



KINGSNORTH PARISH COUNCIL

Approved Minutes of the Meeting of Kingsnorth Parish Council

Held on Tuesday 8th February 2022 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 Katrina Giles, Cllr Aline 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), Marie Russell (Assistant Clerk - Admin), 3 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 Gaurav submitted his apologies prior to the meeting.

2. To receive declarations of Interest.

None.

Public Comments and Observations.

Introduction from Ashford United Football club.

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. January PCSO Report.

PCSO Anne Martin submitted her report prior to the meeting which was 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.

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.

- Attended unveiling of the Park Farm Snake Bench.
- Re-organisation at Ashford Borough Council, culture and property are going to be merged.
- Concerns over possible poisoning of birds.
- Ashford Borough Council budget meeting coming up.
- Ashford is one of only three districts in Kent which are meeting their housing targets.

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 David Robey prior to meeting.

3. Approval of Minutes Tuesday 11th January 2022.

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

PROPOSED BY CLLR COSGROVE

SECONDED BY CLLR HICKS

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

Motion moved.

4. Parish Community Grant Applications.

a. To review community grant applications submitted in January 2022.

i. Ark Drama 2000

Replacement of an ageing laptop.

Option 1 - no support from Kingsnorth Parish Council

Option 2 - £700 support from Kingsnorth Parish Council

Option 3 - £1,300 support from Kingsnorth Parish Council

Ark Drama presented their grant application to Councillors.

b. To agree/approve/reject applications.

Councillors discussed the grant application.

Cllr Giles proposed option 2

Cllr Hicks made a counterproposal to support option 3 and Cllr Wedgbury seconded.

Cllr Ransley seconded Cllr Giles proposal.

Cllr Hicks proposal was voted in favour.

PROPOSED BY CLLR HICKS

SECONDED BY CLLR WEDGBURY

ALL THOSE IN FAVOUR - 7

ALL THOSE AGAINST - 0

ABSTENTIONS - 2

Motion moved.

5. To receive report on Park Security Patrols/Mobile CCTV and authorise any action.

Option 1 - Not to do anything and remain as it currently is.

Option 2 - To approve commissioning park patrols for a limited time to assess its impact.

Option 3 - To approve trial of mobile CCTV for a limited time to assess its impact.

Option 4 - To have mix of option 2 and 3.

A discussion took place between Councillors

Cllr S Moss proposed option 2, including three patrols a week and trial it for 3months, Cllr Giles seconded.

PROPOSED BY CLLR S MOSS

SECONDED BY CLLR GILES

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

6. To receive draft outline of possible options for the future management of the conservation fields.

A meeting is to be arranged and options brought back to the March Parish Council meeting.

Cllr Wedgbury suggested that discussions on the management of the conservation fields be held in closed session.

7. Receive initial quote/s for vegetation clearance for footpaths and consider authorising spend.

Footpath clearance quote includes:

- Conservation Fields
- Washford Farm
- Former Highway located next to Kingsnorth Medical Practice.

Quote amount - £960 +VAT

Cllr Cosgrove proposed that the quote for the clearance of the footpaths be accepted.

PROPOSED BY CLLR COSGROVE

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

8. Parish Action Sheet.

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

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

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

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

- Arrange a meeting to discuss the Custodian Trustee contract on the Recreation Centre – Action to be removed.
- Angling Society/Park Farm Moat – One dose of Calcium Carbonate to help remove/stop build-up of silt in the Moat has now applied. Action to be removed.
- Future of the Conservation Fields between Kingsnorth Village and Park Farm – Cllr Ransley will arrange a meeting prior to the next Parish Council meeting and options will be brought back to the March meeting.
- Contact landowners regarding potential footpath route(s) in 2021/2022 budget – Action carried forward.
- Purchase of a Flagpole to be placed within the Parish. Action carried forward.

Cllr Hicks proposed that Cllr Ransley contact Persimmon and ask if Kingsnorth Parish Council could take ownership of the land in front of the wall which has 'Park Farm' on it so that the flagpole can be located there. Cllr Wedgbury seconded. All agreed.

