



KINGSNORTH PARISH COUNCIL

Approved Minutes of the Meeting of Kingsnorth Parish Council

Held on Tuesday 12th September 2023.

Kingsnorth Pavilion 7.00pm

Present: Cllr Alison Breese, Cllr Jon Clarke, 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), 3 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.

Cllr Wedgbury informed the Chair that Cllr Cosgrove sends his apologies.

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.

No requests from members of the public wishing to speak.

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:

- Discharge issue in Washford ward.

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

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

- Bus route B has been in conversations with KCC and Stagecoach.
- Attended and contributed to Planning meetings with Ashford Borough Council.
- Finn Farm roads proposed works.
- Attended the Merchant Navy Day at Ashford Borough Council including raising the flag.
- Attended the Eatwell for Less Roadshow.
- Awaiting response from KCC re blocked Greensand Way footpath.

Cllr Katrina Giles, Park Farm South – see agenda item 12.

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

b. KCC Councillors' Reports

Cllr David Robey – submitted his apologies and report to the Parish office staff prior to the meeting which was circulated to Councillors.

3. Approval of Minutes

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 has been shared with the Parish Manager.

- a. Approval of Minutes of Tuesday 8th August 2023.

PROPOSED BY CLLR GILES

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

- b. Approval of Minutes of Extraordinary meeting of Kingsnorth Parish Council on Monday 21st August 2023.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 4

Motion moved.

4. Parish Community Grant Applications.

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

No applications received.

Discussions took place between Councillors on potential applicants for the Community Grant scheme.

5. 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 – Response received from Ashford Borough Council, there was some confusion on land location, but the Parish Manager has responded with correct location of land. Action open.
- Contact landowners regarding potential footpath route(s) in 2021/2022 budget – Parish Council are awaiting response. Action open.
- Climate Change working group – Item 9 on the main agenda. Action open.
- Events Working Group – Item 10 on the main agenda. Action open.
- Adoption of roads in Bridgefield – Borough Councillor Ray McGeever is communicating with KCC. Action open.
- Moat – Ashford Borough Council are working on some options; Cllr Ransley has agreed to draft a summary from when he attended the KCC archaeology meeting to pass on to Ashford Borough Council. Action open.
- Develop plans for possible relocation of the Parish Office – Item 12 on the main agenda. Action open.

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

6. Annual flagpole inspection report.

To receive a report on having an annual flagpole inspection and authorise any further action.

Cllr Ransley proposed that members ask the Chair to communicate with Ashford KALC regarding the possibility of a joint inspection to save money around the Parishes.

Cllr Breese proposed that options be looked at to obtain the best value for money.

No Councillors seconded.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR GILES

ALL THOSE IN FAVOUR - 6

ALL THOSE AGAINST - 1

ABSTENTIONS - 2

Motion moved.

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.

PROPOSED BY CLLR WEDGBURY

SECONDED BY CLLR BREESE

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

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.

Cllr Hicks proposed that delegation be given to the Parish Manager to liaise with Great Chart Parish office to discuss ideas for the 80th Anniversary D-Day and Battle of Normandy event and then a summary report be discussed with the Events Working Group.

PROPOSED BY CLLR HICKS

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

9. To receive a presentation of the Parish Council Carbon Footprint progress.

The Parish Manager displayed and reported on a presentation which he had put together for Councillors and members of the public on the progress of the Parish Councils carbon footprint. Conversations took place between Councillors.

10. To receive a brief update from the Parish Council Events working group.

Cllr Hicks provided an update on the Parish Council outdoor cinema event.

- a. To consider inviting the Mayor of Ashford to our Winter Wonderland and Summer Country Fayre 2024 and authorise any further action.

Cllr Giles proposed that the Parish Council invite the Mayor of Ashford to the Winter Wonderland and Summer Country Fayre events.

PROPOSED BY CLLR GILES

SECONDED BY CLLR HICKS

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

Motion moved.

The Parish Manager added to Cllr Hicks update on the Outdoor Cinema Event, thanking Parish Staff for their hard work on the event and reported on the positive feedback from attendees.

