



KINGSNORTH PARISH COUNCIL

Approved Minutes of the Annual Meeting of Kingsnorth Parish Council

Held on Tuesday 4th May 2021.

Conference Call Via Zoom (Due to Coronavirus Government Guidelines) 7.30pm

Present: Cllr Shelley Barber, Cllr Matthew Bridger, Cllr Geoff Cosgrove, Cllr Aline Hicks, Cllr Patricia Moss, Cllr Stuart Moss, Cllr James Ransley (Chair), Cllr Benjamin Townend (Vice Chair).

Also, present: Christine Drury (Assistant Clerk – Finance), Peter Le Rossignol (Parish Manager), Matt O'Neill (Grounds and Maintenance Supervisor), Marie Russell (Assistant Clerk – Admin), 3 members of the public observed the meeting.

Cllr Ransley informed all attendees that the meeting was being recorded for the purpose of minute taking and for publication on YouTube.

1. To Elect a Chair for the next 12 months.

Cllr Ransley commented that he would be willing to continue as Chair for the next 12 months.

Cllr Townend proposed that Cllr Ransley remains Chair for the next 12 months.

Cllr Bridger seconded Cllr Townsend's proposal.

Cllr Ransley asked all Councillors if they had any alternative motions.

None raised.

PROPOSED BY CLLR TOWNEND

SECONDED BY CLLR BRIDGER

ALL THOSE IN FAVOUR - 7

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

Motion moved.

2. To Elect a Vice-Chair for the next 12 months.

Cllr Ransley proposed that Cllr Townend continue as Vice-Chair for the next 12 months.

Cllr Barber seconded the proposal from Cllr Ransley.

Cllr Ransley asked all Councillors if they had any alternative motions.

None raised.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR BARBER

ALL THOSE IN FAVOUR - 7

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

Motion moved.

3. To review committee structures and appoint Councillors to outside bodies/committees.

a. To consider the continuation of current arrangements of all Parish Council Committees

The Parish Manager reported that prior to lockdown the Parish Council agreed to suspend all committees except the following:

- Community Café Committee
- Staffing Committee
- Appeals Committee

Cllr Townend proposed the continuation of the current arrangements of not having the Parish Council committees in place other than the Staffing Committee, Community Café Committee and Appeals Committee for another year.

Cllr Barber seconded.

Cllr Hicks commented that she fully agreed with Cllr Townend but feels the Parish Council should get rid of all committees' long term with the exception of Café, Staffing and Appeals Committees. Cllr Hicks added that they could always be reinstated at a later date.

Cllr Ransley checked with Cllr Townend and Cllr Barber that they were proposing the same membership and those people who are on those committees are happy to continue. Cllr Townend and Cllr Barber agreed.

PROPOSED BY CLLR TOWNEND

SECONDED BY CLLR BARBER

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

b. To appoint Councillors to the following outside bodies:

- i. KALC – (Ashford area) to date has been Cllr Ransley and Cllr Hicks

- ii. Kingsnorth Village Hall Councillors agreed during the April Parish Council meeting that this would be Alison Breese.
- iii. Kingsnorth Recreation Centre to date the Parish Manager has been the liaison to the Village Hall.

Cllr Ransley asked Councillors if they would like to make any changes.

Cllr Hicks confirmed that she would like to remain on the KALC and proposed that the Parish Council continue with the current appointments.

Cllr Townend seconded the proposal from Cllr Hicks.

PROPOSED BY CLLR HICKS

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

Cllr Hicks asked that the Parish Manager contact the KALC Chairman and confirm that those appointments have been made.

4. To note those, present and receive apologies.

Members who cannot attend a meeting shall tender their apologies to the Parish Manager prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for the member's absence shall be accepted.

Cllr Kumar Gaurav, Borough Councillor Heather Hayward, Borough Councillor Neil Shorter, Cllr Jim Wedgbury.

5. To receive declarations of Interest.

Cllr Bridger is the Director of the company providing the webhosting and email for the Parish Council.

Cllr Hicks is a Trustee of Kingsnorth Village Hall.

Cllr S Moss is Chairman of the Kingsnorth Recreation Centre Trustees.

Public Comments and Observations

The meeting will be adjourned to allow members of the public to speak. Speakers will be given a maximum of three minutes each to raise issues with the Parish Council.

No requests were received.

Verbal reports from external parties.

External parties may provide updates which are likely to be of interest to the residents of the Parish and Parish Councillors.

a. PCSO's Report

b. Ashford Borough Councillors' Reports

c. KCC Councillors' Reports

Cllr Ransley confirmed that no reports had been received prior to the meeting.

6. Approval of Minutes of Tuesday 13th April 2021.

To approve the minutes of the previous meeting and if in order sign as a true record.

