



## KINGSNORTH PARISH COUNCIL

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

Held on Tuesday 13<sup>th</sup> February 2024.

Kingsnorth Pavilion 7.00pm

**Present:** Cllr Breese, Cllr Cosgrove, Cllr Giles, Cllr Hicks, Cllr Jones, Cllr Ransley (Chair), Cllr Townend, Cllr Wedgbury.

**Also, present:** Fraser Curry (Grounds and Maintenance Assistant), Peter Le Rossignol (Parish Manager), Matthew O'Neill (Grounds and Maintenance Supervisor), 3 members of 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 Clarke and Cllr Hayward submitted their apologies prior to the meeting.

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

Cllr Wedgbury is a Trade Union shop steward for USDAW.

Cllr Breese is Chair of the Kingsnorth Village Hall Trustees and a Member of the Chilmington Management Organisation Board.

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

Cllr Hicks is Vice Chair of the River Stour Inland Drainage Board, Chair of the Ashford Borough Advice Bureau and a Borough Councillor for Weald South.

Cllr Giles ABC management liaison for Home Start – Ashford, Co Leader of The Green Group – ABC, Member of Appeals Committee.

#### **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) presented his update to Councillors.

Hugh Nightingale (resident of Kingsnorth) spoke on nature/wildlife around the Parish, particularly butterflies.

#### **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 Hallett, Washford – Submitted his apologies to the Parish office staff prior to the meeting.

Cllr Townend, Park Farm North – No report.

Cllr McGeever, Kingsnorth Village and Bridgefield - Submitted his apologies and report to the Parish office staff prior to the meeting, report was circulated to all Councillors.

Cllr Giles, Park Farm South – Submitted her report to the Parish office staff prior to the meeting, report was circulated to all Councillors.

Cllr Hayward, Roman Ward – Submitted her apologies and report to the Parish office staff prior to the meeting, report was circulated to all Councillors.

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

Cllr Robey reported on the following:

- Budgets.
- Condition of roads.
- Parking around Millbank Road and by Imagine play centre.
- Bus services.

### 3. Approval of Minutes

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

- Approval of Minutes of Tuesday 9<sup>th</sup> January 2024.

Cllr Breese proposed that the minutes be signed as a true record.

Cllr Hicks seconded the motion.

**PROPOSED BY CLLR BREESE**

**SECONDED BY CLLR HICKS**

**ALL THOSE IN FAVOUR - 6**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 2**

**Motion moved.**

### 4. Parish Community Grant Applications.

- To review community grant applications submitted in January 2024.
- To agree/approve/reject applications.

St Michael & All Angels Church

Church Hill, Kingsnorth.

Reason for application: Yearly Maintenance Grant for our churchyards which if closed become the responsibility of the Parish Council.

Amount of grant requested: £2000.

Cllr Hicks proposed that the grant application be accepted.

Cllr Giles seconded Cllr Hicks proposal.

**PROPOSED BY CLLR HICKS**

**SECONDED BY CLLR GILES**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

### 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.

- Contact landowners regarding potential footpath route(s) in 2021/2022 budget – Awaiting final confirmation. Still no response received from Taylor Wimpey - Action open.
- Climate Change working group – date for next meeting to be arranged - Action open.
- Events Working Group – meeting has taken place. See main agenda Item 6a - Action open.
- Adoption of roads in Bridgefield – Borough Councillor Ray McGeever is communicating with KCC and trying to chase Taylor Wimpey - Action open.
- Moat – attended meeting with Ashford Borough Council. See main agenda item 7a - Action open.
- Policies & Procedures Review Group – Cllr Cosgrove provided an update to all Councillors - Action open.
- Buffer zone Working Group – meeting to be arranged – Action open.

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

### 6. Working Group Updates.

- Events Working Group

Cllr Hicks provided an update on the events working group meeting.

Cllr Hicks asked for approval from Councillors to obtain a license, which will cost £10, to proceed with the dog show which she will be organising for the Kingsnorth Country Fayre.

**PROPOSED BY CLLR COSGROVE**

**SECONDED BY CLLR WEDGBURY**

**ALL THOSE IN FAVOUR - 6**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 2**

**Motion moved.**

## 7. The Moat and Central Play Area.

- a. To receive a verbal update from a meeting with Ashford Borough Council on the Moat and Central Play Area in Park Farm and authorise any further action.

Cllr Ransley provided an update on a meeting which he and the Parish Manager had attended with Ashford Borough Council.

