



## KINGSNORTH PARISH COUNCIL

### Approved Minutes of the Meeting of Kingsnorth Parish Council

Held on Tuesday 8<sup>th</sup> August 2023.

Kingsnorth Pavilion 7.00pm

**Present:** Cllr Alison Breese, Cllr Jon Clarke, Cllr Geoff Cosgrove, Cllr Katrina Giles, Cllr Heather Hayward (Vice Chair), Cllr Aline Hicks, Cllr Terry Jones, Cllr James Ransley (Chair), Cllr Ben Townend, Cllr Wedgbury.

**Also, present:** Peter Le Rossignol (Parish Manager), Matthew O'Neill (Grounds and Maintenance Supervisor), 7 members of the public attended the meeting.

#### **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.

No apologies received.

#### **2. To receive declarations of Interest.**

Cllr Wedgbury is a Trade Union shop steward for USDAW.

Cllr Breese is CMO organisation for the South Ashford Garden Community.

Cllr Heather Hayward is CMO organisation for the South Ashford Garden Community also sponsored a Park Farm Rangers girls football team.

Cllr Aline Hicks is Vice Chair of the River Stour Inland Drainage Board and Chair of the Ashford Borough Advice Bureau.

#### **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.

Peter New (Neighbourhood Watch, Ashford District) provided an update to Councillors and members of the public and following on from his attendance at the July Parish Council meeting. He provided a written update prior to the meeting which was circulated to all Council members.

Cllr Hayward raised a question to Peter New about several issues in her ward that residents have raised with her as they are fed up with reporting the issues to Kent Police via 101 or online but nothing is happening so have stopped reporting the issues. Cllr Hayward has reported several serious crimes to the police including addresses and car registration plates of the offenders, but nothing has happened either. Residents and Cllr. Hayward have completed the Kent Crime Commissioner Survey but is at a loss to get things heard. Peter New responded saying that any issues such as those raised by Cllr. Hayward should be upgraded to a 999 call.

Cllr. Hicks provided an offer of support to Peter New in her role of a Borough Councillor covering Weald South.

#### **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 – reported on the following:

- Watering of trees in Washford during summer months.
- Has been liaising with residents and the Borough Council Tree Officer regrading some trees in the ward with TPO's.
- Reported some fly tipping in the ward.
- Updated the Parish on a water leak in the ward which has been report to Southern Water.

Cllr Ben Townend, Park Farm North – See agenda item 12.

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

- Reported on some anti-social behaviour in Park Farm and Bridgefield and is liaising with Peter New and others about this issue.
- Has been in contact with Kent County Council regarding the cuts to buses from Bridgefield and has received a response which is being shared with residents.
- Highlighted the importance of the greensands way which is a 108-mile walking route, and that area has parts of it which have been blocked and asked that the Parish Council is aware.

Cllr. Ransley advised that the Parish staff would be looking to walk as many public rights of way as possible as part of the monthly ward focus.

The Parish Manager advised members that any issues with public rights of way can be reported on the Kent County Council website,

- Provided an update on the vandalised bin in Bridgefield which is due to be replaced in the coming weeks.

Cllr Katrina Giles, Park Farm South – submitted a written report which was circulated to all Parish Councillors prior to the meeting.

Cllr Heather Hayward, Roman Ward – see agenda item 12.

#### b. KCC Councillors' Reports

Cllr David Robey – reported on the following:

- KCC budget pressures.
- Community Wardens.
- Consultation on Family Hubs.
- Expression of interest on a devolution deal.
- Operation Brock.
- Salt bins.
- Trying to get nuclear reactors back into Dungeness.

Cllr Robey responded to questions from Councillors.

A resident asked questions relating to streetlights and access/footpaths on Bridgefield. Conversations took place.

### 3. Approval of Minutes of Tuesday 11<sup>th</sup> July 2023.

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

Cllr Ransley requested that an amendment be made which was a small typo which was shared with the Parish Manager.

**PROPOSED BY CLLR HAYWARD**

**ALL THOSE IN FAVOUR - 9**

**Motion moved.**

**SECONDED BY CLLR HICKS**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

### 4. Parish Community Grant Applications.

- To review community grant applications submitted in July 2023.
- To agree / approve / reject applications.

The Parish Council received a community grant application from Park Farm Rangers FC to support the purchase of kits. The application was discussed and questions from councillors were received by the representative in attendance from Park Farm Rangers FC and answer.

Cllr. Hicks proposed that the Parish Council accept the grant application for £1,560.00.