- Planting of trees around the Parish – Action complete, to be removed.
- Kingsnorth Primary School Forest School request – Action carried forward.
- Vision Statement on Climate Change – working group meeting to be held on Wednesday 9th February at 6pm. Action carried forward.
- Southern Water issues – Letter to be written to Ashford Borough Council asking for plans of what is currently being done. Action carried forward.
- Activities to celebrate the Queen's Platinum Jubilee. Parish Manager provided an update. Action carried forward.

Cllr Wedgbury suggested that the Parish Council write a letter to the Queen letter her know what we are doing as a community to celebrate the Platinum Jubilee.

- Consultation on traffic light system works by McDonald's roundabout – An initial response has been received from the JTB (Joint Transportation Board) Chairman saying that he will pick it up at the next JTB meeting. Action complete, to be removed.
- Kingsnorth Medical Practice appeal – Meet with Ashford Borough Council and bring back information to the next Parish Council meeting in March.
- Speak with ABC Environmental department re Report It App – No response received yet. Action carried forward.
- Proposed school at Court Lodge – Letter to be sent to Cllr David Robey.

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

d. Consider spend of up to £50 for girl's football team trophies.

Cllr Hicks proposed that up to £50 be spent on a football trophy for the Park Farm girls' team.

The Parish Manager suggested that a trophy also be purchased for the Ashford United girls' team.

Cllr Hicks proposed that up to £100 be spent on football trophies for Park Farm and Ashford United girls' football teams.

PROPOSED BY CLLR HICKS

ALL THOSE IN FAVOUR - 9

Motion moved.

SECONDED BY CLLR COSGROVE

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

9. Financial Matters.

a. Finance reports.

i. To receive the January Finance Report Documents.

Kingsnorth Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

| | | | |
|----------|---|------------|-------------------|
| | Bank Reconciliation at 31/01/2022 | | |
| | Cash in Hand 01/04/2021 | | 273,440.46 |
| | ADD Receipts 01/04/2021 - 31/01/2022 | | 280,317.38 |
| | | | 553,757.84 |
| | SUBTRACT Payments 01/04/2021 - 31/01/2022 | | 192,888.27 |
| A | Cash in Hand 31/01/2022 (per Cash Book) | | 360,869.57 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash | 31/01/2022 | 0.00 |
| | Nationwide Building Society | 31/01/2022 | 155,033.53 |
| | NW Current 47793112 | 31/01/2022 | 100.00 |
| | NW SIBA 47793120 | 31/01/2022 | 119,859.05 |
| | NW Reserve 47793368 | 31/01/2022 | 8,143.69 |
| | Metro Bank Reserve a/c | 31/01/2022 | 70,001.18 |
| | Metro Bank Current a/c | 31/01/2022 | 7,732.12 |
| | | | 360,869.57 |
| | Less unrepresented payments | | 360,869.57 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 360,869.57 |
| | A = B Checks out OK | | |

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 | 330.00 | 120.00 |
| 22 | HR Support | | | | 2,500.00 | 1,433.30 | 1,066.70 |
| 23 | Staff Training | | | | 2,000.00 | 381.00 | 1,619.00 |
| 24 | Councillor Training | | | 35.00 | 1,500.00 | 219.00 | 1,316.00 |
| 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 | 1,048.32 | 951.68 |
| 31 | Telephone and Broadband | | | | 1,500.00 | 1,782.95 | -282.95 |
| 32 | Photocopier and Printer | | | | 2,000.00 | 829.51 | 1,170.49 |
| 33 | Computer Support and Ma | | | | 2,000.00 | 1,351.15 | 648.85 |
| 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 | 213.56 | 156.44 |
| 98 | Explore Public Toilets at M | | | | 2,000.00 | | 2,000.00 |
| 99 | Explore WW2 Pill Boxes | | | | 2,000.00 | 450.00 | 1,550.00 |
| 101 | Office Rates | | | | | 402.52 | -402.52 |
| 102 | Sunflower Competition | | | | | 309.64 | -309.64 |
| | | | | £35.00 | 30,115.00 | £14,664.10 | 15,485.90 |

