

KINGSNORTH PARISH COUNCIL

AGENDA



Parish Manager: Mr Peter Le Rossignol
Kingsnorth Recreation Centre,
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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 12th September 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=N01CMitiM2k4dDNzYXNneG5BZ3pMd09>

1. **To note those, present and receive apologies.**
2. **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 (Those who are not a Parish Council Member).*
- b. *KCC Councillor's Report.*

3. Minutes.

- a. [Approval of Minutes of Tuesday 8th August 2023.](#)
- b. [Approval of Minutes of Extraordinary Meeting of Kingsnorth Parish Council on Monday 21st August 2023.](#)

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

4. Parish community grant applications.

- a. To review community grant applications submitted in August 2023.
- b. To agree/approve/reject applications.

5. 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).*

6. Annual Flagpole Inspection Report.

- a. [To receive a report on having an annual flagpole inspection and authorise any further action.](#)

7. Parish Councillor ID Badges and Branded Clothing.

- a. [To receive a report on purchasing Councillor ID Badges and Branded Clothing and to authorise any further action.](#)

8. **80th Anniversary D-Day and Battle of Normandy.**
 - a. To consider a request from Great Chart and Singleton Parish Council to host a joint event to mark the anniversary and authorise any further action.
9. **To receive a presentation of the Parish Council Carbon Footprint Progress.**
10. **To receive brief update for Parish Council Events Group.**
 - a. To consider inviting the mayor of Ashford to our Winter Wonderland and Summer Country Fayre 2024 and authorise any further action.
 - b. To receive an update on current and future Parish Council events.
11. **Community Engagement Sessions.**
 - a. An opportunity for members to discuss the Parish Community Engagement Sessions, the cancelled session in August 2023 and authorise any further action.
12. **To receive an update on the relocation of the Parish Office.**
 - a. To consider quotes for groundworks for the new Parish Office and authorise any further action.
 - b. To consider applying for a Parish PO BOX so that our post can be collected by Parish Staff prior to moving into our new office and vacating the current office and authorise any further action.
13. **Financial matters.**
 - a. Finance Report.
 - i. To receive the August Finance Report Documents.
 - b. To review invoices and consider authorising payment.
 - c. To consider upgrading our Metrobank Account and authorise any further actions.
 - d. To receive an update on Parish Council Bank Accounts and authorise any further actions.
14. **Planning matters.**
 - a. To consider all planning applications received in August.
 - b. To note decisions.
 - c. To consider any Appeals and Enforcement matters.
 - i. Updates on ongoing planning appeals.
 - d. Any other planning matters.
15. **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.
 - i. To consider email sent from Ashford Borough Council regarding the possible transfer of the Kingsnorth Buffer Zone and authorise any further action.
 - b. To consider correspondence proposed to be sent by the Parish Council and authorise any action.
 - i. To consider possible letter of support for change in boundary for Kingsnorth Medical Practice to include residents living in Bridgefield.
16. **Parish Manager Report.**
 - a. August 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.
17. **Parish Councillors reports (To include any relevant Borough Councillor Updates).**

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.
18. **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).
19. **Date of Next Meeting Tuesday 12th September 2023.**



Peter Le Rossignol (Kingsnorth Parish Council Manager)

Note for All Councillors on the Seven Principles of Public Life

Appendix A

PARISH ACTION SHEET

ACTIONS FROM AUGUST 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.	Received response from ABC. Update on the agenda.	Action open.
Contact landowners regarding potential footpath route(s) in 2021/2022 budget	KP32	January 2021	Parish Manager / Cllr Ransley / Cllr Jones.	Awaiting response from ABC.	Action open.
Climate Change – Working Group	KP52	May 2022	Cllr Giles / Cllr Ransley / Cllr Wedgbury/ Cllr. Jones	Meeting held on 23/08/2023. Update on the agenda.	Remove from Action Sheet?
Events Working Group	KP56	August 2022	Parish Manager, Marie, Cllr Wedgbury, Cllr Hicks, Cllr Giles.	Meeting held on 30/08/2023. Update on the agenda.	Remove from Action Sheet?
Adoption of roads in Bridgefield.	BR57	August 2022		Information sent to Borough Councillors.	Action open.
MOAT	KP60	January 2023		Update to be provided by Borough Councillors	Action open.
Develop plans for possible relocation of Parish Office.	KP61	January 2023		Planning application approved and office ordered. More on the agenda.	Action open.

Appendix B

Future Agendas

An indicative table showing future items for the financial year.

<u>Topics</u> (updated September 2023)
<ul style="list-style-type: none">• Parish Values, Vision and Short-, Mid- and Long-Term Plans.• Look at the Parish Council Information and Welcome Pack for Residents.• Parish Resident Consultations.

Policy Review Months

Document	Review Month
Standing Orders	October 2023
Data Protection and Privacy Policy	December 2023
CHILD AND VULNERABLE ADULT SAFEGUARDING POLICY	December 2023
CO-OPTION PROCEDURE	May 2024
FINANCIAL REGULATIONS	January 2024
Kingsnorth Parish Council – Risk Assessment	October 2023
Complaints Policy	February 2024
Communications Policy	February 2024
Dignity at Work Policy	August 2024
Training Statement	August 2024
Code of Conduct	August 2024

The Seven Principles of Public Life

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public officeholder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public officeholders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

1 Selflessness

Holders of public office should act solely in terms of the public interest.

2 Integrity

Holders of public office must avoid placing themselves under any obligation to people or organisations that might try inappropriately to influence them in their work. They should not act or take decisions to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

3 Objectivity

Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

4 Accountability

Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

5 Openness

Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

6 Honesty

Holders of public office should be truthful.

7 Leadership

Holders of public office should exhibit these principles in their own behaviour and treat others with respect. They should actively promote and robustly support the principles and challenge poor behaviour wherever it occurs.