**PROPOSED BY CLLR HICKS**

**ALL THOSE IN FAVOUR - 9**

**Motion moved.**

**SECONDED BY CLLR GILES**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

### 5. Parish Action Sheet.

- To review progress with items on the action sheet.
- To assign individuals or groups of individuals for development / progressing items.
- 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 Council are awaiting response. The Parish Manager will circulate the previous emails sent to Ashford Borough Council officers to Borough Councillors McGeever and Giles as the officer leading the project has left the Council. Action open.
- Contact landowners regarding potential footpath route(s) in 2021/2022 budget – Parish Council are awaiting response. Action open.
- Climate Change working group – meeting to be arranged. Meeting due to take place prior to the September meeting. Cllr Jones to be added to the working group. Action open.
- Events Working Group – meeting to be arranged in early September. Action open.
- Adoption of roads in Bridgefield – response received, will appear on the agenda for the August Parish Council meeting. Parish Manager to circulate a document to all members and Borough Councillors so they understand who is responsible from what. Action open.
- Moat – Cllr Ransley provided a brief update on the meeting with Kent County Council heritage officer about the de-silting the Moat. Notes to be forwarded to Borough Councillors. Action open.
- Develop plans for possible relocation of the Parish Office – Planning application has been submitted and verified decision due in next few weeks. Action open.

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

## **6. Parish Vision, Values and Strategic Planning.**

- a. To receive a report on the Parish Council's vision and authorise any further action.

Cllr. Breese provided an overview of the report.

Cllr Breese proposed that the Parish Council agree to the timeline and meetings outlined in the report and the cost of a facilitator of up to £500.

Cllr. Hayward proposed the Parish Council accept the proposal and report plus the £500 budget.

**PROPOSED BY CLLR HAYWARD**

**ALL THOSE IN FAVOUR - 10**

**Motion moved.**

**SECONDED BY CLLR GILES**

**ALL THOSE AGAINST – 0**

**ABSTENTIONS - 0**

## **7. Discussion on Parish Council Ways of Working.**

- a. An opportunity for councillors to raise any issues and ask questions about how the Parish Council works.

Cllr. Ransley explained that the Parish Council stopped having committees and moved to having work groups with all decisions being made by the Council at Parish Council meetings. Cllr. Ransley asked if members had any questions or suggestions.

Cllr. Hicks raised that having committees previously did not work and that we should continue with working groups for the foreseeable future.

Cllr. Breese suggested that for working groups to be successful a key set of terms of reference are needed for each working group so that they can go away and work on projects before reporting back to the full Council.

Cllr. Townend and Cllr. Cosgrove agreed with both Cllr. Hicks and Cllr. Breese that working groups do work. Cllr. Cosgrove asked that Parish Councillors are provided with more communication between meetings on what is happening as he did not feel there was much of this happening currently.

Councillors discussed potentially having a separate meeting or committee for planning applications in the future. Especially with two large developments possibly coming forward.

Discussion on communication between meeting meetings took place and it was suggested that the Parish Manager provides some brief updates in his weekly email to councillors.

**8. Financial matters.**

a. Finance report.

- i. To receive the July Finance Report Documents.

28 July 2023 (2023-2024)

**Kingsnorth Parish Council**

Prepared by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

<b>A</b>	<b>Bank Reconciliation at 27/07/2023</b>		
	Cash in Hand 01/04/2023		363,848.01
	<b>ADD</b> Receipts 01/04/2023 - 27/07/2023		163,863.33
	<b>SUBTRACT</b> Payments 01/04/2023 - 27/07/2023		527,711.34
	<b>Cash in Hand 27/07/2023</b> (per Cash Book)		<b>396,112.44</b>
<b>B</b>	Cash in hand per Bank Statements		
	Petty Cash	27/07/2023	0.00
	Nationwide Building Society	30/06/2023	156,449.28
	NW Current 47793112	27/07/2023	100.00
	NW SIBA 47793120	27/07/2023	169,199.46
	NW Reserve 47793368	27/07/2023	8,201.72
	Metro Bank Reserve a/c	27/07/2023	45,224.65
	Metro Bank Current a/c	27/07/2023	16,937.33
			<b>396,112.44</b>
	Less unrepresented payments		396,112.44
Plus unrepresented receipts			
<b>Adjusted Bank Balance</b>		<b>396,112.44</b>	
<b>A = B Checks out OK</b>			

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2023 and 27/07/2023)**

**Cost Centre Name**

<b>2023/24 Budget Items</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
152	Country Fayre Rides					7,122.50	-7,122.50
						<b>£7,122.50</b>	<b>-7,122.50</b>

