



KINGSNORTH PARISH COUNCIL

Approved Minutes of the Meeting of Kingsnorth Parish Council

Held on Monday 10th January 2022 at 7.00pm via Zoom

The meeting was held via Zoom and Facebook Live

Present: Cllr Shelley Barber (joined meeting at 7.18pm), Cllr Geoff Cosgrove, Cllr Kumar Gaurav, Cllr Katrina Giles, Cllr Aline Hicks, Cllr Patricia Moss, Cllr Stuart Moss, Cllr James Ransley (Chair), Cllr Jim Wedgbury.

Also, present: Christine Drury (Assistant Clerk – Finance), Peter Le Rossignol (Parish Manager), Marie Russell (Assistant Clerk – Admin), no members of the public were present at the meeting.

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 meeting.

Cllr Ben Townend.

2. To receive declarations of Interest.

None.

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. November and December PCSO Reports

PCSO Anne Martin submitted her reports prior to the meetings which were then circulated to all Councillors.

The Parish Office received apologies from PCSO Anne Martin.

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. The Parish Office received apologies from Cllr Hayward prior to meeting.

Cllr Neil Shorter, Washford Ward – No report received. The Parish Office received apologies from Cllr Shorter prior to meeting.

Cllr Wedgbury reported on the following.

- Updated on progress on the Cloverleaf.
- Comments from residents on new benches.

c. KCC Councillors' Reports

Cllr David Robey, Ashford Rural South – Cllr Robey submitted his report prior to the meeting which was circulated to all Councillors.

The Parish Office received apologies from Cllr Robey prior to meeting.

Cllr Wedgbury highlighted concerns with regards to online bookings for the waste tip sites and fly-tipping.

Recommendation – To note all reports received on Monday 10th January 2022.

3. Approval of Minutes of Tuesday 9th November 2021.

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

Recommendation – To adopt Minutes of Tuesday 9th November and corrected Minutes of Tuesday 12th October.

4. Parish Community Grant Applications.

- a. **To review community grant applications submitted in December 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 – this item was discussed in closed session.
- Angling Society/Park Farm Moat – Councillors previously agreed to fund one dose of Calcium Carbonate to help remove/stop build-up of silt in the Moat, this will take place on the 25th of January.
- Future of the Conservation Fields between Kingsnorth Village and Park Farm – Cllr Ransley reported that he is hoping to bring options to Councillors by the next meeting to be held on 8th February to get their views.

Cllr Wedgbury commented that he felt that conversations on the conservation fields should be held in closed session.

Cllr Hicks commented that she feels discussions should be taking place on the Parish Council taking over the management of the conservation fields.

- Contact landowners regarding potential footpath route(s) in 2021/2022 budget – The application is expected to be submitted during January. Action carried forward.
- Purchase of a Flagpole to be placed within the Parish. The portfolio holder is going to chase up the license with his team. No further progress. Action carried forward.
- Planting of trees around the Parish – Parish Manager has ordered some new trees to replace trees that have died off around the boundary of the football pitches. Action carried forward.
- Kingsnorth Primary School Forest School request – A further email has been received. Action carried forward.
- Vision Statement on Climate Change – Cllr Ransley reported that he has received emails from some Councillors regarding potentially forming a group to develop ideas for Climate Change.

Cllr Ransley asked if any Councillors would like to form the group to potentially bring any projects/visions back to the full Council. Cllr Giles and Cllr Gaurav volunteered, and Cllr Ransley confirmed he is happy to attend but would rather someone else leads it. Action carried forward.

- Research public toilets at the Moat (budget item) – Ashford Borough Council are going to research the feasibility of toilets at the Moat on behalf of the Parish Council. This item will be removed from the action sheet.
- Play equipment for Kingsnorth playing field (budget item) – Was discussed under the main agenda (item 6.c).
- Activities to celebrate the Queen's Platinum Jubilee – Was discussed under the main agenda (6.a).
- Town Council status – Cllr Hicks confirmed that she does not feel the Parish Council should pursue this any further. This item will be removed from the action sheet
- Southern Water issues – Cllr Ransley to confirm if the Parish Council agreed on writing a letter to Southern Water or addressing issues when the Local Plan comes forward and bring back to the next meeting. Action carried forward.
- Consultation on traffic light system works by McDonald's roundabout – Cllr Ransley has drafted a letter to the Joint Transportation Board and included litter picking on KCC and Highway England's roads where the speed limit is over 40mph. Cllr Cosgrove would like to see a revision to include his concern about a particular flow at a junction.

- Kingsnorth Medical Practice appeal – Cllr Ransley reported that the Parish Council have delegated authority to apply for rule 6 status which will allow the Parish Council to be more involved. Cllr Ransley will be preparing and submitting an application under that delegated authority.

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

Cllr Ransley added the following:

- Speak with Ashford Borough Council Environmental department to see if additional issues can be listed on the Report It app so that they can be reported by the general public.
- Proposed school on Court Lodge – Draft letter to KCC portfolio holder for Education to ask for increased funding to support building of the school.

6. To consider draft budget for 2022/2023.

a. Queen’s Platinum Jubilee event update and draft budget

Conversations took place with ideas for the Queen’s Jubilee. The Parish Manager suggested discussions are put on hold until Councillors either agree or disagree to the proposed budget for the event.

b. To review footpath creation documents.

i. Original proposal documents July 2021

ii. First draft budget proposal for footpaths

Footpaths will be looked at in more detail and brought back to the Parish Council during either the February or March meeting to get it implemented quickly.

c. To receive outline costs for play equipment at the playing field.

Cllr Hicks is happy to be held in abeyance until any further progress.

d. Security Patrols / CCTV

Discussions took place between Councillors on Security Patrols and CCTV.

Parish Manager to investigate security companies and obtain quotes for the next meeting to take place on 8th February.

Cllr Gaurav suggested a plan in terms of which areas the patrols would take place, how many times per day they are patrolled, etc, be included in the Parish Managers report for the next meeting.

e. To consider if extra staffing is required for 2022/2023.

Cllr Ransley reported that potentially the Parish Council may look to do this more on a project-by-project basis and can then come back to the Council to decide.

Cllr Cosgrove suggested the Parish Manager draw up a project plan for the year, once the budget has been agreed.

Recommendation – To agree the Draft Budget for 2022/2023 including the delegation to the Queen’s Jubilee working group to place orders for the celebrations in June and that money from the reserves can be used to book activities prior to the new financial year.

7. To agree precept amount for 2022/2023 financial year.

Cllr Cosgrove recommended a 0% increase in the Precept amount for Band D.

Recommendation – To agree to set the 2022/2023 Precept at £56.76, which is a 0% increase for Band D equivalent properties.

8. Policies

a. To review and re-adopt amended Financial Regulations

Discussions took place between Councillors and amendments were made to the Financial Regulations.

Cllr Gaurav will draft some amendments to the wording of the Finance Regulations prior to the meeting on Tuesday 11th Jan to approve recommendations.

b. To review and re-adopt Data Protection and Privacy policies.

c. To consider if the Parish Council wishes to take a position on the potential conflicts between pedestrians, cyclists, and e-scooters.

Discussions took place between Councillors.

The following points were recommended:

- Raise this issue when commenting on future planning applications and the local plan.
- Publicise updated laws as they are received
- Create awareness using scheduled Facebook posts and posters in the Parish Council noticeboards

Recommendation – To re-adopt the following documents:

- Amended Financial Regulations – with new wording inserted.
- Data Protection and Privacy Policy – as presented.

9. Financial Matters.

a. Finance reports.

i. To receive the November Finance Report Documents.

