



## **KINGSNORTH PARISH COUNCIL**

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

**Held on Tuesday 10<sup>th</sup> September 2024.**

**Kingsnorth Pavilion 7.00pm**

**Present:** Cllr Breese (Chair), Cllr Clarke, Cllr Cosgrove (Vice-Chair), Cllr Giles, Cllr Hayward, Cllr Hicks, Cllr Ransley, Cllr Townend and Cllr Wedgbury.

**Also, present:** Peter Le Rossignol (Parish Manager), Matthew O'Neill (Grounds and Maintenance Supervisor), Marie Russell (Events and Community Engagement Officer), 1 member of the public attended the meeting.

#### **1. To note those, present and receive apologies.**

Members who cannot attend a meeting shall tender their apologies to the Parish Manager prior to the meeting.

Cllr Jones 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 the Kingsnorth Village Hall Trustees and a Member of the Chilmington Management Organisation Board. Cllr Breese also declared a conflict of interest on agenda item 10.e as she is the Chair for the Village Hall trustees.

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.

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

#### **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) had submitted his report to the Parish office prior to the meeting but talked through key issues.

Peter New invited questions from Councillors.

#### **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 – Cllr Hallett submitted his apologies. Nothing to report.

Cllr Townend, Park Farm North – Was present at the meeting. No report received.

Cllr McGeever, Kingsnorth Village and Bridgefield – Cllr McGeever submitted his apologies prior to the meeting. Report received and circulated to Councillors prior to the meeting.

Cllr Giles, Park Farm South – Was present at the meeting and provided her report under agenda item 14.

Cllr Hayward, Roman Ward – Was present at the meeting and provided her report under agenda item 14.

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

Cllr Robey reported on the following:

- Planning / housing and infrastructures.
- European entry and exit system to come into place on the 10<sup>th</sup> November 2024.
- Traffic impacts.

- Employment prospects.
- Lower Thames Crossing, not sure if it will go ahead.

Cllr Giles thanked Cllr Robey with his assistance in chasing emails and doing what he could to help get Finn Farm Road resurfaced.

### 3. Approval of Minutes

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

- Minutes of Parish Council Meeting held on 13<sup>th</sup> August 2024.

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

Cllr Cosgrove seconded the motion.

**PROPOSED BY CLLR WEDGBURY**

**SECONDED BY CLLR COSGROVE**

**ALL THOSE IN FAVOUR - 4**

**ALL THOSE AGAINST - 1**

**ABSTENTIONS - 4**

**Motion moved.**

### 4. Parish Community Grant Applications.

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

**No grant applications received.**

### 5. Ashford Local Plan 2041 Initial Comment.

- To review initial comment and authorise any further action.

With the amendment of 'Infrastructure to be in place prior to development to cope with increased demand', Councillors are happy with the initial response to the Local Plan.

**PROPOSED BY CLLR HICKS**

**SECONDED BY CLLR HAYWARD**

**ALL THOSE IN FAVOUR - 9**

**ALL THOSE AGAINST - 0**

**ABSTENTION - 0**

**Motion moved.**

Action: Submit Ashford Local Plan 2041 initial comments to Ashford Borough Council in time for the deadline on Friday 13<sup>th</sup> September. Cllr Breese will formally write to the full planning team to invite them to come along and help with consultations.

### 6. Events Working Group Update.

- To receive an update from the event working group meeting held on Monday 9<sup>th</sup> September.

The Community Engagement and Events Officer updated Councillors with a summary of the Events Working Group meeting which had taken place on Monday 9<sup>th</sup> September.

Cllr Giles commented that she would prefer if live animals were not used as part of the Country Fayre or any other events and does not agree with the dog show taking place.

Cllr Giles proposed that the Parish Council do not have live animal acts attending the Country Fayre 2025 and that they are replaced with things which are more educational.

**PROPOSED BY CLLR GILES**

**SECONDED BY CLLR TOWNEND**

**ALL THOSE IN FAVOUR - 2**

**ALL THOSE AGAINST - 7**

**ABSTENTIONS - 0**

**Motion not carried.**

Cllr Breese shared an idea of a Cinema Club for future events.

- To consider organising a dog show at the Kingsnorth Country fayre 2025 and authorise any further action.

Councillors took part in votes for the following:

Recommendation: Does the Parish Council wish to hold a dog show at the Kingsnorth Country Fayre 2025.

Cllr Hicks proposed that a dog show should be part of the Kingsnorth Country Fayre.

**PROPOSED BY CLLR HICKS**

**SECONDED BY CLLR COSGROVE**

**ALL THOSE IN FAVOUR - 5**

**ALL THOSE AGAINST - 2**

**ABSTENTIONS - 2**

**Motion moved.**

Recommendation: That Kingsnorth Parish Council give Cllr Hicks permission to run the dog show at the Kingsnorth Country Fayre 2025 based on the bullet points listed on the report which was circulated to all Councillors prior to the meeting.

Cllr Hayward asked that an amendment to the bullet points be made to include welfare arrangements are put in place for dogs taking part in the dog show.

Cllr Hicks proposed that subject to the amendment of the welfare arrangements to be included in the bullet points, she will run the dog show.

**PROPOSED BY CLLR HICKS**

**SECONDED BY CLLR BREESE**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS – 1**

**Motion moved.**

Recommendation: That Councillors are happy for funds generated by the dog show to be donated to the Guide Dogs for the blind in 2025.

**PROPOSED BY CLLR HICKS**

**SECONDED BY CLLR RANSLEY**

**ALL THOSE IN FAVOUR - 8**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 1**

**Motion moved.**

### **7. Parish Council Staffing Committee.**

- a. To receive and note minutes from the staffing committee meeting held on Thursday 29<sup>th</sup> August 2024.

Cllr Breese drew to Councillors attention that the training programme which will be put in place is for both staff and Councillors.

Discussions took place between Councillors on the proposed training programme.

Cllr Cosgrove will liaise with Cllr Townend regarding the training programme.

Councillors noted the minutes from the staffing committee meeting held on Thursday 29<sup>th</sup> August 2024.

### **8. Kingsnorth Parish Council Business Plan.**

- a. To receive an update on the initial draft plan circulated to Councillors and authorise any further action.

Cllr Breese talked through the process of putting together the initial draft for the Kingsnorth Parish Business Plan and reminded Councillors of the purpose of the business plan.

Cllr Breese asked Councillors for any comments or additions that they might want included, particularly on the objectives, to be sent to herself, Cllr Cosgrove and the Parish Manager.

The Business Plan timescale is now for Councillors to go over the draft business plan so that by the time of the next meeting there should be a draft which is close to being the final draft. At that point the Parish Council can begin going out to consultation with wider stakeholders in the community and hopefully by the time December arrives the Parish Council will have their final draft.

### **9. External Audit.**

- a. To review and note external audit report.

The Parish Manager presented the external audit report to Councillors (the document had been circulated to all Councillors prior to the meeting).

The external audit report was noted by all Councillors.

### **10. Financial matters.**

- a. To receive the August Finance Report documents.