**Admin**

<b>Admin</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>		
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
21	Payroll				450.00	90.00	360.00	
22	HR Support				2,500.00	640.00	1,860.00	
23	Staff Training				1,500.00	443.38	1,056.62	
24	Councillor Training				1,000.00	50.00	950.00	
25	Councillor/Chairman's Allowance				750.00		750.00	
26	Bank Charges				40.00	10.00	30.00	
27	Audit Fees				1,120.00	180.00	940.00	
28	Professional Fees				1,036.00		1,036.00	
29	Insurance				2,500.00		2,500.00	
30	Office Supplies, Postage & Printing				2,250.00	868.07	1,381.93	
31	Telephone and Broadband				2,250.00	664.34	1,585.66	
32	Photocopier and Printer				1,250.00	260.06	989.94	
33	Computer Support and Maintenance				2,000.00	287.50	1,712.50	
34	Account Software				1,140.00		1,140.00	
35	Online HR Platform				150.00		150.00	
36	Parish Office Rent				3,000.00	4,500.00	-1,500.00	
37	Parish Office - Mobile Phone				264.00	110.33	153.67	
101	Office Rates							
						<b>23,200.00</b>	<b>£8,103.68</b>	<b>15,096.32</b>

**Cafe**

<b>Cafe</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>		
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
62	Cafe Supplies			218.39	8,300.00	3,136.69	5,381.70	
63	Cafe Consumables				750.00	24.24	725.76	
64	Cafe Workwear				150.00		150.00	
65	Cafe Equipment				500.00	194.57	305.43	
66	Cafe Admin				300.00	69.41	230.59	
72	Cafe Donations					189.75	-189.75	
134	Community Cafe Cost of Living		500.00	500.00	500.00	223.81	276.19	
						<b>500.00</b>	<b>£718.39</b>	<b>10,500.00</b>
							<b>£3,838.47</b>	<b>6,879.92</b>

**Capital**

<b>Capital</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>		
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
39	Capital							
95	Benches							
96	Christmas Lights/Decorations				3,520.00		3,520.00	
107	Parish Signage				2,000.00	2,514.50	-514.50	
108	Picnic Benches							
120	Memorial Benches							
149	Parish Office Purchase				16,995.00		16,995.00	
						<b>22,515.00</b>	<b>£2,514.50</b>	<b>20,000.50</b>

**Communications**

<b>Communications</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>		
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	
19	E-mail				820.80	324.00	496.80	
20	Website				73.20	28.40	44.80	
78	Advertising and Awareness							
93	Kingsnorth Parish Council				500.00		500.00	
94	Precept Letter				500.00		500.00	
						<b>1,894.00</b>	<b>£352.40</b>	<b>1,541.60</b>

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2023 and 27/07/2023)**

**Cost Centre Name**

Income	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	1	Precept		263,990.76	131,995.38			-131,995.38
	2	Grants						
	5	Interest		450.00	1,192.21			742.21
	6	Pavillon Hire		1,000.00	692.50			-307.50
	7	Pavillon Football		2,520.00	840.00			-1,680.00
	8	MUGA - School Hire		1,500.00				-1,500.00
	9	MUGA - Casual Hire		500.00	799.50			299.50
	10	Maintenance			105.15			105.15
	11	Cafe Takings		15,000.00	5,377.28			-9,622.72
	12	Cafe Grants						
	13	VAT Reclaim						
	73	General Admin						
	119	Kingsnorth Country Fayre		3,500.00	5,271.82		1,015.00	756.82
	123	Kingsnorth Christmas Eve		6,820.00				-6,820.00
	124	Outdoor Cinema		1,247.50				-1,247.50
	131	Reserves		44,555.95				-44,555.95
				<b>341,084.21</b>	<b>£146,273.84</b>		<b>£1,015.00</b>	<b>-195,825.37</b>

Kingsnorth Christmas Event			Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title			Budget	Actual	Budget	Actual	Budget
126	Ice Rink (2 day Hire)				10,500.00			10,500.00
127	Attractions				8,000.00	7,725.00		275.00
128	Toilets				595.00			595.00
129	First Aid				1,000.00	200.00		800.00
130	Contingency				2,009.50	260.00		1,749.50
					<b>22,104.50</b>	<b>£8,185.00</b>		<b>13,919.50</b>

Kingsnorth Country Fayre			Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title			Budget	Actual	Budget	Actual	Budget
110	Fun Fair				10,135.00	7,601.25		2,533.75
111	Toilets				1,400.00	380.00		1,020.00
112	First Aid				1,250.00	600.00		650.00
113	Wide Eyes Falconry Displ				400.00	300.00		100.00
114	Security				900.00	432.00		468.00
118	Contingency				1,408.50	1,493.51		-85.01
					<b>15,493.50</b>	<b>£10,806.76</b>		<b>4,686.74</b>

