



## **KINGSNORTH PARISH COUNCIL**

### **Approved Minutes of the Meeting of Kingsnorth Parish Council**

**Held on Tuesday 12th October 2021 at the Kingsnorth Pavilion at 7.00pm**

*The meeting was also made available via Zoom and Facebook Live*

**Present:** Cllr Shelley Barber, Cllr Geoff Cosgrove, Cllr Kumar Gaurav, Cllr Katrina Giles, Cllr Hicks, Cllr Patricia Moss, Cllr Stuart Moss, Cllr James Ransley (Chair), Cllr Ben Townend (Vice Chair), Cllr Jim Wedgbury.

**Also, present:** Christine Drury (Assistant Clerk – Finance) Via Zoom, Peter Le Rossignol (Parish Manager), PCSO Anne Martin and Crime Prevention Officer, KCC Councillor David Robey, Marie Russell (Assistant Clerk – Admin) and 2 members of the public.

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.

All members were present.

#### **2. To receive declarations of Interest.**

None.

#### **3. Public Comments and Observations**

None

#### **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 Martin submitted her report prior to the meeting which was circulated to all Councillors, PCSO Anne Martin and a Crime Prevention Officer attended the meeting in person and updated Councillors and members of the public on the following:

- Issues with cars using the bus and taxi bridge on Bridgefield.
- Community engagement meeting being held in the Kingsnorth pavilion on 9<sup>th</sup> November from 12pm – 1.30pm.

##### **b. Ashford Borough Councillors' Reports**

Cllr Trish Cornish, Park Farm North – No report received.

Cllr Tina Hayes, Kingsnorth Village and Bridgefield – No report received.

Cllr Heather Hayward, Roman Ward – No report received.

Cllr Neil Shorter, Washford Ward – Cllr Shorter submitted his apologies prior to the meeting. No report received.

Cllr Jim Wedgbury, Park Farm South – Cllr Wedgbury provided an update in person which included the following:

- Ashford Borough Council has funding for play areas, Cllr Wedgbury will be attending a meeting with the officer and portfolio holder to discuss plans for the Park Farm play area.
- Issues with phone mast operators telling residents they have permission when their planning application had been refused.
- Platinum Jubilee ideas for the Parish.
- Broadband was under the finance portfolio holder but is now sitting under the planning portfolio holder which Cllr Wedgbury believes is a conflict of interest.
- Traffic light crossing on Moatfield Meadow not working properly.

### **c. KCC Councillors' Reports**

Cllr David Robey, Ashford Rural South – Cllr Robey provided an update in person which included the following:

- Tree in Washford Ward.
- Reconnect programme.
- Idea of Camera enforcement on bus gates.
- Continuing to work on getting a Signalised pedestrian crossing on Ashford Road. A survey on traffic and pedestrians has been carried out and Cllr Robey is awaiting results.
- Greater Ashford Land Commission, to try and create planning reasons to limit the amount of housing development that goes on within Ashford.

Cllr Cosgrove asked about traffic calming down Magpie Hall Road highlighting that traffic calming was proposed but never shared with the Parish.

Cllr Robey responded that he would try to find proposals, find out what they said and report back to the Parish Council.

- A resident highlighted the issue of lorries using Bond Lane and Stumble Lane to avoid Church Hill and asked if there was something KCC could do.

## **4. Approval of Minutes of Tuesday 14<sup>th</sup> September 2021.**

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

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

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR TOWNEND**

**ALL THOSE IN FAVOUR - 7**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 3**

**Motion moved.**

Cllr Cosgrove raised an observation for the future minutes that only Parish Councillor apologies should be noted (Agenda Item 1 To note those, present and receive apologies).

## **5. Parish Community Grant Applications.**

**a. To review community grant applications.**

**b. To agree/approve/reject applications.**

St Michael & All Angels Church, Church Hill, Kingsnorth.

£1000.00 to help with the upkeep of the churchyards

Cllr Townend proposed that the application be accepted with the condition that receipts are received before payment is reimbursed.

**PROPOSED BY CLLR TOWNEND**

**SECONDED BY CLLR HICKS**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

## **6. 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 – Cllr Ransley and the Parish Manager have now attended a meeting with the portfolio holder. This will be discussed further in closed session under item 18 of the agenda.
- Angling Society/Park Farm Moat – Fish stocks and silt level surveys will take place on 20<sup>th</sup> October. Action carried forward.

