



## **KINGSNORTH PARISH COUNCIL**

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

**Held on Tuesday 12<sup>th</sup> March 2024.**

**Kingsnorth Pavilion 7.00pm**

**Present:** Cllr Breese, Cllr Clarke, Cllr Cosgrove, Cllr Giles, Cllr Hayward, Cllr Hicks (arrived later during the meeting), 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), 4 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 Townend submitted his 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 Kingsnorth Village Hall.

Cllr Heather Hayward is a CMO organisation Board Member for the South Ashford Garden Community also sponsored a Park Farm Rangers girls football team. Cllr Hayward also made a voluntary declaration for agenda item 8.

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.

#### **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.

A resident raised concerns on the condition of the ground in the proposed location for footpath A and updated members on the number of views of 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 and report to the Parish office staff prior to the meeting.

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

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 – No report received.

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

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

#### **3. Approval of Minutes**

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

##### **a. Approval of Minutes of Tuesday 13<sup>th</sup> February 2024.**

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

Cllr Breese seconded the motion.

**PROPOSED BY CLLR GILES**

**ALL THOSE IN FAVOUR - 7**

**Motion moved.**

**SECONDED BY CLLR BREESE**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

#### **4. Parish Community Grant Applications.**

- a. To review community grant applications submitted in February 2024.
- b. To agree/approve/reject applications.

None received.

#### **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.

- Contact landowners regarding potential footpath route(s) in 2021/2022 budget – Action complete.
- 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 – Borough Councillor Ray McGeever is communicating with KCC and trying to chase Taylor Wimpey - Action open.
- Moat – See main agenda item 6a – 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.

Cllr Ransley asked Councillors if they had any actions that they would like to add to the Action Sheet. Hilary’s Way to be added to the action sheet.

#### **6. 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 to Councillors.

#### **7. Flooding Support Sand and Sandbags.**

Cllr Ransley updated Councillors on recent flooding issues within Kingsnorth Village.

Cllr Wedgbury reported that Ashford Borough Council have an ‘Emergency Plan’ already in place.

A resident asked if the Parish Council would consider writing a letter to Southeast Water on behalf of residents who have suffered with the flooding issues.

Cllr Ransley proposed that a letter is sent to the relevant parties about the flooding along Ashford Road and discussions with Ashford Borough Council begin in the summer to look at an ‘Emergency Plan’.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR GILES**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

#### **8. Bridgefield Update.**

- a. To receive a report from Cllr. Breese and authorise any further action.

Cllr Breese provided an update on Bridgefield to Councillors

Discussions took place between Councillors.

Cllr Giles proposed that the Parish Council do some research on a plot of land in Park Farm South and propose to relevant parties that the land be used for a community garden / allotment.

Cllr Ransley proposed that the Parish Council contact Ashford Borough Council to enquire about the plot of land in Park Farm South detailing the reasons for the enquiry being S106 monies, potential allotments, and potential community building.

**PROPOSED BY CLLR RANSLEY**

**SECONDED BY CLLR GILES**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

#### **9. Events Update.**

a. To consider quote for insurance to cover the country fayre if it was to be called due to weather. The Parish Manager reported on insurance cover.

Cllr Giles proposed that the Parish Council accept the insurance quote.

**PROPOSED BY CLLR GILES**

**SECONDED BY CLLR CLARKE**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

b. To consider possibility of having a silent disco instead of an outdoor cinema.

Cllr Giles proposed consulting with residents to see what they would like and then bring results back to be discussed.

Cllr Hayward proposed that the Parish Council continue with the outdoor cinema event.

Cllr Wedgbury seconded Cllr Haywards proposal.

**PROPOSED BY CLLR HAYWARD**

**SECONDED BY CLLR WEDGBURY**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

c. 80th Anniversary of D-Day – Thursday 6th June 2024.

The Parish Manager invited questions from Councillors on the plans for the joint event with Great Chart & Singleton Parish Council and Kingsnorth Parish Council.

Councillors agreed to the Parish Manager purchasing an 80<sup>th</sup> Anniversary D-Day flag.

