



KINGSNORTH PARISH COUNCIL

Minutes of the Kingsnorth Parish Council meeting held on Tuesday 13th August 2019 **At the Kingsnorth Pavilion, Church Hill, Kingsnorth from 7.00pm**

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, Cllr Jim Wedgbury (Parish and Borough Cllr)

Also, present: Christine Drury (Assistant Clerk, Finance), Councillor Jo Gideon – Ashford Borough Council (ABC), Borough Councillor Heather Hayward – Ashford Borough Council, Peter Le Rossignol (Parish Manager), Matt O'Neill (Assistant Caretaker), Marie Russell (Assistant Clerk, Admin), 10 members of the public (Inc. Mike Ciccone).

1. Apologies.

Mr Mike Angell – Kent County Council (KCC), PCSO Anne Martin, PCSO Matthew Morgan, Dave Jenkins (Caretaker).

2. Declarations of Interest.

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

3. Approve Minutes of 9th July 2019.

Cllr Aline Hicks proposed the minutes be signed as a true record of the meeting held on 9th July and asked for a show of hands, all agreed except Cllr Geoff Cosgrove.

Minutes of an extraordinary meeting held on Friday 19th July were also agreed by all Parish Members and signed as a true record of the meeting.

4. Matters Arising from the previous minutes (not reported elsewhere).

- Memorial Bench (Roman Ward) to be placed - Parish Manager to contact Cllr Neil Shorter (ABC) for an update. Action carried forward.
- HGV's using Violet Way – Parish Manager to contact Mr Mike Angell (KCC) for an update on the issue. Action carried forward.
- Policies to be adopted by the Parish Council – Task and Finish Group Meeting to be held on Friday 23rd August 2019. Update to be given at next meeting (September 10th).
- Kingsnorth Church request for £1000 – This action is now completed.
- Parish Council to write to Taylor Wimpey re Bilham Farm Buildings – This action is now completed.
- Appeal Decision, 7 Collie Drive – Cllr James Ransley to draft a response and send to the Parish Manager and Cllr Aline Hicks. Action carried forward.
- Finance Committee Meeting to be held – This action is now completed.
- Draft Treasury Strategy – This action is now completed.
- Bridleway – Parish Manager awaiting email to confirm if there are any further funds available to support with any additional costs. Action carried forward.
- Produce a map of Kingsnorth Parish confirming responsibility for maintenance of all areas including hedgerows, paths and ditches – Parish Manager to contact Alan Turner at KCC. This action is now completed.
- Produce a management plan for the orchard, this is to include tenders for a proposed contract complete with costs. Parish Manager to investigate training for the Maintenance Team. Action carried forward.
- Magpie Hall Road – Cllr Aline Hicks reports back that Magpie Hall Road has always been known as a road going back to the 1930's. No more action required.

5. Chairman's Welcome.

6. Public Comments and Observations.

The meeting was adjourned to allow members of the public to speak. Each speaker was given a maximum of three minutes each to raise issues with the Parish Council.

Trevor Measday speaks regarding the Kingsnorth Community Café

- Never been a letting Terms document from the Landlord (the Parish Council) offered to the Management Team of the Café.
- Verbal arrangement between the café, the Parish Council and the previous Parish Manager.
- Closure of Café over governance issues.
- Bank account and 2x signatories.
- Balance in bank account stands at £5,799.72
- Meeting with Cllr Stuart Moss and Parish Manager.

- Refused to hand over monies in the Community Fund to Parish Council.

Kingsnorth Resident

- Boy Racers around the Roman Ward.
- Volunteering as Speed Watch operator.
- Offers to support the Parish Council with such issues.

Cllr Patricia Moss and Borough Councillor Heather Hayward provided an update to the resident. Cllr Stuart Moss collected details from resident to provide further updates.

Reverend Caroline Mansley

- Introduced herself to new Parish Members.
- Team Vicar to whole Community.
- Light Bite Lunches, 1st Tuesday of each Month at Kingsnorth Church.
- Would a Parish Councillor be willing to read at the Carol Service at Christmas? **Action – Cllr Aline Hicks.**
- Keen to be involved in the Community Café.

7. Parish Council Reports.

a. Parish Manager and Officers / Correspondence Reports.

Report was circulated to all Parish Council Members prior to the meeting (**APPENDIX A, Parish Manager's Report**)

b. Councillors Reports.

