



## **KINGSNORTH PARISH COUNCIL**

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

**Held on Tuesday 8<sup>th</sup> December 2020**

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

**Present:** Cllr Matthew Bridger, Cllr Geoff Cosgrove, 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, Peter Le Rossignol (Parish Manager), Marie Russell (Assistant Clerk – Admin), no members of the public observed the meeting.

#### **1. Apologies**

Kent County Councillor Mike Angell, Cllr Shelley Barber, PCSO Anne Martin.

Cllr Ransley reported that since the last Parish Council meeting held on 10<sup>th</sup> November 2020, Cllr Curtis who was also Vice Chairman had resigned as Parish Councillor for Bridgefield due to moving out of the area. Cllr Ransley extended thanks to Cllr Curtis on behalf of the Parish Council and wished him all the best for the future.

#### **2. To elect a Vice Chairman until May 2021**

Cllr Ransley asked if any Parish Councillors would like to put themselves forward for the position of Vice Chairman.

Cllr Townend put himself forward for the position of Vice Chairman

Cllr Wedgbury proposed that Cllr Townend be appointed as Vice Chairman until May 2021

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR BRIDGER**

**ALL THOSE IN FAVOUR - 7**

**ALL THOSE AGAINST - 0**

**ABSTENSIONS - 1**

**Motion Moved.**

#### **3. Declarations of Interest**

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

**Cllr S Moss** is Chairman of 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.

**A speaker from the Census was due to give a brief presentation but had forwarded their apologies at the last minute.**

**No members of the public had requested to speak.**

#### **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 Hayward reported on the following:**

- Ongoing issues with white vans parking in Millbank Road, Britannia Road and Augustus Walk.
- A Kent Connected Minibus is parking on a grass verge in Coulter Road and has caused damage to the verge.
- The Ashford Rotary Club Santa Float had visited Chartfields and Knights Park.

**Cllr Wedgbury reported on the following:**

- Has been looking at all the ditches around the Parish to ensure they are flowing properly, and pictures have been sent to Aspire of the ones that are not doing so.

- Desilting ponds around the Parish and at the Moat. Cllr Heather Hayward has agreed to donate some of her money towards the costs of the desilting of the Moat.
- Shard of Ashford planning application.

## **KCC Councillors' Reports**

**No report submitted.**

### **4. Approval of Minutes**

- Tuesday 10<sup>th</sup> November 2020
- Budget Meeting

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 and the budget meeting to be accepted and signed as a true record.

Cllr Hicks asked that the following amendment be made.

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Cllr Hicks reported that herself and **Cllr Cosgrove** had put poppies up around Stubbs Cross.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR BRIDGER**

**ALL THOSE IN FAVOUR - 7**

**ALL THOSE AGAINST - 0**

**ABSTENSIONS - 1**

**Motion Moved.**

### **5. Parish Community Grant Applications**

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

**None received.**

### **6. Parish Action Sheet.**

- 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 – Christmas trees are now in place. There are still some trees remaining which need to be planted around the playing fields. Action carried forward.
- Arrange a meeting to discuss the Custodian Trustee contract on the Recreation Centre – Looking at ways of joint working with ABC, whilst staying separate.

Cllr S Moss commented that more trustees are needed to help as it is becoming onerous.

Cllr Hicks commented that she had spoken with Cllr Mike Angell who is not very keen for the Village Hall to be included in a central booking system. Cllr Ransley added that regular meetings with Len Mayatt look likely to become regular so Cllr Ransley and the Parish Manager will be able to raise the Recreation Centre there. Due to ABC having reduced numbers of staff and being pressed by other issues, trying to make simpler the recreation centre is not something that will happen any time soon, but it is on their radar now. Action carried forward.

- Bridgefield & Park Farm Moat Snakes becoming a permanent memorial for people who have died from Coronavirus – The Parish Manager reported that there is now agreement from Aspire that the Park Farm Snake can be located at the Moat. The Parish Manager added that he is currently waiting on a picnic bench to arrive which can have the stones set into resin on the tabletop. The Parish Manager continued to report on the Bridgefield Snake. ABC have not yet been handed the small park which the Parish Council thought they had. ABC are now trying to ensure that the developers hand it over to them and have given the Parish Council the go ahead to place the Snake once the park is handed over to them. The Bridgefield Snake stones will be placed into resin on a picnic bench the same as the Park Farm Moat Snake. The Parish Manager added that Ashford Borough Councillor Trish Cornish had been very proactive with getting this item moving along and involving Aspire. Action carried forward.
- Bridgefield Defibrillator – This Action will be discussed as part of the main Agenda under item 7. Action carried forward.
- Bridgefield Park CCTV – The cost of bringing electric into the park will be in the order of £40,000. The site would potentially need multiple cameras so Bridgefield Park CCTV with fixed electricity supply would cost in the region of £65,000. Battery powered units which are run via a wireless network would cost around £20,000 per camera and around 3 cameras would be required. This will be addressed in the budget and an alternative will be proposed. Action carried forward.
- Update on the Residents Survey – Cllr Ransley commented that should Councillors adopt the budget; a letter will go out with the precept and the Parish Manager will also put together an update on Facebook and the Parish website which explains the steps that have been taken to address

some of the issues which residents have raised, and what the Parish Council anticipate doing in the next year. Action carried forward.

