



## **KINGSNORTH PARISH COUNCIL**

### **Approved Minutes of the Meeting of Kingsnorth Parish Council**

**Held on Tuesday 13<sup>th</sup> October 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:** Christine Drury (Assistant Clerk – Finance), Borough Councillor Heather Hayward (arrived slightly late due to attending another meeting), Peter Le Rossignol (Parish Manager), Marie Russell (Assistant Clerk - Admin), Borough Councillor Neil Shorter (arrived slightly late due to work commitments) and 4 members of the public.

#### **1. Apologies**

Kent County Councillor Mike Angell, Cllr Cosgrove, PCSO Anne Martin.

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

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

**Cllr Wedgbury** has become a Trade Union Representative for USDAW. Cllr Wedgbury also declared that he had not commented in writing on the planning applications as he may be called to be part of the Ashford Borough Council Planning Committee.

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

#### **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**

Cllr Wedgbury reported on the following:

- Ashford Borough Councils full Council will be deciding whether or not to increase the 'powers of officers' enabling them to decide planning applications before they go to Ashford Borough Councils Planning Committee. Cllr Wedgbury stated that he did not agree with this proposal and wanted to know if the Portfolio holder for Planning and other Borough Councillors would be voting against the proposal.
- There was a major fire in the Cobbs Wood Industrial Estate which spread to Biffa's site which has resulted in waste collections being slower than normal.

#### **KCC Councillors' Reports**

No report was received.

#### **3. Approve Minutes of 8<sup>th</sup> September 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 were happy for the minutes from the previous meeting to be accepted and signed as a true record.

Cllr Bridger and Cllr Curtis abstained from the vote due to submitting their apologies for the meeting which was held on 8<sup>th</sup> September.

Cllr Ransley asked that the resolution of the Finance Report in the minutes be made clearer.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR BARBER**

**ALL THOSE IN FAVOUR - 7**

**ALL THOSE AGAINST - 0**

**ABSTENSIONS - 2**

**Motion Moved.**

#### **4. Parish Community Grant Applications**

- a. To review community grant applications submitted in September 2020.
- b. To agree / approve / reject applications

### **Kingsnorth Church**

£1,000 to help with the upkeep of the Churchyards.

**PROPOSED BY CLLR S MOSS**

**SECONDED BY CLLR WEDGBURY**

**ALL THOSE IN FAVOUR – 9**

**ALL THOSE AGAINST – 0**

**ABSTENTIONS - 0**

**Motion Moved.**

### **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 S Moss commented that he would like to see three quotes for the works prior to agreeing the application.

Cllr Wedgbury proposed that the Parish Council defer this application until the three quotes have been received.

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR BRIDGER**

**ALL THOSE IN FAVOUR – 9**

**ALL THOSE AGAINST – 0**

**ABSTENTIONS – 0**

**Motion Moved.**

## **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 will be delivered on Thursday 15<sup>th</sup> October 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 – Cllr Ransley and the Parish Manager had a meeting with Ashford Borough Council to discuss the Custodian Trustee contract. Ashford Borough Council are looking at if the contract could be simplified and why it is so complicated. Awaiting further response from ABC. Action carried forward.
- Bridgefield Snake becoming a permanent memorial for people who have died from Coronavirus – Ashford Borough Council are not happy for the Memorial Snake to be displayed at ground level as the Parish Council had initially hoped so now looking into other options. Action carried forward.

Cllr Curtis asked that his disappointment be recorded with regards to the extremely poor response from Ashford Borough Council on the placing of the Bridgefield Snake as a permanent memorial for people who have lost their lives to Coronavirus.

- Bridgefield Defibrillator – The Parish Council can now buy a box for the defibrillator to sit in which means that it does not require an electricity feed. The issue is still the £1,500 to get legal permission to mount the defibrillator on the wall and the Parish Council would need to appoint our own Solicitor on top of that cost. Action carried forward.

Cllr Neil Shorter commented that he had not yet had the chance to investigate this action.

- Bridgefield Park CCTV – A quote had been received from UK Power Networks which was quite high. There are certain works that would not need to be carried out by UK Power Networks so it may be more cost effective for them to just do the actual connection. Parish Manager too investigate this further. Action carried forward.
- Disposal of Green Waste from around the Parish – Potential for green waste to be composted in the Parish. A suitable site is to be agreed. Cllr Ransley asked Councillors if they could email any recommendations for suitable sites to the Parish Manager. Action carried forward.
- Prepare actions required as a result of Treasury and Investment Strategy adoption i.e. new bank account – the Finance Clerk and Parish Manager are investigating potential accounts. 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.
- Support the Village Hall Trustees with hosting their meeting via zoom. Parish Manager has reached out to the Trustees to help them arrange their Zoom meeting, but the meeting has now been rescheduled for the new year. Action completed.