6 December 2021 (2021-2022)

Kingsnorth Parish Council

BANK ACCOUNTS

Metro Bank Current a/c	£14,066.55
Metro Bank Reserve a/c	£70,000.59
NW Reserve 47793368	£8,143.55
NW SIBA 47793120	£137,385.71
NW Current 47793112	£100.00
Nationwide Building Society	£155,026.95

Total in Banks	384,723.35
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Cash

GRAND TOTAL (Banks and Cash)	£384,723.35
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Kingsnorth Parish Council
Net Position by Cost Centre and Code

Cost Centre Name

Admin		Bal. B/Fwd.	Receipts		Payments		Current Balance	
Code	Title		Budget	Actual	Budget	Actual	Budget	
17	Travel Expenses				200.00		200.00	
21	Payroll				450.00	270.00	180.00	
22	HR Support				2,500.00	1,146.64	1,353.36	
23	Staff Training				2,000.00	381.00	1,619.00	
24	Councillor Training				1,500.00	135.00	1,365.00	
25	Councillor/Chairman's Allo				1,700.00	192.37	1,507.63	
26	Bank Charges				40.00	20.00	20.00	
27	Audit Fees				1,120.00	810.00	310.00	
28	Professional Fees				600.00	289.00	311.00	
29	Insurance				4,000.00	2,033.78	1,966.22	
30	Office Supplies, Postage &				2,000.00	1,355.31	644.69	
31	Telephone and Broadband				1,500.00	1,434.56	65.44	
32	Photocopier and Printer				2,000.00	829.51	1,170.49	
33	Computer Support and Ma				2,000.00	989.49	1,010.51	
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	169.56	200.44	
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					322.52	-322.52	
102	Sunflower Competition					309.64	-309.64	
					30,115.00	£13,346.38	16,768.62	
Cafe								
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Current Balance Budget	
62	Cafe Supplies			28.55	10,000.00	4,227.09	5,801.46	
63	Cafe Consumables					21.99	-21.99	
64	Cafe Workwear					121.14	-121.14	
65	Cafe Equipment			10.00		231.17	-221.17	
66	Cafe Admin					394.20	-394.20	
72	Cafe Donations					330.00	-330.00	
					£38.55	10,000.00	£5,325.59	4,712.96
Capital								
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Current Balance Budget	
39	Capital					9,862.16	-9,862.16	
95	Benches				4,570.00	2,073.76	2,496.24	
96	Christmas Lights/Decorati				1,000.00	506.68	493.32	
97	Play Equipment				9,000.00		9,000.00	
					14,570.00	£12,442.60	2,127.40	
Communications								
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Current Balance Budget	
19	Website				820.80	547.20	273.60	
20	E-mail				73.20	48.80	24.40	
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	
					3,635.00	£981.00	2,654.00	
Income								
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Current Balance Budget	
1	Precept		243,302.30	243,302.30				
2	Grants		235.00	235.00				
5	Interest		240.00	50.66			-189.34	
6	Pavilion Hire		1,000.00	227.50			-772.50	
7	Pavilion Football		2,200.00	1,604.00			-596.00	

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	2,500.00	1,000.00
9	MUGA - Casual Hire	500.00	825.00	325.00
10	Maintenance	1,000.00	352.50	-647.50
11	Cafe Takings	10,000.00	9,359.96	-640.04
12	Cafe Grants			
13	VAT Reclaim			
73	General Admin			
		259,977.30	£258,456.92	-1,520.38

<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				24,765.00	4,778.19	19,986.81
88	Sleeper Bridges				7,280.00	3,532.72	3,747.28
89	Bulb Planting				1,000.00	378.59	621.41
90	Community Farm Project				2,000.00		2,000.00
91	Bird Feeders				1,400.00	490.26	909.74
92	Habitat Planting/Works				2,500.00	843.33	1,656.67
					38,945.00	£10,023.09	28,921.91

<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				999.00	713.76	285.24
41	Playing Fields			2,350.00	8,000.00	10,063.14	286.86
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	2,305.96	1,664.69
45	Vehicle Fuel				1,500.00	1,714.18	-214.18
46	Vehicle Tax				50.00		50.00
47	Maintenance Vehicle Insur				900.00	1,175.01	-275.01
48	Workshop Rent				4,776.00	3,184.00	1,592.00
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	193.81	-8.81
53	Maintenance Loose Tools				1,500.00	443.44	1,056.56
54	Maintenance Staff Training				1,500.00	423.67	1,076.33
55	MUGA				100.00		100.00
71	Clothing				250.00	203.79	46.21
83	Van Repair					617.28	-617.28
104	Kickstart Expenses			1,200.00		623.78	576.22
				£5,020.65	30,185.00	£23,041.22	12,164.43

<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				2,500.00	555.84	1,944.16
57	Pavilion Electricity				1,000.00	608.18	391.82
58	Pavilion Water			118.74	1,500.00	217.46	1,401.28
59	Pavilion Fire Safety & Sec				1,000.00	581.48	418.52
60	Pavilion Waste Collection				2,000.00	1,338.91	661.09
61	Pavilion Cleaning			1,500.00	2,025.00	1,775.22	1,749.78
70	Pavilion Maintenance				4,975.00	2,818.07	2,156.93
				£1,618.74	15,000.00	£7,895.16	8,723.58

<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				5,000.00	228.00	4,772.00
					5,000.00	£228.00	4,772.00

<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>

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	33,174.23	31,667.77
15	Salaries Maintenance		27,743.00	14,158.05	13,584.95
16	Employer Payments		16,965.00	18,765.38	-1,800.38
103	Kickstart Salary	1,432.78		2,164.80	-732.02
			£1,432.78	109,550.00	£68,262.46
					42,720.32

Section 137			Receipts		Payments		Current Balance
Code	Title	Bal. B/Fwd.	Budget	Actual	Budget	Actual	Budget
18	Section 137				6,100.00		6,100.00
80	Community Grants Fund				10,000.00	5,813.00	4,187.00
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	4,507.69	-2,757.69
100	Free use of Pavilion				1,900.00		1,900.00
105	Outdoor Film Show donati			428.00		428.00	
106	Festive lights expenses					149.11	-149.11
				£428.00	23,750.00	£10,897.80	13,280.20