11. Community Engagement sessions.

- a. An opportunity for members to discuss the Parish Community Engagement sessions and the cancelled session in August 2023 and authorise any further action.

The Chair was asked to explain why he had cancelled the August event at short notice. The Chair explained that due to the very limited number of members attending, other than Cllrs Wedgbury and Giles he was concerned that the behaviour at the meeting may not be professional given the behaviour of Cllr Wedgbury to Cllrs Giles in the past and his behaviour in the presence of Parish staff. The Chair was unwilling to involve Parish staff in this issue by sending them to the meeting in the hope it would moderate behaviour. Cllr Wedgbury said the allegations were false.

Cllr Breese proposed that there should be a minimum of 3 Councillors available for each Community Engagement session.

Cllr Breese suggested that the discussion should stop as it would not be possible to take this any further this evening and suggested that the discussion should be taken in a separate meeting.

Cllr Hayward proposed that we ahead with the suggestion by Cllr. Breese have a separate meeting without members of staff in attendance. Cllr Breese seconded this proposal.

Cllr Townend commented that he does not feel there should be a minimum number of Councillors at each Community Engagement session.

Cllr Townend proposed that the sessions go ahead and should not be cancelled.

Cllr Giles seconded.

PROPOSED BY CLLR TOWNEND

SECONDED BY CLLR GILES

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

Motion moved.

12. To receive an update on the relocation of the Parish Office.

a. To consider invoices for groundworks for the new Parish Office and authorise any further action. The Parish Manager provided an update on the relocation of the Parish Office and asked for his thanks to be noted to Cllr Cosgrove for his help with applications and contractors. Cllr Hicks proposed that the Company option 1 be selected to carry out the works. Cllr Townend seconded.

**PROPOSED BY CLLR HICKS
ALL THOSE IN FAVOUR - 8**

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

ABSTENTIONS - 1

Motion moved.

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.

The PO Box is not required as Parish staff since have access to the post box at the recreation centre.

Cllr Ransley raised the issues with the lease and proposed that if the opportunity is there when the Parish Council speak to Ashford Borough Council about extending the stay in the current office for a further month and that the Parish Council can accept the lease as necessary until the new office is ready if ABC are willing to do so on a temporary basis.

**PROPOSED BY CLLR RANSLEY
ALL THOSE IN FAVOUR - 8**

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

ABSTENTIONS - 1

Motion moved.

13. Financial Matters.

a. Finance Report.

- i. To receive the August Finance Report documents.

4 September 2023

Kingsnorth Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2023		
	Cash in Hand 01/04/2023		363,848.01
	ADD		
	Receipts 01/04/2023 - 31/08/2023		165,774.62
			529,622.63
	SUBTRACT		
	Payments 01/04/2023 - 31/08/2023		158,731.04
A	Cash in Hand 31/08/2023 (per Cash Book)		370,891.59
	Cash in hand per Bank Statements		
	Petty Cash	31/08/2023	0.00
	Nationwide Building Society	31/08/2023	156,841.29
	NW Current 47793112	31/08/2023	100.00
	NW SIBA 47793120	31/08/2023	146,434.82
	NW Reserve 47793368	31/08/2023	8,220.71
	Metro Bank Reserve a/c	31/08/2023	45,309.13
	Metro Bank Current a/c	31/08/2023	13,985.64
			370,891.59
	Less unrepresented payments		
			370,891.59
	Plus unrepresented receipts		
B	Adjusted Bank Balance		370,891.59
	A = B Checks out OK		

Kingsnorth Parish Council
Net Position by Cost Centre and Code (Between 01/04/2023 and 31/08/2023)

Cost Centre Name

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

Admin		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
21	Payroll			450.00	150.00		300.00
22	HR Support			2,500.00	800.00		1,700.00
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	1,012.74		1,237.26
31	Telephone and Broadband			2,250.00	831.87		1,418.13
32	Photocopier and Printer			1,250.00	537.04		712.96
33	Computer Support and Maintenance			2,000.00	582.50		1,417.50
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	145.33		118.67
101	Office Rates						
				23,200.00	£9,242.86		13,957.14

