



KINGSNORTH PARISH COUNCIL

Minutes of the Kingsnorth Parish Council meeting held on Tuesday 11th June 2019
At the Kingsnorth Pavilion, Church Hill, Kingsnorth from 19:00

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

Also in attendance: Christine Drury - Assistant Clerk (Finance), Dave Jenkins-Caretaker, Matt O'Neill – Assistant Caretaker, Marie Russell – Assistant Clerk (Admin), 5 members of the public (including Mike Ciccone).

1. Cllr Aline Hicks welcomed the Parish and Borough Councillors to the Parish Council meeting

One Minute Silence was observed for Cllr Stephen Dehnel

2. Apologies

Mike Angell – Kent County Council (KCC), Borough Cllr Jo Gideon, Borough Cllr Tina Hayes, Borough Cllr Heather Hayward, PCSO Anne Martin, PCSO Matthew Morgan, Parish and Borough Cllr Jim Wedgbury.

3. Declarations of Interest

Cllr Patricia Moss signs - married to the chair of the Kingsnorth Recreation Centre Trustees (KRCT)

Cllr Bryan Curtis signs - director of the company that provides web hosting for the Parish Council

4. Election of Chair / Vice Chair

Cllr Matthew Bridger proposed Cllr Aline Hicks as Chairman, Cllr Bryan Curtis seconds – All Agreed

Cllr Aline Hicks proposed Cllr Geoff Cosgrove as Vice Chair, Matthew Bridger seconds – All Agreed

Chair to be ex officio at all meetings

Members of the Parish Council then selected Committee Members onto the following Committee's – All Agreed

Staffing Committee – Cllr Bryan Curtis (Chair), Cllr Benjamin Townend, Cllr Matthew Bridger, Cllr Aline Hicks.

Appeals Committee – Cllr Jim Wedgbury (Chair, if agreed as Cllr Wedgbury was unable to attend this meeting), Cllr Patricia Moss, Cllr Shelley Barber.

Finance Committee – Cllr Stuart Moss (Chair), Cllr Shelley Barber, Cllr Bryan Curtis, Cllr James Ransley.

Joint Planning Committee for South Ashford – Cllr James Ransley (Chair), Cllr Geoff Cosgrove, Cllr Aline Hicks, Cllr Benjamin Townend, Cllr Patricia Moss.

Open Spaces / Pavilion Committee – Cllr Geoff Cosgrove (Chair), Cllr Benjamin Townend, Cllr Matthew Bridger, Cllr Mike Ciccone (Co-opted).

Communications Committee – Cllr Matthew Bridger (Chair), Cllr Bryan Curtis, Cllr Shelley Barber, Cllr Jim Wedgbury (if agreed).

Village Hall Committee – Cllr Jim Wedgbury (Chair if agreed as Cllr Wedgbury was unable to attend this meeting).

Kingsnorth Recreation Centre Committee – Parish Manager Peter Le Rossignol.

Neighbourhood Watch Committee – Cllr Patricia Moss (Chair).

Kent Association of Local Council's (KALC) Committee – Cllr Aline Hicks, Cllr Geoff Cosgrove

5. Open Forum

Cllr Aline Hicks attended a meeting held by KALC

- Kent Highways to come and talk to us about different ways to improve our road system, this was called a Parish Plan.

6. Community Wardens and PCSO Reports

Reports were circulated to all Parish Council Members prior to the meeting (**APPENDIX A, Community Wardens and PCSO Reports**)

- Alison Oates - Community Safety and Wellbeing Manager to be invited to attend next PC Meeting (9th July) to give short presentation and then answer questions.
- Information on Anti-Social behaviour relating to Nuisance Bikes (electric scooters, quad, mini moto, hover boards, mopeds, and trial bikes) is now available on the Kingsnorth Parish Council Website.
- Cllr Patricia Moss reported on an issue with Drones. Cllr Patricia Moss has reported this to our local PCSO who has advised anyone with any similar problems to please report them to 101.

