



KINGSNORTH PARISH COUNCIL

Approved Minutes of the Meeting of Kingsnorth Parish Council

Held on Tuesday 10th November 2020

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

Present: Cllr Shelley Barber, Cllr Matthew Bridger, Cllr Geoff Cosgrove, Cllr Bryan Curtis (Vice Chair), Cllr Aline Hicks, Cllr Patricia Moss (joined the meeting at 19.16pm), Cllr Stuart Moss (joined the meeting at 19.16pm), Cllr James Ransley (Chair), Cllr Benjamin Townend.

Also, present: KCC Councillor Mike Angell, Christine Drury (Assistant Clerk – Finance), Peter Le Rossignol (Parish Manager), Marie Russell (Assistant Clerk – Admin), no members of the public observed the meeting.

1. Apologies

Cllr Wedgbury, PCSO Anne Martin.

2. Declarations of Interest

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

Public Comments and Observations

The meeting will be adjourned to allow members of the public to speak. Speakers will be given a maximum of three minutes each to raise issues with the Parish Council.

No requests received from the public.

Verbal reports from external parties

External parties may provide updates which are likely to be of interest to the residents of the Parish and Parish Councillors.

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

None

KCC Councillors' Reports

KCC Councillor Mike Angell had nothing to report from KCC but did report that the Kingsnorth Village Hall is only open for Little Stars Nursery and the Post Office.

No report submitted.

3. Approve Minutes of 13th October 2020.

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

Cllr Ransley asked all Parish Councillors if they were happy for the minutes from the previous meeting to be accepted and signed as a true record.

Cllr Ransley asked Councillors if they would be happy for the notes from the 'Closed Session' to be added now that they have been actioned.

PROPOSED BY CLLR RANSLEY

ALL THOSE IN FAVOUR – 7

SECONDED BY CLLR BRIDGER

ALL THOSE AGAINST – 0

ABSTENSIONS - 0

Motion Moved.

(Councillor P Moss and Councillor S Moss had not yet joined the meeting).

4. Parish Community Grant Applications

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

b. To agree / approve / reject applications

Kingsnorth Primary PTA

£5,000 to help with replacing the large wooden gazebo structure in the playground which is rotten and without a roof due to being damaged in storms last year.

Cllr Curtis made a general comment that the Parish Council needs to redouble their efforts in advertising the Community Grant Scheme across the whole Parish of Kingsnorth.

Parish Manager responded to Cllr Curtis that he had emailed all organisations and groups from across the Parish informing them of the Community Grant Scheme.

Action – Parish Manager to use social media to promote the scheme.

Parish Manager asked all Councillors to help communicate the scheme with their Parishioners.

Cllr Cosgrove commented that it would be down to Kingsnorth Primary to decide which quote they wanted to go with to best suit them. Cllr Cosgrove added that the school should inform us of which quote is preferential to them.

Cllr Townend commented that Kingsnorth School had asked for a blanket amount of £5,000 so does not feel that it matters which quote they opt for.

Cllr Hicks proposed that the Parish Council provide Kingsnorth Primary School with the £5,000 they have requested and trust their judgement on whichever quote they choose to go with.

Cllr Curtis commented that he feels Kingsnorth School should inform the Parish Council of the exact works they wish to have carried out before the grant is issued.

PROPOSED BY CLLR HICKS

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR – 5

ALL THOSE AGAINST – 2

ABSTENSIONS - 0

Motion Moved.

(Councillor P Moss and Councillor S Moss had not yet joined the meeting).

5. 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.

- Planting of Trees around the Kingsnorth Parish – The Christmas Tree for the Village Green has been planted and other smaller trees will be planted around the Parish during the next month.
- Arrange a meeting to discuss the Custodian Trustee contract on the Recreation Centre – Still awaiting further response from ABC. Cllr Ransley and the Parish Manager to arrange a meeting with the Trustees of the Recreation Centre and the Village Hall along with any Parish Council members that would also like to attend. Action carried forward.

Cllr Hicks commented that she would like to attend the Trustees meeting.

- Bridgefield Snake becoming a permanent memorial for people who have died from Coronavirus – The Parish Manager has been trying to contact ABC with different permutations to try and get things done but there has still been no response from ABC as yet. Action carried forward.

Cllr Curtis suggested that if there is no response from ABC soon then the Parish Council should escalate the issue. Cllr Ransley to arrange a meeting with Borough Councillors and the Portfolio Holder for Open Spaces.

- Bridgefield Defibrillator – There is still no progress on obtaining a response from ABC. Cllr Ransley will link this issue in with the above action (Bridgefield Snake) when arranging a meeting with Borough Councillors and the Portfolio Holder. Action carried forward.
- Bridgefield Park CCTV – Parish Manager has approached a company for a quote on battery operated, wireless CCTV cameras. The company will be assessing Bridgefield Park and Kestrel Park to provide an accurate quotation. Action carried forward.
- Update on the Residents Survey – Next update will be once the Parish Council have agreed the budget. Communication can then be sent out to residents. Action carried forward.
- Disposal of Green Waste from around the Parish – The Ground and Maintenance Supervisor is currently working on this and will present it at the next Parish Council meeting on 8th December. Action carried forward.
- Meeting to discuss issues with tenants of housing association properties in Park Farm – Cllr Ransley has spoken with Cllr Wedgbury to gain more background information. This will be discussed further. Action carried forward.

