

KINGSNORTH PARISH COUNCIL

Minutes of the Parish Council Meeting held on Tuesday 10th March 2015
At Kingsnorth Pavilion, Church Hill, Kingsnorth from 18.30

Present: Cllr Breese, Cllr Moorby, Cllr Holland, Cllr Davis (1955), Cllr Shorter, Cllr Ciccone, Cllr Dehnel,
Cllr Curtis, Cllr Wedgbury (2030)
3 members of the public.
Borough Councillors: Aline Hicks, Paul Bartlett, Peter Davison
Also in attendance: Len Bunn – Parish Clerk, Christine Drury – Assistant to Parish Clerk

Closed Session: Details as being circulated by Cllr Breese

1. The Chairman welcomed the members of the Parish Council, Cllr Davison, Cllr Bartlett, Cllr Hicks and members of the Public.

2. **Apologies:**

Cllr Luey

3. **Declarations of Interest:**

Cllr Ciccone – Item 9 Local Plan Site Submission

Cllr Holland – Item 12 Parish Councillor Allowance

Cllr Breese – Item 12 Chairman of Parish Council Allowance

4. **Open Forum:**

None received.

5. **Members of the Public Items**

Cllr Breese reminded the meeting of the email received from some Bridgefield residents and requested information regarding any replies that had been sent to the residents. The Clerk advised that he had already replied to all matters regarding items relevant to the Parish Council and that the notice board had now been supplied by the Parish Council and installed by Taylor Wimpey and that additional dog bins had now been purchased and delivered and that litter bins were due to be ordered in the near future. He had also requested other agencies for their replies to the complaints.

6. **Community Warden & PCSO's Report**

The Community Warden advised that there was now a team that is available to remove graffiti from buildings, walls and walkways. The Clerk asked if the Parish Council had to request this team to attend areas that required cleansing or if such requests needed to be passed onto the Community Warden. The Community Warden advised that the Parish Council can contact the team direct and that he would obtain a telephone number to call.

Park Farm

4 x thefts from motor vehicles some from insecure cars. Public advised to remember to lock their vehicles before entering their properties. No offenders found.

ASB Issues

1 x incident of a house in Knights Park that has had eggs thrown at it overnight. This appears to be an isolated incident.

1 x call for youths gathering in the alleyway off of Wood Lane. Youths spoken to.

Washford / Colemans Kitchen (Chartfields)

2 x criminal damage to vehicles in Washford Farm Road.

1 x burglary from a residential property in Speldhurst Close.

ASB Issue

Persons knocking on the front door of a property in Harrow Way, on numerous occasions.

Claygate – informant witnessed a young male firing a catapult in the road. No damage occurred.

Kingsnorth Village & Bridgefield

PCSO Huckstepp reported a burglary during the last month and all lines of enquiry have been completed. Victims have been visited and reassurance and crime prevention advice given.

Stubbs Cross

PCSO Carr reported 1 x BOTD in Magpie Hall Road from where 2 commercial power tools were stolen from a locked garage but this was only protected by a £2.50 padlock. No offenders apprehended.

7. Borough & County Councillors Reports

Borough Councillor Aline Hicks

Cllr Hicks advised that Universal Credit will be introduced in April 2015 for the single and unemployed. The meeting was advised that Tenterden have built some older peoples housing units and the number of people now in B&B has been reduced to 2.

Borough Councillor Peter Davison

Cllr Davison advised that Wye now has some retirement homes and that other parishes are also providing accommodation for the ever increasing aging population.

Due to the importance of the Local Plan, Cllr Davison requested that he be provided with KPC's responses to this plan.

Borough Councillor Paul Bartlett

Cllr Bartlett advised that footpath AW325 had been completed by KCC but this has not as yet been fully certified. Cllr Ciccone advised that he had checked the area but felt that this work had not been completed satisfactorily and that only crushed materials had been used and that no proper drainage had been installed and this would promote flooding during wet conditions. Cllr Curtis advised that the bridleway was not fit for purpose.

Cllr Bartlett advised that he had requested regulatory signs to be installed in Bridgefield indicating that the area was unsuitable for HGV's. Cllr Curtis advised Cllr Bartlett to ensure that existing signage when exiting Bridgefield is 'pointing in the correct direction' as this may also be compounding problems being experienced by HGV drivers.

Cllr Bartlett advised that he had been talking to Mike Osborn, Development Executive from Crest Homes, regarding the installation of post boxes but had been advised that these would not be installed until at least 50% of their properties had been sold.

