

KINGSNORTH PARISH COUNCIL

Minutes of the Parish Council Annual General Meeting held on Tuesday 10th June 2014
At Kingsnorth Pavilion, Church Hill, Kingsnorth from 19.00

Present: Cllr Breese (Chairman), Cllr Moorby, Cllr Stevens, Cllr Luery, Cllr Davis,
Cllr Holland, Cllr Wedgbury (ATA 2015), Cllr Measday
Seven members of the public

The Chair opened the meeting at 1900

1. Apologies:

Cllr Ciccone
Cllr Shorter

2. Declarations of Interest:

Cllr Breese – Husband on allotment list. Non pecuniary
Cllr Measday – Finance – Wife is employee of LeyVor Management & Data Services. Pecuniary interest.

3. Election of Committee & Representation on Groups / Agencies & Champions List:

Staffing Committee

Cllr Holland – Chair, Cllr Breese – ex officio, Cllr Moorby, Cllr Luery, Cllr Ciccone, Cllr Measday,
Cllr Shorter – Sub

Pavilion & Playing Field Committee

Cllr Davis, Cllr Breese – ex-officio, Cllr Shorter, Cllr Measday, Cllr Ciccone, Cllr Moorby

Website Editorial Group

Cllr Davis, Cllr Breese – ex officio, Cllr Moorby

Community Orchard

Cllr Moorby, Cllr Breese – ex-officio, Cllr Ciccone

Recreation Centre

Cllr Holland

KALC

Cllr Breese, Cllr Moorby

Parish Forum

Cllr Breese, Cllr Moorby

Kingsnorth Patient Participation Group

Cllr Stevens

Chilmington Green Community Management Organisation

Cllr Shorter – Chairs as ABC Rep, Cllr Stevens

Chilmington Green Stakeholders Group

Cllr Moorby, Cllr Stevens

Local Plan Group

All Councillors

Champions List

Communications – Cllr Davis

Allotments – Cllr Breese

Village Greens – Cllr Luery, Cllr Wedgbury

Trim Trail/Outdoor Gym – Cllr Wedgbury (To Be Advised)

Footpaths & Buffer Zones – Cllr Shorter, Cllr Ciccone

Liaison With Outside Agencies – Clerk

Pride of Kingsnorth – Cllr Holland (terms of reference to be agreed)

Transport – Now deleted as covered in other ways

4. Community Warden, PC and PCSO Reports:

PCSO Dan Smith

Park Farm/Kingsnorth/Stubbs Cross

Two thefts from motor vehicles on the same day. Reminder for all public to keep vehicles secured at all times, even if parked on their own drives, and any property in cars to be placed out of sight or left indoors.

No further reports of thefts of pedal cycles since the one reported at the previous meeting. PCSO has bike marking equipment with him and will be available at his surgeries and he is considering holding a bike making event in the Summer at the Moat. Date has still not been confirmed.

Reports have been received advising that from the footbridge connecting Park Farm & Bridgefield youths have been seen kicking stones off of the bridge onto traffic below. A member of the public stated that he felt that the incidents in question could not have been caused by youths kicking stones from the bridge.

Reports have been received of motorbikes & mopeds using the bridge as a crossing point, despite the fact that this is prohibited. The public are asked to report any such incidents to the Police, immediately, and PCSO Smith will continue to patrol this area in order to stop this illegal practice.

Washford Farm/Chartfields

There were 2 attempted break-ins reported off of Great Chart Road but nothing was taken.

PCSO Hobbs has conducted several speed checks across Washford Farm and he will continue with these.

Surgery Dates

No surgeries have been arranged in Park Farm/Kingsnorth due to PCSO Smith being on leave for the next three weeks.

Cllr Luery advised the meeting that she has a meeting with PCSO Hobbs in the near future, although this date had not yet been set.

A member of the public expressed concerns regarding vehicles in the area being used off road which is illegal.