Cllr Hicks suggested keeping a diary on the anti-social behaviour and then taking it to the housing association.

- Website accessibility – there are regulations in place that the Parish Council need to conform to. Cllr Bridger reported that there will be an icon which will pop up on the website to allow people to increase/decrease text which means the Parish Council Website will be compliant. Update will be given at the Parish Council meeting to confirm all changes are up and running at the December meeting. Action carried forward.
- Park Farm Moat Snake – Cllr Ransley would like to progress the Moat Snake with the Bridgefield Snake. These items will now be tied in together.
- Park Farm Moat – Meeting attended with Ashford Borough Council to discuss the Moat. Relevant officers at ABC are seeking funding to desilt the Moat to ensure that the fish stocks remain viable. Concerns about water management issues were also raised. Currently awaiting further feedback from ABC. This item will be discussed under item 6 of the Agenda.

- Monthly Financial Health Check – Parish Manager has now received two comprehensive versions of the Financial Health Check from the appointed Consultant. There are items that will need to be actioned annually, quarterly, and monthly. Cllr Ransley suggested that an email be sent round with the full list to decide which Parish Council members would like to meet to go through the Health Check. Action carried forward.
- Court Lodge S106 – Cllr Ransley to action and report back on December 8th Parish Council meeting.

Cllr Hicks added that Reverend Caroline had asked for more car parking spaces beside the Mission Hall which the Court Lodge Company had agreed to a couple of years ago. Cllr Hicks asked if Cllr Ransley could include this in the document he will be producing.

- Letter to KCC regarding the Old Ashford Road and the former droving route – Cllr Ransley reported that there had been some confusion over what the Parish Council were seeking from KCC. Cllr Ransley will send off a different form to KCC. Action carried forward.
- Prepare Actions required as a result of Treasury and Investment Strategy adoption i.e., new bank account – The Parish Manager and Finance Officer have been working on finding a new bank account which would meet the criteria of the Parish Council and allow for reserves not to be held in one account to eliminate risk. Unfortunately, due to COVID most banks are unable to open new accounts due to staff pressures. Action carried forward.
- Arrange a planning discussion with ABC to discuss CCTV at Bridgefield Park and Kestrel Park, replacement of Parish noticeboards, bus stops in Kingsnorth Village Ward and toilets at the Moat – Ashford Borough Council have agreed to a meeting with Cllr Ransley. Cllr Ransley will put together documents prior to the meeting. Action carried forward.

Cllr Ransley asked Parish Members if there were any items that they would like added to the Agenda Action sheet. None added.

Cllr Ransley added that the Parish Council had received a letter from Kingsnorth Medical Practice and suggested that a Parish Councillor could attend the meeting, and this be added to the Action Sheet.

Cllr Hicks commented that she believes a member should attend.

Cllr Cosgrove agreed that a representative from the Parish Council should attend.

Cllr Ransley asked if members were happy for him to attend the meeting and for Parish Councillors to forward any thoughts, they have for the document to him in advance of the meeting. All agreed.

Cllr Ransley will take responsibility for this action.

6. The Moat

a. To consider proposal from Ashford Borough Council to support funding the desilting of the Moat.

Issues were raised by the Stanhope Angling Society about the Moat with regards to water levels, desilting, and concerns over losing the fish livestock. Cllr Townend also received an email, and it was discussed at Septembers Parish Council meeting and added to the Action Sheet to see what could be done. It was also raised by the Parish Council at a meeting with ABC where they informed us that they had received a costing of £32,000 which did not include archaeological issues at the site, so ABC were going to seek further quotes. The Parish Council also raised that there seemed to be ditches and other waterbodies which were on ABC land which had not been maintained for a long time. ABC have approached Kingsnorth Parish Council to ask if they would like to contribute to the cost of the works at the Moat because of pressures they have due to COVID. ABC are seeking £27,000 and have mentioned the idea of the Parish Council paying 50%. Cllr Ransley circulated the email from ABC to Borough Council Ward Members for Park Farm South and Park Farm North and also the adjacent Ward Members who are also eligible to contribute to the works, to ask if they may still have Grant Funds. Cllr Ransley added that Cllr Cornish responded that if the Parish Council are assisting with the Park Farm Snake at the Moat then she has around half of her grant left which she would be happy to go towards the Moat. Cllr Haywood commented that if Borough Councillor from Park Farm North and South are happy for her to contribute, she is willing to contribute £500 of her members' allowance. The Stanhope Angling Society are happy to contribute £5,000 (with some conditions in place) which would leave roughly £6,500 remaining from the 50% that ABC are seeking from us. Cllr Curtis raised the concern of a double taxation issue and stated that the Moat is the responsibility of ABC and Council Taxes have been paid and now ABC are hoping that the Parish Council will use further taxpayers' money to help out. 2672 Cllr Curtis commented that his overall view is that ABC have come to the Parish Council for help, yet when the Parish Council approached ABC for things like Defibrillators, Bridgefield Snake, and CCTV there has been no assistance at all so Cllr Curtis has a great issue with that. Cllr Curtis added, speaking about the Moat, if the work needs to be done then it should be done and in these times of COVID he can understand that the Parish Council might want to make a one-off payment as it will benefit the residents of Park Farm North, South and other areas however

