



KINGSNORTH PARISH COUNCIL

Approved Minutes of the Meeting of Kingsnorth Parish Council

Held on Tuesday 9th February 2021.

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

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

Also, present: Cllr Mike Angell (Kent County Council), Christine Drury (Assistant Clerk – Finance), Cllr Heather Hayward (Ashford Borough Council, arrived late due to attending another meeting), Peter Le Rossignol (Parish Manager), Matt O'Neill (Grounds and Maintenance Supervisor), Cllr Neil Shorter (Ashford Borough Council), 5 members of the public observed the meeting.

1. Apologies.

Cllr Heather Hayward (Ashford Borough Council) will be late attending due to another meeting, Marie Russell (Assistant Clerk – Admin), 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 Hicks is a Trustee of Kingsnorth Village Hall.

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 resident of Knights Park spoke regarding issues with litter within the Parish. Resident suggested some possible suggestions:

- Approach Fast Food chains to ask about possibility of reusable cups instead of single use ones.
- Deposit Return Scheme
- Signage Programme on keeping Kingsnorth tidy and litter free.

Cllr Ransley confirmed that the Parish Council has signage up around the Parish with regards to littering but suggested that the banner may need to be moved around to different areas of the Parish. Cllr Ransley added that the Parish Council can look into contacting Fast Food chains.

The Resident will contact the Parish Manager to discuss more ideas.

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.

b. Ashford Borough Councillors' Reports

Cllr Wedgbury reported on the following:

- Ashford Borough Council Planning Committee have approved a warehouse at Sevington.
- Inland Border Facility creating 150 job vacancies. Funding for the vacancies comes from the Central Government Taxpayer.

Cllr Shorter had nothing to report but commented that he was available to take any questions from Parish Councillors.

KCC Councillors' Reports

Cllr Mike Angell reported on the following:

- The Kent County Council Budget Meeting will take place on 11th February.
- May 2021 will be the 100th Ceremony for the Royal British Legion. Cllr Angell suggested the Parish Council purchase a flagpole to place within the Parish.

- Cllr Angell confirmed that an auditor has all the paperwork for the Village Hall and that the audit will go back to Cllr Angell to be signed off.

3. Approval of Minutes of Tuesday 12th January 2021.

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

Cllr Ransley proposed that the public minutes be signed as a true record.

PROPOSED BY CLLR BRIDGER

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

Cllr Ransley proposed that the closed session minutes be signed as a true record and then circulated to all Councillors. Cllr Ransley added that instruction from KALC is that if Councillors wish to discuss any changes these would need to be taken in a closed session.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR BRIDGER

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

Motion moved.

4. Parish Community Grant Applications.

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

Furley Park After School Club

Summary of aims and objectives.

The purpose of the After School Club is to provide the school community of Park Farm with an affordable childcare provision. Offering primary school children access to a variety of play opportunities after school from 3pm till 5.45pm every weekday, during school term-time. Historically access to a good quality childcare provision has been the main barrier to parents' access to work or training. The provision of the club provides a service that allows parents to access employment/training secure in the knowledge that their children are being cared for by professionally qualified individuals in a secure environment. This not only benefits individual families but supports the wider economic benefit of the community.

Total Cost of Project £5624.40

Amount of Grant requested: £2,812.20.

Kingsnorth Community After School Club

Summary of aims and objectives.

The purpose of the After School Club is to provide the school community of Kingsnorth with an affordable childcare provision. Offering primary school children from Kingsnorth Primary School access to a variety of play opportunities after school from 3pm till 6pm every weekday, during school term-time. The club also supports the wider community of Kingsnorth during the school holidays by providing a full day care provision open from 8am till 6pm for 7 weeks (normally 3 weeks in the summer, 1 week in February, April, May, and October)

Historically access to a good quality childcare provision has been the main barrier to parents' access to work or training. The provision of the club provides a service that allows parents to access employment/training secure in the knowledge that their children are being cared for by professionally qualified individuals in a secure environment. It allows parents, particularly on low income and lone parents, to extend their working day. Often lifting them from poverty. This not only benefits individual families but supports the wider economic benefit of the community.

Total Cost of Project £5702.88

Amount of Grant requested: £2851.44.

Cllr Bridger commented that he feels the After School Clubs are exceptionally good projects and proposed that both grant applications be accepted.

Cllr Wedgbury seconded Cllr Bridgers proposal to accept both grant applications.

