

KINGSNORTH PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 14th July 2015
At Kingsnorth Pavilion, Church Hill, Kingsnorth from 1900

Present: Cllr Breese, Cllr Moorby, Cllr Holland, Cllr Luery, Cllr Wedgbury (1950), Cllr Barber, Cllr Moss & Cllr Dehnel
2 members of the public.
Borough Councillors: Cllr Paul Bartlett
Also in attendance: Len Bunn – Parish Clerk, Christine Drury – Assistant to Parish Clerk & David Jenkins – Caretaker

1. The Chairman welcomed the Parish Councillors & Borough Councillors and also members of the Public and also welcomed Cllr Male to the Parish Council.

In view of the fact that the closed session had taken less time than expected, The Chairman proposed that item 13 on the Agenda, planning applications, could be brought forward and all agreed.

2. **Apologies:**

None received

3. **Declarations of Interest:**

None

4. **Open Forum**

No requests received from the public to speak

5. **Members of the Public Items**

None

6. **Community Warden & PCSO Reports**

Apologies received from the PCSO's & Community Warden who all of whom were otherwise engaged.

7. **Borough Councillor's Report**

Cllr Paul Bartlett

Cllr Bartlett advised the meeting that the travelers who were encamped at the Park Farm Entrance Park had now left the Borough and were escorted out of Ashford by the Police. He confirmed that works were in hand to complete the clean up by BIFFA and that some of the materials were still awaiting collection. The Parish Clerk advised that items that still remained included hard core, top soil and wood cuttings. A joint letter from Cllr Bartlett & Cllr Wedgbury will shortly be delivered to all residents advising them of the action taken.

Cllr Bartlett advised that the ABC Cabinet had approved the projects proposed in Kingsnorth and that further consultation will be taking place regarding the Bridgenorth proposed car park area

He had not had any progress to report re the no entry for HGV's into Bridgefield as ABC needed evidence that this was a problem and asked residents to help collect such evidence. The ABC officer dealing with it is Will Train. Until such time as the roads are adopted it is difficult to progress this through the normal enforcement route.

Litter around the development area of Bridgefield has increased and is believed to be linked to the contractors, Cllr Bartlett agreed to contact the developer.

The Rail Halt will be discussed at the next Joint Transport Board. The bus route at Bridgefield linking phases 1 & 2 will be on the Agenda either in September or December 2015. Cllr Bartlett has asked KPC to take a view on the bus route as there is divided opinion between ABC Ward Members and the two communities. There is some concern that if these transport matters at Bridgefield drag on that the developer could ask for their contribution back.

The plans for Finberry School have been rejected by ABC and they have been asked to re design in a more sympathetic style.

Cllr Wedgebury

Cllr Wedgebury joined the meeting at 1950 and gave an update regarding the future of the Entrance Park, especially in view of the recent illegal encampment and indicated that ABC would like to work with KPC on

future ideas. Cllr Wedgbury advised that he will be using his Community Allowance to fund additional security to the site in order to prevent this happening in the future.

Cllr Wedgbury also raised his concerns over the vandalism at the play area located in Bridgefield. He reminded Members and residents that all vandalism needed to be reported to the Police as failure to do so results in no action being taken.

8. Approve Minutes of 9th June 2015:

Cllr Barber advised the meeting that her & Cllr Moss's names were missing from these Minutes. With these minor amendments Cllr Holland proposed acceptance of the Minutes and this was seconded by Cllr Moorby. All agreed.

9. Local Plan Committee Update:

Cllr Moorby gave an update based on the information she has received in her capacity of a CPRE representative for Ashford. Simon Cole from Ashford Borough Council has indicated that they are not looking for a third urban extension but will now be looking at several smaller sites. They will be reporting back the results of their review at the end of October/November 2015..

The meeting agreed that we should plan our Workshops now so we have a few completed before the results of the review are known otherwise we will not be able to respond in timely manner.

Cllr Breese proposed that Cllr Moorby & the Clerk correspond with Daniel Carter at Ashford Borough Council and take up their offer of assisting at the proposed Workshops that had been held in abeyance for the General Elections. This was seconded by Cllr Luery and all agreed.

10. Matters Arising From Previous Minutes Not On The Agenda or Action Sheet:

Cllr Breese reminded members that she had agreed to draft a risk map to reflect the new projects the Parish Council were embarking on, as this was essential for good practice. The draft risk map was discussed and it was agreed that this would be updated and managed by the Clerk and reported at least annually to the Parish Council for review. Proposed by Cllr Holland and seconded by Cllr Barber and all agreed.