**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2024 and 31/08/2024)**

**Cost Centre Name****2025/26 Budget Items**

| Code | Title                     | Bal. B/Fwd. | Receipts |           | Payments  |           | Current Balance |
|------|---------------------------|-------------|----------|-----------|-----------|-----------|-----------------|
|      |                           |             | Budget   | Actual    | Budget    | Actual    | Budget          |
| 152  | Country Fayre Rides       |             |          |           | 15,750.00 | 7,842.50  | 7,907.50        |
| 153  | Country Fayre Stall Payme |             |          |           |           |           |                 |
| 204  | Central Park Fund         |             |          | 6,143.90  |           |           | 6,143.90        |
|      |                           |             |          | £6,143.90 | 15,750.00 | £7,842.50 | 14,051.40       |

**Admin**

| Code | Title                      | Bal. B/Fwd. | Receipts |        | Payments  |           | Current Balance |
|------|----------------------------|-------------|----------|--------|-----------|-----------|-----------------|
|      |                            |             | Budget   | Actual | Budget    | Actual    | Budget          |
| 21   | Payroll                    |             |          |        | 360.00    | 150.00    | 210.00          |
| 22   | HR Support                 |             |          |        | 1,920.00  | 800.00    | 1,120.00        |
| 23   | Staff Training             |             |          |        | 1,500.00  |           | 1,500.00        |
| 24   | Councillor Training        |             |          |        | 750.00    | 42.00     | 708.00          |
| 25   | Councillor/Chairman's Allo |             |          |        | 500.00    |           | 500.00          |
| 26   | Bank Charges               |             |          |        | 40.00     | 10.00     | 30.00           |
| 27   | Audit Fees                 |             |          |        | 1,120.00  |           | 1,120.00        |
| 29   | Insurance                  |             |          |        | 2,700.00  |           | 2,700.00        |
| 30   | Office Supplies, Postage & |             |          |        | 1,250.00  | 343.70    | 906.30          |
| 31   | Telephone and Broadband    |             |          |        | 1,200.00  | 344.35    | 855.65          |
| 32   | Photocopier and Printer    |             |          |        | 1,250.00  | 513.96    | 736.04          |
| 33   | Computer Support and Me    |             |          |        | 2,000.00  | 610.00    | 1,390.00        |
| 34   | Account Software           |             |          |        | 1,140.00  |           | 1,140.00        |
| 35   | Online HR Platform         |             |          |        | 159.08    |           | 159.08          |
| 37   | Parish Office - Mobile Pho |             |          |        | 178.00    | 73.16     | 104.84          |
| 101  | Office Rates               |             |          |        |           |           |                 |
| 156  | Zoom                       |             |          |        | 178.00    |           | 178.00          |
| 157  | Canva                      |             |          |        | 99.99     | 99.99     |                 |
| 158  | Monkey Survey              |             |          |        | 372.00    | 310.00    | 62.00           |
| 159  | Land Registry Documents    |             |          |        | 50.00     | 6.00      | 44.00           |
| 160  | Royal British Legion       |             |          |        | 30.00     |           | 30.00           |
| 161  | ICO Payment                |             |          |        | 35.00     |           | 35.00           |
| 175  | Meeting Audio Equipment    |             |          |        | 800.00    | 266.65    | 533.35          |
| 184  | Staff Clothing             |             |          |        |           | 148.78    | -148.78         |
| 199  | Professional Fees          |             |          |        |           | 875.00    | -875.00         |
|      |                            |             |          |        | 17,632.07 | £4,593.59 | 13,038.48       |

**Cafe**

| Code | Title                      | Bal. B/Fwd. | Receipts  |           | Payments |           | Current Balance |
|------|----------------------------|-------------|-----------|-----------|----------|-----------|-----------------|
|      |                            |             | Budget    | Actual    | Budget   | Actual    | Budget          |
| 11   | Cafe Takings               |             | 14,000.00 | 6,401.07  |          |           | -7,598.93       |
| 63   | Cafe Consumables (Cups)    |             |           |           | 325.00   | 74.42     | 250.58          |
| 64   | Cafe Workwear              |             |           |           | 150.00   |           | 150.00          |
| 66   | Cafe Admin                 |             |           |           | 300.00   | 138.16    | 161.84          |
| 72   | Cafe Donations             |             |           |           |          |           |                 |
| 162  | Cafe Supplies (Milk/Cream) |             |           |           | 600.00   | 360.20    | 239.80          |
| 163  | Cafe Supplies (Food/Cake)  |             |           | 80.00     | 7,500.00 | 3,405.77  | 4,174.23        |
| 164  | Cafe Coffee                |             |           |           | 325.00   | 107.00    | 218.00          |
|      |                            |             | 14,000.00 | £6,481.07 | 9,200.00 | £4,085.55 | -2,404.48       |

**Capital**

| Code | Title                     | Bal. B/Fwd. | Receipts |         | Payments  |           | Current Balance |
|------|---------------------------|-------------|----------|---------|-----------|-----------|-----------------|
|      |                           |             | Budget   | Actual  | Budget    | Actual    | Budget          |
| 65   | Cafe Coffee Machine       |             |          | 650.00  | 3,500.00  |           | 4,150.00        |
| 96   | Christmas Lights/Decorati |             |          |         | 3,520.00  |           | 3,520.00        |
| 171  | Parish Signage            |             |          |         | 5,000.00  |           | 5,000.00        |
| 174  | Bus Shelters              |             |          |         | 39,700.00 |           | 39,700.00       |
| 176  | Dog Waste Stations        |             |          |         | 1,494.00  | 1,487.80  | 6.20            |
| 183  | Card Readers              |             |          |         |           | 416.00    | -416.00         |
| 202  | Parish Office             |             |          |         |           | 299.99    | -299.99         |
|      |                           |             |          | £650.00 | 53,214.00 | £2,203.79 | 51,660.21       |

**Communications**

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

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

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2024 and 31/08/2024)**

**Cost Centre Name**

|                   |                 |                |               |
|-------------------|-----------------|----------------|---------------|
| 19 E-mail         | 820.80          | 382.20         | 438.60        |
| 20 Website        | 35.00           | 29.17          | 5.83          |
| 94 Precept Letter | 500.00          |                | 500.00        |
|                   | <b>1,355.80</b> | <b>£411.37</b> | <b>944.43</b> |

**Income**

| Code | Title              | Bal. B/Fwd. | Receipts          |                    | Payments |        | Current Balance    |
|------|--------------------|-------------|-------------------|--------------------|----------|--------|--------------------|
|      |                    |             | Budget            | Actual             | Budget   | Actual | Budget             |
| 1    | Precept            |             | 270,291.12        | 135,145.56         |          |        | -135,145.56        |
| 2    | Grants             |             |                   |                    |          |        |                    |
| 5    | Interest           |             | 4,000.00          | 3,271.79           |          |        | -728.21            |
| 6    | Pavilion Hire      |             | 1,000.00          | 1,252.50           |          |        | 252.50             |
| 7    | Pavilion Football  |             | 2,520.00          | 840.00             |          |        | -1,680.00          |
| 8    | MUGA - School Hire |             | 1,500.00          |                    |          |        | -1,500.00          |
| 9    | MUGA - Casual Hire |             | 500.00            | 50.00              |          |        | -450.00            |
| 10   | Maintenance        |             |                   | 576.00             |          |        | 576.00             |
| 12   | Cafe Grants        |             |                   |                    |          |        |                    |
| 73   | General Admin      |             |                   |                    |          |        |                    |
|      |                    |             | <b>279,811.12</b> | <b>£141,135.85</b> |          |        | <b>-138,675.27</b> |