- Future of the Conservation Fields – Allotment funding for the latter phase of Bridgefield is £114,000.00. There are 10 years to have it committed to be spent from the date the last instalment is received. This action is to be moved onto the main agenda for November.
- Contact landowners regarding potential footpath route(s) in 2021/2022 budget – A draft version of the drawings have been received and circulated. Parish Manager is looking into ecology surveys which are needed for the planning application. Action carried forward.
- Purchase of a Flagpole to be placed within the Parish. Cllr Ransley has tried to contact the portfolio holder twice, will attend an Ashford Borough Council Cabinet meeting. Action carried forward.
- Planting of trees / flowers around the Parish – Leaflets have now been printed to hand out to residents regarding the free bulbs for residents with public facing gardens. Cllr Ransley added that there was a tree that got felled on Washford Ward and resident would like it replaced.

Cllr Hicks suggested a tree be planted in Washford Ward in connection with the Queens Jubilee. Parish Manger added a suggestion that a more mature tree also be planted on an area of unused land located on the playing fields.

Cllr Ransley confirmed that there is a budget, and the cost of the trees would fall within it and asked Councillors if they were happy to authorise the Parish Manager to purchase two trees.

**PROPOSED BY CLLR TOWNEND**

**SECONDED BY CLLR HICKS**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

- Meeting with Kingsnorth Primary School to discuss Parish land for a forest school – this item was discussed later under main agenda item number 9.
- Vision Statement on Climate Change – Action carried forward to next meeting.
- Research public toilets at the Moat (budget item) – Cllr Wedgbury will be mentioning the possibility of toilets at the Moat to ABC during his meeting with the portfolio holder. Action carried forward.
- Play equipment for Kingsnorth playing field (budget item) – Action to be brought back to November meeting. Cllr Ransley to look at S106 and Reconnect Scheme prior to meeting. Action carried forward.
- Queens Platinum Jubilee – Activities to celebrate the Queens Jubilee within the Parish. Cllr Ransley asked Councillors if anyone wanted to form a working group to discuss ideas.

Cllr Hicks, Cllr Wedgbury, Cllr P Moss volunteered to be part of the Queens Platinum Jubilee working group.

- Councillor Training – Parish Manager to circulate all available training to Councillors for them to decide if they would like to attend.

Cllr Ransley asked Councillors if they had any actions which they would like to add to the Action Sheet. None added.

## **7. To discuss Parish Councillors having Parish Council branded clothing.**

### **a. To consider authorising any further action.**

Cllr Townend proposed that the Parish Manager obtains costings of various Parish Council branded clothing, lanyards and drafts a guidelines policy.

**PROPOSED BY CLLR TOWNEND**

**SECONDED BY CLLR WEDGBURY**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

## **8. To discuss communication between Councillors in between monthly Council meetings.**

### **a. To consider authorising any further action.**

Councillors had a discussion around how best to communicate between monthly meetings.

Cllr Hicks suggested Task and Finish Groups.

It was agreed between Councillors that communication between meetings will be added to the November agenda.

## **9. To discuss Southern Water issues regarding sewage.**

### **a. To consider authorising any further action.**

A discussion took place between Councillors that the Parish Council should emphasise that infrastructure is needed before development.

Cllr Cosgrove proposed that the Parish Council support the best infrastructure for residents.

Cllr Hicks added that Cllr Cosgrove's proposal should also be included in the Local Plan when it comes forward.

Cllr Ransley to draft a letter using Cllr Cosgrove's proposal for the November meeting.

**PROPOSED BY CLLR COSGROVE**

**SECONDED BY CLLR HICKS**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

**10. To receive an update on meeting with Kingsnorth Primary school re Forest School location.**

**a. Review proposal presented by Kingsnorth Primary school.**

**b. To consider authorising any further action.**

Cllr Hicks suggested a possible motion proposal that the Parish Council agree in principle to requests by Kingsnorth Primary School to allow Kent Playgroups to erect a new building on the land between the boundary of the school and the MUGA, conditions to be brought back to the Parish for consideration and to assist the school in its search for more green open space.

A conversation took place between Councillors and Cllr Wedgbury highlighted a concern with people climbing over the fence, accessing the school, and potentially committing arson.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR COSGROVE**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

**Motion moved.**

**11. To discuss potential Winter Drive In event.**

**a. To consider authorising any further action.**

Cllr Townend proposed that the Winter Drive in event is agreed with a budget up to £3,000.00 in the first instance, with a working group put in place to help with managing the event.

Cllr Gaurav proposed that a small budget be included for Christmas decorations for the event.

The Parish Manager added that the office administrator is currently awaiting confirmation from Tesco Park Farm allowing us to hold this event in their carpark. If Tesco cannot allow us to hold the event, then the Winter Drive in event will not take place this year.

There was money left in the budget from the summer outdoor cinema event so Cllr Townend amended his proposal.

Cllr Townend proposed that up to £6,000.00 be allocated to the winter cinema event with a working group put in place to help with budgeting.