Cllr Ransley proposed that the public minutes be signed as a true record.

PROPOSED BY CLLR BRIDGER

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

7. Parish Community Grant Applications.

a. To review community grant applications submitted in April 2021.

b. To agree/approve/reject applications.

None received.

8. Parish Action Sheet.

a. To review progress with items on the action sheet.

b. To assign individuals or groups of individuals for development / progressing items.

c. To authorise any actions (such action will only include expenditure (up to £500) where within a budget, otherwise the action should be a main agenda item for decision.

The action sheet had been circulated to all Councillors prior to the meeting.

- Arrange a meeting to discuss the Custodian Trustee contract on the Recreation Centre – Awaiting a response from ABC. Legal team are busy. Action carried forward.

- Arrange a planning discussion with ABC to discuss CCTV at Bridgefield Park and Kestrel Park, replacement of Parish noticeboards, bus stops in Kingsnorth Village Ward and toilets at the Moat - Cllr Ransley reported that a meeting was scheduled but then cancelled by ABC. Cllr Ransley has requested a meeting again. Cllr Ransley will contact Borough Councillor Neil Shorter to see if he can assist in moving this action forward. Action carried forward.
- Bridgefield & Park Farm Moat Snakes becoming a permanent memorial for people who have died from Coronavirus – This action will be discussed as part of the main agenda under item 9.d.
- Angling Society/Park Farm Moat – Ashford Borough Council have requested a method statement for health and safety purposes and insurance from the contractor that was going to conduct the fish survey on the Moat and silt survey, this has not been received yet so unable to move action forward. There are also subsidence and level issues, ABC did an initial survey which raised quite a lot of questions so ABC are going to put a CCTV camera down the drains to see if they can see what is going on. Action carried forward.
- Kingsnorth Village Hall – This action was previously discussed in a closed session and Cllr Ransley confirmed that an update will also be discussed in a closed session after the main meeting is closed to members of the public, Ashford Borough Councillors, KCC Councillor, Cllr Hicks (as Trustee of the Village Hall) and Parish Office staff, excluding the Parish Manager.
- Future of the Conservation Fields. A meeting was held on 12th April with members of the public that had expressed an interest following on from the precept letter. In future this will be advertised on the Kingsnorth Parish Council Facebook.
- Mowing regime for KCC maintained verges and wildlife – Cllr Ransley will research this more and report back at the next meeting. Action carried forward.
- Contact landowners regarding potential footpath route(s) in 2021/2022 budget – This action will be discussed as part of the main Agenda under item 9.b.
- Purchase of a Flagpole to be placed within the Parish, suggest by Cllr Mike Angell (KCC). Awaiting a meeting with Ashford Borough Council. Action carried forward.
- Litter picking on highways – the Parish Council attended a training session with Keep Britain Tidy with various organisations from around Kent. Their stance on litter picking was that any roads that are 40mph or above should not be litter picked by the general public or volunteers. This has been raised to KCC and Highways England and they confirmed that such roads will be added to their litter picking routes. Ashford Borough Council have confirmed that they have more funding for litter bins around the Parish so a meeting to discuss the placing of the bins will take place soon.
- Signage for the Community Café – It was recommended by the Parish Manager that a Parish Council noticeboard outside would be better suited. The Parish Manager will obtain quotes and further information to bring back to the next Parish Council Meeting in June.
- Budget Items to be discussed – Cllr Ransley to arrange a meeting with Councillors to discuss potential projects.
- Low Traffic Neighbourhood – This action will be discussed as part of the main Agenda under item 10.a.
- Planting of flowers around the Parish – look at schemes where Parish Councils provide bulbs it residents plant in a public facing garden.

Cllr Ransley asked Councillors if they had any actions which they would like to add to the Action Sheet. No requests received.

9. Projects

a. Community Film Event – To receive quotations and authorise any action.

The Parish Manager reported on a document (which had been circulated to all Councillors prior to the meeting) which contained information and quotes on the hiring of an outdoor cinema screen.

The Parish Manager made the following suggestions.

- A public vote on film choices
- If it was to become a charity event, then members of the public could vote on which charity they would like to support.

Cllr Townend proposed that the Parish Manager is authorised to form a working group for the Community Film Event with a budget up to £5,000.

Cllr Bridger seconded the proposal from Cllr Townend.

The Parish Manager confirmed that there is £1,750.00 in the budget for the cinema event and suggested the Parish Council stick to the budget and then if more is needed it can then be reviewed by Councillors at that point.

Cllr Ransley and Cllr Cosgrove suggested the event being on a smaller scale and build on it if the first one is a success.

Cllr Ransley proposed that this agenda item returns to the June meeting as a proposal with a budget in the order of £2,000 or less.