- Obtain three quotes for the purchase of laptops which will be loaned to Parish Councillors to enable them to carry out their responsibilities. Laptop and tablet have now been purchased. Action completed.
- Website accessibility – there are regulations in place that the Parish Council needs to conform to. There are a few things that we are not complying to, so we need to bring these in line with regulations as soon as possible. This will be investigated. Action carried forward.
- Meeting to discuss issues with tenants of housing association properties in Park Farm – Cllr Ransley to speak with Cllr Wedgbury to gain more background information. Action carried forward.
- 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.
- Angling Society / Park Farm Moat – the angling society requested the brambles etc be cleared which has now been done.
- Monthly Financial Health Check – the consultant which the Parish Council has appointed to do the Monthly Finance Checks will shortly be producing a list of items which should be looked at so that we can start the process. 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.

## 6. Parish Appearance

### a. To agree budget for Kingsnorth Parish Christmas Lights/Decorations.

The Parish Manager presented his proposal on possible locations within the Kingsnorth Parish to place Christmas Trees / lights / decorations. A discussion took place on locations and budget.

The total cost of the proposal would be £1,486.74 +VAT

Cllr Ransley asked Parish Members if they were happy to propose the Parish Managers request.

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR TOWNEND**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion Moved.**

### b. To agree budget for Kingsnorth Parish Spring Bulb Planting Scheme.

The budget for the Parish Spring Bulb Planting Scheme will come within the Parish Managers spending allowance.

### c. Information on Government Kickstart Employment Scheme.

The Parish Manager had circulated information on the Scheme prior to the meeting.

Cllr Townend presented the Government Kickstart Employment Scheme to all Councillors and members of the public and proposed that the Parish Council apply for the Scheme. It was suggested that if the Parish Council are accepted onto the scheme that the candidate would join the Grounds and Maintenance Supervisor.

**PROPOSED BY CLLR TOWNEND**

**SECONDED BY CLLR BRIDGER**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion Moved.**

## 7. Financial Matters

### a. To receive the September Finance Report

#### Kingsnorth Parish Council

#### BANK ACCOUNTS

Metro Bank Current a/c	£5,075.42
Metro Bank Reserve a/c	£50,667.48
NW Reserve 47793368	£8,142.61
NW SIBA 47793120	£323,713.77
NW Current 47793112	£100.00
Petty Cash - Cafe	£0.00
<b>Total in Banks</b>	<b>387,699.28</b>
<b>Cash</b>	<b>119.40</b>
<b>GRAND TOTAL (Banks and Cash)</b>	<b>£387,818.68</b>

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2020 and 30/09/2020)**

**Cost Centre Name**

<b>Admin</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
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	180.00	252.00
22	HR Support	0.00	0.00	0.00	2,064.00	1,221.48	842.52
23	Staff Training	0.00	0.00	0.00	2,000.00	480.00	1,520.00
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	0.00	1,700.00
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	929.76	1,015.24
31	Telephone and Broadband	0.00	0.00	122.55	2,500.00	1,247.57	1,374.98
32	Photocopier and Printer	0.00	0.00	0.00	2,500.00	654.28	1,845.72
33	Computer Support and Maintenanc	0.00	0.00	0.00	2,500.00	397.50	2,102.50
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	1,500.00	1,500.00
37	Parish Office - Mobile Phone	0.00	0.00	0.00	370.00	178.00	192.00
80	Community Grants Fund	0.00	0.00	0.00	20,000.00	7,525.48	12,474.52
81	VE Day Celebration Event	0.00	0.00	0.00	5,000.00	0.00	5,000.00
		<b>£0.00</b>	<b>0.00</b>	<b>£122.55</b>	<b>52,821.00</b>	<b>£16,415.57</b>	<b>36,527.98</b>

<b>Cafe</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
62	Cafe Supplies	0.00	0.00	0.00	10,000.00	439.44	9,560.56
63	Cafe Consumables	0.00	0.00	0.00	0.00	19.16	-19.16
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	2.04	-2.04
66	Cafe Admin	0.00	0.00	0.00	0.00	145.02	-145.02
72	Cafe Donations	0.00	0.00	0.00	0.00	0.00	0.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>10,000.00</b>	<b>£697.85</b>	<b>9,302.15</b>

