



KINGSNORTH PARISH COUNCIL

Approved Minutes of the Meeting of Kingsnorth Parish Council

Held on Tuesday 9th April 2024.

Kingsnorth Pavilion 7.00pm

Present: Cllr Clarke, Cllr Cosgrove, Cllr Giles, Cllr Hicks, Cllr Jones, Cllr Ransley (Chair), Cllr Wedgbury.

Also, present: Fraser Curry (Grounds and Maintenance Assistant), Peter Le Rossignol (Parish Manager), Matthew O'Neill (Grounds and Maintenance Supervisor), 2 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 Breese, Cllr Hayward, and Cllr Townend submitted their apologies prior to the meeting.

2. To receive declarations of Interest.

Cllr Wedgbury is a Trade Union shop steward for USDAW.

Cllr Hicks is Vice Chair of the River Stour Inland Drainage Board.

Cllr Clarke is a member of Kingsnorth Parish Church but does not have a role in the church group. Councillors agreed that Cllr Clarke does not need to leave the meeting when agenda item 4 is being discussed.

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.

Local resident provided an update on rare butterflies seen within the Parish. Has contacted Ashford Borough Council with various footpath issues.

Cllr Cosgrove confirmed that himself, Cllr Clarke, and the Parish Manager will be meeting on Monday 15th April to walk and look at issues with footpath A.

Peter New (Neighbourhood Watch) had submitted his report to the Parish office prior to the meeting but talked through key issues.

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 prior to the meeting.

Cllr Townend, Park Farm North – Submitted his apologies prior to the meeting. No report received.

Cllr McGeever, Kingsnorth Village and Bridgefield - Submitted his apologies prior to the meeting. No report received.

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

Cllr Hayward, Roman Ward – Submitted her apologies prior to the meeting. No report received.

b. KCC Councillors' Reports

Cllr Robey submitted his apologies and report prior to the meeting.

3. Approval of Minutes

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

a. Approval of Minutes of Tuesday 12th March 2024.

b. Approval of Minutes of an Extraordinary meeting held on Wednesday 27th March 2024.

Cllr Giles asked that the Parish Council action the following:

- That the decision made on the Park Farm Dragon artwork is reported back to Aspire informing them that the Parish Council does not wish to take on the responsibility of Park Farm Dragon mural.
- Liaise with Ashford Borough Council about how the decision will be worded particularly for the residents that were involved in creating the Park Farm Dragon during the pandemic.

Cllr Hicks suggested that the Park Farm Dragon artwork be brought to the next meeting agenda for further discussions.

Cllr Cosgrove proposed that the Minutes of the Extraordinary meeting held on Wednesday 27th March be withdrawn, reworked, and brought back to the next Parish Council Meeting in May.

Cllr Ransley clarified Cllr Cosgrove's proposal that the Parish Council approve the minutes of the meeting held on Tuesday 12th March and sign as a true copy and that the minutes of the extraordinary meeting held on Wednesday 27th March be reworked and brought back to the May meeting.

PROPOSED BY CLLR COSGROVE
ALL THOSE IN FAVOUR - 7
Motion moved.

SECONDED BY CLLR HICKS
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

4. Parish Community Grant Applications.

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

ARK Drama

Reason for grant application: To purchase an updated uniform for the group to celebrate its 25th Anniversary of supporting the youth of Kingsnorth and surrounding area.

Grant total requested: £750.

Cllr Hick proposed that the Parish Council approve the grant application from ARK Drama.

PROPOSED BY CLLR HICKS
ALL THOSE IN FAVOUR - 7
Motion moved.

SECONDED BY CLLR COSGROVE
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

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 communication from solicitors - Action open.
- Climate Change working group – next meeting has been arranged - Action open.
- Events Working Group – meeting to be arranged - Action open.
- Adoption of roads in Bridgefield – Email has been sent to Cllr Robey. Cllr Robey responded that he would investigate this action. - Action open.
- Moat – See main agenda item 6b – Action to be renamed 'Central Park' - Action open.
- Policies & Procedures Review Group – meeting to be arranged - Action open.
- Buffer zone Working Group – meeting to be arranged – Action open.
- Hilary's Way Footpath – meeting will take place on Monday 15th April to walk the footpath – Action open.
- Flags – Policy to be put in place for staff guidance – Action open. Cllr Cosgrove asked that this action be included within policies & procedures action.

