



KINGSNORTH PARISH COUNCIL

Approved Minutes of the Meeting of Kingsnorth Parish Council

Held on Tuesday 11th August 2020

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

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

Also, present: Kent County Councillor Mike Angell, Christine Drury (Assistant Clerk – Finance), Peter Le Rossignol (Parish Manager), Matthew O'Neill (Grounds and Maintenance Supervisor), Marie Russell (Assistant Clerk - Admin), Borough Councillor Neil Shorter and 7 members of the public.

1. Apologies

Cllr Geoff Cosgrove, Cllr Hayward (Ashford Borough Council), Cllr Cornish (Ashford Borough Council), PCSO Anne Martin.

2. Declarations of Interest.

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

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

Cllr Hicks Trustee for the Kingsnorth Village Hall Committee

Verbal reports from external parties

a. PCSO's 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.

b. Ashford Borough Councillors' Reports.

Cllr Shorter reported that he had received a detailed planning briefing note from Ashford Borough Council Officers (thirty minutes prior to the Parish Council meeting) but had not yet had the chance to read it. He wanted to reassure residents that Ashford Borough Council are aware of what is being proposed.

- Issues with delivery of housing, it is Cllr Shorter's position as portfolio holder that permissions for building are running at least level with and potentially ahead of what is required to deliver the Local Plan.
- Developers do not always build the permissions that they have got, Cllr Shorter does not believe that it should affect the position for Ashford.

Cllr Wedgbury reported on the amount of noise from motorbikes on the A2070. This is an issue for residents all throughout Kingsnorth.

c. KCC Councillors' Reports

Cllr Mike Angell reported on the following:

- The A2070 is not a KCC highway, it belongs to Highways England. However, KCC are working with Highways England and the police to try to tackle the ongoing issues with motorbikes, speeding and noise on the A2070.
- The Village Hall will be reopening on Saturday 15th August 2020.

Cllr Ransley invited a member of the public to speak due to them missing the public comments and observations at the beginning of the meeting.

Public Comments and Observations

Member of the public commented on the creation of the bridleway linking Kingsnorth and Park Farm

- Delighted to see the plans for the upgrading of the public rights of way which is going to run parallel to Church Hill.
- Asked the Parish Council for clarification that the Bond Lane access point would also be included in the works as it would provide a safe walking route to residents and also that eventually the access point could be upgraded from grass to a hard surface.

Cllr Ransley asked for confirmation that the immediate action would be a small pedestrian gate.

Cllr Shorter commented that he would fully support the principle that the member of public is proposing.

The Parish Manager commented that he had met with Faye Faiers from KCC and there was no mention of the access point and it was not in any of the tenders. The Parish Manager added that he would need to go back to KCC and ask if we would be allowed to put in a gate.

Cllr Ransley commented that he would investigate this further and report back to the Parish Council.

3. Approve Minutes of 11th August 2020.

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

Cllr Ransley asked that:

An addition be made under agenda Item 10 a. To consider all Planning Applications received

Addition: It was proposed that comments would be discussed and agreed after the meeting via email to give Councillors more time to review the applications.

Comments have now been agreed by Councillors and highlighted below.

An amendment be made under Item 11. Election of Members to the following Parish Council Committees.

Amendment: ALL THOSE IN FAVOUR - 10 should read ALL THOSE IN FAVOUR - 8 as two Councillors had left the meeting before this vote.

Cllr Bridger proposed the signing of the minutes (subject to the above amendments) as a true record.

PROPOSED BY CLLR BRIDGER

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS-0

MOTION MOVED.

4. Parish Community Grant Applications

a. To review community grant applications submitted in July 2020.

b. To agree / approve / reject applications

None received.

5. Kingsnorth Parish Projects

To review and agree initial projects to be funded by Kingsnorth Parish Council before March 2021.

a. To receive Quotes for a survey of Bridgefield and Kestrel Parks to establish possible costs / issues with the installation of CCTV and authorise any action.

Cllr Ransley reported that the Parish Manager had been looking at getting CCTV on Bridgefield and Kestrel Park. There had been a meeting with a potential provider who was happy to provide a quote once they know where the electricity supply would be. The Parish Manager has enquired with UK Power Networks about getting a power feed to the centre of both parks, but he has not yet received their quote.

Cllr Ransley confirmed that once quotes have been received this item will be brought back to the Parish Council.

Cllr Shorter asked if solar had been considered.

Cllr Ransley confirmed that the Parish Manager will go back to the potential supplier and ask.

Cllr Curtis commented to Cllr Shorter (ABC planning portfolio holder) that he urged all new housing estates should have CCTV built into the areas with 106 arrangements.