The meeting ended with Ashford Borough Council saying that if the Parish Council were interested in doing works to the Moat.

Cllr Ransley asked Councillors if they wanted to have a consultation with residents.

Discussions took place between Councillors.

Cllr Hicks proposed that the Parish Council enter into talks with Ashford Borough Council to take over the moat and central play area and request that Ashford Borough Council provide the Parish Council with a legal drawn up document showing exactly what the Parish Council would be taking on.

Further discussions took place between Councillors.

Cllr Hicks suggested that the Parish Council agree in principle to take over the whole of the moat and central play park but would like further details and authorise the Parish Manager to obtain more information from Ashford Borough Council and report back at the next meeting.

Cllr Ransley proposed that the Parish Council agree to go out to consultation.

Cllr Cosgrove proposed that the Parish Council decide if they do or do not want to take over the whole of the moat.

Cllr Giles proposed that Councillors attend an extraordinary meeting to discuss the moat before the next meeting.

Cllr Townend seconded the motion.

**PROPOSED BY CLLR GILES**

**ALL THOSE IN FAVOUR - 8**

**Motion moved.**

**SECONDED BY CLLR TOWNEND**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

## 8. 2024/25 Budget.

- a. Confirm and set final budget for 2024/25.

Cllr Ransley invited Councillors to make comments on budget ideas.

Discussions took place.

Cllr Breese suggested that the pavilion extension, parking and play park fall under the same umbrella.

## 9.00pm - Cllr Ransley proposed the suspension of standing orders.

**PROPOSED BY CLLR RANSLEY**

**ALL THOSE IN FAVOUR - 8**

**Motion moved.**

**SECONDED BY CLLR COSGROVE**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

Discussions continued between Councillors on the budget.

Entrance Signage budget of £5000 to be added to the 2024/25 budget.

Cllr Ransley asked the Parish Manager to recalculate the budget based on amendments.

The Parish Manager confirmed the following:

- Taken out Park Budget
- Added £5000.00 for signage.
- Added Dog Waste bins under capital.
- Audio £800.00
- £15,000.00 moved to
- Total: £365,734.00

Cllr Breese proposed the budget for 2024/25 as discussed.

Seconded by Cllr Ransley

**PROPOSED BY CLLR BREESE**

**ALL THOSE IN FAVOUR - 6**

**Motion moved.**

**SECONDED BY CLLR RANSLEY**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 2**

## 9. Financial Matters.

- a. Finance Report.

- i. To receive the January Finance Report documents.

## Kingsnorth Parish Council

Prepared by: \_\_\_\_\_

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

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

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

*Name and Role (RFO/Chair of Finance etc)*

<b>Bank Reconciliation at 31/01/2024</b>			
	Cash in Hand 01/04/2023		363,848.01
	<b>ADD</b> Receipts 01/04/2023 - 31/01/2024		341,115.82
			704,963.83
	<b>SUBTRACT</b> Payments 01/04/2023 - 31/01/2024		300,058.97
<b>A</b>	<b>Cash in Hand 31/01/2024</b> (per Cash Book)		<b>404,904.86</b>
	Cash in hand per Bank Statements		
	Petty Cash	31/01/2024	0.00
	Metro Bank Current a/c	31/01/2024	9,346.97
	Metro Bank Reserve a/c	31/01/2024	40,046.06
	NW Reserve 47793368	31/01/2024	13.20
	NW SIBA 47793120	31/01/2024	153,520.61
	NW Current 47793112	31/01/2024	100.00
	Nationwide Building Society	31/01/2024	201,878.02
			<b>404,904.86</b>
	Less unrepresented payments		
			404,904.86
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>404,904.86</b>
	<b>A = B Checks out OK</b>		

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2023 and 31/01/2024)**

**Cost Centre Name**

<b>2024/25 Budget Items</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
152	Country Fayre Rides				14,245.00	-14,245.00
153	Country Fayre Stall Payme		180.00			180.00
159	First Aid				80.00	-80.00
			<b>£180.00</b>		<b>£14,325.00</b>	<b>-14,145.00</b>