| Cafe | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|-------------|------------------|--------------------|-----------------|---------------|------------------|------------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 62 | Cafe Supplies | | | 28.55 | 10,000.00 | 5,177.66 | 4,850.89 |
| 63 | Cafe Consumables | | | | | 67.76 | -67.76 |
| 64 | Cafe Workwear | | | | | 141.08 | -141.08 |
| 65 | Cafe Equipment | | | 10.00 | | 248.50 | -238.50 |
| 66 | Cafe Admin | | | | | 527.20 | -527.20 |
| 72 | Cafe Donations | | | | | 330.00 | -330.00 |
| | | | | £38.55 | 10,000.00 | £6,492.20 | 3,546.35 |

| Capital | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|----------------|---------------------------|--------------------|-----------------|---------------|------------------|-------------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 39 | Capital | | | | | 12,736.97 | -12,736.97 |
| 95 | Benches | | | | 4,570.00 | 2,186.42 | 2,383.58 |
| 96 | Christmas Lights/Decorati | | | | 1,000.00 | 506.68 | 493.32 |
| 97 | Play Equipment | | | | 9,000.00 | | 9,000.00 |
| | | | | | 14,570.00 | £15,430.07 | -860.07 |

| Communications | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|-----------------------|--------------------------|--------------------|-----------------|---------------|-----------------|------------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 19 | Website | | | | 820.80 | 684.00 | 136.80 |
| 20 | E-mail | | | | 73.20 | 61.00 | 12.20 |
| 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 | 380.00 | 121.00 |
| | | | | | 3,635.00 | £1,510.00 | 2,125.00 |

| Income | | Bal. B/Fwd. | Receipts | | Payments | | Current Balance |
|---------------|-------------------|--------------------|-----------------|---------------|-----------------|---------------|------------------------|
| Code | Title | | Budget | Actual | Budget | Actual | Budget |
| 1 | Precept | | 243,302.30 | 243,302.30 | | | |
| 2 | Grants | | 235.00 | 235.00 | | | |
| 5 | Interest | | 240.00 | 66.57 | | | -173.43 |
| 6 | Pavilion Hire | | 1,000.00 | 227.50 | | | -772.50 |
| 7 | Pavilion Football | | 2,200.00 | 2,024.00 | | | -176.00 |

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 | 885.00 | | 385.00 |
| 10 Maintenance | 1,000.00 | 402.50 | | -597.50 |
| 11 Cafe Takings | 10,000.00 | 11,341.50 | | 1,341.50 |
| 12 Cafe Grants | | | | |
| 13 VAT Reclaim | | | | |
| 73 General Admin | | | | |
| | 259,977.30 | £260,984.37 | | 1,007.07 |

| <u>Kingsnorth Green Spaces</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 | 5,609.19 | 19,155.81 |
| 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 | 1,911.87 | 588.13 |
| | | | | 38,945.00 | £11,922.63 | 27,022.37 |

| <u>Maintenance</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 | 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 | 2,710.20 | 1,260.45 |
| 45 | Vehicle Fuel | | | 1,500.00 | 2,205.91 | -705.91 |
| 46 | Vehicle Tax | | | 50.00 | | 50.00 |
| 47 | Maintenance Vehicle Insur | | | 900.00 | 1,175.01 | -275.01 |
| 48 | Workshop Rent | | | 4,776.00 | 3,980.00 | 796.00 |
| 49 | Workshop Rates | | | 1,500.00 | | 1,500.00 |
| 50 | Workshop Insurance | | | | | |
| 51 | Workshop Electric | | | 125.00 | 41.33 | 83.67 |
| 52 | Maintenance Mobile Phon | | | 185.00 | 281.81 | -96.81 |
| 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 | 222.69 | 27.31 |
| 83 | Van Repair | | | | 617.28 | -617.28 |
| 104 | Kickstart Expenses | | 1,200.00 | | 623.78 | 576.22 |
| | | | £5,020.65 | 30,185.00 | £25,057.20 | 10,148.45 |

| <u>Pavilion</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 | 746.38 | 1,753.62 |
| 57 | Pavilion Electricity | | | 1,000.00 | 679.45 | 320.55 |
| 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 | 1,644.06 | 355.94 |
| 61 | Pavilion Cleaning | | 1,500.00 | 2,025.00 | 2,518.14 | 1,006.86 |
| 70 | Pavilion Maintenance | | | 4,975.00 | 3,259.17 | 1,715.83 |
| | | | £1,618.74 | 15,000.00 | £9,748.14 | 6,870.60 |