- Prepare Actions required as a result of Treasury and Investment Strategy adoption i.e., new bank account – This action will be discussed as part of the main Agenda under item 9 e. 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 reported that ABC are still willing to meet and now that the Parish Council have the budget in mind and what the projects may be Cllr Ransley will revise his correspondence. Action carried forward.
- Meeting to discuss issues with tenants of housing association properties in Park Farm – Cllr Ransley asked Cllr Wedgbury if he knew which housing association it was. Cllr Wedgbury will investigate and report back to the Parish Manager. Action carried forward.
- Website accessibility – Cllr Bridger reported that the new website will have the ability for residents to be able to see each Councillor and contact them personally. Cllr Bridger asked all Councillors to send him a little bit about themselves and why they became a Councillor to go onto the new website. Cllr Ransley added that with the work that Cllr Bridger has done on the new website the Parish Council are anticipating being compliant with where we wanted to be compliant very shortly. Action carried forward.
- Angling Society/Park Farm Moat – Cllr Ransley reported that the Stanhope Angling Society are communicating with ABC. ABC has held a meeting with the relevant directors. Len Myatt from ABC is making the case that it is important for several reasons including recreation, diverse range of people that use it and also as part of the drainage network. Cllr Ransley is comfortable that Len Myatt is pushing this and understands that our Borough Councillors are also pushing this. Action carried forward.
- 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 this item be carried over to the January meeting. Action carried forward.
- Court Lodge S106 – This action will be discussed as part of the main Agenda under item 10.d.
- Letter to KCC regarding the Old Ashford Road and the former droving route – Cllr Ransley reported that KCC have confirmed that they own the land and Cllr Ransley had received emails from KCC about the next steps in trying to get those maintained as footpaths. Cllr Ransley will send KCC any information that they require. Action carried forward.
- Look into Foodbank – New Action Added. Action carried forward
- Help in assisting School Children in the Parish – New Action Added. Action carried forward.

Cllr Ransley wanted to bring Councillors up to date with what he understands on the Village Hall. This item will be held under closed session at the end of this main meeting.

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

## **7. Bridgefield Defibrillator**

### **a. To consider and approve purchase of a public access defibrillator for Bridgefield to be placed within the shop.**

The Parish Manager reported that there had been no success on getting Taylor Wimpey to agree to reduce the legal fees to have it mounted onto the wall.

The Parish Manager asked the Parish Council if it would be possible to purchase the defibrillator and place it inside the Budgens shop, to which the shopkeeper has agreed. The defibrillator would then be available for use during the shop opening / closing times. The Parish Council could then still pursue Taylor Wimpey to overturn the legal fees or in the future the Parish Council may wish to pay the legal fees to locate the defibrillator on the wall.

Cllr Hicks commented that she agreed with the Parish Managers comments to get things moving.

Cllr Hicks proposed the Parish Managers request.

Cllr Townend agreed with Cllr Hicks suggestion to get things moving. Cllr Townend asked about implications of the defibrillator being located in the Bridgefield shop. Parish Manager responded to Cllr Townends questions and confirmed that the defibrillator would be freestanding so would not require any installation.

**Action: Parish Manager to contact the Parish Council Insurance Company to confirm that the defibrillator would be covered under their insurance.**

Councillor Townend seconded Cllr Hicks proposal.

**PROPOSED BY CLLR S MOSS**

**SECONDED BY CLLR TOWNEND**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

## **8. Pavilion Refurbishment.**

- a. To consider and approve refurbishment works for the pavilion to be conducted prior to March 2021.**

The Parish Manager had circulated a document prior to the meeting detailing potential refurbishment works for the pavilion which also included quotes and a breakdown of costs.

The Parish Manager highlighted the potential works as follows:

### **Main Area**

Removal of columns and low walls at the front of the pavilion.

Replacing the carpet with a wood effect slip resistant flooring.

Replastering of the ceiling and changing of the internal lights.

### **Kitchen**

Removal of the current flooring and replacement with safety flooring.

Removal and replacement of current work surfaces.

Replastering of the ceiling.

### **Male and Female Toilets**

Removal of the current flooring and replacement with safety flooring.

Retiling the walls.

Replastering of the ceiling.

Removal and replacement of vanity unit.

### **Disabled Toilet**

Removal of the current flooring and replacement with safety flooring.

Retiling the walls.

Replastering of the ceiling.

### **Store Cupboard**

Remove shower and unit.

### **External Area (Outside of the pavilion)**

The Parish Manager then presented a breakdown with costs.

### **Costings**

#### **Flooring**

To remove all current flooring in the rooms outlined above and replace with safety standard flooring throughout.

£6,480.00 inc. Vat

#### **Ceilings**

To replaster all ceilings in the pavilion.

£2,500 inc. VAT

#### **Kitchen**

Replacement of worktops

£500 + Vat

#### **Toilets**

Replacement of vanity units

£500 + Vat

#### **Contingency/Internal and External Lighting/Paint/Wall Mounted Noticeboard**

£2500

Overall Cost = £9,980 + £2,500 = £12,480

Cllr Wedgbury commented that he would be happy to propose the refurbishment works on the pavilion.

Cllr Townend commented that there had also been mention at a previous meeting about putting in a pathway at the back of the pavilion outside of the fire exit or even a small patio seated area and asked if that could be included in the pricing.

Parish Manager responded that the path to go from the fire exit to the existing path could be done inhouse by our Maintenance Supervisor. The Parish Manager also suggested obtaining a separate quote for a potential patio area.

Cllr Cosgrove observed that there was no quote for the tiling in the costings. The Parish Manager responded that the tiling costs would be part of the contingency.

Cllr Cosgrove commented that there did not seem to be any costings for plumbers or electricians to carry out the proposed works.

Cllr Bridger asked if the flooring company was a national company or if they were local. The Parish Manger responded that they are a local company.

Cllr Ransley asked where Councillors would like to take this item as there have been a few issues.

Cllr Bridger asked if the costs could be approved for the removal of the pillars, the plastering, and such bits and then the Parish Manager could obtain quotes for an electrician / plumber and the tiling and then report back to Councillors at the next Parish Council meeting (12<sup>th</sup> January 2021) so that way works can begin.

