



KINGSNORTH PARISH COUNCIL

Approved Minutes of the Meeting of Kingsnorth Parish Council

Held on Tuesday 22nd June 2021.

In Person meeting at the Kingsnorth Pavilion and Via Zoom and Facebook Live (Due to Coronavirus Government Guidelines) 7.00pm

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

Also, present: Christine Drury (Assistant Clerk – Finance) Via Zoom, KCC Councillor David Robey, Peter Le Rossignol (Parish Manager) in person at the pavilion, PCSO's, Marie Russell (Assistant Clerk – Admin) Via Zoom, 2 members of the public observed the meeting via Zoom.

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

1. 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 Wedgbury, Cllr Kumar Gaurav, Cllr Patricia Moss, Cllr Benjamin Townend (Vice Chair).

2. 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.

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

PCSO Anne Martins report had been submitted and circulated to all Councillors prior to the meeting. PCSO Anne Martin updated on the following:

- Catapults reports have gone down considerably but PCSO Anne Martin urged residents to report any sightings of people carrying them as they are an offensive weapon.
- Cloverleaf
- Parking issues at Furley Park Primary School
- Kestrel Park

b. Ashford Borough Councillors' Reports

Cllr Ransley asked Cllr Shorter if he had anything to report but due to technical issues Cllr Shorter was unable to hear. Cllr Shorter emailed the following update.

- Stodmarsh situation; progressing to a mitigation situation, this will be reported to ABC cabinet in July.
- Court Lodge and Kingsnorth Green planning applications nearing position where they can come to Committee, I will need to declare an interest due to my home address being adjacent to both sites and an interest would be seen to be prejudicial if I were on the deciding committee.
- Carbon Neutral draft report is out for consultation via web site. Please (all) participate and make the final report as comprehensive as possible.

c. KCC Councillors' Reports

KCC Councillor David Robey read out his report to members of the Parish Council and members of the public.

3. Approval of Minutes of Tuesday 4th May 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 RANSLEY

SECONDED BY CLLR BRIDGER

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

4. Parish Community Grant Applications.

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

b. To agree/approve/reject applications.

None received.

5. 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 an email had been received from ABC addressing the potential projects and confirmed where planning may or may not be required. Action complete.
- Angling Society/Park Farm Moat – Ashford Borough Council are still looking to do some further investigation works on the drainage situation to find out whether there is a leak. Action carried forward. The Parish Manager provided an update on the fishing survey, the survey was due to take place on 14th June but was postponed until a later date.
- Kingsnorth Village Hall – This action was previously discussed in a closed session and Cllr Ransley reported that there were no current updates on the Village Hall.
- Future of the Conservation Fields. Cllr Ransley reported that another meeting will take place in a few weeks. The meeting will be advertised on social media to allow residents to attend.
- Mowing regime for KCC maintained verges and wildlife – Cllr Ransley reported that his understanding is that KCC have revised their mowing regime. Action complete.
- Contact landowners regarding potential footpath route(s) in 2021/2022 budget – This action will be discussed as part of the main Agenda under item 7.c.
- Purchase of a Flagpole to be placed within the Parish. Parish Manager to contact Aspire to discuss potential locations. Action carried forward.
- Signage for the Community Café – Parish Manager provided an update on purchase of noticeboards.
- Budget Items to be discussed – Any new ideas for projects will be brought to the next agenda. Action carried forward.
- Planting of trees / flowers around the Parish – Cllr Ransley reported that Councillors have expressed that they would like more planting of trees. KCC are willing to have trees planted on their land. Parish Manager to arrange a walk around the Parish.

Cllr Ransley asked Councillors if they had any actions which they would like to add to the Action Sheet.

- Contact landowners in the Parish to see if they would consider the planting of trees on their land.
- Kingsnorth Primary School request for an informal meeting to discuss the use of Parish land for a forest school.
- Vision Statement on Climate Change.

6. Climate Change Proposal – Cllr Aline Hicks

a. Discussion around Cllr Hicks report.

Cllr Hicks suggested a Vision Statement be drafted on how the Parish Council are approaching climate change. This will be added to the action sheet.

b. Councillors' ideas on future climate change actions.

A discussion took place between Councillors on their ideas.

Cllr Ransley recommended that the ideas be considered whilst looking at the budget.

7. Budget Project Updates

a. Reusable nappy programme.

