

KINGSNORTH PARISH COUNCIL

AGENDA



Parish Manager: Mr Peter Le Rossignol
Kingsnorth Recreation Centre,
Field View, Ashford, Kent, TN23 3NZ
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To all Members of the Parish Council.

Notice is hereby given, that the Annual Meeting of the Parish Council is to be held on Tuesday 16th May 2023 starting at 7.00pm and to be held in the **Kingsnorth Sports Pavilion, Church Hill, Kingsnorth, TN23 3EF.**

Please be aware that Parish Council Meetings are recorded.

We will be streaming the meeting live on Zoom and Facebook. If you are not able to attend or not allocated a place but would like to raise anything with the council or ask a question, please [e-mail](mailto:manager@kingsnorthparishcouncil.gov.uk) the Parish Manager. To view the meeting please click on the link below or view on our Facebook page <https://www.facebook.com/KingsnorthPC>
<https://zoom.us/j/96736292465?pwd=N01CMitiM2k4dDNzYXNneG5BZ3pMdz09>

- 1. To Elect Parish Council Chair.**
- 2. To Elect a Parish Council Vice-Chair.**
- 3. To note those, present and receive apologies.**
- 4. To receive declarations of interest.**
- 5. Co-option to Kingsnorth Parish Council for Park Farm North, Washford, Bridgefield and Roman Wards.**
 - a. Candidates to present to Parish Council what they hope to achieve as a Parish Councillor.
 - i. Alison Breese.
 - ii. Edward Goddard. (Park Farm North)
 - iii. Martin Lyne. (Roman)
 - iv. Matthew Bridger.
 - v. Terry Jones. (Park Farm North)
 - vi. Debadutta Jayaprakash. (Bridgefield)
 - vii. Stuart Moss. (Roman)
 - viii. James Ransley. (Washford)
 - ix. Jon Clarke. (Roman)
 - b. Questions to and from candidates, discussion on candidates.
 - c. Vote on co-option to Kingsnorth Parish Council.

10min break to allow for co-opted Councillors to complete paperwork.
- 6. To review committee structure and appoint councillors to outside bodies/committees.**
 - a. [To consider the continuation of current arrangements and membership of all Parish Council committees.](#)
 - b. To appoint councillors or representatives to the following outside bodies.
 - i. KALC – (Ashford Area).
 - ii. Kingsnorth Village Hall Committee.

Public comments and observations.**(Maximum 15 minutes)**

The meeting will be adjourned to allow members of the public to speak. Speakers will be given a maximum of three minutes each to raise issues with the Parish Council. If residents wish to speak, please contact the Parish manager, on the details at the top of the page, at least 24 hours before the meeting and give an indication of the topic you wish to raise.

Verbal reports from external parties.**(Maximum 15 minutes)**

External parties may provide updates which are likely to be of interest to the residents of the Parish and Parish Councillors. If a topic is on the agenda and the member can stay for that item they may, at the discretion of the Chair, speak on that item later.

- a. *Ashford Borough Councillor's Reports.*
- b. *KCC Councillor's Report.*

7. [Approval of Minutes of Tuesday 11th April 2023.](#)

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

8. Parish community grant applications.

- a. To review community grant applications submitted in April 2023.
- b. Little Acorns Pre-School
- c. To agree/approve/reject applications.

9. Parish action sheet.

- a. [To review progress with items on the action sheet \(see appendix A\).](#)
- 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.*)

10. Review and Approve Parish Council Policies.

- a. [Financial Regulations.](#)

11. Report and Update from Office Relocation Working Group.

- a. [To consider report and authorise further action.](#)

12. Parish Council Community Cost of Living Grant.

- a. [To consider applying for a grant and to authorise further action.](#)

13. [To consider starting monthly Parish Council Surgeries at the Pavilion.](#)**14. Kingsnorth Recreation Centre.**

- a. [To review amended Draft Deed of Surrender Document and authorise further action.](#)

15. Financial matters.

- a. [To receive the April 2023 Finance Report Documents.](#)
- b. [To review invoices and consider authorising payment.](#)
- c. [To agree changes to the Parish Council Bank Mandates.](#)
- d. [To review amounts allocated in each Parish Council Bank Account and consider authorising redistribution.](#)

16. Planning matters.

- a. [To consider all planning applications received.](#)
- b. [To note decisions.](#)
- c. To consider any Appeals and Enforcement Matters.
- d. Any other planning matters.