Kingsnorth Green Spaces			Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title			Budget	Actual	Budget	Actual	Budget
87	Footpath Creation - Footp				42,600.00			42,600.00
89	Buib Planting				500.00			500.00
91	Bird Feeders				500.00			500.00
92	Habitat Planting/Works				2,500.00			2,500.00
102	Sunflower Competition				300.00			300.00
109	Climate Change Strategy				2,500.00			2,500.00
122	Footpath Creation - Footp				9,000.00			9,000.00
125	Bat/Bird Boxes and Came				500.00			500.00
					<b>58,400.00</b>			<b>58,400.00</b>

Maintenance			Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title			Budget	Actual	Budget	Actual	Budget
40	Repairs				1,250.00	113.73		1,136.27
41	Playing Fields				13,146.00	10,980.43		2,165.57
43	Playing Fields Playground				1,800.00			1,800.00
44	Van Lease			20.00	7,351.80	3,832.73		3,539.07
45	Electric Vehicle Charging			250.00	500.00	403.92		346.08
46	Vehicle Tax				50.00			50.00
47	Maintenance Vehicle Insur			80.30	1,250.00	1,221.67		108.63
48	Workshop Rent				4,776.00	1,592.00		3,184.00

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

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**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2023 and 27/07/2023)**

<u>Cost Centre Name</u>				
49	Workshop Rates	1,500.00	444.35	1,055.65
50	Workshop Insurance			
51	Workshop Electric	150.00		150.00
52	Maintenance Mobile Phon	528.00	213.52	314.48
53	Maintenance Loose Tools	1,500.00	770.59	729.41
54	Maintenance Staff Training	420.00	3,190.00	2,970.00
55	MUGA	100.00		100.00
60	Waste Collection	1,750.00	386.00	1,364.00
71	Clothing	250.00	25.00	225.00
83	Van Repair			
104	Safety App	200.00		200.00
132	Mower/Tools Fuel	1,000.00		1,000.00
150	Defibrillator Parts		130.00	-130.00
151	Equipment Repairs		1,184.79	-1,184.79
		<b>£770.30</b>	<b>40,291.80</b>	<b>£24,268.73</b>
				<b>16,793.37</b>

<u>Parish Office</u>		<u>Bal. B/Fwd.</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>
135	Architect's Costs				2,625.00	795.00	1,830.00
136	Scope of Works Preparatic				500.00		500.00
137	Planning Fee				300.00	117.00	183.00
138	Building Delivery				1,250.00		1,250.00
139	Building Installation				450.00		450.00
140	Electrical Connection				560.00		560.00
141	Air Conditioning Unit				450.00		450.00
142	Floodlight				75.00		75.00
143	Intruder Alarm				90.00		90.00
144	CCTV Camera				150.00		150.00
145	Interest and Phone Extens				50.00		50.00
146	Project Contingency				2,654.00		2,654.00
147	Groundworks				2,120.00		2,120.00
148	Anti-Graffiti Coating				925.00		925.00
					<b>12,199.00</b>	<b>£912.00</b>	<b>11,287.00</b>

<u>Pavilion</u>		<u>Bal. B/Fwd.</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	552.64	1,947.36
57	Pavilion Electricity				4,500.00	785.45	3,714.55
58	Pavilion Water				750.00	93.16	656.84
59	Pavilion Fire Safety & Sec				1,000.00	192.00	808.00
61	Pavilion Cleaning				2,750.00	992.00	1,758.00
70	Pavilion Maintenance				4,975.00	269.85	4,705.15
					<b>16,475.00</b>	<b>£2,885.10</b>	<b>13,589.90</b>

<u>Recreation Centre</u>		<u>Bal. B/Fwd.</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						

<u>Salaries</u>		<u>Bal. B/Fwd.</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>
14	Salaries Admin				56,146.94	15,331.39	40,815.55
15	Salaries Maintenance				34,393.22	10,810.10	23,583.12
16	Employer Payments				41,829.55	10,572.19	31,257.36
					<b>132,369.71</b>	<b>£36,713.68</b>	<b>95,656.03</b>

<u>Section 137</u>		<u>Bal. B/Fwd.</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>
18	Section 137						
80	Community Grants Fund				10,000.00	10,348.82	-348.82