7. Borough & County Councillors Reports

Reports were circulated to all PC Members prior to the meeting (**APPENDIX B, Borough & County Councillor Reports**)

8. Approve Minutes of 14th May 2019

Finance report required changing on these minutes. Amendments were made, Cllr Aline Hicks proposes minutes, Cllr Geoff Cosgrove seconds, All Agreed

9. Matters Arising from Previous Minutes and on the Agenda or Action Sheet

- Memorial Bench (Westhawk) – Borough Cllr Neil Shorter will look into this
- HGV's using Violet Way – Mr Mike Angell (KCC) will report back on this
- Church Request for £1000 – Invoice to be provided showing what money will be used for – Peter Le Rossignol
- Electronic Map of Ward Boundaries – Cllr James Ransley to send PDF's to Marie Russell to circulate to all Parish Council members
- Procedure for responding to external messages via Facebook, website and emails and a response time – Cllr Matthew Bridger
- Parish Councillors email addresses – Cllr Matthew Bridger
- Local Plan Joint Committee meeting to be arranged – Cllr James Ransley
- Bridle Way – Contract to be signed and work actioned – Peter Le Rossignol
- Conditions Survey's & Risk Assessments – Cllr Geoff Cosgrove
- Map of Kingsnorth Parish confirming responsibilities for maintenance of all areas including hedgerows, paths and ditches – Peter Le Rossignol
- Produce a suitable scaled map of Bridgefield Country Park with routes clearly marked and where signage could be positioned – Peter Le Rossignol
- Produce a management plan for the orchard to include tender for a proposed contract complete with costs – Peter Le Rossignol
- Survey of Pavilion - Cllr Geoff Cosgrove (Marie Russell to email structural engineer quotes to Cllr Cosgrove)

10. Correspondence

Cllr Matthew Bridger attended a meeting with police regarding issues with antisocial behaviour Bridgefield and Park Farm South. CCTV camera has been agreed by Ashford Borough Council (ABC), KCC and Kent Police. CCTV will be monitored 24/7 by ABC Community Safety Partnership. Cllr Matthew Bridger proposes that the Parish Council agree with recommendations from the police, Cllr Geoff Cosgrove seconds, All Agree

- Cllr Aline Hicks will contact Alison Oates (Community Safety and Wellbeing Manager) to see if she can attend the next Parish Council meeting.
- Cllr Bryan Curtis emphasises the importance of residents reporting any anti-social behaviour incidents to 101.
- Cllr Geoff Cosgrove proposes that the Parish Council will write to Taylor Wimpey to remind them of their responsibilities re Bilham Farm buildings (containing Asbestos) – Peter Le Rossignol to action.
- Parish Council Walk around of the Kingsnorth Buffer Zone to take place on 19th June at 6pm from the Kingsnorth Recreation Centre.
- Request from the Ashford Lions to hold a Charity Boot Fair on the Kingsnorth Playing Fields on 26th August 2019 to be approved, Cllr Aline Hicks proposes, Cllr Shelley Barber seconds, All Agree.

11. Finance

Christine Drury presents the Financial Statement which was also circulated prior to the meeting

- Christine suggests that £5,000 is transferred from the Capital Budget to the Revenue Maintenance Budget for the new Lock-Up at the Ironworks. Cllr Aline Hicks proposed, Cllr Shelley Barber seconds – All Agreed.
- Parish Council Maintenance employees suggested that a self-contained alarm system be installed in the Lock-Up. Costs will be in the region of £120-£150. Cllr Aline Hicks proposes, Cllr Patricia Moss seconds, All Agreed.
- Cllr Bryan Curtis proposes that the purchase of maintenance staff mobile phone be deferred until the new Parish Manager has officially started, Cllr Patricia Moss seconds – All Agree.
- Cllr Aline Hicks proposes that the Treasury Policy be deferred to the Finance Committee meeting, Cllr Bryan Curtis seconds – All Agree.

