



**KINGSNORTH PARISH COUNCIL**  
**Approved Minutes of the Annual Meeting of Kingsnorth Parish Council**  
**Held on Tuesday 16<sup>th</sup> May 2023.**  
**Kingsnorth Pavilion 7pm**

**Present:** Cllr Geoff Cosgrove, Cllr Katrina Giles, Cllr Heather Hayward, Cllr Aline Hicks (joined the meeting at 8.38pm), Cllr James Ransley (Chair), Cllr Ben Townend (Vice Chair), Cllr Jim Wedgbury.

**Also, present:** Fraser Curry (Grounds and Maintenance Assistant), Peter Le Rossignol (Parish Manager), Matt O'Neill (Grounds and Maintenance Supervisor), Marie Russell (Assistant Clerk – Admin), 17 members of the public attended the meeting.

**1. To Elect a Chair for the next 12 months.**

Cllr Wedgbury proposed that he be elected as Chair for the next 12 months.

Cllr Hayward proposed that Cllr Townend be elected as Chair for the next 12 months.

Cllr Giles seconded Cllr Hayward's proposal.

**PROPOSED BY CLLR HAYWARD**

**SECONDED BY CLLR GILES**

**ALL THOSE IN FAVOUR - 3**

**ALL THOSE AGAINST - 2**

**ABSTENTIONS - 0**

**Motion moved.**

**2. To Elect a Vice-Chair for the next 12 months.**

Cllr Giles proposed Cllr Hayward be elected as Vice-Chair.

Cllr Townend seconded Cllr Giles proposal.

Cllr Wedgbury proposed Cllr Cosgrove be elected as Vice-Chair.

Cllr Cosgrove seconded Cllr Wedgbury's proposal.

A vote took place for the first proposal to elect Cllr. Hayward as Vice-Chair.

**PROPOSED BY CLLR GILES**

**SECONDED BY CLLR TOWNEND**

**ALL THOSE IN FAVOUR - 3**

**ALL THOSE AGAINST - 2**

**ABSTENTIONS - 0**

**Motion moved.**

**3. To note those, present and receive apologies.**

Members who cannot attend a meeting shall tender their apologies to the Parish Manager prior to the meetings, under Section 85(1) of the Local Government Act 1972, the members present must decide whether the reason(s) for the member's absence shall be accepted.

Cllr Hicks submitted her apologies prior to the meeting.

**4. To receive declarations of Interest.**

Cllr Wedgbury is a Trade Union shop steward for USDAW.

Cllr Townend is Borough Councillor for Park Farm North.

Cllr Giles is Borough Councillor for Park Farm South.

Cllr Hayward is Borough Councillor for Roman Ward.

**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.  
All candidates were given up to 6 minutes to present their co-option presentations.  
After each presentation Councillors asked candidates any questions they had.  
Councillors discussed candidates' applications and voted on who they would like to co-opt.

Washford Ward – James Ransley received 3 out of 5 votes and was co-opted as Parish Councillor for Washford Ward.

Roman Ward – Jon Clarke received 3 out of 5 votes and was co-opted as Parish Councillor for Roman Ward.

Bridgefield Ward – Alison Breese received 3 out of 5 votes and was co-opted as Parish Councillor for Bridgefield.

Park Farm North – Terry Jones received 3 out of 5 votes and was co-opted as Parish Councillor for Park Farm North.

Cllr Townend thanked all candidates for their applications.  
Cllr Wedgbury asked that applications be held, and applicants contacted for working groups.

**8.13pm - Councillor Townend announced a 10-minute break to allow for co-opted Councillors to complete paperwork.**

**8.23pm meeting resumed.**

Cllr Townend welcomed co-opted Councillors, Cllr Breese, Cllr Clarke, Cllr Jones, and Cllr Ransley to the meeting.

**6. To review committee structures and appoint Councillors to outside bodies/committees.**

- a. To consider the continuation of current arrangements and membership of all Parish Council Committees.

**Staffing Committee**

Cllr Hayward proposed that Cllr Breese becomes Chair of the staffing committee, and Councillors Townend and Hicks also remain on the staffing committee.

Cllr Giles seconded the motion.

**PROPOSED BY CLLR HAYWARD**

**ALL THOSE IN FAVOUR - 8**

**Motion moved.**

**SECONDED BY CLLR GILES**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

**Community Café Committee**

Cllr Ransley proposed that Cllr Clarke, Cllr Townend, and the Parish Manager be appointed to the Community Café Committee.