Cllr P Moss commented that residents around the potential event location need to be considered but feels it is a good idea.

Cllr Ransley confirmed that there was one motion which had been proposed and seconded which was Cllr Townsend's proposal to agree up to £5,000 may be spent on the community film event and be delegated to the Parish Manager in consultation with Councillors and a working group will be formed.

PROPOSED BY CLLR TOWNEND

SECONDED BY CLLR BRIDGER

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 2

ABSTENTIONS - 0

Motion moved.

b. Update on site visit with Persimmon Homes on creation of new footpath and authorise any action.

The Parish Manager reported on a meeting he had attended with Cllr Ransley and Persimmon to discuss the possible creation of a new footpath.

The Parish Manager read out an email which had been received from Persimmon offering to gift the land to the Parish Council, which they feel is the best option, but the Parish Council would need to cover legal fees.

Cllr S Moss proposed that a working group be formed for the footpath project and a project proposal be created and brought back to all Councillors at the June Parish Council meeting.

Cllr Ransley seconded the proposal from Cllr S Moss.

The Parish Manager confirmed that the budget for the creation of a footpath is £24,765.00.

PROPOSED BY CLLR S MOSS

SECONDED BY CLLR RANSLEY

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

c. Washford Community Woodland Clearance update.

Cllr Ransley reported that there is money in the budget for tidying up the Washford woodland and the Parish Manager is in discussions with Ashford Borough Council to see if we can get some skips up to the woodland to enable the woodland to be cleared out. There is a woodland group which has formed, and they intend on litter picking throughout the woodland. Cllr Ransley, the Parish Manager, and office staff will help with making a start on clearing the woodland.

Cllr Ransley asks all Councillors if they have any comments on the clearing of the woodlands.

None received.

d. Park Farm and Bridgefield Snakes update.

The Park Farm Snake stones have been returned to the organiser and the bench has been returned to Ashford Borough Council.

The Parish Manager has contacted the organiser of the Bridgefield Snake who is happy to help keep the snake going so the Parish Manager will stay in contact with her to discuss bringing the stones out each year and asking residents to add to it with specific themes i.e., the Olympics.

Cllr Hicks suggested that photographs could be taken of the Bridgefield Snake stones and placed in the pavilion as a permanent memorial.

Cllr Ransley proposed that in order to mark the coronavirus victims, the Parish Council in future years will make £250 available to local groups for this project and the stones will be brought out each year for a month from the date of the first lockdown.

Cllr Bridger seconded the proposal from Cllr Ransley.

PROPOSED BY CLLR S MOSS

SECONDED BY CLLR RANSLEY

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 0

ABSTENTIONS - 2

Motion moved.

10. Low Traffic Neighbourhoods.

a. Review research on Low Traffic Neighbourhoods provided by Cllr Hicks.

Cllr Hicks presented her research on low traffic neighbourhoods to all Councillors.

Cllr Hicks commented that she does not feel that this particular scheme will benefit residents.

Cllr Ransley proposed that the Parish Council does not believe that it is practical in this situation to implement a low traffic neighbourhood area along Church Hill.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR HICKS

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

11. Financial Matters

a. To receive the April Finance Report

Kingsnorth Parish Council

BANK ACCOUNTS

Metro Bank Current a/c	£9,861.11
Metro Bank Reserve a/c	£75,186.17
NW Reserve 47793368	£8,143.08
NW SIBA 47793120	£290,325.66
NW Current 47793112	£100.00
Petty Cash - Cafe	£0.00
Total in Banks	383,616.02
Cash	119.40
GRAND TOTAL (Banks and Cash)	£383,735.42

Kingsnorth Parish Council
Net Position by Cost Centre and Code (Between 01/04/2021 and 30/04/2021)