believes that it should be done in the round that ABC cannot request this from Kingsnorth Parish Council and then not respond to any requests for help from us. Cllr Townend agreed with the double taxation issue which Cllr Curtis had raised stating that this had already been paid for by residents, it is Ashford Borough Councils responsibility and should have already been done. This should not have been down to the Parish Council to point out to them that the works on the Moat urgently needed to be dealt with and they should not be seeking help from the Parish Council. Cllr Townend added that it should never have got to the state it is in as residents have already paid for it to be maintained. Cllr Townend agreed that the work needs to be carried out but feels very frustrated that Ashford Borough Council have not responded or supported the Parish Council with issues like CCTV in Bridgefield. Cllr Ransley reported that some Borough Councillors will be picking the issues with the Moat up at the budget scrutiny stating that it is not just the Moat but also the Playground where there should have been funds set aside. Cllr S Moss commented that he agreed with Cllr Curtis and Cllr Townend to an extent however feels that the Parish Council should support this for the sake of the residents. Cllr Hicks agreed with Cllr S Moss and added that it could be a public health issue now. Cllr Hicks added that there is also a pond on the other side of Great Oak Way which also needs desilting so the Parish Council could request that the pond is also done at the same time as the Moat. Cllr Barber commented that she felt the Parish Council should help but make it well known that they have helped. Cllr Bridger feels that it is down to Ashford Borough Council as they are supposed to maintain it. Cllr Townend added that he is not opposed to the Parish Council agreeing to give the money but the relationship between Ashford Borough Council and Kingsnorth Parish Council must change moving forward. Cllr Ransley asked for clarification on the proposal for the Moat and request from ABC. Cllr Curtis responded that the Parish Council support Ashford Borough Councils request for support with the Moat with the proviso that Len Mayatt agrees to discuss the items that Kingsnorth Parish Council have asked for him to discuss. Cllr S Moss suggested that the Parish Council agree to the request and use local media to show residents that Kingsnorth Parish Council "saved the Moat". Cllr Townend agreed with Cllr S Moss that if the Parish Council does agree then they should take the credit and it should be publicised. Cllr Townend asked Cllr Ransley for his views as Chairman. Cllr Ransley responded that he had very little sympathy for the COVID funding argument because an economic cycle is usually 7-8 years and we are 12 years past the last recession so you would think that ABC would have the reserves for the Moat and also funds set aside for the dredging of the Moat and Play Park. However, Cllr Ransley added that he does not doubt that ABC do have pressures and the Parish Council want the Moat looked after. Cllr S Moss proposed that the Parish Council release up to £7,500 towards the desilting of the Moat to Ashford Borough Council to enable those works. PROPOSED BY CLLR S MOSS SECONDED BY CLLR TOWNEND ALL THOSE IN FAVOUR - 8 ALL THOSE AGAINST - 1 ABSTENTIONS - 0 Cllr Curtis added that if Ashford Borough Council agreed to support the Bridgefield Snake, defibrillator, and CCTV then he would be more than happy to vote in favour.

**PROPOSED BY CLLR S MOSS
ALL THOSE IN FAVOUR - 8**

**SECONDED BY CLLR TOWNEND
ALL THOSE AGAINST - 1**

ABSTENTIONS - 0

Cllr Curtis added that if Ashford Borough Council agreed to support the Bridgefield Snake, defibrillator, and CCTV then he would be more than happy to vote in favour.

7. Financial Matters

a. To receive the September Finance Report

Kingsnorth Parish Council BANK ACCOUNTS

Metro Bank Current a/c	£8,334.98
Metro Bank Reserve a/c	£45,669.56
NW Reserve 47793368	£8,142.68
NW SIBA 47793120	£309,792.88
NW Current 47793112	£100.00
Petty Cash - Cafe	£0.00
Total in Banks	372,040.10
Cash	119.40
GRAND TOTAL (Banks and Cash)	£372,159.50

Kingsnorth Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

<u>Admin</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
17	Travel Expenses	0.00	0.00	0.00	200.00	0.00	200.00
21	Payroll	0.00	0.00	0.00	432.00	210.00	222.00
22	HR Support	0.00	0.00	0.00	2,064.00	1,364.81	699.19
23	Staff Training	0.00	0.00	0.00	2,000.00	540.00	1,460.00
24	Councillor Training	0.00	0.00	0.00	1,500.00	50.00	1,450.00
25	Councillor/Chairman's Allowance	0.00	0.00	0.00	1,700.00	72.17	1,627.83
26	Bank Charges	0.00	0.00	0.00	40.00	20.00	20.00
27	Audit Fees	0.00	0.00	0.00	1,120.00	990.00	130.00
28	Professional Fees	0.00	0.00	0.00	1,000.00	311.00	689.00
29	Insurance	0.00	0.00	0.00	3,800.00	0.00	3,800.00
30	Office Supplies, Postage & Admin	0.00	0.00	0.00	1,945.00	941.75	1,003.25
31	Telephone and Broadband	0.00	0.00	122.55	2,500.00	1,422.80	1,199.75
32	Photocopier and Printer	0.00	0.00	0.00	2,500.00	693.71	1,806.29
33	Computer Support and Maintenance	0.00	0.00	0.00	2,500.00	437.50	2,062.50
34	Account Software	0.00	0.00	0.00	1,000.00	730.50	269.50
35	Online HR Platform	0.00	0.00	0.00	150.00	0.00	150.00
36	Parish Office Rent	0.00	0.00	0.00	3,000.00	1,750.00	1,250.00
37	Parish Office - Mobile Phone	0.00	0.00	0.00	370.00	191.00	179.00
80	Community Grants Fund	0.00	0.00	0.00	20,000.00	8,555.47	11,444.53
81	VE Day Celebration Event	0.00	0.00	0.00	5,000.00	0.00	5,000.00
		£0.00	0.00	£122.55	52,821.00	£18,280.71	34,662.84

