

KINGSNORTH PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 11th April 2017

At Kingsnorth Pavilion, Church Hill, Kingsnorth from 19.00

Present: Cllr Breese (Chairman), Cllr Barber, Cllr Moorby, Cllr Dehnel, Cllr Luery, Cllr Holland, Cllr Hicks. Cllr Wedgbury, Cllr Shorter, Cllr Moss

Also in attendance: Len Bunn – Parish Clerk, Christine Drury–Assistant to Parish Clerk, D. Jenkins - caretaker
6 members of the public.

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

1. Apologies:

Cllr Male, Cllr Bradford, Cllr Mike Angell, Cllr Paul Bartlett, Community Warden.

2. Declarations of Interest

None declared

3. Members of the Public Items Open Forum

Ian Wolverson, from Great Chart with Singleton Parish Council, gave a presentation on the planned unveiling of a Memorial at Kestrel Park. On the night of 21st / 22nd May 1944 a damaged German bomber dropped a bomb on RAF Great Chart Camp sited west of Coleman's Kitchen. Fifteen men of RAF 5003 Squadron (an engineering squadron) were killed. The engineers were responsible for the construction of RAF Ashford at Chilmington Green. Great Chart raised a memorial to them, next to the War Memorial in the village and the Squadron's old colours are laid in St Mary's, the church they have now adopted as their own. At 15.00hrs on Sunday 21st May, the 73rd anniversary of that tragic event, a memorial will be unveiled at the actual site of the bombing in Kestrel Park. A number of relatives of those lost, along with members of the Association will be present as will the Squadron leader of RAF 5001 Squadron, the last remaining RAF engineering squadron. The Memorial will take the form of a full size carved chestnut ram, the mascot of the squadron. All members were invited to attend.

4. Community Warden & PCSO Report

No Community Warden report.

PCSO report received by e-mail:-

I have collated some statistics for forthcoming Parish meetings, if you do have any issues please contact me on 07929377443.

Kingsnorth

2 x burglary other than dwelling – Ryland Way Building site.

Kind Regards Julia

5. Borough Councillors Report

AH reported that she is chairing a committee on domestic abuse. Will investigate times for drivers of cars with disabled badges to access the Lower High Street in Ashford. Traffic lights on the A28 are likely to cause problems.

NS reported Brisley Farm Link Road Chilmington Green to Coulter Road is due. Aerial and ground view photographs of Chilmington Green will be taken on a regular basis to give a pictorial record of the area as it develops.

JW reported that the Little and Often bus service is part of a national pilot scheme. Comments on the service have included running the service in Roman Way and additional bus stops in Bluebell Road. Parish Council input is invited.

6. Approve Minutes of the 14th of February 2017

Minutes approved. All agreed.

7. Matters arising from previous Minutes not on the Agenda or Action Sheet:

Electoral Boundary Review - HM and **JH** attended at ABC – KPC are to be allocated 2 additional councillors, one for newly created Bridgefield Ward and one extra for Park Farm South Ward.

8. Correspondence

PC reported:-

Thank you card received from Kingsnorth Medical Practice in regard to grant received from Tina Heyes for purchase of new equipment at surgery. Kent Men of Trees – Trees in the village – pass to **HM** for guidance.

Riverside Close - residents have sent thanks for the installation of the play equipment. **AB** suggested an official opening. Tesco have booked the Pavilion and playing field for following events.

1st July - Danny Hall commemoration, 27th - August Football, 10th - September Tesco Fun Day

AB reported:-

- Local Tesco is running community project token system.
- Kingsnorth pub, Queens Head, has new landlord and landlady; official opening was on April 2nd.

9. Finance

Financial statement to 11.4.17

March Income from last report

	£	p
ABC KMP grant	1281.58	
Tune IN2Futsal Soccer-MUGA	36.00	
Caffyns - MUGA	14.00	
ABC Café grant	1500.00	
NW int SIBA a/c	1.02	
NW int 47793368	0.83	
Metro Bank interest	5.54	

Total to 31.3.17

2838.97

April Income

0.00

Balances as at 31.3.17

NatWest current account	100.00
Petty Cash	307.20
Balance at NatWest Direct Reserve a/c	98306.37
Balance at NatWest SIBA Account	110191.92
Balance at Metro current account	9416.29
Balance at Metro reserve account	65188.24