Cllr Ransley asked Councillors if they had any actions that they would like to add to the Action Sheet.

Cllr Giles proposed that a statement be drafted explaining the Parish Councils current position on the Park Farm Dragon artwork.

PROPOSED BY CLLR GILES
ALL THOSE IN FAVOUR - 5

SECONDED BY CLLR HICKS
ALL THOSE AGAINST - 1

ABSTENTIONS - 1

Motion moved.

6. Kingsnorth Parish Council Projects.

- a. To discuss and agree priority projects for the Parish Council based on budget and previous discussions.
- b. To discuss and agree correspondence to be sent to Ashford Borough Council Officers regarding projects involving Ashford Borough Council.

Cllr Ransley proposed that a meeting be scheduled to discuss potential projects in more detail.

PROPOSED BY CLLR RANSLEY

ALL THOSE IN FAVOUR - 7

Motion moved.

SECONDED BY CLLR COSGROVE

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

7. Annual Meetings.

- a. To discuss and agree the date of the annual meeting of Kingsnorth Parish Council as Tuesday 14th May.
- b. To discuss and agree the date of the annual meeting of Kingsnorth Parish potentially Saturday 25th May at the Kingsnorth Country Fayre. To agree format and any potential speakers or topics.

Cllr Giles proposed that the Annual Meeting of Kingsnorth Parish be held on 14th May before the Annual Meeting of Kingsnorth Parish Council.

PROPOSED BY CLLR GILES

ALL THOSE IN FAVOUR - 6

Motion moved.

SECONDED BY CLLR WEDGBURY

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

8. Financial Matters.

- a. Finance Report.
 - i. To receive the March 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)

	Bank Reconciliation at 31/03/2024		
	Cash in Hand 01/04/2023		363,848.01
	ADD Receipts 01/04/2023 - 31/03/2024		356,356.24
			720,204.25
	SUBTRACT Payments 01/04/2023 - 31/03/2024		325,547.13
A	Cash in Hand 31/03/2024 (per Cash Book)		394,657.12
	Cash in hand per Bank Statements		
	Petty Cash	31/03/2024	0.00
	Metro Bank Current a/c	31/03/2024	1,861.85
	Metro Bank Reserve a/c	31/03/2024	40,125.09
	NW Reserve 47793368	31/03/2024	13.23
	NW SIBA 47793120	31/03/2024	149,948.19
	NW Current 47793112	31/03/2024	100.00
	Nationwide Building Society	31/03/2024	202,608.76
			394,657.12
	Less unrepresented payments		
			394,657.12
	Plus unrepresented receipts		
B	Adjusted Bank Balance		394,657.12
	A = B Checks out OK		

Kingsnorth Parish Council
Net Position by Cost Centre and Code (Between 01/04/2023 and 31/03/2024)

Cost Centre Name

<u>2024/25 Budget Items</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>
152	Country Fayre Rides					14,245.00	-14,245.00
153	Country Fayre Stall Paym			390.00			390.00
159	First Aid					80.00	-80.00
160	Pre Ordered Items					218.39	-218.39
161	Country Fayre Tokens					370.50	-370.50
162	Event Insurance					532.00	-532.00
163	D-Day Flag					62.00	-62.00
				£390.00		£15,507.89	-15,117.89

Admin

<u>Admin</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>
21	Payroll				450.00	360.00	90.00
22	HR Support				2,500.00	1,920.00	580.00
23	Staff Training				1,500.00	1,055.08	444.92
24	Councillor Training				1,000.00	351.68	648.32
25	Councillor/Chairman's Allo				750.00		750.00
26	Bank Charges				40.00	40.00	
27	Audit Fees				1,120.00	1,020.00	100.00
28	Professional Fees				1,036.00	4,679.00	-3,643.00
29	Insurance				2,500.00	2,593.78	-93.78
30	Office Supplies, Postage &				2,250.00	2,002.10	247.90
31	Telephone and Broadband				2,250.00	1,637.72	612.28
32	Photocopier and Printer				1,250.00	1,011.00	239.00
33	Computer Support and Ma				2,000.00	1,485.42	514.58
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	282.14	-18.14
101	Office Rates						
					23,200.00	£24,077.92	-877.92