<u>Cafe</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
62	Cafe Supplies	0.00	0.00	0.00	10,000.00	909.09	9,090.91
63	Cafe Consumables	0.00	0.00	0.00	0.00	39.14	-39.14
64	Cafe Workwear	0.00	0.00	0.00	0.00	92.19	-92.19
65	Cafe Equipment	0.00	0.00	0.00	0.00	31.80	-31.80
66	Cafe Admin	0.00	0.00	0.00	0.00	167.38	-167.38
72	Cafe Donations	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	10,000.00	£1,239.60	8,760.40

<u>Capital</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
39	Capital	0.00	0.00	829.00	1,000.00	6,765.21	-4,936.21
		£0.00	0.00	£829.00	1,000.00	£6,765.21	-4,936.21

<u>Communications</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
19	Website	0.00	0.00	0.00	820.80	478.80	342.00
20	E-mail	0.00	0.00	0.00	73.20	42.70	30.50
78	Advertising and Awareness Camp:	0.00	0.00	0.00	7,096.00	823.59	6,272.41
82	Mapping App	0.00	0.00	0.00	0.00	200.00	-200.00
		£0.00	0.00	£0.00	7,990.00	£1,545.09	6,444.91

<u>Income</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Precept	0.00	251,990.00	251,990.00	0.00	0.00	0.00
2	Grants	0.00	0.00	0.00	0.00	10,000.00	-10,000.00
3	Support Grant	0.00	3,449.00	3,449.00	0.00	0.00	0.00
4	Concurrent Grant	0.00	590.00	590.00	0.00	0.00	0.00
5	Interest	0.00	550.00	127.82	0.00	0.00	-422.18
6	Pavilion Hire	0.00	1,000.00	0.00	0.00	0.00	-1,000.00
7	Pavilion Football	0.00	2,000.00	573.00	0.00	0.00	-1,427.00
8	MUGA - School Hire	0.00	1,500.00	0.00	0.00	0.00	-1,500.00
9	MUGA - Casual Hire	0.00	0.00	0.00	0.00	0.00	0.00
10	Maintenance	0.00	1,000.00	140.00	0.00	0.00	-860.00
11	Cafe Takings	0.00	13,000.00	1,975.59	0.00	0.00	-11,024.41
12	Cafe Grants	0.00	0.00	0.00	0.00	0.00	0.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Kingsnorth Parish Council
Net Position by Cost Centre and Code

<u>Cost Centre Name</u>							
13	VAT Reclaim	0.00	5,800.00	3,714.75	0.00	0.00	-2,085.25
73	General Admin	0.00	0.00	15.00	0.00	0.00	15.00
		£0.00	280,879.00	£262,575.16	0.00	£10,000.00	-28,303.84

<u>Kingsnorth Green Spaces</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
68	Bridleway	0.00	0.00	0.00	35,000.00	0.00	35,000.00
69	Kingsnorth Green Spaces	0.00	0.00	0.00	6,870.00	2,862.52	4,007.48
		£0.00	0.00	£0.00	41,870.00	£2,862.52	39,007.48

<u>Maintenance</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
40	Repairs	0.00	0.00	0.00	0.00	1,541.38	-1,541.38
41	Playing Fields	0.00	0.00	5,000.00	3,500.00	7,765.80	734.20
42	Playing Fields CCTV	0.00	0.00	0.00	4,500.00	1,500.00	3,000.00
43	Playing Fields Playgrounds	0.00	0.00	0.00	1,000.00	803.00	197.00
44	Van Lease	0.00	0.00	0.00	3,500.00	1,679.02	1,820.98
45	Vehicle Fuel	0.00	0.00	0.00	1,500.00	880.49	619.51
46	Vehicle Tax	0.00	0.00	0.00	50.00	42.00	8.00
47	Maintenance Vehicle Insurance	0.00	0.00	0.00	975.00	903.68	71.32
48	Workshop Rent	0.00	0.00	0.00	4,776.00	2,786.00	1,990.00
49	Workshop Rates	0.00	0.00	0.00	1,308.00	742.76	565.24
50	Workshop Insurance	0.00	0.00	0.00	0.00	0.00	0.00
51	Workshop Electric	0.00	0.00	0.00	250.00	40.58	209.42
52	Maintenance Mobile Phones	0.00	0.00	0.00	185.00	191.35	-6.35
53	Maintenance Loose Tools	0.00	0.00	0.00	750.00	492.71	257.29
54	Maintenance Staff Training	0.00	0.00	0.00	1,500.00	146.25	1,353.75
55	MUGA	0.00	0.00	0.00	0.00	51.33	-51.33
71	Clothing	0.00	0.00	0.00	0.00	127.21	-127.21
79	Telephone Boxes Refurbishment	0.00	0.00	0.00	2,000.00	500.30	1,499.70
83	Van Repair	0.00	0.00	0.00	0.00	1,011.62	-1,011.62
		£0.00	0.00	£5,000.00	25,794.00	£21,205.48	9,588.52