Cllr Giles seconded the motion.

**PROPOSED BY CLLR RANSLEY**

**ALL THOSE IN FAVOUR - 8**

**Motion moved.**

**SECONDED BY CLLR GILES**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

- b. To appoint Councillors or representatives to the following outside bodies.

- i. KALC (Ashford Area).

Cllr Giles proposed that Cllr Ransley and Cllr Hicks be appointed.

Cllr Hayward seconded the motion.

**PROPOSED BY CLLR GILES**

**ALL THOSE IN FAVOUR - 8**

**Motion moved.**

**SECONDED BY CLLR HAYWARD**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

- ii. Kingsnorth Village Hall Committee.

Cllr Ransley proposed that Edward Goddard be appointed onto the Kingsnorth Village Hall committee.

Cllr Hayward seconded the motion.

**PROPOSED BY CLLR RANSLEY**

**ALL THOSE IN FAVOUR - 9**

**Motion moved.**

**SECONDED BY CLLR HAYWARD**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Public Comments and Observations**

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. No requests were received.

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

Cllr Clive Hallett, Washford – no report received.

Cllr Ben Townend, Park Farm North – reported on the following:

- MP Damian Green visit to the Moat to listen to residents' views on the closure of the fishing area.

Cllr Ray McGeever, Kingsnorth Village and Bridgefield – reported on the following:

- Cllr McGeever announced that on 4<sup>th</sup> May 2023 he won votes to become the Borough Councillor for Kingsnorth Village and Bridgefield and thanked all that voted for him.

Cllr Heather Hayward, Roman Ward – reported on the following:

- Issues with residents having their windows smashed by youths with air rifles.

#### **8.38pm - Cllr Hicks joined the meeting.**

Cllr Katrina Giles, Park Farm South – reported on the following:

- Provided an update on the play equipment at the Park Farm play area.
- Letter written to MP with regards to the Moat fishing area was delivered and a response has been received from MP Damian Green asking for further information.

#### **b. KCC Councillors' Reports**

Cllr David Robey reported on the following:

- Budget pressures.
- Highways.
- Finn Farm traffic lights.
- Camera on Demara Way.
- Adult social care (question raised by Cllr Wedgbury).

### **7. Approval of Minutes of Tuesday 11<sup>th</sup> April 2023.**

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

Cllr Ransley proposed that a typing error on item 9 be corrected and then the minutes be signed as a true record.

**PROPOSED BY CLLR RANSLEY**

**ALL THOSE IN FAVOUR - 5**

**Motion moved.**

**SECONDED BY CLLR GILES**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 5**

### **8. Parish Community Grant Applications.**

a. To review community grant applications submitted in April 2023.

b. Little Acorns Pre-School.

Purpose for which grant is required.

To strengthen and replace parts of the boundary fencing to provide better security for Little Acorns Pre-School children and stall, and installation of a new shed to allow storage for toys and equipment.

Grant Amount: £2,500.00

c. To agree/approve/reject applications.

Councillors asked questions and conversations took place between Councillors and Little Acorns Manager.

Cllr Hayward proposed that the grant application be approved, and monies released once confirmation has been received that the lease has been extended for another 5 years.

**PROPOSED BY CLLR HAYWARD**

**ALL THOSE IN FAVOUR - 9**

**Motion moved.**

**SECONDED BY CLLR HICKS**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

9pm - Cllr Cosgrove proposed the suspension of standing orders.

Cllr Ransley seconded.

**PROPOSED BY CLLR COSGROVE**  
**ALL THOSE IN FAVOUR - 10**  
**Motion moved.**

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

**ABSTENTIONS - 0**

## 9. 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.

- Future of the Conservation Fields between Kingsnorth Village and Park Farm – Parish Manager has put together an email to Ashford Borough Council which pulls together all the issues which the Parish Council are awaiting response to. Cllr Jones to be included into correspondence for this action. Action open.
- Contact landowners regarding potential footpath route(s) in 2021/2022 budget – The route which runs East of Park Farm and West of Bridgefield is underway for the transfer. Parish Manager has put together an email to Ashford Borough Council which pulls together all the issues which the Parish Council are awaiting response to. Cllr Jones to be included into correspondence for this action. Action open.
- Climate Change working group – Meeting date to be agreed. Action open.
- Country Fayre 2023 – All plans are going well. Parish Manager to arrange meeting with working group prior to the event. Action open.
- Adoption of roads in Bridgefield – Parish Manager has received a response from ABC stating that it is down to KCC. Action open.
- Tree Preservation and development – Tree Officer will attend Parish Council meeting in June. Action open.
- Moat – was discussed earlier in the agenda under Borough Councillor reports. Action open.
- Develop plans for possible relocation of the Parish Office – will be discussed under agenda item 11 (a). Cllr Breese asked that signage be included in this action. Action open.
- Litter picking – Parish Manager to contact Kent Highways. Action open.