## **10. Financial Matters.**

a. Finance Report.

i. To receive the February 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 29/02/2024</b>		
	Cash in Hand 01/04/2023		363,848.01
	<b>ADD</b> Receipts 01/04/2023 - 29/02/2024		348,148.67
			711,996.68
	<b>SUBTRACT</b> Payments 01/04/2023 - 29/02/2024		315,173.84
<b>A</b>	<b>Cash in Hand 29/02/2024</b> (per Cash Book)		<b>396,822.84</b>
	Cash in hand per Bank Statements		
	Petty Cash 29/02/2024	0.00	
	Metro Bank Current a/c 29/02/2024	5,901.70	
	Metro Bank Reserve a/c 29/02/2024	40,084.24	
	NW Reserve 47793368 29/02/2024	13.22	
	NW SIBA 47793120 29/02/2024	148,492.79	
	NW Current 47793112 29/02/2024	100.00	
	Nationwide Building Society 29/02/2024	202,230.89	
			<b>396,822.84</b>
	Less unrepresented payments		
			396,822.84
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>396,822.84</b>
	<b>A = B Checks out OK</b>		

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2023 and 29/02/2024)**

**Cost Centre Name****2024/25 Budget Items**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
152	Country Fayre Rides					14,245.00	-14,245.00
153	Country Fayre Stall Paym			345.00			345.00
159	First Aid				80.00		-80.00
160	Pre Ordered Items				58.45		-58.45
161	Country Fayre Tokens				370.50		-370.50
			<b>£345.00</b>		<b>£14,753.95</b>		<b>-14,408.95</b>

**Admin**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
21	Payroll				450.00	330.00	120.00
22	HR Support				2,500.00	1,760.00	740.00
23	Staff Training				1,500.00	1,005.08	494.92
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	2,020.92	277.47
31	Telephone and Broadband				2,250.00	1,572.77	677.23
32	Photocopier and Printer				1,250.00	1,011.00	239.00
33	Computer Support and Me				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	268.64	-4.64
101	Office Rates						
			<b>£48.39</b>		<b>23,200.00</b>	<b>£23,689.29</b>	<b>-440.90</b>

**Cafe**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
62	Cafe Supplies			250.38	8,300.00	7,434.96	1,115.42
63	Cafe Consumables				750.00	305.16	444.84
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>£9,483.32</b>	<b>1,267.06</b>

**Capital**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
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**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
19	E-mail				820.80	778.50	42.30
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 29/02/2024)**

**Cost Centre Name**

1,894.00    £1,019.17    874.83

**Income**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
1	Precept		263,990.76	263,990.76			
2	Grants						
5	Interest		450.00	5,757.96			5,307.96
6	Pavilion Hire		1,000.00	1,240.00			240.00
7	Pavilion Football		2,520.00	2,310.00			-210.00
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	12,530.50			-2,469.50
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>£307,459.01</b>		<b>£1,015.00</b>	<b>-34,640.20</b>

**Kingsnorth Christmas Event**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
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**

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

**Kingsnorth Green Spaces**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
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**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
40	Repairs				1,250.00	948.60	301.40
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)

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2023 and 29/02/2024)**

<b>Cost Centre Name</b>				
43 Playing Fields Playground		1,800.00	821.75	978.25
44 Van Lease	212.06	7,351.80	9,453.64	-1,889.78
45 Electric Vehicle Charging	250.00	500.00	160.00	590.00
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	4,378.00	398.00
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	509.68	18.32
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	1,068.00	682.00
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			642.00	-642.00
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>£38,905.83</b>	<b>4,367.00</b>

<b>Parish Office</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>
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>

<b>Pavilion</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>
56	Pavilion Gas			2,500.00	1,230.85	1,269.15
57	Pavilion Electricity			4,500.00	1,357.21	3,142.79
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	2,751.25	-1.25
70	Pavilion Maintenance			4,975.00	4,121.32	853.68
				<b>16,475.00</b>	<b>£11,904.57</b>	<b>4,570.43</b>

<b>Recreation Centre</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>
67	Contingency/Support					

<b>Salaries</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>
14	Salaries Admin			56,146.94	43,765.20	12,381.74
15	Salaries Maintenance			34,393.22	31,493.91	2,899.31
16	Employer Payments			41,829.55	31,045.56	10,783.99

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 29/02/2024)**

**Cost Centre Name**

				132,369.71	£106,304.67	26,065.04	
<b>Section 137</b>		<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>	
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
18	Section 137						
80	Community Grants Fund			5,000.00	10,000.00	12,478.82	2,521.18
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						
			1,500.00	£6,500.00	14,677.50	£15,614.94	4,062.56
<b>Subscriptions</b>							
<b>Code</b>	<b>Title</b>	<b>Bal. B/Fwd.</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
38	Subscriptions				2,000.00	1,695.00	305.00
					2,000.00	£1,695.00	305.00
<b>NET TOTAL</b>			343,084.21	£318,734.01	372,120.01	£288,630.77	59,139.04