Financial statement to 11.6.19

<u>May Income</u>	£	p
Little Stars	25.00	
Matt Burt	30.00	
Cole	25.00	
Matt Burt	30.00	
NW int 47793368	1.41	
NW int 47793120	29.67	
Metro Bank int	16.68	
Total to 31.5.19	157.76	
<u>Balances as at 31.5.19</u>		
Balance at Metro current account	11565.03	
Balance at Metro reserve account	65476.76	
Balance at NatWest Direct Reserve a/c	8325.72	

Balance at NatWest SIBA Account	169685.13
NatWest current account	100.00
Petty Cash	214.88
KPC Cash Balance	255367.52
Bank Reconciliation as at 31.5.19	
Opening Balance from 30.4.19	263027.27
Plus income during May	157.76
Less expenditure during May	7792.51
Subtotal	255392.52
less chq not yet paid in	25.00
	255367.52
Less expenditure during June	2935.26
Balance as at 11.6.19	252432.26

Invoices Received & Payments due in May from last meeting date

	Ref	Net £ p	VAT £ p	Total £ p
CF Corporate Finance	DD	146.10	29.22	175.32
Accounts Unlocked-payroll April	DD	30.00	6.00	36.00
British Telecom-telephone	DD	181.70	36.34	218.04
Linda Florist-chairman gift	MDC	73.00	0.00	73.00
Fuel Genie - fuel	DD	58.40	11.68	70.08
Parish Websites-website	BACS	60.00	0.00	60.00
Gibbs & Son-playing field	BACS	260.00	52.00	312.00
M.Cuerden-internal audit	BACS	392.50	0.00	392.50
KRCT-office rent	BACS	250.00	0.00	250.00
British Gas-service boiler pavilion	DD	30.58	0.00	30.58
Crown Gas n Power-pavilion	DD	99.76	0.00	99.76
Hinges & Brackets-taps	BACS	2.24	0.44	2.68
Employee-salary + exp	BACS	1707.53	8.40	1715.93
Employee-salary	BACS	106.40	0.00	106.40
Employee - salary	BACS	999.24	0.00	999.24
ASL-printer	BACS	32.55	6.51	39.06
Zurich Ins-garage+lock up	BACS	85.44	0.00	85.44
Employee-salary	BACS	1258.42	4.91	1263.33
Employee-salary	BACS	1131.59	2.83	1134.42
NEST- pension contributions April-May	DD	277.02	0.00	277.02
Siemens Fin Ser-printer	DD	194.63	38.92	233.55
BIFFA-waste	DD	182.16	0.00	182.16
Accounts Unlocked-payroll May	DD	30.00	6.00	36.00
		7589.26	203.25	7792.51

Payments in June

HR Services-retainer April	BACS	315.00	63.00	378.00
KRCT-office rent	BACS	250.00	0.00	250.00
National Allotment Soc-subs	BACS	55.00	11.00	66.00
Gibbs & Sons-playing field	BACS	1010.00	202.00	1212.00
KALC-planning conf x 2	MDC	120.00	24.00	144.00
Accounts Unlocked-payroll	DD	30.00	6.00	36.00
Van & Car-workshop June rent	SO	398.00	0.00	398.00
Fuel Genie-van fuel	DD	144.09	28.81	172.90
British Gas-service	DD	30.58	0.00	30.58
BIFFA-waste	DD	227.70	0.00	227.70

Admin
Access & Open Spaces
Staffing

2600.45	334.81	2935.26
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Budget Report for 2019/2020

Income to 11.6.19	Budget 2019/20	YTD	Variance
Precept	247500	123750	123750
Grants	4669	2335	2334
Interest	200	74	126
Pavilion	1000	223	777
MUGA	2500		2500
Other Bridleway KCC	5100	12286	-7186
Sub Total	260969	138668	122301
VAT reclaim	0	0	0
Total	260969	138668	122301
Expenditure to 31.5.19			
Salaries	128000	17237	110763
Section 137	3500	0	3500
Communications	1000	120	880
General Admin	25000	3024	21976
Subscriptions	1500	55	1445
Travel	200	0	200
Capital/Asset	26000	0	26000
Parish Office	3000	750	2250
Maint & Repair - Other	3000	0	3000
Maint & Repair - PI/Field	6000	1270	4730
Pavilion	14000	1448	12552
MUGA	100	0	100
Maintenance Team	12000	909	11091
Kingsnorth Conservation Area	5000	0	5000
Kingsnorth Facility Upgrade(incl f/path)	18000	10734	7266
Contingency/KRCT support	10000	0	10000
Sub Total	256300	35547	220753
Reclaimable VAT	0	978	-978
Total	256300	36525	219775

All PC Members Agree Finance Statement

12. Planning

Application Number: 19/00733/AS

Address: Electricity substation on land parcel h, land at Chilmington Green, Ashford road

proposal: Construction of an electricity sub-station within main aap phase 1, land parcel h at Chilmington Green, Ashford.