<u>Pavilion</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
56	Pavilion Gas	0.00	0.00	0.00	2,500.00	180.63	2,319.37
57	Pavilion Electricity	0.00	0.00	0.00	1,000.00	506.52	493.48
58	Pavilion Water	0.00	0.00	0.00	750.00	594.00	156.00
59	Pavilion Fire Safety & Security	0.00	0.00	0.00	750.00	487.98	262.02
60	Pavilion Waste Collection	0.00	0.00	0.00	2,000.00	934.15	1,065.85
61	Pavilion Cleaning	0.00	0.00	0.00	1,750.00	297.00	1,453.00
70	Pavilion Maintenance	0.00	0.00	0.00	526.00	2,084.31	-1,558.31
77	Structural Repairs & Monitoring	0.00	0.00	0.00	3,000.00	0.00	3,000.00
		£0.00	0.00	£0.00	12,276.00	£5,084.59	7,191.41

<u>Recreation Centre</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
67	Contingency/Support	0.00	0.00	0.00	5,000.00	341.88	4,658.12
		£0.00	0.00	£0.00	5,000.00	£341.88	4,658.12

<u>Salaries</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
14	Salaries Admin	0.00	0.00	0.00	54,342.00	28,758.12	25,583.88
15	Salaries Maintenance	0.00	0.00	0.00	40,183.00	12,445.75	27,737.25
16	Employer Payments	0.00	0.00	0.00	19,125.00	17,115.52	2,009.48
75	Salary Contingency	0.00	0.00	0.00	5,978.00	0.00	5,978.00
		£0.00	0.00	£0.00	119,628.00	£58,319.39	61,308.61

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Created by M11 Scriba

Kingsnorth Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Section 137

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
18	Section 137	0.00	0.00	0.00	2,500.00	0.00	2,500.00
		£0.00	0.00	£0.00	2,500.00	£0.00	2,500.00

Subscriptions

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
38	Subscriptions	0.00	0.00	0.00	2,000.00	1,515.00	485.00
		£0.00	0.00	£0.00	2,000.00	£1,515.00	485.00

NET TOTAL	£0.00	280,879.00	£268,526.71	280,879.00	£127,159.47	141,367.24
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Kingsnorth Parish Council
PAYMENTS LIST

<u>Voucher Code</u>	<u>Date</u>	<u>Minute</u>	<u>Bank</u>	<u>Cheque No</u>	<u>Description</u>	<u>Supplier</u>	<u>VAT Type</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
310	01/10/2020		Metro Bank		Payroll	Accounts Unlocked	S	30.00	6.00	36.00
305	01/10/2020		NW Current		Workshop rates	ABC	X	106.00	0.00	106.00
306	01/10/2020		NW Current		Antivirus	Sabre Solutions	X	40.00	0.00	40.00
314	02/10/2020		Metro Bank		frame	Cromarty Ltd	X	29.99	0.00	29.99
315	02/10/2020		Metro Bank		cake caddy	Amazon	X	29.76	0.00	29.76
316	02/10/2020		Metro Bank		address labels	Shenzhendishankejyou	X	6.99	0.00	6.99
307	05/10/2020		NW Current		signs	Medash Signs	S	305.00	61.00	366.00
308	05/10/2020		NW Current		Pavilion maint	A & C Pumps	S	250.00	50.00	300.00
309	05/10/2020		NW Current		Maintenance	mg3Environmental	S	975.00	195.00	1,170.00
303	05/10/2020		NW Current		Office rent	KRCT	X	250.00	0.00	250.00
317	05/10/2020		Metro Bank		tilt rolls	Mr N I Javed	X	15.37	0.00	15.37
304	06/10/2020		NW Current		Workshop lease	Van & Car	Z	398.00	0.00	398.00
312	07/10/2020		Metro Bank		Telephone	BT	S	175.23	35.05	210.28
313	07/10/2020		Metro Bank		HR Support	Outset UK	S	143.33	28.67	172.00
311	07/10/2020		Metro Bank		Pension contributions	NEST	X	466.18	0.00	466.18
318	07/10/2020		Metro Bank		Cafe supplies	Tesco	X	8.75	0.00	8.75
319	08/10/2020		Metro Bank		seeds	Seedball	X	45.00	0.00	45.00
324	09/10/2020		NW Current		van repair	Alpha Rapid Repair	S	880.46	176.09	1,056.55
329	09/10/2020		Metro Bank		signs	Medash Signs	S	157.00	31.40	188.40
335	09/10/2020		Metro Bank		signs	Medash Signs	S	163.00	32.60	195.60
320	09/10/2020		Metro Bank		crayons	Nyalkaran	X	8.37	0.00	8.37
321	09/10/2020		Metro Bank		RBL - Poppy Wreath	Poppy Shop	X	54.90	0.00	54.90
322	12/10/2020		NW Current		Van rental	Lesseplan	S	239.86	47.97	287.83
330	12/10/2020		Metro Bank		Cafe supplies	Bradleys	X	78.03	0.00	78.03
326	13/10/2020		Metro Bank		Van fuel	Fuel Genie	S	75.00	15.00	90.00
331	13/10/2020		Metro Bank		Cafe supplies	Landsell	X	260.92	0.00	260.92
332	14/10/2020		Metro Bank		Cafe supplies	Wilko	X	1.60	0.00	1.60
325	15/10/2020		NW Current		Grant	Ashford Church Team	X	1,000.00	0.00	1,000.00
333	15/10/2020		Metro Bank		Zoom fee	Go Cardless	X	11.99	0.00	11.99
334	15/10/2020		Metro Bank		seeds	Seedball	X	45.00	0.00	45.00
323	17/10/2020		NW Current		Tax & NI	HMRC	X	2,508.38	0.00	2,508.38
328	19/10/2020		Metro Bank		Website	Whisper Media	X	68.40	0.00	68.40
327	19/10/2020		Metro Bank		E-mail Addresses	Whisper Media	Z	6.10	0.00	6.10
352	20/10/2020		Metro Bank		Loose tools	Monster Group	S	34.82	6.97	41.79
353	20/10/2020		Metro Bank		Tool hire	National Tool Hire	S	82.32	16.46	98.78
354	20/10/2020		Metro Bank		Grass seed and fertiliser	A1 Lawn Ltd	S	83.25	16.65	99.90