Parish Manager read out his report and update proposal on the reusable nappy programme.

The Parish Manager recommended that Parish Council members agree that the Parish Manager working with the various partners (as discussed) set up the programme using the possible kits and offers available if it does not go above the budgeted value of £1,500.

PROPOSED BY CLLR BRIDGER

SECONDED BY CLLR COSGROVE

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

b. Outdoor cinema event.

The Parish Manager provided an update on the outdoor cinema event.

A meeting with the event working group has taken place and surveys have been completed by residents via Facebook and the following has now been agreed.

- Date will be 22nd August 2021.
- Film choice.
- Charity.
- Kingsnorth Primary School and Furley Park Primary Academy PTA's will be involved.
- Meeting with Charity representatives is planned for 23rd June.

Parish Manager to contact outdoor cinema company to discuss cancellation insurance due to it being an outdoor event.

c. New Footpath creation.

Cllr Moss provided an update.

At the May Parish Council meeting it was agreed that the council would allow a working group involving Cllr Moss, Cllr Ransley and the Parish Manager to obtain a quote for the creation of a new footpath in Park Farm.

The Parish Manager and Cllr. Moss met with three companies who have quoted for the works on creating a new footpath in Park Farm.

d. Installation of sleeper bridges.

Cllr Ransley reported that in the budget there were funds for sleeper bridges to be installed across ditches in woodland across the Parish.

Quotations have been received and would fall within the budget.

Cllr Bridger proposed that up to the budgeted amount be spent on the installation of sleeper bridges.

PROPOSED BY CLLR BRIDGER

SECONDED BY CLLR HICKS

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

e. Installation of benches.

In the 2021/22 budget Councillors agreed up to £4,570.00 be budgeted for three benches to be placed around the Parish with a focus on the conservation fields and the new bridleway in Kingsnorth Village and Park Farm South.

The Parish Manager read through his update report on the installation of benches.

Cllr Bridger proposed that members suggestions be considered, and the three benches be purchased and placed as per the Parish Managers report.

PROPOSED BY CLLR BRIDGER

SECONDED BY CLLR S MOSS

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

f. To consider signing the license to install benches and sleeper bridges.

The Parish Manager had circulated the license document to all Councillors prior to the meeting.

PROPOSED BY CLLR COSGROVE

SECONDED BY CLLR BRIDGER

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

g. Agree all budget for works for the football pitches.

In the Parish Council 2021/22 budget Councillors agreed for up to £8,000.00 for improvement works to the football pitches located on our playing fields. Park Farm Rangers FC are willing to work with the Parish Council and provide grant funding to support the improvement works we started jointly last summer.

The Parish Manager asked the Parish Council to delegate power to him to go with company 1 and liaise with Park Farm Rangers FC when the works can be completed and the amount of funding, they can provide to support the works. Based on the £5,000 provided by the club last year the cost to the council would be £5,400.00 but I would ask that we allow up to the budget £8,000 for the works in case of less funding provided by the club.

PROPOSED BY CLLR BRIDGER

SECONDED BY CLLR S MOSS

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

h. Receive quotes for new noticeboards for pavilion and Washford.

At the May Parish Council meeting the Parish Manager was asked to obtain quotes for two new Parish noticeboards (1 to replace a damaged noticeboard in Washford Ward and 1 to be fitted to the front of the pavilion).

The Parish Manager asked that the Parish Council delegate power to him to order the replacement noticeboards up to the highest quote of £1,484.00 +VAT.

PROPOSED BY CLLR BRIDGER

SECONDED BY CLLR COSGROVE

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

8. Financial Matters

a. To receive the May Finance Report Documents

Kingsnorth Parish Council

BANK ACCOUNTS

Metro Bank Current a/c	£8,216.11
Metro Bank Reserve a/c	£75,188.78
NW Reserve 47793368	£8,143.14
NW SIBA 47793120	£233,747.21
NW Current 47793112	£100.00
Petty Cash - Cafe	£0.00
Nationwide Building Society	£45,001.00
Total in Banks	370,396.24
Cash	119.40
GRAND TOTAL (Banks and Cash)	£370,515.64

Kingsnorth Parish Council
Net Position by Cost Centre and Code (Between 01/04/2021 and 31/05/2021)