Cllr Shorter noted Cllr Curtis' comments.

Cllr Angell spoke about 106 agreements and advised the Parish Council to contact ABC.

Cllr Ransley confirmed that the Parish Council have already contacted ABC.

b. To receive quotes for signage, on the topic of litter and driving, together with a map showing the proposed locations and authorise any action.

The Parish Manager spoke regarding the Litter and Speeding Awareness Campaign signs. A document detailing three quotes had been circulated to all Councillors prior to the meeting and the Parish Manager showed the document on screen during the meeting.

Quote One: Cost per sign = £20.55

Quote Two: Cost per sign = £24.65 + VAT each

Quote Three: Cost per sign = £13.96 + VAT each

Cllr Hicks asked that the Parish Manager look at locating one of the signs down Magpie Hall Lane.

Cllr Townend proposed that 50 signs be purchased (locations for the signs around the Kingsnorth Parish have been agreed by ABC and KCC for a three-month period).

PROPOSED BY CLLR BRIDGER

SECONDED BY CLLR RANSLEY

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

MOTION MOVED.

c. To receive costs for mature trees with a map of potential locations and authorise any action.

Cllr Wedgbury had kindly donated an Ashford Borough Council Members Grant of £3,000 to Kingsnorth Parish Council to plant mature trees within the Parish. The Parish Manager and Cllr Wedgbury would like to place a statement tree on the Village Green.

Quote One: For a mature tree to replace the one currently located on the Village Green - £780 +VAT for a four-metre tree.

Quote Two: For a mature tree in a container for £897.27 +VAT

The Parish Manager asked for the agreement of the Parish Council to proceed with the purchase of a mature tree for the Village Green and asked that permission be granted for the Parish Manager, in consultation with Cllr Wedgbury and the Chairman, to place other trees around the Parish at a cost of between £100 and £300.

Cllr Ransley asked Councillors if they had any issues with the Parish Managers request.

No concerns raised.

MOTION MOVED.

d. To consider allocation of around £500 to each Ward Councillor to help with small projects within their Wards.

Cllr Ransley raised concerns regarding land ownership but is happy with the principle.

Cllr Ransley asked Councillors if they had any comments and if they were happy for £500 per Ward to be allocated to small projects. Cllr Ransley added that projects would be at the discretion of the Parish Manager and the Ward Member and money spent under delegated authority.

No concerns raised.

PROPOSED BY CLLR CURTIS

SECONDED BY CLLR S MOSS

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

MOTION MOVED.

e. To consider the possibility of an outside film showing / event in the future.

A conversation took place on the possibility of Kingsnorth Parish Council holding an outdoors film showing.

It was decided that due to the current COVID 19 situation that this item would be moved to the Parish Councils agenda for March 2021.

6. Parish Action Sheet.

a. To review progress with items on the action sheet.

The action sheet had been circulated to all Councillors prior to the meeting.

- Modifications to the caretaker's van - (Discussed under agenda item 6 b)

Cllr Ransley suggested that the next two items (Litter around the Parish and Traffic and Highway concerns) are taken off the action sheet for now as they are ongoing but put back on a future agenda.

- Litter around the Parish.
- Traffic and Highway concerns.
- Planting of Trees around the Kingsnorth Parish - (Discussed under agenda item 5 c) Cllr Ransley added that he, along with the Parish Manager are seeking a meeting with Ashford Borough Council to see if they can recommend any other areas to plant trees within the Parish.
- Produce a working group structure for when larger planning applications are submitted - (Discussed under agenda item 8 d - II.).
- Arrange a meeting to discuss the Custodian Trustee contract on the Recreation Centre - Cllr Ransley asked if Cllr Hicks would be happy for him to be involved. Cllr Hicks agreed to Cllr Ransley taking this item over from her.
- Bridgefield Snake becoming a permanent memorial for people who have died from Coronavirus - Kingsnorth Parish Council are still awaiting a response from Ashford Borough Council.
- Bridgefield Defibrillator - Taylor Wimpey wanted £1,500 to cover their legal fees to attach the defibrillator on the front of the shop. There is an idea to place defibrillator in the shop short term, but this would mean that access to it would be restricted to shop opening times.

Cllr Curtis asked Cllr Angell and Cllr Shorter if there is anything they can do to help in getting the defibrillator attached to the outside of the shop so that there would be 24hr access and added that there is also full CCTV coverage.

Cllr Shorter commented that he would be happy (as portfolio holder for planning) to try and make an appeal to Taylor Wimpey on the grounds of building communities and the wellbeing of communities with the consent of the Parish Council.