Kingsnorth Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
355 Councillor/Chairman's	20/10/2020		Metro Bank Current a/c		Business cards	Bizay	S	17.27	3.45	20.72
351 Cafe Supplies	20/10/2020		Metro Bank Current a/c		Cafe supplies	Tesco	X	7.77	0.00	7.77
347 Pavilion Cleaning	23/10/2020		NW Current		cleaning	EJP Cleaning Services	X	162.00	0.00	162.00
348 Contingency/Support	23/10/2020		NW Current		cleaning	EJP Cleaning Services	X	178.88	0.00	178.88
340 Parish Office - Mobile	26/10/2020		NW Current		Staff Mobile Phones	BT	S	13.00	2.60	15.60
341 Maintenance Mobile	26/10/2020		NW Current		Staff Mobile Phones	BT	S	30.00	6.00	36.00
342 Photocopier and Printer	26/10/2020		NW Current		Printer	ASL	S	39.43	7.89	47.32
350 Repairs	26/10/2020		NW Current		Goods	Trade UK	S	54.55	10.91	65.46
339 Pavilion Maintenance	26/10/2020		NW Current		Pavilion Boiler Cover	British Gas	X	57.60	0.00	57.60
343 Salaries	26/10/2020		NW Current		Salary	Salaries	X	5824.58	0.00	5824.58
349 Pavilion Maintenance	26/10/2020		NW Current		Goods	Trade UK	X	53.20	0.00	53.20
356 Cafe Supplies	26/10/2020		Metro Bank		Cafe supplies	Tesco	X	1.09	0.00	1.09
357 Cafe Consumables	26/10/2020		Metro Bank		cleaning supplies	Paakeezs Impost	X	19.98	0.00	19.98
358 Pavilion Waste Collection	26/10/2020		Metro Bank		Waste	Biffa	X	110.35	0.00	110.35
361 Staff Training	27/10/2020		Metro Bank		training	SLCC	S	60.00	12.00	72.00
359 Cafe Supplies	27/10/2020		Metro Bank		Cafe supplies	Tesco	X	4.00	0.00	4.00
360 Cafe Supplies	27/10/2020		Metro Bank		Cafe supplies	Bradleys	X	99.12	0.00	99.12
363 Van Repair	29/10/2020		Metro Bank		van repair	Quarterman Windscreens	S	131.16	26.23	157.39
362 Maintenance Loose Tools	29/10/2020		Metro Bank		Loose tools	Davestanfor	X	50.00	0.00	50.00
Total								15,948.08	787.94	16,736.02

Kingsnorth Parish Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
46 Cafe Takings	01/10/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	123.27	0.00	123.27
56 Interest	01/10/2020		Metro Bank Reserve a		Interest	Metro Bank	X	2.08	0.00	2.08
47 Cafe Takings	05/10/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	149.31	0.00	149.31
48 Cafe Takings	06/10/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	116.22	0.00	116.22
49 Cafe Takings	08/10/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	74.60	0.00	74.60
50 Cafe Takings	12/10/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	86.79	0.00	86.79
51 Cafe Takings	13/10/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	67.08	0.00	67.08
52 Cafe Takings	15/10/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	65.70	0.00	65.70
53 Cafe Takings	19/10/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	80.43	0.00	80.43
58 Cafe Takings	20/10/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	60.96	0.00	60.96
59 Cafe Takings	22/10/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	79.91	0.00	79.91
60 Cafe Takings	26/10/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	94.97	0.00	94.97
57 Cafe Takings	27/10/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	72.84	0.00	72.84
55 Interest	31/10/2020		NW SIBA 47793120		Interest	Natwest	X	2.61	0.00	2.61
54 Interest	31/10/2020		NW Reserve 47793368		Interest	Natwest	X	0.07	0.00	0.07
Total								1,076.84	0.00	1,076.84