4 March 2024 (2023-2024)

**Kingsnorth Parish Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only (Between 01/04/2023 and 29/02/2024)**

<b>Cost Centre</b>	<b>Receipts</b>			<b>Payments</b>			<b>Net Position</b>
	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>Budgeted</b>	<b>Actual</b>	<b>Variance</b>	<b>+/- Under/over spend</b>
2024/25 Budget Items		345.00	345.00 (34500%)		14,753.95	-14,753.95 (-14753)	-14,408.95
Admin		48.39	48.39 (4839%)	23,200.00	23,689.29	-489.29 (-2%)	-440.90
Cafe	500.00	750.38	250.38 (50%)	10,500.00	9,483.32	1,016.68 (9%)	1,267.06
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	1,019.17	874.83 (46%)	874.83
Income	341,084.21	307,459.01	-33,625.20 (-9%)		1,015.00	-1,015.00 (-10150)	-34,640.20
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	38,905.83	1,385.97 (3%)	4,367.00
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	11,904.57	4,570.43 (27%)	4,570.43
Recreation Centre			0.00 (N/A)			0.00 (N/A)	0.00
Salaries			0.00 (N/A)	132,369.71	106,304.67	26,065.04 (19%)	26,065.04
Section 137	1,500.00	6,500.00	5,000.00 (333%)	14,677.50	15,614.94	-937.44 (-6%)	4,062.56
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>318,734.01</b>	<b>-24,350.20 (-7%)</b>	<b>372,120.01</b>	<b>288,630.77</b>	<b>83,489.24 (22%)</b>	<b>59,139.04</b>
<b>Total for ALL Cost Centres</b>		318,734.01			288,630.77		
<b>V.A.T.</b>		29,414.66			26,543.07		
<b>GROSS TOTAL</b>		<b>348,148.67</b>			<b>315,173.84</b>		



Voucher	Code	Date	Bank	Description	Supplier	VAT Type	Net	VAT	Total
538	Photocopier and Printer	01/02/2024	NW Current 47793112	Printer Lease	CF Corporate Finance	S	236.98	47.40	284.38
534	Pavilion Water	02/02/2024	Metro Bank Current a/c	Pavilion water	Business Stream	X	111.18	0.00	111.18
536	Waste Collection	05/02/2024	Metro Bank Current a/c	Waste Collection	Trident Waste Management Ltd	S	110.00	22.00	132.00
537	Pavilion Cleaning	05/02/2024	Metro Bank Current a/c	cleaning	EJP Cleaning Services	X	279.00	0.00	279.00
539	Workshop Rent	05/02/2024	NW Current 47793112	Workshop lease	Van & Car	Z	398.00	0.00	398.00
540	Telephone and Broadband	06/02/2024	Metro Bank Current a/c	Telephone	BT	S	49.18	9.84	59.02
541	Cafe Supplies	06/02/2024	Metro Bank Current a/c	Cafe Milk	Tesco	X	11.60	0.00	11.60
542	HR Support	07/02/2024	Metro Bank Current a/c	HR Support	Outset UK	S	160.00	32.00	192.00
543	Office Supplies, Postage & Admin	07/02/2024	Metro Bank Current a/c	CCTV	TP-Link	X	2.99	0.00	2.99
544	Office Supplies, Postage & Admin	09/02/2024	Metro Bank Current a/c	Zoom fee	Zoom	X	15.59	0.00	15.59
545	Pre Ordered Items	09/02/2024	Metro Bank Current a/c	Envelopes and Bunting for Country Fayre	Amazon	X	58.45	0.00	58.45
528	Van Lease	12/02/2024	NW Current 47793112	Van rental	Leaseplan	S	612.65	122.53	735.18
546	Cafe Consumables	12/02/2024	Metro Bank Current a/c	Paper Bags	Amazon	X	19.96	0.00	19.96
548	Playing Fields Playgrounds	14/02/2024	Metro Bank Current a/c	Playground inspection	Playground Inspection Co	S	206.25	41.25	247.50
549	Pavilion Maintenance	14/02/2024	Metro Bank Current a/c	5 Year Electrical Inspection	Kingsnorth Electrical	S	449.50	89.90	539.40
550	Computer Support and Maintenance	15/02/2024	Metro Bank Current a/c	New Laptop Battery	Supic Company Ltd	X	33.97	0.00	33.97
551	Playing Fields Playgrounds	15/02/2024	Metro Bank Current a/c	Playground Nut Covers	Vital Parts Ltd	S	25.50	5.10	30.60
552	Repairs	15/02/2024	Metro Bank Current a/c	dog waste bags	Eco Green Communities	S	73.50	14.70	88.20
503	Employer Payments	16/02/2024	NW Current 47793112	Tax & NI	HMRC	X	2,422.28	0.00	2,422.28
553	E-mail	16/02/2024	Metro Bank Current a/c	E-mail Addresses	Microsoft	S	73.50	14.70	88.20
554	Defibrillator Parts	19/02/2024	Metro Bank Current a/c	Replacement Defibrillator Battery and Pads	First Rescue Training and Supplies Limited	S	195.00	39.00	234.00
558	Employer Payments	20/02/2024	Metro Bank Current a/c	Pension contributions	NEST	X	482.99	0.00	482.99
555	Pavilion Gas	20/02/2024	Metro Bank Current a/c	Pavilion gas	SSE	X	264.40	0.00	264.40
556	Country Fayre Tokens	20/02/2024	Metro Bank Current a/c	Country Fayre Tokens	Touco Ltd	S	370.50	74.10	444.60
557	Parish Office - Mobile Phone	21/02/2024	Metro Bank Current a/c	Staff Mobile Phones	EE	S	13.50	2.70	16.20
557	Maintenance Mobile Phones	21/02/2024	Metro Bank Current a/c	Staff Mobile Phones	EE	S	27.00	5.40	32.40
559	Pavilion Maintenance	21/02/2024	Metro Bank Current a/c	Sewage pump	B N Pumps Limited	S	270.00	54.00	324.00
560	Cafe Supplies	23/02/2024	Metro Bank Current a/c	Brakes	Pod Point	X	437.34	0.00	437.34
564	Salaries	26/02/2024	NW Current 47793112	Salary	Salaries	X	6,839.76	0.00	6,839.76
565	Electric Vehicle Charging	26/02/2024	Metro Bank Current a/c	Electric Van Charging	Pod Point	X	30.00	0.00	30.00
567	Staff Training	28/02/2024	Metro Bank Current a/c	First Aid Training	First Aid Training	X	80.00	0.00	80.00
566	Cafe Supplies	28/02/2024	Metro Bank Current a/c	Cafe supplies	Landsell	X	143.68	0.00	143.68
568	Payroll	29/02/2024	Metro Bank Current a/c	Payroll	Accounts Unlocked	S	30.00	6.00	36.00
Total							14,534.25	580.62	15,114.87