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

NET TOTAL			259,977.30	£266,995.64	282,750.00	£154,063.30	135,705.04
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Voucher Code	Date	Min	Bank	Description	Supplier	VAT	Net	VAT	Total
403	Photocopier and Printer	01/11/2021	NW Current 47793112	Printer	CF Corporate Finance	S	236.98	47.40	284.38
408	Maintenance Loose Tools	01/11/2021	NW Current 47793112	Loose tools	Trade UK	S	60.36	12.07	72.43
410	Benches	01/11/2021	NW Current 47793112	bench	Trade UK	S	72.74	14.55	87.29
412	Van Repair	01/11/2021	NW Current 47793112	Workwear	Trade UK	S	21.71	4.34	26.05
389	Employer Payments	01/11/2021	Metro Bank Current a/c	Pension contributions	NEST	X	381.99	0.00	381.99
392	Cafe Consumables	01/11/2021	Metro Bank Current a/c	cafe equipment	Amazon	X	9.99	0.00	9.99
394	Cafe Supplies	01/11/2021	Metro Bank Current a/c	Cafe supplies	Tesco	X	12.00	0.00	12.00
402	Office Rates	01/11/2021	NW Current 47793112	Office rates	ABC	X	40.00	0.00	40.00
404	Pavilion Electricity	01/11/2021	NW Current 47793112	Pavilion electricity	SSE	X	257.53	0.00	257.53
405	Pavilion Cleaning	01/11/2021	NW Current 47793112	Pavilion deep clean	EJP Cleaning Services	X	229.50	0.00	229.50
409	Pavilion Maintenance	01/11/2021	NW Current 47793112	Pavilion maint	Trade UK	X	37.65	0.00	37.65
413	Repairs	01/11/2021	NW Current 47793112	Goods	Trade UK	X	76.61	0.00	76.61
411	Clothing	01/11/2021	NW Current 47793112	Workwear	Trade UK	Z	199.97	0.00	199.97
393	Office Supplies, Postage & Admin	03/11/2021	Metro Bank Current a/c	Office supplies	Tesco	S	9.58	1.92	11.50
395	Cafe Supplies	03/11/2021	Metro Bank Current a/c	Cafe supplies	Brakes	X	256.82	0.00	256.82
397	Sleeper Bridges	04/11/2021	Metro Bank Current a/c	sleeper bridge	Metal Store	S	12.64	2.53	15.17
390	Telephone and Broadband	08/11/2021	Metro Bank Current a/c	Telephone	BT	S	333.86	66.77	400.63
391	HR Support	08/11/2021	Metro Bank Current a/c	HR Support	Outset UK	S	143.33	28.67	172.00
400	Outdoor Film Show	08/11/2021	Metro Bank Current a/c	Outdoor film show	Filmbank	S	259.00	51.80	310.80
407	Maintenance Loose Tools	08/11/2021	NW Current 47793112	Pavilion Wilder	Lister Wilder	S	48.79	9.76	58.55
396	Cafe Supplies	08/11/2021	Metro Bank Current a/c	Cafe supplies	Vaiopek	X	79.19	0.00	79.19
398	Cafe Donations	08/11/2021	Metro Bank Current a/c	Cafe Donation	Macmillan	X	330.00	0.00	330.00
399	Cafe Equipment	08/11/2021	Metro Bank Current a/c	Cafe supplies	Tesco	X	12.50	0.00	12.50
406	Pavilion Maintenance	08/11/2021	NW Current 47793112	Pavilion maint	A & C Pumps	X	300.00	0.00	300.00
401	Workshop Rent	08/11/2021	NW Current 47793112	Workshop lease	Van & Car	Z	398.00	0.00	398.00
414	Van Lease	09/11/2021	NW Current 47793112	Van rental	Leaseplan	S	202.12	40.42	242.54
420	Capital	10/11/2021	11/1; Metro Bank Current a/c	Noticeboards	Parish Noticeboard Co	S	2,422.50	484.50	2,907.00
421	Cafe Supplies	11/11/2021	Metro Bank Current a/c	Cafe supplies	Bradleys	X	107.14	0.00	107.14
415	Habitat Planting/Works	11/11/2021	NW Current 47793112	Tree	Kent County Council	Z	283.33	0.00	283.33
416	Insurance	11/11/2021	11/1; NW Current 47793112	Insurance	Zurich	Z	2,033.78	0.00	2,033.78
422	Office Supplies, Postage & Admin	12/11/2021	Metro Bank Current a/c	postage	Post Office	X	0.85	0.00	0.85
417	Habitat Planting/Works	15/11/2021	11/1; NW Current 47793112	Moat fish assessment	Babylon Fish Farm	S	560.00	112.00	672.00
418	Vehicle Fuel	15/11/2021	Metro Bank Current a/c	Van fuel	Fuel Genie	S	245.54	49.11	294.65
424	Christmas Lights/Decorations	15/11/2021	Metro Bank Current a/c	Festive lights	Festive Lights Ltd	S	347.83	69.57	417.40
430	Office Supplies, Postage & Admin	15/11/2021	11/7 Metro Bank Current a/c	ID cards	Plastic Data Card	S	79.25	15.85	95.10
419	Pavilion Cleaning	15/11/2021	Metro Bank Current a/c	Henry Hoover	Amazon	X	9.99	0.00	9.99
423	Office Supplies, Postage & Admin	15/11/2021	Metro Bank Current a/c	Zoom fee	Go Cardless	X	11.99	0.00	11.99
425	Pavilion Maintenance	15/11/2021	Metro Bank Current a/c	gutters	SP Gutters	X	68.99	0.00	68.99
426	Employer Payments	17/11/2021	NW Current 47793112	Tax & NI	HMRC	X	2,018.79	0.00	2,018.79
431	Kickstart Expenses	17/11/2021	Metro Bank Current a/c	training	First Aid Training	X	65.00	0.00	65.00
432	Maintenance Staff Training	17/11/2021	Metro Bank Current a/c	training	First Aid Training	X	35.00	0.00	35.00
433	Staff Training	17/11/2021	Metro Bank Current a/c	training	First Aid Training	X	70.00	0.00	70.00
434	Kickstart Expenses	18/11/2021	Metro Bank Current a/c	Phone cases	ShenZhenShiSuRenXiang	S	9.91	1.98	11.89
435	Office Supplies, Postage & Admin	18/11/2021	Metro Bank Current a/c	batteries	GP Batteries	S	41.62	8.33	49.95
438	Kickstart Expenses	18/11/2021	Metro Bank Current a/c	training	Kentec Training	S	125.00	25.00	150.00
427	Pavilion Waste Collection	18/11/2021	Metro Bank Current a/c	Waste	Biffa	X	120.14	0.00	120.14
429	Website	18/11/2021	Metro Bank Current a/c	Website	Whisper Media	X	68.40	0.00	68.40
436	Cafe Supplies	18/11/2021	Metro Bank Current a/c	Cafe supplies	Tesco	X	17.25	0.00	17.25
437	Cafe Supplies	18/11/2021	Metro Bank Current a/c	Cafe supplies	Landsell	X	106.24	0.00	106.24
428	E-mail	18/11/2021	Metro Bank Current a/c	E-mail Addresses	Whisper Media	Z	6.10	0.00	6.10
441	Cafe Admin	19/11/2021	Metro Bank Current a/c	deposit	Trattoria Romania	X	140.00	0.00	140.00
440	Councillor/Chairman's Allowance	22/11/2021	11/7 Metro Bank Current a/c	branded clothing	Tylers	S	192.37	38.47	230.84
439	Pavilion Maintenance	22/11/2021	Metro Bank Current a/c	gutters	SP Gutters	X	35.04	0.00	35.04
443	Parish Office - Mobile Phone	24/11/2021	NW Current 47793112	Staff Mobile Phones	BT	S	22.00	4.40	26.40
444	Maintenance Mobile Phones	24/11/2021	NW Current 47793112	Staff Mobile Phones	BT	S	22.00	4.40	26.40
450	Kickstart Expenses	24/11/2021	NW Current 47793112	Mobile phone	BT	S	22.00	4.40	26.40
452	Festive lights expenses	24/11/2021	Metro Bank Current a/c	buckets for trees	B & M	S	15.79	3.16	18.95
457	Councillor Training	25/11/2021	Metro Bank Current a/c	training	KALC	S	35.00	7.00	42.00
458	Outdoor Film Show	25/11/2021	Metro Bank Current a/c	Outdoor film show	Silent Disco	S	1,495.00	299.00	1,794.00
451	Repairs	26/11/2021	NW Current 47793112	Goods	Lister Wilder	S	2.53	0.51	3.04
453	Festive lights expenses	26/11/2021	Metro Bank Current a/c	Trees	Ripples Garden Centre	S	116.67	23.33	140.00
454	Festive lights expenses	26/11/2021	Metro Bank Current a/c	batteries	Amazon	S	16.65	3.33	19.98
455	Christmas Lights/Decorations	26/11/2021	Metro Bank Current a/c	Festive lights	Festive Lights Ltd	S	88.47	17.70	106.17
456	Christmas Lights/Decorations	26/11/2021	Metro Bank Current a/c	Festive lights	Festive Lights Ltd	S	70.38	14.08	84.46
442	Pavilion Maintenance	26/11/2021	NW Current 47793112	Pavilion Boiler Cover	British Gas	X	63.56	0.00	63.56
445	Salaries	26/11/2021	NW Current 47793112	Salaries	Salaries	X	6,804.72	0.00	6,804.72
459	Cafe Supplies	26/11/2021	Metro Bank Current a/c	Cafe supplies	Asda	X	17.20	0.00	17.20
461	Footpath Creation	29/11/2021	Metro Bank Current a/c	survey	KB Ecology	S	498.00	99.60	597.60
462	Payroll	30/11/2021	Metro Bank Current a/c	Payroll	Accounts Unlocked	S	30.00	6.00	36.00
465	Office Supplies, Postage & Admin	30/11/2021	Metro Bank Current a/c	Amazon Prime fee	Amazon	S	80.00	16.00	96.00
463	Contingency/Support	30/11/2021	Metro Bank Current a/c	boiler contract	British Gas	X	28.50	0.00	28.50
464	Office Supplies, Postage & Admin	30/11/2021	Metro Bank Current a/c	safety app	Safety Culture	X	176.49	0.00	176.49
Total							22,849.87	1,587.95	24,437.82