Cllr Townend asked Councillors if they had any actions that they would like to add to the Action Sheet. Cllr Hayward asked that letters be written to retiring Parish Councillors thanking them for their service.

## 10. Review and approve Parish Council Policies.

- a. Financial Regulations.

Cllr Cosgrove proposed that the Finance Regulations policy be approved.

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

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

**ABSTENTIONS - 2**

## 11. Report and update from Parish Office Relocation Working Group.

- a. To consider report and authorise further action.

The Parish Manager had circulated a report containing options for the relocation of the Parish office prior to the meeting.

Cllr Ransley proposed that the planning process begins for option 2 to purchase a cabin office.

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

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

**ABSTENTIONS - 1**

## 12. Parish Council Community Cost of Living Grant.

- a. To consider applying for a grant and to authorise further action.

The Parish Manager reported on the Community Cost of Living Grant.

Cllr Breese proposed the grant application amount be match funded by the Parish Council.

**PROPOSED BY CLLR COSGROVE**  
**ALL THOSE IN FAVOUR - 10**  
**Motion moved.**

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

**ABSTENTIONS - 0**

Cllr Townend proposed that option 3 be agreed, and authorisation be given to the Parish Manager in consultation with Cllr Giles, Cllr Clarke, and Cllr Breese to submit the grant application.

**PROPOSED BY CLLR TOWNEND**

**SECONDED BY CLLR RANSLEY**

**ALL THOSE IN FAVOUR - 10**  
**Motion moved.**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

### **13. To consider starting monthly Parish Council Surgeries at the Pavilion.**

Cllr Giles reported on her idea to start monthly Parish Council Surgeries.  
Conversations took place between Councillors.

Cllr Ransley proposed that Parish Council Surgeries be agreed on a trial basis for 6 months and delegation be given to the Parish Manager to decide on dates.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR TOWNEND**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

**Motion moved.**

### **14. Kingsnorth Recreation Centre.**

a. To review amended Draft Deed of Surrender Document and authorise further action.

The Parish Manager had circulated Deed of Surrender Document to Councillors prior to the meeting.  
Cllr Giles, Cllr Hayward, Cllr Hicks, and Cllr Townend left the meeting due to a conflict of interest as they are all also Borough Councillors.

Cllr Cosgrove proposed that Cllr Ransley be Chairman for this agenda item.

Cllr Wedgbury seconded the motion.

**PROPOSED BY CLLR COSGROVE**

**SECONDED BY CLLR WEDGBURY**

**ALL THOSE IN FAVOUR - 5**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

**Motion moved.**

Cllr Cosgrove proposed that Cllr Ransley and the Parish Manager take the draft Deed of Surrender Document back to the Solicitors and seek clarification that there is no liability to the Parish Council, once the document is ready it will be circulated to Parish Councillors (who are not also Borough Councillors) to review, if all Parish Councillors are happy with the document authorisation is given to Cllr Ransley and one other Parish Councillor to sign the Deed of Surrender document.

**PROPOSED BY CLLR COSGROVE**

**SECONDED BY CLLR WEDGBURY**

**ALL THOSE IN FAVOUR - 6**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

Cllr Breese proposed that the budget for Solicitor fees be increased to £2,000.00.

**PROPOSED BY CLLR COSGROVE**

**SECONDED BY CLLR**

**ALL THOSE IN FAVOUR - 6**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

Cllr Giles, Cllr Hayward, Cllr Hicks, and Cllr Townend re-joined the meeting.

### **15. Financial Matters**

a. To receive the April 2023 Finance Report documents.

Cllr Townend asked all Councillors if they had any queries or comments on the April 2023 Finance report.  
None raised by Councillors.

b. To review invoices and consider authorising payment.

Cllr Giles proposed that all invoices be paid.