Cllr Townend suggested that Members propose a level budget of £15,000 as that will allow the Parish Manager to go and get things started and he can then obtain quotes for the other items which Councillors have picked up on. If the works begin to get close to the budget it can then be picked up and reviewed as long as all processes are followed in obtaining three quotes from local companies.

Cllr Cosgrove agreed with Cllr Townend.

## 9. Financial Matters

### a. To receive the September Finance Report

## Kingsnorth Parish Council

### BANK ACCOUNTS

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Metro Bank Current a/c	£10,418.87
Metro Bank Reserve a/c	£75,671.56
NW Reserve 47793368	£8,142.75
NW SIBA 47793120	£252,051.80
NW Current 47793112	£100.00
Petty Cash - Cafe	£0.00
<b>Total in Banks</b>	<b>346,384.98</b>
<b>Cash</b>	<b>119.40</b>
<b>GRAND TOTAL (Banks and Cash)</b>	<b>£346,504.38</b>



**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code**

**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	240.00	192.00
22	HR Support	0.00	0.00	0.00	2,064.00	1,548.10	515.90
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	85.00	1,415.00
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	25.12	14.88
27	Audit Fees	0.00	0.00	0.00	1,120.00	1,590.00	-470.00
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	3,736.79	63.21
30	Office Supplies, Postage & Admin	0.00	0.00	0.00	1,945.00	1,171.31	773.69
31	Telephone and Broadband	0.00	0.00	122.55	2,500.00	1,591.13	1,031.42
32	Photocopier and Printer	0.00	0.00	0.00	2,500.00	909.41	1,590.59
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	2,000.00	1,000.00
37	Parish Office - Mobile Phone	0.00	0.00	0.00	370.00	205.33	164.67
80	Community Grants Fund	0.00	0.00	0.00	20,000.00	13,555.47	6,444.53
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>£28,748.83</b>	<b>24,194.72</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	909.09	9,090.91
63	Cafe Consumables	0.00	0.00	0.00	0.00	42.70	-42.70
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	707.38	-707.38
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>£1,783.16</b>	<b>8,216.84</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	7,906.83	-6,077.83
		<b>£0.00</b>	<b>0.00</b>	<b>£829.00</b>	<b>1,000.00</b>	<b>£7,906.83</b>	<b>-6,077.83</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	547.20	273.60
20	E-mail	0.00	0.00	0.00	73.20	48.80	24.40
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>£1,619.59</b>	<b>6,370.41</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	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	132.28	0.00	0.00	-417.72
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	764.00	0.00	0.00	-1,236.00
8	MUGA - School Hire	0.00	1,500.00	1,000.00	0.00	0.00	-500.00
9	MUGA - Casual Hire	0.00	0.00	225.00	0.00	0.00	225.00
10	Maintenance	0.00	1,000.00	170.00	0.00	0.00	-830.00
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**

**Cost Centre Name**

13 VAT Reclaim	0.00	5,800.00	0.00	0.00	0.00	-5,800.00
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>£260,310.87</b>	<b>0.00</b>	<b>£10,000.00</b>	<b>-30,568.13</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	134.11	6,870.00	3,402.55	3,601.56
		<b>£0.00</b>	<b>0.00</b>	<b>£134.11</b>	<b>41,870.00</b>	<b>£3,402.55</b>	<b>38,601.56</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	1,658.79	-1,658.79
41	Playing Fields	0.00	0.00	5,000.00	3,500.00	8,415.80	84.20
42	Playing Fields CCTV	0.00	0.00	0.00	4,500.00	2,250.00	2,250.00
43	Playing Fields Playgrounds	0.00	0.00	0.00	1,000.00	968.00	32.00
44	Van Lease	0.00	0.00	0.00	3,500.00	1,918.88	1,581.12
45	Vehicle Fuel	0.00	0.00	0.00	1,500.00	1,077.13	422.87
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	3,184.00	1,592.00
49	Workshop Rates	0.00	0.00	0.00	1,308.00	848.76	459.24
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	220.02	-35.02
53	Maintenance Loose Tools	0.00	0.00	0.00	750.00	651.87	98.13
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	518.97	1,481.03
83	Van Repair	0.00	0.00	0.00	0.00	1,011.62	-1,011.62
		<b>£0.00</b>	<b>0.00</b>	<b>£5,000.00</b>	<b>25,794.00</b>	<b>£24,034.89</b>	<b>6,759.11</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	346.09	2,153.91
57	Pavilion Electricity	0.00	0.00	0.00	1,000.00	826.24	173.76
58	Pavilion Water	0.00	0.00	0.00	750.00	671.13	78.87
59	Pavilion Fire Safety & Security	0.00	0.00	0.00	750.00	878.02	-128.02
60	Pavilion Waste Collection	0.00	0.00	0.00	2,000.00	1,295.59	704.41
61	Pavilion Cleaning	0.00	0.00	0.00	1,750.00	479.25	1,270.75
70	Pavilion Maintenance	0.00	0.00	0.00	526.00	2,163.70	-1,637.70
77	Structural Repairs & Monitoring	0.00	0.00	0.00	3,000.00	1,140.00	1,860.00
		<b>£0.00</b>	<b>0.00</b>	<b>£0.00</b>	<b>12,276.00</b>	<b>£7,800.02</b>	<b>4,475.98</b>

**Recreation Centre**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
67	Contingency/Support	0.00	0.00	535.02	5,000.00	584.00	4,951.02
		<b>£0.00</b>	<b>0.00</b>	<b>£535.02</b>	<b>5,000.00</b>	<b>£584.00</b>	<b>4,951.02</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	32,891.63	21,450.37
15	Salaries Maintenance	0.00	0.00	0.00	40,183.00	14,203.54	25,979.46
16	Employer Payments	0.00	0.00	0.00	19,125.00	19,432.57	-307.57
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>£66,527.74</b>	<b>53,100.26</b>