| <u>Recreation Centre</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 | 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>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 | 41,521.61 | 23,320.39 |
| 15 Salaries Maintenance | | | | 27,743.00 | 17,703.48 | 10,039.52 |
| 16 Employer Payments | | | | 16,965.00 | 23,526.63 | -6,561.63 |
| 103 Kickstart Salary | | | 2,865.56 | | 3,401.36 | -535.80 |
| | | | | £2,865.56 | 109,550.00 | £86,153.08 |
| | | | | | | 26,262.48 |

| Section 137 | | | | | | | |
|--------------------|---------------------------|--------------------|-----------------|---------------|------------------|------------------|------------------------|
| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
| | | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 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 | 5,152.19 | -3,402.19 |
| 100 | Free use of Pavilion | | | | 1,900.00 | | 1,900.00 |
| 105 | Outdoor Film Show donati | | | 922.38 | | 1,095.38 | -173.00 |
| 106 | Festive lights expenses | | | | | 190.04 | -190.04 |
| | | | | | £1,922.38 | 23,750.00 | £12,250.61 |
| | | | | | | | 13,421.77 |

| Subscriptions | | | | | | | |
|----------------------|---------------|--------------------|-----------------|---------------|-----------------|------------------|------------------------|
| <u>Code</u> | <u>Title</u> | <u>Bal. B/Fwd.</u> | <u>Receipts</u> | | <u>Payments</u> | | <u>Current Balance</u> |
| | | | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> | <u>Actual</u> | <u>Budget</u> |
| 38 | Subscriptions | | | | 2,000.00 | 1,840.00 | 160.00 |
| | | | | | 2,000.00 | £1,840.00 | 160.00 |