PROPOSED BY CLLR BRIDGER

SECONDED BY CLLR WEDGBURY

Cllr Ransley asked for a roll call vote.

Cllr Barber - For

Cllr Cosgrove - Abstain

Cllr Hicks - For

Cllr Townend - For

Cllr Bridger - For

Cllr P Moss - For

Cllr Wedgbury - For

5. Parish Action Sheet.

- a. To review progress with items on the action sheet.
- b. To assign individuals or groups of individuals for development / progressing items.
- c. To authorise any actions (such action will only include expenditure (up to £500) where within a budget, otherwise the action should be a main agenda item for decision).

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

- Planting of Trees around the Kingsnorth Parish – Aspire had some concerns around the health of the Christmas trees so are keeping them safe to see how healthy they are before planting them. Parish Manager hoping to plant more trees around the Kingsnorth playing fields. Action carried forward.
- Arrange a meeting to discuss the Custodian Trustee contract on the Recreation Centre – Still awaiting a response from ABC - Action carried forward.
- Bridgefield Defibrillator –The defibrillator is now in located within Budgens. Parish Manager has received confirmation from insurance company that all defibrillators are covered. Action completed.
- Update on the Residents Survey – Draft letter to be considered. This action will be discussed as part of the main Agenda under item 8 - 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 - Cllr Ransley reported that ABC have now received correspondence and just now awaiting a date to be set for a meeting. Action carried forward.
- Meeting to discuss issues with tenants of housing association properties in Park Farm – Cllr Ransley not received details of which housing association he needs to be contacting so there is not progress on this item. This item will be deleted from the action sheet.
- Bridgefield & Park Farm Moat Snakes becoming a permanent memorial for people who have died from Coronavirus – Action carried forward.
- Angling Society/Park Farm Moat – A company have been contacted to discuss costs and other potential suggestions. Action carried forward.
- Monthly Financial Health Check – An informal meeting has taken place on the monthly Financial Health Checks. Cllr Ransley and the Parish Manager are going to have a trial with the Finance Clerk on how practical that what they have in mind is going to be and then report back to the next meeting. Action carried forward.
- Help in assisting School Children in the Parish – This action will be discussed as part of the main Agenda under item 7. Action carried forward.
- Look into Foodbank – Parish Manager has now delivered the food donation to the foodbank. Action Completed.
- Kingsnorth Village Hall – This action was previously discussed in a closed session and Cllr Ransley confirmed that an update will also be discussed in a closed session after the main meeting is closed to members of the public, Ashford Borough Councillors, KCC Councillor and Parish Office staff, excluding the Parish Manager.
- Pavilion refurbishment – The Grounds and Maintenance Supervisor provided an update on the works which have taken place at the pavilion.
- Future of the Conservation Fields (between Kingsnorth Village and Park Farm) – Cllr Ransley reported that this was included within the Precept letter to be sent to residents with their Council Tax bills.
- Mowing regime for KCC maintained verges and wildlife – Action carried forward.
- Contact landowners regarding potential footpath route(s) in 2021/2022 budget – Cllr Ransley has contacted ABC officers regarding the contact for developers – Action carried forward.
- Speed limit reduction on Steeds Lane – Kent County Councillor Mike Angell has contacted the Schemes Teams. Action carried forward.
- Publishing of Parish Council recordings on YouTube – Cllr Bridger has spoken with ABC who advised that they do not currently have a formal policy in place, Meetings are recorded then put onto YouTube for one calendar month for Councillors and the general public to view and then its removed and replaced with the next meeting.

Cllr Ransley asked Cllr Bridge if he could put a policy together and this action be made a main agenda item for next month (9th March) to be discussed further.

Cllr Ransley asked Parish Members if there were any items that they would like added to the Agenda Action sheet.

- Purchase of a Flagpole to be placed within the Parish, suggest by Cllr Mike Angell (KCC).

Cllr Cosgrove suggested that litter picking on the highways and a signpost / road sign health check be added to the action sheet.

6. Vacant Seat.

- To receive and update
- To approve co-option policy document.

Cllr Ransley recommended approving a co-option policy so that at the next Parish Council meeting (9th March), Parish Councillors can hear from candidates and member can choose to co-opt someone if they wish.