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

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

**Section 137**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
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**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
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      £266,931.55      280,879.00      £153,922.61      113,008.94

**Kingsnorth Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
368	Kingsnorth Green Spaces	02/11/2020		NW Current		Festive lights	Kingsnorth Electrical	S	32.00	6.40	38.40
367	Workshop Rates	02/11/2020		NW Current		Workshop rates	ABC	X	106.00	0.00	106.00
382	Payroll	03/11/2020		Metro Bank		Payroll	Accounts Unlocked	S	30.00	6.00	36.00
369	Kingsnorth Green Spaces	06/11/2020		NW Current		Festive lights	Kingsnorth Electrical	S	45.25	9.05	54.30
370	Playing Fields CCTV	06/11/2020		NW Current		CCTV	ABC	S	750.00	150.00	900.00
384	Telephone and	06/11/2020		Metro Bank		Telephone	BT	S	168.33	33.67	202.00
364	Parish Office Rent	06/11/2020		NW Current		Office rent	KRCT	X	250.00	0.00	250.00
371	Pavilion Waste Collection	06/11/2020		NW Current		Sanitary Unit Pavilion	Citron Hygiene	X	251.09	0.00	251.09
383	Employer Payments	06/11/2020		Metro Bank		Pension contributions	NEST	X	370.33	0.00	370.33
365	Workshop Rent	06/11/2020		NW Current		Workshop lease	Van & Car	Z	398.00	0.00	398.00
366	Van Lease	09/11/2020		NW Current		Van rental	Leaseplan	S	239.86	47.97	287.83
385	HR Support	09/11/2020		Metro Bank		HR Support	Outset UK	S	143.33	28.67	172.00
386	Office Supplies, Postage	09/11/2020		Metro Bank		RBL - Poppy Wreath	Poppy Shop	X	21.98	0.00	21.98
387	Contingency/Support	09/11/2020		Metro Bank		signs	Fire Door Guru	X	11.50	0.00	11.50
372	Pavilion Cleaning	10/11/2020		NW Current		cleaning	EIP Cleaning Services	X	182.25	0.00	182.25
389	Contingency/Support	10/11/2020		Metro Bank		Emergency grab bag	Workwear World	X	29.95	0.00	29.95
390	Contingency/Support	10/11/2020		Metro Bank		Stationery	Amazon	X	8.72	0.00	8.72
391	Contingency/Support	10/11/2020		Metro Bank		various	Amazon	X	50.03	0.00	50.03
392	Contingency/Support	10/11/2020		Metro Bank		torches	Shenzhenshijingrubiang	X	16.99	0.00	16.99
393	Contingency/Support	10/11/2020		Metro Bank		First aid kit	Hangzhouacoshiyilao	X	21.95	0.00	21.95
388	Councillor Training	11/11/2020		Metro Bank		training	KALC	S	35.00	7.00	42.00
375	Playing Fields	12/11/2020	11/7b	NW Current		Playing field	P W Judges	S	650.00	130.00	780.00
373	Pavilion Maintenance	12/11/2020		NW Current		keys	Timpson	X	9.00	0.00	9.00
374	Pavilion Maintenance	12/11/2020		NW Current		keys	myMkey machine	X	5.00	0.00	5.00
376	Cafe Admin	12/11/2020	11/7b	NW Current		Coffee Machine Service	Vending Services (SE)	X	540.00	0.00	540.00
377	Pavilion Fire Safety &	12/11/2020		NW Current		Pavilion fire safety	EK Fire Protection	X	76.41	0.00	76.41
378	Structural Repairs &	12/11/2020	11/7b	NW Current		Pavilion Structural Survey	EPS Design	X	1,140.00	0.00	1,140.00
379	Community Grants Fund	12/11/2020	11/4c	NW Current		Grant	K/N School	X	5,000.00	0.00	5,000.00
380	Insurance	12/11/2020	11/7c	NW Current		Insurance	Zurich	X	3,617.67	0.00	3,617.67
381	Vehicle Fuel	13/11/2020		Metro Bank		Van fuel	Fuel Genie	S	161.77	32.36	194.13
396	Maintenance Loose Tools	16/11/2020		NW Current		Goods	Lister Wilder	S	50.51	10.10	60.61
406	Capital	16/11/2020		Metro Bank		Festive lights	Festive Lights Ltd	S	445.25	89.05	534.30
408	Capital	16/11/2020		Metro Bank		Festive lights	Festive Lights Ltd	S	57.63	11.53	69.16