**Admin**

<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Current Balance</b>
21	Payroll			450.00	300.00	150.00
22	HR Support			2,500.00	1,600.00	900.00
23	Staff Training			1,500.00	925.08	574.92
24	Councillor Training			1,000.00	351.68	648.32
25	Councillor/Chairman's Allo			750.00		750.00
26	Bank Charges			40.00	30.00	10.00
27	Audit Fees			1,120.00	1,020.00	100.00
28	Professional Fees			1,036.00	4,600.00	-3,564.00
29	Insurance			2,500.00	2,593.78	-93.78
30	Office Supplies, Postage &		48.39	2,250.00	2,002.34	296.05
31	Telephone and Broadband			2,250.00	1,523.59	726.41
32	Photocopier and Printer			1,250.00	774.02	475.98
33	Computer Support and Me			2,000.00	1,451.45	548.55
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 Pho			264.00	255.14	8.86
101	Office Rates					
			<b>£48.39</b>	<b>23,200.00</b>	<b>£23,067.08</b>	<b>181.31</b>

**Cafe**

<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Current Balance</b>
62	Cafe Supplies		250.38	8,300.00	6,842.34	1,708.04
63	Cafe Consumables			750.00	285.20	464.80
64	Cafe Workwear			150.00	169.92	-19.92
65	Cafe Equipment			500.00	304.37	195.63
66	Cafe Admin			300.00	69.41	230.59
72	Cafe Donations				189.75	-189.75
134	Community Café Cost of L	500.00	500.00	500.00	666.00	-166.00
158	Volunteer Lunch				343.75	-343.75
		<b>500.00</b>	<b>£750.38</b>	<b>10,500.00</b>	<b>£8,870.74</b>	<b>1,879.64</b>

**Capital**

<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Current Balance</b>
39	Capital				375.00	-375.00
95	Benches					
96	Christmas Lights/Decorati			3,520.00	2,387.04	1,132.96
107	Parish Signage			2,000.00	5,029.00	-3,029.00
108	Picnic Benches					
120	Memorial Benches					
149	Parish Office Purchase			16,995.00	16,995.00	
				<b>22,515.00</b>	<b>£24,786.04</b>	<b>-2,271.04</b>

**Communications**

<b>Code</b>	<b>Title</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Current Balance</b>
19	E-mail			820.80	705.00	115.80
20	Website			73.20	240.67	-167.47
78	Advertising and Awarenes					
93	Kingsnorth Parish Council			500.00		500.00
94	Precept Letter			500.00		500.00

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 31/01/2024)**

Cost Centre Name

1,894.00      £945.67      948.33

Income

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
1	Precept		263,990.76	263,990.76			
2	Grants						
5	Interest		450.00	5,187.61			4,737.61
6	Pavilion Hire		1,000.00	1,127.50			127.50
7	Pavilion Football		2,520.00	2,100.00			-420.00
8	MUGA - School Hire		1,500.00	1,500.00			
9	MUGA - Casual Hire		500.00	1,039.50			539.50
10	Maintenance			472.65			472.65
11	Cafe Takings		15,000.00	11,705.50			-3,294.50
12	Cafe Grants						
13	VAT Reclaim						
73	General Admin						
119	Kingsnorth Country Fayre		3,500.00	5,281.82		1,015.00	766.82
123	Kingsnorth Christmas Eve		6,820.00	11,513.74			4,693.74
124	Outdoor Cinema		1,247.50	1,672.08			424.58
131	Reserves		44,555.95				-44,555.95
			<b>341,084.21</b>	<b>£305,591.16</b>		<b>£1,015.00</b>	<b>-36,508.05</b>

Kingsnorth Christmas Event

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
126	Ice Rink (2 day Hire)				10,500.00	7,950.00	2,550.00
127	Attractions				8,000.00	7,735.00	265.00
128	Toilets				595.00	290.00	305.00
129	First Aid				1,000.00	1,000.00	
130	Contingency			320.20	2,009.50	2,435.06	-105.36
154	Christmas Market Stall			330.00			330.00
156	Christmas Presents					409.56	-409.56
157	Float					500.00	-500.00
				<b>£650.20</b>	<b>22,104.50</b>	<b>£20,319.62</b>	<b>2,435.08</b>

Kingsnorth Country Fayre

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
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

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
87	Footpath Creation - Footp				42,600.00		42,600.00
89	Bulb Planting				500.00	416.67	83.33
91	Bird Feeders				500.00	416.67	83.33
92	Habitat Planting/Works				2,500.00		2,500.00
102	Sunflower Competition				300.00	30.67	269.33
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>£864.01</b>	<b>57,535.99</b>

Maintenance

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
40	Repairs				1,250.00	875.10	374.90
41	Playing Fields			2,006.00	13,146.00	11,355.43	3,796.57