Cost Centre Name

Admin		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
17	Travel Expenses	0.00	0.00	0.00	200.00	0.00	200.00
21	Payroll	0.00	0.00	0.00	450.00	60.00	390.00
22	HR Support	0.00	0.00	0.00	2,500.00	143.33	2,356.67
23	Staff Training	0.00	0.00	0.00	2,000.00	0.00	2,000.00
24	Councillor Training	0.00	0.00	0.00	1,500.00	0.00	1,500.00
25	Councillor/Chairman's Allowance	0.00	0.00	0.00	1,700.00	0.00	1,700.00
26	Bank Charges	0.00	0.00	0.00	40.00	0.00	40.00
27	Audit Fees	0.00	0.00	0.00	1,120.00	0.00	1,120.00
28	Professional Fees	0.00	0.00	0.00	600.00	0.00	600.00
29	Insurance	0.00	0.00	0.00	4,000.00	0.00	4,000.00
30	Office Supplies, Postage & Admin	0.00	0.00	0.00	2,000.00	11.99	1,988.01
31	Telephone and Broadband	0.00	0.00	0.00	1,500.00	131.67	1,368.33
32	Photocopier and Printer	0.00	0.00	0.00	2,000.00	127.40	1,872.60
33	Computer Support and Maintenance	0.00	0.00	0.00	2,000.00	99.99	1,900.01
34	Account Software	0.00	0.00	0.00	985.00	0.00	985.00
35	Online HR Platform	0.00	0.00	0.00	150.00	0.00	150.00
36	Parish Office Rent	0.00	0.00	0.00	3,000.00	250.00	2,750.00
37	Parish Office - Mobile Phone	0.00	0.00	0.00	370.00	27.08	342.92
98	Explore Public Toilets at MOAT	0.00	0.00	0.00	2,000.00	0.00	2,000.00
99	Explore WW2 Pill Boxes	0.00	0.00	0.00	2,000.00	0.00	2,000.00
101	Office Rates	0.00	0.00	0.00	0.00	42.52	-42.52
102	Sunflower Competition	0.00	0.00	0.00	0.00	163.30	-163.30
		£0.00	0.00	£0.00	30,115.00	£1,057.28	29,057.72

Cafe		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
62	Cafe Supplies	0.00	0.00	0.00	10,000.00	623.83	9,376.17
63	Cafe Consumables	0.00	0.00	0.00	0.00	0.00	0.00
64	Cafe Workwear	0.00	0.00	0.00	0.00	0.00	0.00
65	Cafe Equipment	0.00	0.00	0.00	0.00	10.99	-10.99
66	Cafe Admin	0.00	0.00	0.00	0.00	184.99	-184.99
72	Cafe Donations	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	10,000.00	£819.81	9,180.19

Capital		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
39	Capital	0.00	0.00	0.00	0.00	0.00	0.00
95	Benches	0.00	0.00	0.00	4,570.00	0.00	4,570.00
96	Christmas Lights/Decorations	0.00	0.00	0.00	1,000.00	0.00	1,000.00
97	Play Equipment	0.00	0.00	0.00	9,000.00	0.00	9,000.00
		£0.00	0.00	£0.00	14,570.00	£0.00	14,570.00

Communications		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
19	Website	0.00	0.00	0.00	820.80	68.40	752.40
20	E-mail	0.00	0.00	0.00	73.20	6.10	67.10
78	Advertising and Awareness Camp;	0.00	0.00	0.00	0.00	0.00	0.00
82	Mapping App	0.00	0.00	0.00	240.00	0.00	240.00
93	Kingsnorth Welcome Pack	0.00	0.00	0.00	2,000.00	0.00	2,000.00
94	Precept Letter	0.00	0.00	0.00	501.00	0.00	501.00
		£0.00	0.00	£0.00	3,635.00	£74.50	3,560.50

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Precept	0.00	243,302.30	121,886.15	0.00	0.00	-121,416.15
2	Grants	0.00	235.00	0.00	0.00	0.00	-235.00
5	Interest	0.00	240.00	4.44	0.00	0.00	-235.56
6	Pavilion Hire	0.00	1,000.00	191.00	0.00	0.00	-809.00
7	Pavilion Football	0.00	2,200.00	0.00	0.00	0.00	-2,200.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Kingsnorth Parish Council

Kingsnorth Parish Council
Net Position by Cost Centre and Code (Between 01/04/2021 and 30/04/2021)

Cost Centre Name

8 MUGA - School Hire	0.00	1,500.00	500.00	0.00	0.00	-1,000.00
9 MUGA - Casual Hire	0.00	500.00	0.00	0.00	0.00	-500.00
10 Maintenance	0.00	1,000.00	0.00	0.00	0.00	-1,000.00
11 Cafe Takings	0.00	10,000.00	412.91	0.00	0.00	-9,587.09
12 Cafe Grants	0.00	0.00	0.00	0.00	0.00	0.00
13 VAT Reclaim	0.00	0.00	1,529.22	0.00	0.00	1,529.22
73 General Admin	0.00	0.00	0.00	0.00	0.00	0.00

£0.00 259,977.30 £124,523.72 0.00 £0.00 -135,453.58

Kingsnorth Green Spaces

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
87	Footpath Creation	0.00	0.00	0.00	24,765.00	0.00	24,765.00
88	Sleeper Bridges	0.00	0.00	0.00	7,280.00	0.00	7,280.00
89	Bulb Planting	0.00	0.00	0.00	1,000.00	0.00	1,000.00
90	Community Farm Project	0.00	0.00	0.00	2,000.00	0.00	2,000.00
91	Bird Feeders	0.00	0.00	0.00	1,400.00	0.00	1,400.00
92	Habitat Planting/Works	0.00	0.00	0.00	2,500.00	0.00	2,500.00