Cllr Hayward seconded the motion.

**PROPOSED BY CLLR GILES**

**SECONDED BY CLLR HAYWARD**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

c. To agree changes to the Parish Council Bank Mandates.

Cllr Ransley proposed that two Councillors are added as members of the Parish Council bank mandates.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR TOWNEND**

**ALL THOSE IN FAVOUR - 10**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

d. To review amounts allocated in each Parish Council Bank Account and consider authorising redistribution.

**This agenda item was deferred to the next meeting.**

### **16. Planning Matters**

a. To consider all planning application received.

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

Application Number: **OTH/2023/0035 (Deferred from April meeting)**

Address: Land Parcel DP3, Chilmington Green, Ashford Road, Ashford, Kent

Proposal: Reserved Matters application, pursuant to planning permission 12/00400/AS, for appearance, landscaping, layout, scale and access for the first phase of Discovery Park (Jubilee Park) Land Parcel DP3 – Main AAP Phase Church 1, together with associated landscaping and infrastructure.

Ward:

**Comments: Cllr Ransley suggested comment - Defer to next meeting.**

Application Number: **PA/2022/2669 (Deferred from April meeting)**

Address: Land off Norman Road and Romney Marsh Road, Ashford, Kent TN24 0SD

Proposal: Development of 90 one and two bedroom apartments in three buildings, new vehicular and pedestrian access, internal access road, footpaths and car parking, earthworks, creation of a new section of active floodplain and floodplain compensation for the development, sustainable drainage systems, parkland open space and hard and soft landscaping.

Ward:

**Comments: Cllr Ransley suggested comment - Defer to next meeting.**

Application Number: **PA/2023/0495 (Deferred from April meeting)**

Address: The Homelands, Ashford Road, Kingsnorth, Ashford, Kent TN26 1NJ

Proposal: Proposed nine dwellings and associated landscaping.

Ward: Kingsnorth Village

**Comments: Cllr Ransley suggested that the Parish Council have an initial discussion before drafting a comment.**

Application Number: **PA/2023/0724**

Address: 31, Caesar Avenue, Kingsnorth, TN23 3PZ

Proposal: Proposed conversion of garage to provide additional living space

Ward:

**Comments: Cllr Ransley suggested comment - No objection.**

Application Number: **PA/2023/0715**

Address: Chilmington Green, Land to west of Chilmington Green Road, Ashford, Kent

Proposal: Proposed construction of a Wastewater Treatment Plant, associated landscaping, and proposed vehicular access from Chilmington Green Road

Ward:

**Comments: Cllr Ransley suggested comment - Defer to the next meeting.**

Application Number: **PA/2023/0758**

Address: 42, Emperor Way, Kingsnorth, TN23 3QY

Proposal: Garage conversion to habitable room.

Ward: Roman

**Comments: Cllr Ransley suggested that the Parish Council requests further information as the plans do not show the first floor floorplan. We are therefore unable to assess if the property has sufficient parking remaining, after the removal of the garage, to meet Local Plan policy.**

Application Number: **PA/2023/0627**

Address: Sealeighs, Steeds Lane, Kingsnorth, Ashford, Kent TN26 1NQ

Proposal: Replacement roof creating a first floor with dormers to the rear elevation

Ward: Kingsnorth Village

**Comments: Cllr Ransley suggested comment – No objection.**

Cllr Hayward proposed that the comments on the planning application be accepted.

**PROPOSED BY CLLR HAYWARD**

**SECONDED BY CLLR GILES**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

**Motion moved.**

b. To note decisions

Decisions noted.

c. To consider any appeals and enforcement matters.

None.

d. Any other planning matters.

None.

**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.

Deferred to next meeting.

### **18. Parish Manager Report.**

The Parish Manager may provide any updates (not addressed earlier on the agenda) on the work of the Parishes Officers since the last meeting.

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

No Councillors raised any comments on the Parish Manager report.

### **19. 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.

No report updates.

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

- a. To add / remove / amend items.
  - b. To assign Councillors, or others, to the Parish Action Sheet to prepare items for future agenda(s).
- Cllr Wedgbury asked for the following to be added to the next agenda:

- Staff appraisals.
- Charging point for electric van.

### **21. Date of Next Meeting**

Tuesday 13<sup>th</sup> June 2023

There being no further business, the Chair closed the main meeting at 10.04pm.

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

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