Cllr Curtis proposed the offer from Cllr Shorter be agreed.

PROPOSED BY CLLR CURTIS

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

MOTION MOVED.

- Bridgefield Park CCTV - (Discussed under agenda item 5 a).
- Look at staff time associated with the Café and review prices - It was agreed that this item had been covered in the July Parish meeting and should be removed from the action sheet.
- Budget for potential projects within the Parish (results of Parish Survey) - Cllr Ransley is currently speaking with Ward Councillors about projects and is hoping that by the next meeting (September 8th 2020) there will be a list of potential projects for each Ward. This item is ongoing.
- Keep Parishioners updated on the results and next steps of the residents' survey - This item is ongoing.
- Ironworks Lease to be signed. Parish Manager to send a copy of the lease to Cllr Ransley. Cllr Ransley will sign the lease once it has been received - This action was agreed at a previous Parish Council meeting. Item to be removed from action sheet once actioned.
- Meet with Borough Councillors re attendance and working relationship - Cllr Ransley has met / exchanged emails with all Councillors except Cllr Wedgbury so this item will be carried forward until Cllr Ransley has spoken with him.
- Removal of Grass arisings from football pitches - Cllr Ransley had a discussion with the grounds and maintenance supervisor around an issue with what the Parish Council do with green waste from around the Parish. Cllr Ransley suggested that this is what we should be looking into.
- Meet with residents re Bond Lane. Cllr Ransley has met with residents - This action is now completed.
- Letter to Jarvis and Pentland re Surgery - Cllr Ransley has drafted the letter which will be sent on Wednesday 12th August 2020.
- Report damaged signage at Magpie Hall / Steeds / Pound Lane Crossroads - This has now been reported to KCC and ABC. KCC have corrected some of the damage already.
- Prepare actions required as a result of the Treasury and Investment Strategy adoption i.e. new bank account - The Finance Clerk has looked at some potential banks, but this has not progressed to the point where there was a recommendation for Councillors. This item will be added to the agenda for either September or October 2020.

Cllr Ransley asked Councillors if there were any items which they would like added to the action sheet for the next meeting:

Councillor Training will be added to the action sheet. Cllr Ransley asked the Parish Manager to look at training courses and dates for Councillors.

Arrange a planning discussion with ABC to discuss CCTV for Bridgefield and Kestrel Park, replacement of Parish noticeboards, bus stops in Kingsnorth Village Ward, toilets at the Moat.

Cllr Ransley felt it would be useful to have any early discussion to that the Parish Council can understand how probable some of those things are.

No concerns raised.

Motion Moved.

b. Grounds and Maintenance Replacement Vehicle.

Parish Manager had circulated a document detailing the quotes received prior to the meeting.

Parish Manager has spoken with the current lease company and three other companies regarding the replacement of the current vehicle to a drop side vehicle or a pickup.

Current Van - Monthly Rental: £239.86 ex VAT

TOYOTA HILUX PICK UP

Quote 1 - Monthly Rental: £324.98 ex VAT

Quote 2 - Monthly Rental: £189.29 ex VAT Includes servicing and road tax

Quote 3 - Monthly Rental: £257.82 ex VAT

FORD TRANSIT 350 L2

Quote 1 - Monthly Rental: £313.51 ex VAT

Quote 2 - Monthly Rental: £390.31 ex VAT

Quote 3 - Monthly Rental: £435.34 ex VAT

Cost to repair van damage before return to lease company.

Quote 1 - £750.00 +VAT (no space until October)

Quote 2 - £1,516.00 +VAT

Quote 3 - £880.46 +VAT

Kingsnorth Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts		Payments			Net Position
	Actual	Variance	Budgeted	Actual	Variance	
Admin	122.55	123	42,821.00	11,881.20	30,940	31,062
Cafe			10,000.00		10,000	10,000
Capital	829.00	829	1,000.00	5,243.23	-4,243	-3,414
Communications			7,990.00	441.59	7,548	7,548
Income	128,144.65	-152,734		10,000.00	-10,000	-162,734
Kingsnorth Green Spaces			51,870.00		51,870	51,870
Maintenance	5,000.00	5,000	25,794.00	16,583.80	9,210	14,210
Pavilion			12,276.00	3,300.95	8,975	8,975
Recreation Centre			5,000.00		5,000	5,000
Salaries			119,628.00	32,383.63	87,244	87,244
Section 137			2,500.00		2,500	2,500
Subscriptions			2,000.00	1,515.00	485	485
NET TOTAL	134,096.20	-146,783	280,879.00	81,349.40	199,530	52,747
Total for ALL Cost Centres	134,096.20			81,349.40		
V.A.T.	0.00			4,343.66		
GROSS TOTAL	134,096.20			85,693.06		

Cllr Ransley suggested a meeting on Finances. Details of the meeting date will be circulated to all Councillors.

b. To review invoices and consider authorising payments.