**Kingsnorth Christmas Event**

| Code | Title                     | Bal. B/Fwd. | Receipts         |        | Payments         |                  | Current Balance |
|------|---------------------------|-------------|------------------|--------|------------------|------------------|-----------------|
|      |                           |             | Budget           | Actual | Budget           | Actual           | Budget          |
| 126  | Ice Rink (2 day Hire)     |             | 8,150.00         |        | 10,600.00        | 2,725.00         | -275.00         |
| 127  | Attractions               |             | 2,000.00         |        | 8,000.00         |                  | 6,000.00        |
| 128  | Toilets                   |             |                  |        | 348.00           |                  | 348.00          |
| 129  | First Aid                 |             |                  |        | 1,000.00         |                  | 1,000.00        |
| 130  | Security                  |             |                  |        | 650.00           |                  | 650.00          |
| 154  | Event License             |             |                  |        | 50.00            |                  | 50.00           |
| 165  | Father Christmas, Elf and |             | 1,500.00         |        | 2,000.00         |                  | 500.00          |
| 190  | Christmas Stall           |             | 350.00           |        |                  |                  | -350.00         |
| 191  | Food Vendors              |             | 600.00           |        |                  |                  | -600.00         |
| 193  | Generator Hire            |             |                  |        | 920.50           |                  | 920.50          |
|      |                           |             | <b>12,600.00</b> |        | <b>23,568.50</b> | <b>£2,725.00</b> | <b>8,243.50</b> |

**Kingsnorth Country Fayre**

| Code | Title                    | Bal. B/Fwd. | Receipts        |                  | Payments        |                  | Current Balance |
|------|--------------------------|-------------|-----------------|------------------|-----------------|------------------|-----------------|
|      |                          |             | Budget          | Actual           | Budget          | Actual           | Budget          |
| 110  | Fun Fair                 |             | 5,799.00        | 8,407.34         |                 | 500.00           | 2,108.34        |
| 111  | Toilets                  |             |                 |                  | 945.00          | 945.00           |                 |
| 112  | First Aid                |             |                 |                  | 400.00          | 320.00           | 80.00           |
| 113  | Wide Eyes Falconry Displ |             |                 |                  | 450.00          | 450.00           |                 |
| 114  | Security                 |             |                 |                  | 450.00          | 528.00           | -78.00          |
| 118  | Contingency              |             |                 | 178.74           | 1,599.00        | 1,206.94         | 570.80          |
| 181  | Stall Payment            |             |                 | 150.00           |                 | 15.00            | 135.00          |
| 194  | Food Vendors             |             |                 | 904.90           |                 |                  | 904.90          |
| 196  | Stall Commission         |             |                 | 125.00           |                 |                  | 125.00          |
| 200  | Dog Show Donation        |             |                 |                  |                 | 274.00           | -274.00         |
|      |                          |             | <b>5,799.00</b> | <b>£9,765.98</b> | <b>3,844.00</b> | <b>£4,238.94</b> | <b>3,572.04</b> |

**Kingsnorth Green Spaces**

| Code | Title                      | Bal. B/Fwd. | Receipts |                | Payments         |                  | Current Balance  |
|------|----------------------------|-------------|----------|----------------|------------------|------------------|------------------|
|      |                            |             | Budget   | Actual         | Budget           | Actual           | Budget           |
| 89   | Bulb Planting              |             |          |                | 500.00           |                  | 500.00           |
| 91   | Bird Feeders               |             |          |                | 500.00           |                  | 500.00           |
| 102  | Sunflower/Grow Your Own    |             |          |                | 300.00           | 24.66            | 275.34           |
| 178  | Hilary's Way Repairs and I |             |          |                | 30,000.00        |                  | 30,000.00        |
| 195  | Dog Waste Bags             |             |          |                |                  | 416.70           | -416.70          |
| 198  | Footpath A Completion      |             |          | 226.00         |                  | 1,080.00         | -854.00          |
|      |                            |             |          | <b>£226.00</b> | <b>31,300.00</b> | <b>£1,521.36</b> | <b>30,004.64</b> |

**Litter and Driving Awareness**

| Code | Title                     | Bal. B/Fwd. | Receipts |        | Payments |        | Current Balance |
|------|---------------------------|-------------|----------|--------|----------|--------|-----------------|
|      |                           |             | Budget   | Actual | Budget   | Actual | Budget          |
| 78   | Advertising and Awareness |             |          |        | 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 01/04/2024 and 31/08/2024)**

