
Employee - salary	BACS	1357.53	0.00	1357.53
Employee - salary	BACS	701.31	0.00	701.31
Employee - salary	BACS	101.68	0.00	101.68
Employee - salary	BACS	1466.39	0.00	1466.39
Employee - salary	BACS	2103.34	0.00	2103.34
ASL - printer	BACS	55.76	11.15	66.91
Trade UK	BACS	169.69	17.66	187.35
Trans Fire Protect - pav	BACS	193.50	0.00	193.50
Ashford BC-w/shop rates	SO	109.00	0.00	109.00
Amazon-book for PAT test	MDC	45.05	0.00	45.05
Whisper Media-website	MDD	6.10	0.00	6.10
Whisper Media-website	MDD	68.40	0.00	68.40
Tesco-café supplies	MDC	12.72	0.00	12.72
Festive Lights -battery operated	MDC	51.81	10.36	62.17
Tesco-café supplies	MDC	19.13	0.00	19.13
Landsell-café supplies	MDC	180.18	0.00	180.18
Nest-pensions	MDC	419.60	0.00	419.60
BIFFA-waste	MDD	153.30	0.00	153.30
BGB Services-British Gas boiler	DD	30.58	0.00	30.58
Tesco-café supplies	MDC	3.00	0.00	3.00
Post Office-return festive lights	MDC	13.14	0.00	13.14
Bradleys-café supplies	MDC	178.85	0.00	178.85
Toolstation-PAT test labels	MDC	19.11	3.83	22.94
Tesco-café supplies	MDC	4.20	0.00	4.20
BT-mobile phones	DD	39.00	7.80	46.80
NatWest -bank chgs	DD	10.00	0.00	10.00
		<b>16332.55</b>	<b>749.28</b>	<b>17081.83</b>

## Income in January

PFR	AC	342.50
Café PO receipt	MAC	73.60
		<b>416.10</b>

### Expenditure in January

Staff exp exp-FFX stud detector	BACS	14.71	2.94	17.65
Playground Inspection Co	BACS	332.50	66.50	399.00
Staff - expenses	BACS	82.18	0.00	82.18
Staff - exp	BACS	29.07	1.49	30.56
Accounts Unlocked-payroll	MDD	30.00	6.00	36.00
ASDA-café G.Foreman grill	MDC	25.00	0.00	25.00
Van & Car-w/shop lease	SO	398.00	0.00	398.00
BT-telephone	MDD	194.45	38.89	233.34
Argos-TV pavilion	MDC	265.83	53.16	318.99
Outset-HR support	MDC	143.33	28.67	172.00
Tesco café supplies	MDC	1.10	0.00	1.10
Amazon Shop N Shop ext cable	MDC	4.25	0.85	5.10
Bucks Councils-ClIr training	MDC	54.40	10.87	65.27
Microsoft-Office software laptops	MDC	66.66	13.33	79.99
British Gas-pav boiler repair	BACS	126.00	0.00	126.00
HMRC tax & NI	BACS	2299.79	0.00	2299.79
		<b>4067.27</b>	<b>222.70</b>	<b>4289.97</b>

### Budget Report for 2019/2020

<u>Income to 14.1.20</u>	<b>Budget 2019/20</b>	<b>YTD</b>	<b>Variance</b>
Precept	247500	247500	0
Grants	4669	4669	0
Interest	200	402	-202
Café	0	5677	-5677
Pavilion	1000	4161	-3161
MUGA	2500	1510	990
Maint	0	874	-874
Other Bridleway KCC/Kestrel Park	5100	13402	-8302
Sub Total	<b>260969</b>	<b>278195</b>	-17226
VAT reclaim	0	5688	-5688
<b>Total</b>	<b>260969</b>	<b>283883</b>	-22914
<u>Expenditure to 14.1.20</u>			
Salaries	128000	84600	43400
Section 137	3500	1000	2500
Communications	1000	714	286
General Admin	25000	12745	12255
Subscriptions	1500	1648	-148
Travel	200	85	115
Capital/Asset	21000	2408	18592
Parish Office	3000	2250	750
Maint & Repair - Other	3000	2063	937
Maint & Repair - PI/Field	6000	4490	1510

Pavilion	14000	6605	7395
MUGA	100	39	61
Maintenance Team	17000	9480	7520
Kingsnorth Conservation Area	5000	0	5000
Kingsnorth Facility Upgrade(incl f/path)	18000	14736	3264
Contingency/KRCT support	10000	2516	7484
Café	0	4484	-4484
<b>Sub Total</b>	<b>256300</b>	<b>149863</b>	106437
Reclaimable VAT	0	5239	-5239
<b>Total</b>	<b>256300</b>	<b>155102</b>	101198

Admin

Access & Open Spaces

Staffing

Christine Drury presented the Financial Statement which was also circulated prior to the meeting. Councillors note acceptance of the Finance Report.

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR BARBER**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**MOTION MOVED.**

**b. To agree the list of payments which need to be made.**

- Invoice for the removal of trees around the Pavilion £2,995.00

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR HICKS**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**MOTION MOVED.**

**c. To agree the Budget and a 0% increase in the Precept for 2020/21.**

**PROPOSED BY CLLR CURTIS**

**SECONDED BY CLLR BRIDGER**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**MOTION MOVED.**

**d. To agree a 2% increase in staff wages under the budget outline**

**PROPOSED BY CLLR TOWNEND**

**SECONDED BY CLLR COSGROVE**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**MOTION MOVED.**

**e. To agree a staff contingency fund as outlined in the budget**

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR BRIDGER**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**MOTION MOVED.**

**f. To randomly draw Parish Councillor names for the Monthly Finance Reviews.**

The draw took place and each Parish Councillors was allocated a month for which they will conduct the monthly financial reviews.