**PROPOSED BY CLLR TOWNEND**

**SECONDED BY CLLR COSGROVE**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

**Motion moved.**

**12. Financial Matters**

**a. To receive the September Finance Report Documents.**

**Kingsnorth Parish Council**  
**BANK ACCOUNTS**

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Metro Bank Current a/c	£5,590.10
Metro Bank Reserve a/c	£75,200.33
NW Reserve 47793368	£8,143.42
NW SIBA 47793120	£241,608.82
NW Current 47793112	£100.00
Nationwide Building Society	£85,011.80
<b>Total in Banks</b>	<b>415,654.47</b>
<hr/>	
<b>Cash</b>	
<hr/>	
<b>GRAND TOTAL (Banks and Cash)</b>	<b>£415,654.47</b>

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

<b>Admin</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
17	Travel Expenses				200.00		200.00	
21	Payroll				450.00	210.00	240.00	
22	HR Support				2,500.00	859.98	1,640.02	
23	Staff Training				2,000.00		2,000.00	
24	Councillor Training				1,500.00		1,500.00	
25	Councillor/Chairman's Allo				1,700.00		1,700.00	
26	Bank Charges				40.00	20.00	20.00	
27	Audit Fees				1,120.00	210.00	910.00	
28	Professional Fees				600.00	289.00	311.00	
29	Insurance				4,000.00		4,000.00	
30	Office Supplies, Postage &				2,000.00	524.08	1,475.92	
31	Telephone and Broadband				1,500.00	1,100.70	399.30	
32	Photocopier and Printer				2,000.00	564.03	1,435.97	
33	Computer Support and Ma				2,000.00	909.98	1,090.02	
34	Account Software				985.00	950.00	35.00	
35	Online HR Platform				150.00	108.00	42.00	
36	Parish Office Rent				3,000.00	1,500.00	1,500.00	
37	Parish Office - Mobile Pho				370.00	125.56	244.44	
98	Explore Public Toilets at M				2,000.00		2,000.00	
99	Explore WW2 Pill Boxes				2,000.00	100.00	1,900.00	
101	Office Rates					242.52	-242.52	
102	Sunflower Competition					309.64	-309.64	
					<b>30,115.00</b>	<b>£8,023.49</b>	<b>22,091.51</b>	
<b>Cafe</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
62	Cafe Supplies		10.79		10,000.00	3,234.16	6,776.63	
63	Cafe Consumables					12.00	-12.00	
64	Cafe Workwear					121.14	-121.14	
65	Cafe Equipment					149.99	-149.99	
66	Cafe Admin					254.20	-254.20	
72	Cafe Donations							
					<b>£10.79</b>	<b>10,000.00</b>	<b>£3,771.49</b>	<b>6,239.30</b>
<b>Capital</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
39	Capital					2,687.34	-2,687.34	
95	Benches				4,570.00	2,001.02	2,568.98	
96	Christmas Lights/Decorati				1,000.00		1,000.00	
97	Play Equipment				9,000.00		9,000.00	
					<b>14,570.00</b>	<b>£4,688.36</b>	<b>9,881.64</b>	
<b>Communications</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
19	Website				820.80	410.40	410.40	
20	E-mail				73.20	36.60	36.60	
78	Advertising and Awarenes					185.00	-185.00	
82	Mapping App				240.00	200.00	40.00	
93	Kingsnorth Welcome Pack				2,000.00		2,000.00	
94	Precept Letter				501.00		501.00	
					<b>3,635.00</b>	<b>£832.00</b>	<b>2,803.00</b>	
<b>Income</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
1	Precept	243,302.30	243,537.30				235.00	
2	Grants	235.00	1,500.00				1,265.00	
5	Interest	240.00	37.61				-202.39	
6	Pavilion Hire	1,000.00	75.00				-925.00	
7	Pavilion Football	2,200.00	764.00				-1,436.00	

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

## Kingsnorth Parish Council

### Net Position by Cost Centre and Code

<u>Cost Centre Name</u>					
8	MUGA - School Hire	1,500.00	1,000.00		-500.00
9	MUGA - Casual Hire	500.00	630.00		130.00
10	Maintenance	1,000.00	352.50		-647.50
11	Cafe Takings	10,000.00	5,959.15		-4,040.85
12	Cafe Grants				
13	VAT Reclaim				
73	General Admin				
		<b>259,977.30</b>	<b>£253,855.56</b>		<b>-6,121.74</b>

  

<u>Kingsnorth Green Spaces</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
87	Footpath Creation				24,765.00	3,280.19	21,484.81
88	Sleeper Bridges				7,280.00	2,887.76	4,392.24
89	Bulb Planting				1,000.00	111.87	888.13
90	Community Farm Project				2,000.00		2,000.00
91	Bird Feeders				1,400.00	333.12	1,066.88
92	Habitat Planting/Works				2,500.00		2,500.00
					<b>38,945.00</b>	<b>£6,612.94</b>	<b>32,332.06</b>