Risks falling within the remit of all sub committees would be reviewed by them periodically and any matters of concern arising should be reported to the Full Council.

Cllr Breese presented a summary of all the projects that were being worked on and also a list of recommendation. Discussions included the planning application for the MUGA and the Ashford Borough Councils Cabinet Report at and in between meetings. The recommendations listed would be discussed when we went through the minutes of the sub-committees and listed together as one composite set of approvals.

11. Correspondence:

None outstanding

12. Finance:

Payments received 1st June 2015 to 30th June 2015

	£	p
Interest from SIBA account	144.05	
Interest from Business Direct Reserve Account		4.31
M Burt- pavilion hire		45.00
UK Power compensation power outage		60.00
S Unthank- pavilion hire		27.00
		<u>280.36</u>
<u>July payments received to 14.7.15</u>		
Abgene pavilion hire & deposit		131.00
Nugent, Clarke pavilion hire		144.00
		<u>275.00</u>

Total Income Received	£ 555.36
Balances as at 30.6.15	£ p
Balance at bank NatWest Current Account	100.00
Petty Cash	100.00
Balance at bank NatWest Direct Reserve Account	98235.76
Balance at bank NatWest SIBA Account	122888.57
KPC Cash Balance	£ 221324.33

Bank Reconciliation as at 30th June 2015

Opening Balance from 31.5.15	£	p
		225635.82
Plus income during June		280.36
Less expenditure during June		(6753.50)
Subtotal		<u>219162.68</u>
Plus chqs not presented as at 30.6.15		2161.65
Subtotal		<u>221324.33</u>
Less July payments chqs 1181onwards (see below)		(3185.12)
Plus July income to date		275.00

Balance as at meeting date 14.7.15**£ 218414.21****Invoices Received & Payments Due In July 2015 from last meeting date****Recoverable**

		Net	VAT	£	p
ALT-Office Rent July 2015 to Sept 2015	NW1175	750.00	0.00	750.00	
B Shorter-Village green maintenance 2014	NW1176	401.00	0.00	401.00	
T S Dew-posts village green	NW1177	285.00	57.00	342.00	
KALC-clerk conference	NW1178	60.00	12.00	72.00	
BT-telephone & broadband	NW1179	126.72	25.34	152.06	
First Rescue-defibrillator signs	NW1180	60.00	12.00	72.00	
Total Gas-pavilion	DD	227.96	0.00	227.96	
NW Bank- charges	DD	10.00	0.00	10.00	
Sub Total to 30.6.15		<u>1920.68</u>	<u>106.34</u>	<u>2027.02</u>	
Employee #1 – salary	NW1181	388.80	0.00	388.80	
Employee#2-salary	NW1182	1529.22	0.00	1529.22	
Gibbs & Son-playing field	NW1183	260.00	52.00	312.00	
D Jenkins-padlock	NW1184	15.00	0.00	15.00	
Employee#3-salary	NW1185	344.00	0.00	344.00	
Employee#4-salary	NW1186	538.51	0.00	538.51	
Southern Electric-electricity	DD	57.59	0.00	57.59	
July to 14.7.15		3133.12	52.00	3185.12	

Total to 14.7.15**£5053.80****£158.34****£5212.14****Notes:**

1. Part funds in SIBA account & Direct Reserve account being held in reserve for funding for revenue impact of Village Green, capital cost of Brisley Farm leisure & recreation area and capital cost of Bridgefield leisure & recreation area. Exact figures required will not be known until details of S106 funding are finalised.
2. B Shorter-maintenance of Kingsnorth village green (2014)
3. T S Dew – posts around Kingsnorth village green to prevent vehicle ingress
4. First Rescue- defibrillator signs x 2
5. D Jenkins-padlock for pavilion cleaning cupboard
6. Gibbs & Son – 3 x grass cut, strim fence line, strim trees

Budget 2015-2016**Income to 14.7.15**

	Budget 2015-2016	Year to Date	Variance
Precept	136522	68261	68261

Grants	3920	1960	1960
Interest	381	264	117
Pavilion	2549	297	2252
Functions	418	0	418
Other	0	110	(110)
Sub Total	143790	70892	72898
VAT reclaim	0	3856	(3856)
Total	143790	74748	69042