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	286.66	2,213.34
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	333.98	1,666.02
31	Telephone and Broadband	0.00	0.00	0.00	1,500.00	281.80	1,218.20
32	Photocopier and Printer	0.00	0.00	0.00	2,000.00	322.02	1,677.98
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	500.00	2,500.00
37	Parish Office - Mobile Phone	0.00	0.00	0.00	370.00	54.16	315.84
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	82.52	-82.52
102	Sunflower Competition	0.00	0.00	0.00	0.00	268.43	-268.43
		£0.00	0.00	£0.00	30,115.00	£2,289.56	27,825.44

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	737.72	9,262.28
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	121.14	-121.14
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	254.20	-254.20
72	Cafe Donations	0.00	0.00	0.00	0.00	0.00	0.00
		£0.00	0.00	£0.00	10,000.00	£1,124.05	8,875.95

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	433.59	-433.59
95	Benches	0.00	0.00	0.00	4,570.00	150.00	4,420.00
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	£583.59	13,986.41

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	136.80	684.00
20	E-mail	0.00	0.00	0.00	73.20	12.20	61.00
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	£149.00	3,486.00

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	9.31	0.00	0.00	-230.69
6	Pavilion Hire	0.00	1,000.00	0.00	0.00	0.00	-1,000.00
7	Pavilion Football	0.00	2,200.00	382.00	0.00	0.00	-1,818.00

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 31/05/2021)

<u>Cost Centre Name</u>						
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	180.00	0.00	0.00	-320.00
10 Maintenance	0.00	1,000.00	0.00	0.00	0.00	-1,000.00
11 Cafe Takings	0.00	10,000.00	1,483.87	0.00	0.00	-8,516.13
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	£125,970.55	0.00	£0.00	-134,006.75

<u>Kingsnorth Green Spaces</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
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

<u>Maintenance</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
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	750.00	3,750.00
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	1,470.65	2,500.00	404.24	3,866.41
45	Vehicle Fuel	0.00	0.00	0.00	1,500.00	395.49	1,104.51
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	1,175.01	-275.01
48	Workshop Rent	0.00	0.00	0.00	4,776.00	796.00	3,980.00
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	27.07	157.93
53	Maintenance Loose Tools	0.00	0.00	0.00	1,500.00	62.32	1,437.68
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	£1,470.65	30,185.00	£4,118.72	27,536.93

<u>Pavilion</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
56	Pavilion Gas	0.00	0.00	0.00	2,500.00	397.18	2,102.82
57	Pavilion Electricity	0.00	0.00	0.00	1,000.00	288.24	711.76
58	Pavilion Water	0.00	0.00	0.00	1,500.00	217.46	1,282.54
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	240.28	1,759.72
61	Pavilion Cleaning	0.00	0.00	0.00	2,025.00	202.50	1,822.50
70	Pavilion Maintenance	0.00	0.00	0.00	4,975.00	1,189.30	3,785.70
		£0.00	0.00	£0.00	15,000.00	£3,037.48	11,962.52

<u>Recreation Centre</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
67	Contingency/Support	0.00	0.00	0.00	5,000.00	57.00	4,943.00
		£0.00	0.00	£0.00	5,000.00	£57.00	4,943.00

<u>Salaries</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
14	Salaries Admin	0.00	0.00	0.00	64,842.00	8,318.21	56,523.79

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

Kingsnorth Parish Council

PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
87 Parish Office - Mobile	26/05/2021		NW Current		Staff Mobile Phones	BT	S	27.08	5.42	32.50
88 Maintenance Mobile	26/05/2021		NW Current		Staff Mobile Phones	BT	S	13.53	2.71	16.24
83 Cafe Supplies	26/05/2021		Metro Bank		Cafe supplies	Tesco	X	5.45	0.00	5.45
89 Salaries	26/05/2021		NW Current		Salary	Salaries	X	9139.43	0.00	9139.43
84 Cafe Supplies	27/05/2021		Metro Bank		Cafe supplies	Tesco	X	2.40	0.00	2.40
93 Photocopier and Printer	28/05/2021		NW Current		Printer	Siemens	S	194.62	38.93	233.55
85 Cafe Admin	28/05/2021		Metro Bank		cafe training	Food Safety UK	X	60.00	0.00	60.00
Total								15,318.83	509.56	15,828.39

