

KINGSNORTH PARISH COUNCIL

Minutes of the Annual General Parish Council meeting held on Tuesday 14th May 2019

At the Kingsnorth Pavilion, Church Hill, Kingsnorth from 19.00

Present: Cllr Aline Hicks, Cllr Patricia Moss, Cllr Jim Wedgbury, Cllr Bryan Curtis, Cllr Matthew Bridger

Also, Retiring Chairman Alison Breese

Also in attendance: Mr Mike Angell (KCC), Cllr Neil Shorter(ABC, Washford Ward), Cllr Heather Hayward (Roman Ward), Cllr Tina Hayes (Kingsnorth Village & Bridgefield Ward), Christine Drury - Assistant Clerk (Finance), Marie Russell – Assistant Clerk (Admin), Dave Jenkins-Caretaker, Matt O'Neill – Assistant Caretaker, 7 members of the public

AB welcomed the Parish and Borough Councillors to the Parish Council meeting

1. Apologies

Anne Martin - PCSO

2. Declarations Of Interest

PM signs (married to the chair of KRCT)

3. Election of Chair

Alison Breese stands down as Chair; PM nominates Aline Hicks for Chair BC seconds – **All Agree**

Aline Hicks proposes that she is Chair of this meeting and once the Parish has it's 10 councillors confirmed a Chair will be elected at the next meeting – **All Agree**

4. Co-option of Members

(Parish members have applications for each candidate who is interested in being co-opted. These were provided prior to meeting by the Parish Administrator).

AH each candidate will give a presentation of no more than 5 minutes for the Parish Members. Applications will then be discussed and hopefully agreed in a closed session following the public section of this evenings meeting. Candidates who have been unable to attend this evenings meeting were given the opportunity to make a written presentation and were sent details of the selection process. As soon as possible after the selection process the Chairman will contact the successful candidates and those who have not been successful will be emailed from the Parish Office.

James Ransley gives his 5 minute presentation.

Questions were asked by PC members and James gave his response.

Geoff Cosgrove gives his 5 minute presentation

Questions were asked by PC members and Geoff gave his response.

Benjamin Townend (Currently on holiday but has submitted a written presentation) Bryan Curtis reads presentation.

Sue Smith gives her 5 minute presentation

Questions were asked by PC members and Sue gave her responses.

Cllr Heather Hayward gives her 5 minute presentation

Questions were asked by PC members and Heather gave her responses.

Stuart Moss gives his 5 minute presentation

Questions were asked by PC members and Stuart gave his responses.

Shelley Barber (previous KPC member) gives her 5 minute presentation

Jacqueline Male (previous KPC member) gives her 5 minute presentation

AH thanks all applicants for their presentations and explains that applications will be discussed in closed session.

5. Open Forum

AH invites Christopher Westbrook up to receive a card from KPC to say well done for winning an Environmental Achievement award from ABC for his 6 years of volunteering as a litter picker in Joys Wood.

Members of the public ask if the 2 new elected members of the Parish Council can introduce themselves.

Matthew Bridger introduces himself. Mathew was elected for Park Farm South and provides member of public with his background.

Bryan Curtis introduces himself. Bryan was elected as the first Parish Councillor for Bridgefield and provides member of public with his background.

6. Election of Officers – Vice Chairman and Sub-Committees

AH suggests that this should be done at the next PC meeting (11th June) once all seats on the Parish Council are filled. Electing a Chair for the staffing committee is a legal requirement, **AH** suggests that they elect a Chair for the staffing committee

AH proposes that Bryan Curtis is elected Chair of the Staffing Committee and **JW** seconds – **All Agree**

Community Wardens and PCSO Reports.

Reports were sent via email prior to meeting

PCSO Anne Martin – report was circulated prior and during meeting. Anti-social behaviour issues are starting up again, in Orchid Court, Bluebell Road, Poppy Mead and Bridgefield. Myself and the PCSO for Bridgefield Matt Morgan, will be working

together over the next few weeks and months to stamp out this behaviour. We are patrolling the troublesome areas regularly. The PCSO Tasking Team is also aware and is assisting us.

All the PCSOs took part in "Op Idaho" over the school Easter holidays. We were deployed all over Ashford, including, the Stour Centre, Singleton Lakes, Stanhope and Orchid Court. These areas were patrolled regularly during this time and any anti-social behaviour was dealt with robustly.

I attended a very informative talk from the charity Crimestoppers the other week. If you don't know about Crimestoppers it is a place you can call to give information about crime anonymously, if you don't want to report it to the Police. You can call Crimestoppers on 0800 555 111.