Other - £60 compo from UK Power + £50 refundable deposit

Expenditure to 14.7.15

	<u>Budget 2015-2016</u>	<u>Year to Date</u>	<u>Variance</u>
Salaries	55000	13553	41447
Section 137	2500	0	2500
General Admin	12784	1667	11117
Subscriptions	1500	91	1409
Recreation Centre	10000	10000	0
Maint & Repair Other	415	686	(271)
Maint & Repair PI/Field	5705	2190	3515
Travel	411	47	364
Pavilion	4430	1639	2791
Capital/asset	44000	0	44000
Parish Office	3915	1130	2785
Sub Total	140660	31003	109657
Reclaimable VAT	0	2685	(2685)
Total	140660	33688	106972

Maintenance & Repair Other - includes £401 charge for previous financial year

13. Planning:

Applications needing a decision at this meeting

15/00766/AS – 1 Council House, Ashford Road, Kingsnorth TN23 3ER- erection rear conservatory - **Supporting**

15/00837/AS – Tesco Stores Ltd, Kingsnorth TN23 3LU – Amend opening hours of car wash on Sundays from 1200 to 1800 to coincide with store hours – **Supporting**

15/00942/AS – 73 Poppy Mead, Kingsnorth TN23 3GL – Alteration works to raise height of roof to provide an additional floor & living accommodation - **Supporting**

15/00951/AS – Land east of The Coach House, Church Hill, Kingsnorth – Formation of graveled Area(retrospective) and erection of storage shed – **Supporting**

15/00882/AS – 5 Pantheon Gardens, Kingsnorth – Convert garage to habitable area - **Supporting**

Decided Planning Applications

15/00690/AS - 5 Church Hill, Kingsnorth – **Permit**

15/00646/AS - 9 Ploughmans Way, Kingsnorth – **Permit**

12/00341/AS - Land rear of Windrush & Westhawk. Amended plans – **Permit**

15/00565/566/AS - Taylor Farm, Kingsnorth – **Permit**

15/00621/AS - Kingsnorth School, Kingsnorth – MUGA - **Permit**

14. Minutes & Actions Arising from Committees / Groups:

Staffing Committee

Cllr Holland informed Members that the annual appraisals had taken place and that the only matters arising were the need for first aid training for staff and that this was already in hand.

He proposed to call a meeting of the full Staffing Committee shortly, when the notes of the appraisals would need to be considered and approved after the selection of a Chairman for the committee.

Pavilion & Playing field sub-committee meeting 7th July

Cllr Dehnel presented the minutes of the Playing Field and Pavilion sub-committee held on the 7th July.

The planning approval of the MUGA was discussed at some length and the actions arising relating to the restricted timing of the lighting which needs to be switched off at 2000 and this limitation will have an adverse effect on our ability to let the facility and generate an income. The height of the light columns would also limit the range of activities that could take place in the MUGA. Despite these concerns the approval was welcomed and the speed at which Ashford Borough Council had sorted out the tenders so that work could take place during the school holidays had been excellent.

The Heads of Terms between the school and KPC now need to be finalised as and when more information is available in order that charges for services like staffing and the CCTV can be included.

The proposed works to the car parks and the Ashford Borough Council Cabinet Report were discussed at some length with Simon Harris from Ashford Borough Council, who joined the sub-committee meeting later. The key issues were the location of the CCTV to cover both the MUGA and the car park. Following a subsequent meeting on the 13th July the Clerk confirmed that a 6m mast would be required for the camera and that this would require planning permission and he hoped that Ashford Borough Council may be able to help us to secure the necessary permission. The Clerk advised that this request had already been forwarded to Ashford Borough Council for their consideration.

The cost of the CCTV would be included in any charges we make for the MUGA and we believe a better system could be provided if the school joined with us. The Clerk was asked to update the school over our plans and requests.

The proposed extension to the pavilion was discussed in light of the architects concerns that an extension would attract VAT at 20% but a complete new build may be more cost effective for this project. The present foundations and services could be utilised for a new build and the current internal arrangements could be upgraded to comply with new standards.

The Clerk had already started to identify potential funders and will look at other funding opportunities that may be available. Until we know the cost of the proposal it is difficult to plan our fund raising strategy. We also need to be ready should funding become available in order that we seek planning approval once the revised plans are signed off.