Chairman's report was circulated to all Parish Council Members prior to the meeting (**APPENDIX B, Chairman's Report**)

c. Parish Council Committee Reports.

To receive update reports from Parish Council Committees and Groups.

Communications Committee

- In process of a new Parish website being re-designed
- Moving into domain names to .gov.uk should be happening in the next month or so

Staffing Committee

Cllr Bryan Curtis had circulated the recommendations on standing orders from the Staffing Committee Meeting to all members of the Parish Council prior the meeting. (**APPENDIX C, Staffing Committee Standing Orders**)

- Cllr Bryan Curtis Proposed that the standing orders from the staffing committee meeting be agreed, Cllr Jim Wedgbury seconded, all agreed by show of hands.
- Cllr Ben Townend was confirmed as Vice Chair of the Staffing Committee.
- Thanks, were extended to the Parish Manager, Office Staff and Maintenance Team for their hard work.

Finance Committee

- Terms of Reference.
- Awaiting confirmation of Treasury.
- Another meeting to be scheduled for September.

Open Spaces Committee

- Meeting held on 1st Aug.
- Kestrel Park – Cllr Geoff Cosgrove recommended to the Parish Council that they reject the lease. **Cllr Jim Wedgbury proposed the recommendation, Cllr Shelley Barber seconded, all agreed by show of hands.**
- Community Management Organisations (CMO).
- Meeting with Chilmington CMO's on 25th September.
- Church Hill path – Cllr Geoff Cosgrove recommended that the Parish match fund the £10,000 from KCC and the Parish progresses the footpath and adopts as an official bridle way. **Cllr Aline Hicks proposed the recommendation, Cllr Geoff Cosgrove seconded. 7 of 10 Parish Councillors agreed by show of hands. Cllr Jim Wedgbury opposed the footpath being upgraded to a bridleway.**
- Discussion on current state of northern perimeter path of Park Farm. Cllr Geoff Cosgrove recommended that the Parish contact the owner of the pathway and copy in Borough Councillor Joe Gideon. **All Agreed.**
- North Bridgefield Path – recommendation made by Cllr Geoff Cosgrove that the owner of the path be contacted to suggest that they create a hard path along the entire length of the pathway. Copy to Simon Harris at (ABC) to ensure its properly integrated the Borough Council cycle policy. **All agreed.**
- Parish Vision Statement was circulated to all Parish Councillors prior to meeting. Cllr Geoff Cosgrove asked all members to read the statement and report back with any comments.
- Next meeting to be scheduled shortly.

8. Reports from External Parties (Sent Prior to Meeting):

Borough Councillor Heather Hayward's report for Roman Ward (**APPENDIX D, Cllr Heather report for Roman Ward**)
PCSO Reports were submitted from PCSO's Anne Martin and Matthew Morgan (**APPENDIX E, PCSO reports**)

9. Finance

Financial statement to 13.8.19

<u>July Income</u>	£	p
Helen-30.6.19	16.00	
Linda-bday party	50.00	
Acclaim Driver-pav	261.00	
Nana Odom	54.00	
Abigail Little Stars	49.00	
Walking F/ball 17/7	10.00	
Café - 19.7.19	45.00	
Matt Burt	27.00	
Nana Odom	20.00	
NW int 47793368	1.51	
NW int 47793120	26.44	
Metro Bank int	16.69	
Total to 31.7.19	576.64	

Balances as at 31.7.19

Balance at Metro current account	14594.92
Balance at Metro reserve account	65509.59
Balance at NatWest Direct Reserve a/c	8328.51
Balance at NatWest SIBA Account	134386.74
NatWest current account	100.00
Petty Cash	456.61
KPC Cash Balance	223376.37

Bank Reconciliation as at 31.7.19

Opening Balance from 30.6.19	245242.24
Plus income during July	576.64
Less expenditure during July	22442.51
Subtotal	223376.37
Less expenditure during Aug	2870.80
Plus income during Aug	897.75
Balance as at 13.8.19	221403.32