Kingsnorth Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
410	Kingsnorth Green Spaces	16/11/2020	Metro Bank		Tree	Real Christmas Trees Ltd	S	262.50	52.50	315.00
395	Insurance	16/11/2020	NW Current		Insurance	Zurich	X	119.12	0.00	119.12
397	Pavilion Electricity	16/11/2020	NW Current		Pavilion electricity	SSE	X	319.72	0.00	319.72
404	Office Supplies, Postage	16/11/2020	Metro Bank		Zoom fee	Go Cardless	X	11.99	0.00	11.99
405	Contingency/Support	16/11/2020	Metro Bank		lights	spvlights	X	54.00	0.00	54.00
414	Kingsnorth Green Spaces	17/11/2020	Metro Bank		batteries	Tesco	S	11.67	2.33	14.00
394	Employer Payments	17/11/2020	NW Current		Tax & NI	HMRC	X	1,946.72	0.00	1,946.72
412	Kingsnorth Green Spaces	17/11/2020	Metro Bank		bulbs	Koeman Flowerbulbs	X	41.97	0.00	41.97
413	Pavilion Fire Safety &	17/11/2020	Metro Bank		sensors	ZLT Electrical Ltd	X	89.74	0.00	89.74
403	Website	18/11/2020	Metro Bank		Website	Whisper Media	X	68.40	0.00	68.40
402	E-mail	18/11/2020	Metro Bank		E-mail Addresses	Whisper Media	Z	6.10	0.00	6.10
415	Kingsnorth Green Spaces	19/11/2020	Metro Bank		batteries	Amazon	S	48.71	9.74	58.45
416	Office Supplies, Postage	19/11/2020	Metro Bank		Clr gift	Aquila Trading	S	9.16	1.83	10.99
398	Audit Fees	20/11/2020	NW Current		Audit	PKF Littlejohn	S	600.00	120.00	720.00
399	Playing Fields	20/11/2020	NW Current		Audit	Playground Inspection	S	165.00	33.00	198.00
417	Vehicle Fuel	20/11/2020	Metro Bank		traction mats	R & F UK Ltd	S	34.87	6.98	41.85
400	Pavilion Fire Safety &	20/11/2020	NW Current		Pavilion security system	Chubb	X	223.89	0.00	223.89
418	Office Supplies, Postage	23/11/2020	Metro Bank		Clr gift	Snap Web Design	S	10.82	2.17	12.99
401	Pavilion Waste Collection	23/11/2020	Metro Bank		Waste	Biffa	X	110.35	0.00	110.35
419	Pavilion Maintenance	23/11/2020	NW Current		Pavilion Boiler Cover	British Gas	X	57.60	0.00	57.60
437	Capital	24/11/2020	Metro Bank		Festive lights	Festive Lights Ltd	S	217.33	43.47	260.80
438	Capital	24/11/2020	Metro Bank		Festive decorations	Zhenzhoufanyudianzishu	S	153.27	30.65	183.92
436	Office Supplies, Postage	24/11/2020	Metro Bank		Clr gift	Moonpig	X	4.25	0.00	4.25
420	Parish Office - Mobile	25/11/2020	NW Current		Staff Mobile Phones	BT	S	14.33	2.87	17.20
421	Maintenance Mobile	25/11/2020	NW Current		Staff Mobile Phones	BT	S	28.67	5.73	34.40
439	Repairs	25/11/2020	Metro Bank		moss remover	Amazon	S	21.66	4.33	25.99
440	Repairs	25/11/2020	Metro Bank		moss remover	Amazon	S	21.66	4.33	25.99
441	Repairs	25/11/2020	Metro Bank		moss remover	Amazon	S	21.66	4.33	25.99
442	Capital	25/11/2020	Metro Bank		Festive decorations	B & M	S	20.80	4.16	24.96
443	Capital	25/11/2020	Metro Bank		Festive lights	Lights4fun	S	59.97	12.00	71.97
422	Photocopier and Printer	26/11/2020	NW Current		Printer	ASL	S	21.08	4.22	25.30
428	Maintenance Loose Tools	26/11/2020	NW Current		Litter pickers	KCS	S	108.65	21.73	130.38
429	Repairs	26/11/2020	NW Current		Goods	Trade UK	S	52.43	10.49	62.92
432	Kingsnorth Green Spaces	26/11/2020	NW Current		various	Trade UK	S	72.93	14.59	87.52
433	Telephone Boxes	26/11/2020	NW Current		Goods	Trade UK	S	18.67	3.74	22.41
435	Kingsnorth Green Spaces	26/11/2020	NW Current		signs	Madash Signs	S	25.00	5.00	30.00
423	Salaries	26/11/2020	NW Current		Salary	Salaries	X	5891.30	0.00	5891.30

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Kingsnorth Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
427	HR Support	26/11/2020	NW Current		various	KCS	X	39.96	0.00	39.96
430	Contingency/Support	26/11/2020	NW Current		Goods	Trade UK	X	48.98	0.00	48.98
431	Cafe Consumables	26/11/2020	NW Current		Goods	Trade UK	X	3.56	0.00	3.56
434	Pavilion Maintenance	26/11/2020	NW Current		Goods	Trade UK	X	7.79	0.00	7.79
444	Capital	27/11/2020	Metro Bank		Festive lights	Festive Lights Ltd	S	187.37	37.47	224.84
445	Pavilion Gas	27/11/2020	NW Current		Pavilion gas	SSE	X	165.46	0.00	165.46
447	Photocopier and Printer	30/11/2020	NW Current		Printer	Siemens	S	194.62	38.93	233.55
446	Pavilion Water	30/11/2020	NW Current		Pavilion water	Castle Water	X	77.13	0.00	77.13
448	Office Supplies, Postage	30/11/2020	Metro Bank		safety app	Safety Culture	X	171.36	0.00	171.36
449	Bank Charges	30/11/2020	Metro Bank		Bank charges	Metro Bank	X	5.12	0.00	5.12
<b>Total</b>								<b>26,763.14</b>	<b>1,038.39</b>	<b>27,801.53</b>

1 December 2020 (2020 - 2021)

Kingsnorth Parish Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
69	Interest	01/11/2020	Metro Bank Reserve a		Interest	Metro Bank	X	2.00	0.00	2.00
61	Pavilion Football	06/11/2020	NW Current 47793112		Pavilion Hire	FFR	X	191.00	0.00	191.00
62	MUGA - Casual Hire	10/11/2020	NW Current 47793112		MUGA Hire	TuneIn2Futsal	X	150.00	0.00	150.00
63	MUGA - Casual Hire	10/11/2020	NW Current 47793112		MUGA Hire	Ashford Courtside	X	75.00	0.00	75.00
64	MUGA - School Hire	10/11/2020	NW Current 47793112		MUGA Hire	K/N School	X	1,000.00	0.00	1,000.00
65	Contingency/Support	13/11/2020	Metro Bank Current a)		various	KRICT	X	341.88	0.00	341.88
66	Contingency/Support	23/11/2020	Metro Bank Current a)		various	KRICT	X	193.14	0.00	193.14
71	Maintenance	23/11/2020	Metro Bank Current a)		fire alarm tests	KRICT	X	30.00	0.00	30.00
67	Interest	30/11/2020	NW Reserve 47793366		Interest	Nahwest	X	0.07	0.00	0.07
68	Interest	30/11/2020	NW SIBA 47793120		Interest	Nahwest	X	2.39	0.00	2.39
70	Kingsnorth Green Spaces	30/11/2020	Metro Bank Current a)		Festive decorations	Zhenzhoufanyudianzishu	S	134.11	26.82	160.93
<b>Total</b>								<b>2,119.59</b>	<b>26.82</b>	<b>2,146.41</b>