<b>Capital</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
39	Capital	0.00	0.00	829.00	1,000.00	6,608.21	-4,779.21
		<b>£0.00</b>	<b>0.00</b>	<b>£829.00</b>	<b>1,000.00</b>	<b>£6,608.21</b>	<b>-4,779.21</b>

<b>Communications</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
19	Website	0.00	0.00	0.00	820.80	410.40	410.40
20	E-mail	0.00	0.00	0.00	73.20	36.60	36.60
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
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>7,990.00</b>	<b>£1,470.59</b>	<b>6,519.41</b>

<b>Income</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
1	Precept	0.00	251,990.00	251,990.00	0.00	0.00	0.00
2	Grants	0.00	0.00	2,019.50	0.00	10,000.00	-7,980.50
3	Support Grant	0.00	3,449.00	2,019.50	0.00	0.00	-1,429.50
4	Concurrent Grant	0.00	590.00	0.00	0.00	0.00	-590.00
5	Interest	0.00	550.00	123.06	0.00	0.00	-426.94
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	903.51	0.00	0.00	-12,096.49
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 (Between 01/04/2020 and 30/09/2020)**

**Cost Centre Name**

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
	<b>£0.00</b>	<b>280,879.00</b>	<b>£261,498.32</b>	<b>0.00</b>	<b>£10,000.00</b>	<b>-29,380.68</b>

**Kingsnorth Green Spaces**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
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	2,689.27	4,180.73
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>41,870.00</b>	<b>£2,689.27</b>	<b>39,180.73</b>

**Maintenance**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
40	Repairs	0.00	0.00	0.00	0.00	511.83	-511.83
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	1,439.16	2,060.84
45	Vehicle Fuel	0.00	0.00	0.00	1,500.00	805.49	694.51
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	2,388.00	2,388.00
49	Workshop Rates	0.00	0.00	0.00	1,308.00	636.76	671.24
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	161.35	23.65
53	Maintenance Loose Tools	0.00	0.00	0.00	750.00	325.57	424.43
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	195.30	1,804.70
		<b>£0.00</b>	<b>0.00</b>	<b>£5,000.00</b>	<b>25,794.00</b>	<b>£17,843.31</b>	<b>12,950.69</b>

**Pavilion**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
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	823.80	1,176.20
61	Pavilion Cleaning	0.00	0.00	0.00	1,750.00	135.00	1,615.00
70	Pavilion Maintenance	0.00	0.00	0.00	526.00	1,723.51	-1,197.51
77	Structural Repairs & Monitoring	0.00	0.00	0.00	3,000.00	0.00	3,000.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>12,276.00</b>	<b>£4,451.44</b>	<b>7,824.56</b>

**Recreation Centre**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
67	Contingency/Support	0.00	0.00	0.00	5,000.00	0.00	5,000.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>5,000.00</b>	<b>£0.00</b>	<b>5,000.00</b>

**Salaries**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
14	Salaries Admin	0.00	0.00	0.00	54,342.00	24,652.98	29,689.02
15	Salaries Maintenance	0.00	0.00	0.00	40,183.00	10,726.21	29,456.79
16	Employer Payments	0.00	0.00	0.00	19,125.00	14,140.96	4,984.04
75	Salary Contingency	0.00	0.00	0.00	5,978.00	0.00	5,978.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>119,628.00</b>	<b>£49,520.15</b>	<b>70,107.85</b>

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

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2020 and 30/09/2020)**

**Cost Centre Name**

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

  

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

  

<b>NET TOTAL</b>		<b>£0.00</b>	<b>280,879.00</b>	<b>£267,449.87</b>	<b>280,879.00</b>	<b>£111,211.39</b>	<b>156,238.48</b>
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5 October 2020 (2020 - 2021)