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2023 and 27/07/2023)**

<u>Cost Centre Name</u>							
85	Trial Real Napples Loan S			1,500.00	100.00	1,400.00	
86	Outdoor Film Show			1,677.50	47.66	1,629.84	
105	Outdoor Film Show donat						
106	Festive lights expenses						
133	Schools Cost of Living Sup						
		1,500.00	1,500.00	1,500.00	1,500.00		
		1,500.00	£1,500.00	14,677.50	£11,996.48	2,681.02	
<hr/>							
<u>Subscriptions</u>		<u>Bal. B/Fwd.</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>
38	Subscriptions				2,000.00	1,695.00	305.00
					2,000.00	£1,695.00	305.00
<hr/>							
<b>NET TOTAL</b>			343,084.21	£149,262.53	372,120.01	£120,409.30	57,889.03

28 July 2023 (2023-2024)

**Kingsnorth Parish Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only (Between 01/04/2023 and 27/07/2023)**

<u>Cost Centre</u>	<u>Receipts</u>			<u>Payments</u>			<u>Net Position</u>
	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>	<u>Budgeted</u>	<u>Actual</u>	<u>Variance</u>	<u>+/- Under/over spend</u>
2023/24 Budget Items			0.00 (N/A)		7,122.50	-7,122.50 (-7122%)	-7,122.50
Admin			0.00 (N/A)	23,200.00	8,103.68	15,096.32 (65%)	15,096.32
Cafe	500.00	718.39	218.39 (43%)	10,500.00	3,838.47	6,661.53 (63%)	6,879.92
Capital			0.00 (N/A)	22,515.00	2,514.50	20,000.50 (88%)	20,000.50
Communications			0.00 (N/A)	1,894.00	352.40	1,541.60 (81%)	1,541.60
Income	341,084.21	146,273.84	-194,810.37 (-57%)		1,015.00	-1,015.00 (-1015%)	-195,825.37
Kingsnorth Christmas Event			0.00 (N/A)	22,104.50	8,185.00	13,919.50 (62%)	13,919.50
Kingsnorth Country Fayre			0.00 (N/A)	15,493.50	10,806.76	4,686.74 (30%)	4,686.74
Kingsnorth Green Spaces			0.00 (N/A)	58,400.00		58,400.00 (100%)	58,400.00
Maintenance		770.30	770.30 (77030%)	40,291.80	24,268.73	16,023.07 (39%)	16,793.37
Parish Office			0.00 (N/A)	12,199.00	912.00	11,287.00 (92%)	11,287.00
Pavilion			0.00 (N/A)	16,475.00	2,865.10	13,589.90 (82%)	13,589.90
Recreation Centre			0.00 (N/A)			0.00 (N/A)	0.00
Salaries			0.00 (N/A)	132,369.71	36,713.68	95,656.03 (72%)	95,656.03
Section 137	1,500.00	1,500.00	0.00 (N/A)	14,677.50	11,996.48	2,681.02 (18%)	2,681.02
Subscriptions			0.00 (N/A)	2,000.00	1,695.00	305.00 (15%)	305.00
<b>NET TOTAL</b>	<b>343,084.21</b>	<b>149,262.53</b>	<b>-193,821.68 (-56%)</b>	<b>372,120.01</b>	<b>120,409.30</b>	<b>251,710.71 (67%)</b>	<b>57,889.03</b>
<hr/>							
<b>Total for ALL Cost Centres</b>		149,262.53			120,409.30		
<b>V.A.T.</b>		14,600.80			11,189.60		
<b>GROSS TOTAL</b>		163,863.33			131,598.90		



Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
188	Office Supplies, Postage & Admin	03/07/2023		Metro Bank Current a/c		Label Machine Cassette	Amazon	S	7.95	1.59	9.54
196	Workshop Rates	03/07/2023		NW Current 47793112		Workshop Business Rates	Ashford Borough Council	X	111.00	0.00	111.00
230	Outdoor Film Show	03/07/2023		Metro Bank Current a/c		Event Fee	Ashford Borough Council	X	20.00	0.00	20.00
189	Equipment Repairs	04/07/2023		Metro Bank Current a/c	Email JR	Mower Repair	Lister Wilder	S	1,184.79	236.96	1,421.75
190	Pavilion Cleaning	04/07/2023		Metro Bank Current a/c		Pavilion Cleaning	EJP Cleaning Services	Z	248.00	0.00	248.00
191	Architect's Costs	05/07/2023		Metro Bank Current a/c		Planning Application Submission	Sevencroft Ltd	X	795.00	0.00	795.00
195	Workshop Rent	06/07/2023		NW Current 47793112		Workshop lease	Van & Car	Z	398.00	0.00	398.00
192	Telephone and Broadband	07/07/2023		Metro Bank Current a/c		Telephone	BT	S	179.93	35.29	215.22
194	Cafe Supplies	07/07/2023		Metro Bank Current a/c		Cafe Milk	Tesco	X	9.30	0.00	9.30
193	HR Support	07/07/2023		Metro Bank Current a/c		HR Support	Outset UK	S	160.00	32.00	192.00
197	Contingency	07/07/2023		Metro Bank Current a/c		Father Christmas Deposit	Envisage Promotions Ltd	S	257.00	51.40	308.40
158	Van Lease	10/07/2023		NW Current 47793112		Van rental	Leaseplan	S	612.65	122.53	735.18
198	Outdoor Film Show	10/07/2023		Metro Bank Current a/c		DVD Film - Roald Dahl's Matilda the Musical [Blu-ray]	Amazon	S	6.66	1.33	7.99
199	Office Supplies, Postage & Admin	11/07/2023		Metro Bank Current a/c		address labels	Tesco	X	3.60	0.00	3.60
200	Office Supplies, Postage & Admin	11/07/2023		Metro Bank Current a/c		Zoom fee	Zoom	X	15.59	0.00	15.59
201	Cafe Supplies	12/07/2023		Metro Bank Current a/c		Cafe supplies	Brakes	X	470.66	0.00	470.66
231	Playing Fields	12/07/2023		NW Current 47793112		Football pitches renovation	Bourne Sport	S	10,579.00	2,115.80	12,694.80
203	Attractions	12/07/2023		Metro Bank Current a/c		Christmas Attractions Booking	The Fun Experts	S	7,725.00	1,545.00	9,270.00
202	First Aid	12/07/2023		Metro Bank Current a/c		First Aid Deposit	DRW Emergency Services Limited	X	200.00	0.00	200.00
204	Country Fayre Rides	12/07/2023		Metro Bank Current a/c		50% Deposit for Summer Fayre 2024	The Fun Experts	S	7,122.50	1,424.50	8,547.00
130	Employer Payments	13/07/2023		NW Current 47793112		Tax & NI	HMRC	X	2,347.29	0.00	2,347.29
205	Electric Vehicle Charging	13/07/2023		Metro Bank Current a/c		Van fuel	Fuel Genie	S	47.72	9.54	57.26
206	Office Supplies, Postage & Admin	14/07/2023		Metro Bank Current a/c		Wireless Microphone	Gearmusic Limited	S	39.57	7.91	47.48
208	Cafe Supplies	17/07/2023		Metro Bank Current a/c		Cafe Milk	Tesco	X	7.20	0.00	7.20
207	E-mail	17/07/2023		Metro Bank Current a/c		E-mail Addresses	Microsoft	X	81.00	0.00	81.00
209	Clothing	17/07/2023		Metro Bank Current a/c		Maintenance Trainers	JD Sports Fashion Plc	X	25.00	0.00	25.00
210	Website	18/07/2023		Metro Bank Current a/c		Website	Whisper Media	Z	8.10	0.00	8.10
211	Cafe Supplies	18/07/2023		Metro Bank Current a/c		Cafe supplies	Bradleys	X	153.10	0.00	153.10
215	Playing Fields	18/07/2023		Metro Bank Current a/c		Stump Eco Plugs	Amenity Choice	S	96.43	19.29	115.72
216	Repairs	19/07/2023		Metro Bank Current a/c		Maint goods	Trade UK	S	103.06	20.61	123.67
212	Employer Payments	21/07/2023		Metro Bank Current a/c		Pension contributions	NEST	X	455.71	0.00	455.71
213	Pavilion Gas	21/07/2023		Metro Bank Current a/c		Pavilion gas	SSE	S	128.48	25.70	154.18
214	Cafe Supplies	21/07/2023		Metro Bank Current a/c		Cafe supplies	Tesco	X	16.60	0.00	16.60
228	Parish Office - Mobile Phone	24/07/2023		NW Current 47793112		Staff Mobile Phones	BT	S	31.75	6.35	38.10
229	Maintenance Mobile Phones	24/07/2023		NW Current 47793112		Staff Mobile Phones	BT	S	63.50	12.70	76.20
219	Cafe Supplies	25/07/2023		Metro Bank Current a/c		Cafe supplies	Tesco	X	16.60	0.00	16.60
217	Cafe Consumables	25/07/2023		Metro Bank Current a/c		Coffee Machine Cleaner	Puro Gusto Ltd	X	24.24	0.00	24.24
218	Cafe Supplies	25/07/2023		Metro Bank Current a/c		Decaffeinated Ground	Coffee Masters UK Limited	X	13.99	0.00	13.99
220	Councillor Training	26/07/2023		Metro Bank Current a/c		KALC - Course	KALC	S	50.00	10.00	60.00
224-227	Salaries	26/07/2023		NW Current 47793112		Salary	Staff	X			6,456.21
221	Cafe Supplies	26/07/2023		Metro Bank Current a/c		Cafe supplies	Brakes	X	85.11	0.00	85.11
221	Community Cafe Cost of Living Support	26/07/2023		Metro Bank Current a/c		Cafe supplies	Brakes	Z	223.81	0.00	223.81
223	Maintenance Loose Tools	27/07/2023		Metro Bank Current a/c		Rotivator	Gen Power	S	291.66	58.33	349.99
Total									40,872.76	5,737.53	46,610.29