KPC Cash Balance

283510.02

Bank Reconciliation as at 31.3.17

	£	p
Opening Balance from 28.2.17	295669.12	
Plus income during March	2838.97	
Less expenditure during March	19542.14	
Subtotal	278965.95	
Plus cheques not presented as at 31.3.17	4544.07	
Subtotal	283510.02	
Less April payments NW1558 onwards	3490.95	
Plus income during April	0.00	

Balance at meeting date 11.4.17

280019.07

Invoices Received & Payments due in March from last meeting date

	Ref	Net		VAT		Total	
		£	p	£	p	£	p
J.Holland - Cllr allowance	NW1538	150.00		0.00		150.00	
L.Bunn - expenses	NW1539		9.18	0.00			9.18
A.Luery -Cllr allowance	NW1540	150.00		0.00		150.00	
Cancelled	NW1541		0.00	0.00			0.00
H.Moorby - Cllr allowance	NW1542	150.00		0.00		150.00	
K & S Air Ambulance - donation	NW1543	250.00		0.00		250.00	
HMRC - PAYE	NW1544	1352.95		0.00		1352.95	
Chubb Security-pavilion alarm	NW1545	47.47		0.00		47.47	
Employee # 1 - salary	NW1546	671.40		0.00		671.40	
Employee # 2- salary	NW1547	100.60		0.00		100.60	
Employee # 3 - salary	NW1548	535.80		0.00		535.80	
Employee # 4 - salary	NW1549	1742.53		0.00		1742.53	
Cancelled	NW1550		0.00	0.00			0.00
S.Barber - Cllr allowance	NW1551	150.00		0.00		150.00	
Total Gas	DD	416.06		0.00		416.06	
Biffa-pavilion refuse	Metro DD	83.34		0.00		83.34	
Chubb-annual contract alarm	NW1552	437.69		0.00		437.69	

Surrey Hills Solicitors-lease Little Acorns	NW1553	1956.00	0.00	1956.00
Surrey Hills Solicitors-lease KPC	NW1554	634.80	0.00	634.80
Great Chart Motors -repair excess	Metro DD	150.00	0.00	150.00
Kingsnorth Community Café-grant TH	NW1555	1500.00	0.00	1500.00
Kingsnorth Medical Practice-grant TH	NW1556	1281.58	0.00	1281.58
A.Breese-exp & Cllr Allowance	NW1557	328.33	15.67	344.00
NatWest Bank - charges	DD	10.00	0.00	10.00

Total to 31.3.17 **12107.73** **15.67** **12123.40**

April Expenditure

Employee # 1-salary	NW1558	1631.53	0.00	1631.53
Southern Water - 24.9.16-31.3.17	NW1559	61.94	0.00	61.94
BT - telephone	NW1560	171.80	34.36	206.16
Medash Signs-car park signs	NW1561	336.00	67.20	403.20
KCC-stationery supplies	NW1562	340.10	68.02	408.12
ABC-CCTV monitor 1/4-30/6	NW1563	600.00	120.00	720.00
J.Lungley-website	NW1564	60.00	0.00	60.00

15309.10 **305.25** **15614.35**

1. Part 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. Exact figures required will not be known until details of S106 funding are finalised.
2. K & S Air Ambulance £250 donation
3. Chubb Security - work carried out on pavilion alarm
4. Chubb Security - pavilion alarm annual contract 1.5.17 to 30.4.18
5. Surrey Hills Solicitors - £1956 paid on behalf of KRCT re: lease for Little Acorns
5. Surrey Hills Solicitors - £634.80 paid on behalf of KRCT re: lease for KPC office
6. Great Chart Motors - £150 excess for insurance claim for van repairs
7. Kingsnorth Community Café £1500 - grant funds from Tina Heyes held on their behalf
8. Kingsnorth Medical Practice £1281.58 - grant funds from Tina Heyes held on their behalf