Invoices Received & Payments due in July from last meeting date

	Ref	Net	VAT	Total
		£ p	£ p	£ p
NEST - pension	MDD	4193.68	0.00	4193.68
Ideal 365 Ltd-blue rolls w/shop	MDC	7.75	1.55	9.3
NEST - pension	MDD	69.65	0.00	69.65
KRCT - office rent	BACS	250.00	0.00	250.00
HR Services-May retain+expenses	BACS	762.05	152.41	914.46
Gibbs & Sons-playing field	BACS	260.00	52.00	312.00
Parish Council Websites-July+logo	BACS	82.00	0.00	82.00
Ultra Secure-w/shop alarm	MDC	99.5	19.9	119.4
Leaseplan-monthly rental van	DD	239.86	47.97	287.83
Lister Wilder-maint	BACS	11.14	2.23	13.37
Fuel Genie-van fuel	MDD	152.09	30.41	182.5

Geodosa Geosim SIM top up w/shop	MDC	10.00	2.00	12.00
KALC-clerk conf	MDC	60.00	12.00	72.00
Ultra Secure-w/shop alarm fob	MDC	16.62	3.32	19.94
Southern Electric-pav	DD	61.99	0.00	61.99
Elixir Gardens-weedkiller	MDC	19.12	3.83	22.95
KALC - subscription	BACS	1300.00	260.00	1560.00
Crown Gas n Power-pav gas	MDD	5.06	0.00	5.06
Hinges & Brackets-padlocks w/shop	BACS	44.25	9.30	53.55
HR Services-June retain+recruit	BACS	3239.46	647.89	3887.35
Surrey Hill-legal Kestrel lease	BACS	325.00	65.00	390.00
Chubb-pav security alarm maint	BACS	51.01	0.00	51.01
Lister Wilder-w/shop gloves	BACS	14.60	2.92	17.52
British Heart Foundation-defib	BACS	600.00	0.00	600.00
ABC-w/shop rates	SO	109.00	0.00	109.00
British Gas Service-pav	DD	30.58	0.00	30.58
Trade UK-pav,w/shop,tel box	BACS	162.34	6.40	168.74
KCS-stationery+pav supplies	BACS	199.97	34.15	234.12
ASL-printer	BACS	46.13	9.23	55.36
Employee - salary	BACS	1244.76	0.00	1244.76
Employee - salary	BACS	1481.82	0.00	1481.82
Employee - salary	BACS	1109.97	0.00	1109.97
Employee - salary	BACS	711.64	0.00	711.64
Employee - salary	BACS	163.93	0.00	163.93
Employee - salary+exp	BACS	2218.10	19.49	2237.59
BIFFA-waste pav	DD	158.77	0.00	158.77
Nest - pension	DD	418.57	0.00	418.57
		19930.41	1382.00	21312.41

Payments in Aug

CF Corporate Finance-printer	DD	146.10	29.22	175.32
Accounts Unlocked-payroll	MDD	30.00	6.00	36.00
Safety Media -learning licences	MDD	284.20	56.84	341.04
Sabre Solutions-antivirus	BACS	80.00	0.00	80.00
Business Stream-waste water pav	BACS	134.32	0.00	134.32
SMB-learning licence	BACS	108.00	21.60	129.60
Ashford Church Team-grant	BACS	1000.00	0.00	1000.00
Vodafone-top up w/shop alarm	MDC	5.00	0.00	5.00
Van & Car-w/shop lease	SO	398.00	0.00	398.00
BT-telephone	MDD	178.04	35.60	213.64
Tesco-card etc	PC	9.25	0.00	9.25
Timpson - keys	PC	31.50	6.00	37.50
Tesco stamps	PC	16.80	0.00	16.80
Tesco stamps	PC	4.24	0.00	4.24
PO-recorded delivery auditor	PC	2.26	0.00	2.26
Leaseplan-van rental	DD	239.86	47.97	287.83
		2667.57	203.23	2870.80

Budget Report for 2019/2020

Income to 13.8.19	Budget 2019/20	YTD	Variance
Precept	247500	123750	123750
Grants	4669	2334	2335
Interest	200	162	38
Pavilion	1000	1836	-836
MUGA	2500	10	2490
Other Bridleway KCC/Kestrel Park	5100	12286	-7186
Sub Total	260969	140378	120591
VAT reclaim	0	0	0
Total	260969	140378	120591
Expenditure to 13.8.19			
Salaries	128000	34829	93171
Section 137	3500	1000	2500
Communications	1000	262	738
General Admin	25000	5048	19952
Subscriptions	1500	1355	145
Travel	200	0	200
Capital/Asset	21000	920	20080
Parish Office	3000	1000	2000
Maint & Repair - Other	3000	432	2568
Maint & Repair - PI/Field	6000	1530	4470
Pavilion	14000	2123	11877
MUGA	100	0	100
Maintenance Team	17000	3261	13739
Kingsnorth Conservation Area	5000	0	5000
Kingsnorth Facility Upgrade(incl f/path)	18000	14736	3264
Contingency/KRCT support	10000	19	9981
Sub Total	256300	66515	189785
Reclaimable VAT	0	2775	-2775
Total	256300	69290	187010