17. Correspondence and written reports from external parties.

- a. To consider correspondence and written reports received by the Parish Council before the publication of this agenda and listed below. Then authorising any action.
- b. To consider correspondence proposed to be sent by the Parish Council and authorise any action.
 - i. [To consider Draft letter to Borough Councillors welcoming them and outlining outstanding items with Ashford Borough Council.](#)

18. [Parish Managers 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.

19. Parish Councillors Reports.

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

20. The next or future Agenda(s).

An indicative table showing intended dates for future items is in [Appendix B](#).

- a. To add / remove / amend items.
- b. To assign Councillors, or others, to the Parish Action Sheet to prepare items for future agenda(s).

21. Date of Next Meeting Tuesday 13th June 2023



Peter Le Rossignol (Kingsnorth Parish Council Manager)

PARISH ACTION SHEET

ACTIONS FROM APRIL MEETING

<u>Matter</u>	<u>Ref</u>	<u>Date Added</u>	<u>Who's Responsible</u>	<u>Progress since the last PC meeting</u>	<u>Recommendation & Next Steps</u>
Future of the conservation fields (between Kings. Village and Park Farm).	KP30	December 2020	Parish Manager / Cllr Ransley		Reallocate Responsible Councillor/s. Action open.
Contact landowners regarding potential footpath route(s) in 2021/2022 budget	KP32	January 2021	Parish Manager / Cllr Ransley		Reallocate Responsible Councillor/s. Action open.
Climate Change – Working Group	KP52	May 2022	Cllr Giles / Cllr Gaurav / Cllr Ransley		Meeting to be arranged after May Elections. Reallocate Responsible Councillor/s. Action open
Country Fayre 2023	KP56	August 2022	Working Group Parish Manager, Marie, Cllr Wedgbury, Cllr Hicks, Cllr S Moss, Cllr P Moss, Cllr Giles.	No meetings held since last meeting.	Parish Manager to provide any updates. Reallocate Responsible Councillor/s. Action open.
Adoption of roads in Bridgefield.	BR57	August 2022		Response received and outlined.	Action open.
Tree preservation and development	KP59	January 2023		Parish Manager to update.	Tree Officer will attend the June Parish Council meeting. Action open.
MOAT	KP60	January 2023		Parish Manager to update on petition.	Parish Manager to report on any updates. Action open.
Develop plans for possible relocation of Parish Office.	KP61	January 2023		Parish Manager to update on potential plans for the relocation of the Parish office.	Parish Manager to provide an update. Action open.
Litter picking	KP62	March 2023			Parish Manager to contact Kent Highways and ask for their litter picking rota. Action open.

Appendix B

FUTURE AGENDAS

An indicative table showing future items for the financial year.

<u>Topics</u>
<ul style="list-style-type: none">• Parish Vision Proposal.• Receive proposal for habitat planting /works.• Receive draft of 'Introduction to Kingsnorth' pack content.• Action Sheet Allotment(s) sites• End of Cycle Way signs. Differentiate between where pedestrian pathway begins.

Policy Review Months

Document	Review Month
Standing Orders	September
Data Protection and Privacy Policy	December
CHILD AND VULNERABLE ADULT SAFEGUARDING POLICY	April
CO-OPTION PROCEDURE	March
FINANCIAL REGULATIONS	January
Kingsnorth Parish Council – Risk Assessment	September