Cafe

<u>Cafe</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>
62	Cafe Supplies			250.38	8,300.00	8,053.96	496.42
63	Cafe Consumables				750.00	318.81	431.19
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
			500.00	£750.38	10,500.00	£10,115.97	634.41

Capital

<u>Capital</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>
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	
					22,515.00	£24,786.04	-2,271.04

Communications

<u>Communications</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>
19	E-mail				820.80	852.00	-31.20
20	Website				73.20	240.67	-167.47
78	Advertising and Awarenes						

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 31/03/2024)

<u>Cost Centre Name</u>				
93	Kingsnorth Parish Council		500.00	500.00
94	Precept Letter		500.00	500.00
			1,894.00	£1,092.67
				801.33

<u>Income</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>
1	Precept		263,990.76	263,990.76			
2	Grants						
5	Interest		450.00	6,347.38			5,897.38
6	Pavilion Hire		1,000.00	1,240.00			240.00
7	Pavilion Football		2,520.00	2,520.00			
8	MUGA - School Hire		1,500.00	1,500.00			
9	MUGA - Casual Hire		500.00	1,039.50			539.50
10	Maintenance			622.65			622.65
11	Cafe Takings		15,000.00	13,933.97			-1,066.03
12	Cafe Grants						
13	VAT Reclaim						
73	General Admin						
119	Kingsnorth Country Fayre		3,500.00	5,266.82		1,000.00	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
			341,084.21	£309,646.90		£1,000.00	-32,437.31

<u>Kingsnorth Christmas Event</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>
126	Ice Rink (2 day Hire)				10,500.00	7,950.00	2,550.00
127	Attractions			-10.00	8,000.00	7,725.00	265.00
128	Toilets				595.00	290.00	305.00
129	First Aid				1,000.00	1,000.00	
130	Contingency			263.80	2,009.50	2,378.66	-105.36
154	Christmas Market Stall			330.00			330.00
156	Christmas Presents					409.56	-409.56
157	Float					500.00	-500.00
				£583.80	22,104.50	£20,253.22	2,435.08

<u>Kingsnorth Country Fayre</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>
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	1,513.51	-105.01
					15,493.50	£10,826.76	4,666.74

<u>Kingsnorth Green Spaces</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>
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
					58,400.00	£864.01	57,535.99

<u>Maintenance</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>

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 31/03/2024)

Cost Centre Name

40 Repairs		1,250.00	948.60	301.40
41 Playing Fields	2,006.00	13,146.00	11,868.57	3,283.43
43 Playing Fields Playground		1,800.00	821.75	978.25
44 Van Lease		7,351.80	9,854.23	-2,502.43
45 Electric Vehicle Charging		500.00	-90.00	590.00
46 Vehicle Tax		50.00		50.00
47 Maintenance Vehicle Insur		1,250.00	1,141.37	108.63
48 Workshop Rent		4,776.00	4,776.00	
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	536.68	-8.68
53 Maintenance Loose Tools	9.67	1,500.00	1,731.81	-222.14
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	1,156.00	594.00
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	766.75	233.25
150 Defibrillator Parts			642.00	-642.00
151 Equipment Repairs			1,184.79	-1,184.79
155 Flag Pole Inspection			470.00	-470.00
	£2,435.67	40,291.80	£40,357.99	2,369.48

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 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	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
					12,199.00	£7,468.60	4,730.40

Pavilion

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
56 Pavilion Gas					2,500.00	2,316.02	183.98
57 Pavilion Electricity					4,500.00	1,688.77	2,811.23
58 Pavilion Water					750.00	421.82	328.18
59 Pavilion Fire Safety & Sec					1,000.00	2,022.12	-1,022.12
61 Pavilion Cleaning					2,750.00	3,038.00	-288.00
70 Pavilion Maintenance					4,975.00	4,213.72	761.28
					16,475.00	£13,700.45	2,774.55

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	47,715.47	8,431.47
15 Salaries Maintenance					34,393.22	34,383.80	9.42
16 Employer Payments					41,829.55	33,749.39	8,080.16