**Kingsnorth Parish Council**  
**STATEMENT OF ACCOUNTS**

	<b>RECEIPTS</b>	<b>PAYMENTS</b>
Opening Balance		
Balance at Bank	237,068.00	
Cash in Hand	119.40	
Precept	251,990.00	
Grants	2,019.50	10,000.00
Support Grant	2,019.50	
Concurrent Grant		
Interest	123.06	
Pavilion Hire		
Pavilion Football	573.00	
MUGA - School Hire		
MUGA - Casual Hire		
Maintenance	140.00	
Cafe Takings	903.51	
Cafe Grants		
VAT Reclaim	3,714.75	
Salaries Admin		24,652.98
Salaries Maintenance		10,726.21
Employer Payments		14,140.96
Travel Expenses		
Section 137		
Website		410.40
E-mail		36.60
Payroll		180.00
HR Support		1,221.48
Staff Training		480.00
Councillor Training		50.00
Councillor/Chairman's Allowance		
Bank Charges		20.00
Audit Fees		990.00
Professional Fees		311.00
Insurance		
Office Supplies, Postage & Admin		929.76
Telephone and Broadband	122.55	1,247.57
Photocopier and Printer		654.28
Computer Support and Maintenance		397.50
Account Software		730.50
Online HR Platform		
Parish Office Rent		1,500.00
Parish Office - Mobile Phone		178.00
Subscriptions		1,515.00
Capital	829.00	6,608.21
Repairs		511.83
Playing Fields	5,000.00	7,765.80
Playing Fields CCTV		1,500.00
Playing Fields Playgrounds		803.00
Van Lease		1,439.16
Vehicle Fuel		805.49
Vehicle Tax		42.00
Maintenance Vehicle Insurance		903.68
Workshop Rent		2,388.00
Workshop Rates		636.76
Workshop Insurance		
Workshop Electric		40.58
Maintenance Mobile Phones		161.35
Maintenance Loose Tools		325.57
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		823.80
Pavilion Cleaning		135.00
Cafe Supplies		439.44
Cafe Consumables		19.16
Cafe Workwear		92.19
Cafe Equipment		2.04
Cafe Admin		145.02
Contingency/Support		
Bridleway		
Kingsnorth Green Spaces		2,689.27
Pavilion Maintenance		1,723.51
Clothing		127.21
Cafe Donations		
General Admin	15.00	
Salary Contingency		
Structural Repairs & Monitoring		
Advertising and Awareness Campaigns		823.59
Telephone Boxes Refurbishment		195.30
Community Grants Fund		7,525.48
VE Day Celebration Event		
Mapping App		200.00
VAT		5,607.20
	<b>267,449.87</b>	<b>116,818.59</b>
<b>Closing Balances:</b>		
Balances in Bank Account		387,699.28
Cash in Hand		119.40
<b>TOTAL</b>	<b>504,637.27</b>	<b>504,637.27</b>

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

**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	16,415.57	36,405	36,528
Cafe				10,000.00	697.85	9,302	9,302
Capital		829.00	829	1,000.00	6,608.21	-5,608	-4,779
Communications				7,990.00	1,470.59	6,519	6,519
Income	280,879.00	261,498.32	-19,381		10,000.00	-10,000	-29,381
Kingsnorth Green Spaces				41,870.00	2,689.27	39,181	39,181
Maintenance		5,000.00	5,000	25,794.00	17,843.31	7,951	12,951
Pavilion				12,276.00	4,451.44	7,825	7,825
Recreation Centre				5,000.00		5,000	5,000
Salaries				119,628.00	49,520.15	70,108	70,108
Section 137				2,500.00		2,500	2,500
Subscriptions				2,000.00	1,515.00	485	485
<b>NET TOTAL</b>	<b>280,879.00</b>	<b>267,449.87</b>	<b>-13,429</b>	<b>280,879.00</b>	<b>111,211.39</b>	<b>169,668</b>	<b>156,238</b>

<b>Total for ALL Cost Centres</b>	267,449.87	111,211.39
<b>V.A.T.</b>	0.00	5,607.20
<b>GROSS TOTAL</b>	<b>267,449.87</b>	<b>116,818.59</b>