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

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Admin		122.55	123	52,821.00	28,748.83	24,072	24,195
Cafe				10,000.00	1,783.16	8,217	8,217
Capital		829.00	829	1,000.00	7,906.83	-6,907	-6,078
Communications				7,990.00	1,619.59	6,370	6,370
Income	280,879.00	260,310.87	-20,568		10,000.00	-10,000	-30,568
Kingsnorth Green Spaces		134.11	134	41,870.00	3,402.55	38,467	38,602
Maintenance		5,000.00	5,000	25,794.00	24,034.89	1,759	6,759
Pavilion				12,276.00	7,800.02	4,476	4,476
Recreation Centre		535.02	535	5,000.00	584.00	4,416	4,951
Salaries				119,628.00	66,527.74	53,100	53,100
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>266,931.55</b>	<b>-13,947</b>	<b>280,879.00</b>	<b>153,922.61</b>	<b>126,956</b>	<b>113,009</b>

Total for ALL Cost Centres	266,931.55	153,922.61
V.A.T.	3,741.57	7,433.53
<b>GROSS TOTAL</b>	<b>270,673.12</b>	<b>161,356.14</b>

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

**Invoices awaiting approval November 2020**

Supplier	Goods/Service	Total
Robowatch	Pavilion CCTV system	4475.02
<b>Total</b>		<b>4475.02</b>

Agree the payment of the invoice to Robowatch for the Pavilion CCTV system.

**PROPOSED BY CLLR BRIDGER**

**SECONDED BY CLLR TOWNEND**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

**c. To agree the Parish Precept for 2021/2022 budget**

Cllr Ransley presented the proposal.

The proposal is that the precept on a Band D basis will stay the same at £56.78, that will mean that the total precept raised is £243,302.30. The Parish Council will not be receiving the concurrent grant and the support item which they used to receive from ABC. The Parish Council would anticipate that next year there would be an overspend of income by £23,000.00 but in this current year the Parish Council would anticipate an underspend of £29,000.00 so there will still be a net addition of £6,000.00 to reserves over 2021/2022.

Cllr Ransley invited Council Member to ask any questions regarding the precept level or the way the budget has been set out.

No Councillors responded with any questions.

**PROPOSED BY CLLR TOWNEND**

**SECONDED BY CLLR BRIDGER**

**ALL THOSE IN FAVOUR - 7**

**ALL THOSE AGAINST - 1**

**ABSTENTIONS - 0**

**Motion moved.**

#### **d. To receive external auditors report and review.**

Cllr Ransley reported that the Parish Council has submitted their Agar and Cllr Ransley's understanding is that there is a bit of a transcription error which was picked up, otherwise they were happy with it. Cllr Ransley added that in the future, as the Parish Council raise or spend more than £200,000.00, they need to tweak the way the accounts are done, they are fine for this year but need to be amended for next year. This was received and noted by the Parish Council.

Cllr Ransley asked if any Councillors had any questions.

No Councillors responded with any questions.

#### **e. Treasury Strategy Decision Regarding Bank Account**

Councillor Ransley reported that the Treasury Strategy which is currently in place would suggest that the Parish Council needs to open another bank account. For several months now the Parish Council have investigated several bank accounts that would meet the required credit rating which is laid out by the Treasury Strategy. Unfortunately, due to the current pandemic, these banks are not willing to open new accounts. Cllr Ransley added that there is an additional bank account option but that would cost in the order of £700 per year or the Parish Council could choose not to observe the Treasury Strategy and amend at the next meeting to be held in January. Cllr Ransley feels that a decision needs to be made either way. The Finance Clerk reported that the charges would be a set monthly fee for running the account plus a transaction charge. It would be paid monthly, and it was estimated at £700 per annum so could be more or less depending on the number of transactions.

Cllr Townend asked if charges would be incurred if the Parish Council managed to find another account with lesser charges.

Cllr Ransley reported that as far as he is aware there is no break fee.

Cllr S Moss suggested that the account should be opened.

Cllr Cosgrove commented that if banks are not opening new accounts due to COVID then he feels that a new account should not be rushed into and opened and suggested that the Parish Council do not follow the Treasury Strategy protocol.

Cllr Ransley added that the reason that there were two banks being proposed was to protect the principle and that we are only protected up to £85,000 per institution.

Cllr Cosgrove asked if the precept could not be requested in four payments instead of the two payments to ease the cash burden.

Cllr Townend proposed that Parish Council move forward with opening the account as advised by the Treasury Strategy but look to change the account as soon as possible in the future.

Cllr Bridger seconded Cllr Townend's proposal.

Cllr Cosgrove proposed that the Parish Council ask Ashford Borough Council to pay the precept in four smaller amounts instead of the two larger payments.

Cllr Wedgbury seconded Cllr Cosgrove's proposal.

Cllr Townend's proposal was voted on

**PROPOSED BY CLLR TOWNEND**

**ALL THOSE IN FAVOUR - 5**

**SECONDED BY CLLR BRIDGER**

**ALL THOSE AGAINST - 2**

**ABSTENTIONS - 1**

**Motion moved**

As Cllr Townend's proposal was moved by a vote no second proposal vote was required.