British Gas Invoice £522. The Finance Clerk requested a copy of the invoice.

PROPOSED BY CLLR CURTIS

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

MOTION MOVED.

Parish Manager had raised that the Asbestos roof on the bus shelter which the Parish Council own is broken.

£1,084 quote to remove and dispose of the asbestos and fit with a new timber/felt roof.

Awaiting quotes for other companies.

Cllr S Moss was concerned and asked if the area should be closed off.

Cllr Shorter suggested that the roof be replaced with profiled tin sheeting which is non-flammable.

Cllr Barber suggested that Councillors agree to respond to this via email once quotes have been received as it is urgent. Cllr Townend agreed with Cllr Barber.

Cllr Ransley proposed that up to £1,084 be agreed, the bus stop is cordoned off with an appropriate notice and the Parish Manager is given a week to obtain further quotes and then agree where it goes via email.

PROPOSED BY CLLR RANSLEY SECONDED BY CLLR S MOSS

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

MOTION MOVED.

c. To review and consider signing off the end of year accounts including approval and signature of the AGAR by the Chairman and RFO.

The Parish Manager shared the documents on screen for Councillors to view (this document had also been circulated prior to the meeting).

The Finance Clerk confirmed that page three had been approved by the internal auditor and that pages four and five were the pages which required the signatures of the Chairman and RFO.

Cllr Curtis proposed that he agreed with the comments of the Internal Auditor and was happy for the Chairman and RFO to sign.

PROPOSED BY CLLR CURTIS

SECONDED BY CLLR S MOSS

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

MOTION MOVED.

Cllr Hicks commented that she agreed to the proposal (as no video was available for her) but due to poor internet and not being able to receive documents prior to the meeting Cllr Hicks asked that she be noted in the minutes as an abstention to any further proposals.

d. Consider extension of café rent free period

Cllr Curtis proposed that the rent-free period for the café will run to the end of this financial year and then be reviewed in the budget for next year.

PROPOSED BY CLLR CURTIS

SECONDED BY CLLR RANSLEY

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

MOTION MOVED.

Cllr Curtis added that he believed that we should not charge a community facility rent.

Cllr Townend commented that the council should let the café get back up and running then assess and review prior to next years budget. Cllr Townend thanked the Parish Manager for all his hard work on assisting in getting the café back up and running by doing risk assessments and arranging for deep cleans to take place. Café will reopen on a trial basis on Wednesday 19th August 2pm-4pm, Monday 24th August 2pm-4pm and Friday 28th August 2pm-4pm.

Cllr Curtis brought to the Chairman's attention that the Parish Council have still seen no evidence of the bank account from the previous café founders that ran the café, being shut.

Cllr Ransley asked that this go onto the agenda action sheet for the next meeting and be assigned to Cllr S Moss.

e. Consider reallocation of budget to increase Community Grant Funding.

Cllr Ransley reported that the Parish Council had allocated roughly £7,500 of the £10,000 set aside for the Community Grant funding in the last four months.

Cllr Ransley reported that the bridle path is now being paid for by KCC so the Parish Council have funds which they could deploy if they wished and suggested asking Community Groups if they have projects they need help with and asked Councillors if they would like to consider increasing the budget from £10,000 this year to possibly £20,000.

Cllr Curtis commented that he would be happy to propose but suggested it be advertised more.

Cllr Wedgbury responded that he was apposed to increasing the budget mid-year and suggested that this be agreed either at the end or beginning of the financial year.

Cllr Bridger commented that he is happy to second the proposal but feels that the Parish Council need to advertise more on social media and contact groups within the Parish.

PROPOSED BY CLLR CURTIS SECONDED BY CLLR RANSLEY

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 2

ABSTENTIONS - 1

MOTION MOVED.

8. Planning Matters

a. To consider all planning application received.