Kingsnorth Parish Council

RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
17 Cafe Takings	04/05/2021		Metro Bank		Cafe takings	Paypal	X	126.97	0.00	126.97
14 Van Lease	04/05/2021		NW Current		Van rental	Leaseplan	S	968.15	193.63	1,161.78
18 Cafe Takings	05/05/2021		Metro Bank		Cafe takings	Paypal	X	79.13	0.00	79.13
20 Cafe Takings	10/05/2021		Metro Bank		Cafe takings	Paypal	X	143.14	0.00	143.14
15 MUGA - Casual Hire	10/05/2021		NW Current		MUGA Hire	TuneIn2Futsal	X	180.00	0.00	180.00
21 Cafe Takings	11/05/2021		Metro Bank		Cafe takings	Paypal	X	114.29	0.00	114.29
16 Pavilion Football	12/05/2021		NW Current		Pavilion Hire	PFR	X	191.00	0.00	191.00
22 Cafe Takings	13/05/2021		Metro Bank		Cafe takings	Paypal	X	57.42	0.00	57.42
24 Cafe Takings	17/05/2021		Metro Bank		Cafe takings	Paypal	X	76.89	0.00	76.89
25 Cafe Takings	18/05/2021		Metro Bank		Cafe takings	Paypal	X	90.23	0.00	90.23
26 Cafe Takings	20/05/2021		Metro Bank		Cafe takings	Paypal	X	58.00	0.00	58.00
27 Cafe Takings	24/05/2021		Metro Bank		Cafe takings	Paypal	X	97.23	0.00	97.23
31 Cafe Takings	25/05/2021		Metro Bank		Cafe takings	Metro Bank	X	151.83	0.00	151.83
32 Cafe Takings	27/05/2021		Metro Bank		Cafe takings	Metro Bank	X	75.83	0.00	75.83
29 Interest	30/05/2021		NW SIBA		Interest	Natwest	X	2.20	0.00	2.20
28 Interest	30/05/2021		NW Reserve		Interest	Natwest	X	0.06	0.00	0.06
30 Interest	30/05/2021		Metro Bank		Interest	Natwest	X	2.61	0.00	2.61
Total								2,414.98	193.63	2,608.61

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	2,289.58	27,825	27,825
Cafe				10,000.00	1,124.05	8,876	8,876
Capital				14,570.00	583.59	13,986	13,986
Communications				3,635.00	149.00	3,486	3,486
Income	259,977.30	125,970.55	-134,007				-134,007
Kingsnorth Green Spaces				38,945.00		38,945	38,945
Maintenance		1,470.65	1,471	30,185.00	4,118.72	26,066	27,537
Pavilion				15,000.00	3,037.48	11,963	11,963
Recreation Centre				5,000.00	57.00	4,943	4,943
Salaries				109,550.00	16,549.07	93,001	93,001
Section 137				23,750.00		23,750	23,750
Subscriptions				2,000.00	1,620.00	380	380
NET TOTAL	259,977.30	127,441.20	-132,536	282,750.00	29,528.47	253,222	120,685

Total for ALL Cost Centres		127,441.20			29,528.47		
V.A.T.		193.63			1,031.18		
GROSS TOTAL		127,634.83			30,559.65		

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

- b. To approve and sign the annual governance statement 2020/21.**

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Kingsnorth Parish Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

22/06/2021

and recorded as minute reference:

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman

Clerk

All items were agreed by all Councillors.

Cllr Ransley signed the Annual Governance Statement.

c. To agree and sign the annual accounting statement 2020/21.

Cllr Ransley asked all member if they were happy for him to agree and sign the annual accounting statement.

All agreed.

d. To review invoices and consider authorising payments.

None to be authorised.

e. To receive an update on the new bank accounts.

Parish Manager confirmed that a business savings account had now been opened with Nationwide and he is currently looking into opening more account and will report back at the next meeting of the Parish Council.

f. To receive an update on internal audit report and approve if received.

The Parish Manager thanked the Finance Clerk for all her hard work making sure everything was all in place.

Cllr Ransley asked Councillors if they were happy to note the update on the internal audit report.

All agreed.

9. 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: 21/00714/AS

Address: 21 Bryony Drive, Kingsnorth, Ashford, Kent, TN23 3RE

Proposal: Partial conversion of garage to utility room

Ward: Park Farm South

Comments: NA – Decided - Permitted

Application Number: 21/00817/AS

Address: 7 New Rectory Lane, Kingsnorth, Ashford, Kent, TN23 3LY

Proposal: Garage Conversion

Ward: Park Farm South Ward

Comments: No Objection

Application Number: 21/00826/AS

Address: The Rosary, Ashford Road, Kingsnorth, Ashford, Kent, TN23 3EP

Proposal: Erection of 1 dwellinghouse [Revision of 17/01386/AS].