## **10. 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: 19/00475/CONA/AS

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

Parish Ward: Roman Ward, Weald Central Ward

Proposal: Discharge of condition 14

**Comments: No Comment**

Application Number: 19/01032/CONA/AS

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

Parish Ward: Roman Ward, Weald Central Ward

Proposal: Discharge condition 9

**Comments: No Comment**

Application Number: 20/01515/AS  
Address: 30 Skylark Way, Ashford, Kent, TN23 3QH  
Parish Ward: Park Farm South Ward  
Proposal: Erection of conservatory to rear of property

**Comments: No Comment**

Application Number: 20/01587/AS  
Address: 10 Green Lane, Kingsnorth, Ashford, Kent, TN23 5YE  
Parish Ward: Washford Ward  
Proposal: Proposed single storey rear/side extension to replace existing conservatory

**Comments: Support**

Application Number: 20/01634/AS  
Address: 5 Dove Close, Kingsnorth, Ashford, Kent, TN23 3NU  
Parish Ward: Park Farm South Ward  
Proposal: Single storey rear extension

**Comments: Support**

Application Number: 20/01661/AS  
Address: 13 Langney Drive, Kingsnorth, Ashford, Kent, TN23 5UF  
Parish Ward: Washford Ward

Proposal: Proposed 2 storey side extension - Part retrospective

**Comments: Object – The intensification of use with provision of a further bedroom results in unmitigated harm to the Stodmarsh NNR due to increased nitrates. This occurs as increased discharge to the sewage network can be anticipated as a result of this development.**

Cllr Ransley proposed that comments on the planning applications be accepted and submitted to Ashford Borough Council.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR BRIDGER**

**ALL THOSE IN FAVOUR - 8**

**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 reported that an appeal for 1 Pound Lane had been refused by ABC.

**d. Any other planning matters.**

i) Court Lodge Section 106 Comment.

Cllr Ransley has produced a draft document and invited Cllr Hicks to report on the additions she would like included.

Cllr Hicks commented that she believes the Parish Council needs to reinforce the need for our green spaces.

Cllr Hicks added the Kingsnorth Church request for more parking spaces at the Mission Hall in Stubbs Cross.

Cllr Ransley asked members that subject to including Cllr Hicks comment and tidying up the document, would they be happy for the document to be circulated and then submitted to Ashford Borough Council. All Councillors agreed.

**11. To adopt and approve the following Council Policies.**

**a. Data Protection and Privacy Policy**

**b. Safeguarding Policy**

Cllr Bridger reported that the Data Protection and Privacy Policies needed to be readopted to ensure that the Parish Council remain compliant.

The Parish Manager reported on the Safeguarding Policy which has been based on a template used by other Parish Councils. Cllr Bridger added that the policies are a legal requirement to protect all members of staff, Councillors and Community Café volunteers.

Cllr Bridger proposed that both sets of policies be adopted.

**PROPOSED BY CLLR BRIDGER**

**SECONDED BY CLLR S MOSS**

**ALL THOSE IN FAVOUR - 7**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

**Motion Moved.**

## **12. Correspondence and written reports from external parties.**

### **a. To consider correspondence and written reports.**

The Parish Manager reported that a letter had been received from KCC who are looking to reduce the speed limit on Steeds Lane, 70 meters from the Ashford Road junction with Magpie Hall Road. This is due to go out for consultation until 11<sup>th</sup> January 2021.

Cllr Hicks commented that she feels the Parish Council should support this consultation. Cllr Ransley asked all Councillors if they would be happy for the Parish Manager to write a comment supporting the reduction in the speed limit on behalf of the Parish Council.

Cllr Wedgbury commented that reducing speed limits will not change road safety issues.

Cllr Ransley suggested adding the consultation to the Parish Council website for residents to make their comments.

Cllr Wedgbury agreed it should go onto the website. Cllr S Moss agreed.

Cllr Ransley requested that the Parish Manager make public the consultation for residents to make their comments via Facebook and the Parish Council website.

## **13. Parish Manager 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 to all Councillors.

The Parish Manager reported on the incredibly positive feedback from residents on the Christmas lights which have been placed throughout the Parish. The Parish Manager thanked the Maintenance Supervisor and Admin Clerk for their assistance with putting the lights and trees up around the Parish.

Cllr Townend asked if the two sets of vandalised Christmas lights at the Moat would be replaced.

The Maintenance Supervisor replied that he had not yet been able to replace the lights.

Cllr Townend added his thanks to the staff involved in putting up the Christmas lights.

Cllr S Moss commented that house decorations and lighting around the Parish is amazing this year.

## **14. Parish Councillors reports.**

Cllr Bridger wished everyone a Merry Christmas and a Happy New Year.

Cllr Wedgbury reported on the following:

- Sighting of a Kingfisher on Park Farm
- Has seen hoof marks which may suggest we have deer within the Parish.
- Caravans on the Cloverleaf. Cllr Wedgbury asked what was happening with the Borough Councillors around enforcement.

Cllr Ransley replied that he does not know the Borough Councillors position on enforcement but will pick this item up under closed session after the main meeting.

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

Cllr Townend asked Cllr Bridger if donations for the Homeless Shoebox Scheme was going ahead again this year.

Cllr Bridger confirmed that it was and continued to say that the boxes will be distributed on Christmas Eve. If residents wanted to donate boxes, they can drop them off at the Parish Office.

Cllr Wedgbury suggested that Ashford Borough Councils proposal to cover the Buffer Zone with trees to protect their carbon footprint be discussed including the maintenance of the land.

Cllr Ransley agreed that the Parish Council should get the opinions of residents and push their views with Ashford on the proposal.

Cllr Cosgrove commented that Cllr Wedgburys point was not to ask residents for their opinions on the proposal it was whether ABC was capable of maintaining the trees once they had been planted.