Kingsnorth Parish Council

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
146	Cafe Takings	01/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	112.18		112.18
150	Pavilion Hire	01/11/2021		NW Current 47793112		Pavilion Hire	Parishioner	X	32.50		32.50
170	Interest	01/11/2021		Metro Bank Reserve a		Interest	Metro Bank	X	0.64		0.64
147	Cafe Takings	02/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	73.48		73.48
148	Cafe Takings	04/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	49.17		49.17
149	Cafe Supplies	04/11/2021		Metro Bank Current a/		Cafe supplies	Brakes	X	17.76		17.76
171	Cafe Takings	09/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	122.48		122.48
151	Cafe Takings	11/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	97.19		97.19
152	Cafe Takings	15/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	183.30		183.30
153	Pavilion Football	15/11/2021		NW Current 47793112		Pavilion Hire	PFR	X	840.00		840.00
154	Cafe Takings	16/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	75.34		75.34
157	Pavilion Hire	17/11/2021		NW Current 47793112		Pavilion Hire	M O'Neill	X	15.00		15.00
155	Cafe Takings	18/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	125.49		125.49
159	Kickstart Salary	19/11/2021		NW Current 47793112		kickstart salary	Kent Invicta Chamber	X	716.39		716.39
160	VAT Reclaim	19/11/2021		NW Current 47793112		VAT Refund	HMRC	R		6,102.28	6,102.28
158	Pavilion Hire	22/11/2021		NW Current 47793112		Pavilion Hire	M Russell	X	30.00		30.00
156	Cafe Takings	22/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	159.89		159.89
161	Cafe Takings	23/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	138.85		138.85
162	Cafe Takings	25/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	97.52		97.52
166	Cafe Takings	29/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	139.46		139.46
167	Cafe Takings	30/11/2021		Metro Bank Current a/		Cafe takings	Paypal	X	138.08		138.08
163	Interest	30/11/2021		NW Reserve 47793361		Interest	Natwest	X	0.07		0.07
164	Interest	30/11/2021		NW SIBA 47793120		Interest	Natwest	X	1.32		1.32
165	Interest	30/11/2021		Metro Bank Reserve a		Interest	Metro Bank	X	0.59		0.59
168	MUGA - Casual Hire	30/11/2021		NW Current 47793112		MUGA Hire	Tuneth2Futsal	X	45.00		45.00
169	MUGA - Casual Hire	30/11/2021		NW Current 47793112		MUGA Hire	Art of Football	X	120.00		120.00
Total									3,331.70	6,102.28	9,433.98

1 December 2021 (2021-2022)

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

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
Admin			0.00 (N/A)	30,115.00	13,346.38	16,768.62 (55%)	16,768.62
Cafe		38.55	38.55 (3855%)	10,000.00	5,325.59	4,674.41 (46%)	4,712.96
Capital			0.00 (N/A)	14,570.00	12,442.60	2,127.40 (14%)	2,127.40
Communications			0.00 (N/A)	3,635.00	981.00	2,654.00 (73%)	2,654.00
Income	259,977.30	258,456.92	-1,520.38 (-0%)			0.00 (N/A)	-1,520.38
Kingsnorth Green Spaces			0.00 (N/A)	38,945.00	10,023.09	28,921.91 (74%)	28,921.91
Maintenance		5,020.65	5,020.65 (50206%)	30,185.00	23,041.22	7,143.78 (23%)	12,164.43
Pavilion		1,618.74	1,618.74 (161874%)	15,000.00	7,895.16	7,104.84 (47%)	8,723.58
Recreation Centre			0.00 (N/A)	5,000.00	228.00	4,772.00 (95%)	4,772.00
Salaries		1,432.78	1,432.78 (143278%)	109,550.00	68,262.46	41,287.54 (37%)	42,720.32
Section 137		428.00	428.00 (42800%)	23,750.00	10,897.80	12,852.20 (54%)	13,280.20
Subscriptions			0.00 (N/A)	2,000.00	1,620.00	380.00 (19%)	380.00
NET TOTAL	259,977.30	266,995.64	7,018.34 (2%)	282,750.00	154,063.30	128,686.70 (45%)	12

Total for ALL Cost Centres	266,995.64	154,063.30
V.A.T.	7,825.13	9,501.95
GROSS TOTAL	274,820.77	163,565.25

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

ii. To receive the December Finance Report Documents.

Kingsnorth Parish Council**BANK ACCOUNTS**

Metro Bank Current a/c	£12,441.48
Metro Bank Reserve a/c	£70,000.59
NW Reserve 47793368	£8,143.62
NW SIBA 47793120	£129,110.30
NW Current 47793112	£100.00
Nationwide Building Society	£155,026.95
Total in Banks	374,822.94
<hr/>	
Cash	
<hr/>	
GRAND TOTAL (Banks and Cash)	£374,822.94

Kingsnorth Parish Council
Net Position by Cost Centre and Code (Between 01/04/2021 and 31/12/2021)

Cost Centre Name

Admin		<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>
17	Travel Expenses				200.00		200.00
21	Payroll				450.00	300.00	150.00
22	HR Support				2,500.00	1,289.97	1,210.03
23	Staff Training				2,000.00	381.00	1,619.00
24	Councillor Training			35.00	1,500.00	135.00	1,400.00
25	Councillor/Chairman's Allo				1,700.00	192.37	1,507.63
26	Bank Charges				40.00	30.00	10.00
27	Audit Fees				1,120.00	810.00	310.00
28	Professional Fees				600.00	289.00	311.00
29	Insurance				4,000.00	2,033.78	1,966.22
30	Office Supplies, Postage &				2,000.00	1,407.04	592.96
31	Telephone and Broadband				1,500.00	1,613.04	-113.04
32	Photocopier and Printer				2,000.00	829.51	1,170.49
33	Computer Support and Ma				2,000.00	989.49	1,010.51
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	191.56	178.44
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					362.52	-362.52
102	Sunflower Competition					309.64	-309.64
				£35.00	30,115.00	£13,821.92	16,328.08

Cafe		<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>
62	Cafe Supplies			28.55	10,000.00	4,588.17	5,440.38
63	Cafe Consumables					44.79	-44.79
64	Cafe Workwear					121.14	-121.14
65	Cafe Equipment			10.00		239.15	-229.15
66	Cafe Admin					527.20	-527.20
72	Cafe Donations					330.00	-330.00
				£38.55	10,000.00	£5,850.45	4,188.10

Capital		<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>
39	Capital					10,314.47	-10,314.47
95	Benches				4,570.00	2,086.13	2,483.87
96	Christmas Lights/Decorati				1,000.00	506.68	493.32
97	Play Equipment				9,000.00		9,000.00
					14,570.00	£12,907.28	1,662.72

Communications		<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>
19	Website				820.80	615.60	205.20
20	E-mail				73.20	54.90	18.30
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
					3,635.00	£1,055.50	2,579.50