NET TOTAL **259,977.30 £272,485.25 282,750.00 £185,296.03 109,961.92**

| Voucher | Code | Date | Minute | Bank | Description | Supplier | VAT | Type | Net | VAT | Total |
|--------------|----------------------------------|------------|--------|------------------------|--------------------------|------------------------|-----|------|------------------|---------------|------------------|
| 518 | Office Rates | 04/01/2022 | | NW Current 47793112 | Office rates | ABC | X | | 40.00 | 0.00 | 40.00 |
| 522 | Telephone and Broadband | 06/01/2022 | | Metro Bank Current a/c | Telephone | BT | S | | 169.91 | 33.98 | 203.89 |
| 519 | Workshop Rent | 06/01/2022 | | NW Current 47793112 | Workshop rent | Van & Car | X | | 398.00 | 0.00 | 398.00 |
| 524 | Cafe Supplies | 06/01/2022 | | Metro Bank Current a/c | Cafe supplies | Tesco | X | | 12.05 | 0.00 | 12.05 |
| 523 | HR Support | 07/01/2022 | | Metro Bank Current a/c | HR Support | Outset UK | S | | 143.33 | 28.67 | 172.00 |
| 521 | Employer Payments | 07/01/2022 | | Metro Bank Current a/c | Pension contributions | NEST | X | | 381.31 | 0.00 | 381.31 |
| 525 | Cafe Workwear | 07/01/2022 | | Metro Bank Current a/c | Face shields | A1 Items Ltd | X | | 8.99 | 0.00 | 8.99 |
| 526 | Cafe Workwear | 07/01/2022 | | Metro Bank Current a/c | face masks | Viaan Enterprise | X | | 10.95 | 0.00 | 10.95 |
| 517 | Van Lease | 10/01/2022 | | NW Current 47793112 | Van rental | Leaseplan | S | | 202.12 | 40.42 | 242.54 |
| 520 | Pavilion Cleaning | 10/01/2022 | | NW Current 47793112 | Pavilion deep clean | EJP Cleaning Services | X | | 202.50 | 0.00 | 202.50 |
| 527 | Pavilion Waste Collection | 10/01/2022 | | Metro Bank Current a/c | Christmas Tree Recycling | Pilgrims Hospice | X | | 75.00 | 0.00 | 75.00 |
| 529 | Workshop Electric | 10/01/2022 | | NW Current 47793112 | workshop electricity | Van & Car | X | | 20.15 | 0.00 | 20.15 |
| 538 | Councillor Training | 12/01/2022 | | Metro Bank Current a/c | Clr course | KALC | S | | 35.00 | 7.00 | 42.00 |
| 533 | Pavilion Maintenance | 12/01/2022 | | Metro Bank Current a/c | air brick covers | Amazon | X | | 8.34 | 0.00 | 8.34 |
| 534 | Pavilion Maintenance | 12/01/2022 | | Metro Bank Current a/c | air brick covers | Amazon | X | | 200.16 | 0.00 | 200.16 |
| 530 | Vehicle Fuel | 13/01/2022 | | Metro Bank Current a/c | Van fuel | Fuel Genie | S | | 223.61 | 44.72 | 268.33 |
| 536 | Cafe Equipment | 14/01/2022 | | Metro Bank Current a/c | cafe equipment | BHMA Ltd | X | | 9.35 | 0.00 | 9.35 |
| 537 | Office Supplies, Postage & Admin | 14/01/2022 | | Metro Bank Current a/c | postage | Post Office | X | | 3.10 | 0.00 | 3.10 |
| 539 | Footpath Creation | 14/01/2022 | | Metro Bank Current a/c | Footpath | Andy MacFee Architects | X | | 797.00 | 0.00 | 797.00 |
| 528 | Employer Payments | 17/01/2022 | | NW Current 47793112 | Tax & NI | HMRC | X | | 1,999.52 | 0.00 | 1,999.52 |
| 540 | Office Supplies, Postage & Admin | 17/01/2022 | | Metro Bank Current a/c | Zoom fee | Go Cardless | X | | 11.99 | 0.00 | 11.99 |
| 541 | Cafe Supplies | 17/01/2022 | | Metro Bank Current a/c | Cafe supplies | Tesco | X | | 12.70 | 0.00 | 12.70 |
| 532 | Website | 18/01/2022 | | Metro Bank Current a/c | Website | Whisper Media | X | | 68.40 | 0.00 | 68.40 |
| 543 | Footpath Creation | 18/01/2022 | | Metro Bank Current a/c | Footpath | Andy MacFee Architects | X | | 28.00 | 0.00 | 28.00 |
| 544 | Outdoor Film Show donation | 18/01/2022 | | Metro Bank Current a/c | Outdoor film show | East Kent Hospitals | X | | 667.38 | 0.00 | 667.38 |
| 545 | Cafe Supplies | 18/01/2022 | | Metro Bank Current a/c | Cafe supplies | Landsell | X | | 175.41 | 0.00 | 175.41 |
| 546 | Cafe Supplies | 18/01/2022 | | Metro Bank Current a/c | Cafe supplies | Brakes | X | | 194.43 | 0.00 | 194.43 |
| 531 | E-mail | 18/01/2022 | | Metro Bank Current a/c | E-mail Addresses | Whisper Media | Z | | 6.10 | 0.00 | 6.10 |
| 535 | Office Supplies, Postage & Admin | 19/01/2022 | | Metro Bank Current a/c | Stationery | Amazon | S | | 4.49 | 0.90 | 5.39 |
| 542 | Cafe Supplies | 19/01/2022 | | Metro Bank Current a/c | Cafe supplies | Tesco | X | | 4.90 | 0.00 | 4.90 |
| 547 | Cafe Consumables | 19/01/2022 | | Metro Bank Current a/c | Cafe supplies | Pure Gusto | X | | 22.97 | 0.00 | 22.97 |
| 556 | Computer Support and Maintenance | 20/01/2022 | | NW Current 47793112 | IT support | AMJ IT Ltd | S | | 295.00 | 59.00 | 354.00 |
| 562 | Councillor Training | 21/01/2022 | | Metro Bank Current a/c | Clr course | KALC | S | | 14.00 | 2.80 | 16.80 |
| 563 | Councillor Training | 24/01/2022 | | Metro Bank Current a/c | Clr course | KALC | S | | 35.00 | 7.00 | 42.00 |
| 548 | Pavilion Maintenance | 24/01/2022 | | NW Current 47793112 | Pavilion Boiler Cover | British Gas | X | | 63.56 | 0.00 | 63.56 |
| 561 | Pavilion Waste Collection | 24/01/2022 | | Metro Bank Current a/c | Waste | Biffa | X | | 21.47 | 0.00 | 21.47 |
| 564 | Computer Support and Maintenance | 25/01/2022 | | Metro Bank Current a/c | IT support | Microsoft | S | | 66.66 | 13.33 | 79.99 |
| 566 | Subscriptions | 25/01/2022 | | Metro Bank Current a/c | Subscription | Kent Invicta Chamber | S | | 220.00 | 44.00 | 264.00 |
| 565 | Cafe Supplies | 25/01/2022 | | Metro Bank Current a/c | Cafe supplies | Bradleys | X | | 190.00 | 0.00 | 190.00 |
| 549 | Parish Office - Mobile Phone | 26/01/2022 | | NW Current 47793112 | Staff Mobile Phones | BT | S | | 22.00 | 4.40 | 26.40 |
| 550 | Maintenance Mobile Phones | 26/01/2022 | | NW Current 47793112 | Staff Mobile Phones | BT | S | | 44.00 | 8.80 | 52.80 |
| 557 | Clothing | 26/01/2022 | | NW Current 47793112 | Workwear | Trade UK | S | | 18.90 | 3.78 | 22.68 |
| 558 | Benches | 26/01/2022 | | NW Current 47793112 | bench | Trade UK | S | | 100.29 | 20.06 | 120.35 |
| 568 | Outdoor Film Show | 26/01/2022 | | Metro Bank Current a/c | Outdoor film show | Express Toilets | S | | 360.00 | 72.00 | 432.00 |
| 551 | Salaries | 26/01/2022 | | NW Current 47793112 | Salary | Salaries | X | | 6,564.95 | 0.00 | 6,564.95 |
| 567 | Office Supplies, Postage & Admin | 26/01/2022 | | Metro Bank Current a/c | postage | Post Office | X | | 1.70 | 0.00 | 1.70 |
| 559 | Explore WW2 Pill Boxes | 28/01/2022 | | Metro Bank Current a/c | survey | clive Holden | X | | 350.00 | 0.00 | 350.00 |
| 560 | Habitat Planting/Works | 28/01/2022 | | Metro Bank Current a/c | Moat Calcium Carbonate D | British AquaCare | X | | 630.00 | 0.00 | 630.00 |
| 571 | Payroll | 31/01/2022 | | Metro Bank Current a/c | Payroll | Accounts Unlocked | S | | 30.00 | 6.00 | 36.00 |
| 572 | Pavilion Gas | 31/01/2022 | | Metro Bank Current a/c | Pavilion gas | SSE | X | | 190.54 | 0.00 | 190.54 |
| 573 | Pavilion Electricity | 31/01/2022 | | NW Current 47793112 | Pavilion electricity | SSE | X | | 71.27 | 0.00 | 71.27 |
| Total | | | | | | | | | 15,426.50 | 396.86 | 15,823.36 |