**Cost Centre Name**

|                          |                            | 500.00             |                 |                 |                  | 500.00                 |                        |
|--------------------------|----------------------------|--------------------|-----------------|-----------------|------------------|------------------------|------------------------|
| <b>Maintenance</b>       |                            | <b>Receipts</b>    |                 | <b>Payments</b> |                  | <b>Current Balance</b> |                        |
| <u>Code</u>              | <u>Title</u>               | <u>Bal. B/Fwd.</u> | <u>Budget</u>   | <u>Actual</u>   | <u>Budget</u>    | <u>Actual</u>          | <u>Budget</u>          |
| 40                       | Repairs                    |                    |                 |                 | 1,250.00         | 332.73                 | 917.27                 |
| 41                       | Playing Fields             |                    |                 |                 | 13,146.00        | 9,184.62               | 3,961.38               |
| 43                       | Playing Fields Playground  |                    |                 |                 | 1,750.00         | -177.50                | 1,927.50               |
| 44                       | Van Lease                  |                    |                 |                 | 7,351.80         | 3,081.25               | 4,270.55               |
| 45                       | Electric Vehicle Charging  |                    |                 |                 | 500.00           | 25.00                  | 475.00                 |
| 46                       | Vehicle Tax                |                    |                 |                 | 50.00            |                        | 50.00                  |
| 47                       | Maintenance Vehicle Insur  |                    |                 |                 | 1,250.00         | 1,405.58               | -155.58                |
| 48                       | Workshop Rent              |                    |                 |                 | 4,776.00         | 1,990.00               | 2,786.00               |
| 49                       | Workshop Rates             |                    |                 |                 | 1,500.00         | 538.94                 | 961.06                 |
| 50                       | Workshop Insurance         |                    |                 |                 |                  |                        |                        |
| 51                       | Workshop Electric          |                    |                 |                 | 150.00           |                        | 150.00                 |
| 52                       | Maintenance Mobile Phon    |                    |                 |                 | 360.00           | 137.60                 | 222.40                 |
| 53                       | Maintenance Loose Tools    |                    |                 |                 | 1,500.00         | 11.07                  | 1,488.93               |
| 54                       | Maintenance Staff Training |                    |                 |                 | 3,000.00         | 2,070.67               | 929.33                 |
| 55                       | MUGA                       |                    |                 |                 | 100.00           |                        | 100.00                 |
| 60                       | Waste Collection           |                    |                 |                 | 1,750.00         | 470.00                 | 1,280.00               |
| 71                       | Clothing                   |                    |                 |                 | 250.00           | 276.48                 | -26.48                 |
| 83                       | Van Repair                 |                    |                 |                 |                  |                        |                        |
| 104                      | Safety App                 |                    |                 |                 | 200.00           |                        | 200.00                 |
| 132                      | Mower/Tools Fuel           |                    |                 |                 | 1,000.00         | 584.21                 | 415.79                 |
| 150                      | Defibrillator Parts        |                    |                 |                 |                  |                        |                        |
| 151                      | Equipment Repairs          |                    |                 |                 |                  |                        |                        |
| 155                      | Flag Pole Inspection       |                    |                 |                 | 500.00           |                        | 500.00                 |
| 180                      | Village Green              |                    |                 |                 |                  | 62.46                  | -62.46                 |
| 182                      | Mower Parts                |                    |                 |                 |                  | 274.88                 | -274.88                |
| 201                      | Workshop Items             |                    |                 |                 |                  | 8.99                   | -8.99                  |
| 203                      | Maintenance Equipment      |                    |                 |                 |                  | 691.96                 | -691.96                |
| 205                      | Dog Waste Bags             |                    |                 |                 |                  | 276.00                 | -276.00                |
|                          |                            |                    |                 |                 | <b>40,383.80</b> | <b>£21,244.94</b>      | <b>19,138.86</b>       |
| <b>Outdoor Cinema</b>    |                            | <u>Bal. B/Fwd.</u> | <b>Receipts</b> |                 | <b>Payments</b>  |                        | <b>Current Balance</b> |
| <u>Code</u>              | <u>Title</u>               |                    | <u>Budget</u>   | <u>Actual</u>   | <u>Budget</u>    | <u>Actual</u>          | <u>Budget</u>          |
| 86                       | Screen Hire                |                    |                 |                 | 2,000.00         | 1,695.00               | 305.00                 |
| 185                      | Toilets                    |                    |                 |                 | 348.00           |                        | 348.00                 |
| 186                      | Security                   |                    |                 |                 | 300.00           |                        | 300.00                 |
| 187                      | Film License               |                    |                 |                 | 700.00           | 41.00                  | 659.00                 |
| 188                      | Event License              |                    |                 |                 | 25.00            |                        | 25.00                  |
| 189                      | Contingency                |                    |                 |                 | 337.30           |                        | 337.30                 |
| 192                      | Outdoor Cinema Sales       |                    | 1,800.00        |                 |                  |                        | -1,800.00              |
| 197                      | Film DVD                   |                    |                 |                 |                  | 5.99                   | -5.99                  |
|                          |                            |                    | <b>1,800.00</b> |                 | <b>3,710.30</b>  | <b>£1,741.99</b>       | <b>168.31</b>          |
| <b>Parish Book Stops</b> |                            | <u>Bal. B/Fwd.</u> | <b>Receipts</b> |                 | <b>Payments</b>  |                        | <b>Current Balance</b> |
| <u>Code</u>              | <u>Title</u>               |                    | <u>Budget</u>   | <u>Actual</u>   | <u>Budget</u>    | <u>Actual</u>          | <u>Budget</u>          |
| 170                      | Parish Book Stops/Library  |                    |                 |                 | 900.00           | 57.50                  | 842.50                 |
|                          |                            |                    |                 |                 | <b>900.00</b>    | <b>£57.50</b>          | <b>842.50</b>          |
| <b>Park Patrols</b>      |                            | <u>Bal. B/Fwd.</u> | <b>Receipts</b> |                 | <b>Payments</b>  |                        | <b>Current Balance</b> |
| <u>Code</u>              | <u>Title</u>               |                    | <u>Budget</u>   | <u>Actual</u>   | <u>Budget</u>    | <u>Actual</u>          | <u>Budget</u>          |
| 169                      | Park Patrols               |                    |                 |                 | 4,500.00         |                        | 4,500.00               |
|                          |                            |                    |                 |                 | <b>4,500.00</b>  |                        | <b>4,500.00</b>        |
| <b>Pavilion</b>          |                            | <u>Bal. B/Fwd.</u> | <b>Receipts</b> |                 | <b>Payments</b>  |                        | <b>Current Balance</b> |
| <u>Code</u>              | <u>Title</u>               |                    | <u>Budget</u>   | <u>Actual</u>   | <u>Budget</u>    | <u>Actual</u>          | <u>Budget</u>          |
| 56                       | Pavilion Gas               |                    |                 |                 | 3,000.00         | 717.37                 | 2,282.63               |
| 57                       | Pavilion Electricity       |                    |                 |                 | 1,000.00         | 335.19                 | 664.81                 |

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

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2024 and 31/08/2024)**

| <u>Cost Centre Name</u>                       |                            |                    |                   |                    |                   |                    |                        |
|---|----------------------------|--------------------|-------------------|--------------------|-------------------|--------------------|------------------------|
| 58  | Pavilion Water             |                    |                   | 500.00             | 232.12            | 267.88             |                        |
| 59  | Pavilion Fire Safety & Sec |                    |                   | 1,500.00           | 609.90            | 890.10             |                        |
| 61  | Pavilion Cleaning          |                    |                   | 3,500.00           | 1,046.25          | 2,453.75           |                        |
| 70  | Pavilion Maintenance       |                    |                   | 2,500.00           | 427.35            | 2,072.65           |                        |
|   |                            |                    |                   | <b>12,000.00</b>   | <b>£3,368.18</b>  | <b>8,631.82</b>    |                        |
| <hr/>   |                            |                    |                   |                    |                   |                    |                        |
| <u>Pavilion, Play Area and Playing Fields</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>          |
| 179   | Pavilion, Play Area and Pl |                    |                   |                    | 15,000.00         |                    | 15,000.00              |
|   |                            |                    |                   |                    | <b>15,000.00</b>  |                    | <b>15,000.00</b>       |
| <hr/>   |                            |                    |                   |                    |                   |                    |                        |
| <u>Reusable Nappy Scheme</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>          |
| 85  | Trial Real Nappies Loan S  |                    |                   |                    | 500.00            |                    | 500.00                 |
|   |                            |                    |                   |                    | <b>500.00</b>     |                    | <b>500.00</b>          |
| <hr/>   |                            |                    |                   |                    |                   |                    |                        |
| <u>Salaries</u>                               |                            | <u>Bal. B/Fwd.</u> | <u>Receipts</u>   |                    | <u>Payments</u>   |                    | <u>Current Balance</u> |
| <u>Code</u>                                   | <u>Title</u>               |                    | <u>Budget</u>     | <u>Actual</u>      | <u>Budget</u>     | <u>Actual</u>      | <u>Budget</u>          |
| 14  | Salaries Admin             |                    |                   |                    | 50,211.72         | 20,616.92          | 29,594.80              |
| 15  | Salaries Maintenance       |                    |                   |                    | 35,641.68         | 14,430.30          | 21,211.38              |
| 16  | Employer Payments          |                    |                   |                    | 34,522.32         | 13,610.33          | 20,911.99              |
|   |                            |                    |                   |                    | <b>120,375.72</b> | <b>£48,657.55</b>  | <b>71,718.17</b>       |
| <hr/>   |                            |                    |                   |                    |                   |                    |                        |
| <u>Section 137</u>                            |                            | <u>Bal. B/Fwd.</u> | <u>Receipts</u>   |                    | <u>Payments</u>   |                    | <u>Current Balance</u> |
| <u>Code</u>                                   | <u>Title</u>               |                    | <u>Budget</u>     | <u>Actual</u>      | <u>Budget</u>     | <u>Actual</u>      | <u>Budget</u>          |
| 18  | Section 137                |                    |                   |                    |                   |                    |                        |
| 80  | Community Grants Fund      |                    |                   |                    | 10,000.00         | 2,345.00           | 7,655.00               |
|   |                            |                    |                   |                    | <b>10,000.00</b>  | <b>£2,345.00</b>   | <b>7,655.00</b>        |
| <hr/>   |                            |                    |                   |                    |                   |                    |                        |
| <u>Subscriptions</u>                          |                            | <u>Bal. B/Fwd.</u> | <u>Receipts</u>   |                    | <u>Payments</u>   |                    | <u>Current Balance</u> |
| <u>Code</u>                                   | <u>Title</u>               |                    | <u>Budget</u>     | <u>Actual</u>      | <u>Budget</u>     | <u>Actual</u>      | <u>Budget</u>          |
| 38  | Subscriptions              |                    |                   |                    | 2,000.00          | 1,765.00           | 235.00                 |
|   |                            |                    |                   |                    | <b>2,000.00</b>   | <b>£1,765.00</b>   | <b>235.00</b>          |
| <hr/>   |                            |                    |                   |                    |                   |                    |                        |
| <b>NET TOTAL</b>                              |                            |                    | <b>314,010.12</b> | <b>£164,402.80</b> | <b>365,734.19</b> | <b>£106,802.26</b> | <b>109,324.61</b>      |