Kingsnorth Parish Council
STATEMENT OF ACCOUNTS

	RECEIPTS	PAYMENTS
Opening Balance		
Balance at Bank	237,068.00	
Cash in Hand	119.40	
Precept	251,990.00	
Grants		10,000.00
Support Grant	3,449.00	
Concurrent Grant	590.00	
Interest	127.82	
Pavilion Hire		
Pavilion Football	573.00	
MUGA - School Hire		
MUGA - Casual Hire		
Maintenance	140.00	
Cafe Takings	1,975.59	
Cafe Grants		
VAT Reclaim	3,714.75	
Salaries Admin		28,758.12
Salaries Maintenance		12,445.75
Employer Payments		17,115.52
Travel Expenses		
Section 137		
Website		478.80
E-mail		42.70
Payroll		210.00
HR Support		1,364.81
Staff Training		540.00
Councillor Training		50.00
Councillor/Chairman's Allowance		72.17
Bank Charges		20.00
Audit Fees		990.00
Professional Fees		311.00
Insurance		
Office Supplies, Postage & Admin		941.75
Telephone and Broadband	122.55	1,422.80
Photocopier and Printer		693.71
Computer Support and Maintenance		437.50
Account Software		730.50
Online HR Platform		
Parish Office Rent		1,750.00
Parish Office - Mobile Phone		191.00
Subscriptions		1,515.00
Capital	829.00	6,765.21
Repairs		1,541.38
Playing Fields	5,000.00	7,765.80
Playing Fields CCTV		1,500.00
Playing Fields Playgrounds		803.00
Van Lease		1,679.02
Vehicle Fuel		880.49
Vehicle Tax		42.00
Maintenance Vehicle Insurance		903.68
Workshop Rent		2,786.00
Workshop Rates		742.76
Workshop Insurance		
Workshop Electric		40.58
Maintenance Mobile Phones		191.35
Maintenance Loose Tools		492.71
Maintenance Staff Training		146.25
MUGA		51.33

**Kingsnorth Parish Council
STATEMENT OF ACCOUNTS**

	RECEIPTS	PAYMENTS
Pavilion Gas	180.63	
Pavilion Electricity	506.52	
Pavilion Water	594.00	
Pavilion Fire Safety & Security	487.98	
Pavilion Waste Collection	934.15	
Pavilion Cleaning	297.00	
Cafe Supplies	909.09	
Cafe Consumables	39.14	
Cafe Workwear	92.19	
Cafe Equipment	31.80	
Cafe Admin	167.38	
Contingency/Support	341.88	
Bridleway		
Kingsnorth Green Spaces	2,862.52	
Pavilion Maintenance	2,084.31	
Clothing	127.21	
Cafe Donations		
General Admin	15.00	
Salary Contingency		
Structural Repairs & Monitoring		
Advertising and Awareness Campaigns	823.59	
Telephone Boxes Refurbishment	500.30	
Community Grants Fund	8,555.47	
VE Day Celebration Event		
Mapping App	200.00	
Van Repair	1,011.62	
VAT	6,395.14	
	268,526.71	133,554.61
Closing Balances:		
Balances in Bank Account		372,040.10
Cash in Hand		119.40
TOTAL	505,714.11	505,714.11

The above statement represents fairly the financial position of the council as at 31 Mar 2021

Signed _____
Responsible Financial Officer

Date _____

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

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Admin		122.55	123	52,821.00	18,280.71	34,540	34,663
Cafe				10,000.00	1,239.60	8,760	8,760
Capital		829.00	829	1,000.00	6,765.21	-5,765	-4,936
Communications				7,990.00	1,545.09	6,445	6,445
Income	280,879.00	262,575.16	-18,304		10,000.00	-10,000	-28,304
Kingsnorth Green Spaces				41,870.00	2,862.52	39,007	39,007
Maintenance		5,000.00	5,000	25,794.00	21,205.48	4,589	9,589
Pavilion				12,276.00	5,084.59	7,191	7,191
Recreation Centre				5,000.00	341.88	4,658	4,658
Salaries				119,628.00	58,319.39	61,309	61,309
Section 137				2,500.00		2,500	2,500
Subscriptions				2,000.00	1,515.00	485	485
NET TOTAL	280,879.00	268,526.71	-12,352	280,879.00	127,159.47	153,720	141,367
<hr/>							
Total for ALL Cost Centres		268,526.71			127,159.47		
V.A.T.		0.00			6,395.14		
GROSS TOTAL		268,526.71			133,554.61		

Cllr S Moss proposed that Councillors report by exception, Councillors will still see all the figures but only talk about things by exception if there seems to be an anomaly or something that is not understood. All Agree.

b. To review invoices and consider authorising payments.

Final works on the playing field, £780 Annual service on coffee machine, £540 Surveyor Reports for investigations at the Pavilion, £1,100

Cllr Ransley suggested that all the invoice be agreed in one vote by show of hands.

ALL THOSE IN FAVOUR - 9 ALL THOSE AGAINST - 0 ABSTENTIONS – 0

c. To approve renewal of Parish Council Insurance payment.

Documents had been sent to all Councillors prior to the meeting. Parish Manager reported that the Insurance premium is due to be renewed on 22nd November 2020. Quotes have been obtained but they could not match the Zurich Insurance quotation. Parish Manager asked Parish Council members if they could agree one of the Zurich quotes:

- 1-year policy £3,600
- 3-year policy £3,400
- 5-year policy £3,200

The Parish Manager had budgeted £3,800 for this year.