5. Open Forum:

No requests from the public had been received.

6. Approve Minutes of 13th May 2014:

Proposed by Cllr Moorby and seconded by Cllr Holland and all agreed subject to following amendments:-

Item 3, should read 2 abstentions & not 1.

Item 7 paragraph 1 delete Cllr Shorter advised that this area is known as Joys wood.

Item 7 paragraph 1 Cllr Luery stated that - should be a new paragraph.

Item 15 paragraph 1 delete Tallyho Road and replace with Magpie Hall Road.

7. Matters Arising From Previous Minutes:

Omission on current Agenda of Street Captains proposal.

Cllr Holland suggested that the new Parish Councillor for Stubbs Cross should introduce himself to the meeting as some members were not aware of his experience. Cllr Measday advised that he had previous experience as a Parish Councillor in Lincoln & Gloucester and that his aim as a Parish Councillor for Kingsnorth was that he wanted to improve the quality of life for residents in the Parish and that he hopes to achieve this by working as a team with all of the Councillors of Kingsnorth. When asked what his long term aims were he stated that he would decide these prior to the elections in 2015.

8. Correspondence:

Bridgefield – Cllr Shorter will update at the next meeting following his discussions with ABC.

WW1 Commemoration

Following discussions with Rev Canon Sheila McLachlan Cllr Breese advised that opportunities still exist to commemorate WW1 and that there is potential for grant funding. To view this possible funding details can be obtained from ABC's web site www.ashford.gov/singlegrantgateway . It was suggested by Cllr Breese that we should possibly consider one of our proposed projects to commemorate WW1 as we had done previously for the Queens Jubilee. Other items put forward by the Councillors included the suggestion to erect or at least find a suitable place for the names of those from WW1 who had fallen in the war especially as the village doesn't have a War Memorial. Cllr Breese advised that she had been contacted by Rev Canon Sheila McLachlan regarding a civic service that she was proposing on the 4th August 2014 to which all Parish Councillors will be invited.

Cllr Breese advised that she and the Clerk will meet with Rev Canon Sheila McLachlan to discuss the possibility of joint ventures and closer links in the future and that the details of this discussion will be advised at the next Parish Council meeting in July 2014.

Defibrillators

A report was issued to all Councillors by the Clerk regarding the subject of defibrillators that was briefly discussed during the May Parish Council meeting. During the submission of the documents for this equipment, there was a general consensus of opinion to purchase this equipment for the Parish Council. As the Clerk highlighted the fact that volume discounts had been negotiated it was suggested that the Clerk should contact various other bodies such as the Kingsnorth Recreation Centre, Kingsnorth Primary School and the

Village Hall to see if they are interested in purchasing this equipment for their facilities in order to obtain any volume discounts that could be available. A report will be available at the next meeting.

Verbal Resilience Report

Cllr Breese gave a verbal update regarding this matter and advised that an opportunity had arisen from KALC to offer training on the first stage of Emergency Planning, free of charge, to all Parish Councils in Ashford with a view to possibly 'rolling out' this training on a National basis. Parish Clerks are invited to attend the training along with the normal Parish Representatives.

9. Finance:

Payments received 1st May 2014 to 31st May 2014

CXK Youth Group	£ 594.00
Interest From Business Direct Reserve Account	£ 32.23

Total Income Received	£626.23
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Bank Reconciliation as at 31st May 2014

Balance at bank NatWest Current Account	£100.00
Balance at bank NatWest Direct Reserve Account	£98,065.00
Balance at bank NatWest SIBA Account	£74,608.00

KPC Cash Balance	£172,773.00
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Fixed Rate Bonds – 5 Year Account	£ 16,000.00
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Invoices Received & Payments Due In June 2014