**g. Receive an update on the commencement of a Financial Health Check**

- David Buckett (KALC Advisor) has agreed to do the Financial Health Check for the Parish Council.

Cllr Ransley proposed that up to £500 is spent on the Financial Health Check.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR TOWNEND**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**MOTION MOVED.**

## 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.

Cllr Hicks suggested that the Parish Council invite Matt Hogben to speak at the next meeting regarding the Kingsnorth Green application.

**Cllr Ransley left the building at 20.30 whilst the Kingsnorth Green application was discussed and returned at 20.34.**

**b. To note decisions.**

**Cllr Hicks presented the planning applications to the Parish;**

Application Number: 19/01701/AS

Address: Land East of Hamstreet bypass and South West of Brockmans Lane, Kingsnorth.

Proposal: Outline planning application for residential development of up to 100 dwellings to consider access, associated parking, open space, landscaping and drainage.

**Parish Council Comment:** Comment to be drafted by the next Parish Council meeting (11<sup>th</sup> February 2020).

**Action: Cllr Ransley to draft a response to application 19/01701/AS on behalf of the Parish Council and present it at the next Parish Council meeting (11<sup>th</sup> February 2020).**

Application Number: 19/01731/AS

Address: 30 Haywain Close, Kingsnorth, Ashford, TN23 3QL.

Proposal: Replacement of conservatory with single storey extension; retrospective conversion of garage into study and storage.

**Parish Council Comment: No objection provided there's sufficient room at the property for off road parking.**

Application Number: 19/01729/AS

Address: 3 Shipley Mill Close, Kingsnorth, Ashford, TN23 3NR.

Proposal: Installation of dormer window and rooflights to rear elevation.

**Parish Council Comment: Object. Overdevelopment of site and insufficient parking.**

Application Number: 19/01727/AS

Address: 23 Primrose Drive, Kingsnorth, TN23 3NP.

Proposal: Proposed loft conversion to include rooflights to front and balcony rooflights to rear.

**Parish Council Comment: Object.**

Application Number: 19/01737/AS

Address: 20 Dove Close, Kingsnorth, TN23 3NU.

Proposal: Conversion of existing integral garage into a playroom.

**Parish Council Comment: No objection.**

Application Number: 20/00001/AS

Address: 19 Bryony Drive, Kingsnorth, TN23 3RE.

Proposal: First floor side extension; single storey rear extension.

**Parish Council Comment: No objection.**

Application Number: 20/00002/AS

Address: 15 Wood Lane, Kingsnorth, TN23 3AQ.

Proposal: Garage conversion; first floor side/rear extension with dormer window and a single storey rear extension. (Resubmission of application 19/01238).

**Parish Council Comment: No objection.**

The planning application comments were agreed by all members of the Parish Council.

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

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

No appeals or enforcement matters – all agreed.

**d. Any other planning matters**

A discussion took place as to whether a Planning Committee should be set up.

Cllr Hicks suggested that all Councillors look at the planning applications for their own wards and bring their suggestions to the Parish Council meetings.



**Action: Cllr Ransley will produce a working group structure for when larger planning applications are submitted prior to the next meeting.**

**Action: Assistant Clerk to include Councillors' Wards on the Planning Summary sheet which is circulated prior to monthly meetings.**

**Action: Cllr Ransley will draft a letter on Section 106 monies, past and present, and send it to the Parish Manager to action.**

Cllr Hicks confirmed that the footpath diversion 316 was granted planning permission.

#### **8. Kingsnorth Recreation Centre Lease**

- a. To agree a plan of action for the Kingsnorth Recreation Centre lease.**

**Action: Cllr Hicks, Mike Ciccone and the Parish Manager to hold a meeting to discuss the Custodian Trustee Contract and bring back recommendations to the next Parish Council meeting.**

#### **9. Ironworks Workshop Lease**

- a. To discuss the options for the Ironworks Lease.**

Cllr Cosgrove proposed that the Parish Council signs the 12-month Lease agreement for the Ironworks.

**PROPOSED BY CLLR COSGROVE**

**SECONDED BY CLLR S MOSS**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS – 0**

**MOTION MOVED.**

#### **10. Future Parish Council Events**

- a. VE Day Celebration 2020.**

A working group meeting for VE Day will be held on Wednesday 29<sup>th</sup> January in the Pavilion at 7pm.

- b. Remembrance Day 2020.**

Cllr Hicks suggested that this item is carried forward.

- c. Christmas Day Event.**

Cllr Hicks suggested that if anyone had ideas for such an event, they bring their ideas forward to be discussed at a future meeting.

- d. Annual Meeting Date.**

Cllr Hicks suggested that a date/location be agreed at a later date for the Annual Parish Meeting.

#### **11. Items for next agenda**

None.

There being no further business, Cllr Hicks closed the meeting at 9.38pm

The next meeting will be on Tuesday 11<sup>th</sup> February 2020 at 7:00pm.

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

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