  

<u>Maintenance</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
40	Repairs				999.00	634.62	364.38
41	Playing Fields				8,000.00	10,053.32	-2,053.32
42	Playing Fields CCTV				4,500.00	1,358.22	3,141.78
43	Playing Fields Playground				1,800.00		1,800.00
44	Van Lease			1,470.65	2,500.00	1,901.72	2,068.93
45	Vehicle Fuel				1,500.00	1,116.54	383.46
46	Vehicle Tax				50.00		50.00
47	Maintenance Vehicle Insur				900.00	1,175.01	-275.01
48	Workshop Rent				4,776.00	2,388.00	2,388.00
49	Workshop Rates				1,500.00		1,500.00
50	Workshop Insurance						
51	Workshop Electric				125.00	21.18	103.82
52	Maintenance Mobile Phon				185.00	149.81	35.19
53	Maintenance Loose Tools				1,500.00	334.29	1,165.71
54	Maintenance Staff Training				1,500.00	76.67	1,423.33
55	MUGA				100.00		100.00
71	Clothing				250.00	3.82	246.18
83	Van Repair					581.07	-581.07
104	Kickstart Expenses			1,200.00		11.66	1,188.34
				<b>£2,670.65</b>	<b>30,185.00</b>	<b>£19,805.93</b>	<b>13,049.72</b>

  

<u>Pavilion</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
56	Pavilion Gas				2,500.00	542.86	1,957.14
57	Pavilion Electricity				1,000.00	350.65	649.35
58	Pavilion Water				1,500.00	217.46	1,282.54
59	Pavilion Fire Safety & Sec				1,000.00	512.52	487.48
60	Pavilion Waste Collection				2,000.00	780.92	1,219.08
61	Pavilion Cleaning				2,025.00	1,319.73	705.27
70	Pavilion Maintenance				4,975.00	2,105.61	2,869.39
					<b>15,000.00</b>	<b>£5,829.75</b>	<b>9,170.25</b>

  

<u>Recreation Centre</u>		<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
67	Contingency/Support				5,000.00	171.00	4,829.00
					<b>5,000.00</b>	<b>£171.00</b>	<b>4,829.00</b>

  

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

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

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code**

**Cost Centre Name**

14 Salaries Admin	64,842.00	24,792.57	40,049.43
15 Salaries Maintenance	27,743.00	10,536.92	17,206.08
16 Employer Payments	16,965.00	14,053.36	2,911.64
103 Kickstart Salary		774.08	-774.08
	<b>109,550.00</b>	<b>£50,156.93</b>	<b>59,393.07</b>

**Section 137**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
18	Section 137			6,100.00			6,100.00
80	Community Grants Fund			10,000.00	5,506.00		4,494.00
84	Park Security Patrols			2,500.00			2,500.00
85	Trial Real Nappies Loan S			1,500.00			1,500.00
86	Outdoor Film Show			1,750.00	2,736.19		-986.19
100	Free use of Pavilion			1,900.00			1,900.00
105	Outdoor Film Show donati			428.00	428.00		
				<b>£428.00</b>	<b>23,750.00</b>	<b>£8,670.19</b>	<b>15,507.81</b>

**Subscriptions**

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

**NET TOTAL**

259,977.30    £256,965.00    282,750.00    £110,182.08    169,555.62

1 October 2021 (2021-2022)

**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	8,023.49	22,091.51	22,091.51
Cafe		10.79	10.79	10,000.00	3,771.49	6,228.51	6,239.30
Capital				14,570.00	4,688.36	9,881.64	9,881.64
Communications				3,635.00	832.00	2,803.00	2,803.00
Income	259,977.30	253,855.56	-6,121.74				-6,121.74
Kingsnorth Green Spaces				38,945.00	6,612.94	32,332.06	32,332.06
Maintenance		2,670.65	2,670.65	30,185.00	19,805.93	10,379.07	13,049.72
Pavilion				15,000.00	5,829.75	9,170.25	9,170.25
Recreation Centre				5,000.00	171.00	4,829.00	4,829.00
Salaries				109,550.00	50,156.93	59,393.07	59,393.07
Section 137		428.00	428.00	23,750.00	8,670.19	15,079.81	15,507.81
Subscriptions				2,000.00	1,620.00	380.00	380.00
<b>NET TOTAL</b>	<b>259,977.30</b>	<b>256,965.00</b>	<b>-3,012.30</b>	<b>282,750.00</b>	<b>110,182.08</b>	<b>172,567.92</b>	<b>169,555.62</b>