The Environment Department had been contacted by Cllr Bartlett requesting that they dredge the Great Stour as this may cause flooding in Sevington. Cllr Ciccone advised that he had been paying the Environment Agency to clear drains and gullies in the area but this has not been carried out for a number of years.

Cllr Bartlett confirmed that he is still pursuing the infringement in Church Hill next to the Coach House and that ABC Planning are awaiting a reply from the land owner and that ABC will not agree planning permission.

Borough Councillor Neil Shorter

Cllr Shorter advised that the KCC had produced a demographic report which would be of interest when planning for the future. He advised that the Band Stand in the centre of the town would be finished shortly and that the first planned concert is due to be introduced on the 1st April 2015. He also advised that ABC had purchased Park Mall as part of the regeneration plan for the town centre.

Cllr Shorter went on to advise that a bund is being constructed to prevent illegal encampments in the Knowle Lane play area. He went on to advise that there was a plan to rationalize the footpaths at the Brisley park play area and to also rationalize the road names by extending Britannia Lane to also include stretches of Chart Road, but advised that only one residential property would be affected by this change.

Cllr Holland asked when ABC will be finalizing the transfer of Benstead and other village greens to KPC and Cllr Shorter replied that he would follow this up.

8. Approve Minutes of 10th February 2015:

The Chairman asked if the Members present agreed that these Minutes had been correctly recorded.

Councillor Shorter proposed acceptance and Cllr Moorby seconded the motion. All agreed.

The Chairman reminded Members that any clarifications or amendments must be forwarded to the Clerk and that they were not to personally amend the Minutes as this affects the formatting of these items. Any amendments would then be presented by the Clerk for approval at the following meeting.

9. Local Plan Committee Update:

Cllr Moorby circulated the most recent Minutes of the ABC Local Plan Task Force and advised that no further discussions on sites would be made until after the General Elections in May 2015. The email received from Simon Coles regarding an exhibition being held by Jarvis Homes on the 12th March 2015 should be put on a Facebook page informing Kingsnorth residents that this exhibition was in fact very premature. Cllr Breese advised that this was an email to those listed in the addressee line only and that this entry may not be possible and it may be necessary to paraphrase it which Cllr Breese said she should be able to do.

Notes regarding the proposed Workshops had been circulated along with some additional notes following a meeting between Cllr Moorby and Cllr Breese on the subject of formatting the Workshops. Cllr Breese felt that it was important to have an idea of what development may be acceptable and listed some ideas which could be added to the Workshop brief in order to obtain residents views and to encourage their involvement in the process. These had been agreed and would now be sent to ABC Planning as they have offered their assistance in these Workshops.

Cllr Breese asked Cllr Hicks if it would be possible to include the need for retirement homes in the planning guidance supporting the Local Plan as a housing mix would naturally be development led. Cllr Hicks felt that the developers would not want to do this as they have a successful product in its own right and that this would be of no advantage to them. However, Cllr Shorter was very supportive of Cllr Breese and it was agreed that the reference to mixed housing types to meet the demographic changes was sufficient at this point in time. It was also agreed that it was very premature to be promoting any particular site for inclusion in the Local Plan at this stage of the process.

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

The Handyman service bid is still being processed along with Great Chart and that initial submissions are due on the 31st March 2015. However, a meeting needs to be held with ABC to discuss their ground maintenance plans for the future.

11. Correspondence:

No further complaints have been received recently regarding parking at the bottom of Church Hill and as such the Clerk has not ordered the new bollards for the Village Green. Unfortunately he had to report that he had just noticed that, yet again, a car was parked on the Village Green and -he would now arrange for the bollards to be installed. He also advised that he had managed to obtain a lower quote than that which he had reported at the February 2015 meeting.

12. Finance:

Payments received 1st February 2015 to 28th February 2015

Interest from Business Direct Reserve Account	£ 3.77
Interest from Bond account	£ 49.10
Pavilion Hire M.Burt	£ 45.00
VAT reclaim	£ 6816.63

Total Income Received	£ 6914.50
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Bank Reconciliation as at 28th February 2015

Balance at bank NatWest Current Account	£ 100.00
Balance at bank NatWest Direct Reserve Account	£ 98219.20
Balance at bank NatWest SIBA Account	£ 73205.55

KPC Cash Balance	£ 171524.75
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Fixed Rate Bonds – 5 Year Account	£ 16,000.00
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Invoices Received & Payments Due In March 2015

		Recoverable		
		Net	VAT	£
Cancelled	NW1056	0.00	0.00	0.00
L Bunn expenses	NW1057	45.93	0.00	45.93
KCC – Pavilion shredder	NW1058	45.72	0.00	45.72
HMRC- tax & NI	NW1059	2013.36	0.00	2013.36
J Holland – allowance	NW1060	150.00	0.00	150.00
KCC – various items	NW1061	95.69	19.14	114.83