**Kingsnorth Parish Council**  
**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
33 Interest	01/09/2020		Metro Bank Reserve a		Interest	Metro Bank	X	2.15	0.00	2.15
30 Cafe Takings	03/09/2020		Metro Bank Current a/		Cafe takings	Card receipt	X	60.95	0.00	60.95
28 Cafe Takings	10/09/2020		Metro Bank Current a/		Cafe takings	Card receipt	X	74.86	0.00	74.86
29 Cafe Takings	14/09/2020		Metro Bank Current a/		Cafe takings	Card receipt	X	62.08	0.00	62.08
31 Cafe Takings	15/09/2020		Metro Bank Current a/		Cafe takings	Card receipt	X	74.14	0.00	74.14
32 Cafe Takings	17/09/2020		Metro Bank Current a/		Cafe takings	Card receipt	X	104.68	0.00	104.68
39 Cafe Takings	21/09/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	113.38	0.00	113.38
40 Cafe Takings	22/09/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	87.94	0.00	87.94
36 VAT Reclaim	23/09/2020		NW Current 47793112		VAT Refund	HMRC	X	3,714.75	0.00	3,714.75
41 Cafe Takings	24/09/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	61.52	0.00	61.52
42 Cafe Takings	28/09/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	76.77	0.00	76.77
37 Pavilion Football	29/09/2020		NW Current 47793112		Pavilion Hire	PFR	X	573.00	0.00	573.00
43 Cafe Takings	29/09/2020		Metro Bank Current a/		Cafe takings	Metro Bank	X	67.34	0.00	67.34
34 Interest	30/09/2020		NW Reserve 47793361		Interest	Natwest	X	0.07	0.00	0.07
35 Interest	30/09/2020		NW SIBA 47793120		Interest	Natwest	X	1.83	0.00	1.83
38 Precept	30/09/2020		NW Current 47793112		Precept	ABC	X	125,995.00	0.00	125,995.00
44 Grants	30/09/2020		NW Current 47793112		Grant	ABC	X	295.00	0.00	295.00
45 Grants	30/09/2020		NW Current 47793112		Grant	ABC	X	1,724.50	0.00	1,724.50
<b>Total</b>								<b>133,089.96</b>	<b>0.00</b>	<b>133,089.96</b>

**b. To review invoices and consider authorising payments.**

**None**

**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: 20/01183/AS**

Address: Hawkinge, Pound Lane, Kingsnorth, Ashford, TN23 3JE

Parish Ward: Kingsnorth Village

Proposal: Construction of a first-floor extension to provide a 2-storey house with pitched roof, including a 2-storey extension to rear and single storey extension to rear and side.

Comments: No objection

**Application Number: 20/01198/AS**

Address: The Barn, Finn Farm Court, Kingsnorth, Ashford, TN23 3BF

Parish Ward: Park Farm South Ward

Proposal: Installation of conservation style rooflights.

Comments: Support

**Application Number: 18/00652/CONI/AS**

Address: Land south of Park Farm East, Hamstreet Bypass, Kingsnorth, Kent

Parish Ward: Kingsnorth Village



Proposal: Discharge of conditions relating to Parcels 1 & 4 to discharge conditions 5 (Construction Activities: Code of Construction Practice and Site Management Plan), Condition 6 (Cycle storage and communal bin stores at apartments), Condition 11 (Hard landscaping), Condition 12 (Hard and soft landscaping implementation), Condition 16 (High-speed Fibre Optic Broadband (FTTP)), Condition 21 (Internal sound levels – residential) and Condition 22 (Electric charging points at houses, flats over parking and apartments).

Comments: No Comment

**Application Number: 20/01082/AS**

Address: 30 Skylark Way, Ashford, Kent, TN23 3QH

Parish Ward: Park Farm South Ward

Proposal: Certificate of Lawful Development- Proposed - Erection of conservatory to rear

Comments: No Comment

**Application Number: 20/01138/AS**

Address: 2 Wivenhoe, Kingsnorth, Ashford, Kent, TN23 5YL

Parish Ward: Roman Ward

Proposal: Lawful development certificate - proposed - erection of replacement fence

Comments: No Comment

**Application Number: 20/01184/AS**

Address: 47 Chestnut Lane, Kingsnorth, Ashford, Kent, TN23 3LR

Parish Ward: Park Farm North Ward

Proposal: Lawful development certificate - existing - single storey rear extension

Comments: Support

**Application Number: 20/01197/AS**

Address: Woodlands, Stumble Lane, Kingsnorth, Ashford, Kent, TN23 3EZ

Parish Ward: Kingsnorth Village

Proposal: Proposed demolition of existing outbuildings and construction of a new double garage.

Comments: Support

**Application Number: 20/01235/AS**

Address: 15 Bluebell Road, Kingsnorth, Ashford, Kent, TN23 3NW

Parish Ward: Park Farm South Ward

Proposal: Proposed demolition of front storage building & conversion of existing garage into annexe accommodation along with extension to provide new store.

Comments: Object – The intensification of use with provision of a 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.

The Parish Council also believe that this is overdevelopment of the site and if this application goes ahead the applicant's vehicles may be parked on Bluebell Road which would cause a traffic hazard and could potentially lead to an accident.