Kingsnorth Parish Council
RECEIPTS LIST

| Voucher Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|--------|-----------------------|------------|------------------|----------------------|----------|-----------------|-----|-----------------|
| 193 | 01/01/2022 | | Metro Bank Reserve a | | Interest | Metro Bank | X | 0.59 | | 0.59 |
| 195 | 04/01/2022 | | NW Current 47793112 | | Pavilion Hire | PFR | X | 210.00 | | 210.00 |
| 194 | 10/01/2022 | | Metro Bank Current a/ | | Cafe takings | Paypal | X | 24.31 | | 24.31 |
| 196 | 11/01/2022 | | Metro Bank Current a/ | | Cafe takings | Paypal | X | 127.75 | | 127.75 |
| 197 | 13/01/2022 | | Metro Bank Current a/ | | Cafe takings | Paypal | X | 66.25 | | 66.25 |
| 198 | 17/01/2022 | | Metro Bank Current a/ | | Cafe takings | Paypal | X | 118.36 | | 118.36 |
| 199 | 18/01/2022 | | Metro Bank Current a/ | | Cafe takings | Paypal | X | 109.22 | | 109.22 |
| 202 | 20/01/2022 | | Metro Bank Current a/ | | Cafe takings | Paypal | X | 74.15 | | 74.15 |
| 200 | 21/01/2022 | | NW Current 47793112 | | kickstart salary | Kent Invicta Chamber | X | 716.39 | | 716.39 |
| 203 | 24/01/2022 | | Metro Bank Current a/ | | Cafe takings | Paypal | X | 126.32 | | 126.32 |
| 204 | 25/01/2022 | | Metro Bank Current a/ | | Cafe takings | Paypal | X | 96.87 | | 96.87 |
| 205 | 27/01/2022 | | Metro Bank Current a/ | | Cafe takings | Paypal | X | 75.66 | | 75.66 |
| 206 | 31/01/2022 | | Metro Bank Current a/ | | Cafe takings | Paypal | X | 116.39 | | 116.39 |
| 207 | 31/01/2022 | | NW Reserve 47793361 | | Interest | Natwest | X | 0.07 | | 0.07 |
| 208 | 31/01/2022 | | NW SIBA 47793120 | | Interest | Natwest | X | 1.08 | | 1.08 |
| Total | | | | | | | | 1,863.41 | | 1,863.41 |