## Kingsnorth Parish Council Summary of Receipts and Payments Summary - Cost Centres Only (Between 01/04/2024 and 31/08/2024)

| Cost Centre                           | Receipts          |                   |                           | Payments          |                   |                         | Net Position         |
|---------------------------------------|-------------------|-------------------|---------------------------|-------------------|-------------------|-------------------------|----------------------|
|                                       | Budgeted          | Actual            | Variance                  | Budgeted          | Actual            | Variance                | +/- Under/over spend |
| 2025/26 Budget Items                  |                   | 6,143.90          | 6,143.90 (614390)         | 15,750.00         | 7,842.50          | 7,907.50 (50%)          | 14,051.40            |
| Admin                                 |                   |                   | 0.00 (N/A)                | 17,632.07         | 4,593.59          | 13,038.48 (73%)         | 13,038.48            |
| Cafe                                  | 14,000.00         | 6,481.07          | -7,518.93 (-53%)          | 9,200.00          | 4,085.55          | 5,114.45 (55%)          | -2,404.48            |
| Capital                               |                   | 650.00            | 650.00 (650000)           | 53,214.00         | 2,203.79          | 51,010.21 (95%)         | 51,660.21            |
| Communications                        |                   |                   | 0.00 (N/A)                | 1,355.80          | 411.37            | 944.43 (69%)            | 944.43               |
| Income                                | 279,811.12        | 141,135.85        | -138,675.27 (-49%)        |                   |                   | 0.00 (N/A)              | -138,675.27          |
| Kingsnorth Christmas Event            | 12,600.00         |                   | -12,600.00 (-100%)        | 23,568.50         | 2,725.00          | 20,843.50 (88%)         | 8,243.50             |
| Kingsnorth Country Fayre              | 5,799.00          | 9,765.98          | 3,966.98 (68%)            | 3,844.00          | 4,238.94          | -394.94 (-10%)          | 3,572.04             |
| Kingsnorth Green Spaces               |                   | 226.00            | 226.00 (226000)           | 31,300.00         | 1,521.36          | 29,778.64 (95%)         | 30,004.64            |
| Litter and Driving Awareness          |                   |                   | 0.00 (N/A)                | 500.00            |                   | 500.00 (100%)           | 500.00               |
| Maintenance                           |                   |                   | 0.00 (N/A)                | 40,383.80         | 21,244.94         | 19,138.86 (47%)         | 19,138.86            |
| Outdoor Cinema                        | 1,800.00          |                   | -1,800.00 (-100%)         | 3,710.30          | 1,741.99          | 1,968.31 (53%)          | 168.31               |
| Parish Book Stops                     |                   |                   | 0.00 (N/A)                | 900.00            | 57.50             | 842.50 (93%)            | 842.50               |
| Parish Office                         |                   |                   | 0.00 (N/A)                |                   |                   | 0.00 (N/A)              | 0.00                 |
| Park Patrols                          |                   |                   | 0.00 (N/A)                | 4,500.00          |                   | 4,500.00 (100%)         | 4,500.00             |
| Pavilion                              |                   |                   | 0.00 (N/A)                | 12,000.00         | 3,368.18          | 8,631.82 (71%)          | 8,631.82             |
| Pavilion, Play Area and Playing Field |                   |                   | 0.00 (N/A)                | 15,000.00         |                   | 15,000.00 (100%)        | 15,000.00            |
| Reusable Nappy Scheme                 |                   |                   | 0.00 (N/A)                | 500.00            |                   | 500.00 (100%)           | 500.00               |
| Salaries                              |                   |                   | 0.00 (N/A)                | 120,375.72        | 48,657.55         | 71,718.17 (59%)         | 71,718.17            |
| Section 137                           |                   |                   | 0.00 (N/A)                | 10,000.00         | 2,345.00          | 7,655.00 (76%)          | 7,655.00             |
| Subscriptions                         |                   |                   | 0.00 (N/A)                | 2,000.00          | 1,765.00          | 235.00 (11%)            | 235.00               |
| <b>NET TOTAL</b>                      | <b>314,010.12</b> | <b>164,402.80</b> | <b>-149,607.32 (-47%)</b> | <b>365,734.19</b> | <b>106,802.26</b> | <b>258,931.93 (70%)</b> | <b>109,324.61</b>    |

|                                   |                   |                   |
|-----------------------------------|-------------------|-------------------|
| <b>Total for ALL Cost Centres</b> | 164,402.80        | 106,802.26        |
| <b>V.A.T.</b>                     |                   | 8,566.53          |
| <b>GROSS TOTAL</b>                | <b>164,402.80</b> | <b>115,368.79</b> |

