



KINGSNORTH PARISH COUNCIL

Draft Minutes of the Parish Council Meeting

Held on Tuesday 12th November 2024.

Kingsnorth Pavilion 7.00pm

1. To note those, present and receive apologies.

Present: Cllr Breese (Chair), Cllr Clarke, Cllr Cosgrove (Vice-Chair), Cllr Giles, Cllr Hicks, Cllr Jones, Cllr Ransley, Cllr. Townend and Cllr Wedgbury (joined meeting at 7.23pm).

Also, present: Fraser Curry (Grounds and Maintenance), Peter Le Rossignol (Parish Manager), Ruth Hill (Finance & Regulation Assistant) and Peter New.

Cllr Hayward submitted their apologies prior to the meeting.

2. To receive declarations of Interest.

Public Comments and Observations

No members of the public spoke.

Verbal reports from external parties.

External parties provided 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 – Was not present at the meeting. No report received.

Cllr Townend, Park Farm North – Was present at the meeting and had the opportunity to provide a report under agenda item 15.

Cllr McGeever, Kingsnorth Village and Bridgefield – Cllr McGeever was not present and sent his apologies to the Parish Manager.

Cllr Giles, Park Farm South – Was present at the meeting and provided her report under agenda item 15.

Cllr Hayward, Roman Ward – Cllr Hayward submitted her apologies.

b. KCC Councillors' Reports

Cllr Robey was not present at the meeting but sent in his apologies to the Parish Manager and a report was circulated to all Parish Councillors.

c. Neighbourhood Watch update.

Peter New (Neighbourhood Watch) submitted his report to the Parish office prior to the meeting which was circulated to all Councillors.

3. Approval of Minutes

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

a. Minutes of Parish Council Meeting held on 8th October 2024.

PROPOSED BY CLLR RANSLEY

ALL THOSE IN FAVOUR - 7

Motion moved.

SECONDED BY CLLR GILES

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

b. Minutes of Minutes of Extraordinary Parish Council Meeting held on Friday 18th October 2024.

4. Parish Community Grant Applications.

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

No grant applications received.

5. Update on Kingsnorth Parish Council Business Plan.

Cllr. Breese introduced the item and said that at the last meeting that members are happy with the business plan and that Cllr. Ransley had sent in a few comments via email. We are now ready to tidy up the business plan and then need to pick out around 6 items that members feel are important to consult with residents. Cllr. Breese suggest that she will look at this and then it will be an item on the December meeting to agree the next steps.

Cllr. Breese is going to check if water management is in the business plan and if it is not then it will need to be added as it is an important issue for the Parish.

6. Use of Electronic Devices.

Cllr. Breese introduced her report which was circulated to all members prior to the meeting. She felt that it was important to raise this issue in relation to meeting etiquette. The report was created to start the debate on this topic.

Cllr. Breese outlined that as Chair she felt that members needed to inform her if they were going to look up an item or google something relevant to the debate.

Council members debated the issue at some length.

Cllr. Wedgbury joined the meeting at 7.23pm and as he came in halfway through the debate he stated he would not vote on the item.

Cllr. Townend proposed that this item be deferred until the government had more guidance for Parish Councils in relation to meetings. Cllr. Giles Seconded the proposal.

PROPOSED BY CLLR TOWNEND **SECONDED BY CLLR GILES**
ALL THOSE IN FAVOUR - 7 **ALL THOSE AGAINST - 0**
Motion moved.

ABSTENTIONS - 1

7. Complaints Update.

Moved to the end of the agenda to be discussed in a closed session.

8. To review Parish Council Policies.

- a. Financial Regulations.

Cllr. Breese thanked Cllr. Cosgrove and the Parish Manager for putting together the new regulations.

Cllr. Cosgrove introduced the document and explained that the financial regulations were adopted by the Parish Council in 2022 and since then a new set of model financial regulations have been issued by NALC for all Councils to implement. These new regulations have combined the old and new model regulations into one document.

The treasury notes/policy have been incorporated into the financial regulations.

Cllr. Ransley raised a number of questions prior to the meeting, and these have been taken on board and will be incorporated into the regulations.

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

SECONDED BY CLLR TOWNEND
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

9. Staffing Committee.

Update

Cllr. Breese advised members of the Parish Council that our Community Engagement and Events Officer had recently had an operation and is currently recovering. She may not be back until the New Year but wanted to wish her well.

Cllr. Breese then welcomed Ruth Hill our new Finance and Regulation Assistant to the team and informed the Parish Council that our Grounds and Maintenance Supervisor Matt had left the Parish Council since the last meeting.

Cllr. Cosgrove advised the Council that he understood the issues about the staffing committee and that we need to appoint a new member to the staffing committee as soon as possible so that the committee can get on with the various tasks that are required.

The Parish Manager outlined how he would like to fill the gaps created by Marie being off and Matt leaving. He suggested that additional support is brought in for the Winter Wonderland which would be an additional cost of £608.00 and that until a new person is appointed to replace the Grounds and Maintenance Supervisor the Council allows up £1000.00 a month for maintenance if required.