**Application Number: 20/01257/AS**

Address: 58 Smithy Drive, Kingsnorth, Ashford, Kent, TN23 3NS

Parish Ward: Park Farm North Ward

Proposal: Lawful development certificate - proposed - single storey side extension

Comments: No Comment as this has already been determined

**Application Number: 20/01251/AS**

Address: 2 Chaffinch Drive, Kingsnorth, Ashford, Kent, TN23 3QD

Parish Ward: Park Farm South Ward

Proposal: Extension to existing vehicle crossover

Comments: Support

**Application Number: 20/01272/AS**

Address: 7 Antonius Court, Kingsnorth, Ashford, Kent, TN23 3PJ

Parish Ward: Roman Ward

Proposal: Conversion of existing integral garage into habitable accommodation; erection of detached garage

Comments: Support

**Application Number: 20/01278/AS**

Address: 27 Bryony Drive, Kingsnorth, Ashford, Kent, TN23 3RF

Parish Ward: Park Farm South

Proposal: Garage conversion

Comments: No Objection

**Application Number: 20/01280/AS**

Address: 43 Farrers Walk, Kingsnorth, Ashford, Kent, TN23 3NL

Parish Ward: Park Farm North

Proposal: Lawful development certificate - proposed - single storey rear extension.

Comments: Support

**Application Number: 11/00473/COAD/AS**

Address: Land at Cheesemans Green, Cheesemans Green Lane, Kingsnorth, Kent

Parish Ward: Bridgefield / Kingsnorth Village

Proposal: Discharge of conditions 40 (sustainability/BREEAM) & 42 (residents' information pack) relating to the 'Green Street', 'Captain's Wood' and 'Village Centre' phases.

Comments: No Comment

**Application Number: 20/01328/AS**

Address: 9 Holdenhurst, Kingsnorth, Ashford, Kent, TN23 5UT

Parish Ward: Washford Ward

Proposal: Demolition of existing conservatory and erection of a single storey rear extension and double storey side extension.

Comments to be Submitted By: 29<sup>th</sup> October

Comments: Object – The intensification of use with provision of additional bedrooms 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: 20/00020/GPDE/AS**

Address: 1 Southdown Close, Kingsnorth, Ashford, TN25 7AE

Parish Ward: Bridgefield Ward

Proposal: Notification of a larger homes extension - single storey rear extension (depth 6.97m x ridge height 3.25m x eaves height 3.25m)

Comments: Support

**Application Number: 20/00967/AS**

Address: 7 Lapwing Drive, Kingsnorth, Ashford, Kent, TN23 3QJ

Parish Ward: Park Farm South Ward

Proposal: Proposed two storey detached dwelling with associated parking

Comments: Object – The intensification of use with provision of additional bedrooms 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: 20/01348/AS**

Address: 8 Bodiam Avenue, Kingsnorth, Ashford, Kent, TN25 7BS

Parish Ward: Bridgefield Ward

Proposal: Proposed entrance porch

Comments: Support

**Application Number: 19/01032/AMND/AS**

Address: Parcel R, Land at Chilmington Green, Ashford Road, Great Chart, Kent

Parish Ward: Immediately adjoining Roman Ward

Proposal: Non material amendment to planning permission 19/01032/AS (Reserved matters for the development of 82 residential dwellings within Parcel R, Main Phase AAP 1 including associated roads, parking, landscaping, open space and infrastructure pursuant to outline permission granted under 12/00400/AS) to vary approve plans.

Comments: Object – The Parish Council wishes to object to this application as we believe it is not a Non-Material Amendment. The description is clear that the applicant is seeking to approve a variation to the plans. The reserved matters approval contains a condition which requires the development to occur in accordance with the approved plans (Condition 8). It is beyond the scope of Ashford Borough Councils powers under section 96A of the Town and Country Planning Act 1990 to vary conditions in the underlying reserved matters approval. The correct tool to vary conditions to a planning permission is a section 73 application.

In reviewing the underlying reserved matters application, we note that Condition 9 has not been discharged within the timeframe required by the reserved matters decision. We do not consider that this can be remedied after the event and therefore believe that the reserved matters approval has now lapsed, and the applicant will need to submit a new application.

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

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR TOWNEND**

**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 is an appeal in the Parish for an application which was called in and then determined by the planning committee regarding amenity land.