**PROPOSED BY CLLR HICKS
ALL THOSE IN FAVOUR - 9**

**SECONDED BY CLLR BRIDGER
ALL THOSE AGAINST - 0**

ABSTENTIONS - 0

Motion moved.

Parish Manager will ask candidates to apply with a written statement, candidates with then get 6 minutes to talk about why they feel they are suitable to be a Parish Councillor. This will take place during the Parish Council meeting on 9th March.

7. Schools Family COVID Support Funding Proposal.

- To review proposal document to providing support to Ashford Schools for pupils living in the Kingsnorth Parish.
- To agree next steps/approve/authorise project funding.

Cllr Ransley updated that an informal meeting had taken place to find out what Councillors were hoping would come to a main Parish Council meeting.

The Parish Manager produced a proposal for Councillors to consider.

Suggested Proposal

That Councillors to provide funding of £1,000 to each school listed below to support families living within the Kingsnorth Parish that need help.

The school can provide support to families using this funding for items such as:

Pens Paper Textbooks Reading Books Craft materials Food items, Clothing or Any other support that the school identify that would support the family.

Schools who receive the funding will be asked to provide a report on what the money has been spent on and agree that no more than £100 can be spent on one family.

Schools to receive funding:

Furley Park Primary Academy

Kingsnorth CEP School

John Wallis Academy (Primary and Secondary)

John Wesley CEP School

Finberry Primary School

Highworth Girls Grammar School

Norton Knatchbull Grammar School

The North School

Towers School

Homewood School and Sixth Form Centre

Wye School

Total project funding = £12,000.00 (£2,000 to John Wallis to be split equally between primary and secondary).

Please note: This project is specific due to the current global pandemic. If councillors wish to support schools in the future this will need to be looked at separately or considered as part of the community grant scheme.

Cllr Bridger commented that he feels it is a great proposal and would happily propose it.

Cllr Hicks commented that maybe the proposal should be slightly more generic.

Cllr Townsend commented that it is a fantastic proposal and thanks the Parish Manger for putting it together.

Cllr Townsend added that he would happily second the proposal.

Cllr Cosgrove commented that it is a very good proposal, and he is happy to support it but asked if there were any special needs schools that may need to be included in the list.

Parish Manager responded that he would contact special need schools too.

Cllr Hicks raised concerns and suggested a drawdown per school. Cllr Hicks added this proposal should be an experiment for one year.

Cllr Shorter raised concerns on too many schools being involved.

Cllr Cosgrove commented that the Parish Council are doing this as a current pandemic issue only.

Cllr Townend commented that it has expanded in the number of schools, but it is not a grant for everyone, it is only open to Kingsnorth Parishioners, some of which were not lucky enough to be offered a place at the local school for their children so attend schools outside of the Parish.

Cllr Bridger proposed that the Parish Council support up to 16 schools at £1,000 each giving a maximum budget of £16,000.

Cllr Townend seconded Cllr Bridgers proposal.

PROPOSED BY CLLR BRIDGER

SECONDED BY CLLR TOWNEND

Cllr Ransley asked for a roll call vote:

Cllr Barber - For

Cllr Cosgrove - For

Cllr Hicks - For

Cllr Townend - For

Cllr Bridger - For

Cllr P Moss - For

Cllr S Moss - For

Cllr Wedgbury - For

Cllr Ransley - For

Motion moved.

8. Receive Draft letter to accompany Council Tax Bill.

Cllr Ransley proposed that Councillors make delegation to the Parish Manager to submit a letter with the precept with the final draft being reached in consultation with members.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR BRIDGER

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

9. Update on litter / traffic safety issues.

Parish Manager updated on concerns which had been raised by residents about litter around the Parish. Litter picking equipment has been purchased to give to residents who would like to litter pick whilst out walking.

Parish Manager added that more of the Anti-Litter banners could be made to locate around the Parish.

Cllr Bridger commented that ABC are putting out notices that you should not really be litter picking as it is non-essential due to lockdown. If the guideline states this so we should abide by it during the pandemic.

Cllr P Moss commented on ditches being full of rubbish.

Cllr Hayward raised issues with ditches to KCC who then referred her to ABC. Cllr Hayward added that it is an issue but is being dealt with.

10. Receive locations for benches, sleeper bridges, bird feeders (which are 2021/2022 Financial Year Budget items) so this can be shared with ABC.

Cllr Cosgrove commented on bird feeders asking if the cleaning of them and the potential increase of rat problems had been considered.