Cafe		Bal. B/Fwd.	Receipts		Payments		Current Balance	
Code	Title		Budget	Actual	Budget	Actual	Budget	
62	Cafe Supplies				238.39	8,300.00	3,649.23	4,889.16
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	666.00	-166.00
				500.00	£738.39	10,500.00	£4,793.20	5,945.19

Capital		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
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	8,497.50	8,497.50
					22,515.00	£11,012.00	11,503.00

Communications		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
19	E-mail				820.80	405.00	415.80
20	Website				73.20	165.67	-92.47
78	Advertising and Awareness						
93	Kingsnorth Parish Council				500.00		500.00
94	Precept Letter				500.00		500.00
					1,894.00	£570.67	1,323.33

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 31/08/2023)

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	1,882.37			1,432.37
	6	Pavilion Hire		1,000.00	692.50			-307.50
	7	Pavilion Football		2,520.00	1,050.00			-1,470.00
	8	MUGA - School Hire		1,500.00				-1,500.00
	9	MUGA - Casual Hire		500.00	949.50			449.50
	10	Maintenance			105.15			105.15
	11	Cafe Takings		15,000.00	6,016.06			-8,983.94
	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
				341,084.21	£147,962.78		£1,015.00	-194,136.43

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
					22,104.50	£8,185.00	13,919.50

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
					15,493.50	£10,806.76	4,686.74

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	Bulb 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
					58,400.00		58,400.00

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	11,280.43	1,865.57
43	Playing Fields Playground				1,800.00		1,800.00
44	Van Lease		20.00		7,351.80	5,051.74	2,320.06
45	Electric Vehicle Charging		250.00		500.00	439.44	310.56
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	1,990.00	2,786.00

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 31/08/2023)

<u>Cost Centre Name</u>					
49	Workshop Rates		1,500.00	555.35	944.65
50	Workshop Insurance				
51	Workshop Electric		150.00		150.00
52	Maintenance Mobile Phon		528.00	280.78	247.22
53	Maintenance Loose Tools	3.00	1,500.00	770.59	732.41
54	Maintenance Staff Training	420.00	3,190.00	3,022.00	588.00
55	MUGA		100.00		100.00
60	Waste Collection		1,750.00	474.00	1,276.00
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
			£773.30	40,291.80	£26,539.52
					14,525.58

<u>Parish Office</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</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 Preparati				500.00		500.00
137	Planning Fee				300.00	117.00	183.00
138	Building Delivery				1,250.00	625.00	625.00
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
					12,199.00	£1,537.00	10,662.00

<u>Pavilion</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
56	Pavilion Gas				2,500.00	616.90	1,883.10
57	Pavilion Electricity				4,500.00	785.45	3,714.55
58	Pavilion Water				750.00	199.46	550.54
59	Pavilion Fire Safety & Sec				1,000.00	192.00	808.00
61	Pavilion Cleaning				2,750.00	1,240.00	1,510.00
70	Pavilion Maintenance				4,975.00	269.85	4,705.15
					16,475.00	£3,303.66	13,171.34

<u>Recreation Centre</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
67	Contingency/Support						

<u>Salaries</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
14	Salaries Admin				56,146.94	19,085.33	37,061.61
15	Salaries Maintenance				34,393.22	13,503.27	20,889.95
16	Employer Payments				41,829.55	13,133.53	28,696.02
					132,369.71	£45,722.13	86,647.58

<u>Section 137</u>			<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</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	11,908.82	-1,908.82

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 31/08/2023)

<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	£13,556.48	1,121.02
<u>Subscriptions</u>						
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>
38	Subscriptions				2,000.00	1,695.00
					2,000.00	£1,695.00
NET TOTAL			343,084.21	£150,974.47	372,120.01	£145,101.78
						34,908.49

1 September 2023 (2023-2024)

Kingsnorth Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2023 and 31/08/2023)