Ward: Kingsnorth Village

Comments: No Objection but request a copy of the pre application advice and why have ABC redacted this?

Application Number: 21/00829/AS

Address: Upper Bilham House, Cheesemans Green Lane, Mersham, Ashford, Kent, TN25 7HY

Proposal: Prior notification for the erection of new agricultural storage unit

Ward: Kingsnorth Village

Comments: NA – Decided - Permitted

Application Number: 21/00847/AS

Address: 20 Caesar Avenue, Kingsnorth, Ashford, Kent, TN23 3PZ

Proposal: Garage conversion to living accommodation

Ward: Roman Ward

Comments: No objection

Application Number: 21/00837/AS

Address: Pickenden, Stumble Lane, Kingsnorth, Ashford, Kent, TN23 3EY

Proposal: Erection of a side extension to an existing garage conversion to be used as a pool house with amenities; solar panels to be on the garage conversion; erection of an outdoor kitchen; erection of a fence to create privacy for the pool house area away from the rest of the garden

Ward: Kingsnorth Village

Comments: No objection

Application Number: 21/00944/AS

Address: 3 Southbourne, Kingsnorth, Ashford, Kent, TN23 5UB

Proposal: Proposed single storey front extension to provide porch, wc and larger kitchen.

Ward: Washford

Comments: No objection

Application Number: 21/00959/AS

Address: 7 Temple Close, Kingsnorth, Ashford, Kent, TN23 3PW

Proposal: Erection of side extension to provide garage and re-location of garden wall (retrospective)

Ward: Roman Ward

Comments: No comment

Application Number: 21/00020/GPDE/AS

Address: 23 Shipley Mill Close, Kingsnorth, Ashford, Kent, TN23 3NR

Proposal: Notification of a larger homes extension - single storey rear extension (depth 7.20m x eaves 3.20m x ridge 2.25m).

Ward: Park Farm North Ward

Comments: No Comment

Application Number: 21/00997/AS

Address: 7 Broadmead, Kingsnorth, Ashford, Kent, TN23 5LJ

Proposal: Part two storey / single storey rear extension

Ward: Washford Ward

Comments: No Objection

Application Number: 21/01034/AS

Address: 2 Southdown Close, Kingsnorth, Ashford, TN25 7AE

Proposal: Erection of rear extension and front porch

Ward: Bridgefield Ward

Comments: General Comment – The Parish Council is concerned when looking at a satellite image that the remaining garden space appears to be smaller than that shown in the plans due to sheds and possibly another structure. We are unsure whether a sufficient open space will remain following the proposed development. The two large blank brick facades are also of concern in terms of design quality.

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

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR COSGROVE

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

b. To note decisions

Decisions were noted.

c. To consider any appeals and enforcement matters.

- i. To consider delegated authority to the Parish Manager to apply for third party status should the application for a medical practice and associated housing go to appeal.**

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR BARBER

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

d. Any other planning matters.

- i. To consider further actions for the Court Lodge application prior to planning committee.**

No further actions were raised.

10. 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.
- c. Proposed correspondence.
- i. Consider press release regarding future of the play park and Moat in Park Farm.**

Cllr Hicks suggested speaking with the Borough Councillors for Park Farm to ask if they can press the issue as part of the budget process with ABC.

All members agreed to Cllr Hicks suggested action.

- ii. Consider a letter regarding the retention of the A&E at the William Harvey Hospital.**

Cllr Ransley to draft a letter to Paul Bartlett and bring back to the next Parish meeting to be held on 13th July 2021.

11. 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.

The Parish Manager added an update on Defibrillators and possible training sessions on using them once COVID restrictions have been lifted.

No Councillors raised any comments on the Parish Manager report.

12. 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.

Cllr Hicks reported on the following:

- Attended JTB meeting on 1st June.

Cllr Bridger reported on the following:

Reported that he will be standing down as Parish Councillor due to relocating and thanked the Parish Council all their support.

13. 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.

14. Date of Next Meeting

Tuesday 13th July 2021.

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 8.45pm

Signature: _____

Date: _____