Cllr Ransley responded that it is going to be an issue and that ABC will probably be very alive to the suggestion of bird feeders. A location may not be found due to the same reasons that Cllr Cosgrove raised.

Cllr Hicks commented that she does not feel bird feeders are a good idea due to the possibility of theft as well as the issues raised by Cllr Cosgrove.

Cllr Cosgrove asked if it had been discussed with the RSPB. Benches, have we offered to put them up for residents to have as memorial benches?

Cllr Ransley responded that natural England has a winter bird feeding mix which are automatic feedings. Not been consulted on the potential locations but we could speak with Kent Wildlife Trust. Cllr Ransley added that funding the benches could be looked at in terms of member sponsoring a bench.

Cllr Townend asked if a vote could take place before looking at all the final details.

Cllr Shorter commented that some of the land identified on the map is not in public access.

Cllr Ransley asked if anyone was willing to propose that the Parish Council move forward in terms of contacting ABC regarding benches and the sleeper bridges and refer back to bird feeders later.

PROPOSED BY CLLR TOWNEND

SECONDED BY CLLR BRIDGER

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

11. Financial Matters

a. To receive the January Finance Report

31 January 2021 (2020 - 2021)

Kingsnorth Parish Council

BANK ACCOUNTS

Metro Bank Current a/c	£7,841.13
Metro Bank Reserve a/c	£78,177.27
NW Reserve 47793368	£8,142.88
NW SIBA 47793120	£219,370.04
NW Current 47793112	£100.00
Petty Cash - Cafe	£0.00
Total in Banks	313,631.32
Cash	119.40
GRAND TOTAL (Banks and Cash)	£313,750.72

Kingsnorth Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Admin		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
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	300.00	132.00
22	HR Support	0.00	0.00	0.00	2,064.00	1,834.76	229.24
23	Staff Training	0.00	0.00	0.00	2,000.00	610.00	1,390.00
24	Councillor Training	0.00	0.00	0.00	1,500.00	235.00	1,265.00
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	35.12	4.88
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	1,295.89	649.11
31	Telephone and Broadband	0.00	0.00	122.55	2,500.00	1,894.03	728.52
32	Photocopier and Printer	0.00	0.00	0.00	2,500.00	946.12	1,553.88
33	Computer Support and Maintenanc	0.00	0.00	0.00	2,500.00	2,394.16	105.84
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	2,500.00	500.00
37	Parish Office - Mobile Phone	0.00	0.00	0.00	370.00	231.33	138.67
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
		£0.00	0.00	£122.55	52,821.00	£32,272.34	20,671.21

Cafe		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
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	200.00	-200.00
		£0.00	0.00	£0.00	10,000.00	£1,983.16	8,016.84

Capital		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
39	Capital	0.00	0.00	829.00	1,000.00	13,266.85	-11,437.85
		£0.00	0.00	£829.00	1,000.00	£13,266.85	-11,437.85

Communications		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
19	Website	0.00	0.00	0.00	820.80	684.00	136.80
20	E-mail	0.00	0.00	0.00	73.20	61.00	12.20
78	Advertising and Awareness Camp:	0.00	0.00	0.00	7,096.00	823.59	6,272.41
82	Mapping App	0.00	0.00	0.00	0.00	200.00	-200.00
		£0.00	0.00	£0.00	7,990.00	£1,768.59	6,221.41

Income		Receipts			Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
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	142.08	0.00	0.00	-407.92
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	955.00	0.00	0.00	-1,045.00
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	442.50	0.00	0.00	-557.50
11	Cafe Takings	0.00	13,000.00	1,975.59	0.00	0.00	-11,024.41
12	Cafe Grants	0.00	0.00	0.00	0.00	0.00	0.00

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

Kingsnorth Parish Council
Net Position by Cost Centre and Code

<u>Cost Centre Name</u>							
13	VAT Reclaim	0.00	5,800.00	7,433.53	0.00	0.00	1,633.53
73	General Admin	0.00	0.00	15.00	0.00	0.00	15.00
		£0.00	280,879.00	£268,217.70	0.00	£10,000.00	-22,661.30

<u>Kingsnorth Green Spaces</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
68	Bridleway	0.00	0.00	0.00	35,000.00	0.00	35,000.00
69	Kingsnorth Green Spaces	0.00	0.00	134.11	6,870.00	3,577.19	3,426.92
		£0.00	0.00	£134.11	41,870.00	£3,577.19	38,426.92