Income to 31.3.17	Budget 2016/17	YTD	Variance
Precept	141950	141950	0
Grants	5250	5250	0
Interest	736	497	239
Pavilion	4900	2975	1925
MUGA	5580	1256	4324
Functions	80	27	53
Shared Handyman	1500	2014	-514
Other	1000	19092	-18092
Sub Total	160996	173061	-12065
VAT reclaim	0	6066	-6066
Total	160996	179127	-18131
Expenditure to 31.3.17	Budget 2016/17	YTD	Variance
Salaries	70000	57373	12627
Section 137	0	250	-250
Communications	1000	1011	-11
General Admin	11000	16614	-5614
Subscriptions	1300	91	1209
KRCT - Rec Centre	0	11496	-11496
Main & repair - Other	1700	800	900

(ALT £21K)

Maint & Repair - Pl/Field	5400	3354	2046
Other	0	950	-950
Travel	122	207	-85
Pavilion	5000	11241	-6241
MUGA	4000	115	3885
Capital/Asset	52474	11256	41218
Handyman Scheme	6000	6595	-595
Parish Office	3000	3000	0
Sub Total	160996	124353	36643
Reclaimable VAT	0	4110	-4094
Total	160996	128463	32549

Ent Pk plans

Income & Expenditure 2016-2017 (Unaudited)

	Annual return line	<u>31/03/2016</u> £	<u>31/03/2017</u> £
<u>Income</u>			
PRECEPT	2	136,522.00	141,950.00
INTEREST	3	801.43	496.72
PAVILION INCOME	3	3,627.00	2,974.50
MUGA INCOME	3	417.50	1,257.00
FUNCTIONS	3	36.00	27.00
SHARED HANDYMAN	3	3,181.78	2,013.80
GRANTS	3	3,920.00	5,250.00
OTHER	3	2,325.52	18,342.00
VAT RECLAIMS	3	7,299.33	6,065.65
		158,130.56	178,376.67
<u>Expenditure</u>			
SALARIES	4	44,890.32	57,373.04
COMMUNICATIONS	6	906.68	1,011.50
SECTION 137	6	1,000.00	250.00
GENERAL ADMIN	6	11,312.19	16,614.87
SUBSCRIPTIONS	6	1,362.10	91.00
REC CENTRE	6	10,000.00	11,495.80
MAINT & REPAIRS - Other Assets	6	1,469.25	799.90
MAINT & REPAIRS - Playing Field	6	3,430.00	3,353.82
OTHER	6	0.00	950.00
TRAVEL	4	153.00	206.55
PAVILION	6	3,889.34	11,240.59
MUGA	6	600.00	115.74
CAPITAL/ ASSET EXP	6	10,445.02	11,256.32
PARISH OFFICE	6	3,000.00	3,000.00
HANDYMAN SCHEME	6	5,183.56	6,594.50
RECLAIMABLE VAT	6	6,628.71	4,109.78
TOTAL		104,270.17	128,463.41
Excess Income over Expenditure		53,860.39	49,913.26

10. Planning:

HM presented the current applications:

17/345 - 66 Caesar Avenue TN23 3PZ

Change of use of amenity land to residential garden area and replacement of 1.8m fence.

Object – destroying landscape and amenity value. Request TH take to committee. (Clarification required whether applicant does/does not own land).

17/355 – 11 Newlands TN23 5LA

Part 2 – storey side and rear extension/part 1st floor rear extension.

Object – over development of site and effect on neighbours.

17/409 16 Claygate TN23 5YG

Demolition of existing conservatory and erection of replacement single storey rear extension.

No objection.

17/414 - 7 Temple Close TN23 3PW

Erection of garage and single storey side/rear extension (shared ownership drive)

Object – Access for emergency services and creating and alleged fire risk.

17/445 Foundry Lodge, Church Hill, Kingsnorth

Erection of 1.5 storey dwelling with garage and on ground solar panels.

Support.

17/525 Bond Cottage, Bond Lane, TN23 3ES

2 storey rear extension and single storey side extension

No objection.

Chilmington Green

Discharge of conditions x 3

No comment

Local Plan Timetable – The final inspector report and adoption expected summer of 2018.

AB - omission sites are not part of Local Plan and it may be advisable to liaise with neighbouring Parishes, Shadoxhurst and Orlestone, to discuss a strategic response. **AB** to implement and report back.