ALT – Sort Mat Bowls 50%	NW1062	420.00	0.00	420.00
A Breese – printing ink	NW1063	42.00	0.00	42.00
A Luery - allowance	NW1064	75.00	0.00	75.00
A Breese – allowance	NW1065	250.00	0.00	250.00
Culligan – annual maintenance	NW1066	328.80	0.00	328.80
Kingsnorth Electrical – defibelec supply	NW1067	145.00	29.00	174.00
BT	NW1068	119.19	23.83	143.02
Employee #1 salary	NW1069	341.40	0.00	341.40
Total Gas- pavilion	DD	594.59	0.00	594.59
Employee #2 salary	NW1070	1529.22	0.00	1529.22
KCC - stationery	NW1071	59.23	11.85	71.08
Cancelled	NW1072	0.00	0.00	0.00
ABC Monitoring 12 months	NW1073	2400.00	480.00	2880.00
ALT office rent April – June	NW1074	750.00	0.00	750.00
L Bunn expenses	NW1075	20.23	0.00	20.23
Cancelled	NW1076	0.00	0.00	0.00
Employee # 3 salary	NW1077	787.48	0.00	787.48
Employee #4 salary	NW1078	324.00	0.00	324.00
C Drury expenses re Signworx stickers	NW1079	317.00	63.40	380.40
CF Corporate Finance – photocopier	DD	146.10	29.22	175.32

£ 10999.94	£ 656.44	£ 11656.38
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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. L Bunn expenses - includes travel and postage costs
3. KCC – Shredder for pavilion
4. KCC – Refuse sacks, first aid kit, accident books, waste bin
5. ALT – 50% of charge for new bowls mat for Short Mat Bowls Club
6. Culligan – annual maintenance of water softener pavilion
7. Kingsnorth Electrical – electricity supply for defibrillator
8. BT includes broadband for CCTV
9. Ashford Borough Council monitoring 21.1.15 to 20.1.16 12 months payment
10. ALT office rent 3 months April to June 2015
11. L Bunn expenses includes travel costs
12. C Drury expenses – 100 vinyl stickers from Signworx “Provided by Kingsnorth Parish Council”

13. Planning:

Applications needing a decision at this meeting

15/00142/AS – 19 West Moors, Kingsnorth TN23 5UQ – Single storey side extension – **Comment Must not become link detached with neighboring property**

15/00148/AS – Cold Comfort, Magpie Hall Road, Kingsnorth, TN26 1HE – Conversion of outhouse to store room, home office & home cinema & replacement 2m gate to west of outhouse – **No Objection**

15/00168/AS – 2 Broadview Close, Kingsnorth TN25 7AQ – Erection of single storey rear extension- **No Comment**

15/00172/AS – 19 Rutledge Avenue, Kingsnorth TN25 7AD – First floor rear extension & addition of first floor window & juliet balcony – **No Objection**

15/00246/AS – 45 Lucilla Avenue, Kingsnorth TN23 3PU – Retrospective change of use from amenity land to residential use – **Object** – Strongly object to strips of amenity land being taken into garden land. This destroys the original landscaping and leads to loss of amenity for residents

15/00256/AS – Glenvarloch, Magpie Hall Road, Kingsnorth TN26 1HG – Roof extension & erection Of a part single storey and part 2 storey side & rear extension & front porch

KCC/AS/0167/2014 – Kingsnorth C of E Primary School, Church Hill, Kingsnorth TN23 3EF – Installation of 2000mm green high mesh fence behind existing picket Fence, south west corner in front of old school – **No Objection**

Request to re-name section of road between Millbank Road/Britannia Lane & Pound Lane/Chart Road to reflect changes in the road alignment. Proposed name – Britannia Lane (extension of existing)

The Clerk confirmed that a meeting had been held with Crest Nicholson regarding their Finberry development to which all Parish Councillors had been invited to attend. In general, all of those who were able to attend had felt that the meeting was very informative however some felt that it was more of a 'sales pitch'. Cllr Ciccone felt that Crest Nicholson had very scant regard for residents feelings as regards to the long term management and maintenance of the open spaces based on his personal feelings as someone who is farming in the area. However, it was generally felt that the contacts made by the Clerk had been very helpful especially with the building up of a long term relationship with the developer, particularly in relation to the community facilities.