Admin

Access & Open Spaces

Staffing

10. Planning Matters.

Cllr James Ransley and the Parish Clerk (Admin) circulated planning summaries and the suggested comments report to all Parish Council Members prior to the meeting.

19/01032/AS Reserved matters, Brisley Farm Parcel of Chilmington Green.

Recommendation - Defer to allow for more substantial comment, bring to September Parish Council Meeting.

Future comment should address drainage issues and police comment on turning circles.

18/01268/AS Outline application for the development of 44 one and two bedroom sheltered retirement apartments with associated parking and amenity space (All Matters Reserved).

Comments: No Comment.

19/01055/AS Washford, proposed single storey rear and side extension; replacement bay window to front.

Comments: No Comment.

19/00973/AS Park Farm North, Change of use of land from private amenity to private residential and erection of fence (retrospective)

Comments: The Parish strongly objects to this application which seeks to incorporate amenity land into a private scheme. It causes harm to the openness of the street scene and means that street trees which were intended to be planted here to mitigate the extension cannot be planted.

19/01027/AS Pound Lane, Detached two-bedroom house with off road parking.

Recommendation - Defer to wait for noise assessment.

12/00400/CONX/AS Chilmington Green, planting species and garden information sheet for future residents.

Comments: The Parish Council would like to see the 'Looking after your Garden' sheet highlight the nesting period for birds when it recommends pruning periods for trees and hedges.

12/00400/CONU/AS Chilmington Green, external windows and doors, decorative brickwork features, balconies including balustrades, handrails and screen panels, roof design including eaves detail and overhangs, dormers and chimneys, porches, private entrances including steps and corresponding levels, external boundary walls, fences and hedges.

Comments: Closed boarded fence – The Parish Council would like to see details of the holes in the fences or elevation to allow for wildlife. Generally, it is good practice to have a gap at the bottom of the fence or a 5-inch hole at regular intervals for hedgehogs etc. Fences like these are widely acknowledged to be significantly contributing to population decline. 'Boundary wall type 1' – The Parish Council would like to see a mix of brick bonds specified. The document leaves it as Stretcher bond or English Garden bond. We would like this document to specify a minimum of 20% of the walls be using a bond other than stretch, so English Garden wall. Also consider adding Flemish bond which is locally common.

12/00400/CONY/AS Chilmington Green, planting species and garden information sheet for future residents.

Comments: The Parish Council would like to see the 'Looking after you Garden' sheet highlight the nesting period for birds when it recommends pruning periods for trees and hedges.

19/00661/AS Church Hill, Conversion of bungalow's loft to form a bedroom and en-suite; Erection of rear dormer window with balustrade.

Comments: The Parish Council does not object to this application but would wish to see a condition which required further details of the dormer, windows and doors. Particularly including the material cladding the dormer.

19/01079/AS Chilmington Green, full application for the Community Management Organisation (CMO) First Temporary Premises at Chilmington Green.

Comments: Kingsnorth Parish Council are pleased to see that the CMO Office will be up and running shortly but disappointed that this is only a temporary building and not on the originally indicated site.

19/01036/AS Washford, new single storey side extension

Comments: The Parish Council would request an informative is added about appropriate hours for noisy construction activities.

Amendments were made to the suggested comments – All agreed.

Cllr James Ransley also spoke regarding the following;

- South Ashford Community Forum (SACF) thanked Kingsnorth Parish Council for its comments on East Stour Park and requested further assistance with preparation of SACF's verbal comment to planning committee.

Cllr James Ransley Recommended that the Parish Manger email SACF giving them James Ransley's contact email to allow SACF to contact him personally, in a personal capacity, rather than as Parish Council business. All Agreed.