Income		<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>
1	Precept		243,302.30	243,302.30			
2	Grants		235.00	235.00			
5	Interest		240.00	58.25			-181.75
6	Pavilion Hire		1,000.00	227.50			-772.50
7	Pavilion Football		2,200.00	1,814.00			-386.00

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 31/12/2021)

Cost Centre Name

8 MUGA - School Hire	1,500.00	2,500.00	1,000.00
9 MUGA - Casual Hire	500.00	885.00	385.00
10 Maintenance	1,000.00	402.50	-597.50
11 Cafe Takings	10,000.00	10,406.22	406.22
12 Cafe Grants			
13 VAT Reclaim			
73 General Admin			

259,977.30 £259,830.77 -146.53

Kingsnorth Green Spaces

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
87	Footpath Creation				24,765.00	4,784.19	19,980.81
88	Sleeper Bridges				7,280.00	3,532.72	3,747.28
89	Bulb Planting				1,000.00	378.59	621.41
90	Community Farm Project				2,000.00		2,000.00
91	Bird Feeders				1,400.00	490.26	909.74
92	Habitat Planting/Works				2,500.00	1,281.87	1,218.13
					38,945.00	£10,467.63	28,477.37

Maintenance

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance	
			Budget	Actual	Budget	Actual	Budget	
40	Repairs				999.00	637.15	361.85	
41	Playing Fields			2,350.00	8,000.00	10,063.14	286.86	
42	Playing Fields CCTV				4,500.00	1,358.22	3,141.78	
43	Playing Fields Playground				1,800.00	173.75	1,626.25	
44	Van Lease			1,470.65	2,500.00	2,508.08	1,462.57	
45	Vehicle Fuel				1,500.00	1,982.30	-482.30	
46	Vehicle Tax				50.00		50.00	
47	Maintenance Vehicle Insur				900.00	1,175.01	-275.01	
48	Workshop Rent				4,776.00	3,582.00	1,194.00	
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	237.81	-52.81	
53	Maintenance Loose Tools				1,500.00	543.26	956.74	
54	Maintenance Staff Training				1,500.00	423.67	1,076.33	
55	MUGA				100.00		100.00	
71	Clothing				250.00	203.79	46.21	
83	Van Repair					617.28	-617.28	
104	Kickstart Expenses			1,200.00		623.78	576.22	
					£5,020.65	30,185.00	£24,150.42	11,055.23

Pavilion

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance	
			Budget	Actual	Budget	Actual	Budget	
56	Pavilion Gas				2,500.00	555.84	1,944.16	
57	Pavilion Electricity				1,000.00	608.18	391.82	
58	Pavilion Water			118.74	1,500.00	217.46	1,401.28	
59	Pavilion Fire Safety & Sec				1,000.00	683.48	316.52	
60	Pavilion Waste Collection				2,000.00	1,489.09	510.91	
61	Pavilion Cleaning			1,500.00	2,025.00	2,059.14	1,465.86	
70	Pavilion Maintenance				4,975.00	2,987.11	1,987.89	
					£1,618.74	15,000.00	£8,600.30	8,018.44

Recreation Centre

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
67	Contingency/Support				5,000.00	228.00	4,772.00
					5,000.00	£228.00	4,772.00

Salaries

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget

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 31/12/2021)

Cost Centre Name

14 Salaries Admin		64,842.00	37,352.40	27,489.60
15 Salaries Maintenance		27,743.00	15,921.10	11,821.90
16 Employer Payments		16,965.00	21,145.80	-4,180.80
103 Kickstart Salary	2,149.17		2,788.00	-638.83
	£2,149.17	109,550.00	£77,207.30	34,491.87

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			1,000.00	10,000.00	5,813.00	5,187.00
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	4,792.19	-3,042.19
100	Free use of Pavilion				1,900.00		1,900.00
105	Outdoor Film Show donati		922.38			428.00	494.38
106	Festive lights expenses					190.04	-190.04
			£1,922.38	23,750.00	£11,223.23		14,449.15

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
					2,000.00	£1,620.00	380.00

NET TOTAL		259,977.30	£270,615.26	282,750.00	£167,132.03	126,255.93
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2 January 2022 (2021-2022)

Kingsnorth Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2021 and 31/12/2021)

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Admin		35.00	35.00 (3500%)	30,115.00	13,821.92	16,293.08 (54%)	16,328.08
Cafe		38.55	38.55 (3855%)	10,000.00	5,850.45	4,149.55 (41%)	4,188.10
Capital			0.00 (N/A)	14,570.00	12,907.28	1,662.72 (11%)	1,662.72
Communications			0.00 (N/A)	3,635.00	1,055.50	2,579.50 (70%)	2,579.50
Income	259,977.30	259,830.77	-146.53 (-0%)			0.00 (N/A)	-146.53
Kingsnorth Green Spaces			0.00 (N/A)	38,945.00	10,467.63	28,477.37 (73%)	28,477.37
Maintenance		5,020.65	5,020.65 (50206%)	30,185.00	24,150.42	6,034.58 (19%)	11,055.23
Pavilion		1,618.74	1,618.74 (161874%)	15,000.00	8,600.30	6,399.70 (42%)	8,018.44
Recreation Centre			0.00 (N/A)	5,000.00	228.00	4,772.00 (95%)	4,772.00
Salaries		2,149.17	2,149.17 (214917%)	109,550.00	77,207.30	32,342.70 (29%)	34,491.87
Section 137		1,922.38	1,922.38 (192238%)	23,750.00	11,223.23	12,526.77 (52%)	14,449.15
Subscriptions			0.00 (N/A)	2,000.00	1,620.00	380.00 (19%)	380.00
NET TOTAL	259,977.30	270,615.26	10,637.96 (4%)	282,750.00	167,132.03	115,617.97 (40%)	12

Total for ALL Cost Centres	270,615.26	167,132.03
V.A.T.	7,832.13	9,932.88
GROSS TOTAL	278,447.39	177,064.91

