

KINGSNORTH PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 8th May 2018

At Kingsnorth Pavilion, Church Hill, Kingsnorth from 19.00

Present: Cllr Alison Breese (Chair), Cllr Patricia Moss, Cllr Stephen Dehnel, Cllr Aline Hicks, Cllr Jim Wedgbury

Also in attendance: Christine Drury - Assistant Clerk (Finance), Marie Russell - Assistant Clerk (Admin), David Jenkins – (Caretaker)

Neil Shorter, 5 members of the public (including Mike Ciconne and Sue Past)

19.00 The Chair welcomed the Parish and Borough Councillors to the full Parish Council meeting.

1. Apologies

Cllr Anne Luery, Cllr John Holland, Cllr Shelley Barber (will be arriving late), PCSO Anne Martin, Brad Bradford, Paul Bartlett, Mike Angell

2. Declarations Of Interest

PM is related to KRCT trustee (Chair)

3. Open Forum

None

Community Wardens and PCSO Reports

Community Warden did not attend.

PCSO - Sent Report by Email

Hello Everyone,

The issues with nuisance bikes has calmed down considerably. We, the Police have been very proactive. Many Section 59's have now been given out, which means if an offender is caught again the bike or vehicle will be seized there and then. I have also done many foot patrols in this area too. Everything else is in order and there is nothing else to report.

If you wish to report a crime in an emergency please call 999 or in a non-emergency 101.

4. Borough & County Councillors Reports

AB Circulates PB's and MA's monthly update report.

NS the Chilmington Development for the houses adjacent to the A28, which is technically not Kingsnorth but does affect Kingsnorth, reserved matters were cleared 2 weeks ago. No work has begun yet but ground workers have started assembling so imminent to begin new roads and footings for first dwellings. Expectations are that houses to be sold off plan from September with first occupation circa April next year. Community Management organisation will have to be effectively up and running by September when the first houses are being sold off plan to be able to meet the expectations of potential purchasers but the actual establishment of an onsite facility will probably be Jan / Feb next year.

NS the Local Plan hearing by the Government and Inspector is well underway. There are 3 more meeting dates set and then that will conclude for the inspectors to make findings which will be roughly 2 months after last period.

AB just an update on that, I went and met the Housing Minister 2 weeks ago with the Chair at Shadoxhurst Parish Council to raise the concerns of Parish's in Ashford about the omission sites and the weakness in the system. Reassurance was given that they're trying to tighten up on the 'loopholes' but the two things that were complete givens was the numbers and that they won't be able to change the National Policy.

NS that's where the 5 year land supply and the need for all Boroughs or Districts to make sure that housing supply's in place is an imperative but unfortunately it relies on the developers actually building on those sites that are put in place, so it's not as simple as us as residents, recognizing that these sites are coming forward if the developers don't develop that housing deficit goes on the next plan and so the housing numbers go up and that is one of the things the Borough have made a number of representation on. There are signs that they're listening but it's not actually being transpired into policy.

AB the Minister did say something about them looking into sanctions.

NS we've got a situation not for this local plan but future local plans. Another 5 years we have a situation where there is a Duty to Cooperate and this is where, if other Districts and Boroughs are unable to provide sufficient land for the developments or the housing, they are identified as being required to deliver, they have the ability to look at adjacent Boroughs and asking to take some of

their housing requirements. There is a Duty to Cooperate. Doesn't mean it's a duty to comply but you have to have reasonable negotiations to why you can't.

AH I went to a Local Plan meeting on the Separation of Settlements. People speaking wanted another Strategic Policy. The main thing the Inspector said is that the Policy sounds as it stands. Everyone seemed to want a separate policy for every village and it really wouldn't work.

AH will be attending the Court Lodge and Kingsnorth meeting on the 9th May to see what it's all about.

JW the Borough Council's looking at 'Rent to Buy'. This is exciting and may be very good for some of our residents.

We have a new group who are working with Ashford Borough Officers who are trying to raise a substantial amount of money to help replace and redesign the play equipment at the Moat (Park Farm Play Park) which is a very exciting project! They will be holding a Litter Pick and Family Picnic/Fun day on 26th May.

I'm still working on getting a safety camera on the A2070.

Approve Minutes of 13th March 2018

No Amendments – **All Agreed.**

5. Matters Arising from Previous Minutes not on the Agenda or Action Sheet

ABC Civic Award – closing date is 21st May. MR will coordinate the administration for Hilary's nomination. JW will be sponsor. AH will write a letter of support for application.