11. Minutes & Actions Arising from Committees / Groups:

• **Access & Open Spaces Sub Committee**

HM reported Kestrel Park play equipment and memorial sculpture to be installed shortly. Overgrown area of grass has not yet been cut by Aspire; maintenance agreement will not be signed until this is carried out. **HM** attended and made representations at Jobens Farm appeal. A request for a second mobile home had been added. The site is in poor condition and a public footpath is blocked. Dogs are bred commercially on the site and **PC** was asked to contact ABC to enquire about licensing. Steeds Lane bridleway application has received 2 objections which were not reported to KPC, this will delay the decision for some time. Many of the definitive footpaths in the Steeds Lane area are impassable or blocked. Sue Past, Ramblers Association footpath representative, agreed to investigate. A review of all footpaths in Parish recommended. **AB** questioned the personal safety of a lone rambler being open to harassment **PC** reported that KPC insurance would cover co-opted member. **SP** would be with 1 or 2 other people. Meeting with Emma Powell ABC Countryside Officer covered Joys Wood, Riverside, Bridgefield Park, Kestrel Park and Buffer Zone. Play equipment has been installed at Riverside and replacement daisywheel roundabout at Playing field due shortly. Bridgefield Park – KCC Archaeologist reported this is important site with Iron Age and Roman remains. An archaeological dig is to go ahead; this will delay development of the facilities by one year. **AB** reported that car seller in Finn Farm Road uses layby at buffer zone to park cars that are for sale thereby encroaching on area available for legitimate access. **PC** to write to ABC on issue.

• **Pavilion and Playing Field Sub Committee**

SD reported:-

Condition survey of the Village Hall is due to take place shortly at a cost of £975. Recommends that the MUGA should be left open and accessible to all during school holidays to encourage constructive use by youth; the MUGA at The Moat is open. **PC** pointed out that there may be issues with the insurers and at times it is booked for private use. **AB** was concerned that those accessing by climbing in could fall and injure themselves whilst inside the locked MUGA. **HM** enquired about preventing climbing access, **PC** replied that he would contact Simon Harris regarding the issue. **AB** suggested that the MUGA should be left open during Easter holiday for evaluation.

• **Staffing Committee:**

To be dealt with under item 13

12. Kingsnorth Recreation Centre Update

AL reported that ALT had handed over keys to KRC at 9.30pm on 31st March 2017. All equipment had been removed apart from Gym equipment. Spin bikes had been removed and a proportion of funds are due to be reimbursed to KPC. The Centre is now closed; Little Acorns and KPC continue in the building. Once refurbished and employment time restrictions have elapsed the Trustees will be free to choose the operator. At present Trustees cannot, under TUPE regulations, offer any activities that ALT carried out which their staff could have undertaken; period not yet established, expected 3 to 6 months. **AB** reported that keys will be cut for KPC and requested that clear information on the closure should be communicated to the public. **PC** reported that Little Acorns have signed the sub lease and

ABC is to look at the sub lease for KPC and put in simple language for clarification. **AB** proposed that she and **AL** deal with this, **SB** seconded, all agreed.

13. Information Overload

AB reported concern over the increasing number of e mails with attachments. In conjunction with Staffing Committee it was suggested that an additional assistant clerk should be employed to work 3 days per week to cover office administration, to free **PC** for other projects. Shared Handyman Service to be reviewed possibly covering maintenance presently undertaken by ABC, and clearing footpaths. Project management of KRC improvements to be undertaken as and when. **SP** said the Ramblers Association has volunteers who form a working party to undertake clearance. **PC** reported that work Undertaken by Caretaker and Assistant Caretaker on behalf of KRCT (litter picking etc.) will be on separate timesheets and re-charged to KRCT. An increase in Handyman hours would be required **SD** agreed that projects need to be managed professionally. **HM** pointed out that Bridgefield and Kestrel Parks management would be very time consuming. **AB** summarised and proposed the following:-Employment of extra Assistant Clerk; review of Handyman service and that chairs of the sub-committees review the work they want undertaken by the Handyman service. Masterplan workshop with Christina Fuller on May 8th at Recreation Centre, details to follow, this will inform the plans we present to residents at the Annual Parish Meeting on 16th May. NuCadd to be instructed to draw up the plans.

PC reported that internal audit will be commenced on April 18th, external audit to follow.

14. Items for Next Agenda

None

There being no further business the meeting was closed at 21.20.

Next Parish Council Meeting will be Tuesday 9th May 2017 at 19.00.

Signature: _____ Date _____