- Rob Bewick regarding clarification on S106 projects for application for 18/01268/AS.
Action - To be addressed by the Parish Manager.
- New shop at Bridgefield. Cllr James Ransley Recommended the following – Delegate authority to the Parish Manager to visit the new owners and introduce himself. Welcome them to the Parish and provide contact information for the PC and any further details needed if they witness anti-social behaviour etc. The manager can raise that some residents have concerns over the shop opening increasing noise and increasing antisocial behaviour, but the PC hopes that the new owners can report any such activity and that the opening will assist in dealing with these issues.
Action – Parish Manager to write to the licensing committee to request the hours are not extended to 10.30pm.

11. Kingsnorth Community Café

The Parish Manager circulated a proposal for the Relaunch of the Kingsnorth Community Café to all Parish Council Members prior to the meeting. The proposal was read out by the Parish Manager to all attendees.

- Cllr Patricia Moss commended all the Community Café volunteers for their amazing hard work and dedication.
- Cllr Bryan Curtis thanks the Parish Manager for all his hard work on the Community Café proposal and his efforts to get the café relaunched.
- Rent options for the café.
- Terms of reference.
- Cllr Aline Hicks thanks the Parish office for putting forward the proposal.
- Cllr Ben Townend suggested that the Community Café should pay no rent until the next financial year to give the it a chance to become re-established and work out all figures properly.
- Cllr Bryan Curtis thanked Trevor Measday as the Community Café was originally his idea.

Cllr Aline Hicks proposed that the Parish Council agree 'model 2' of the Community Café Proposal which will be a rent charge of £25 per day however, no rent will be charged until the end of this financial year and then a review will take place at that time.

All Agree by show of hands.

12. Items to be placed on next agenda

- Budgets
- Metro Bank

The next meeting will be on Tuesday 13th August 2019 at 7:00pm, there being no further business, the meeting closed at 8.50pm

Signature: _____

Date: _____

APPENDIX A

Parish Managers Report

KINGSNORTH PARISH COUNCIL MANAGERS REPORT

AUGUST 2019

Staffing and HR

Following the HR audit held in April 2018 there was several areas that required work, so I have been working through this report to ensure the Parish Council is fully compliant outlined below are the work done to date.

- Staff HR files, annual leave, sickness absence, employment areas are now all managed online. This will reduce the amount of paper and ensure everything is correct.
- All staff have been issued with updated contracts and job descriptions based on the recommendations of the HR audit.
- All staff have been set up with online training plans to support their development and ensure that areas of the HR report are covered. These areas include lone working, safeguarding, GDPR and more. There are over 125 courses that the staff can access.

Review of current contracts

I have been reviewing our contracts for various services and looking at ways to save money for the Parish Council outlined below is some of the areas I have been looking at.

- BIFFA Waste services for the playing field/pavilion managed to save £9.46 per week which over a year is a saving of £491.92.
- Van lease has expired, and we are currently on a rolling monthly lease. I have looked at other lease options and the currently rolling lease it cost effective for now.

Workshop Lease

A letter has been sent to the leaseholder for the workshop at the Kingsnorth Ironworks with the concerns raised from our solicitor at Kingsford's and we have asked that these concerns are noted and included in a new longer-term lease from November.

Pavilion Income

I have been looking at the income for the Pavilion and we have managed to increase the income from bookings for the Pavilion through some driver hire training courses held throughout July and August. We have already reached our budgeted amount of income for the pavilion for the year. We have also introduced a booking form for all hires of the Pavilion.

New Bridleway/Path Quotes

I have been in contact with Faye Faiers at Kent County Council and she has revised the specification for the Bridleway and provided companies who KCC recommend for works such as these. They are paying for the bridge works and the Parish Council the Bridleway.

I have received the following quotes:

- Lee & Son Surfacing LTD
- Earle's Landscapes Ltd
- Keaveney Contractors Ltd

In the budget for this year we have £10k from KCC and £10k from the Parish Council this leaves us with a shortfall of £15.5k based on the lowest two quotes. I have contacted KCC again to see if there is anything, they can do to support us with this additional cost.

Review of Standing Orders and Parish Council 5 Year Business Plan

I am aware that our standing orders and the Parish Council 5 Year Business Plan both need to be reviewed and I think that we need to set up a project group to review these before they are agreed by the full Parish Council.