<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	9,242.86	13,957.14 (60%)	13,957.14
Cafe	500.00	738.39	238.39 (47%)	10,500.00	4,793.20	5,706.80 (54%)	5,945.19
Capital			0.00 (N/A)	22,515.00	11,012.00	11,503.00 (51%)	11,503.00
Communications			0.00 (N/A)	1,894.00	570.67	1,323.33 (69%)	1,323.33
Income	341,084.21	147,962.78	-193,121.43 (-56%)		1,015.00	-1,015.00 (-1015%)	-194,136.43
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		773.30	773.30 (77330%)	40,291.80	26,539.52	13,752.28 (34%)	14,525.58
Parish Office			0.00 (N/A)	12,199.00	1,537.00	10,662.00 (87%)	10,662.00
Pavillon			0.00 (N/A)	16,475.00	3,303.66	13,171.34 (79%)	13,171.34
Recreation Centre			0.00 (N/A)			0.00 (N/A)	0.00
Salaries			0.00 (N/A)	132,369.71	45,722.13	86,647.58 (65%)	86,647.58
Section 137	1,500.00	1,500.00	0.00 (N/A)	14,677.50	13,556.48	1,121.02 (7%)	1,121.02
Subscriptions			0.00 (N/A)	2,000.00	1,695.00	305.00 (15%)	305.00
NET TOTAL	343,084.21	150,974.47	-192,109.74 (-55%)	372,120.01	145,101.78	227,018.23 (61%)	34,908.49
Total for ALL Cost Centres		150,974.47			145,101.78		
V.A.T.		14,600.80			13,629.26		
GROSS TOTAL		165,575.27			158,731.04		