6. Correspondence

AB my recommendations are that we approve the additional expenditure for £35 per month to upgrade the SurveyMonkey facility. We approve the revised draft newsletter and ask officers to arrange for it to be printed and distributed along with a hard copy of the questionnaire prior to the Annual Parish Meeting on Tuesday 12th June, costs to be taken from the communications budget. We approve the 'Ladies Night' flyer to go out with the newsletter.

AH how long will we pay for SurveyMonkey?

AB just for the first 12 months I think, we can then review. I suspect that doing one survey will spur on more surveys.

AH also, the newsletter is just all text. Could we not add pictures?

AB pie Charts will go on too, but yes, pictures will also be nice.

SD is there a plan to use that line of communication (SurveyMonkey) and who is taking that on?

AB there are a lot of 'open questions' in the first SurveyMonkey questionnaire which will then prompt further consultation on things. That's the general idea. **PM proposed, AH seconds – All Agreed.**

7. Finance – CD presented the financial report.

CD had distributed the Finance Statement prior to meeting.

Financial statement to 8.5.18

<u>Financial statement to 8.5.18</u>	£	p
Nancy Cook PFR Pav	25.00	
Ashford Angels	24.00	
Ashford Youth League	25.00	
<u>Total to 30.4.18</u>		74.00
<u>Balances as at 31.3.18</u>		
Balance at Metro current account	7638.79	
Balance at Metro reserve account	65274.02	
Balance at NatWest Direct Reserve a/c	8312.58	
Balance at NatWest SIBA Account	69024.07	
NatWest current account	100.00	
Petty Cash	58.30	
KPC Cash Balance		150407.76
<u>Bank Reconciliation as at 31.3.18</u>		
Opening Balance from 28.2.18	153678.87	
Plus income during March	381.43	

Less expenditure during March	5553.12
Subtotal	148507.18
Plus cheques not presented at 31.3.18	1900.58
Subtotal	150407.76
Plus income during April	74.00
Less expenditure during April	14746.75
Balance as at 30.4.18	135735.01

Invoices Received & Payments due in April from last meeting date

	Ref	Net £ p	VAT £ p	Total £ p
Cancelled	NW1852	0.00	0.00	0.00
Employee #1-salary	NW1853	1806.51	0.00	1806.51
A.Breese-Allowance+ink(Tesco)	NW1854	285.00	7.00	292.00
J.Holland-exp ink Tesco	NW1855	20.00	4.00	24.00
Cancelled	NW1856	0.00	0.00	0.00
KRCT-office rent	NW1857	250.00	0.00	250.00
BT-telephone	DD	223.50	44.70	268.20
J.Lungley-website	NW1858	60.00	0.00	60.00
Employee #2-salary	NW1859	987.84	0.00	987.84
HMRC Jan-Mar 2018	NW1860	4633.07	0.00	4633.07
KCC-stationery	NW1861	53.95	10.79	64.74
Drain & Sewage-pav repair	NW1862	2762.40	0.00	2762.40
Business Stream-waste water	NW1863	147.27	0.00	147.27
Crown Gas and Power	MDD	217.52	0.00	217.52
Southern Electric-festive lighting	MDD	31.42	0.00	31.42
Employee #3-salary	NW1864	128.80	0.00	128.80
Employee #4-salary	NW1865	583.98	0.00	583.98
Employee #5-salary	NW1866	1619.30	0.00	1619.30
Employee #6-salary	NW1867	423.20	0.00	423.20
HR Services- advice March 2018	NW1868	300.00	60.00	360.00
BIFFA - pav refuse	MDD	86.50	0.00	86.50
		14620.26	126.49	14746.75

Expenditure

1. Funds in SIBA account & direct Reserve account being held in reserve for funding for impact of Village Green, capital cost of Kestrel Park & Bridgefield leisure and recreation areas. This will include cost of staffing and maintenance equipment. Exact figures required will not be known until details of S106 funding are finalised.
2. KRCT - office rent
3. Drain & Sewage Repair - repair to sewage pump at pavilion
4. Business Stream, Crown Gas & Power, BIFFA - utilities at pavilion
5. Southern Electric - festive lighting to tree on village green over Christmas period.
6. HR Services - monthly charge for HR advice.