### Kingsnorth Parish Council PAYMENTS LIST

| Vouche | Code                           | Date       | Minute | Bank               | Cheque No | Description                    | Supplier                  | VAT Type | Net      | VAT      | Total    |
|--------|--------------------------------|------------|--------|--------------------|-----------|--------------------------------|---------------------------|----------|----------|----------|----------|
| 203    | Photocopier and Printer        | 01/08/2024 |        | NW Current 4779311 |           | Printer                        | CF Corporate Finance      | S        | 276.98   | 55.40    | 332.38   |
| 202    | Workshop Rates                 | 01/08/2024 |        | NW Current 4779311 |           | Workshop Business Rates        | Ashford Borough Council   | X        | 82.00    |          | 82.00    |
| 180    | Pavilion Gas                   | 01/08/2024 |        | Metro Bank Current |           | Pavilion gas                   | SSE                       | S        | 67.49    | 13.50    | 80.99    |
| 182    | Office Supplies, Postage & Adr | 02/08/2024 |        | Metro Bank Current |           | New Clip Frame for Parish Map  | Amazon                    | S        | 20.00    | 4.00     | 24.00    |
| 181    | Computer Support and Mainte    | 02/08/2024 |        | Metro Bank Current |           | New Keyboard and Mouse for P   | Tesco                     | X        | 20.00    |          | 20.00    |
| 183    | Telephone and Broadband        | 06/08/2024 |        | Metro Bank Current |           | Telephone                      | BT                        | S        | 69.85    | 13.97    | 83.82    |
| 204    | Workshop Rent                  | 06/08/2024 |        | NW Current 4779311 |           | Workshop lease                 | Van & Car                 | Z        | 398.00   |          | 398.00   |
| 185    | Office Supplies, Postage & Adr | 07/08/2024 |        | Metro Bank Current |           | CCTV                           | TP-Link                   | X        | 2.99     |          | 2.99     |
| 184    | Pavilion Water                 | 07/08/2024 |        | Metro Bank Current |           | Pavilion water                 | Scottish Water            | X        | 119.46   |          | 119.46   |
| 187    | Café Supplies (Milk/Cream Etc. | 08/08/2024 |        | Metro Bank Current |           | Cafe supplies                  | Tesco                     | X        | 30.10    |          | 30.10    |
| 186    | Café Supplies (Food/Cake)      | 08/08/2024 |        | Metro Bank Current |           | Café - Bradleys                | Bradleys                  | X        | 31.90    |          | 31.90    |
| 188    | Maintenance Equipment          | 08/08/2024 |        | Metro Bank Current |           | First Aid Maintenance          | Lister Wilder             | S        | 11.98    | 2.40     | 14.38    |
| 194    | Office Supplies, Postage & Adr | 09/08/2024 |        | Metro Bank Current |           | Zoom fee                       | Zoom                      | X        | 15.59    |          | 15.59    |
| 195    | Playing Fields                 | 09/08/2024 |        | Metro Bank Current |           | Weedkiller                     | VIRTUAL WORKS 360 LTD     | S        | 96.71    | 19.34    | 116.05   |
| 192    | HR Support                     | 12/08/2024 |        | Metro Bank Current |           | HR Support                     | Outset UK                 | S        | 160.00   | 32.00    | 192.00   |
| 189    | Van Lease                      | 12/08/2024 |        | NW Current 4779311 |           | Van rental                     | Leaseplan                 | S        | 613.79   | 122.76   | 736.55   |
| 196    | Parish Book Stops/Library      | 12/08/2024 |        | Metro Bank Current |           | Roofing Felt and Adhesive      | B&Q                       | S        | 57.50    | 11.50    | 69.00    |
| 191    | Mower/Tools Fuel               | 13/08/2024 |        | Metro Bank Current |           | Van fuel                       | Fuel Genie                | S        | 117.02   | 23.40    | 140.42   |
| 226    | Maintenance Staff Training     | 14/08/2024 |        | NW Current 4779311 |           | Chainsaw Course - Matt         | South East Landbased Trai | S        | 680.67   | 136.13   | 816.80   |
| 225    | Country Fayre Rides            | 14/08/2024 |        | NW Current 4779311 |           | 50% Payment for Rides          | The Fun Experts           | S        | 7,842.50 | 1,568.50 | 9,411.00 |
| 197    | Cafe Admin                     | 15/08/2024 |        | Metro Bank Current |           | Colouring Pens/Pencils and Cra | Amazon                    | X        | 15.98    |          | 15.98    |
| 197    | Cafe Admin                     | 15/08/2024 |        | Metro Bank Current |           | Colouring Pens/Pencils and Cra | Amazon                    | X        | 10.94    |          | 10.94    |
| 149    | Employer Payments              | 16/08/2024 |        | NW Current 4779311 |           | Tax & NI                       | HMRC                      | X        | 2,210.23 |          | 2,210.23 |
| 193    | E-mail                         | 16/08/2024 |        | Metro Bank Current |           | E-mail Addresses               | Microsoft                 | S        | 73.50    | 14.70    | 88.20    |
| 198    | Cafe Admin                     | 16/08/2024 |        | Metro Bank Current |           | Café - Books                   | The Works                 | X        | 50.00    |          | 50.00    |
| 201    | Café Supplies (Milk/Cream Etc. | 16/08/2024 |        | NW Current 4779311 |           | Expenses - Matt Milk           | M O'Neill                 | X        | 4.35     |          | 4.35     |
| 199    | Maintenance Equipment          | 16/08/2024 |        | Metro Bank Current |           | chainsaw                       | WINCHESTER GARDEN MA      | S        | 631.50   | 126.30   | 757.80   |
| 200    | Café Consumables (Cups Etc.)   | 19/08/2024 |        | Metro Bank Current |           | Cake Toppers                   | Amazon                    | X        | 5.99     |          | 5.99     |
| 206    | Mower Parts                    | 19/08/2024 |        | Metro Bank Current |           | Maintenance Equipment          | Lister Wilder             | S        | 46.98    | 9.40     | 56.38    |
| 206    | Mower Parts                    | 19/08/2024 |        | Metro Bank Current |           | Maintenance Equipment          | Lister Wilder             | S        | 100.00   | 20.00    | 120.00   |
| 206    | Mower Parts                    | 19/08/2024 |        | Metro Bank Current |           | Maintenance Equipment          | Lister Wilder             | S        | 112.58   | 22.52    | 135.10   |
| 205    | Contingency                    | 19/08/2024 |        | Metro Bank Current |           | Morris Dancers Country Fayre   | East Kent Morris          | X        | 250.00   |          | 250.00   |
| 207    | Café Supplies (Milk/Cream Etc. | 20/08/2024 |        | Metro Bank Current |           | Café Milk/Cream/Ice Cream      | Tesco                     | X        | 50.00    |          | 50.00    |
| 221    | Maintenance Staff Training     | 20/08/2024 |        | NW Current 4779311 |           | chainsaw course                | South East Landbased Trai | S        | 351.00   | 70.20    | 421.20   |

PAYMENTS LIST

| Vouche       | Code                           | Date       | Minute | Bank                 | Cheque No | Description                     | Supplier                  | VAT Type | Net              | VAT             | Total            |
|--------------|--------------------------------|------------|--------|----------------------|-----------|---------------------------------|---------------------------|----------|------------------|-----------------|------------------|
| 221          | Maintenance Staff Training     | 20/08/2024 |        | NW Current 4779311   |           | chainsaw course                 | South East Landbased Trai | Z        | 38.00            |                 | 38.00            |
| 209          | Employer Payments              | 21/08/2024 |        | Metro Bank Current . |           | Pension contributions           | NEST                      | X        | 457.78           |                 | 457.78           |
| 208          | Parish Office - Mobile Phone   | 21/08/2024 |        | Metro Bank Current . |           | Staff Mobile Phones             | EE                        | S        | 14.57            | 2.91            | 17.48            |
| 208          | Maintenance Mobile Phones      | 21/08/2024 |        | Metro Bank Current . |           | Staff Mobile Phones             | EE                        | S        | 29.12            | 5.82            | 34.94            |
| 210          | Café Consumables (Cups Etc.)   | 21/08/2024 |        | Metro Bank Current . |           | Coffee Machine Cleaning Brush   | Amazon                    | X        | 7.29             |                 | 7.29             |
| 211          | Café Consumables (Cups Etc.)   | 21/08/2024 |        | Metro Bank Current . |           | Coffee Bean Tray                | Amazon                    | X        | 8.99             |                 | 8.99             |
| 212          | Cafe Admin                     | 21/08/2024 |        | Metro Bank Current . |           | Weighing Scales                 | Amazon                    | X        | 15.99            |                 | 15.99            |
| 215          | Pavilion Maintenance           | 21/08/2024 |        | Metro Bank Current . |           | Maintenance Equipment           | Trade UK                  | S        | 23.75            | 4.75            | 28.50            |
| 219          | Clothing                       | 21/08/2024 |        | Metro Bank Current . |           | Maintenance Equipment           | Trade UK                  | Z        | 99.99            |                 | 99.99            |
| 219          | Maintenance Equipment          | 21/08/2024 |        | Metro Bank Current . |           | Maintenance Equipment           | Trade UK                  | S        | 4.87             | 0.97            | 5.84             |
| 216          | Maintenance Equipment          | 21/08/2024 |        | Metro Bank Current . |           | Maintenance Equipment           | Trade UK                  | S        | 24.99            | 5.00            | 29.99            |
| 217          | Maintenance Equipment          | 21/08/2024 |        | Metro Bank Current . |           | Maintenance Equipment           | Trade UK                  | S        | 13.87            | 2.78            | 16.65            |
| 218          | Maintenance Equipment          | 21/08/2024 |        | Metro Bank Current . |           | Maintenance Equipment           | Trade UK                  | S        | 4.75             | 0.95            | 5.70             |
| 213          | Office Supplies, Postage & Adr | 22/08/2024 |        | Metro Bank Current . |           | Label Printer Cartridge Replace | Amazon                    | X        | 11.90            |                 | 11.90            |
| 214          | Office Supplies, Postage & Adr | 22/08/2024 |        | Metro Bank Current . |           | A4 Plastic Display Stands       | Amazon                    | X        | 23.38            |                 | 23.38            |
|              |                                |            |        |                      |           |                                 |                           |          |                  |                 |                  |
|              |                                |            |        |                      |           |                                 |                           |          |                  |                 |                  |
|              |                                |            |        |                      |           |                                 |                           |          |                  |                 |                  |
| 220          | Salaries                       |            |        |                      |           |                                 |                           |          | 7,045.76         |                 | 7,045.76         |
| 222          | Dog Waste Bags                 | 27/08/2024 |        | Metro Bank Current . |           | dog waste bags                  | Eco Green Communities     | S        | 276.00           | 55.20           | 331.20           |
| 223          | Payroll                        | 29/08/2024 |        | Metro Bank Current . |           | Payroll                         | Accounts Unlocked         | S        | 30.00            | 6.00            | 36.00            |
| 224          | Councillor Training            | 30/08/2024 |        | NW Current 4779311   |           | KALC Annual Planning Conferer   | KALC                      | X        | 42.00            |                 | 42.00            |
| <b>Total</b> |                                |            |        |                      |           |                                 |                           |          | <b>22,800.58</b> | <b>2,350.40</b> | <b>25,150.98</b> |