Cllr Curtis asked if the Parish Manager had obtained quotes which included subsidence. Parish Manager responded that he had not obtained quotes to include subsidence but added that he will investigate it. Cllr S Moss proposed that the 1-year policy should be taken out initially and then look to see what other clauses need to be added for the future. Cllr Barber seconded the proposal from Cllr S Moss. It was proposed by Cllr Curtis that an additional 25% be added to the budget to cover any potential additional clauses. Cllr Cosgrove proposed that the 1-year insurance policy be approved and then the Parish Manager will look to bring a cost for a variation on that policy to either the December or January meeting.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR BRIDGER

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS – 0

d. To receive update on potential projects for 2021/2022 budget.

Cllr Ransley reported that he had been working on breaking the budget into Wards and maps and will continue with this.

e. To agree Parish Council Precept for 2021/22 budget.

Cllr Ransley commented that for the Parish Council to do this we would have needed to know the Band D equivalent number of dwellings which ABC have confirmed will not be available until November 26th . Cllr Ransley recorded that at the last meeting there seemed to be a majority for the precept per Band D properties remaining the same and asked Council Members if they were happy for the draft budget to be prepared on that basis and discussed in December.

PROPOSED BY CLLR TOWNEND

SECONDED BY CLLR S MOSS

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS – 0

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: 20/01398/AS

Address: Rylands, 15A Tally Ho Road, Kingsnorth, Ashford, TN26 1HJ

Parish Ward: Kingsnorth Village

Proposal: Replacement rear extension.

Comments: No Objection

Application Number: 20/01204/AS

Address: 60 Caesar Avenue, Kingsnorth, Ashford, Kent, TN23 3PZ

Parish Ward: Roman Ward

Proposal: Change of use of amenity land and erection of fencing

Comments: No Objection

Application Number: 20/01426/AS

Address: 3 Ruffets Wood, Kingsnorth, Ashford, Kent, TN23 3QQ

Parish Ward: Park Farm South Ward

Proposal: Alterations to existing conservatory, conversion of existing garage, single storey side extension to create a garage, first floor side extension and loft conversion.

Comments: Object – The scheme proposed represents an overdevelopment of the site with, for example, the proposed garage resulting in a loss of screening planting and a large length of blank façade being presented to the street. Whilst described as a playroom the space in the loft has an

adjoining bathroom being installed, these proposals could therefore readily result in an additional bedroom. In that scenario the intensification of use with provision of a further bedroom results in unmitigated harm to the Stodmarsh NNR due to increased nitrates, as increased sewage discharge to the network can be anticipated as a result of this development.

Application Number: 20/01439/AS

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

Parish Ward: Kingsnorth Village

Proposal: Construction of 2no. all-weather training pitches and single storey changing facilities to extend the existing Ashford United Football Club stadium

Comments: Support - The site is well away from the road and provides a much-needed facility. More and more people are taking part in sports due to the lockdown, and the type of surface will provide an all-weather facility.

Application Number: 20/01461/AS

Address: 32 Park Wood Close, Kingsnorth, Ashford, Kent, TN23 3NQ

Parish Ward: Park Farm North Ward

Proposal: Change of use of amenity land to residential garden and erection of fence

Comments: No Objection

Cllr Ransley asked Councillors if they were happy to move the planning applications comments.

Cllr Hicks requested that Application Number: 20/01398/AS (15a Tally Ho Road) be amended from 'No Comment' to 'Support'. This will be amended on the Approved Minutes.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR HICKS

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion Moved.

b. To note decisions

Cllr Ransley presented the planning applications and decisions were noted.

c. To consider any appeals and enforcement matters

Cllr Ransley commented that there are no appeal or enforcement matters that he is aware of other than a resident raised some issues of amenity land being taken by neighbouring properties which ABC is progressing.

d. Any other planning matters.

None.

9. Correspondence and written reports from external parties.

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

10. 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 reported that a letter of thanks had been received from Stubbs Cross Women's Institution for allowing them to pick fruit from the Orchard which they made in jam and Damson Gin.

The Parish Manager also reported on a phone call which he had received from a resident who was concerned about some woodland being chopped down. The information has been forwarded to Aspire.

Cllr Hicks reported that herself and Cllr Cosgrove had put poppies up around Stubbs Cross and a that a wreath had been placed on the bench on the Village Green on Remembrance Sunday.

11. Parish Councillors reports.

Cllr Curtis reported on escaped sheep, on the fields between Bridgefield and Finberry and asked the Parish Manager to contact local farmers to see if they know the farmer in order to obtain a contact number in case it continues to happen.

Cllr Curtis also reported that someone should do something about the Bilham Farm buildings which are nearly falling down due to vandalism and anti-social behaviour.

12. The next or future Agenda(s).

Cllr Ransley asked if there were any COVID 19 issues which they wanted added to the next agenda.

Cllr Townend commented that he would like to see the Parish Council do something for the Food Bank.

Parish Manager to look at some options and present them at the next Parish Council meeting on 8th December.

Parish Manager reported that Cllr Bridger had suggested donating any food which is close to use by date at the Community Café, which is closed due to COVID restrictions, to be donated to the Church or Schools.

13. Date of Next Meeting Tuesday 8th December 2020 at 7:00pm

There being no further business, Cllr Ransley closed the meeting at 8:25pm

Signature: _____

Date: _____