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
223	Maintenance Loose Tools	27/07/2023		Metro Bank Current a/c		Rotavator	Gen Power	S	291.88	58.33	349.99
222	Maintenance Staff Training	28/07/2023		Metro Bank Current a/c		COSHH Online Course	High Speed Training	S	52.00	10.40	62.40
232	Payroll	31/07/2023		Metro Bank Current a/c		Payroll	Accounts Unlocked	S	30.00	6.00	36.00
246	Interest	31/07/2023		Nationwide Building Society		Interest	Nationwide Building Society	X	0.00	0.00	0.00
233	Cafe Supplies	01/08/2023		Metro Bank Current a/c		Cafe supplies	Tesco	X	10.25	0.00	10.25
234	Websites	01/08/2023		Metro Bank Current a/c		New Website Hosting Package	Freethought Internet Limited	S	29.17	5.83	35.00
243	Photocopier and Printer	01/08/2023		NW Current 47793112		Printer	CF Corporate Finance	S	276.98	55.40	332.38
235	Cafe Supplies	01/08/2023		Metro Bank Current a/c		Cafe supplies	Bradleys	X	223.50	0.00	223.50
236	Playing Fields	01/08/2023		Metro Bank Current a/c		Green Waste Skip	Green Box Recycling Kent Ltd	S	300.00	60.00	360.00
237	Cafe Supplies	02/08/2023		Metro Bank Current a/c		Cafe Order	Brakes	X	272.19	0.00	272.19
237	Community Cafe Cost of Living Support	02/08/2023		Metro Bank Current a/c		Cafe Order	Brakes	X	249.79	0.00	249.79
244	Workshop Rates	02/08/2023		NW Current 47793112		Workshop Business Rates	Ashford Borough Council	X	111.00	0.00	111.00
238	Pavilion Water	04/08/2023		Metro Bank Current a/c		Water Bill	Scottish Water	X	106.30	0.00	106.30
239	Telephone and Broadband	07/08/2023		Metro Bank Current a/c		Telephone	BT	S	167.53	33.51	201.04
240	HR Support	07/08/2023		Metro Bank Current a/c		HR Support	Outset UK	S	150.00	32.00	182.00
245	Workshop Rent	07/08/2023		NW Current 47793112		Workshop lease	Van & Car	Z	0.00	0.00	0.00
252	Workshop Rent	07/08/2023		NW Current 47793112		Workshop lease	Van & Car	Z	398.00	0.00	398.00
242	Pavilion Cleaning	07/08/2023		Metro Bank Current a/c		cleaning	EJP Cleaning Services	X	248.00	0.00	248.00
241	Waste Collection	07/08/2023		Metro Bank Current a/c		Waste Collection	Trident Waste Management Ltd	S	88.00	17.60	105.60
273	Computer Support and Maintenance	07/08/2023		Metro Bank Current a/c		IT support	AMJ IT Ltd	S	295.00	59.00	354.00
247	Office Supplies, Postage & Admin	09/08/2023		Metro Bank Current a/c		Zoom fee	Zoom	X	15.59	0.00	15.59
254	Van Lease	11/08/2023		NW Current 47793112		Van Rental Early Termination Fee	Leaseplan	S	606.36	121.27	727.63
250	Cafe Supplies	11/08/2023		Metro Bank Current a/c		Cafe supplies	Tesco	X	6.60	0.00	6.60
251	Van Lease	14/08/2023		NW Current 47793112		Van rental	Leaseplan	S	612.65	122.53	735.18
248	Electric Vehicle Charging	15/08/2023		Metro Bank Current a/c		Van fuel	Fuel Genie	S	33.52	7.10	42.62
253	Employer Payments	16/08/2023		NW Current 47793112		Van & NI	HMRG	X	2,137.66	0.00	2,137.66
249	E-mail	16/08/2023		Metro Bank Current a/c		E-mail Addresses	Microsoft	X	81.00	0.00	81.00
256	Building Delivery	17/08/2023		NW Current 47793112		50% Deposit for Cabin Office	Brickab Ltd	S	825.00	125.50	950.50
256	Parish Office Purchase	17/08/2023		NW Current 47793112		50% Deposit for Cabin Office	Brickab Ltd	S	8,497.50	1,699.50	10,197.00
257	Websites	18/08/2023		Metro Bank Current a/c		Websites	Whisper Media	Z	8.10	0.00	8.10
258	Employer Payments	21/08/2023		Metro Bank Current a/c		Pension contributions	NEST	X	423.88	0.00	423.88
259	Pavilion Gas	21/08/2023		Metro Bank Current a/c		Pavilion gas	SSE	S	84.26	12.85	97.11
260	Community Cafe Cost of Living Support	23/08/2023		Metro Bank Current a/c		Cafe Supplies for Eat, Stay and Play	Brakes	X	157.92	0.00	157.92
267	Parish Office - Mobile Phone	24/08/2023		NW Current 47793112		Staff Mobile Phones	BT	S	35.00	7.00	42.00
267	Maintenance Mobile Phones	24/08/2023		NW Current 47793112		Staff Mobile Phones	BT	S	87.26	13.45	100.71
262	Websites	24/08/2023		Metro Bank Current a/c		Website Domain Renewal	Freethought Internet Limited	S	100.00	20.00	120.00
261	Office Supplies, Postage & Admin	24/08/2023		Metro Bank Current a/c		Flag Banners - R/KC Events	Design Print Banner LTD	S	126.06	25.22	151.30
264	Community Cafe Cost of Living Support	25/08/2023		Metro Bank Current a/c		Cafe Supplies for Eat, Stay and Play	Tesco	X	34.48	0.00	34.48
263	Office Supplies, Postage & Admin	25/08/2023		Metro Bank Current a/c		lend documents	H M Land Registry	X	3.00	0.00	3.00
268-271	Salaries	25/08/2023		NW Current 47793112	August 2023 Meeting	Salary	All Staff	X	6,447.11	0.00	6,447.11
272	Community Grants Fund	30/08/2023		NW Current 47793112	August 2023 Meeting	Community Grant	Park Farm Hangers FC	X	1,580.00	0.00	1,580.00
265	Payroll	31/08/2023		Metro Bank Current a/c		Payroll	Accounts Unlocked	S	30.00	6.00	36.00
Total									24,984.14	2,497.99	27,482.13

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

b. To review invoices and consider authorising payments.

Cllr Breese proposed that invoices be paid.

PROPOSED BY CLLR BREESE

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

c. To Consider upgrading the Parish Council Metro Bank account and authorising any further actions.

Cllr Ransley reported on current bank accounts.