**Total for ALL Cost Centres**

256,965.00

110,182.08

**V.A.T.**

1,722.85

6,291.76

**GROSS TOTAL**

258,687.85

116,473.84



**Kingsnorth Parish Council**  
**PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheq	Description	Supplier	VAT Type	Net	VAT	Total
255	Office Rates	01/09/2021		NW Current 47793112		Office rates	ABC	X	40.00		40.00
256	Pavilion Cleaning	02/09/2021		NW Current 47793112		Pavilion deep clean	EJP Cleaning Services	X	216.00		216.00
257	Footpath Creation	02/09/2021		NW Current 47793112		Footpath	Andy MacFee Architects	X	2,241.19		2,241.19
263	Footpath Creation	03/09/2021		Metro Bank Current a/c		land documents	Land Registry	X	6.00		6.00
254	Van Lease	06/09/2021		NW Current 47793112		Van rental	Leaseplan	S	689.00	69.80	758.80
264	Kickstart Expenses	06/09/2021		Metro Bank Current a/c		Phone cases	Miracase	S	11.66	2.33	13.99
252	Parish Office Rent	06/09/2021		NW Current 47793112		Office rent	KRCT	X	250.00		250.00
253	Workshop Rent	06/09/2021		NW Current 47793112		Workshop lease	Van & Car	Z	398.00		398.00
260	HR Support	07/09/2021		Metro Bank Current a/c		HR Support	Outset UK	S	143.33	28.67	172.00
261	Employer Payments	07/09/2021		Metro Bank Current a/c		Pension contributions	NEST	X	361.11		361.11
265	Outdoor Film Show donation	07/09/2021		Metro Bank Current a/c		Outdoor film show	Just Giving	X	373.00		373.00
266	Capital	08/09/2021		Metro Bank Current a/c		Microphone	e bay	X	227.94		227.94
268	Office Supplies, Postage & Admin	09/09/2021		Metro Bank Current a/c		magnets	Yuyangton	S	8.32	1.67	9.99
267	Computer Support and Maintenance	09/09/2021		Metro Bank Current a/c		Microsoft Office	Go Cardless	X	150.00		150.00
271	Sunflower Competition	10/09/2021		Metro Bank Current a/c		trophy	Trophy Store	S	37.89	7.58	45.47
269	Office Supplies, Postage & Admin	10/09/2021		Metro Bank Current a/c		Data reg	ICO	X	35.00		35.00
270	Contingency/Support	10/09/2021		Metro Bank Current a/c		boiler contract	British Gas	X	28.50		28.50
258	Van Lease	13/09/2021		NW Current 47793112		Van rental	Leaseplan	S	202.12	40.42	242.54
272	Office Supplies, Postage & Admin	13/09/2021		Metro Bank Current a/c		magnets	Olige ABC	S	13.32	2.66	15.98
273	Office Supplies, Postage & Admin	13/09/2021		Metro Bank Current a/c		parking	ABC	X	2.60		2.60
318	Vehicle Fuel	14/09/2021		Metro Bank Current a/c		Van fuel	Fuel Genie	S	227.62	45.53	273.15
276	Cafe Supplies	15/09/2021		Metro Bank Current a/c		Cafe supplies	Tesco	X	15.54		15.54
277	Cafe Supplies	15/09/2021		Metro Bank Current a/c		Cafe supplies	Tesco	X	1.80		1.80
278	Cafe Supplies	15/09/2021		Metro Bank Current a/c		Cafe supplies	Bradleys	X	45.36		45.36
279	Cafe Supplies	15/09/2021		Metro Bank Current a/c		Cafe supplies	Bradleys	X	19.68		19.68
284	Office Supplies, Postage & Admin	15/09/2021		Metro Bank Current a/c		Zoom fee	Go Cardless	X	11.99		11.99
282	Telephone and Broadband	16/09/2021		Metro Bank Current a/c		Telephone	BT	S	152.41	30.48	182.89
285	Pavilion Maintenance	16/09/2021		Metro Bank Current a/c		keys	Timpson	X	9.00		9.00
274	Capital	17/09/2021		NW Current 47793112		canvas prints pavilion	ABC	S	48.00	9.60	57.60