Community Engagement

We have been putting regular updates on our Facebook page and in the past 28 days we have had a post of reach of 4,569, we have had 1,463 post engagements and we have had 13 additional page likes with a total of 490 page likes and 521 followers. Popular posts have included the restoration of the phone box 1.1k reach and 160 engagements and community warden update re thefts from cars 1.1k and 152 engagements.

Park Farm Rangers FC – Pavilion Hire

Park Farm Rangers FC have agreed to pay the fee not paid last season and this will be done on a monthly on top of the fee for this season.

Parish Council McMillian Coffee Morning – Kingsnorth Community Café – 27th September 2019

Marie and I have set up a McMillian Coffee Morning for Friday 27th September to raise money for this charity. Marie has been busy organizing raffle prizes and an invite to the Mayor of Ashford Cllr Jenny Webb, and she has confirmed she will be attending at 1100.

It would be great to get as many Parish Councillors to the event and an ideal opportunity to raise awareness of the Parish Council to residents.

Meetings Attended

- Met with Reverend Caroline and Curate Bruce to discuss community work and introduce myself.
- Three meeting with café volunteers to discuss Kingsnorth Community Café.
- Meeting with Park Farm Rangers FC re hire of the Pavilion.
- Meeting with Kent Community Café project volunteers and founders.
- Meeting with Ashford Borough Council re South Ashford Garden Community Plans.
- Meeting with Stuart Moss and Trevor Measday re Kingsnorth Community Café finances.
- Meeting with Aline and Ian McClintock from Great Chart and Singleton PC.
- Meeting with Lee Robinson re Kingsnorth Community Café and recruiting of volunteers.
- Meeting with Cllr Jo Gideon about funding for café volunteers.
- Catch ups with PSCO Martin and Community Wardens.
- Attended Parish Council Bridgefield Walk.
- Attended tour of Ashford Borough Council Monitoring Centre

Correspondence

- E-mails from Ashford Borough Council Legal and our Solicitors on the lease for Kestrel Park.
- Contact with Kent Police re Speedwatch Scheme in Kingsnorth
- E-mail from resident re Green Space in Acorn Close and litter bins. Handyman service inspected the area.
- E-mail from resident of Steeds Lane re phone box renovations.
- E-mail from Slice of Life re Shower Pump.
- Letter and e-mail from Kingsford Solicitors RE Workshop Lease.
- Letter by e-mail from Taylor Wimpey South East re: Bilham Farm Buildings.
- E-mail from British Heart Foundation confirming application for Defibrillator and CPR training pack.
- E-mail from Bridgefield Resident re license application for new shop by small playpark.

Finance Update – Year to Date compared to 2018/19 Year to Date

I have been looking our council budget and comparing what we have spent and income this year compared to last. Basis on the comparison up to the end of July 2019 we are looking in good shape despite some unexpected bills.

Income

2018/19 Year to Date = £110,823.18

2019/20 Year to Date = £139,479.63

Difference = £28,656.45 increase

Key Points

- Precept increase of £18,465.00 Year to Date
- Grants received total of £12,285.62 compared to £1,288.40 in 2019/19
- Increase in Pavilion Hire

Expenditure

2018/19 Year to Date = £84,627.63

2019/20 Year to Date = £66,206.80

Difference = £18,420.83 less spent

Key Points

Ride on Mower purchased in June 2018 costing £20k

Bill for Pavilion Pump £2k

Van lease now on rolling contract instead of a lump sum.

APPENDIX B

Chairman's Report

August 2019

I arranged for representative of Rural Kent to come and advise on community cafes. Their information has helped to form a governance strategy for the Kingsnorth Community café. It also emerged that Rural Kent may be able to locate to Bridgefield to help foster a community feeling if required. Subsequently I visited the cafe caravan at High Halden on 9th Aug to see how their system worked.

Geoff Cosgrove and I met with ABC (Tim Naylor, Simon Cole SallyAnn Logan) and others for an update on the Court Lodge Application. Various scenarios were discussed but mainly, I felt, that ABC has the same requirements as the parish council. Discussions with Hallum and ABC are ongoing.

24/7/19 Our Office Manage and James Ransley and I met with ABC officers Len Mayatt, Sally Ann Logan and Dan Daley to discuss the extension of the Chilmington Community Management Organisation which could encompass Court Lodge and Kingsnorth Green under the Garden Communities Scheme. Len offered to come to a Parish Council meeting to advise further to all members if required.