## **16. Date of Next Meeting Tuesday 12<sup>th</sup> January 2020 at 7:00pm**

There being no further business, Cllr Ransley closed the main meeting at 8:31pm and moved into a closed session.



## **The Cloverleaf**

Cllr Ransley reported that Borough Councillor Cornish had received complaints and concerns from residents about the tyres and caravans.

Cllr Cornish contacted the landowner; the landowner has an inhouse solicitor whom we believe is a younger member of the family. It is believed it is a family business that owns land in various places, and it seemed to have escalated quite a bit and Cllr Cornish potentially wanted the Parish Council to take over. Cllr Cornish had a telephone conversation with them, and the landowner suggested that the tenant could be moved if the Parish Council were to pay £500 a year to rent the field. Cllr Ransley commented that he believes the Parish Council would not want to do that and if there are three caravans on the field it is likely that Ashford Borough Council will be taking enforcement action. The suggestion for the landowner has been that he would be happy to meet with the tenant, the Parish Council and Cllr Cornish to run through what is happening there.

Cllr Ransley asked for Councillors views.

Cllr Hicks commented that she feels there is nothing the Parish Council can do on this subject and it should be handed to ABC enforcements.

Cllr Wedgbury commented that the Parish Council should ask the Borough Council enforcement team what they are doing about it as they are not allowed to be living in caravans on the land as no planning permission has been requested.

Parish Manager commented on how put out he felt by Cllr Cornish calling him about this issue and asked where the Parish Council stand with regards to a Councillor who is not a Parish Councillor suggesting to a landowner that the Parish Council could take on a piece of land without informing them.

The Parish Manager felt this put him in an awkward position.

Cllr Townend commented that there has been no communication or involvement from Cllr Cornish to Cllr Townend or Cllr Barber on this issue. Cllr Townend added that he would have thought that himself and Cllr Barber would have been kept in the loop.

Cllr Hicks commented that the Parish Council need to be very careful that this does not escalate into the Gypsy and Travellers Policy.

Cllr Ransley asked if he was correct in saying that the Parish Council do not want to meet with the landowner and the resident.

Councillors agreed.

Cllr Ransley suggested that the issue of enforcement be added to the agenda for January.

Cllr Cosgrove commented that this is not the first time that inappropriate comments or actions from Borough Councillors have been raised. Cllr Cosgrove added that it is unfair to the Parish Manager and staff to be put into positions such as this one and subjected to demands. It is not stood for anywhere else in the industry or in professional life and Cllr Cosgrove does not feel that the Parish Council should stand for it.

Cllr Townend agreed with Cllr Cosgrove's comments.

Cllr Wedgbury commented that the Parish Council could speak with Terry Mortimer at the Standards Board. It does not need to be a formal complaint but ask him to advise a course of action.

## **Village Hall Trustees**

Cllr Ransley asked Cllr Hicks to leave the meeting due to her trusteeship at the Village Hall taking precedence.

The Parish Council is the Custodian Trustee of the Village Hall, we can appoint a representative member of the Management Committee. The Management Committee then takes decisions in the management of the village hall. It has been suggested that there has not been a Trustees meeting for around 2-3 years.

Cllr Ransley and the Parish Manager asked as Custodian Trustees, to view the Governing Documents to ensure that the representative of the Parish Council was a Trustee so that we were aware of the issues of conflicts.

Councillor Mike Angell sent a partial copy of the Governing Documents which showed originally there were 8 representative members from various groups within the Parish that were appointed to the management

committee and 4 elected members in Cllr Angell's copy of the document, 7 of the 8 representative members were crossed out and it is now only the Parish Council that can appoint a representative member. Cllr Ransley wanted to report this to Councillors as it seems that Kingsnorth Parish Council are involved in the Trust as both Custodian Trustee and appointing a Trustee to the Management Committee, while the Trust may not be following its Governing Documents. The AGM should be held every October.

Cllr Ransley asked members how they would like to approach the issue. It could just be left, or the Parish Council could write a letter to the Trustees stating that we do not feel it is operating within the Governing Documents.

Cllr Cosgrove commented that as the Parish Council are Custodian Trustees, they would have certain responsibilities to ensure that the whole thing is run properly and in accordance with the Governing rules and added that the Parish Council would be due diligent in their duties if they did not do something to bring the situation back to an even keel.

Cllr S Moss agreed with Cllr Cosgrove's comments.

Cllr Bridger commented that if the Governing Documents state that they should be holding an AGM each year and they are not doing that then they are therefore not operating as a Charity is supposed to. If you do not follow the Governing Document, you are required to report yourself to the Charity Commission where they will look into it and help the Charity get back to how they should be running.

Cllr Townend commented that the Parish Council does not have the option to not get involved and added that the lack of transparency concerns him.

Cllr Ransley suggested a letter be sent from the Parish Council to the Village Hall Trustees saying that we wish to see an AGM held within a certain period as we are concerned that they are operating outside of the Governing Document.

Cllr Cosgrove commented that he does not feel that the Parish Council should contact the Charity Commissioner before trying to deal with the situation themselves.

Cllr Wedgbury agreed with Cllr Cosgrove and added that when writing the letter to trustees it should be a formal letter, not via email, and all Trustee members should receive a copy.

Cllr Cosgrove and Cllr Townend agreed.

Cllr Ransley asked if members were happy to do this as an agenda action sheet item and that it does not need to be put onto an actual agenda.

All agree.

Cllr Townend asked what the next steps would be if an AGM is not held as requested.

Cllr Bridger responded that by Charitable Law as a Trustee, if the organisation is not following the objectives and being compliant then by law, we are required to report it to the Charity Commission if no action is taken to resolve the issue.

Cllr Ransley closed the meeting at 9.01pm

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

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