287	Benches	17/09/2021		Metro Bank Current a/c		bench	Garden Promos	S	846.52	169.30	1,015.82
288	Benches	17/09/2021		Metro Bank Current a/c		bench	Glasdon	S	1,004.50	200.90	1,205.40
286	Cafe Equipment	17/09/2021		Metro Bank Current a/c		cafe equipment	Prestige Wicker	X	139.00		139.00
289	Van Repair	20/09/2021		Metro Bank Current a/c		seat covers	Seat Covers UK	S	72.48	14.50	86.98
291	Sunflower Competition	20/09/2021		Metro Bank Current a/c		bags	The Paper Bag Store	S	3.32	0.66	3.98
275	Employer Payments	20/09/2021		NW Current 47793112		Tax & NI	HMRC	X	1,861.64		1,861.64
280	Pavilion Waste Collection	20/09/2021		Metro Bank Current a/c		Waste	Biffa	X	150.18		150.18
283	Website	20/09/2021		Metro Bank Current a/c		Website	Whisper Media	X	68.40		68.40
290	Bulb Planting	20/09/2021		Metro Bank Current a/c		bulbs	You Garden	X	111.87		111.87
281	E-mail	20/09/2021		Metro Bank Current a/c		E-mail Addresses	Whisper Media	Z	6.10		6.10
304	Bird Feeders	23/09/2021		Metro Bank Current a/c		Bird feeders	Garden Wildlife Direct	S	133.25	26.65	159.90
292	Pavilion Maintenance	23/09/2021		NW Current 47793112		Pavilion Boiler Cover	British Gas	X	63.56		63.56
293	Photocopier and Printer	24/09/2021		NW Current 47793112		Printer	ASL	S	5.03	1.01	6.04
300	Maintenance Mobile Phones	24/09/2021		NW Current 47793112		Telephone	BT	S	45.93	9.19	55.12
301	Parish Office - Mobile Phone	24/09/2021		NW Current 47793112		Telephone	BT	S	22.00	4.40	26.40
294	Salaries	24/09/2021		NW Current 47793112		Salaries	Salaries	X	6,598.56		6,598.56
306	Cafe Supplies	24/09/2021		Metro Bank Current a/c		Cafe supplies	Tesco	X	9.75		9.75
307	Cafe Supplies	24/09/2021		Metro Bank Current a/c		Cafe supplies	Landsell	X	236.82		236.82
302	Maintenance Loose Tools	27/09/2021		NW Current 47793112		Loose tools	Trade UK	S	67.27	13.45	80.72
303	Maintenance Loose Tools	27/09/2021		NW Current 47793112		Loose tools	Trade UK	S	51.35	10.27	61.62
305	Bird Feeders	27/09/2021		Metro Bank Current a/c		Bird feeders	Garden Wildlife Direct	S	199.87	39.98	239.85
310	Playing Fields	27/09/2021		Metro Bank Current a/c		dog waste bags	Yorja	S	13.32	2.67	15.99
299	Pavilion Cleaning	27/09/2021		NW Current 47793112		cleaning supplies	KCS	X	171.96		171.96
309	Cafe Supplies	27/09/2021		Metro Bank Current a/c		Cafe supplies	Brakes	X	259.89		259.89
313	Footpath Creation	28/09/2021		Metro Bank Current a/c		land documents	Land Registry	X	6.00		6.00
311	Computer Support and Maintenance	29/09/2021		NW Current 47793112		IT support	Sabre Solutions	X	270.00		270.00
314	Footpath Creation	29/09/2021		Metro Bank Current a/c		land documents	Land Registry	X	6.00		6.00
317	Footpath Creation	29/09/2021		Metro Bank Current a/c		Footpath	Andy MacFee Architects	X	1,000.00		1,000.00
315	Payroll	30/09/2021		Metro Bank Current a/c		Payroll	Accounts Unlocked	S	30.00	6.00	36.00
312	Bank Charges	30/09/2021		NW Current 47793112		Bank charges	Natwest	X	10.00		10.00
316	Cafe Supplies	30/09/2021		Metro Bank Current a/c		Cafe supplies	Tesco	X	6.00		6.00
								<b>Total</b>	<b>19,436.95</b>	<b>737.72</b>	<b>20,174.67</b>