<u>Maintenance</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
40	Repairs	0.00	0.00	0.00	0.00	1,720.86	-1,720.86
41	Playing Fields	0.00	0.00	5,000.00	3,500.00	8,825.80	-325.80
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	2,398.60	1,101.40
45	Vehicle Fuel	0.00	0.00	0.00	1,500.00	1,413.66	86.34
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	3,980.00	796.00
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	272.02	-87.02
53	Maintenance Loose Tools	0.00	0.00	0.00	750.00	910.61	-160.61
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	297.33	-297.33
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	1,040.66	-1,040.66
		£0.00	0.00	£5,000.00	25,794.00	£26,629.11	4,164.89

<u>Pavilion</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
56	Pavilion Gas	0.00	0.00	0.00	2,500.00	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	1,115.95	-365.95
59	Pavilion Fire Safety & Security	0.00	0.00	0.00	750.00	975.07	-225.07
60	Pavilion Waste Collection	0.00	0.00	0.00	2,000.00	1,543.88	456.12
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	12,865.05	-12,339.05
77	Structural Repairs & Monitoring	0.00	0.00	0.00	3,000.00	1,140.00	1,860.00
		£0.00	0.00	£0.00	12,276.00	£19,291.53	-7,015.53

<u>Recreation Centre</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
67	Contingency/Support	0.00	0.00	877.02	5,000.00	626.97	5,250.05
		£0.00	0.00	£877.02	5,000.00	£626.97	5,250.05

<u>Salaries</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
14	Salaries Admin	0.00	0.00	0.00	54,342.00	41,117.10	13,224.90
15	Salaries Maintenance	0.00	0.00	0.00	40,183.00	17,685.03	22,497.97
16	Employer Payments	0.00	0.00	0.00	19,125.00	24,099.84	-4,974.84
75	Salary Contingency	0.00	0.00	0.00	5,978.00	0.00	5,978.00
		£0.00	0.00	£0.00	119,628.00	£82,901.97	36,726.03

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	1,765.00	235.00
		£0.00	0.00	£0.00	2,000.00	£1,765.00	235.00