£0.00 0.00 £0.00 38,945.00 £0.00 38,945.00

Maintenance

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
40	Repairs	0.00	0.00	0.00	999.00	0.00	999.00
41	Playing Fields	0.00	0.00	0.00	8,000.00	0.00	8,000.00
42	Playing Fields CCTV	0.00	0.00	0.00	4,500.00	0.00	4,500.00
43	Playing Fields Playgrounds	0.00	0.00	0.00	1,800.00	0.00	1,800.00
44	Van Lease	0.00	0.00	502.50	2,500.00	0.00	3,002.50
45	Vehicle Fuel	0.00	0.00	0.00	1,500.00	125.14	1,374.86
46	Vehicle Tax	0.00	0.00	0.00	50.00	0.00	50.00
47	Maintenance Vehicle Insurance	0.00	0.00	0.00	900.00	0.00	900.00
48	Workshop Rent	0.00	0.00	0.00	4,776.00	398.00	4,378.00
49	Workshop Rates	0.00	0.00	0.00	1,500.00	0.00	1,500.00
50	Workshop Insurance	0.00	0.00	0.00	0.00	0.00	0.00
51	Workshop Electric	0.00	0.00	0.00	125.00	0.00	125.00
52	Maintenance Mobile Phones	0.00	0.00	0.00	185.00	13.54	171.46
53	Maintenance Loose Tools	0.00	0.00	0.00	1,500.00	33.03	1,466.97
54	Maintenance Staff Training	0.00	0.00	0.00	1,500.00	0.00	1,500.00
55	MUGA	0.00	0.00	0.00	100.00	0.00	100.00
71	Clothing	0.00	0.00	0.00	250.00	0.00	250.00
83	Van Repair	0.00	0.00	0.00	0.00	508.59	-508.59

£0.00 0.00 £502.50 30,185.00 £1,078.30 29,609.20

Pavilion

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
56	Pavilion Gas	0.00	0.00	0.00	2,500.00	168.04	2,331.96
57	Pavilion Electricity	0.00	0.00	0.00	1,000.00	0.00	1,000.00
58	Pavilion Water	0.00	0.00	0.00	1,500.00	0.00	1,500.00
59	Pavilion Fire Safety & Security	0.00	0.00	0.00	1,000.00	502.52	497.48
60	Pavilion Waste Collection	0.00	0.00	0.00	2,000.00	120.14	1,879.86
61	Pavilion Cleaning	0.00	0.00	0.00	2,025.00	0.00	2,025.00
70	Pavilion Maintenance	0.00	0.00	0.00	4,975.00	548.34	4,426.66

£0.00 0.00 £0.00 15,000.00 £1,339.04 13,660.96

Recreation Centre

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
67	Contingency/Support	0.00	0.00	0.00	5,000.00	28.50	4,971.50

£0.00 0.00 £0.00 5,000.00 £28.50 4,971.50

Salaries

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
14	Salaries Admin	0.00	0.00	0.00	64,842.00	4,111.09	60,730.91

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Kingsnorth Parish Council
Net Position by Cost Centre and Code (Between 01/04/2021 and 30/04/2021)

Cost Centre Name

15 Salaries Maintenance	0.00	0.00	0.00	27,743.00	1,784.76	25,958.24
16 Employer Payments	0.00	0.00	0.00	16,965.00	2,296.36	14,668.64
	£0.00	0.00	£0.00	109,550.00	£8,192.21	101,357.79

Section 137

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
18	Section 137	0.00	0.00	0.00	6,100.00	0.00	6,100.00
80	Community Grants Fund	0.00	0.00	0.00	10,000.00	0.00	10,000.00
84	Park Security Patrols	0.00	0.00	0.00	2,500.00	0.00	2,500.00
85	Trial Real Nappies Loan Scheme	0.00	0.00	0.00	1,500.00	0.00	1,500.00
86	Outdoor Film Show	0.00	0.00	0.00	1,750.00	0.00	1,750.00
100	Free use of Pavilion	0.00	0.00	0.00	1,900.00	0.00	1,900.00
		£0.00	0.00	£0.00	23,750.00	£0.00	23,750.00

Subscriptions

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
38	Subscriptions	0.00	0.00	0.00	2,000.00	1,620.00	380.00
		£0.00	0.00	£0.00	2,000.00	£1,620.00	380.00

NET TOTAL	£0.00	259,977.30	£125,026.22	282,750.00	£14,209.64	133,589.28
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1 May 2021 (2021-2022)