**Kingsnorth Parish Council**  
**RECEIPTS LIST**

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
89	Cafe Takings	01/09/2021		Metro Bank Current a/c		Cafe takings	Paypal	X	60.31		60.31
92	Outdoor Film Show doi	02/09/2021		Metro Bank Current a/c		donation	Eventbrite	X	373.00		373.00
90	Cafe Takings	07/09/2021		Metro Bank Current a/c		Cafe takings	Paypal	X	23.73		23.73
91	Cafe Takings	09/09/2021		Metro Bank Current a/c		Cafe takings	Paypal	X	86.22		86.22
94	Cafe Takings	13/09/2021		Metro Bank Current a/c		Cafe takings	Paypal	X	61.23		61.23
118	Cafe Takings	14/09/2021		Metro Bank Current a/c		Cafe takings	Paypal	X	187.08		187.08
98	Cafe Takings	16/09/2021		Metro Bank Current a/c		Cafe takings	Paypal	X	93.49		93.49
96	Maintenance	17/09/2021		NW Current 47793112		Cricket Club mowing	Ashford Town Cricket Cl.	X	100.00		100.00
97	Kickstart Expenses	17/09/2021		NW Current 47793112		kickstart expenses	Kickstart	X	1,200.00		1,200.00
99	Cafe Takings	20/09/2021		Metro Bank Current a/c		Cafe takings	Paypal	X	26.37		26.37
100	Cafe Takings	21/09/2021		Metro Bank Current a/c		Cafe takings	Paypal	X	150.35		150.35
101	Cafe Takings	23/09/2021		Metro Bank Current a/c		Cafe takings	Paypal	X	106.27		106.27
103	Maintenance	24/09/2021		Metro Bank Current a/c		Rec Centre maint	KRCT	X	60.00		60.00
102	Cafe Takings	27/09/2021		Metro Bank Current a/c		Cafe takings	Paypal	X	142.38		142.38
115	Cafe Takings	28/09/2021		Metro Bank Current a/c		Cafe takings	Paypal	X	134.09		134.09
116	Cafe Takings	30/09/2021		Metro Bank Current a/c		Cafe takings	Paypal	X	91.28		91.28
117	Cafe Supplies	30/09/2021		Metro Bank Current a/c		Cafe supplies	Brakes	X	10.79		10.79
111	Interest	30/09/2021		Metro Bank Reserve a/c		Interest	Metro Bank	X	0.62		0.62
112	Interest	30/09/2021		NW Reserve 47793368		Interest	Natwest	X	0.07		0.07
113	Interest	30/09/2021		NW SIBA 47793120		Interest	Natwest	X	1.06		1.06
114	Precept	30/09/2021		NW Current 47793112		Precept	ABC	X	121,651.15		121,651.15
<b>Total</b>									<b>124,559.49</b>		<b>124,559.49</b>

Cllr Ransley asked all Councillors if they had any queries or comments on the September Finance report.

None raised.

**b. To review invoices and consider authorising payment.**

Cllr Ransley asked Councillors if they were happy to propose that £70,000.00 be moved from the Natwest account into the Nationwide account so that there is not so much money in one account.

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR TOWNEND**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 1**

**ABSTENTIONS - 1**

**Motion moved.**

**c. To receive an update on the new bank accounts.**

Parish Manager circulated a report to all Councillors prior to the meeting.

Cllr Ransley proposed that a single account be opened.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR COSGROVE**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

**d. To consider purchase of a trailer to transport mower.**

The Parish Manager circulated a report prior to the meeting.

Councillors asked question on the trailer which the Parish Manager responded to.

Cllr Hicks abstained due to currently having a trailer to sell.

Cllr Cosgrove proposed quote 2

**PROPOSED BY CLLR COSGROVE**

**SECONDED BY CLLR WEDGBURY**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

**Motion moved.**

**e. Consider sending maintenance team on chainsaw course.**

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

Cllr Wedgbury proposed that the maintenance team attend the chainsaw course.

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR HICKS**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

Cllr S Moss raised required Health & Safety and full training on equipment to the Parish Manager, Parish Manager noted Cllr S Moss comments.

### 13. 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: 21/01660/AS

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

Proposal: Single-storey rear extension

Ward: Bridgefield Ward

**Comments: Support**

Application Number: 11/00473/COAH/AS

Address: Land at Cheesemans Green, Cheesemans Green Lane, Kingsnorth, Kent

Proposal: Discharge of conditions 15 (Earth Works) & 23 (Construction method statement)

Ward: Kingsnorth Village

**Comments: Application already determined**

Application Number: 21/01721/AS

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

Proposal: Change of use of agricultural land to provide yard area expansion to afford access; erection of security fencing & gates and provision of new site access roadway

Ward: Mersham, Kingsnorth

**Comments: Cllr Ransley suggested Object – The Parish Council has concerns about the proposed new access point together with the much greater frequency of use which will occur. The borough Council should request visibility splays. The high fencing proposed would be visible from a long distance and no screening planting is proposed. No net increase in ground levels should be secured by condition to avoid loss of floodplain storage.**

**Cllr Hicks disagreed and suggested support. Cllr Ransley suggested the Parish Council move on to the rest of the planning applications and revisit 21/01721/AS at the end.**

Application Number: 21/01775/AS

Address: 54 Washford Farm Road, Kingsnorth, Ashford, Kent, TN23 5YB

Proposal: Proposed single storey side and rear extension

Ward: Washford Ward

**Comments: No objection**

Application Number: 21/01764/AS

Address: Land East of Railway Line, Hamstreet Bypass, Kingsnorth (land North of Bridgefield)

Proposal: The creation of a Public Footpath, Bridleway, Cyclepath and ass. Landscaping.