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28 July 2023 (2023-2024)

**Kingsnorth Parish Council**  
**RECEIPTS LIST**

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
75	03/07/2023		Metro Bank Current a/c		Cafe takings	Paypal	X	135.52		135.52
76	03/07/2023		Metro Bank Current a/c		Cafe takings	Paypal	S	60.91	12.18	73.09
78	03/07/2023		NW Current 47793112		Pavilion Hire	Park Farm Rangers FC	X	210.00		210.00
80	03/07/2023		NW Current 47793112		MUGA Hire	TuneIn2Futsal	X	590.00		590.00
77	06/07/2023		Metro Bank Current a/c		Cafe takings	Paypal	X	110.12		110.12
79	07/07/2023		NW Current 47793112		Maintenance Works	Little Acorns	X	31.65		31.65
79	07/07/2023		NW Current 47793112		Maintenance Works	Little Acorns	X	73.50		73.50
82	10/07/2023		Metro Bank Current a/c		Cafe takings	Paypal	X	201.69		201.69
81	10/07/2023		NW Current 47793112		Pavilion Hire	Nana Odom	X	120.00		120.00
83	11/07/2023		Metro Bank Current a/c		Cafe takings	Paypal	X	173.62		173.62
84	13/07/2023		Metro Bank Current a/c		Cafe takings	Paypal	X	102.08		102.08
85	13/07/2023		Metro Bank Current a/c		Cafe Refund - Brakes	Brakes	X	40.37		40.37
86	17/07/2023		Metro Bank Current a/c		Cafe takings	Paypal	X	37.32		37.32
87	18/07/2023		Metro Bank Current a/c		Cafe takings	Paypal	X	120.31		120.31
89	20/07/2023		Metro Bank Current a/c		Cafe takings	Paypal	X	164.91		164.91
90	24/07/2023		Metro Bank Current a/c		Cafe takings	Paypal	X	200.10		200.10
91	24/07/2023		NW Current 47793112		Pavilion Hire	Nana Odom	X	30.00		30.00
88	24/07/2023		NW Current 47793112		Pavilion Hire	Mr R Everett	X	40.00		40.00
92	25/07/2023		Metro Bank Current a/c		Cafe takings	Paypal	X	102.07		102.07
<b>Total</b>								<b>2,544.17</b>	<b>12.18</b>	<b>2,556.35</b>

Cllr. Ransley asked all Councillors if they had any queries or comments on the July Finance report. No questions raised.

b. To review invoices and consider authorising payments.

Cllr. Ransley questioned if the inspection on the flagpole was needed. The Parish Manager highlighted that it needed to be done on an annual basis to cover our insurance. Cllr. Hayward asked if the Parish Manager could ask other Parishes if they have their flagpoles inspected.

Cllr Ransley proposed that invoices be paid.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR GILES**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 1**

**ABSTENTIONS - 1**

**Motion moved.**

c. To review the current budget and update on projects.

The Parish Manager provided an update to members on the current budget and projects.

Cllr. Ransley asked the Parish Manager to provide an update on current interest rates for our accounts.

d. To review quarterly bank account check carried out in July.

**Kingsnorth Parish Council**

Prepared by: PETER LE ROSSIGNOL  
Name and Role (Clerk/RFO etc)

Date: 28-07-23

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

Date: 28-07-23

<b>Bank Reconciliation at 30/06/2023</b>			
	Cash in Hand 01/04/2023		363,848.01
	<b>ADD</b> Receipts 01/04/2023 - 30/06/2023		161,306.98
			525,154.99
	<b>SUBTRACT</b> Payments 01/04/2023 - 30/06/2023		84,988.61
<b>A</b>	<b>Cash in Hand 30/06/2023</b> (per Cash Book)		<b>440,166.38</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/06/2023	0.00	
	Nationwide Building Society 30/06/2023	156,449.28	✓
	NW Current 47793112 30/06/2023	100.00	✓
	NW SIBA 47793120 30/06/2023	190,961.09	✓
	NW Reserve 47793368 30/06/2023	8,201.72	✓
	Metro Bank Reserve a/c 30/06/2023	75,224.65	✓
	Metro Bank Current a/c 30/06/2023	9,229.64	✓
			<b>440,166.38</b>
	Less unrepresented payments		
			440,166.38
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>440,166.38</b>
	<b>A = B Checks out OK</b>		<i>Albida's</i>