They have launched a new site aimed at young people called Fearless. Fearless is a site where young people can access non-judgmental information and advice about crime and criminality. What makes this different is that it also provides them with a safe place to give information to them about crime – 100% anonymously.

I would like to remind you all, please be mindful of leaving your vehicles with valuables on display. Handbags, shopping bags, small change are all an easy target, just by smashing a window.

I was called to a property in Cheesemans Green Lane recently. An intruder had been seen in the property's garden. On my arrival it transpired that this male was an illegal immigrant. Patrols arrived and the male was conveyed down to Dover immigration for processing.

PCSO Matthew Morgan

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.

Personal Safety Training:

I have attended Personal Safety Training at our Maidstone Headquarters this month to be trained and made aware of the dangers we face every day on the streets. This also gives us an input on how to best advise the public and keep them safe from harm. I found this really useful as we learnt a number of techniques to help us in our daily job and learnt more about knife crime.

Swan Young Farmers Club Willesborough:

I assisted my colleague at the young farmers club in Willesborough given advice to families and also letting the children sit in our car and try on our hats. We were also on hand to answer any questions the public may have had. Overall it was a very pleasant day and if you do have any events coming up and you would like us to attend please let me know.

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.

7. Borough & County Councillors Reports

AH confirms the following Borough Councillors who were elected

Tina Hayes – Kingsnorth Village & Bridgefield

Jo Gideon – Park Farm North

Jim Wedgbury – Park Farm South

Heather Hayward – Roman

Neil Shorter – Washford

No reports were given as only just elected.

Mike Angell (KCC) reads out his annual report 2018-2019

I have been a County Councillor for 22 years. I was appointed Chairman of the Council having been Vice Chairman the year before.

I have to be very careful and manage my time so that I do not neglect my duties to my area of Ashford Rural South and continue to look after my constituents.

It is also important to steer away from politics and be entirely neutral during the year.

One or two interesting points as follows:

It fell to me to host a meeting with a French team to discuss the Brexit situation concerning an economic difficulty for France if there is no deal.

Also one of my Civic Duties is to chair the Military Covenant Board for Kent and Medway and also a Trustee for the Kent Foundation which assists new businesses.

The most enjoyable evenings are conducting the Citizenship Ceremonies twice a week at the Archbishops Palace and meeting people from all over the world.

KCC has been keeping an eye on the M20 and Operation Brock. Also there is published a very detailed operation plan in the event of no deal.

Also, there are some massive developments in train in Kingsnorth, Chilmington etc and am working with the Borough Council members and officers to monitor issues with regard to the effects on our rural infrastructure.

Neil Shorter would like to have his thanks recorded to all of the applicants who have put themselves forward to be co-opted onto Kingsnorth Parish Council.

AH also thank those who chose not to stand for Parish Councillors again for all of their hard work and commitment.

8. Approve Minutes of 9th April 2019

BC asks for the following amendments to be made

- Minutes could be amended to state Ashford Borough / Kent County Councillors.
- Bridgefield PCSO (Matthew Morgan) report to be included
- Kingsnorth Green and Court Lodge to be added (pg 2464, Mr Mike Angell's report)

Amendments were made and minutes were approved by all - **All Agreed**

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

- Memorial bench for Roman Ward – NS will pursue getting the bench placed.
- HGV's using Violet Way – MA is looking deeply into this and once this is completed he will report back.
- Electronic Map of Ward Boundaries – NS will pursue this
- Kestrel Park – new contract has been completed and is awaiting signature of new proper officer.
- JM and BC organised a clean-up on 11th May. 40 bags of litter were collected.
- Bridle Way - £10,000 now received from ABC. Contract to be signed and Action the work
- Date to be set for next Staffing Committee meeting, Whistleblowing policy and Pensions to be put onto agenda.
- Kingsnorth Recreation Centre Update – SM to confirm next trustee meeting date
- Laguna Ashford has provided some bulbs as a thank you to agreeing on them parking bikes on the green for their first anniversary.
- Ironworks Lock-up – update to be provided by AH

10. Correspondence

- Laguna Ashford celebrating their 1 year anniversary. Requesting permission to park bikes on the green opposite. All agree to the request.