NET TOTAL

£0.00 280,879.00 £275,180.38 280,879.00 £194,082.71 81,097.67

31 January 2021 (2020 - 2021)

Kingsnorth Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
511	Computer Support and	04/01/2021		NW Current		IT support	Sabre Solutions	X	1,890.00	0.00	1,890.00
495	Telephone and	06/01/2021		Metro Bank		Telephone	BT	S	148.30	29.66	177.96
497	Maintenance Loose Tools	06/01/2021		Metro Bank		Litter pickers	Amazon	S	25.82	5.16	30.98
508	Workshop Rent	06/01/2021		NW Current		Workshop lease	Van & Car	Z	398.00	0.00	398.00
496	HR Support	07/01/2021		Metro Bank		HR Support	Outset UK	S	143.33	28.67	172.00
498	Maintenance Loose Tools	07/01/2021		Metro Bank		Bin bag hoop	Eurotrade Ltd	S	13.32	2.66	15.98
499	Photocopier and Printer	07/01/2021		Metro Bank		Printer	Tonerplant	S	33.84	6.77	40.61
509	Van Lease	11/01/2021		NW Current		Van rental	Leaseplan	S	239.86	47.97	287.83
512	Office Supplies, Postage	11/01/2021		NW Current		Stationery	Tesco	S	6.75	1.35	8.10
507	Parish Office Rent	11/01/2021		NW Current		Office rent	KRCT	X	500.00	0.00	500.00
500	Councillor Training	12/01/2021		Metro Bank		Clr course	KALC	S	50.00	10.00	60.00
494	Vehicle Fuel	13/01/2021		Metro Bank		Van fuel	Fuel Genie	S	184.47	36.90	221.37
501	Councillor Training	13/01/2021		Metro Bank		Clr course	KALC	S	50.00	10.00	60.00
502	Councillor Training	13/01/2021		Metro Bank		Clr course	KALC	S	50.00	10.00	60.00
503	Staff Training	14/01/2021		Metro Bank		training	KALC	S	35.00	7.00	42.00
504	Staff Training	14/01/2021		Metro Bank		training	KALC	S	35.00	7.00	42.00
505	Office Supplies, Postage	15/01/2021		Metro Bank		Zoom fee	Go Cardless	X	11.99	0.00	11.99
506	Pavilion Maintenance	15/01/2021	12/8a	Metro Bank		Pavilion flooring	Fast Track Flooring	X	3,240.00	0.00	3,240.00
510	Employer Payments	18/01/2021		NW Current		Tax & NI	HMRC	X	1,930.72	0.00	1,930.72
514	Website	18/01/2021		Metro Bank		Website	Whisper Media	X	68.40	0.00	68.40
515	Pavilion Water	18/01/2021		Metro Bank		Pavilion water	Rainbow Water Services	X	321.60	0.00	321.60
513	E-mail	18/01/2021		Metro Bank		E-mail Addresses	Whisper Media	Z	6.10	0.00	6.10
516	Office Supplies, Postage	19/01/2021		Metro Bank		postage	Post Office	X	2.25	0.00	2.25
517	Clothing	20/01/2021		Metro Bank		Workwear	Workwear Express	S	116.80	23.36	140.16
518	Clothing	21/01/2021		Metro Bank		face masks	Vlaan Enterprise	S	9.99	2.00	11.99
519	Clothing	21/01/2021		Metro Bank		gloves	MMA-MAX Ltd	S	11.66	2.33	13.99
520	Maintenance Loose Tools	21/01/2021		Metro Bank		bin bags	Amazon	S	18.59	3.72	22.31
521	Maintenance Loose Tools	21/01/2021		Metro Bank		Litter pickers	Amazon	S	12.91	2.58	15.49
522	Maintenance Loose Tools	21/01/2021		Metro Bank		Litter pickers	Amazon	S	12.91	2.58	15.49
523	Pavilion Maintenance	21/01/2021	128a	Metro Bank		Pavilion kitchen	Direct Online Services	X	235.00	0.00	235.00
524	Maintenance Loose Tools	22/01/2021		Metro Bank		Bin bag hoop	Amazon	S	24.58	4.92	29.50
525	Computer Support and	22/01/2021		Metro Bank		IT support	Microsoft	S	66.66	13.33	79.99
526	Contingency/Support	24/01/2021		Metro Bank		Maintenance	B&Q	S	18.33	3.67	22.00
538	Subscriptions	25/01/2021		Metro Bank		Subscription	Kent Invicta Chamber	S	250.00	50.00	300.00
527	Pavilion Maintenance	25/01/2021		NW Current		Pavilion Boiler Cover	British Gas	X	57.60	0.00	57.60
537	Pavilion Waste Collection	25/01/2021		Metro Bank		Waste	Biffa	X	110.35	0.00	110.35

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1 of 2

Kingsnorth Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
539 Contingency/Support	25/01/2021		Metro Bank		KRCT	Amazon	X	24.64	0.00	24.64
540 Pavilion Maintenance	25/01/2021	12/8a	Metro Bank		Pavilion maint	Direct Online Services	X	80.00	0.00	80.00
541 Pavilion Maintenance	25/01/2021	12/8a	Metro Bank		Pavilion maint	Kitchen Door Workshop	X	591.99	0.00	591.99
528 Parish Office - Mobile	26/01/2021		NW Current		Staff Mobile Phones	BT	S	13.00	2.60	15.60
529 Maintenance Mobile	26/01/2021		NW Current		Staff Mobile Phones	BT	S	26.00	5.20	31.20
534 Maintenance Loose Tools	26/01/2021		NW Current		Goods	Trade UK	S	67.49	13.50	80.99
536 Repairs	26/01/2021		NW Current		Goods	Trade UK	S	51.85	10.37	62.22
530 Salaries	26/01/2021		NW Current		Salary	Salaries	X	5874.21	0.00	5874.21
535 Pavilion Maintenance	26/01/2021	12/8a	NW Current		Goods	Trade UK	X	33.16	0.00	33.16
542 Pavilion Water	28/01/2021		NW Current		Pav waste water	Business Stream	X	123.22	0.00	123.22
Total								17,215.69	343.30	17,558.99

1 February 2021 (2020 - 2021)

Kingsnorth Parish Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
82 Interest	01/01/2021		Metro Bank		Interest	Metro Bank	X	3.09	0.00	3.09
79 Maintenance	08/01/2021		Metro Bank		Rec Centre maint	KRCT	X	250.00	0.00	250.00
80 Interest	29/01/2021		NW Reserve		Interest	Netwest	X	0.06	0.00	0.06
81 Interest	29/01/2021		NW SIBA		Interest	Netwest	X	1.86	0.00	1.86
83 Maintenance	29/01/2021		Metro Bank		KRCT	Metro Bank	X	22.50	0.00	22.50
Total								277.51	0.00	277.51