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 31/03/2024)

Cost Centre Name

132,369.71 £115,848.66 16,521.05

Section 137

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
18	Section 137						
80	Community Grants Fund				10,000.00	7,478.82	2,521.18
85	Trial Real Nappies Loan S				1,500.00	500.00	1,000.00
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	
133	Schools Cost of Living Sup	1,500.00	1,500.00	1,500.00			
			1,500.00	£1,500.00	14,677.50	£10,964.94	3,712.56

Subscriptions

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
38	Subscriptions				2,000.00	1,695.00	305.00
					2,000.00	£1,695.00	305.00

NET TOTAL

343,084.21 £315,306.75 372,120.01 £298,560.12 45,782.43

2 April 2024 (2023-2024)

Kingsnorth Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2023 and 31/03/2024)

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2024/25 Budget Items		390.00	390.00 (39000%)		15,507.89	-15,507.89 (-15507)	-15,117.89
Admin			0.00 (N/A)	23,200.00	24,077.92	-877.92 (-3%)	-877.92
Cafe	500.00	750.38	250.38 (50%)	10,500.00	10,115.97	384.03 (3%)	634.41
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	1,092.67	801.33 (42%)	801.33
Income	341,084.21	309,646.90	-31,437.31 (-9%)		1,000.00	-1,000.00 (-1000%)	-32,437.31
Kingsnorth Christmas Event		583.80	583.80 (58380%)	22,104.50	20,253.22	1,851.28 (8%)	2,435.08
Kingsnorth Country Fayre			0.00 (N/A)	15,493.50	10,826.76	4,666.74 (30%)	4,666.74
Kingsnorth Green Spaces			0.00 (N/A)	58,400.00	864.01	57,535.99 (98%)	57,535.99
Maintenance		2,435.67	2,435.67 (243567)	40,291.80	40,357.99	-66.19 (-0%)	2,369.48
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	13,700.45	2,774.55 (16%)	2,774.55
Recreation Centre			0.00 (N/A)			0.00 (N/A)	0.00
Salaries			0.00 (N/A)	132,369.71	115,848.66	16,521.05 (12%)	16,521.05
Section 137	1,500.00	1,500.00	0.00 (N/A)	14,677.50	10,964.94	3,712.56 (25%)	3,712.56
Subscriptions			0.00 (N/A)	2,000.00	1,695.00	305.00 (15%)	305.00
NET TOTAL	343,084.21	315,306.75	-27,777.46 (-8%)	372,120.01	298,560.12	73,559.89 (19%)	45,782.43

Total for ALL Cost Centres

315,306.75 298,560.12

V.A.T.