14. Minutes & Actions Arising from Committees / Groups:

Cllr Dehnel gave a brief report regarding the Country Fayre and advised that he was building up a file of contacts that were need to make the Fayre a success. He also advised that he and the Clerk had also met with Tesco's to obtain some further local contacts that they had used for their Autumn Fete in 2014. During the discussions Tesco's introduced personnel from the 3 Musketeers, a local Ashford company, who had supplied rides and inflatable equipment and they confirmed that they would be pleased to assist. Further details will be reported in due course. Cllr Dehnel advised the meeting that he hoped to be able to provide the next Parish Council meeting with a spreadsheet of events.

The Communications Subcommittee met on the 24th February 2015 at which a number of Parish Councillors were present to view the progress of the new website and to also meet with the designer who went through the overall operation of the site.

Cllr Curtis gave a full update on the new Kingsnorth Parish Website and advised that a launch date of the 2nd April 2015 has now been confirmed and that he had now been fully trained in the operation of the site. In order to meet this deadline, Members were asked to supply as much information as possible for the launch as this was still in 'short supply'. Information on clubs around the area was also very important and to date this information had been very sketchy. A page has been reserved for the Church including a possible link to their website and the Clerk advised that he had broached the subject with those concerned and that he was still awaiting information regarding this matter which he had been advised may take some time. Cllr Holland explained that he had recently located a Kingsnorth Parish Magazine that celebrated the period 1945 to 1995 in which there was some very interesting information on the Church. Cllr Curtis advised that unless the information was forthcoming by the launch date the page would be removed as he didn't want pages 'under construction' being on the website, as he personally felt that this was very unprofessional. Cllr Curtis stated that only one person should be responsible for the update of the site in order to avoid any confusion and that this would have to be done at the Parish Office. The Clerk advised that to date he had not spoken to any staff concerning this matter. Cllr Curtis stated that this function could be outsourced and that he had asked for some quotes to be sent to the Clerk. The Chairman asked all Members to contact Cllr Curtis with information regarding local groups and agencies and profiles prior to the launch date on the 2nd April 2015.

The Clerk advised that he had not set a date for the first Access & Open Spaces Sub Committee meeting and would do so in order that a Chairman could be elected and TOR's agreed. It was highlighted that it was desirable to hold this meeting prior to the 'lambing period' in April.

15. Report from Pavilion & Playing Field Committee:

The minutes of the meeting held by the committee in which recommendations had been put forward to increase the capacity of the Pavilion to 75 people and that the feasibility study being drawn up by the architect for the extension of the Pavilion should take this into account. The Clerk advised the meeting that three architects had been approached to provide costing's for this feasibility study two of which had provided their

costing's and one had decided that the project was not suitable for them. A recommendation was made to appoint Architect 2 to complete this study based on the very informative details that they had provided. This approval was for the feasibility study only.

The Clerk advised that a meeting had been arranged with the Gibbs Ground Maintenance contractors who are responsible for the maintenance of the playing fields. This will be held on the 12th March 2015 at 1030 in the Parish Office. It was highlighted that this meeting was extremely important in order that their contract could be carefully reviewed especially as this is a joint contract with the school and a review is now necessary in view of the MUGA that is being planned and also the Parish Councils possible plans for the future.

16. Communications:

The Communications sub-committee had circulated notes requesting feedback from Members concerning the location of adverts on the home page of the new website. It was agreed that these should appear at the bottom of the page and that these should from now on be referred to as 'sponsorships' and not adverts. It was agreed that a charge of £25 should be levied for a sponsorship listing which should be reviewed after 12 months. Cllr Moorby proposed this motion and this was seconded by Cllr Shorter and all agreed.

17. Parish Signage Brief:

The Clerk advised that enquiries have been made with a Company to supply maps that would be suitable to be located beside the Parish Councils notice boards. The map would show 'you are here' and road names relating to the area in question would also be indicated. Further information will be advised in due course.

18. Pavilion & Playing Field:

The Clerk confirmed that a defibrillator had now been connected to an electrical supply and was now affixed to the exterior wall of the Pavilion. Some Councillors expressed concern that there was a flashing strobe light operating within the Cabinet and the Clerk advised that this was only operational during the hours of darkness.

The Clerk reported that the CCTV system was now fully operational and was being monitored by Ashford Borough Councils Monitoring Department.

19. Kingsnorth Recreation Centre Report:

Cllr Holland circulated the available monthly accounts that had been provided by ALT and also indicative plans that had been provided by Emma Wood which gave in insight of her ideas for the future of KRC. It was felt that, in view of the fact that ALT's contract with KRC expires in 2016, an urgent meeting needs to be arranged with the Trustees and ALT in order to consider a vision for the Centre beyond 2016. The Clerk advised that a Trustee had suggested a meeting date from the end of April but had advised that this was too late a an earlier date was needed. It was highlighted that this was necessary in order to plan the long term future of the Centre and to ensure that possible investments are protected and that to do this a strong government structure would be needed, to protect all parties interests. It was suggested that ABC be invited to attend this meeting as they are both founders and Trustees and this meeting was an ideal opportunity to renegotiate arrangements.