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 31/01/2024)**

**Cost Centre Name**

43 Playing Fields Playground		1,800.00	590.00	1,210.00
44 Van Lease	212.06	7,351.80	8,840.99	-1,277.13
45 Electric Vehicle Charging	250.00	500.00	130.00	620.00
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	3,184.00	1,592.00
49 Workshop Rates		1,500.00	1,110.35	389.65
50 Workshop Insurance				
51 Workshop Electric		150.00		150.00
52 Maintenance Mobile Phon		528.00	482.68	45.32
53 Maintenance Loose Tools	12.67	1,500.00	1,428.54	84.13
54 Maintenance Staff Training	420.00	3,190.00	3,232.00	378.00
55 MUGA		100.00		100.00
60 Waste Collection		1,750.00	958.00	792.00
71 Clothing		250.00	25.00	225.00
83 Van Repair				
104 Safety App		200.00	182.09	17.91
132 Mower/Tools Fuel		1,000.00	714.29	285.71
150 Defibrillator Parts			447.00	-447.00
151 Equipment Repairs			1,184.79	-1,184.79
155 Flag Pole Inspection			470.00	-470.00
	<b>£2,981.03</b>	<b>40,291.80</b>	<b>£36,431.93</b>	<b>6,840.90</b>

**Parish Office**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
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	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	15.82	134.18
145 Interest and Phone Extens					50.00	56.65	-6.65
146 Project Contingency					2,654.00	154.13	2,499.87
147 Groundworks					2,120.00	4,520.00	-2,400.00
148 Anti-Graffiti Coating					925.00		925.00
					<b>12,199.00</b>	<b>£7,468.60</b>	<b>4,730.40</b>

**Pavilion**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
56 Pavilion Gas					2,500.00	966.45	1,533.55
57 Pavilion Electricity					4,500.00	1,357.21	3,142.79
58 Pavilion Water					750.00	310.64	439.36
59 Pavilion Fire Safety & Sec					1,000.00	2,022.12	-1,022.12
61 Pavilion Cleaning					2,750.00	2,472.25	277.75
70 Pavilion Maintenance					4,975.00	3,401.82	1,573.18
					<b>16,475.00</b>	<b>£10,530.49</b>	<b>5,944.51</b>

**Recreation Centre**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
67 Contingency/Support							

**Salaries**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
14 Salaries Admin					56,146.94	39,815.13	16,331.81
15 Salaries Maintenance					34,393.22	28,604.22	5,789.00
16 Employer Payments					41,829.55	28,140.29	13,689.26

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 31/01/2024)**

**Cost Centre Name**

				132,369.71	£96,559.64	35,810.07	
<b>Section 137</b>							
Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
18	Section 137						
80	Community Grants Fund				10,000.00	12,478.82	-2,478.82
85	Trial Real Nappies Loan S				1,500.00	150.00	1,350.00
86	Outdoor Film Show				1,677.50	1,211.16	466.34
105	Outdoor Film Show donati					274.96	-274.96
106	Festive lights expenses		1,500.00	1,500.00	1,500.00	1,500.00	
133	Schools Cost of Living Sup						
			<b>1,500.00</b>	<b>£1,500.00</b>	<b>14,677.50</b>	<b>£15,614.94</b>	<b>-937.44</b>
<b>Subscriptions</b>							
Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
38	Subscriptions				2,000.00	1,695.00	305.00
					<b>2,000.00</b>	<b>£1,695.00</b>	<b>305.00</b>
<b>NET TOTAL</b>			<b>343,084.21</b>	<b>£311,701.16</b>	<b>372,120.01</b>	<b>£273,300.52</b>	<b>67,436.44</b>