With regards to Bridgefield, the meeting was advised that Simon Harris from Ashford Borough Council has indicated that he would like to start the consultation process off in the next two or three weeks, as the results were now in from the site surveys and initial discussions with key stakeholders like the Environment Agency had proved supportive, in principle. He advised that he would like to set up a Consultation Panel of 20, made up of both residents and key stakeholders.

The Minutes of the Playing Field and Pavilion sub- committee were proposed by Cllr Dehnel and these were seconded by Cllr Moorby. All agreed.

Access & Open Spaces sub-committee meeting 8th July.

Cllr Moorby presented the minutes of this meeting for consideration. The key actions arising were the co-option of Mike Ciccone to this sub- committee and his selection to sit on the consultation panel for Bridgefield as he used to farm the site.

Cllr Moorby & Mike Ciccone agreed to draw up a footpath plan to submit to Ashford Borough Council showing improvements that were now required for existing footpaths, new footpaths and a re-route of existing some existing footpaths. This was to address the problem Mike Ciccone had of his sheep being worried by dogs and people throwing stones. There is a need to re route the path behind the Pavilion to run in front of it.

Cllr Moorby circulated a copy of the plan but this needed to add the re routing of the existing footpath by the Pavilion prior to sending to Ann Davies at Ashford Borough Council and the Footpath Officer for advice on funding and the process.

Minutes of the Access & Open Spaces sub-committee were presented and proposed by Cllr Moorby and seconded by Cllr Luery. All agreed.

Recommendations arising from the sub committees:

- We agree in principle to the transfer of the MUGA to KPC.
- We agree to the need to sign a management agreement between ABC and KPC re the MUGA.
- We agree in principle to the transfer of the car parks from ABC to KPC subject to the necessary agreements being agreed for £1.
- We agree to nominate to the Bridgefield consultation forums the chairs of the Access & Open Spaces as well as Pavilion & Playing Field sub-committees, Mice Ciccone, chair and vice chair of KPC.
- We advise ABC of our desire to ensure we have representatives from the community with children aged between 0-5, 5-11, 11 plus and a range of adults of working and retirement age and an even gender balance.
- We use KPC website as the primary source for information exchange.
- That we delegate to the chair and the clerk the role of drafting the consultation framework with ABC.
- We approve the footpath plan and submission to ABC for consideration and for the chair of the A&OS sub-committee with the clerk to negotiate these proposals with ABC.
- We approve the instruction to the architect to work up the plans for a new pavilion.
- We instruct ALT to draw up plans for the proposed improvements to the KRC and seek approval from ABC to cover these costs.
- We approve the appointment of Zomex to update our website for an annual fee of £300.
- We approve the CCTV scheme circulated by the clerk and work with ABC to seek planning approval for the mast.

15. Communications:

The Clerk advised members that Ashford Borough Council had drafted a press release for the MUGA and asked for a quote from Kingsnorth Parish Council. Cllr Breese had drafted a response and a copy of the final draft was to be circulated.

How we communicate with residents quickly and economically was then discussed and Cllr Male offered to help us with the website, as she has skills in this area. Cllr Wedgebury felt that a Facebook page was a good way to communicate as it had proved effective when getting information out regarding the Entrance Park. Initially Cllr Barber suggested we leaflet residents and include in these leaflets where residents could go for information.

The Clerk advised that he had received quotes for the website maintenance which includes Word Press & plug in updates, emergency support should something occur causing a malfunction of the site and also to ensure that the website's security is maintained at all times. The best quote of £300 annually had been received from Zomex for this service and this was considered to be acceptable. This proposal submitted by the Clerk was accepted by all Members.

16. Pavilion & Playing Field:

Discussed as per item 14 on the Agenda

17. Kingsnorth Recreation Centre

Cllr Holland advised members that a meeting of the Trustees was scheduled to be held on the 9th June 2015 but he and Ashford Leisure Trust had not been informed or received an Agenda for this meeting. He was advised that only two members attended and as it was therefore not quorate and the meeting was cancelled.

No response had been received from Ashford Borough Councils Legal Department regarding our concerns about the Trustees after two months. Cllr Holland had expressed his dissatisfaction to the leaders of Ashford Borough Council.

As we have a deadline by which the section 106 funding allocated to the Recreation Centre has to be spent by December 2016, we agreed at our last meeting to ask Emma Wood from Ashford Leisure Trust to progress the plans ready for approval by Ashford Borough Council in order to secure the funding.

18. Items for next Agenda:

MUGA update
CCTV update

Signature: _____ Date _____