Kingsnorth Parish Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
13	Payroll	01/04/2021		Metro Bank		Payroll	Accounts Unlocked	S	30.00	6.00	36.00
4	Office Rates	01/04/2021		NW Current		Office rates	ABC	X	42.52	0.00	42.52
5	Pavilion Fire Safety &	01/04/2021		NW Current		Pavilion security system	Chubb	X	502.52	0.00	502.52
1	Parish Office Rent	06/04/2021		NW Current		Office rent	KRCT	X	250.00	0.00	250.00
6	Pavilion Maintenance	06/04/2021		NW Current		Pavilion maint	T R Clerk Clearance	X	50.00	0.00	50.00
14	Employer Payments	06/04/2021		Metro Bank		Pension contributions	NEST	X	366.67	0.00	366.67
2	Workshop Rent	06/04/2021		NW Current		Workshop lease	Van & Car	Z	398.00	0.00	398.00
16	HR Support	07/04/2021		Metro Bank		HR Support	Outset UK	S	143.33	28.67	172.00
15	Telephone and	08/04/2021		Metro Bank		Telephone	BT	S	131.67	26.33	158.00
18	Van Repair	09/04/2021		Metro Bank		van repair	Windscreens Assist	X	249.99	0.00	249.99
19	Van Repair	09/04/2021		Metro Bank		van repair	Big Will valeting	X	65.00	0.00	65.00
10	Maintenance Loose Tools	12/04/2021		NW Current		Loose tools	Trade UK	S	33.03	6.61	39.64
9	Pavilion Maintenance	12/04/2021		NW Current		Goods	Trade UK	X	498.34	0.00	498.34
20	Contingency/Support	12/04/2021		Metro Bank		boiler contract	British Gas	X	28.50	0.00	28.50
11	Vehicle Fuel	13/04/2021		Metro Bank		Van fuel	Fuel Genie	S	125.14	25.03	150.17
7	Subscriptions	14/04/2021	4/7c	NW Current		Subscription	KALC	S	1,620.00	324.00	1,944.00
26	Van Repair	14/04/2021		Metro Bank		van decliner over rail	4 x 4 Accessories and	S	193.60	38.72	232.32
27	Photocopier and Printer	14/04/2021		Metro Bank		Printer	Tonerjiant	S	127.40	25.48	152.88
8	Pavilion Gas	14/04/2021		NW Current		Pavilion gas	SSE	X	104.47	0.00	104.47
21	Cafe Supplies	14/04/2021		Metro Bank		Cafe supplies	Amazon	X	17.77	0.00	17.77
24	Cafe Supplies	14/04/2021		Metro Bank		Cafe supplies	Viking Supplies	X	47.51	0.00	47.51
25	Cafe Admin	15/04/2021		Metro Bank		Tablet	Cunys	X	184.99	0.00	184.99
28	Office Supplies, Postage	15/04/2021		Metro Bank		Zoom fee	Go Cardless	X	11.99	0.00	11.99
3	Employer Payments	16/04/2021		NW Current		Tax & NI	HMRC	X	1,929.69	0.00	1,929.69
22	Cafe Supplies	17/04/2021		Metro Bank		Cafe supplies	Tesco	X	12.02	0.00	12.02
17	Website	19/04/2021		Metro Bank		Website	Whisper Media	X	68.40	0.00	68.40
23	Cafe Supplies	19/04/2021		Metro Bank		Cafe supplies	Bloss	X	84.00	0.00	84.00
12	E-mail	19/04/2021		Metro Bank		E-mail Addresses	Whisper Media	Z	6.10	0.00	6.10
39	Sunflower Competition	22/04/2021		Metro Bank		seeds	Pretty Wild Flowers	S	81.65	13.33	94.98
38	Cafe Equipment	22/04/2021		Metro Bank		scissors	Amazon	X	10.99	0.00	10.99
33	Pavilion Gas	23/04/2021		NW Current		Pavilion Boiler Cover	British Gas	X	63.57	0.00	63.57
34	Parish Office - Mobile	26/04/2021		NW Current		Telephone	BT	S	27.08	5.42	32.50
35	Maintenance Mobile	26/04/2021		NW Current		Telephone	BT	S	13.54	2.70	16.24
40	Sunflower Competition	26/04/2021		Metro Bank		seeds	Pretty Wild Flowers	S	81.65	13.33	94.98
29	Salaries Admin	26/04/2021		NW Current		Salaries		X	5895.85	0.00	5895.85