2 February 2022 (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 | | 35.00 | 35.00 (3500%) | 30,115.00 | 14,884.10 | 15,450.90 (51%) | 15,485.90 |
| Cafe | | 38.55 | 38.55 (3855%) | 10,000.00 | 6,492.20 | 3,507.80 (35%) | 3,548.35 |
| Capital | | | 0.00 (N/A) | 14,570.00 | 15,430.07 | -860.07 (-5%) | -860.07 |
| Communications | | | 0.00 (N/A) | 3,835.00 | 1,510.00 | 2,125.00 (58%) | 2,125.00 |
| Income | 259,977.30 | 260,984.37 | 1,007.07 (0%) | | | 0.00 (N/A) | 1,007.07 |
| Kingsnorth Green Spaces | | | 0.00 (N/A) | 38,945.00 | 11,922.83 | 27,022.37 (69%) | 27,022.37 |
| Maintenance | | 5,020.85 | 5,020.85 (502085) | 30,185.00 | 25,057.20 | 5,127.80 (16%) | 10,148.45 |
| Pavilion | | 1,818.74 | 1,818.74 (181874) | 15,000.00 | 9,748.14 | 5,251.86 (35%) | 6,870.60 |
| Recreation Centre | | | 0.00 (N/A) | 5,000.00 | 228.00 | 4,772.00 (95%) | 4,772.00 |
| Salaries | | 2,865.56 | 2,865.56 (286556) | 109,550.00 | 88,153.08 | 23,396.92 (21%) | 26,262.48 |
| Section 137 | | 1,922.38 | 1,922.38 (192238) | 23,750.00 | 12,250.81 | 11,499.39 (48%) | 13,421.77 |
| Subscriptions | | | 0.00 (N/A) | 2,000.00 | 1,840.00 | 160.00 (8%) | 160.00 |
| NET TOTAL | 259,977.30 | 272,485.25 | 12,507.95 (4%) | 282,750.00 | 185,296.03 | 97,453.97 (34%) | 12 |

| | | |
|-----------------------------------|-------------------|-------------------|
| Total for ALL Cost Centres | 272,485.25 | 185,296.03 |
| V.A.T. | 7,832.13 | 10,825.94 |
| GROSS TOTAL | 280,317.38 | 196,121.97 |

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

b. To review invoices and consider authorising payment.

None to review.

c. To authorise increase in fuel budget line.

The Parish Manager had circulated a report detailing requests to increase budget lines on the following items to all Councillors prior to the meeting.

- Telephone and Broadband.
- Van Lease
- Vehicle Fuel
- Maintenance Mobile Phones
- Pavilion Cleaning

PROPOSED BY CLLR S MOSS

ALL THOSE IN FAVOUR - 9

Motion moved.

SECONDED BY CLLR HICKS

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

d. Pre Budget items requiring forward funding before April 2022.

The Parish Manager had circulated a report detailing his requests on forward funding for the following 2022/23 budget items.

- Picnic Benches
- Summer Cinema Event booking
- Bridgefield Bench

PROPOSED BY CLLR HICKS
ALL THOSE IN FAVOUR - 9
Motion moved.