Kingsnorth Parish Council

RECEIPTS LIST

| Vouche       | Code                | Date       | Minute | Bank                  | Receipt No | Description                    | Supplier                   | VAT Type | Net             | VAT | Total           |
|--------------|---------------------|------------|--------|-----------------------|------------|--------------------------------|----------------------------|----------|-----------------|-----|-----------------|
| 102          | Cafe Takings        | 06/08/2024 |        | Metro Bank Current .  |            | Cafe takings                   | Paypal                     | X        | 59.22           |     | 59.22           |
| 103          | Cafe Takings        | 13/08/2024 |        | Metro Bank Current .  |            | Cafe takings                   | Paypal                     | X        | 53.14           |     | 53.14           |
| 105          | Cafe Takings        | 20/08/2024 |        | Metro Bank Current .  |            | Cafe takings                   | Paypal                     | X        | 70.79           |     | 70.79           |
| 104          | Café Coffee Machine | 22/08/2024 |        | NW Current 4779311    |            | Coffee Machine Purchase        | Chequers on the Green      | X        | 650.00          |     | 650.00          |
| 108          | Pavilion Hire       | 27/08/2024 |        | NW Current 4779311    |            | Pavilion Hire                  | Overseas Fellowship of Nig | X        | 60.00           |     | 60.00           |
| 106          | Maintenance         | 27/08/2024 |        | NW Current 4779311    |            | Measuring and Marking Out for  | Park Farm Rangers FC       | X        | 456.00          |     | 456.00          |
| 107          | Central Park Fund   | 28/08/2024 |        | NW Current 4779311    |            | Park Farm Playground Project F | Park Farm Playground Proj  | X        | 6,143.90        |     | 6,143.90        |
| 110          | Pavilion Hire       | 29/08/2024 |        | NW Current 4779311    |            | Pavilion Hire                  | P Meller                   | X        | 75.00           |     | 75.00           |
| 111          | Interest            | 30/08/2024 |        | Metro Bank Reserve    |            | Interest                       | Metro Bank                 | X        | 95.87           |     | 95.87           |
| 112          | Interest            | 30/08/2024 |        | NW SIBA 47793120      |            | Interest                       | Natwest                    | X        | 190.53          |     | 190.53          |
| 113          | Interest            | 30/08/2024 |        | Nationwide Building : |            | Interest                       | Nationwide Building Societ | X        | 325.28          |     | 325.28          |
| 114          | Interest            | 30/08/2024 |        | NW Reserve 4779331    |            | Interest                       | Natwest                    | X        | 0.02            |     | 0.02            |
| 109          | Cafe Takings        | 30/08/2024 |        | Metro Bank Current .  |            | Cafe takings                   | Paypal                     | X        | 120.97          |     | 120.97          |
| <b>Total</b> |                     |            |        |                       |            |                                |                            |          | <b>8,300.72</b> |     | <b>8,300.72</b> |

The Finance report was received and noted by all Councillors.  
No questions from Councillors on the report.

b. To review invoices and consider authorising payments.

Cllr Hicks proposed that authorisation be given to pay invoices.

Cllr Breese seconded the motion.

**PROPOSED BY CLLR HICKS**

**ALL THOSE IN FAVOUR - 9**

**Motion moved.**

**SECONDED BY CLLR BREESE**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

c. To consider updating the Nationwide bank signatories and authorise any action.

Cllr Breese proposed that authorisation be given to the Parish Manager to change the mandate to reflect changes in Councillors and staff.

**PROPOSED BY CLLR BREESE**

**ALL THOSE IN FAVOUR - 9**

**Motion moved.**

**SECONDED BY CLLR HAYWARD**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 0**

Cllr Cosgrove proposed to replace action items with resolutions.

d. To consider updating the Metro Bank mandate and apply for a Parish Council credit card.

Councillors agreed to defer this item to the next meeting.

e. Notice of possible large grant application from Kingsnorth Village Hall for 2025/26.

Cllr Breese declared an interest in this agenda item and handed over to Neil Shorter who is on the Board of Trustees for the Kingsnorth Village Hall to talk through the upgrade plans for the Village Hall.

The Trustees for the Village Hall are giving notification to the Parish Council that they will be looking to submit a grant application to the Parish Council next year.

A condition survey of the Village Hall has been done.

Councillors made suggestions with regards to other funding which may also be available to help with the Village Hall upgrades.

- f. To consider options to hire or purchase a chipper and chainsaw for the grounds maintenance team and authorise any action.

Cllr Breese linked this agenda item to the proposed plans for Footpath A. Cllr Cosgrove provided an update.

Councillors discussed in detail the options to hire or to purchase a chipper and chainsaw for the Grounds Maintenance team.

Recommendation: Does the Parish Council wish to take the site clearance inhouse and therefore purchase the equipment to aid the training and development of the staff and provide the Parish Council with an asset and facility for the future.

Cllr Breese proposed that the Parish Council agree in principle to buy the chipper, bring the clearing inhouse with the budget maximum set of £7,000.00.

Cllr Giles seconded Cllr Breese's proposal.

Cllr Ransley proposed that the Parish Council do not go ahead with purchasing the equipment. Motion not seconded.