Voucher Code	Date	Bank	Description	Supplier	/AT Typ	Net	VAT	Total
460 Outdoor Film Show	01/12/2021	Metro Bank Current a/c	Outdoor film show	ABC	X	21.00	0.00	21.00
466 Office Rates	01/12/2021	NW Current 47793112	Office rates	ABC	X	40.00	0.00	40.00
470 Pavilion Cleaning	01/12/2021	Metro Bank Current a/c	Pavilion deep clean	EJP Cleaning Services	X	270.00	0.00	270.00
471 Cafe Supplies	02/12/2021	Metro Bank Current a/c	Cafe supplies	Tesco	X	2.20	0.00	2.20
473 Cafe Supplies	02/12/2021	Metro Bank Current a/c	Cafe supplies	Bradleys	X	84.00	0.00	84.00
467 Workshop Rent	06/12/2021	NW Current 47793112	Workshop rent	Van & Car	X	398.00	0.00	398.00
468 Footpath Creation	06/12/2021	Metro Bank Current a/c	land documents	H M Land Registry	X	6.00	0.00	6.00
469 Cafe Consumables	06/12/2021	Metro Bank Current a/c	cafe equipment	Amazon	X	22.80	0.00	22.80
472 Cafe Supplies	06/12/2021	Metro Bank Current a/c	Cafe supplies	Tesco	X	13.60	0.00	13.60
490 HR Support	07/12/2021	Metro Bank Current a/c	HR Support	Outset UK	S	143.33	28.67	172.00
495 Telephone and Broadband	07/12/2021	Metro Bank Current a/c	Telephone	BT	S	178.48	35.70	214.18
492 Cafe Supplies	08/12/2021	Metro Bank Current a/c	Cafe supplies	Landsell	X	171.53	0.00	171.53
497 Playing Fields Playgrounds	09/12/2021	Metro Bank Current a/c	Playground inspection	Playground Inspection C	S	173.75	34.75	208.50
496 Employer Payments	09/12/2021	Metro Bank Current a/c	Pension contributions	NEST	X	389.00	0.00	389.00
498 Office Supplies, Postage & A	10/12/2021	Metro Bank Current a/c	postage	Post Office	E	2.25	0.00	2.25
499 Habitat Planting/Works	10/12/2021	Metro Bank Current a/c	Trees	Paramount Plants	S	438.54	87.71	526.25
493 Cafe Supplies	10/12/2021	Metro Bank Current a/c	Cafe supplies	Bradleys	X	82.80	0.00	82.80
474 Van Lease	13/12/2021	NW Current 47793112	Van rental	Leaseplan	S	202.12	40.42	242.54
494 Cafe Equipment	13/12/2021	Metro Bank Current a/c	cafe equipment	Coffee World Ltd	X	7.98	0.00	7.98
487 Vehicle Fuel	14/12/2021	Metro Bank Current a/c	Van fuel	Fuel Genie	S	268.12	53.62	321.74
481 Outdoor Film Show	14/12/2021	NW Current 47793112	Outdoor film show	5XL Security	X	256.00	0.00	256.00
512 Office Supplies, Postage & A	15/12/2021	Metro Bank Current a/c	Zoom fee	Go Cardless	X	11.99	0.00	11.99
513 Outdoor Film Show	15/12/2021	Metro Bank Current a/c	Outdoor film show	Silent Disco	X	25.00	0.00	25.00
514 Cafe Admin	16/12/2021	Metro Bank Current a/c	Cafe	Trattoria Romania	X	133.00	0.00	133.00
475 Employer Payments	17/12/2021	NW Current 47793112	Tax & NI	HMRC	X	1,991.42	0.00	1,991.42
515 Cafe Supplies	17/12/2021	Metro Bank Current a/c	Cafe supplies	Tesco	X	6.95	0.00	6.95
482 Capital	20/12/2021	NW Current 47793112	concrete mixer	Trade UK	S	340.42	68.08	408.50
483 Maintenance Loose Tools	20/12/2021	NW Current 47793112	concrete mixer	Trade UK	S	99.82	19.96	119.78
484 Benches	20/12/2021	NW Current 47793112	concrete mixer	Trade UK	S	12.37	2.48	14.85
485 Festive lights expenses	20/12/2021	NW Current 47793112	Festive lights	Trade UK	S	40.93	8.19	49.12
486 Pavilion Maintenance	20/12/2021	NW Current 47793112	Goods	Trade UK	S	28.87	5.77	34.64
501 Capital	20/12/2021	Metro Bank Current a/c	computer display stand	Amazon	S	10.66	2.13	12.79
502 Capital	20/12/2021	Metro Bank Current a/c	computer keyboard	Amazon	S	17.91	3.58	21.49
503 Capital	20/12/2021	Metro Bank Current a/c	computer monitor	John Lewis	S	83.32	16.67	99.99
504 Office Supplies, Postage & A	20/12/2021	NW Current 47793112	Stationery	KCS	S	22.50	4.50	27.00
488 Pavilion Waste Collection	20/12/2021	Metro Bank Current a/c	Waste	Biffa	X	150.18	0.00	150.18
491 Website	20/12/2021	Metro Bank Current a/c	Website	Whisper Media	X	68.40	0.00	68.40
505 Pavilion Cleaning	20/12/2021	NW Current 47793112	Pavilion supplies	KCS	X	13.92	0.00	13.92
489 E-mail	20/12/2021	Metro Bank Current a/c	E-mail Addresses	Whisper Media	Z	6.10	0.00	6.10
509 Pavilion Fire Safety & Securit	21/12/2021	Metro Bank Current a/c	Pavilion fire safety	EK Fire Protection	X	102.00	0.00	102.00
510 Office Supplies, Postage & A	23/12/2021	Metro Bank Current a/c	cable	AC Adaptors R Us	S	14.99	3.00	17.99
476 Salaries	23/12/2021	NW Current 47793112	Salaries	Salaries	X	6,564.41	0.00	6,564.41
506 Pavilion Maintenance	23/12/2021	NW Current 47793112	Pavilion Boiler Cover	British Gas	X	63.56	0.00	63.56
507 Parish Office - Mobile Phone	24/12/2021	NW Current 47793112	Telephone	BT	S	22.00	4.40	26.40
508 Maintenance Mobile Phones	24/12/2021	NW Current 47793112	Telephone	BT	S	44.00	8.80	52.80
511 Payroll	31/12/2021	Metro Bank Current a/c	Payroll	Accounts Unlocked	S	30.00	6.00	36.00
516 Bank Charges	31/12/2021	NW Current 47793112	Bank charges	Natwest	X	10.00	0.00	10.00
Total						13,086.23	434.43	13,520.66

Voucher Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT
173 Cafe Takings	02/12/2021	Metro Bank Current a/c	Cafe takings	Paypal	X	126.93	0.00
175 Councillor Training	02/12/2021	Metro Bank Current a/c	Cllr course	KALC	S	35.00	7.00
174 Cafe Takings	06/12/2021	Metro Bank Current a/c	Cafe takings	Paypal	X	130.33	0.00
176 Pavilion Football	06/12/2021	NW Current 47793112	Pavilion Hire	PFR	X	210.00	0.00
180 Cafe Takings	07/12/2021	Metro Bank Current a/c	Cafe takings	Paypal	X	102.63	0.00
181 Cafe Takings	08/12/2021	Metro Bank Current a/c	Cafe takings	Paypal	X	49.10	0.00
179 Community Grants Fund	09/12/2021	NW Current 47793112	Grant	Wye School	X	1,000.00	0.00
182 Cafe Takings	09/12/2021	Metro Bank Current a/c	Cafe takings	Paypal	X	50.50	0.00
177 Maintenance	13/12/2021	NW Current 47793112	Cricket Club mowing	Ashford Town Cricket Cl	X	50.00	0.00
178 MUGA - Casual Hire	13/12/2021	NW Current 47793112	MUGA Hire	Art of Football	X	60.00	0.00
183 Cafe Takings	13/12/2021	Metro Bank Current a/c	Cafe takings	Paypal	X	136.10	0.00
184 Cafe Takings	14/12/2021	Metro Bank Current a/c	Cafe takings	Paypal	X	104.98	0.00
187 Outdoor Film Show donation	15/12/2021	Metro Bank Current a/c	Outdoor film show	Paypal	X	494.38	0.00
185 Cafe Takings	16/12/2021	Metro Bank Current a/c	Cafe takings	Paypal	X	123.03	0.00
186 Cafe Takings	20/12/2021	Metro Bank Current a/c	Cafe takings	Paypal	X	139.61	0.00
189 Cafe Takings	21/12/2021	Metro Bank Current a/c	Cafe takings	Paypal	X	83.05	0.00
188 Kickstart Salary	30/12/2021	NW Current 47793112	kickstart salary	Kent Invicta Chamber	X	716.39	0.00
191 Interest	31/12/2021	NW Reserve 47793368	Interest	Natwest	X	0.07	0.00
192 Interest	31/12/2021	NW SIBA 47793120	Interest	Natwest	X	1.15	0.00
Total						3,613.25	7.00

Total

126.93
42.00
130.33
210.00
102.63
49.10
1,000.00
50.50
50.00
60.00
136.10
104.98
494.38
123.03
139.61
83.05
716.39
0.07
1.15
3,620.25

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

Cllr Cosgrove commented and asked if there were any charts or data to show how Kingsnorth Parish Council are doing overall, compared to other Parishes.

- b. To review invoices and consider authorising payment.
- c. To receive quotation for repairs to pumps at the Pavilion and authorise any further action.

Recommendations:

- To receive the November and December Finance Reports.
- To vote on proposal made by Cllr Cosgrove following investigations on the pavilion pumps.

10. Planning Matters.

- a. To consider all planning applications received in December.