41,049.49 26,987.01

GROSS TOTAL

356,356.24 325,547.13

Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
582	E-mail	01/03/2024	Metro Bank Current a/c	E-mail Addresses	Microsoft	X	-82.20	0.00	-82.20
583	E-mail	01/03/2024	Metro Bank Current a/c	E-mail Addresses	Microsoft	S	0.00	82.20	82.20
570	Cafe Supplies	01/03/2024	Metro Bank Current a/c	Cafe Milk	Tesco	X	8.70	0.00	8.70
569	Workshop Rent	06/03/2024	NW Current 47793112	Workshop lease	Van & Car	Z	398.00	0.00	398.00
571	Pavilion Gas	06/03/2024	Metro Bank Current a/c	Pavilion gas	SSE	X	346.68	0.00	346.68
575	HR Support	07/03/2024	Metro Bank Current a/c	HR Support	Outset UK	X	160.00	32.00	192.00
576	Waste Collection	07/03/2024	Metro Bank Current a/c	Waste Collection	Trident Waste Management Ltd	S	88.00	17.60	105.60
572	Pavilion Gas	07/03/2024	Metro Bank Current a/c	Pavilion gas	SSE	X	491.09	0.00	491.09
577	Office Supplies, Postage & Admin	08/03/2024	Metro Bank Current a/c	CCTV	TP-Link	X	2.99	0.00	2.99
574	Telephone and Broadband	08/03/2024	Metro Bank Current a/c	Telephone	BT	S	64.95	12.99	77.94
578	Cafe Supplies	08/03/2024	Metro Bank Current a/c	Cafe Milk	Tesco	X	8.70	0.00	8.70
579	Pavilion Maintenance	08/03/2024	Metro Bank Current a/c	Pavilion Boiler Service	Aquaheat Ashford Ltd	X	92.40	0.00	92.40
580	Office Supplies, Postage & Admin	11/03/2024	Metro Bank Current a/c	Zoom fee	Zoom	X	15.59	0.00	15.59
547	Van Lease	11/03/2024	NW Current 47793112	Van rental	Leaseplan	S	612.65	122.53	735.18
581	Pre Ordered Items	11/03/2024	Metro Bank Current a/c	Country Fayre Banners	Banners For All	S	159.94	31.99	191.93
601	Playing Fields	13/03/2024	Metro Bank Current a/c	Annual Pest Control Contract	Bounty Pest	S	470.00	94.00	564.00
604	Mower/Tools Fuel	13/03/2024	Metro Bank Current a/c	Van fuel	Fuel Genie	S	38.68	7.74	46.42
602	Cafe Supplies	13/03/2024	Metro Bank Current a/c	Cafe supplies	Bradleys	X	302.20	0.00	302.20
603	Cafe Supplies	13/03/2024	Metro Bank Current a/c	Cafe supplies	Brakes	X	290.70	0.00	290.70
600	Office Supplies, Postage & Admin	14/03/2024	Metro Bank Current a/c	land documents	Land Registry	X	6.00	0.00	6.00
605	Employer Payments	15/03/2024	NW Current 47793112	Tax & NI	HMRC	X	2,248.62	0.00	2,248.62
595	E-mail	15/03/2024	Metro Bank Current a/c	E-mail Addresses	Microsoft	S	73.50	14.70	88.20
599	Office Supplies, Postage & Admin	15/03/2024	Metro Bank Current a/c	land documents	Land Registry	X	3.00	0.00	3.00
596	Pavilion Cleaning	15/03/2024	Metro Bank Current a/c	cleaning	EJP Cleaning Services	X	286.75	0.00	286.75
598	Cafe Consumables	15/03/2024	Metro Bank Current a/c	Cafe supplies	Tesco	X	8.25	0.00	8.25
594	Event Insurance	15/03/2024	Metro Bank Current a/c	Event Insurance	David J Miller Insurance Brokers Ltd	X	532.00	0.00	532.00
597	D-Day Flag	15/03/2024	Metro Bank Current a/c	D-Day Flag	Newton Newton Flag and Banner Makers Ltd	S	62.00	12.40	74.40
573	Pavilion Gas	18/03/2024	Metro Bank Current a/c	Pavilion gas	SSE	X	247.40	0.00	247.40
593	Cafe Consumables	18/03/2024	Metro Bank Current a/c	Labels for Cafe	Tesco	X	5.40	0.00	5.40
608	Office Supplies, Postage & Admin	19/03/2024	Metro Bank Current a/c	Velcro Tape	Amazon	X	6.99	0.00	6.99
606	Playing Fields	19/03/2024	Metro Bank Current a/c	Plastic Hosing for Line Marker	Amazon	X	10.82	2.16	12.98
607	Contingency	19/03/2024	Metro Bank Current a/c	Event Fee Kingsnorth Country Fayre	Ashford Borough Council	X	20.00	0.00	20.00
609	Professional Fees	20/03/2024	Metro Bank Current a/c	End of Year Health Check	Scribe Accounts	X	79.00	15.80	94.80
611	Employer Payments	21/03/2024	Metro Bank Current a/c	Pension contributions	NEST	X	455.21	0.00	455.21
610	Parish Office - Mobile Phone	21/03/2024	Metro Bank Current a/c	Staff Mobile Phones	EE	X	13.50	2.70	16.20
613	Staff Training	21/03/2024	Metro Bank Current a/c	CILCA Course Extension Fee	SLCC	X	50.00	0.00	50.00
612	Playing Fields	21/03/2024	Metro Bank Current a/c	Funnel and Measuring Jug for Line Marker	B&Q	X	9.00	0.00	9.00
610	Maintenance Mobile Phones	21/03/2024	Metro Bank Current a/c	Staff Mobile Phones	EE	S	27.00	5.40	32.40
614	Cafe Supplies	21/03/2024	Metro Bank Current a/c	Cafe Milk	Tesco	X	8.70	0.00	8.70
617	Salaries	28/03/2024	NW Current 47793112	Salaries	Kingsnorth Parish Council	X	6,840.16	0.00	6,840.16
618	Trial Real Nappies Loan Scheme	27/03/2024	Metro Bank Current a/c	Reusable Nappies	The Nappy Lady Ltd	X	350.00	0.00	350.00
615	Playing Fields	27/03/2024	Metro Bank Current a/c	Line Marker Battery	Screwfix Direct Ltd	S	23.32	4.67	27.99
616	Maintenance Loose Tools	27/03/2024	Metro Bank Current a/c	Trade UK Payment	Trade UK	S	306.27	61.26	367.53
622	Mower/Tools Fuel	27/03/2024	NW Current 47793112	Expenses Payment - Matt O'Neill	M O'Neill	X	13.78	0.00	13.78
619	Payroll	28/03/2024	Metro Bank Current a/c	Payroll	Accounts Unlocked	S	30.00	6.00	36.00
621	Bank Charges	28/03/2024	NW Current 47793112	Bank charges	Natwest	X	10.00	0.00	10.00
620	Pavilion Electricity	28/03/2024	NW Current 47793112	Pavilion electricity	SSE	X	331.56	0.00	331.56
Total							15,527.30	526.14	16,053.44