Kingsnorth Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
36 Pavilion Waste Collection	26/04/2021		Metro Bank		Waste	Biffa	X	120.14	0.00	120.14
41 Computer Support and	26/04/2021		Metro Bank		software graphics	Carva	X	99.99	0.00	99.99
42 Cafe Supplies	27/04/2021		Metro Bank		Cafe supplies	Tesco	X	5.45	0.00	5.45
43 Cafe Supplies	27/04/2021		Metro Bank		Cafe supplies	Bradleys	X	89.16	0.00	89.16
44 Cafe Supplies	27/04/2021		Metro Bank		Cafe supplies	Landsell	X	361.92	0.00	361.92
45 Cafe Supplies	27/04/2021		Metro Bank		Cafe supplies	Bloss	X	6.00	0.00	6.00
37 Payroll	30/04/2021		Metro Bank		Payroll	Accounts Unlocked	S	30.00	6.00	36.00
Total								14,209.64	521.62	14,731.26

Kingsnorth Parish Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
1 Interest	01/04/2021		Metro Bank Reserve a		Interest	Metro Bank	X	2.82	0.00	2.82
2 Pavilion Hire	22/04/2021		NW Current 47793112		Pavilion Hire	PFR	X	191.00	0.00	191.00
7 Cafe Takings	22/04/2021		Metro Bank Current a/		Cafe takings	Metro Bank	X	81.62	0.00	81.62
8 Cafe Takings	26/04/2021		Metro Bank Current a/		Cafe takings	Metro Bank	X	86.50	0.00	86.50
3 VAT Reclaim	27/04/2021		NW Current 47793112		VAT Refund	HMRC	X	1,529.22	0.00	1,529.22
9 Cafe Takings	27/04/2021		Metro Bank Current a/		Cafe takings	Metro Bank	X	97.49	0.00	97.49
10 Cafe Takings	29/04/2021		Metro Bank Current a/		Cafe takings	Metro Bank	X	64.37	0.00	64.37
4 MUGA - School Hire	30/04/2021		NW Current 47793112		MUGA Hire	K/N School	X	500.00	0.00	500.00
5 Precept	30/04/2021		NW Current 47793112		Precept	ABC	X	121,886.15	0.00	121,886.15
6 Van Lease	30/04/2021		NW Current 47793112		Van rental	Leaseplan	X	502.50	0.00	502.50
11 Cafe Takings	30/04/2021		Metro Bank Current a/		Cafe takings	Metro Bank	X	82.93	0.00	82.93
12 Interest	30/04/2021		NW SIBA 47793120		Interest	Natwest	X	1.55	0.00	1.55
13 Interest	30/04/2021		NW Reserve 47793361		Interest	Natwest	X	0.07	0.00	0.07
Total								125,026.22	0.00	125,026.22

Kingsnorth Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Admin				30,115.00	1,057.28	29,058	29,058
Cafe				10,000.00	819.81	9,180	9,180
Capital				14,570.00		14,570	14,570
Communications				3,635.00	74.50	3,561	3,561
Income	259,977.30	124,523.72	-135,454				-135,454
Kingsnorth Green Spaces				38,945.00		38,945	38,945
Maintenance		502.50	503	30,185.00	1,078.30	29,107	29,609
Pavilion				15,000.00	1,339.04	13,661	13,661
Recreation Centre				5,000.00	28.50	4,972	4,972
Salaries				109,550.00	8,192.21	101,358	101,358
Section 137				23,750.00		23,750	23,750
Subscriptions				2,000.00	1,620.00	380	380
NET TOTAL	259,977.30	125,026.22	-134,951	282,750.00	14,209.64	268,540	133,589

Total for ALL Cost Centres	125,026.22	14,209.64
V.A.T.	0.00	521.62
GROSS TOTAL	125,026.22	14,731.26

Cllr Ransley asked all Councillors if they had any queries or comments on the April Finance report. None raised.

b. To review invoices and consider authorising payments.

Zurich vehicle annual insurance cover

£1,175.01

Various quotes had been obtained by the Parish Manager and this was the lowest.

Cllr Ransley proposed the payment of the Zurich vehicle annual insurance cover.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR BRIDGER

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

c. To receive an update on the new bank accounts and authorise any actions.

The Parish Manager reported on a document which had been sent to all Councillors prior to the meeting which detailed options for additional bank accounts.

Cllr Bridger proposed that the Parish Manger is authorised to open three additional accounts with Nationwide, HSBC, and Barclays.

Cllr Townend seconded the proposal from Cllr Bridger.

Cllr Ransley proposed that the Parish Manager is authorised to open one account with either Nationwide, HSBC or Barclays but if it is difficult to progress it with one then authority is given to open two accounts if required.

A discussion took place between Councillors on the opening of additional bank accounts.

Cllr Townend suggested two rather than three accounts be opened.

Cllr Ransley asked Cllr Bridger if he would be happy to amend his proposal to give authority to the Parish Manager for the opening of two additional accounts not three. Cllr Bridger confirmed that he was happy to amend his proposal.

Cllr Ransley withdrew his proposal.