11. Finance

Financial statement to 14.5.19

<u>April Income</u>	£	p
Nancy Cook(11.3.19)	25.00	
J.Male - pavilion	63.00	
Matt Burt	25.00	
KCC-bridleway contribution	10000.00	
HMRC-refund	2285.62	
NW int 47793368	1.46	
NW int 47793120	8.88	
Metro Bank int	16.14	
ABC-precept & grants	126084.50	
Total to 30.4.19	138509.60	
<u>Balances as at 30.4.19</u>		
Balance at Metro current account	12557.09	
Balance at Metro reserve account	65460.08	
Balance at NatWest Direct Reserve a/c	8324.31	
Balance at NatWest SIBA Account	176455.91	
NatWest current account	100.00	
Petty Cash	129.88	
KPC Cash Balance	263027.27	
Bank Reconciliation as at 30.4.19		
Opening Balance from 31.3.19	150314.86	
Plus income during April	138509.60	
Less expenditure during April	25797.19	
Subtotal	263027.27	
Less expenditure during May	211.32	
Plus income during May	25.00	
Balance as at 14.5.19	262840.95	

Invoices Received & Payments due in April from last meeting date

	Ref	Net £ p	VAT £ p	Total £ p
Wilson Landscapes-footpath	BACS	10104.00	0.00	10104.00
ABC-CCTV 1.4.19-30.6.19	BACS	750.00	150.00	900.00
KCC-stationery	BACS	51.85	10.37	62.22
BT-telephone	DD	176.96	35.39	212.35
KRCT-office rent	BACS	250.00	0.00	250.00
Business Stream-pav waste water	BACS	120.12	0.00	120.12
Fuel Genie-van fuel	DD	88.55	17.71	106.26
Crown Gas & Power-pav gas	DD	152.76	0.00	152.76
SSE-pav electricity	DD	341.23	0.00	341.23
Employee-salary	BACS	1552.94	0.00	1552.94
Employee-salary	BACS	128.80	0.00	128.80
Employee-exp	BACS	56.45	9.33	65.78
Employee-salary	BACS	1021.20	0.00	1021.20
Employee-salary	BACS	1175.95	0.00	1175.95
Employee-salary	BACS	1355.68	0.00	1355.68
British Gas Service - pav	BACS	30.66	0.00	30.66
HMRC-tax+NI	MDC	6642.95	0.00	6642.95
Surrey Hills-legal Kestrel	BACS	350.00	70.00	420.00
Parish Council Websites-website	BACS	60.00	0.00	60.00
HR Services-retainer March	BACS	315.00	63.00	378.00
KM Media-advert recruitment	BACS	392.00	78.40	470.40
Hinges & Brackets-pav locks	BACS	30.02	0.00	30.02
KCC-stationery	BACS	8.10	1.62	9.72
Lister Wilder - oil/weedkill	BACS	19.99	4.00	23.99
BIFFA-pav refuse	DD	182.16	0.00	182.16
		25357.37	439.82	25797.19

Payments in May 20.19

CF Corporate Finance	DD	146.10	29.22	175.32
Accounts Unlocked-payroll April	DD	30.00	6.00	36.00
		176.10	35.22	211.32

Income -KCC £1k contribution towards bridleway

Expenditure

Crown Gas n Power, Business Stream, SSE, BIFFA- pavilion utilities

Wilson Landscapes - footpath Primrose/Bridleway

Surrey Hills - legal costs Kestrel Park lease

KM Media - advertisement for Parish Council Manager

Hinges & Brackets - locks for Pavilion door

Admin
Access & Open Spaces
Staffing

Budget Report for 2019/2020

<u>Income to 30.4.19</u>	Budget 2019/20	YTD	Variance
Precept	247500	123750	123750
Grants	4669	2335	2334
Interest	200	26	174
Pavilion	1000	138	862
MUGA	2500	0	2500
Other (incl. Kestrel Park Grant)	5100	12286	-7186
Sub Total	260969	138535	122434
VAT reclaim	0	0	0

Total	260969	138535	122434
Expenditure to 31.3.19			
Salaries	128000	11907	116093
Section 137	3500	0	3500
Communications	1000	60	940
General Admin	25000	1875	23125
Subscriptions	1500	0	1500
Travel	200	0	200
Capital/Asset	26000	0	26000
Parish Office	3000	250	2750
Maint & Repair - Other	3000	0	3000
Maint & Repair - Pl/Field	6000	0	6000
Pavilion	14000	857	13143
MUGA	100	0	100
Maintenance Team	12000	165	11835
Kingsnorth Conservation Area	5000	0	5000
Kingsnorth Facility Upgrade(incl f/path)	18000	10419	7581
Contingency/KRCT support	10000	0	10000
Sub Total	256300	25533	230767
Reclaimable VAT	0	475	-475
Total	256300	26008	230292

All finance documents had been circulated prior to the meeting by CD.