1 February 2024 (2023-2024)

**Kingsnorth Parish Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only (Between 01/04/2023 and 31/01/2024)**

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2024/25 Budget Items		180.00	180.00 (18000%)		14,325.00	-14,325.00 (-1432%)	-14,145.00
Admin		48.39	48.39 (4839%)	23,200.00	23,067.08	132.92 (0%)	181.31
Cafe	500.00	750.38	250.38 (50%)	10,500.00	8,870.74	1,629.26 (15%)	1,879.64
Capital			0.00 (N/A)	22,515.00	24,786.04	-2,271.04 (-10%)	-2,271.04
Communications			0.00 (N/A)	1,894.00	945.67	948.33 (50%)	948.33
Income	341,084.21	305,591.16	-35,493.05 (-10%)		1,015.00	-1,015.00 (-1015%)	-36,508.05
Kingsnorth Christmas Event		650.20	650.20 (65020%)	22,104.50	20,319.62	1,784.88 (8%)	2,435.08
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	864.01	57,535.99 (98%)	57,535.99
Maintenance		2,981.03	2,981.03 (298103%)	40,291.80	36,431.93	3,859.87 (9%)	6,840.90
Parish Office			0.00 (N/A)	12,199.00	7,468.60	4,730.40 (38%)	4,730.40
Pavilion			0.00 (N/A)	16,475.00	10,530.49	5,944.51 (36%)	5,944.51
Recreation Centre			0.00 (N/A)			0.00 (N/A)	0.00
Salaries			0.00 (N/A)	132,369.71	96,559.64	35,810.07 (27%)	35,810.07
Section 137	1,500.00	1,500.00	0.00 (N/A)	14,677.50	15,614.94	-937.44 (-6%)	-937.44
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>311,701.16</b>	<b>-31,383.05 (-9%)</b>	<b>372,120.01</b>	<b>273,300.52</b>	<b>98,819.49 (26%)</b>	<b>67,436.44</b>
<b>Total for ALL Cost Centres</b>		<b>311,701.16</b>			<b>273,300.52</b>		
<b>V.A.T.</b>		<b>29,414.66</b>			<b>25,962.45</b>		
<b>GROSS TOTAL</b>		<b>341,115.82</b>			<b>299,262.97</b>		



Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
475	Workshop Rates	02/01/2024	NW Current 47793112	Workshop Business Rates	Ashford Borough Council	X	111.00	0.00	111.00
485	Payroll	02/01/2024	Metro Bank Current a/c	Payroll	Accounts Unlocked	S	30.00	6.00	36.00
490	Pavilion Fire Safety & Security	04/01/2024	Metro Bank Current a/c	Fire Alarm Zone Map	EK Fire Protection	S	295.00	59.00	354.00
488	Waste Collection	04/01/2024	Metro Bank Current a/c	Waste Collection	Trident Waste Management Ltd	S	88.00	17.60	105.60
489	Pavilion Cleaning	04/01/2024	Metro Bank Current a/c	cleaning	EJP Cleaning Services	X	240.25	0.00	240.25
491	Attractions	04/01/2024	Metro Bank Current a/c	Refund for activity tokens	Parishioner	X	10.00	0.00	10.00
492	Computer Support and Maintenance	04/01/2024	Metro Bank Current a/c	IT support	AMJ IT Ltd	S	295.00	59.00	354.00
493	Cafe Supplies	05/01/2024	Metro Bank Current a/c	Cafe supplies	Tesco	X	14.50	0.00	14.50
494	Cafe Equipment	05/01/2024	Metro Bank Current a/c	Cafe Equipment - Charging Cable for Tablet	Tesco	X	10.00	0.00	10.00
495	HR Support	08/01/2024	Metro Bank Current a/c	HR Support	Outset UK	S	160.00	32.00	192.00
497	Office Supplies, Postage & Admin	08/01/2024	Metro Bank Current a/c	Office Camera and Equipment	Argos	S	26.65	5.33	31.98
496	Electric Vehicle Charging	08/01/2024	Metro Bank Current a/c	Electric Van Charging	Pod Point	S	16.67	3.33	20.00
497	CCTV Camera	08/01/2024	Metro Bank Current a/c	Office Camera and Equipment	Argos	S	15.82	3.17	18.99
504	Christmas Presents	09/01/2024	NW Current 47793112	Expenses	M O'Neill	X	4.32	0.00	4.32
508	Office Supplies, Postage & Admin	09/01/2024	Metro Bank Current a/c	Zoom fee	Zoom	X	15.59	0.00	15.59
509	Office Supplies, Postage & Admin	09/01/2024	Metro Bank Current a/c	Office Camera Storage	TP-Link	X	2.99	0.00	2.99
507	Van Lease	09/01/2024	NW Current 47793112	Van rental	Leaseplan	S	612.65	122.53	735.18
510	Festive lights expenses	09/01/2024	Metro Bank Current a/c	Christmas Tree Recycling	Pilgrims Hospice	X	50.00	0.00	50.00
511	Cafe Supplies	10/01/2024	Metro Bank Current a/c	Sugar	Viking Supplies	X	15.76	0.00	15.76
505	Cafe Supplies	11/01/2024	Metro Bank Current a/c	Cafe supplies	Landsell	X	330.19	0.00	330.19
506	Cafe Supplies	11/01/2024	Metro Bank Current a/c	Cafe supplies	Brakes	X	311.13	0.00	311.13
512	Cafe Supplies	12/01/2024	Metro Bank Current a/c	Cafe Milk	Tesco	X	5.80	0.00	5.80
514	Pavilion Fire Safety & Security	15/01/2024	Metro Bank Current a/c	Update to Intruder Alarm	Chubb	S	350.00	70.00	420.00
515	Pavilion Maintenance	15/01/2024	Metro Bank Current a/c	Repairs to Radiator	Simmons Heating Services	S	258.33	51.67	310.00
513	Mower/Tools Fuel	15/01/2024	Metro Bank Current a/c	Van fuel	Fuel Genie	S	25.87	5.17	31.04
516	E-mail	16/01/2024	Metro Bank Current a/c	E-mail Addresses	Microsoft	S	73.50	14.70	88.20
517	Website	16/01/2024	Metro Bank Current a/c	Website Upload	Matthew Bridger	X	75.00	0.00	75.00
447	Employer Payments	17/01/2024	NW Current 47793112	Tax & NI	HMRG	X	2,336.22	0.00	2,336.22
518	Maintenance Loose Tools	17/01/2024	Metro Bank Current a/c	Power Tool Batteries	PowerToolMate	S	277.44	55.49	332.93
519	First Aid	18/01/2024	Metro Bank Current a/c	First Aid Deposit	DRW Emergency Services Limited	X	80.00	0.00	80.00
520	Employer Payments	19/01/2024	Metro Bank Current a/c	Pension contributions	NEST	X	455.21	0.00	455.21
521	Cafe Supplies	19/01/2024	Metro Bank Current a/c	Cafe Milk	Tesco	X	8.70	0.00	8.70
524	Cafe Supplies	19/01/2024	Metro Bank Current a/c	Café Coffee	Bloss	X	90.00	0.00	90.00
525	Cafe Consumables	19/01/2024	Metro Bank Current a/c	Café Cups	Catering24 Ltd	X	140.00	0.00	140.00
522	Cafe Consumables	19/01/2024	Metro Bank Current a/c	Chalk Pens	Amazon	X	8.99	0.00	8.99
523	Cafe Equipment	19/01/2024	Metro Bank Current a/c	Cake Stands	Nisbets	X	88.75	0.00	88.75
526	Country Fayre Rides	19/01/2024	Metro Bank Current a/c	Final Payment Country Fayre Rides	The Fun Experts	S	7,122.50	1,424.50	8,547.00
527	Parish Office - Mobile Phone	22/01/2024	Metro Bank Current a/c	Staff Mobile Phones	EE	S	13.50	2.70	16.20
527	Maintenance Mobile Phones	22/01/2024	Metro Bank Current a/c	Staff Mobile Phones	EE	S	27.00	5.40	32.40
530	Capital	24/01/2024	Metro Bank Current a/c	Christmas Light Removal	PSR Lighting and Signs Limited	S	375.00	75.00	450.00
531	Cafe Equipment	25/01/2024	Metro Bank Current a/c	Cafe Equipment - Milk and Food Thermometer	Amazon	X	11.05	0.00	11.05
502	Salaries	26/01/2024	NW Current 47793112	Salary	Fraser Curry	X	7,101.89	0.00	7,101.89
532	Cafe Supplies	26/01/2024	Metro Bank Current a/c	Cafe Milk	Tesco	X	11.60	0.00	11.60
529	Repairs	29/01/2024	Metro Bank Current a/c	Trade UK Payment	Trade UK	S	277.95	55.59	333.54
533	Pavilion Maintenance	29/01/2024	NW Current 47793112	Pavilion Footpath	Keaveney Contractors	S	2,091.00	418.20	2,509.20
535	Payroll	31/01/2024	Metro Bank Current a/c	Payroll	Accounts Unlocked	S	30.00	6.00	36.00
Total							23,990.82	2,492.38	26,483.20