**PROPOSED BY CLLR BREESE**

**ALL THOSE IN FAVOUR - 8**

**Motion moved.**

**SECONDED BY CLLR GILES**

**ALL THOSE AGAINST - 1**

**ABSTENTIONS - 0**

## **11. Planning Matters**

- a. To consider all planning application received.

Application Number: **PA/2024/1413**

Address: 7, Collingbourne, Kingsnorth, TN23 5UE

Proposal: Installation of an Air Source Heat Pump

Ward: Washford

**Comments: Agree in principle provided the noise level is below the ambient noise level at night.**

Application Number: **PA/2024/1317**

Address: Kingsnorth Recreation Centre, Field View, Kingsnorth, TN23 3NZ

Proposal: Change of use from a mixed-use (Use Class E (d) indoor sport, recreation or fitness/Use Class F2(b) halls or meeting places for the principal use of the local community/Use Class E(f) Creche, day nursery or day centre) to a mixed-use of Use Class F1(f) (place of public worship or religious instruction) and retention of existing Use Class E(f) (crèche, day nursery, or day centre).

Ward: Park Farm South

**Comments: Cllr Giles reported on the resubmission of this application and confirmed that the application has been recalled back into planning committee to allow the community to speak up, put their thoughts across and raise any concerns.**

Councillors noted Cllr Giles report.

Application Number: **PA/2024/1319**

Address: Kingsnorth Recreation Centre, Field View, Kingsnorth, TN23 3NZ

Proposal: Display of 1no non-illuminated fascia sign.

Ward: Park Farm South

**Comments: No objections.**

Application Number: **OTH/2024/1476**

Address: 2 Holdenhurst, Kingsnorth, TN23 5UT

Proposal: T1 - Betula pendula - Crown reduction to 6m - this tree has become huge for the size of the property and has lots of large branches hanging over the highway/public pavement and road, we propose in the dormant season to do a rejuvenating prune. Cut back any remaining branches to a healthy bud or lateral branch. Remove any dead or diseased wood. T2 - Prunus avium - the middle tree is not in good health due to overcrowding by the Betula & other Prunus the branches are entwined with both trees on either side causing dieback, the tree is reaching its lifespan and isn't healthy, I would like to remove it as the trees are overcrowded. T3 - Prunus avium - crown reduction to 3m, removing the dead and overcrowded wood.

Ward: Washford

**Comments: No objections.**

Application Number: **NOT/2024/1623**

Address: Mulberry House, Church Hill, Kingsnorth, TN23 3EG

Proposal: T1 - Fell Oak tree to ground level and grind out stump.

Ward: Kingsnorth Village

**Comments: No objections subject to the tree officer's agreement.**

Application Number: **OTH/2024/1642**

Address: Land south of, Steeds Lane, Kingsnorth

Proposal: Formal request for an Environmental Impact Assessment (EIA) screening opinion in regard to Land South of Steeds Lane, Kingsnorth

Ward: Kingsnorth Village

**Comments: Councillors noted this application.**

- b. To note decisions

Decisions noted.

- c. To consider any Appeals and Enforcement matters.

No appeals or enforcement matters.

- d. Any other planning matters.

Cllr Clarke discussed flow studies.

#### **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.

Cllr Breese had circulated (via the Parish Manager) notes of an informal meeting with Ashford Borough Council.

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

None received.

#### **13. Parish Managers Report.**

- a. August Report.

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

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

The Parish Manager added thanks to the Grounds & Maintenance team for doing a great job on marking out the football pitches.

Thanks was also noted to Cllr Clarke for his support at the outdoor cinema night.

#### **14. Councillor Reports (To include any relevant Borough Councillor Updates).**

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.

Borough Councillor reports:

Cllr Hayward reported on the following:

- Cllr Haywards newsletter was distributed to all households in Roman Ward.
- Kestrel Park has reopened.
- Knights Park playpark issues.

- Limes Community Garden celebrated their 5<sup>th</sup> Birthday with a very well attended event and gained lots of new volunteers.

Cllr Giles reported on the following:

- Attended a Ward Walk for Park Farm South.
- Issues with people using bushes in the Central Playpark area as toilets.
- Anti-social behaviour with catapults.
- Primrose Drive Pond still has ongoing issues with fishing, young people climbing over the picket fencing and the litter around the area is getting worse. These issues have been reported. Aspire have replaced the damaged lifebuoy.
- Rough sleeping had been highlighted by Cllr Wedgbury on the Park Farm South Ward Walk. The site was visited on several occasions and no rough sleeper had been seen so the site was cleared and fencing repaired.

Cllr Hicks reported on the following:

- Reported on a River Stour internal drainage board meeting.
- Attended the Joint Transportation Board (JTB) meeting with Cllr Cosgrove.

Cllr Cosgrove reported on the following:

- Reported on the JTB meeting.
  - Local transportation plan, consultation runs between 17<sup>th</sup> July and the 18<sup>th</sup> October 2025.
  - Highways Improvement Plan.
  - Bus gates
  - Boarder Traffic Management.

**21.00 Cllr Wedgbury proposed the suspension of standing orders.**

**Cllr Cosgrove seconded the motion.**

### 15. Parish Action Sheet

The Parish Action Sheet had been circulated to all Councillors prior to the meeting.

- To review format of action sheet (see appendix A) and authorise further action.
- To assign individuals or groups of individuals for development / progressing items and to working groups.

PARISH ACTION SHEET  
ACTIONS FROM AUGUST MEETING

| Project                                  | Specific Projects         | Councillors Responsible | Current Progress  | Next Steps  |
|--|---------------------------|-------------------------|---|---|
| Ashford Borough Council Related Projects | Central Park              |                         | Parish Council Business Plan workshop completed, and priorities identified.   | On Agenda.  |
|  | Buffer Zone               |                         |   |   |
|  | Events                    |                         | Meeting to be held on Monday 9 <sup>th</sup> September 2024   | Update on Agenda.   |
|  | Policies and Procedures   |                         | Select next Policies and Procedures to be reviewed and updated and bring to full council for approval.  | Policies to be brought to October Meeting.                      |
|  | Buffer Zone               |                         | Linked to business plan and agreement from Kingsnorth Parish Members to move the group forward.   |   |
| Parish Items                             | Highways Improvement Plan | Cllr. Cosgrove          | Cllr. Cosgrove updated Parish Councillors in August that all Highways Improvement Plans will be a standing item on the Borough Council's Joint Transport Board in Future. | Councillors to provide any input or comments to Cllr. Cosgrove. |

|  |   |  |  |   |
|--|---|--|--|---|
|  | Speedwatch                                  | Cllr. Clarke to be the lead Councillor for Speedwatch. | Volunteer recruitment started and a few have come forward.   | Advertise for Speedwatch volunteers on social media sites.  |
|  | Parish Council Business Plan                |  | Parish Council Business plan workshop held on Wednesday 17 <sup>th</sup> August.   | Draft to be circulated to all Councillors and item on agenda.   |
|  | Kingsnorth Parish Community Resilience Plan |  | Draft Community Resilience Plan has been submitted to Ashford Borough Council for comment and their input and details to be added. | Once feedback from Ashford Borough Council is received the plan will be shared with Parish Councillors for comment and then final plan added to Parish Council agenda for approval. |

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).*

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

a. To consider any items for the next or future agendas.

- Business Plan – Riverside Close playpark.
- Bus Shelters.

**17. Date of Next Meeting**

Tuesday 8<sup>th</sup> October 2024

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

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

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