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

Planning Applications from cancelled December meeting.

Application Number: 21/01911/AS

Address: 48 Emperor Way, Kingsnorth, Ashford, Kent, TN23 3QY

Proposal: Conversion of existing garage to habitable accommodation and link to proposed single storey rear extension

Ward: Roman Ward

Comments: Has been permitted

Application Number: 21/01914/AS

Address: Proposed school site land southeast of, Ashford Road, Great Chart, Kent

Proposal: Reserved matters application pursuant to outline planning permission 12/00400/AS for the construction of a 6FE secondary school which will include a multi-use games area (MUGA), car parking, landscaping, and external play, with the creation of a new access from Chilmington Green Road

Ward:

Comments: Cllr Ransley suggests – Object – The location of the development is not sustainable for the proposed use due to lack, at the present time, of suitable infrastructure. We note, and support, KCC Highways comment that the roundabout will be significantly over capacity. Our residents may be travelling to the school, and this will adversely impact on them. There are limited connections available to walk or cycle to the site. Even if travelling to the school by coach there is insufficient parking. The provision of car parking is below standards with no parking provided for 6th form students and insufficient electric vehicle charging points. We believe that archaeological field evaluation works should occur before determination, decision makers do not presently have a good understanding of the potential impacts of the decision they are taking. We support KCC Ecology's comment regarding the loss of hedgerow, but it does not go far enough and it is not

appropriate to deal with this bey condition. The hedgerow here was identified as suitable habitat for Dormice and subject to a more intensive survey effort. That survey effort of 2012 did identify evidence of dormice in multiple locations within the connected habitat. The application does not highlight this protected species and the unmitigated adverse impacts of the proposal. We ask that KCC ecology is reconsulted on the issue of whether the applicants 2020 survey effort was sufficient.

Application Number: 21/01892/AS

Address: 61 Manor House Drive, Kingsnorth, Ashford, Kent, TN23 3LP

Proposal: Construction of a two-storey side extension and associated fenestration

Ward: Park Farm North Ward

Comments: Cllr Ransley Suggests - Request additional information – At present the Parish Council cannot see a plan showing the current and proposed parking situation, which will be relevant given the additional bedroom. We do not know how the applicant proposes to mitigate harm to Stodmarsh and the applicant appears to have indicated they will provide a flood risk assessment, but it is not presently available for us to view on the planning portal.

Application Number: 21/01959/AS

Address: Shipley Cottage, Ashford Road, Kingsnorth, Ashford, Kent, TN23 3EW

Proposal: Vehicle crossover and hardstanding [re submission of 21/00317/AS]

Ward: Kingsnorth Village

Comments: Cllr Hicks suggested comments - I note that KCC Highways is recommending refusal and given the large volume of traffic and speed on that road I do think they should be supported. Suggest Refuse

Application Number: 21/01973/AS

Address: Summers End, Ashford Road, Kingsnorth, Ashford, Kent, TN23 3ED

Proposal: Proposed single storey extension to rear elevation

Ward: Kingsnorth Village

Comments: Cllr Hicks suggested comments - This appears to be a modest garden room to the rear and as such I can see no reason to refuse but to remind the applicant that it is on a flood plain. Suggest No objection

Application Number: 21/02087/AS

Address: 2 Lucilla Avenue, Kingsnorth, Ashford, Kent, TN23 3PS

Proposal: Certificate of Lawful Development - Proposed - New ground floor window on side elevation

Ward: Roman Ward

Comments: Cllr Ransley suggests - Support

Application Number: 21/02075/AS

Address: 83 Forum Way, Kingsnorth, Ashford, Kent, TN23 3RJ

Proposal: Erection of single storey rear extension

Ward: Roman Ward

Comments: Cllr Ransley suggests – Object – The proposed development represents overdevelopment of the site which reduces the already limited garden and creates harm to the street scene by enclosing the footpath cycleway with builtform immediately on its boundary.

Application Number: 21/02076/AS

Address: High Hopes, Church Hill, Kingsnorth, Ashford, Kent, TN23 3EG

Proposal: Erection of a replacement dwelling

Ward: Kingsnorth Village

Comments: Cllr Hicks suggested comments - The width of the proposed rebuild is very similar to the existing chalet bungalow. From the design it would appear that the new property would not overlook the private spaces of the two neighbours. Parking can be accommodated to the front of the dwelling. The new building will certainly be higher than its neighbours but given the size of properties opposite and the fact that it is on a hill I cannot see that being a problem. Suggest Support

Application Number: 21/01595/AS

Address: Waterbrook Park, Waterbrook Avenue, Sevington, Kent

Proposal: Reserved Matters application for 400 dwellings

Ward: NA - Sevington

Comments: Cllr Ransley suggests – Object – The Parish Council has been enquiring about the reservoir breach flood model for Aldington Reservoir, raising that the available maps only allowed for a within bank downstream scenario. The EA has recently released new maps which show a potential flood when the watercourses downstream are out of bank. Almost the entire residential proposal is shown to flood in this scenario. The application proposes to build dwellings, change ground levels, and build a new bridge over the river. We, and decision takers, have no understanding of the likely off-site increase in flood risk that will occur as a result of the proposed development. The design has not considered this scenario and responded accordingly; it therefore

represents poor design. The Parish Council request that a hydraulic model is produced for the site as it currently is (including Avocet Way) and then compares the expected flooding in that scenario to what can be expected when the model is updated to include all the proposed changes. We want to be assured that there is no risk of flooding displaced to residents of Finberry and Bridgefield. In addition, we request that KCC's Emergency Planning team is consulted on the application.

b. To consider all planning applications received in January.

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

Application Number: 21/02177/AS

Address: 2 Brentwood, Kingsnorth, Ashford, Kent, TN23 5YH

Proposal: Proposed two storey side extension.

Ward: Washford Ward

Comments: Cllr Ransley suggests- Object – Whilst the Parish Council does not object to the proposed massing/form when viewed from the street we believe that this represents overdevelopment of the site given that there will only be one available parking space (substantially less than ABC's space standards in the Local Plan). The access to the garden, indicated as being through two internal and two external doors seems likely to cause problems. The impact of the additional bedroom on Stodmarsh has also not been mitigated by this proposal.

Application Number: 16/00125/CONB/AS

Address: Land south of Captains Wood, Land at Cheesemans Green, Cheesemans Green Lane, Kingsnorth, Kent

Proposal: Discharge of conditions: 1 (residents pack), 8 (fine details soft landscaping) & 10 (details)

Ward:

Comments: Cllr Ransley suggests- No Comment – Not within our Parish and no immediately obvious issues with the potential to spill over to our residents.

Application Number: 21/02188/AS

Address: Kingsthorpe Farm, Magpie Hall Road, Kingsnorth, Ashford, Kent, TN26 1HG

Proposal: Lawful Development Certificate - Existing - Siting of an ancillary building for associated residential use at Kingsthorpe Farm

Ward: Kingsnorth Village

Comments: Cllr Hicks suggests - Support

c. To note decisions.

d. To consider any appeals and enforcement matters.

e. Any other planning matters.

- i. To consider whether the Parish Council wishes to amend its position regarding the future management of Court Lodge and the wider large housing developments.**

Cllr Ransley reported on a presentation from Ashford Borough Council regarding the proposed management for Court Lodge and Kingsnorth Green.

- ii. To consider commenting on the proposed diversion of public footpath AW306A (part), Kingsnorth**

A discussion took place between Councillors.

Recommendations:

- To vote on all presented comments on the planning applications, to be submitted as drafted.**
- To note all decisions presented.**
- To agree to maintain the current stance of the Parish Council not to support the Community Management Organisation for Chilmington Green, covering the developments of Court Lodge and Kingsnorth Green.**
- To make no comment on the proposed diversion of public footpath AW306A.**

11. Correspondence and written reports from external parties.

a. To consider correspondence and written reports received by the Parish Council and authorise any actions.