Budget Report for 2018/2019

<u>Income to 30.4.18</u>	Budget 2018/19	YTD	Variance
Precept	210570	0	210570
Grants	4580	0	4580
Interest	100	0	100
Pavilion	2000	25	1975

MUGA	2500	49	2451
Functions	150	0	150
Other (Kestrel Park Grant)	9100	0	9100
Sub Total	229000	74	228926
VAT reclaim	0	0	0
Total	229000	74	228926
Expenditure to 30.4.18	Budget 2018/19	YTD	Variance
Salaries	112000	10183	101817
Section 137	1000	0	1000
Communications	4000	60	3940
General Admin	17000	914	16086
Subscriptions	1350	0	1350
KRCT - Rec Centre	10000	0	10000
Maint & Repair - Other	6000	0	6000
Maint & Repair - Pl/Field	5500	0	5500
Playing Field Improvements	2000	0	2000
Other	100	0	100
Travel	50	0	50
Pavilion	10000	3214	6786
MUGA	500	0	500
Maintenance Team	5500	0	5500
Capital/Asset	30000	0	30000
Kingsnorth Conservation Area	5000	0	5000
Kingsnorth Facility Upgrade	15000	0	15000
Parish Office	4000	250	3750
Sub Total	229000	14621	214379
Reclaimable VAT	0	126	-126
Total	229000	14747	214253

CD presented the Audited Annual Finance Account report which has been signed off by the internal auditor. Documents were circulated prior to meeting.

CD we need to have this approved and signed by the Chair at this meeting and it needs to be adopted.

AB can someone formally approve the adoption of the Audited Annual Account?

PM proposed, SD seconds

AB can I also formally, for meeting purposes, thank the staff for their efforts in ensuring that we've had a pretty smooth run, thank you everyone.

8. Planning

MR presented the current planning applications:

APPLICATION NUMBER: 18/00152/AS

ADDRESS: UPPER BILHAM HOUSE, CHEESEMAN'S GREEN LANE, MERSHAM

APPLICANT: MR DAVID BRADLEY (TAYLOR WIMPEY SOUTH EAST)

PROPOSAL: PRIOR APPROVAL FOR CHANGE OF USE FROM TWO AGRICULTURAL BARN'S AND LAND WITHIN THEIR CURTILAGE TO TWO DWELLING HOUSES.

WARD: WEALD EAST

OFFICER NAME: PAOLO LESBORDES

COMMENTS TO BE SUBMITTED BY: 10TH MAY

COMMENTS: AGREE IN PRINCIPLE, WILL BE INTERESTED IN SEEING THE DETAILS. SUPPORT

APPLICATION NUMBER: 18/00524/AS

ADDRESS: 15 CAESAR AVENUE, KINGSNORTH, ASHFORD, KENT, TN23 3PZ

APPLICANT: MR STEPHEN BIRD

PROPOSAL: ERECTION OF TWO STOREY REAR EXTENSION (REVISION TO PERMISSION GRANTED UNDER 17/01163/AS)

WARD: PARK FARM NORTH

OFFICER NAME: PAOLO LESBORDES

COMMENTS TO BE SUBMITTED BY: 10TH MAY

COMMENTS: CONSIDERATION SHOULD BE GIVEN TO POTENTIAL LOSS OF LIGHT GIVEN THAT PREVIOUS APPLICATION WAS ONLY FOR SINGLE STOREY. PREVIOUS DECISION NOTICE HIGHLIGHTED (4B) EXTENSION WILL NOT RENDER INADEQUATE, EXISTING MEAN OF ACCESS. NOTED, THAT ACCESS IS VIA A PRIVATE DRIVE WHICH IS NOT IN APPLICANTS OWNERSHIP. HOUSES IN THIS LOCATION ARE FAIRLY CLOSE TOGETHER AND THIS DOUBLE HEIGHT EXTENSION WOULD BE OUT OF CHARACTER. OBJECT

APPLICATION NUMBER: 18/00478/AS

ADDRESS: MUMFORD HOUSE, CHURCH HILL, KINGSNORTH, ASHFORD, KENT, TN23 3EG

APPLICANT: MR BERNARD HARRIS

PROPOSAL: CONSTRUCTION OF VICTORIAN STYLE GREENHOUSE

WARD: WEALD EAST

OFFICER NAME: PAOLO LESBORDES

COMMENTS TO BE SUBMITTED BY: 10TH MAY

COMMENTS: NO NEAR NEIGHBOURS, NO OBJECTION. SUPPORT

APPLICATION NUMBER: 18/00276/AS

ADDRESS: MOUSE HALL, CHURCH HILL, KINGSNORTH, ASHFORD, KENT, TN23 3EF

APPLICANT: MR DAVID MUNGE

PROPOSAL: REPLACEMENT OF 4 WINDOWS TO FRONT (WEST) ELEVATION AND 1 WINDOW TO SOUTH SIDE ELEVATION AND INSTALLATION OF WEATHERBOARDING TO THE FRONT, REAR AND SOUTH SIDE ELEVATION OF EXISTING LEAN-TO