Cllr Breese proposed that the Parish Council agree to upgrade the current Metrobank Community Account to a Commercial Online Banking account with two councillors to sign and authorisation is given to apply for a Business Credit card to be used by the Parish Manager for day-to-day business expenses associated with the Parish Council.

PROPOSED BY CLLR BREESE

SECONDED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

d. To receive an update on Parish Council bank accounts and authorise any actions.

Cllr Ransley updated on the funds in each of the Parish Council bank accounts.

Recommendation: That the precept amount (when it comes into the NatWest account) is transferred across to Metro Bank.

Cllr Townend proposed the recommendation.

PROPOSED BY CLLR TOWNEND

SECONDED BY CLLR BREESE

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

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

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/2023/1416**

Address: 12, Farmers Way, Kingsnorth, TN23 3FY

Proposal: Proposed Garage Conversion to form a Playroom

Ward: Roman Ward

Comments: No objection.

Application Number: **OTH/2023/1426 - Consent under Tree Preservation Orders**

Address: 10, Collie Drive, Kingsnorth, TN23 3GR

Proposal: Oak tree, approximately 40 ft in height - now with overhanging branches. 1 to 2 metre cutback and 1 to 2 metres off the height to prevent damage in the rear garden and for maintenance.

Ward: Roman

Comments: Cllr Ransley suggests - The Parish Council will defer to the ABC tree officers opinion, but we note that the application appears not to be supported by the documentation required by the form if indicating that the work is required due to disease or due to concerns it will break/fall. We also assume that the works are only being proposed on the side of the fence owned by the applicant and therefore have a question about the stability/balance of the remaining tree following the works.

Cllr Clarke reported on the proposed construction of a wastewater treatment plant in Chilmington Green.

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 that the next action is to make sure the application for the proposed construction of a wastewater treatment gets called into planning committee, so proposed that the Parish Council look at the first application comment then review and update for the next meeting.

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

PROPOSED BY CLLR HICKS

SECONDED BY CLLR WEDGBURY

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

b. To note decisions

Decisions noted.

c. To consider any appeals and enforcement matters.

i. Updates on ongoing planning appeals.

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

d. Any other planning matters.

None

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.

Email received from Ashford Borough Council regarding Buffer Zone, Parish Manager responded, no further correspondence yet received.

b. To consider correspondence proposed to be sent by the Parish Council and authorise any action.

i. To consider a possible letter of support for changing the boundary of Kingsnorth Medical Practice to include residents living in Bridgefield.

Cllr Townend proposed that the letter of support be agreed.

Cllr Wedgbury seconded.

PROPOSED BY CLLR TOWNEND

ALL THOSE IN FAVOUR - 9

Motion moved.

SECONDED BY CLLR WEDGBURY

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

16. Parish Manager Report.

a. August Report.

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

The Parish Manager added thanks to the Grounds and Maintenance Supervisor for his help with the Outdoor Cinema Event.

17. 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 Giles.

- Cllr Giles thanked the Community Café Volunteers for all their support with the 'Eat, Stay and Play' events during August and to the Councillors and staff that helped too.

Cllr Hicks.

- Attended the Joint Transport Board (JTB) meeting.
- Water leak in Magpie Hall Road.

Cllr Hayward.

- Bus services. Has written to KCC.
- Milbank issues
- Kestrel Park out of use due to rotten timber.
- Supporting an area of Chartfields that has a chronic antisocial behaviour issue.

9.00pm Cllr Wedgbury proposed the suspension of Standing Orders, Cllr Ransley seconded.

PROPOSED BY CLLR WEDGBURY

SECONDED BY CLLR RANSLEY

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

Motion moved.

Cllr Wedgbury

- Conversations with KCC Councillor David Robey regarding 'Bus Route B'.
- Wasp nest reported to Aspire.
- Park Farm residents putting their own private rubbish into public bins.
- Possibility of double bins to replace most used bins.
- Awareness day for Metal Health.

18. The next or future Agenda(s).

a. To add / remove / amend items.

- Ideas for next Budget.

19. Date of Next Meeting

Tuesday 10th October 2023

There being no further business, the Chair closed the main meeting at 9.10pm.

Signature: _____

Date: _____