		Recoverable		
		Net	VAT	£
Aquasof Salt	NW918	96.60	19.32	115.92
HMRC	NW919	1625.67	00.00	1625.67
Arien Designs Ltd	NW920	110.00	22.00	132.00
KCC	NW921	176.53	35.31	211.84
BT	NW922	81.28	16.25	97.53
Helpful Hands	NW923	93.75	18.75	112.50
Employee #1	NW924	415.50	00.00	415.50
Employee #2	NW925	265.18	00.00	265.18
Employee #3	NW926	1496.25	00.00	1496.25
D Jenkins – Pavilion Expenses	NW927	84.87	00.00	84.87
L Bunn – Expenses	NW928	22.58	00.00	22.58
Gibbs & Son	NW929	1530.00	306.00	1836.00
L K Measday	NW931	320.00	00.00	320.00
L Cooke	NW932	100.00	00.00	100.00
KCC	NW933	88.00	17.60	105.60
KCC	NW934	211.35	42.27	253.62
Brooknight Security	NW935	264.00	52.80	316.80
D/D CF Corporate Finance	D/Debit	175.32	00.00	175.32
Total		£7,178.87	£534.70	£7,713.57

Notes:

1. Aquasof Salt for Pavilion water supply.
2. Arien Signs – New acrylic for front of notice board at the Moat due vandalism.
3. Part funds in SIBA account & Direct Reserve account for one off payments for funding for revenue impact of Village Green, capital cost of Brisley Farm leisure & recreation area and capital cost of Bridgefield leisure & recreation area.

10. **Planning:**

Applications needing a decision at this meeting

14/00537/AS – 66 Manor House Drive, Kingsnorth TN23 3LP – Conversion of existing garage into habitable room & construction of first floor side extension over garage – **No objection**

14/00549/AS – 41 Tally Ho Road, Kingsnorth TN26 1HL – Convert existing attached garage into an annex & a new conservatory – **No objection**

14/00581/AS – 8 Caesar Avenue, Kingsnorth TN23 3PZ – Proposed garage conversion to habitable accommodation – **No comment**

14/00624/AS – 18 Bensted, Kingsnorth TN23 5YQ – Erection of single storey pitched roof extension to rear & side elevation - **No objection**

14/00630/AS – 9 Conker Close, Kingsnorth TN23 3LL – Erection of two storey & single storey side extension with integral garage, conversion of garage into habitable accommodation & alteration to garage roof – **Overdevelopment**

11. **Questions to Councillor or Borough Councillor's relevant to Parish:**

None

12. **Communications:**

Cllr Davis advised that there had been 335 visits to the website by 156 different parties. Cllr Davis advised that now is possibly the best time to review the website and that this should be carried out by the website editorial group and that a date needed to be agreed by the group.

13. **Kingsnorth Recreation Centre:**

Cllr Holland advised that a meeting of all of the Trustees had still not been finalized but, in view of the fact that the Parish Council are Custodian's of the facility, he has been liaising with Emma Wood to arrange this meeting as a matter of urgency..

Cllr Holland has discussed the possibility of having a Kingsnorth Parish Council disabled parking sign in the car park of the facility as all of the disabled billets are frequently occupied by non disabled members of the public, especially parents 'dropping' their children off for play school. The meeting all agreed that this should be ordered through Medash Signs, who have already provided a number of signs for the Parish Council and the ALT and that this sign would be paid for by the Parish Council.

The matter of indistinct parking area's is being caused by 'worn out' lines and Cllr Holland has pursued this matter with ALT through Emma Wood. He has been advised by ALT that ABC, who provide this signage, had already been contacted and that this would cost in the region of £177 including VAT.

14. **Highways & Footpaths:**

Nothing to report.

15. **Pavilion, Playing Field & Open Spaces**

Nothing to report but the PPF Committee will need to arrange a meeting as soon possible to discuss and finalise service contracts.

The Clerk advised that vandalism around the Pavilion continues to be a problem and the matter has been reported to the Community Warden and the PCSO's.

Two additional dog bins have now been ordered for the perimeter of the playing fields.