WARD: WEALD EAST

OFFICER NAME: SARAH DEE

COMMENTS TO BE SUBMITTED BY: 10TH MAY

COMMENTS: NOTED THAT IT'S A LISTED BUILDING. SUPPORT

APPLICATION NUMBER: 18/0496/AS

ADDRESS: REVERSLA HOUSE, POUND LANE, KINGSNORTH, ASHFORD, TN23 3JE

APPLICANT: MR & MRS WHATRUP

PROPOSAL: SINGLE STOREY FRONT EXTENSION AND CONVERSION OF STORE ROOM TO STUDY

WARD: WEALD EAST

OFFICER NAME: WILLIAM MCKANE

COMMENTS TO BE SUBMITTED BY: 12TH MAY

COMMENTS: NO OBJECTIONS FOR STORE ROOM EXTENSION BUT NOTED THAT FRONT EXTENSION IS IN FRONT OF BUILDING LINE. SUPPORT

APPLICATION NUMBER: 18/00207/AS

ADDRESS: PARCEL P THE HAMLET, LAND AT CHILMINGTON GREEN, BARTLETS LANE, GREAT CHART, KENT

APPLICANT: JARVIS PARTNERSHIP & MALCOLM JARVIS HOMES

PROPOSAL: RESERVED MATTERS APPROVAL FOR THE DEVELOPMENT OF PARCEL P FOR 99 DWELLINGS, TOGETHER WITH ASSOCIATED ACCESS ROADS, FOOTPATHS, DRAINAGE, CAR/CYCLE PARKING, GROUNDWORKS, LANDSCAPING AND INFRASTRUCTURE.

WARD: GREAT CHART WITH SINGLETON NORTH

OFFICER NAME: SUE HEAD

COMMENTS TO BE SUBMITTED BY: 24TH MAY

COMMENTS: ALINE – NOTE THAT 99 DWELLINGS CONFORMS TO REQUIREMENTS OF AREA ACTION PLAN. THERE IS CONCERN THAT GREEN CORRIDOR HAS HOUSING FRONTING AND NO PROVISION IS MADE FOR VISITOR PARKING.

OVERALL, WE WOULD LIKE TO SEE MORE PARKING SPACES FOR VISITORS.

THE STONE BRIDGE OVER THE SUD SYSTEM IS A WELCOME FEATURE BUT IT IS NOT SHOWN TO WHERE THE WATER WILL DRAIN. THE STATUTORY PROVIDER OF FOUL DRAINAGE IS SOUTHERN WATER BUT THE MAINS ARE NOT YET IN PLACE AND THE TIMING OF THIS DEVELOPMENT SHOULD TAKE ACCOUNT OF THAT SEWAGE MAINS PROVISION.

WOULD HAVE LIKED TO SEEN A LARGER 'VILLAGE GREEN' TO GIVE A SENSE OF IDENTITY.

9. Minutes & Actions Arising from Committees / Groups:

- **Local Plan Joint Committee (AH)**

AB we touched on the Local Plan, is there anything AH you'd like to add?

AH no, I don't think so.

- **Pavilion, Open Spaces and Playing Field Committee (SD)**

Litter

SD the first responsibility ABC is paying Biffa to have a degree of litter clearance, the question is how extensive is that? Then we move into what we are prepared to do and if that is still not enough to keep on top of the litter we then look at an education system which I'll bring forward to the compliance and enforcement board. We need to exhaust the paid contract, the paid individuals and

then if we're dropping short on that, that's when we start calling for volunteers to help clear the rubbish.

Rats

SD a large number of boxes have been put out and the rats do seem to have reduced in number. What we've asked the appropriate person at ABC to do is give us the next step. They're going to investigate the next step for us. We need to be very mindful of children and pets when considering next steps.

NS can I recommend that we put some kind of notice out for Weil's disease to protect residents? Some fisherman put fishing lines in their mouths and that kind of thing is a prime way of getting Weil's disease.

SD I take that on board

Furniture

SD the rotten rails around the Moat will be removed along with the trellis. Once Aspire have the grass under control they will begin removing the rails and simplifying the Moat.

AH if money had been put into the maintenance and the Moat had been properly maintained over the years, we wouldn't have this problem.