28/07/23

## 9. 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 June 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: Meeting to be held once the South Ashford Garden Community meeting has taken place.**

Application Number: **PA/2023/1211**

Address: 25, Riverside Close, Kingsnorth, TN23 3EL

Proposal: Proposed single-storey rear and side extension

Ward: Kingsnorth village

**Comments: Cllr Ransley and Cllr Hicks suggest – No Objection**

Application Number: **PA/2022/2057**

Address: Briars, Church Hill, Kingsnorth, Ashford, Kent TN23 3EG7

Proposal: Demolition of Briars to provide access and development comprising of 11 residential dwellings on land to the rear of Briars and Greenacres, with associated infrastructure and landscaping.

Ward: Kingsnorth Village

**Comments: Cllr Wedgbury proposed we delegate the comments to be agreed by email before the next meeting.**

Application Number: **PA/2023/1316**

Address: 47, Violet Way, Kingsnorth, TN23 3GH

Proposal: Proposed Single Storey Rear Extension

Ward: Bridgefield

Comments: **No Objection**

Cllr Ransley asked Councillors if they were happy to propose the comments as discussed.

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

**SECONDED BY CLLR HAYWARD  
ALL THOSE AGAINST - 0                      ABSTENTIONS - 0**

- b. To note decisions

Decisions noted.

- c. To consider any appeals and enforcement matters.

- i. Updates on ongoing planning appeals.

Cllr. Ransley provided a brief update to members on the planning appeals currently in progress.

- d. Any other planning matters.

None

## 10. 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.

The Parish Manager provided members with the emails sent and received by Ashford Borough Council re the Adoption of Roads.

Cllr. Breese asked if we should make the responses public it was agreed that these are already public as they were included with the public agenda.

b. To consider correspondence proposed to be sent by the Parish Council and authorise any action.  
None received.

### **11. Parish Manager Report.**

a. July Report.

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

The Parish Manager asked Councillors to help with choosing the winning design at the end of the meeting. Cllr. Hayward asked about the Grounds and Maintenance team report. Matt O'Neill to provide July list with August.

Cllr. Wedgbury mentioned that the grounds team need to be careful when cutting the grass due to grass snakes.

Cllr. Ransley asked if he could have a map of the area litter picked by the grounds team.

Cllr. Clarke asked if the Parish Council should have a Neighbourhood plan. There was a discussion on this by councillors. Cllr. Ransley explained that Ashford does not currently receive Community Infrastructure Levy money and that there would be little benefit for the Council having one at this time.

Cllr. Ransley suggested we look at this in more detail at a future meeting.

### **12. Parish Councillors reports.**

Members of the 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. Hicks.

- The Hart Dyke and the Courtlodge dyke will be having some works done before the end of August.
- Trees and shrubs to be looked at on the Hart Hyke and Park Farm Dyke.

Cllr. Hayward.

- Working with Kent County Council re paths at the back of Kestrel Park.
- Issues with playground in Kestrel with dogs using the zip wires and have been damaged by dogs biting the seat.
- Residents are keen for a book stop in Chartfields so currently looking for areas in the ward.

Cllr. Jones.

- Has provided a report to the Parish Manager regarding the possible works to the Moat following a meeting with Mid Kent Fisheries.

Cllr. Townend.

- Provided an update on the Moat and that it will be fully reviewed by Ashford Borough Council to reinstate fishing at the Moat including updated costings.

Cllr. Clarke

- Asked if the Parish Council should consider getting some expert advice on Wastewater Treatment Waters due the various planning applications with these in.

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

a. To add / remove / amend items.

Cllr. Cosgrove asked for updates on the following:

- Councillor Training.
- Induction Pack.
- Skills audit.
- Code of Conduct Training.

Cllr. Cosgrove asked about ID badges for Councillors.

### **14. Date of Next Meeting**

Tuesday 12<sup>th</sup> September 2023

Cllr. Ransley moved the meeting into a closed session at 2100.

Cllr. Ransley provided a brief update about a meeting with the traffic consultations and in summary that most of the data is OK, but they are basically doing the bare minimum but nothing that we could use to stop the development.

A discussion between councillors took place discussing various options. They agreed to use the previous budget to look in more detail at the traffic modelling.

There being no further business, the Chair closed the main meeting at 2128.

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

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