25/7/19 Community Stakeholders Workshop at ABC - This was organised by an outside body EHDA-Regen Co from Southampton to improve the delivery and running of the usual Chilmington Group meetings now that building has commenced.

24/7/19 Kent Assn of Local Councils meeting Minutes will be circulated in due course. Nothing major to report that affect this parish.

30/7/19 Chilmington Green stakeholders Meeting. NO developers in attendance. The CMO should be signed off by the end of August so that all new properties will have a rent charge deed for the CMO funding. ABC have made several unannounced visits to the site with Environmental Health officers.

Correspondence - I received a letter from Ian Drysdale, Deputy Chief Office of Kent Police in reply to a letter I had sent asking the police to have custody cells in the refurbished Ashford Police Station saying that there was not a need to have a fully functioning custody suite in Ashford now.

Aline

Mrs. Aline Hicks
Chairman
Kingsnorth Parish Council

APPENDIX C

Staffing Committee Standing Orders

Staffing Committee

MEMBERSHIP

- Any four Councillors, including Chairman of the Parish Council shall automatically be a member of the Committee.
- Chairman and Vice Chairman of the Staffing Committee will be appointed at the first Committee meeting after the Annual Parish Council meeting.
- All members shall comply with the Code of Conduct and Council's Standing Orders.

QUORUM

- A quorum will be three members.
- Only the above may vote and participate at a meeting. In the case of an equal vote the Chairman of the Committee shall have a second or casting vote

MEETINGS

- At the first Annual Council Meeting the Committee shall, before proceeding to any other business, elect a Chairman and Vice Chairman who shall hold office for one year. Meetings will be held on a needs basis with a minimum of one a quarter.

DUTIES

- To oversee adherence to the 2018 HR audit report.
- Conduct the assessment, after completion of the probationary period, of a new Parish Manager.
- To deal with regular staff supervision and monitor performance against set priorities.
- To deal with any staff disciplinary matter in accordance with the Council's Disciplinary Procedure.
- To deal with any staff grievance in accordance with the Council's Grievance Procedure.
- To deal with any staff absence in accordance with the Council's Sickness & Absence Policy.
- Consider staff retirement issues in accordance with the Council's Retirement Policy.
- To oversee the appointment and recruitment process of Council employees.
- To consider pay awards, staff appraisals and other human resource matters.
- Report to the full Council that it has met.
- A report shall be made to full Council at the final determination of the proceedings.
- Monitor and approve requests for annual leave in accordance with contracts of employment.
- Review and approve Christmas and New Year Parish Office opening times.

APPENDIX D

Borough & County Councillors Reports

Borough Councillor Report – Roman Ward **13th August 2019**

General

Since the last meeting I have continued to 'bang the drum' regarding a South Ashford Transport plan linking the proposed developments together. I am aware that colleagues are also pushing for this and collectively I believe our voice is starting to be heard, as I recently saw a 'sketch' of the three developments linked together – admittedly it was inaccurate, but I believe with the recent formal announcements regarding the 'South of Ashford Garden Community' joined up thinking has started. (NB It may be of interest to the parish council to note (if not already aware) there is now a detailed transport assessment report from KCC on the Court Lodge Planning application).

With the schools broken up for the summer a common issue throughout the ward this month has been antisocial behaviour. Groups of young people gathering in central areas, drinking and being very loud late at night upsetting local residents. Whilst I am doing my best to work with the PCSO on this issue, it is important to acknowledge that there is a lack of specific youth activities within the ward to divert their energies in a more positive manner. I am looking at what can be put into place to engage with this age group. In the meantime I have once again reminded residents to keep reporting any issues to the police.

Chartfields

The Kestral Park play area has been particularly impacted this summer with anti-social behaviour. The rubbish bins have been burnt out; litter strewn across the site and play equipment damaged. I have reported this to ABC and have requested that additional metal bins are placed in this area, and that the frequency of bin emptying is increased.

I am also receiving a large number of complaints from a variety of residents regarding Chilmington construction traffic not following the agreed routes through Brisley Farm, leaving mud on the roads, generating dust clouds due to traveling at high speeds across the building site and even drivers urinating in full view of local residents!! All of these issues have been fed back to the Chilmington team at ABC who are following up with the developer.