SECONDED BY CLLR TOWNEND
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

10. Planning Matters.

a. 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: 21/02238/AS

Address: Tesco Stores Ltd, Moat Field Meadow, Kingsnorth, Ashford, TN23 3LU

Proposal: Removal of Condition

Ward: Park Farm North Ward

Comments: No Comment

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, & Bridgefield Ward

Comments: NA - Commented in January

Application Number: 21/01953/AS

Address: 1 Emperor Way, Kingsnorth, Ashford, Kent, TN23 3QY

Proposal: Single storey rear extension; link and conversion of existing garage into additional living space; rear extension to existing garage/car port

Ward: Roman

Comments: Support

Application Number: 21/02256/AS

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

Proposal: Change of use of land to use as a residential caravan site for one gypsy family with one static caravan/mobile home along with hardstanding and fencing (Retrospective)

Ward: Kingsnorth Village

Comments: Conditional Support - On this particular occasion we support this application but are aggrieved that it is a retrospective one and consider that further development on this particular site will be inappropriate.

Application Number: 18/00652/CONQ/AS

Address: Land south of Park Farm East, Hamstreet Bypass, Kingsnorth, Kent

Proposal: Part discharge of condition 12 (hard/soft landscaping) in relation to parcels 2 & 3 only

Ward: Kingsnorth Village

Comments: Object – The Parish Council does not believe that the submitted plan is sufficiently precise. As a result, what has been submitted does not satisfy the reason behind the condition ‘to ensure clear arrangements are established for the delivery of hard and soft landscaping and to ensure landscaping is to an agreed quality at an appropriate time relating to the amenity of residents and their open space needs’ (our emphasis added). For example, it is not clear that the street trees on both side of Heritage Road (east of the rough highlighting) will be provided. The area serving dwellings of parcel 2 to the west of the highlighted area and south of area 3 appear not to be being delivered. Also gardens northeast of area 3 which serve those dwelling. The map provided leaves large areas of the site without control by the planning authority, where control is clearly intended by the wording of the condition.

Cllr Wedgbury asked that any Tree Preservation Order (TPO) applications be added to the planning summary sheet to be discussed during meetings.

Application Number: TPO/99/00005

Address: 2 Primrose Drive, park Farm, Kingsnorth

Proposal: The reason for making this Order is that it is in the interests of visual amenity as the tree is a very prominent feature in the area.

Comments: Support

Cllr Ransley proposed all comments be accepted as discussed.

PROPOSED BY CLLR RANSLEY
ALL THOSE IN FAVOUR - 9

SECONDED BY CLLR BARBER
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

b. To note decisions.

Decisions were noted, no questions from Councillors.

c. To consider any appeals and enforcement matters.

None received.

d. Any other planning matters.

None.

11. Correspondence and written reports from external parties.

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

i. Consider signing up for Rural Kent Membership.

Cllr Ransley proposed that the Parish Council sign up to the membership for one year.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR HICKS

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

ii. Response received from Stagecoach re damaged bus stop in Park Farm.

Cllr Hicks suggested that Kent County Councillor David Robey should be asked to ensure the bus stop is kept up to a reasonable standard using part of his budget.

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

None.

12. Parish Manager Reports.

a. January 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.

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 Wedgbury reported on the following:

- Refurbishment of the Park Farm play area. As part of the refurbishment, Ashford Borough Council are looking to place a container on the site to home a café and public toilets.

Cllr Giles reported on the following:

- Working group on Climate Change.
- Understanding Plastics – Cllr Giles will be attending on Thursday 10th February.
- Has reported an incident which occurred on Tuesday 8th February at 3am with a noisy, speeding car which was drifting around the Bluebell Road roundabout near Furley Park Primary school. Footage has been forwarded to our local PCSO and the incident has also been reported on 101.

14. The next or future Agenda(s).

a. To add / remove / amend items.

Ashford Lottery launch to be added.

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

Cllr Cosgrove thanked the Parish Manager for producing the precept graphs.

Cllr Townend thanked the Parish Manager and Grounds and Maintenance Supervisor for installing the new noticeboards around the Parish and commented on how good they look.

15. Date of Next Meeting

Tuesday 8th March 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 8.50pm

Signature: _____

Date: _____