SD I 100% agree with AH, and again this will be another conversation we are going to forward. It would be wonderful to maintain the Moat and its gardens as designed but that costs money. We need to get the residents on board to actually deliver the concept.

Future Plans

SD we had the lead officer (Amanda) down with regards to the play area and she has a real vision with regards to redesigning the play area.

JW if we get the Park Farm Play area right it'll be even more popular and an icon for the rest of the community.

PM what about Knights Park play area? Why did someone look at the Park Farm play area and not Knights Park?

SD Amanda came to look at the Park Farm play area because of the rubbish and rat problems and further conversations came from that.

JW I've had a long conversation with Amanda about the play areas. She's done an audit on all play areas in the Borough and the report will go to the cabinet sometime soon.

PM I have teenagers on my estate (Knights Park) with nowhere to go.

SD Amanda's done the audit, is a very passionate person and will add considerable value to the play areas. The question is detail.

AB I've noted PM's concerns and we'll come and have a look at the Knights Park play area next.

Bridgefield

SD the apparatus area was above water after the heavy rainfall we had, the flood plain does work. The points that we raised a couple of months ago with regards to the level of some of the paths are being addressed because the workmen were back on there for a week and they had addressed a lot of the issues we had raised before. They had to stop due to the heavy rainfall but they will recommence as soon as possible. So I think pretty good news from Bridgefield and that will be open on the 29th June.

PFR

SD I had a meeting with the PFR regarding the proposed container complete with hard standing. We looked at the possibility of use of the secure area between the MUGA and the school. That is purpose built for what they require and if they have access to that then they won't need a 40ft container to store their goalposts. To me, that's a more efficient and cost effective way of storing their goalposts.

AH I think you should have a chat with the school to see what they think.

SD I propose that subject to the school's views on the container and secure area, we give PFR access to the secure area to store their goalposts.

AB lets add in a conversation with the school re the additional classroom.

AB I'd propose that we give permission to SD and the authority to open negotiations – **JW seconds**

SD could CD or MR please find the contracts we have with the school please?

CD / MR Yes, we'll take a look.

Paths

I'm going to look at that specification on the paths contracts.

AB we wanted to name it Hilary way, how do we go about that?

JW provides a name of contact to find out about naming the footpath.

- **Staffing Committee (JW)**

JW today we had the first formal staffing committee meeting. I know that we had certain issues but we did have enough members to hold the meeting. We've now formalised the Staffing Committee. The first thing we did was to agree a schedule of Staffing Committee meeting dates. Members will all get the schedule of meetings and the public will also see the schedule and they will be aware that we're holding proper staffing meetings from now on.

We also agreed a list of responsibilities, AB lists them; Pensions, Health & Safety, Lone Working, Staff Contracts, Appraisals / Supervision, Back to Work interviews / Sickness Monitoring, Monitor and approve Annual Leave, Disciplinary, Recruitment, Overseeing Policies & Procedures, Training & Development.

JW We have a packed schedule to move forward with. I'm very pleased we've done this as in my opinion it will be beneficial to the community, it will give a better service to the community and enable us to treat our staff better. We're going to have a proper way of treating our staff which is so important because without them we wouldn't be able to run this Parish Council for the community.

AB Dates for the next three meetings are; 7th August, 27th November and 5th March. Meetings will begin at 7pm in the pavilion or parish office. We will pick up staff salaries in a mini closed session after this meeting to approve salaries.

We did also agree that we'd ask a member of staff to provide administration support to the staffing committee. One of our other members thought there could be a conflict of interest. We did say that should there be an issue where it's sensitive to that individual they could either not attend that particular meeting or leave that part of the Agenda.

10. Kingsnorth Recreation Centre Update

AB AGM was held on 1st May. Stuart Moss was elected as Chair, AL stood down as both our representative and a Trustee but we recruited another member. I contacted ABC regarding some issues with the boiler and showers to find out who's responsible for what and SD and I (AB) have a meeting with ABC officers on the 16th May.

11. Items for Next Agenda

AB DGPR

CD our next meeting will be the Annual Parish Meeting.

AB Annual Parish Meeting will be held at Kingsnorth Primary School on Tuesday 12th June, doors open at 18.30 and meeting begins at 19.00.

Agenda

Audited Accounts

Business Plan

Master Plan

At this point meeting was closed to public and staff at 20.28, SB arrived 20.28.

Next Parish Council Meeting will be Tuesday 12th June 2018 at Kingsnorth Primary School Hall from 18.30

Signature: _____

Date _____