1 February 2021 (2020 - 2021)

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	32,272.34	20,549	20,671
Cafe				10,000.00	1,983.16	8,017	8,017
Capital		829.00	829	1,000.00	13,266.85	-12,267	-11,438
Communications				7,990.00	1,768.59	6,221	6,221
Income	280,879.00	268,217.70	-12,661		10,000.00	-10,000	-22,661
Kingsnorth Green Spaces		134.11	134	41,870.00	3,577.19	38,293	38,427
Maintenance		5,000.00	5,000	25,794.00	26,629.11	-835	4,165
Pavilion				12,276.00	19,291.53	-7,016	-7,016
Recreation Centre		877.02	877	5,000.00	626.97	4,373	5,250
Salaries				119,628.00	82,901.97	36,726	36,726
Section 137				2,500.00		2,500	2,500
Subscriptions				2,000.00	1,765.00	235	235
NET TOTAL	280,879.00	275,180.38	-5,699	280,879.00	194,082.71	86,796	81,098
Total for ALL Cost Centres		275,180.38			194,082.71		
V.A.T.		3,741.57			8,275.92		
GROSS TOTAL		278,921.95			202,358.63		

b. To review invoices and consider authorising payments.
None.

c. To receive an update on the new bank account and any outstanding paperwork required. Authorise Signatories for Lloyd's bank account.

Cllr Ransley reported that as agreed at the last Parish Council meeting (12th January), a Handelsbanken account was going to be opened. 9 of the 10 forms necessary for that have been received, hopefully the Parish Council can progress that. The other is with Lloyds Bank and they wish to have 5 Parish Councillors

as Signatories on the account. The Parish Manager has suggested that they be the same 5 Councillors that are on the Metro Bank Account. Those Councillors are:

Cllr S Moss
Cllr P Moss
Cllr Townend
Cllr Bridger
Cllr Ransley
Cllr Barber

Also:

Finance Clerk
Parish Manger

Cllr Ransley proposed that the signatories of Metro Bank be used as the signatories for Lloyds Bank account.

PROPOSED BY CLLR RANSLEY

ALL THOSE IN FAVOUR - 8

Motion moved.

SECONDED BY CLLR BRIDGER

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

d. To consider proposals for monthly health check and authorise any action.

Cllr Ransley and the Parish Manager proposed that they run a trial with the Finance Clerk and Cllr Ransley to see what might be possible in a virtual format and then bring that back to the next Parish Council meeting.

Cllr Ransley asked if any Councillors had any questions.

No questions asked.

12. 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: 21/00040/AS

Address: 28 South Motto, Kingsnorth, Ashford, Kent, TN23 3NJ

Parish Ward: Park Farm North Ward

Proposal: Side and rear extensions; alteration to front

Comments: No Objection

Application Number: 21/00093/AS

Address: The Paddock, Magpie Hall Road, Kingsnorth, Ashford, Kent, TN26 1HF

Parish Ward: Kingsnorth Village

Proposal: Cert. of Lawful Use or Dev (exist)

Comments: Kingsnorth Parish Council are content to accept Ashford Borough Councils decision.

Application Number: 21/00126/AS

Address: Land south east of, Ashford Road, Kingsnorth, Kent

Parish Ward: Kingsnorth Village

Proposal: Outline application for up to 15 dwellings, a medical centre and pharmacy, associated landscaping and infrastructure with all matters reserved except for access

Comments: Cllr Ransley suggested that we submit a holding objection and say that the Parish Council will submit a more detailed comment later.

Cllr Ransley added that a planning meeting be held between now and the next Parish Council meeting and invite residents to comment to inform what we would like to say. Cllr Ransley also suggested that the Parish Council release the letter which was written previously about the general idea of this application.

Cllr Hicks agreed that Cllr Ransley's suggestions were good but added that the meeting would need to take place via Zoom for residents to attend.

Cllr S Moss commented that he is really against the location of this planning application.

Cllr Townend commented that some of the tactics used on behalf of the Surgery have been a little underhand.