16. **Business Plan Discussion Document:**

As had been requested and promised, Cllr Measday gave his report of the importance to introduce procedures for the next five year plan, especially as the present plan is in its last year. In order to do this he proposed setting up a small group to schedule a timed plan. A process would need to be adopted along with a review of the present plan. Once a new plan is in place this should be monitored by the group.

This matter was debated and concerns were raised regarding setting a plan just a year before the elections as this would limit the opinions of possible new members. Cllr Measday agreed but highlighted that it was important to have the plan in place as it should be used when setting the Precept in November each year. It was agreed that this should be a rolling plan which would need to be reviewed annually as part of the Precept process. The plan should include the 'wish list' from each Parish Councillors specific wards, and that these would need to be specific to their ward, in order that it could be considered for the Precept of the first year. The needs for the following years could be put forward and more specifics could be introduced as part of the rolling plan. Without Parish Councillors 'wish lists' their requirements may not be able to be budgeted for in

the next Precept. Councillors should also advise their ideas of how the Parish Council could produce more revenue. The plan should take into account known costs for each year such as electric, water etc but should also take into account refurbishment costs over a predetermined time scale. It should also be decided when assets need to be replaced and the capital costs that it will incur.

Asking for volunteers, it was agreed that the working group would consist of Cllr Measday, Cllr Davis, Cllr Moorby, Cllr Breese – ex-officio and the Clerk.

17. Standing Orders:

These had been circulated by Cllr Moorby prior to the meeting. This had taken a great deal of time to produce these in electronic format in order that they can be edited as and when required. There was some concern about the number of versions that had been circulated and which one was the correct version. The final version will be circulated once a number of amendments have been made which are as follows:-

1.3.3 2nd paragraph – An extraordinary meeting is one which is called for a **specific item**, not specifically.

1.3.6 Insert **email** as the method of communication.

1.4.3 Open Forum – members of the public are given 3 minutes **or longer at the discretion of the Chairman** to address the Council.

1.8.12 Mover of the first amendment **adopted**.

1.9.3 advice required from KALC regarding the recording of votes.

1.11.2 add after the Chair **and other members** in the proper management of the conduct of the meeting.

As the remainder of the Standing Orders related to Committees it was agreed to defer this discussion until a future meeting as a number of clarifications were required from KALC & ABC on the precise role of the Community Safety Committee.

18. Items for next Agenda:

Standing Orders

Kestrel Park Project (Brisley Farm)

WW1 Commemorations

Street Captains

Business Plan

Church grant application

19. Closed Session:

Cllr Holland as the Chairman of the Staffing Committee circulated copies of the draft minutes of the Staffing Committee held on the 30th May 2014 as background information. During this meeting it was recommended that a new role of Assistant Caretaker should be recommended at the Parish Council meeting being held on the 10th June 2014 and a copy of the proposed Job Description had been circulated. As this description contained part of the activities of the Litter Picker, the current Litter Picker would be invited to apply for the position prior to it being advertised.

The Committee also recommended that the creation of an Assistant Clerk was now needed due to the increase of volumes of work as well as being able to cover the Clerk during their leave, sickness periods etc. To date the Clerk has been unable to take any annual leave.

Funding for the additional roles will be partly covered by savings generated from the termination of existing service contracts and it was anticipated that with the additional staffing a deficit would be approximately £175 per month.

In addition, some savings would be available following the review of the website support. An interim arrangement is in force as the current support is provided by the newly elected member, Trevor Measday, who will in the meantime declare a pecuniary interest.

The recommendations of the Staffing Committee were approved, after the clarification that the current Litter Picker would be invited to apply for the post of Assistant Caretaker, prior to the post being advertised. Clarification was also requested by Cllr Wedgbury concerning pension implications.

20 Next Parish Council Meeting will be Tuesday 8th July 2014

There being no further business to discuss, the Chairman closed the meeting at 2200.