Cllr Holland expressed his frustration with the current arrangements as there appeared to be a lack of vision for the future and this made KPC's representation on the board of Trustees extremely difficult. Cllr Moorby proposed that KPC arrange a meeting as quickly as possible with the Trustees and ABC, as the funding and governance issues need to be run in parallel with each other. Cllr Shorter seconded the proposal and all agreed.

Cllr Breese agreed to discuss with ABC the contract and governance issues.

20. Finalise Standing Orders:

Newly written Standing Orders had been circulated to all members who were asked for any amendments by the Chairman and these were discussed. All Members confirmed acceptance subject to the following amendments which should now read as follows:-

Page 1 section 1.1.2

Amend to read "notice of all meetings and agenda for meetings will be placed on all Parish notice boards and the Parish Council website at least three clear working days before the meeting."

Page 1 section 1.1.3

Delete "Mr Len Bunn (01233 502969)", "a day" replace with "one day"

Page 1 section 1.1.4

Change in legislation now permits this (see extracts).

Replace with "The taking of photographs and sound recording by any person at a public meeting is permitted, preferably with permission"

Page 1 section 1.2

Delete "The meetings are required to be open to the public" replace with "The public are welcome to attend these meetings"

Page 2 section 1.7.1

Line 3 delete "his" replace with "his/her"

Page 4 section 1.9

Fourth section delete "irrelevant" replace with "inappropriate"

Page 7 Sub Committees

Insert "Sub committees for specific purposes (e.g. country fayre) to be set up as and when required."

Page 8 Staff Grievance procedure

Remove "To be agreed and approved at next meeting" Insert Staff Grievance Procedure attached.

Page 8 Internal Complaints Committee

"This committee to be set up to deal with any complaints about a member of the Council or an employee"
change from blue to black.

Page 10 Access and Open Spaces

First point delete "To oversee the management and maintenance of the community orchard/s"

Replace with "To monitor the management and maintenance of the community orchard/s"

Second point delete "To oversee the contracts relating to the management of the buffer zone and open spaces falling within the remit of the Parish Council"

Replace with "To monitor the management and maintenance of the buffer zone and open spaces falling within the Parish"

Page 11 Local Plan Joint Committee

5th point on page 11 delete "Delegation"

8th point on page 11 delete "Allocate" replace with "Delegate"

Page 7 Conduct

Insert section:-

1.12.6 Councillors may not temporarily leave the meeting whilst it is in session without the permission of the Chair.

Page 11 Multi Agency Parish Safety Committee

Change from blue to black.

Page 12 Accounts and Accounting Statements

Second paragraph

Delete "Payment by BACS?"

Insert "Payments to be made by BACS where possible"

The Assistant to the Parish Clerk and Cllr Moorby were thanked by the Chairman for the work that they had carried out in order to produce this new Standing Orders document.

21. Borough & Parish Council Elections Timetable:

The Clerk advised that he had emailed all Parish Councillors the timetable of proceedings for the Parliamentary, Borough & Parish elections being held on the 7th May 2015. Councillors were reminded that a meeting was being held at the Ashford Borough Council offices on the 11th March 2015 at 1830 where a presentation was being given by members of the Electoral Services Department to cover the process & requirements for nominations as well as arrangements for polling day and the count. Nomination packs for the number of seats on the Council will be available to collect at this meeting.

In view of the fact that some Councilors are unable to attend this meeting, the Clerk will attend on behalf of Kingsnorth Parish Council and receive all of the nomination packs for the Parish and that any not collected from him on the evening will be available in the Parish Office from the 12th March 2015.

Councillors were reminded that some subtle changes have been made for the forthcoming elections and all Members should ensure that they are fully conversant with the procedures that are now in place. Further information regarding the elections can be obtained from the Electoral Commissions website.

Member's attention was drawn to the KALC website where details of a post election 'New Councillor Induction Workshop' being held at the Ashford Borough Councils offices on the 21st May 2015 at 1000 can be booked online.

22. Items for next Agenda:

Local Plan Workshops

Date for Annual Parish Meeting

Final Timetable for General Elections

Parish Signage Update

There being no further business the meeting was closed at 2155 .

Next Parish Council Meeting will be Tuesday 14th April 2015 at 1900.

Signature: _____ Date _____