Cllr Ransley asked if Councillors happy to vote in favour of the comments as drafted in the document but Cllr Ransley proposed that for the Surgery proposal the Parish Council submit a holding objection and state that we will have a full comment at the next meeting and between now and the next meeting in the meantime a planning meeting will be held so that the Parish Council and residents can feed into that and

write a more detailed response, the Parish Manager can then also publish the letter which the Parish Council had previously sent.

PROPOSED BY CLLR TOWNEND

SECONDED BY CLLR S MOSS

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

Application Number: 21/00127/AS

Address: 43 Chestnut Lane, Kingsnorth, Ashford, Kent, TN23 3LR

Parish Ward: Park Farm North Ward

Proposal: Conversion of garage to annexe including cladding to the exterior and cladding to first floor of dwelling house

Comments: Support - subject to the condition that the annex cannot be sold off as a separate entity.

Application Number: 21/00143/AS

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

Parish Ward: Washford Ward

Proposal: Change of use of land to residential and erection of a fence

Comments: The Parish Council Objects to this application. The street scene along the Washford Road has dwellings and walls (of any height) set back from the road. The construction of a 1.8m high wall only a meter from the footpath is incongruous with the local area. We believe that this conflicts with policy SP1d) of the Ashford Local Plan. In addition, we do not believe that narrow corridors with high walls adjacent to the road encourages the uptake of sustainable modes of travel (SP1f).

Application Number: 20/01812/AS

Address: 78 Lucilla Avenue, Kingsnorth, Ashford, Kent, TN23 3PS

Parish Ward: Roman Ward

Proposal: Conversion of integral garage to habitable room

Comments: No Objection

Application Number: 21/00194/AS

Address: 1 Westbourne, Kingsnorth, Ashford, Kent, TN23 5UY

Parish Ward: Washford Ward

Proposal: Lawful development certificate - proposed - internal and external alterations to existing conservatory

Comments: No Objection

b. To note decisions

Cllr Ransley presented the planning applications and decisions were noted.

c. To consider any appeals and enforcement matters

Cllr Ransley and the Parish Manager are trying to clarify whether the Cloverleaf is subject to enforcement action.

Cllr Wedgbury commented that two small diggers have been entering the site.

d. Any other planning matters.

13. 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.

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

Parish Manager updated on an email from KALC regarding the legislation of remote meetings which is due to end in May 2021.

Cllr Ransley suggested that delegation be given to the Parish Manager to write a letter supporting that we need an extension for the Zoom meetings.

Cllr Hicks proposed that we support KALCs position.

Cllr Cosgrove seconded Cllr Hicks proposal.

PROPOSED BY CLLR HICKS

SECONDED BY CLLR COSGROVE

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

14. 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 to all Councillors prior to the meeting.

The Parish Manger thanked all the staff that have continued to work hard through these tough times.

Cllr Hicks asked for an update on replacing the van. Parish Manager confirmed that the new van should arrive in April but if not, he may need to look at different companies.

15. Parish Councillors reports.

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

Cllr Hicks raised the possibility that the Parish Council request that all developers are obliged to plant an appropriate tree or shrub in dwellings with a back garden. This could be raised as an idea at the next local plan meeting.

Cllr Wedgbury responded that you could not guarantee that homeowners would not just dig the trees up.

Cllr Wedgbury reported he had discussions with ABC on ditches and flooding from ditches. These have all been pointed out to ABC and they have cleared some of them.

Cllr Cosgrove asked what was happening with the Christmas tree at the Mission Hall.

Parish Manager confirmed that decorations had been removed by Cllr Hicks and that the Grounds and Maintenance Supervisor will be planting soon and will also take down the Village Green decorations.

Cllr Ransley added that the condition of the lights will be reviewed for the next Parish Council meeting so we can understand how many have been damaged over the Christmas period.

16. The next or future Agenda(s).

a. To add / remove / amend items.

b. To assign Councillors, or others, to the Parish Action Sheet to prepare items for future agenda(s).

Document on publishing of Parish Council Meetings on YouTube.

17. Date of Next Meeting Tuesday 9th March 2021 at 7:00pm

Cllr Ransley announced that the Parish Council will now move to a closed session.

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.

All members of the public, Ashford Borough Councillors, Kent County Councillor, and member of staff (excluding the Parish Manager) left the meeting.

There being no further business, Cllr Ransley closed the main meeting at 8.30pm

Signature: _____

Date: _____