**d. Any other planning matters.**

**i. To discuss Parish Comment on new Government Housing White Paper.**

Cllr Ransley was expecting to have a draft version of KALCs proposed submission, but this has not yet been received.

**ii. South Ashford Garden Community consultation event(s).**

The Parish Manager and Cllr Ransley had attended the virtual consultation event on Kingsnorth and Open Spaces. The Parish Manager commented on how disappointed he was that there were no members of the public in attendance and that it was not made clear that residents could attend the virtual event(s).

The Parish Manager reported on the themes of the meeting:

- Making sure infrastructure is in place before any development is agreed.
- Making sure that there’s connectivity between the three developments.
- Making sure that there is not an impact on Wildlife.

Cllr S Moss attended two of the virtual consultation events, one of which was Health and Welfare.

Cllr Hicks reported that she had attended the final consultation event which was a summary of the previous events and believes that the Parish Council should support the South Ashford Garden Community.

**iii. Court Lodge S106**

The Parish Council had submitted a comment on Kingsnorth Green and went through the proposed S106 agreement and made comments which Cllr Ransley suggested the Parish Council needs to do the same for the Court Lodge development.

Cllr Ransley reported on:

- Court Lodge also has an objection from KCC Highways because they believe the scope of their traffic modelling is overly tight and they need to widen it out and redo the modelling exercise.
- Ashford Borough Council has proposed to modernise its constitution so that sites which are allocated in the local plan do not necessarily have to go to planning committee, they could be determined by officers under delegated powers. The triggers which would cause applications to go to planning committee, if these changes go ahead, is that six members of the Planning Committee would have to call the site in to the Planning Committee, that the Portfolio Holder for planning would need to call it in or the Ward Member would need to call it in, which in the case for Kingsnorth Green would be Cllr Tina Heyes and for Court Lodge would also be Cllr Tina Heyes and potentially Cllr Heather Hayward and the members for Weald Central. The only other reason applications would go to Planning Committee is if it was deemed to be so contentious that Officers couldn’t take it in which case, they would need to refer it to Planning Committee. There are concerns from residents that these developments could be taken by Officers, but Cllr Ransley commented that it is unlikely due to the Nitrate issue and that it is unlikely that a decision will be determined this side of Christmas.

Cllr Ransley stated that he needs to work on the comment for Court Lodge S106 to bring back to the next Parish Council meeting.

**9. Governance**

**a. To review, amend and/or adopt Standing Orders.**

The Parish Manager proposed that the Parish Council Standing Orders be adopted.

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR BRIDGER**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion Moved.**

**b. To consider creating an Appeals Committee and the member for that Committee.**

Parish Manager asked that any Council Members that are not on the Staffing Committee become members of the Appeals Committee.

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR S MOSS**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion Moved.**

- c. To consider whether the Parish Council wishes to continue with the suspension of the Communications, Finance, Open Spaces and Planning Committees which are currently replaced with greater use of the action sheet, for a further period.

Cllr Barber commented that she is happy to carry on with the way things are and be reviewed again at the end of the financial year.

**PROPOSED BY CLLR BARBER**

**SECONDED BY CLLR HICKS**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion Moved.**

## **10. 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 action.

Parish Manager had received an email from a resident asking if a bench could be placed on the playing field behind the Pavilion.

There has been lots of positive feedback from residents on the bridleway and again residents are asking for more benches to be located along it.

Cllr Ransley suggested that the purchasing of benches be raised as part of the Budget meeting.

- b. To consider correspondence proposed to be sent by the Parish Council and authorise any action.

i. Letter to KCC regarding the Old Ashford Road (near Kingsnorth Surgery)

ii. Letter to KCC regarding the former droving route at intersection Chart Rd and Britannia

Cllr Ransley reported on two routes which have become overgrown, one used to be the Old Kingsnorth Road and the other in Washford Ward which was formally a droving route towards the Town Centre. Both are owned by KCC but they're not listed on the definitive map of Public Rights of Way. Cllr Ransley has asked KCC how these might be maintained or upgraded and the suggestion was that the first step would be to submit an application for a correction to the definitive map to include these and then if they are included KCC would need to maintain them which would include cutting back the vegetation.

Cllr Ransley suggested seeking the approval of all Council members for the Parish Manager to write a letter to KCC seeking the addition of those to KCCs definitive map of Public Rights of Way.