Comments: Kingsnorth Parish Council has resolved to object to the application. Whilst the location within the development once complete and the building itself appear suitable we have not been given the information required to form a complete view.

Ashford Borough Council's validation checklist requires plans of the existing situation as well as that which is proposed. We have no plans of the existing context and cannot therefore know if, for example, this building is sited in a cluster of existing substantial mature trees which would materially change the parish council's view on the application.

Application Number: 19/00828/AS

Address: 7 Farmers Way

Proposal: Extension incorporating part of the garage as living space

Comments: Kingsnorth Parish Council has resolved to object to this application. The Parish Council does not support the erosion of available parking due to the loss of parking spaces over time as garages are converted to living space. We believe this dwelling has 4 bedrooms and therefore under local plan policy tra3(a) there are 3 parking spaces are required. The plans submitted state there will only be 2 spaces and the proposal is therefore not policy compliant.

Cllr Matthew Bridger proposes that all comments are agreed, Cllr Benjamin Townend seconds – All Agreed.

13. Minutes & Actions Arising from Committees / Groups

Local Plan Joint Committee

- No meetings arranged currently arranged.

Pavilion, Open Spaces and Playing Fields

- Kingsnorth Residents Association to use the pavilion for their meeting on 17th June.
- Coffee machine in the Pavilion is to be taken out of action. Not to be used.
- Footpath Agreement – Cllr Aline Hicks has signed the agreement. Three tenders are needed, Peter Le Rossignol to speak with ABC re specifications.

Staffing Committee

- Cllr Bryan Curtis proposes that pension back payments be made, Cllr Aline Hicks seconds – All Agree.
- Kingsnorth Parish Council had been paying HR Services a retainer due to various staffing issues, Cllr Bryan Curtis proposes that this is now no longer needed, Cllr Geoff Cosgrove seconds – All Agree.
- Kingsnorth Parish Council office post-box, Cllr Stuart Moss to look into this and report back at next meeting.

Kingsnorth Community Café

- Refund of Perishable items (£61.98) due to closure of Café to be refunded to Café funds, Cllr James Ransley proposes, Cllr Aline Hicks seconds – All Agree.
- Cllr Stuart Moss to provide a report for the Café at the next meeting (9th July).

Kingsnorth Recreation Centre Update – Update from SM

- Cllr Stuart Moss met with Ben Moyles (ABC) re the changing facilities at the Recreation Centre and Ben has agreed to investigate this.
- Trustees have opened an account with Metro Bank.

14. Items for Next Agenda

- Litter picking networking group.
- Good Citizens Awards.

The next meeting will be on Tuesday 9th July 2019 at 19:00, there being no further business, the meeting closed at 20:32

Signature: _____

Date: _____

APPENDIX A

Community Wardens and PCSO Reports

PCSO Anne Martin's Report

Hello Everyone,

I have been paying extra attention to the areas of Bluebell Road, Poppy Mead, Orchid Court and the play parks in Bridgefield, as have my colleagues, as these areas are on the Police radar for being areas of Anti-social behaviour We will be dealing with any issues robustly and doing all we can to disrupt and deter this behaviour.

Also, at this time of the year we can see the return of nuisance off road bikes. I have already had one such report. If you see any of these on playing fields, parks or behaving in unacceptable manner, please report this to the police. If you can obtain a vehicle registration number that would greatly assist us. We can then give a Section 59 written warning out. If that bike is caught again within a 12-month period, we can then seize the bike.

PCSOs were out in force on the two polling days. We were tasked with visiting the polling stations on our areas and then across the Ashford district. This was done to make sure all was in order at the polling stations and check there were no issues.

A colleague and I did a patrol at Furley School recently. This was done in the morning at drop off time. There were no issues while we were there. However, it has come to my attention that there have been a few parents causing obstructions so that some local residents can't get off their own driveways. So, in the short term, please be mindful and be courteous to others.

I have also attended Jellybeans Nursey School and Kingsnorth Primary School this month. I gave a little talk on what the Police do to the reception classes. The children seemed to enjoy this, as they had been learning all about the emergency services.