Cllr Bridgers amended proposal was that the Parish Manger is authorised to open two additional accounts.

PROPOSED BY CLLR BRIDGER

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

d. To note proposed monthly finance health check procedure.

Cllr Ransley proposed that the Parish Manager contacts Councillors to see who is available to carry out the financial health checks each month.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

12. Planning Matters

a. To consider all planning application received.

The Parish office circulated the planning summaries report to all Parish Council Members prior to the meeting.

Application Number: 21/00634/AS

Address: The Old Mill, Ashford Road, Kingsnorth, Ashford, Kent, TN23 3EW

Parish Ward: Kingsnorth Village.

Proposal: Erection of a rear extension to form a new kitchen and entrance porch following removal of the existing kitchen.

Comments: Support

Application Number: 21/00669/AS

Address: 48 Violet Way, Kingsnorth, Ashford, Kent, TN23 3GH

Parish Ward: Park Farm South Ward

Proposal: Conversion of existing integral garage to habitable space.

Comments: Object due to concerns over parking and there is a Stodmarsh issue.

Application Number: 18/00652/CONL/AS

Address: Parcel 1, Development site land south of Park Farm East, Hamstreet Bypass, Kingsnorth, Kent

Parish Ward: Kingsnorth Village

Proposal: Discharge of condition 9 (Residential Travel Plan) in relation to parcels 1-4

Comments: The Parish Council supports the request for further information made by KCC Highways. We will provide a further comment once the information is available.

Application Number: 21/00675/AS

Address: 105 Ryeland Way, Kingsnorth, Ashford, TN25 7FU

Parish Ward: Kingsnorth Village

Proposal: Lawful development certificate- proposed- Single-storey rear extension.

Comments: No comment

Application Number: 21/00737/AS

Address: 28 Lucilla Avenue, Kingsnorth, Ashford, Kent, TN23 3PS

Parish Ward: Roman Ward

Proposal: Lawful development certificate - proposed - single storey rear extension

Comments: No comment

Application Number: 21/00740/AS

Address: 3 Ruffets Wood, Kingsnorth, Ashford, Kent, TN23 3QQ

Parish Ward: Park Farm South Ward

Proposal: Alterations to existing conservatory, conversion of existing garage, first floor side extension and loft conversion.

Comments: Object due to concerns over parking and there is a Stodmarsh issue.

Cllr Ransley proposed that the comments on the planning application be accepted.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR BRIDGER

ALL THOSE IN FAVOUR – 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

b. To note decisions

Cllr Ransley reported that a decision had been received from Ashford Borough Council on the Kingsnorth Medical Practice application which was refused.

c. To consider any appeals and enforcement matters.

None

d. Any other planning matters.

None

13. Correspondence and written reports from external parties.

a. To consider correspondence and written reports received by the Parish Council before the publication of this agenda and listed below. Then authorising any action.

b. To consider correspondence proposed to be sent by the Parish Council and authorise any action.

None received.

14. Parish Manager Report.

The Parish Manager may provide any updates (not addressed earlier on the agenda) on the work of the Parishes Officers since the last meeting.

The Parish Manager had circulated his report to all Councillors prior to the meeting.

Parish Manager added that the Community Sunflower Competition has now been launched and has been very well received.

No Councillors raised any comments on the Parish Manager report.

15. Parish Councillors reports.

Members of the Parish Council may provide updates (*not addressed earlier on the agenda*) they have from their Parish Ward, Internal Committee or External meetings they have attended.

a. To receive any updates on the Cloverleaf field and authorise actions (closed session).

Cllr Townend reported on the following:

- Community Café doing well, volunteers are very happy to be back, new aprons have been ordered for the volunteers.
- Work which has been carried out on the pavilion by the Parish Grounds and Maintenance supervisor.
- Limited tables will be available for customers inside the café from May 17th.
- Extended thanks to Parish staff for getting the café back up and running.

Cllr Bridger reported on the following:

- How proactive the Parish Council and staff have been throughout the lockdowns and how proud he is of us all.

16. The next or future Agenda(s).

a. To add / remove / amend items.

b. To assign Councillors, or others, to the Parish Action Sheet to prepare items for future agenda(s).

None added.

17. Date of Next Meeting

a. Provisionally the date will be Tuesday 22nd June COVID restrictions allowing.

b. To consider temporary delegations and increased spending thresholds, due to the uncertainty regarding the Parish Councils ability to hold physical meetings, to the Parish Manager.

Cllr Ransley announced that the Parish Council will now move to a closed session.

Under the public bodies admission to meetings act 1960, the public and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business

as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

All members of the public, and members of staff (excluding the Parish Manager) left the meeting.

There being no further business, Cllr Ransley closed the main meeting at 9.02pm

Signature: _____

Date: _____