Ward: Kingsnorth Village and Bridgefield

**Comments: Support**

9pm

**Cllr Cosgrove proposed the suspension of standing orders in that no meeting should last more than two hours.**

**PROPOSED BY CLLR COSGROVE**

**SECONDED BY CLLR RANSLEY**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

Cllr Ransley asked Councillors if they agree with all suggested planning applications other than 21/01721 which was discussed further.

**No Councillors disagreed.**

Application Number: 21/01721/AS

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

Proposal: Change of use of agricultural land to provide yard area expansion to afford access; erection of security fencing & gates and provision of new site access roadway

Ward: Mersham, Kingsnorth

Cllr Hicks proposed no objection but concerns about access.

A conversation then took place on the site and application between Councillors.  
Cllr Wedgbury seconded Cllr Hicks proposal.

**PROPOSED BY CLLR HICKS**  
**ALL THOSE IN FAVOUR - 8**  
**Motion moved.**

**SECONDED BY CLLR WEDGBURY**  
**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 2**

**b. To note decisions**  
Decisions were noted.

**c. To consider any appeals and enforcement matters.**

Cllr Ransley reported that two appeals have been received for Washford Farm.

Cllr Ransley proposed that he will elaborate on the Parish Councils past comments and circulate to Councillors over the next couple of weeks for approval before submitting to ABC Planning.

**PROPOSED BY CLLR RANSLEY** **SECONDED BY CLLR WEDGBURY**  
**ALL THOSE IN FAVOUR - 10** **ALL THOSE AGAINST - 0**

**ABSTENTIONS – 0**

**d. Any other planning matters.**  
None

#### **14. 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.**

None received.

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

None received.

Cllr Cosgrove asked for a consultation on the traffic light system works by Finberry (MacDonald's roundabout).

#### **15. 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.

#### **16. 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 submitted the following report prior to the meeting which was circulated to all Councillors.

On 3<sup>rd</sup> September I attended the Merchant Navy Day Flag ceremony and took part in the service outside the Civic Centre

On 7<sup>th</sup> Sept I attended the Joint Transportation Board in person

Much time was spent talking about the speed and noise on the A 2070. It appears that there was not a high level of speeding, but the noise factor gave that impression. We were told this is mainly due to smaller engine motorbikes having their exhausts noise enhanced, and mainly caused by a younger group of bikers. It was suggested that education would be a way forward. There were several agencies there including Mr Evans from Highways England who said they were limited in their approach to the problem. Sussex Police have Acoustic Cameras.

It was suggested by Christine Drury that this problem needed a Multi-Agency Task Group to form a strategy. As they did this with the Lorry Parking problems and had a good result.

There was also an update on the Sevington Inland Border Facility. The green belt across the site to provide a view from Mersham Church to Sevington Church should be completed within a couple of weeks. They will be ready from 1<sup>st</sup> Jan to take animals and have employed 17 vets. Lighting can be automatically dimmed to avoid light pollution. The temporary signage will be improved when permanent.

Full report available on ABC website.

9<sup>th</sup> Sept - took part in the Speed-Watch session along Magpie Hall Road.

On 21<sup>st</sup> September I took part in the Teams meeting of the Community Stakeholders Group

The Primary school should be ready for pupils after half term. There are currently 150 pupils. Access is difficult so pupils can only access the school on foot. KCC had anticipated that by this time there would have been 1000 houses built. The road infrastructure across the estate is very behind.

I highlighted the sewerage problems that had been experienced at Stubbs Cross the previous week.

The CMO has now had its second AGM (30/9/21) and they were looking to recruit a resident onto the board.

The cabin office for the CMO still had not been delivered.

There is to be a Transport Strategy for the Chilmington site and consultants have been appointed

There was a need for a post-box on the site.

22<sup>nd</sup> Sept KALC meeting on Zoom

Much time was spent talking about a possible motion for the AGM, but it was decided not to pursue.

Some members were not happy with the apparent lack of consultation by ABC

They also did not like the removal of some comments on planning applications.

I asked for the experience of any parishes with getting a 20mph speed limit as is requested by one of our residents on Church Hill.

There was no concrete suggestion, but it was reported the Leader has said he will support 30mph in Villages and 20mph around schools.

Cllr Townend congratulated and thanked the Community Café Volunteers on behalf of the Parish Council, for all their hard work on organising the Macmillan Coffee Day at the Café which raised £330.

Cllr Ransley asked Councillors if they would like to be on the working group for the proposed Winter Cinema event – Cllr Giles, Cllr Townend, Cllr S Moss, Cllr P Moss all volunteered.

#### **17. The next or future Agenda(s).**

a. To add / remove / amend items.

- Allotments
- Noticeboards
- Village Green sign
- Parish Council branded clothing proposals and guidelines
- Jubilee plans / working group
- Town Council research

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

#### **18. Date of Next Meeting**

Tuesday 9<sup>th</sup> November 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 9.16pm

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_