If you wish to call the Police call 999 in an emergency and 101 in non-emergencies. If you're deaf or hard of hearing you can text 'Police' followed by your message to 60066. Please also visit the Kent Police website which provides details of other ways of contacting us.

PCSO Matthew Morgan's Report

Dear All,

I am one of the Police Community Support Officers at Ashford Police station and I cover the following wards, **Finberry, Bridgefield, Mersham, Sevington, Aldington, Brabourne, Brook, Hastingleigh, Bonnington, Bilsington Smeeth and Ruckinge**. I am going to be sending out monthly updates to key members of the community with a general overview and what I have been involved in that month. If you do not wish to continue receiving this email please let me know.

Op Outline truancy sweep:

School attendance sweeps aim to tackle unauthorised absences and enforce parents' responsibility for their children's whereabouts during the first days of exclusion. They are carried out during normal school hours. They involve stopping any young person believed to be of school age, whether accompanied by an adult or not. The intention is to establish whether or not the young person is registered at school and, if so, whether he/she is out of school legitimately. If the authenticity of the absence is in doubt the Local Authority officer will follow up each case individually to substantiate the reasons given for the absence.

On 15th May we managed to stop 25 children and all schools were informed. We will be doing more sweeps like this in the near future.

European Elections:

On 23rd May we assisted with the European elections by attending as many polling stations as possible in our areas. It was a very busy day covering all sites but I am pleased to say that there were no issues and all went smoothly.

School Visits:

This month I visited Mersham Primary School and Mersham Little Stars Nursery. The knowledge that the kids had was second to none and it was a really enjoyable experience to educate the kids and listen to their views on the Police. I will be trying to get around more schools between now and the summer holidays.

Summer events:

Over the next few months I am sure you will be hosting summer events. If you would like me to attend please let me know dates and I will do my utmost to attend.

Neighbourhood Watch (NHW)

I recently assisted our NHW team in Stanhope with a pop-up shop helping give advice and listening to members of the public. We would like to promote Neighbourhood Watch in your area and if you are interested please go to

Bike Theft:

We have recently had a period of bicycle theft's happening in and around Ashford and we are trying to encourage people to register their bikes through the following website <https://www.bikeregister.com/>.

APPENDIX B

Borough & County Councillors Reports

Heather Hayward's Report

Since the last Parish Council meeting, I have delivered an introductory newsletter to all members of Roman Ward. I held four 'pop up' councillor surgeries at the weekend at different locations throughout the ward. The surgeries in Chartfields were particularly busy. A key issue being raised at the Chartfield surgeries' was resident's frustrations with the various management companies operating around the estate, and the poor value for money and service being given to the residents. I would be interested to know what historical information the Parish Council have regarding such contracts, and if any other area within the Parish has managed to effectively 'opt out' and take the management over themselves which is one of the proposals put to me at the surgery? Other issues raised included the missing Chartfields Community Centre (promised in the original sales brochures for the area for those who bought 'off plan'); and the poor bus service in the area for those reliant on public transport.

A community litter pick was held in The Limes on Saturday morning, we filled a dozen bags full of litter, and cleared assorted fly tipping such as old gas bottles, tyres, even a microwave oven!

With the warmer weather the issue of boy racers with excessively loud exhausts continues with several residents raising it as an issue. The police planned a crack down on this on Saturday, although I don't have an update from PCSO Steve Hill regarding how many they caught. Britannia Lane and the bypass have been particularly impacted by these drivers.

Tina Hayes Report

My report to date is to keep a close watch on Court Lodge and Kingsnorth Green planning applications to enable me to give updates and feedback to concerned ward members.

There are also ongoing issues in the local area with speeding vehicles racing around the village at all hours of the day and night with loud exhausts. Cllr Hayward and myself have been in talks with local residents and the Police regarding these issues and are awaiting further responses from the Police on these matters. Damian Green has also been included in these communications.

There are ongoing issues with Anti-social behaviour across the bridge in Bridgefield and the local park there too. I will be requesting the CCTV is put back in place to hopefully deter this behaviour.

I'm mindful of the Bus Bridge also being used as a cut through by motorists which is not what it's intended for. I will be bringing this up at the JTB meeting being held on Tuesday 11th June. I would like to see the retractable bollards in place here the same as being used in Beaver Road to allow only Buses and taxis access, these have always worked well.