1 February 2024 (2023-2024)

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

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
224	Pavilion Football	04/01/2024		NW Current 47793112		Pavilion Hire	Park Farm Rangers FC	X	210.00		210.00
222	Cafe Takings	08/01/2024		Metro Bank Current a/		Cafe takings	Paypal	X	126.68		126.68
223	Kingsnorth Country Fayre - R	08/01/2024		Metro Bank Current a/		Winter Wonderland Income	Metro Bank	X	10.00		10.00
225	Pavilion Hire	09/01/2024		NW Current 47793112		Pavilion Hire	Overseas Fellowship of Niger	X	30.00		30.00
227	Cafe Takings	09/01/2024		Metro Bank Current a/		Cafe takings	Paypal	X	33.80		33.80
228	Country Fayre Stall Payment	09/01/2024		Metro Bank Current a/		Summer Fayre Stall Payment 2	Parishioner	X	15.00		15.00
229	Country Fayre Stall Payment	10/01/2024		Metro Bank Current a/		Summer Fayre Stall Payment 2	Parishioner	X	15.00		15.00
230	Country Fayre Stall Payment	10/01/2024		Metro Bank Current a/		Summer Fayre Stall Payment 2	Parishioner	X	15.00		15.00
231	Cafe Takings	11/01/2024		Metro Bank Current a/		Cafe takings	Paypal	X	88.76		88.76
232	Country Fayre Stall Payment	11/01/2024		Metro Bank Current a/		Summer Fayre Stall Payment 2	Parishioner	X	15.00		15.00
233	Country Fayre Stall Payment	11/01/2024		Metro Bank Current a/		Summer Fayre Stall Payment 2	Parishioner	X	15.00		15.00
234	Country Fayre Stall Payment	12/01/2024		Metro Bank Current a/		Summer Fayre Stall Payment 2	Parishioner	X	15.00		15.00
235	Cafe Takings	15/01/2024		Metro Bank Current a/		Cafe takings	Paypal	X	85.70		85.70
236	Country Fayre Stall Payment	15/01/2024		Metro Bank Current a/		Summer Fayre Stall Payment 2	Parishioner	X	15.00		15.00
237	Cafe Takings	16/01/2024		Metro Bank Current a/		Cafe takings	Paypal	X	32.89		32.89
238	Cafe Takings	18/01/2024		Metro Bank Current a/		Cafe takings	Paypal	X	148.96		148.96
226	Maintenance	19/01/2024		NW Current 47793112		Grounds & Maintenance Serv	Great Chart with Singleton P.	2	150.00		150.00
239	Cafe Takings	22/01/2024		Metro Bank Current a/		Cafe takings	Paypal	X	91.42		91.42
241	Cafe Takings	23/01/2024		Metro Bank Current a/		Cafe takings	Paypal	X	133.45		133.45
243	Country Fayre Stall Payment	24/01/2024		Metro Bank Current a/		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
242	Cafe Takings	25/01/2024		Metro Bank Current a/		Cafe takings	Paypal	X	78.35		78.35
240	Playing Fields	26/01/2024		NW Current 47793112		Football pitches renovation	Park Farm Rangers FC	X	2,006.00		2,006.00
244	Country Fayre Stall Payment	26/01/2024		Metro Bank Current a/		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
245	Country Fayre Stall Payment	26/01/2024		Metro Bank Current a/		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
246	Cafe Takings	29/01/2024		Metro Bank Current a/		Cafe takings	Paypal	X	119.49		119.49
247	Cafe Takings	30/01/2024		Metro Bank Current a/		Cafe takings	Paypal	X	81.83		81.83
248	Country Fayre Stall Payment	30/01/2024		Metro Bank Current a/		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
249	Country Fayre Stall Payment	30/01/2024		Metro Bank Current a/		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
250	Interest	31/01/2024		Nationwide Building S		Interest	Nationwide Building Society	X	376.50		376.50
251	Interest	31/01/2024		Metro Bank Reserve a		Interest	Metro Bank	X	46.06		46.06
252	Interest	31/01/2024		NW Reserve 47793361		Interest	Natwest	X	0.02		0.02
253	Interest	31/01/2024		NW SIBA 47793120		Interest	Natwest	X	211.81		211.81

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1 February 2024 (2023-2024)

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

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
Total									4,241.72		4,241.72

Cllr Ransley asked all Councillors if they had any questions on the Finance report.  
No questions were raised.

b. To review invoices and consider authorising payments.

Cllr Cosgrove proposed that authorisation is given to pay invoices.

**PROPOSED BY CLLR COSGROVE**

**SECONDED BY CLLR GILES**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

c. To consider options to renew printer contract and authorise any further action.

The Parish Manager had circulated options to Councillors prior to the meeting.

Cllr Giles proposed option 3 with company number 2.

Cllr Hicks seconded the motion.

**PROPOSED BY CLLR GILES**

**SECONDED BY CLLR HICKS**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

d. To receive updated Solicitors quote on Tudor Farm Leases and authorise any further action.