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

- i. Consider making a comment on the Ashford Borough Council budget.**
- ii. Consider letter to Kent County Council emergency planning regarding updated reservoir flood breach map.**

- iii. Consider letter to Ashford Borough Council re maintenance of Park Farm Moat.
- iv. Consider a letter to Stagecoach re damaged bus shelter in Bluebell Road, Park Farm.

Recommendations:

- To approve the sending of a letter on Ashford Borough Councils draft budget once it has been proofread and tidied up by the Kingsnorth Parish Chair.
- To approve the letter which is to be sent to Kent County Council regarding the reservoir flood breach map.
- To approve a letter which is to be sent to Stagecoach regarding the damage and repair to the bus shelter on Bluebell Road, Park Farm.

12. Parish Manager Reports.

a. November Parish Manager's Report.

b. December Parish Manager's 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.

Recommendation – To note Parish Managers reports have been received.

13. 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:

- Received an email from a member of the public suggesting possible locations for allotments
- Attended a KALC meeting

9.00pm Cllr Cosgrove proposed the suspension of standing orders in that no meeting should last more than two hours. Cllr Ransley seconded.

Cllr Wedgbury reported on the following:

- Ashford Borough Council mapping exercise.

14. The next or future Agenda(s).

a. To add / remove / amend items.

- Conservation Fields
- Clearing vegetation on footpaths
- Security patrols
- Action plan for potential projects

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

15. Date of Next Meeting

Tuesday 8th February 2022.

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 9.12pm

Signature: _____

Date: _____



KINGSNORTH PARISH COUNCIL
Draft Minutes of the Meeting of Kingsnorth Parish Council
Held on Tuesday 11th January 2022 at 7.00pm in the Kingsnorth Sports Pavilion
The meeting was also available on Zoom and Facebook Live

Present: Cllr Shelley Barber, Cllr Geoff Cosgrove, Cllr Kumar Gaurav, Cllr Katrina Giles, Cllr Aline Hicks, Cllr Stuart Moss, Cllr James Ransley (Chair), Cllr Jim Wedgbury.

Also, present: Christine Drury (Assistant Clerk – Finance) Via Zoom, Peter Le Rossignol (Parish Manager), Marie Russell (Assistant Clerk – Admin) Via Zoom, no members of the public were present at the meeting.

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 meeting.

Cllr. Patricia Moss
Cllr Ben Townsend.

2. To receive declarations of Interest.

None.

Verbal reports from external parties.

- a. November and December PCSO Reports
- b. Ashford Borough Councillors' Reports
- c. KCC Councillors' Reports

Recommendation – To note all reports received on Monday 10th January 2022.

PROPOSED BY CLLR RANSLEY SECONDED BY CLLR WEDGBURY
ALL THOSE IN FAVOUR - 8 ALL THOSE AGAINST - 0 ABSTENTIONS - 0
Motion moved.

3. Approval of Minutes of Tuesday 9th November 2021.

Recommendation – To adopt Minutes of Tuesday 9th November and corrected Minutes of Tuesday 12th October.

PROPOSED BY CLLR RANSLEY SECONDED BY CLLR WEDGBURY
ALL THOSE IN FAVOUR - 8 ALL THOSE AGAINST - 0 ABSTENTIONS - 0
Motion moved.

6. To consider draft budget for 2022/2023.

- a. Queen's Platinum Jubilee event update and draft budget

Recommendation – To agree the Draft Budget for 2022/2023 including the delegation to the Queen's Jubilee working group to place orders for the celebrations in June and that money from the reserves can be used to book activities prior to the new financial year.

PROPOSED BY CLLR RANSLEY SECONDED BY CLLR WEDGBURY
ALL THOSE IN FAVOUR - 8 ALL THOSE AGAINST - 0 ABSTENTIONS - 0
Motion moved.

7. To agree precept amount for 2022/2023 financial year.

Recommendation – To agree to set the 2022/2023 Precept at £56.76, which is a 0% increase for Band D equivalent properties.

PROPOSED BY CLLR RANSLEY SECONDED BY CLLR WEDGBURY
ALL THOSE IN FAVOUR - 8 ALL THOSE AGAINST - 0 ABSTENTIONS - 0
Motion moved.

8. Policies

Recommendation – To re-adopt the following documents:

- Amended Financial Regulations – with new wording inserted.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Council for all items over £5,000 except for salaries which may be authorised by a single councillor prior to payment.
- The finance or other committee/working group of the Council for items over £1,000 but under £5,000 allocated within a budget; or
- The Parish Manager, in conjunction with Chairman or Vice Chairman of the Council or the Chairman of the appropriate committee, for any items between £500 and £1,000.
- The Parish Manager for the day to day running of the council and its activities, for any items up to £500.

Contracts may not be disaggregated to avoid controls imposed by these regulations. Additionally, the aggregated cumulative expenditure due to sundry items as per the above authorisation may not exceed the allocated budget for that class of expenditure.

PROPOSED BY CLLR RANSLEY SECONDED BY CLLR WEDGBURY
ALL THOSE IN FAVOUR - 8 ALL THOSE AGAINST - 0 ABSTENTIONS - 0
Motion moved.

- Data Protection and Privacy Policy – as presented.

PROPOSED BY CLLR RANSLEY SECONDED BY CLLR WEDGBURY
ALL THOSE IN FAVOUR - 8 ALL THOSE AGAINST - 0 ABSTENTIONS - 0
Motion moved.

9. Financial Matters.

Recommendations:

- To receive the November and December Finance Reports.

PROPOSED BY CLLR RANSLEY SECONDED BY CLLR WEDGBURY
ALL THOSE IN FAVOUR - 8 ALL THOSE AGAINST - 0 ABSTENTIONS - 0
Motion moved.

• To vote on proposal made by Cllr Cosgrove following investigations on the pavilion pumps. Cllr Cosgrove reported on the findings of his investigations on the pavilion pumps and proposed that quotation 3 be agreed with a budget of £1,000.00 to cover the additional findings which Cllr Cosgrove has noted.

PROPOSED BY CLLR COSGROVE SECONDED BY CLLR WEDGBURY
ALL THOSE IN FAVOUR - 8 ALL THOSE AGAINST - 0 ABSTENTIONS - 0
Motion moved.

10. Planning Matters.

Recommendations:

- To vote on all presented comments on the planning applications, to be submitted as drafted.
- To note all decisions presented.
- To agree to maintain the current stance of the Parish Council not to support the Community Management Organisation for Chilmington Green, covering the developments of Court Lodge and Kingsnorth Green.
- To make no comment on the proposed diversion of public footpath AW306A.

PROPOSED BY CLLR RANSLEY SECONDED BY CLLR WEDGBURY
ALL THOSE IN FAVOUR - 8 ALL THOSE AGAINST - 0 ABSTENTIONS - 0
Motion moved.

11. Correspondence and written reports from external parties.

Recommendations:

- To approve the sending of a letter on Ashford Borough Councils draft budget once it has been proofread and tidied up by the Kingsnorth Parish Chair.

- To approve the letter which is to be sent to Kent County Council regarding the reservoir flood breach map.
- To approve a letter which is to be sent to Stagecoach regarding the damage and repair to the bus shelter on Bluebell Road, Park Farm.

PROPOSED BY CLLR RANSLEY

ALL THOSE IN FAVOUR - 8

Motion moved.

SECONDED BY CLLR WEDGBURY

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

12. Parish Manager Reports.

Recommendation – To note Parish Managers reports have been received.

PROPOSED BY CLLR RANSLEY

ALL THOSE IN FAVOUR - 8

Motion moved.

SECONDED BY CLLR WEDGBURY

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

There being no further business, Cllr Ransley closed the main meeting at 7.18pm

Signature: _____

Date: _____