Kingsnorth Parish Council

2 April 2024 (2023-2024)

RECEIPTS LIST

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
280	Pavilion Football	04/03/2024		NW Current 4779311		Pavilion Hire	Park Farm Rangers FC	X	210.00		210.00
281	Cafe Takings	04/03/2024		Metro Bank Current .		Cafe takings	Paypal	X	87.90		87.90
282	Cafe Takings	05/03/2024		Metro Bank Current .		Cafe takings	Paypal	X	101.90		101.90
283	Cafe Takings	07/03/2024		Metro Bank Current .		Cafe takings	Paypal	X	84.02		84.02
285	Cafe Takings	11/03/2024		Metro Bank Current .		Cafe takings	Paypal	X	100.51		100.51
284	VAT Reclaim	11/03/2024		NW Current 4779311		VAT Refund	HMRC	R		11,652.01	11,652.01
292	Cafe Takings	12/03/2024		Metro Bank Current .		Cafe takings	Paypal	X	160.14		160.14
291	Country Fayre Stall Payment 21	13/03/2024		Metro Bank Current .		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
290	Cafe Takings	14/03/2024		Metro Bank Current .		Cafe takings	Paypal	X	69.07		69.07
289	Cafe Takings	18/03/2024		Metro Bank Current .		Cafe takings	Paypal	X	100.31		100.31
293	Cafe Takings	19/03/2024		Metro Bank Current .		Cafe takings	Paypal	X	176.77		176.77
294	Country Fayre Stall Payment 21	19/03/2024		Metro Bank Current .		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
295	Cafe Takings	21/03/2024		Metro Bank Current .		Cafe takings	Paypal	X	97.84		97.84
296	Country Fayre Stall Payment 21	21/03/2024		Metro Bank Current .		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
297	Cafe Takings	25/03/2024		Metro Bank Current .		Cafe takings	Paypal	X	125.52		125.52
298	Cafe Takings	26/03/2024		Metro Bank Current .		Cafe takings	Paypal	X	201.52		201.52
299	Interest	28/03/2024		Metro Bank Reserve		Interest	Metro Bank	X	40.85		40.85
301	Interest	28/03/2024		NW Reserve 4779331		Interest	Natwest	X	0.01		0.01
302	Interest	28/03/2024		NW SIBA 47793120		Interest	Natwest	X	170.69		170.69
300	Cafe Takings	28/03/2024		Metro Bank Current .		Cafe takings	Paypal	X	85.79		85.79
303	Interest	31/03/2024		Nationwide Building 1		Interest	Nationwide Building Societ	X	377.87		377.87
Total									2,235.71	11,652.01	13,887.72

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 Ransley proposed that authorisation is given to pay invoices.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR HICKS

ALL THOSE IN FAVOUR - 7

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

c. To consider quote for Kingsnorth Playing Fields Renovations and authorise any further action.