Knights Park

Pat, Stuart and I attended a photoshoot for the KM Newspaper in Britannia Lane to accompany a story on the boy racer issue. This is due to be published imminently. The problem hasn't gone away, and from local social media appears to be an Ashford wide issue not just a Kingsnorth / Knights Park one. I have not had any further updates from the police regarding how this issue is going to be resolved.

The Limes

The Limes Community Garden project is progressing well. A charity has been formed to manage the project and in just one month £17,750 has now been raised in grant funding. The project is on target for land clearance at the end of October, then landscaping and official opening Spring 2020.

In the meantime, a community fun day is planned for **Saturday 14th September 12-4pm** in the central Limes area to generate further interest and funds for the project. All local residents are most welcome.

Heather Hayward

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APPENDIX E

PCSO Reports

PCSO Anne Martin's Monthly Report

The camera which was due to be installed on the Bluebell Road Bridge, is now going to be installed in Poppy Mead, Bluebell Road near the Bridgefield Convenience Store, where there is more anti-social behaviour occurring at this time. This camera will be a great asset to the Police.

We, the Police, have had a very busy time of it in Orchid Court. We have been having some issues with anti-social behaviour and nuisance motor bikes in this particular area. On the 15th and 16th July we did a two day OP across the whole of the Ashford district concentrating on nuisance motor bikes. All the PCSOs spent a lot of time in the Bluebell Road, Poppy Mead and Orchid Court areas. We have gathered some very useful intelligence and are dealing with the offending rider's pro-actively.

Events:

Colleagues attended the Furley Park School Summer Fete at the end of June on my behalf. Apparently, it all went very well and the children really enjoyed seeing the Police car.

A colleague and I attended the Create Festival at Victoria Park on the 20th July. It was a lovely sunny day and a great turn out from the public.

Speed watch:

Community Speed Watch is a group of volunteers that came together to make drivers aware of their speeds. Kingsnorth Parish Council have this device and would welcome any willing volunteers to get the device out and about.



If there are any Parishes that do not have a Speed Watch set up and would like more information please contact the community speed watch team to volunteer, to start a scheme, for support or assistance, to arrange safety awareness training or to have a risk assessment carried out at a new site.

Call: 01622 653781

Email: speedwatch@kent.police.uk

You can also follow the team on Twitter @kentspeedwatch so I ask that we all support them.

Call: 01622 653781

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PCSO Matthew Morgan's Monthly Report

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.

Summer events:

On 20th July 2019 we were at The Create Festival with the Hawkeye. It was great to see everyone enjoying themselves and thankfully the day went by without too many issues which was great.

If you would like us to attend any upcoming festivals in your area, please let us know and we will do our best to get down there.

Anti-Social Behaviour

We have had a few issues in Bridgefield and Finberry and these are currently being looked into. We have had reports of people trying car door handles around Ashford. Please can I ask you to ensure that all belongings are kept out of sight and cars are locked. I did notice on my rounds the other day especially in Bridgefield a number of cars outside houses with their windows open. I understand that it has been hot but please be security aware.

In Finberry we have had youths trying to fish in the ponds and this is not allowed, and signs have been placed around this area. If you do witness youths fishing or causing a nuisance please let us know and report it via 101. I must state please report things and do not rely on social media to report as we may not be aware and can do little to help.

Nuisance Bikes

Ashford is experiencing a number of nuisance bikes riding dangerously around housing estates and on busy roads. However, our Task Team are on top of this and are taking all lengths to stamp it out. If you do see any bikes acting in this way, please try and get a photo or a registration and report it to us.



Car Parks

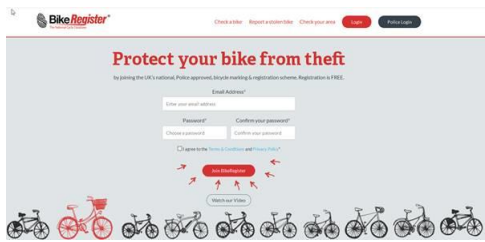
Car Parks throughout Ashford have become a hotspot for crime so please once again can I ask that you keep your belongings out of site and ensure your vehicle is fully secured.



Bike Theft:

We have recently had a period of bicycle thefts happening in and around Ashford and we are trying to encourage people to register their bikes through the following website:

[https://www.bikeregister.com/.](https://www.bikeregister.com/)



If you have friends or family with bikes, please advise them and make them aware of this website to help protect them from theft. I would also recommend that you invest in a lock that would make it difficult for anyone to break.