**PROPOSED BY CLLR BRIDGER**

**SECONDED BY CLLR P MOSS**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion Moved.**

## **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.

Parish Manager updated on the following:

- Phone box at Stubbs Cross has been vandalised.
- Kingsnorth Parish Council Logos have now been put onto our Telephone Boxes
- Reported that the Grounds and Maintenance Supervisor was currently on a training course to become a flood warden.

## **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 Townend reported, as Chairman of the Staffing Committee, on the following:

- Staffing Committee meeting had been held which was the first one with Cllr Townend as Chairman.
- Cllr Hicks was elected as Vice Chair of the Staffing Committee.
- Kick Start Campaign had been discussed.
- Parish Office Christmas Opening Hours –  
Thursday 24<sup>th</sup> December – Office will close at 12pm  
Friday 25<sup>th</sup> December – Closed (Bank Holiday)  
Monday 28<sup>th</sup> December – Closed (Bank Holiday)  
Tuesday 29<sup>th</sup> December – Office open as usual  
Wednesday 30<sup>th</sup> December – Office open as usual  
Thursday 31<sup>st</sup> December – Office open as usual  
Friday 1<sup>st</sup> January – Closed (Bank Holiday)
- Discussed the Governments Guidelines on working from home. Office staff have been given the choice to work from home if they wish. This will be reviewed on an ongoing basis.

Cllr Curtis reported on the following:

- Consternation about new buildings including:
  - Site Vehicle traffic arriving before 8am,
  - amount of dust

Residents arranged a meeting with Taylor Wimpey to discuss the issues.

- Sheep back on the old Bilham Farm fields. Cllr Curtis commented how nice it was to see the Sheep back on the fields.

Borough Councillor Neil Shorter responded to Cllr Curtis that he had noted the comment about early starts on the development sites.

Cllr Shorter commented that residents also need to report issues with the site works.

Cllr Curtis added that he was under the impression that once the developers had become established, they would use Brockmans Lane as their entrance so asked Cllr Shorter to look at when they will begin to use Brockmans Lane.

Cllr Wedgbury and Cllr Townend commented that there does not appear to be any wheel washing happening on the site.

Cllr Hicks reported on the following:

- Will be displaying poppies around Stubbs Cross.

The Parish Manager commented that if any Councillors wanted poppies to display in their Wards then they should contact the Parish Office.

Cllr Ransley reported on the following after speaking with Ashford Borough Council regarding potential projects within the Parish.

- Scheme where Natural England funds ponds which are then improved for Great Crested Newts and other species. Funding comes from developers as part of mitigating the harm they cause.

Cllr Ransley met with KCC and there may be a suitable site in Washford for improvement of the pond to increase the habitat.

- Attended the monthly litter pick at the Moat.

Cllr P Moss reported on the following:

- Litter picked around Millbank Road and the children's play area.
- Southern Water works from the top of Britannia Lane going to the beginning of Long Length. They have put in place traffic control but unfortunately it does not include the children's play area or the school and there have been a few near misses.
- Possibility of Councillors having business cards.

Cllr Curtis asked about the possibility of the Parish Manager looking into a 'Welcome Pack' for new residents.

### **13. The next or future Agenda(s).**

None added.

### **14. Date of Next Meeting Tuesday 10<sup>th</sup> November 2020 at 7:00pm**

#### **a. Agree date for Budget Meeting**

Wednesday 28<sup>th</sup> October at 7:00pm

**The Meeting was closed to members of the public at 8:42pm and moved into a closed session.**

### **Closed Session**

That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

### **15. Pavilion Security**

The Parish Manager had obtained three quotes for the replacement of CCTV cameras at the Pavilion, which will provide better night vision and better overall picture quality.

The Parish Manager asked Councillors for their thoughts on the monitoring (monitored by ABC and currently costing £3,000 a year) and replacement of the CCTV Cameras.

Cllr Townend proposed that the old CCTV Cameras at the Pavilion be replaced and the monitoring continued, as long as a complaint is put in that the Parish Office wasn't informed by Ashford Borough Council Monitoring Centre that our current cameras are unfit for purpose.

**PROPOSED BY CLLR TOWNEND**

**SECONDED BY CLLR BRIDGER**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

**Motion Moved.**

Cllr Ransley asked the Parish Manager if that would be the Parish Council entering into a new contract or under the existing contract which we may then review at a later date?

The Parish Manager confirmed that the current contract is due to end in July 2021.

The Parish Manager added that he has been looking at different options for the monitoring of the cameras.

There being no further business, Cllr Ransley closed the meeting at 8:55pm.

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

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