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

Application Number: 20/00884/AS

Address: 56 Violet Way, Kingsnorth, Ashford, Kent, TN23 3GH

Parish Ward: Park Farm South Ward

Proposal: Lawful development certificate - proposed - dormer and rooflights to facilitate loft conversion

Parish Council Comments: [No Objection](#)

Application Number: 20/00889/AS

Address: 60 Washford Farm Road, Kingsnorth, Ashford, Kent, TN23 5YD

Parish Ward: Washford Ward

Proposal: Single storey rear/side extension

Parish Council Comments: [No Objection](#)

Application Number: 20/00919/AS

Address: 43 Haywain Close, Kingsnorth, Ashford, Kent, TN23 3QL

Parish Ward: Roman Ward

Proposal: Certificate of Lawful Development - Proposed - replace existing timber & painted panels to projecting bay with new composite weatherboarding

Parish Council Comments: [No Objection](#)

Application Number: 20/00941/AS

Address: 8 Bramble Walk, Kingsnorth, Ashford, Kent, TN23 3GF

Parish Ward: Park Farm South Ward

Proposal: Garage Conversion to habitable accommodation; Erection of Two Front Dormer Windows and two rear rooflights

Parish Council Comments: [Object, due to insufficient parking](#)

Application Number: 20/01015/AS

Address: The Homelands, Ashford Road, Kingsnorth, Ashford, Kent, TN26 1NJ

Parish Ward: Kingsnorth Village

Proposal: Construction of 10no. light industrial units with associated landscaping works and new canopy to supporter's area to the west of Ashford United Football Club stadium

Parish Council Comments: [support, subject to receipt of ecological surveys to evaluate what protected species may be on site.](#)

Cllr Ransley commented that he wished to add to Cllr Hicks comments on Application Number 20/01015 – The Homelands. Amended comment to read – support, subject to receipt of ecological surveys to evaluate what protected species may be on site.

Cllr Ransley proposed that subject to the above amendment, all comments are agreed.

PROPOSED BY CLLR RANSLEY SECONDED BY CLLR BARBER

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

MOTION MOVED.

b. To note decisions

Parish Manager and Assistant Clerk (Admin) to circulate the Planning Application Summary Sheet again to all Councillors for their comments which once agreed will be sent to ABC.

c. To consider any appeals and enforcement matters

None

d. Any other planning matters.

i. To consider submitting updated comment on planning application for Kingsnorth Green.

Councillors agreed that they were happy for Cllr Ransley to submit his comments on the planning application for Kingsnorth Green.

ii. To consider adoption of planning committee terms of reference.

Cllr Ransley asked if members were happy to adopt the planning committee terms of reference.

No concerns raised

MOTION MOVED

9. Form of Parish Council Meetings

To consider if it is appropriate to return to a physical, rather than virtual meetings at the next Parish Council meeting.

A conversation took place and it was proposed by Cllr Ransley that this item be deferred until the November Parish meeting where the position will be reconsidered.

PROPOSED BY CLLR RANSLEY SECONDED BY CLLR BARBER

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

MOTION MOVED.

10. Correspondence and written reports from external parties.

To consider correspondence and written reports received by the Parish Council before the publication of this agenda and listed below. Then authorising any action.

a. Ashford Lions Boot Fair Proposal for May 2021

Cllr Curtis commented that the Parish Council should review the request at a later date due to the current COVID pandemic.

b. KALC agenda items

Cllr Ransley reported that the KALC Committee have asked Parish Councils if there are any issues that they would like KALC to discuss and consider taking on and asked if any Councillors had any issues they'd like to put forward. Suggestions were:

- KALC Ashford try to lobby Ashford Borough Council to have a database of the section 106 which is available to Parish Councils.
- Training

c. Generic correspondence response

It was agreed that a folder will be created weekly with generic correspondence for all Councillors to be able to access.

11. Parish Managers Report

The Parish Manager may provide any updates (*not addressed earlier on the agenda*) on the work of the Parishes Officers since the last meeting.

The Parish Manager had circulated his report prior to the meeting.

The Parish Manager asked Councillors if they had any comments on the report.

No concerns were raised.

12. Parish Councillors Reports

Members of the Parish Council may provide any updates (*not addressed earlier on the agenda*) they have from their Parish Ward, Internal Committee or External meetings they have attended.

Cllr S Moss – Kingsnorth Recreation Centre

Reported that both tenants at the recreation centre have started up again and there is some minor maintenance needed around the buildings. ABC have responded that the maintenance lies with Kingsnorth Parish Council as we hold the insurance policy.

Cllr S Moss asked if a meeting could be arranged to discuss the matter further.

Cllr Bridger

Thanked the Parish Manager for his help in getting a bin put into an area where flytipping and litter was a problem.

13. Items for the next Agenda

- Contact the Chief executive for housing association to discuss problem tenants within Kingsnorth.

14. Date of Next Meeting Tuesday 8th September 2020 at 7:00pm

There being no further business, Cllr Ransley closed the meeting at 9.15pm.

Signature: _____

Date: _____