Cllr Hicks proposed that the Parish Council agree the Kingsnorth playing fields renovation quote and proceed to authorise the works.

PROPOSED BY CLLR HICKS

SECONDED BY CLLR WEDGBURY

ALL THOSE IN FAVOUR - 7

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

d. To consider authorising a review of staff pay bands by external consultant.

Cllr Hicks proposed that authorisation is given to review staff pay bands.

PROPOSED BY CLLR HICKS

SECONDED BY CLLR COSGROVE

ALL THOSE IN FAVOUR - 5

ALL THOSE AGAINST -

ABSTENTIONS - 2

Motion moved.

9. Planning Matters

- a. To consider all planning application received.

Application Number: **PA/2024/0559**

Address: 39 Tally Ho Road, Kingsnorth, Ashford, Kent TN26 1HL

Proposal: Proposed front and rear extensions and first floor extensions over existing bungalow

Ward: Kingsnorth Village

Comments: Cllr Hicks suggested comment – No objection.

Application Number: **NOT/2024/0601**

Address: 8 Bell Chapel Close, Kingsnorth, TN23 3NN

Proposal: Prior Notification received on 25/3/2024 and expiring on 07/05/2024 for a single-storey rear extension with a depth of 4.40m, eaves height of 2.32m and overall height of 3.22m.

Ward: Park Farm North

Comments: Cllr Hicks suggested comment - No comment.

Application Number: **PA/2024/0392**

Address: 8 Crop Lane, Kingsnorth, Ashford, Kent TN25 7LJ

Proposal: Rear conservatory

Ward: Bridgefield

Comments: Cllr Hicks suggested comment – No objection.

Cllr Ransley proposed that all planning comments be agreed as discussed and uploaded onto the planning portal.

PROPOSED BY CLLR RANSLEY

SECONDED BY CLLR COSGROVE

ALL THOSE IN FAVOUR - 7

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

- b. To note decisions

Decisions noted.

- c. To consider any Appeals and Enforcement matters.

None.

- d. Any other planning matters.

Cllr Wedgbury raised an issue with one of the Kingsnorth Parish Council advertisement banners as no planning permission has been obtained.

Cllr. Hicks mentioned the planning application for the Stubbs Cross Wastewater Treatment Works is due to be at the planning committee on Wednesday 17th April.

Cllr. Ransley updated the Parish Council on the invitation to the Parish Council for a representative to attend the site on 11th April he is not able to attend but asked if any Councillor was willing to attend.

Cllr Cosgrove suggested he would be willing to attend the site meeting, and this was agreed by the Parish Council.

Cllr Wedgbury raised concerns with Kent Fire having water pressure issues when tackling fires due to an increase in housing reducing the water pressure and that the Parish Council should apply pressure to the water companies to get this issue resolved and improved.

Cllr Ransley said he was happy to write to the local KALC committee about the issue across the Borough.

Cllr Clarke suggested that the Parish Council could commission the environment agency to give expert advice for around £100 per hour on applications for the wastewater treatment works permits.

Cllr Hicks suggested the Councillors look at the officer's report in relation to the Wastewater treatment works.

Cllr Hicks suggested we wait until planning permission is granted or not before considering commissioning the environment agency.

Add action sheet item - Local Plan Policy ideas that the Parish Council would like to raise.

PROPOSED BY CLLR RANSLEY
ALL THOSE IN FAVOUR - 6
Motion moved.

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

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.
 - b. To consider correspondence proposed to be sent by the Parish Council and authorise any action.
- No Actions to authorise.

11. Parish Manager Report.

- a. March Report.
- The Parish Manager provided a report to Councillors which was included in the agenda documents. No questions were raised by Councillors.

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

12. 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 Giles reported on the following:

- Bin collection issues, Cllr Giles has been liaising with Ashford Borough Council.

13. The next or future Agenda(s).

- a. To add / remove / amend items.
- Cllr Wedgbury –

- Dog Warden
- Bylaws
- Boundary Review

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

14. Date of Next Meeting

Tuesday 14th May 2024

There being no further business, the Chair closed the main meeting at 8.45pm.

Signature: _____

Date: _____