Monthly finance statement

Annual Audit – to be looked at

Internal Audit has been carried out by the internal auditor; he has happily signed this off.

CD needs somebody to propose that the Chairman sign off the accounts which will then be sent off to the external auditors.

JW proposes, PM seconds – **All Agree**

12. Planning

19/00475/as

Address: Parcel Q, Land at Chilmington Green

Proposal: reserved matters (pursuant to outline planning application 12/00400/as) for the development of 64 residential dwellings within parcel q, main phase AAP 1 including associated roads, parking, landscaping, open space and infrastructure

Comments: it is essential that there are good wheel washing facilities. Plots 85,86 and ER are in the centre of back gardens of dwellings facing estate roads. There seems to be a danger of overlooking being unacceptable. Surface and water roof drainage appears to go to an onto an attenuation pond, and whilst this may be acceptable there appears to be no indication of how waters from this suds system will connect with the wider drainage system and how any such system will be kept free for unimpaired flow.

The tree planting along the northern border should not interfere with any drainage system. Lighting should be restricted to illuminate the estate only. Already there is a yellow glow seen from the south from the lighting on the existing Brisley estate.

We are not clear where the woodland buffer is located on the plans as it is mentioned in the "landscape management & maintenance plan". We note that the green areas will be managed by the CMO. In the interest of sustainability we recommend that all dwellings have PV cells and air source heat exchange pumps and electric fast charge points for cars.

We understand that there has also been a breach of planning conditions in that not all buildings are in the approved place and this may have infringed on green areas.

19/00503/as

Address: Land at Chilmington Green

Proposal: reserved matters application for the landscaping works to the phase 1 northern gateway (access a) at Chilmington Green pursuant to planning permission 12/00400/as

Comments: as this access is situated on A28, it is a considerable distance from Kingsnorth and we do not feel it appropriate to make any comments save to ensure that the A28 is kept free of mud whilst planting takes place.

19/00557/as

Address: 45 Emperor Way

Proposal: rear single storey extension

Comments: a modest rear extension, no objections

16/00125/as

Address: Land South of Captains wood, Land at Cheesemans Green

Proposal: (Land South of Captains Wood phase) construction of 326 new dwellings with associated access, parking, landscaped areas including a neighbourhood play area, internal roads for the development, details of distributor roads E and F, Waterbrook link road, a district play area North of Captain's Wood and surface water drainage measures
*******amended plans received*******

Comments: given the flood risk in this area, great concern should be given to possible flooding especially if the Aldington flood retention barrier should overflow in extreme conditions.

The Environment Agency letter of 14.3.16 asks if the River Stour IDB has been consulted. Where is their reply?

In the interest of sustainability we would like to see all buildings fitted with PV cells and air source heat exchange pumps.

Flats should have a grey water system installed during the building process and fast charging electric car points.

All Agreed to Planning Comments

13. Minutes & Actions Arising from Committees / Groups

Local Plan Joint Committee

- AB is happy to continue as a member of the LPJC if the Parish Councillor agree
- JR suggests a planning working group as a possibility

Pavilion, Open Spaces and Playing Field Committee

- Awaiting a member to be elected as Chairman

Staffing Committee

- No further Staffing Committee meetings have been scheduled as yet
- Interviews for Parish Manager vacancy will take place on Friday 17th May 2019
- BC confirms that himself, Aline and a member of staff from HR Services will be the interview panel

Kingsnorth Recreation Centre Update by Stuart Moss (Chair of KRCT)

SM confirms that the Recreation Centre is now in a much better place. Slice of Life Gym are also doing well with new members joining daily.

Kingsnorth Community Café update provided by AB

- Meeting was held with AB, SD and café volunteers
- Many volunteers didn't understand what the council meant when they suggested that the café need governance which AB explained to them in detail.
- Agreed that it would be a priority of the Parish Council to be in consultation with the local community to find out when the community cafés purpose should be i.e. trading or one off events
- Volunteers have now removed all personal items, a stock check has been carried out and a list of the assets have been produced
- AB suggests that the Parish Council should recompense them for their lost perishable items once receipts are looked at

14. Items for Next Agenda

None

Meeting was closed to the general public at 20.36 and moved into closed session at 20.50

Next Parish Council Meeting will be Tuesday 11h June 2019 at 19.00 in the Kingsnorth Pavilion

Signature: _____

Date: _____