Cllr Ransley proposed the £1250.00 +VAT be paid.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR TOWNEND**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

## **10. Planning Matters**

a. To consider all planning application received.

**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:**

**Application Number: OTH/2023/0035**

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:**

**Application Number: PA/2023/2367**

Address: Tesco Stores Ltd, Moat Field Meadow, Kingsnorth, Ashford, Kent TN23 3LU

Proposal: Display of 1no illuminated LCD media screen and 4no non-illuminated flagpole signs (retrospective)

Ward: Park Farm North

**Comments: Ashford Borough Council have approved this application with conditions.**

Application Number: PA/2024/0080

Address: Town View, Church Hill, Kingsnorth, TN23 3EG

Proposal: Two storey front extension

Ward: Kingsnorth Village

**Comments: No objection.**

**Application Number: NOT/2024/0176**

Address: St Michaels Church, Church Hill, Kingsnorth, TN23 3EF

Proposal: T322 - Sycamore, fell tree. T325 - Ash, fell tree. T326 Common yew, crown lift 3m above ground height. T327 - Common Beech, crown lift 3m above ground height. T328 - Common Beech, crown lift 3m above ground height. T329 Ash, fell tree. T330 - Ash (2 companion trees), fell both. T331 - Corsican Pine, crown lift 3m above ground height.

Ward: Kingsnorth Village

**Comments: We agree with advice and comments from the tree surgeon.**

Application Number: **NOT/2024/0143**

Address: Mouse Hall, Church Hill, Kingsnorth, TN23 3EF

Proposal: T1 - Oak Tree - Pollard tree by a max of 10 metres from ground level, tree is hollow at the base and has large cavity about 3 metres from ground level. Client is concerned tree is in danger of falling on adjacent graveyard and outbuildings. Maintain tree if possible but at a safer height.

Ward: Kingsnorth Village

**Comments: We agree with advice and comments from the tree surgeon.**

Application Number: **PA/2024/0172**

Address: 21, Heritage Road, Kingsnorth, TN25 7LF

Proposal: Single storey rear extension

Ward: Kingsnorth Village

**Comments: Defer to March meeting.**

Cllr Ransley proposed Cllr Hicks suggested comments on the planning applications.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR BREESE**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

- b. To note decisions

Decisions noted.

- c. To consider any Appeals and Enforcement matters.

Cllr Ransley suggested a planning meeting be arranged.

- d. Any other planning matters.

#### **11. 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.

Cllr Ransley had received an email from Cllr Clarke regarding the discharge into the ditch at the Stubbs Cross wastewater treatment works, asking for the Parish Council support in writing a letter to the MP.

Cllr Wedgbury suggested that Cllr Clarke speaks directly with Councillors before they make any decisions.

#### **12. Parish Manager Report.**

- a. January 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.

#### **13. Parish Councillors reports.**

Members of the Parish Council may provide any updates (*not addressed earlier on the agenda*) they have from their Parish Ward, Internal Committee or External meetings they have attended.

Cllr Hicks

Attended various meetings.

Waste & recycling service.

Footpath cleaning.

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

- a. To add / remove / amend items.

Cllr Wedgbury asked that Parish Boundaries be added.

Cllr Giles added the extraordinary meeting and Planning meeting.

- b. To assign Councillors, or others, to the Parish Action Sheet to prepare items for future agenda(s).

#### **15. Date of Next Meeting**

There being no further business, the Chair closed the main meeting at 9.25pm and moved into a closed session.

**Closed Session**

That under the Public Bodies (Admission to Meetings) Act 1960, the public, and representatives of the press and broadcast media be excluded from the meeting during the consideration of the following items of business as publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted.

**16. Staffing Committee Update**

- a. To receive an update and recommendation from the staffing committee and authorise any further action.

Cllr Giles left the meeting as she was mentioned in the report.

The KPCM left the meeting.

Cllr Wedgbury read out a statement and then left the meeting.

Cllr Ransley explained the decisions he took, responded to questions from members and then left the meeting.

Members elected a chair, Cllr Hicks proposed Cllr Breese, Cllr Cosgrove seconded, all agreed.

After considerable debate and concern over the process followed, gaps in our policies and procedures, members approved the recommendations as shown in the attached documents which should come into immediate effect.

Members wanted to pick up lessons learnt from this process in our policy review and general ways of working.

Meeting closed at 11.15pm.

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

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