1 of

4 March 2024 (2023-2024)

Kingsnorth Parish Council  
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
254	01/02/2024		Metro Bank Current a/		Cafe takings	Paypal	X	75.73		75.73
255	01/02/2024		Metro Bank Current a/		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
258	02/02/2024		NW Current 47793112		Return of Community Grant	Ashford Church Team	X	5,000.00		5,000.00
256	02/02/2024		Metro Bank Current a/		Country Fayre 2024 Stall Paym	Parishioner	X	30.00		30.00
259	05/02/2024		NW Current 47793112		Pavilion Hire	Park Farm Rangers FC	X	210.00		210.00
257	05/02/2024		Metro Bank Current a/		Cafe takings	Paypal	X	106.30		106.30
260	06/02/2024		Metro Bank Current a/		Cafe takings	Paypal	X	119.10		119.10
261	06/02/2024		Metro Bank Current a/		Kingsnorth Country Fayre Stall	Parishioner	X	30.00		30.00
262	06/02/2024		Metro Bank Current a/		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
263	07/02/2024		Metro Bank Current a/		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
264	08/02/2024		Metro Bank Current a/		Cafe takings	Paypal	X	44.56		44.56
265	12/02/2024		Metro Bank Current a/		Cafe takings	Paypal	X	114.81		114.81
268	12/02/2024		Metro Bank Current a/		Kingsnorth Country Fayre Stall	Parishioner	X	30.00		30.00
267	13/02/2024		Metro Bank Current a/		Cafe takings	Paypal	X	98.09		98.09
266	16/02/2024		NW Current 47793112		Grounds & Maintenance Serv	Great Chart with Singleton P	Z	150.00		150.00
270	20/02/2024		Metro Bank Current a/		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
269	22/02/2024		Metro Bank Current a/		Cafe takings	Paypal	X	12.76		12.76
274	26/02/2024		NW Current 47793112		Pavilion Hire	2nd Kingsnorth (Park Farm) (	X	112.50		112.50
271	26/02/2024		Metro Bank Current a/		Cafe takings	Paypal	X	58.46		58.46
272	26/02/2024		Metro Bank Current a/		Kingsnorth Country Fayre Stall	Parishioner	X	15.00		15.00
273	27/02/2024		Metro Bank Current a/		Cafe takings	Paypal	X	93.38		93.38
275	29/02/2024		Nationwide Building S		Interest	Nationwide Building Society	X	352.87		352.87
276	29/02/2024		NW SIBA 47793120		Interest	Natwest	X	179.28		179.28
277	29/02/2024		NW Reserve 47793361		Interest	Natwest	X	0.02		0.02
278	29/02/2024		Metro Bank Reserve a		Interest	Metro Bank	X	38.18		38.18
279	29/02/2024		Metro Bank Current a/		Cafe takings	Paypal	X	101.81		101.81
<b>Total</b>								<b>7,032.85</b>		<b>7,032.85</b>

Cllr Hicks joined the meeting.

