

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 next meeting of the Parish Council is to be held on Tuesday 13th June 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 and would like to raise anything with the council or ask a question, please [e-mail](#) 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 note those, present and receive apologies.**
3. **To receive declarations of interest.**

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.*

3. **Minutes.**

- a. [Approval of Minutes of Tuesday 16th May 2023.](#)

(To view the minutes or any item in blue press Ctrl and click on the blue text).

4. **To appoint councillors or representatives to the following outside bodies/Parish Council Committees.**

- a. KALC – (Ashford Area).
- b. Staffing Committee.

5. **Parish community grant applications.**

- a. To review community grant applications submitted in May 2023.
 - i. Kingsnorth Village Hall.
- b. To agree/approve/reject applications.

6. **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).*

7. **Civility and Respect Pledge.**

- a. [To pass a resolution to sign up to the civility and respect pledge.](#)

8. **[Report on South Ashford Garden Community.](#)**
 - a. To agree next steps and authorise any further action.
9. **[Kingsnorth Country Fayre.](#)**
 - a. Update on Kingsnorth Country Fayre 2023.
 - b. To agreed date and outline budget for Kingsnorth Country Fayre 2024.
10. **Kingsnorth Parish Christmas Event.**
 - a. [To agree booking of attractions for Christmas Event.](#)
11. **Kingsnorth Parish Council Working Groups.**
 - a. [To consider membership of the following Parish Council working groups.](#)
 - i. Climate Change.
 - ii. Kingsnorth Country Fayre.
 - iii. Parish Office Relocation Group.
12. **Relocation of Parish Office.**
 - a. [To consider, agree and authorise the type of Parish Office to purchase.](#)
13. **Fishing at the Moat.**
 - a. Update on the petition and to authorise any further action.
14. **Trees in Kingsnorth.**
 - a. [To review Ashford Borough Council's response to our questions on trees.](#)
15. **Financial matters.**
 - a. Finance Report.
 - i. [To receive the May Finance Report Documents.](#)
 - b. To review invoices and consider authorising payment.
 - c. To Approve Annual Governance and Accountability Return 2022 – 2023
 - i. To confirm Annual Statements 2022/23
 1. [Section 1- Annual Governance Statement 2022/23](#)
 - ii. To confirm Accounting Statements 2022/23
 1. [Section 2- Account Statements 2022/23](#)
 - iii. To review internal auditor's comments.
 1. [Internal audit](#)
 - d. [To agree Council member/s to be appointed to verify bank reconciliations on a quarterly basis.](#)
 - e. [To authorise the list of regular payments from the Parish Council.](#)
16. **Planning matters.**
 - a. [To consider all planning applications received in May.](#)
 - b. [To note decisions.](#)
 - c. To consider any Appeals and Enforcement matters.
 - d. Any other planning matters.
 - i. To authorise a member to update or summarise our comments as necessary and speak and/or provide a video to Ashford's Planning Committee when the application is considered.
 - ii. To consider applying for rule 6 status on the Kingsnorth Green Planning Appeal.
 - iii. To discuss whether the Parish Council wish to appoint any consultants for the Kingsnorth Green Planning Appeal and authorise any further action.
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 requesting a meeting with Tracey Kerly, Ashford Borough Council Chief Executive, regarding their outstanding matters.
18. **Parish Manager Report.**
 - a. [May Report.](#)

The Parish Manager may provide any updates (*not addressed earlier on the agenda*) on the work of the Parish 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 11th July 2023

Closed Session.

That 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.

22. Authorise Changes to Kingsnorth Parish Council Bank Mandates.

A handwritten signature in blue ink, appearing to read 'P-J Le Rossignol', with a large, sweeping flourish extending upwards and to the right.

Peter Le Rossignol (Kingsnorth Parish Council Manager)

Appendix A

PARISH ACTION SHEET

ACTIONS FROM MAY 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 / Cllr Jones.	Cllr Ransley to provide an update.	Proposed letter to Ashford Borough Council CEO on agenda. Action open.
Contact landowners regarding potential footpath route(s) in 2021/2022 budget	KP32	January 2021	Parish Manager / Cllr Ransley / Cllr Jones.	Cllr Ransley / Parish Manager to provide update.	Proposed letter to Ashford Borough Council CEO on agenda. Action open.
Climate Change – Working Group	KP52	May 2022	Cllr Giles / Cllr Gaurav / Cllr Ransley	On agenda.	Action open
Country Fayre 2023	KP56	August 2022	Working Group Parish Manager, Marie, Cllr Wedgbury, Cllr Hicks, Cllr Giles.	Report on Country Fayre which was held on Sunday 28 th May 2023. On agenda	Actions on agenda for next year. Action open.
Adoption of roads in Bridgefield.	BR57	August 2022		Cllr Ransley to update.	Response from ABC Action open.
Tree preservation and development	KP59	January 2023		Update on agenda.	Response on agenda. Action open.
MOAT	KP60	January 2023		On agenda.	Action open.
Develop plans for possible relocation of Parish Office.	KP61	January 2023		On agenda.	Action open.
Litter picking	KP62	March 2023			Parish Manager to contact Kent Highways and ask for their litter picking rota. Action open.
Letters be written to retiring Parish Councillors thanking them for their service.	KP63	May 2023	Parish Manager	Parish Manager to provide an update.	Parish Manager to draft a thank you letter.

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	
CO-OPTION PROCEDURE	May
FINANCIAL REGULATIONS	January
Kingsnorth Parish Council – Risk Assessment	September