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 COSGROVE**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

**11. Planning Matters**

a. To consider all planning application received.

Application Number: **PA/2024/0260**

Address: Waterbrook Park, Waterbrook Avenue, Sevington

Proposal: Mixed-use application comprising 144 dwellings, a convenience/farm shop/cafe building, wetland area, landscaping, open space, drainage, parking, and other associated infrastructure with access from Waterbrook Avenue

Ward:

**Comments:**

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/2024/0172**

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

Proposal: Single storey rear extension

Ward: Kingsnorth Village

**Comments:**

Application Number: **PA/2024/0065**

Address: Springers, Ashford Road, Kingsnorth, TN23 3EW

Proposal: Front porch

Ward: Kingsnorth Village.

**Comments:**

Application Number: **PA/2024/0330**

Address: 5, Tally Ho Road, Kingsnorth, TN26 1HJ

Proposal: Change of use from an outbuilding into an annex to support the main house (Retrospective)

Ward: Kingsnorth Village.

**Comments:**

Cllr Wedgbury proposed that all planning comments be deferred and discussed at the proposed planning meeting.

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR RANSLEY**

**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.

d. Any other planning matters.

No appeals or enforcement matters.

i. Consider requests from Cllr Clarke regarding the Wastewater Treatment Works and authorise any further action.

Cllr Clarke proposed that the Parish Council object to the application based on insufficient evidence from an independent drainage expert that the discharge from the wastewater treatment works will not cause ecological harm due to insufficient flowing summer months.

Cllr Giles asked if this agenda item could be deferred to the planning committee meeting.

**PROPOSED BY CLLR GILES**  
**ALL THOSE IN FAVOUR - 9**  
**Motion moved.**

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

**ABSTENTIONS - 0**

**12. 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.
- Residents have spoken with the Parish Manager regarding the condition of Hilary's Way footpath. Parish Manager will begin obtaining quotes to repair the footpath.

Request from a Governor at Kingsnorth School for a visit to the school.

Cllr Hicks proposed that the Parish Council decline and ask if the school would attend the Annual Meeting of the Parish.

**PROPOSED BY CLLR HICKS**  
**ALL THOSE IN FAVOUR - 9**  
**Motion moved.**

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

**ABSTENTIONS - 0**

**13. Parish Manager Report.**

- a. February 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.

**14. 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 Cosgrove reported on the following:

- Joint Transportation Board (JTB) meeting which he had attended.
- KALC (Kent Association of Local Councils) meeting.

Cllr Clarke reported on the following:

- Attended the KALC planning conference.
- Concerns over footpaths/public rights of way in Roman Ward.

Cllr Hicks reported on the following:

- Attended the JTB meeting.

**15. The next or future Agenda(s).**

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

**16. Date of Next Meeting**

Tuesday 9<sup>th</sup> April 2024

There being no further business, the Chair closed the main meeting at 8.15pm 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.

**17. Staffing Committee Update**

- a. To receive minutes of Staffing Committee held on 17<sup>th</sup> October 2023.

Members of the council noted the minutes of the meeting held on 17<sup>th</sup> October 2023. Cllr. Breese advised that is provided some background to her report.

- b. To receive staffing committee report and authorise any further action.

Cllr. Breese provided an outline of her report which had been circulated to all members prior to the meeting. Cllr. Giles proposed that the Council give delegation to the staffing committee to get on with the recommendations outlined in the report and that they report back to Council as and when required.

**PROPOSED BY CLLR GILES**

**SECONDED BY CLLR BREESE**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

**Motion moved.**

- c. Update from Parish Manager on holiday cover.

Members of the Council discussed what should happen when the Parish Manager is on leave or off for any of reason. It was agreed that members of staff should pick up anything that occurs when he is away. A handover will be provided by the Parish Manager to staff prior to any leave and the Chair of the Parish Council. If there is an urgent need to make a decision whilst the Parish Manager is off then the Chair of the Parish Council would support staff and call around councillors to get a decision if needed.

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

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