Cllr. Ransley proposed that the Parish Council authorise up to £650.00 for additional cover at the Parish Winter Wonderland event and that recruitment of the Grounds and Maintenance Supervisor is deferred until the New Year and that the Council authorise up to £1000.00 per month for any maintenance repairs until the role is filled.

Councillors discussed this topic at length. It was agreed that the Parish Council need to look at recruiting another member of staff and that a draft job description is shared at the next Parish Council meeting and recruitment can start prior to Christmas.

Motion 1 – To authorise up to £650 for additional labour to cover the Parish Winter Wonderland.

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

SECONDED BY CLLR GILES
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion 2 – To authorise up to £1000 per month for additional labour to cover maintenance issues up until the role is filled.

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

SECONDED BY CLLR TOWNEND
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

To appoint a new council member to the Staffing Committee

Cllr. Wedgbury nominated Cllr. Jones and Cllr. Hicks seconded the nomination.

Cllr. Townend nominated Cllr. Giles and Cllr. Giles seconded the nomination.

The Council voted on Cllr. Wedgbury's nomination of Cllr. Jones.

PROPOSED BY CLLR WEDGBURY
ALL THOSE IN FAVOUR - 5

SECONDED BY CLLR HICKS
ALL THOSE AGAINST - 4

ABSTENTIONS - 0

Motion moved. Cllr. Jones was appointed to the staffing committee.

10. Update on Footpath's.

Cllr. Cosgrove updated the Council members on the footpath projects. The resurfacing of Hilary's Way footpath around the pavilion have been granted a lawful development certificate so works should be commencing as soon as possible whilst the weather is still on our side.

Cllr. Cosgrove then update the Council on Footpath A in Park Farm which runs along side the A2070. We have had an ecologist in and they are happy for works to commence on the 2/3rd of the footpath but they are not sure on the wooded area as they believe there might be dormice. This would involve a survey and delay the completion of the footpath until September 2025, but we are pleased that we can start work on the project.

11. Assets of Community Value.

Councillors discussed the assets listed in the report and agreed that they all warranted being registered with the Borough Council as an asset of community value. Cllr. Breese asked if there are any assets within the Parish that members feel they should be added.

Cllr. Giles suggest the addition of Kingsnorth Recreation Centre.

Cllr. Ransley outlined his concerns of registering assets of community value as landowners sometimes feel this delays the sale of an asset. Cllr. Ransley suggested writing a letter to any landowner expressing an interest in the asset if they decide to sell in the future.

Councillors discussed the mater further and agreed that residents should be consulted on any assets they feel the Parish Council have missed.

Cllr. Breese proposed that a consultation with residents is conducted and started by our December meeting with the results presented to the January Parish Council meeting.

PROPOSED BY CLLR BREESE SECONDED BY CLLR GILES
ALL THOSE IN FAVOUR - 8 ALL THOSE AGAINST - 1 ABSTENTIONS - 0
Motion moved.

12. Financial matters.

- a. To receive the October Finance Report documents.

Kingsnorth Parish Council			4 November 2024 (2024-2025)
Prepared by:	_____	Date:	_____
	<small>Name and Role (Clerk/RFO etc)</small>		
Approved by:	_____	Date:	_____
	<small>Name and Role (RFO/Chair of Finance etc)</small>		
Bank Reconciliation at 31/10/2024			
	Cash in Hand 01/04/2024		394,857.12
	ADD		
	Receipts 01/04/2024 - 31/10/2024		320,213.85
			714,870.97
	SUBTRACT		
	Payments 01/04/2024 - 31/10/2024		186,266.10
A	Cash in Hand 31/10/2024 (per Cash Book)		545,604.87
Cash in hand per Bank Statements			
	Petty Cash	31/10/2024	0.00
	Metro Bank Current a/c	31/10/2024	6,779.18
	Metro Bank Reserve a/c	31/10/2024	127,559.09
	NW Reserve 47793368	31/10/2024	13.36
	NW SIBA 47793120	31/10/2024	257,855.48
	NW Current 47793112	31/10/2024	100.00
	Nationwide Building Society	31/10/2024	153,297.16
			545,604.87
	Less unrepresented payments		
			545,604.87
	Plus unrepresented receipts		
B	Adjusted Bank Balance		545,604.87
	A = B Checks out OK		

Kingsnorth Parish Council
Net Position by Cost Centre and Code (Between 01/04/2024 and 31/10/2024)

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 Paym						
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	210.00	150.00
22	HR Support				1,920.00	1,417.00	503.00
23	Staff Training				1,500.00	222.84	1,277.16
24	Councillor Training				750.00	42.00	708.00
25	Councillor/Chairman's Allo				500.00		500.00
26	Bank Charges				40.00	20.00	20.00
27	Audit Fees				1,120.00		1,120.00
29	Insurance				2,700.00		2,700.00
30	Office Supplies, Postage &				1,250.00	617.58	632.42
31	Telephone and Broadband				1,200.00	484.05	715.95
32	Photocopier and Printer				1,250.00	513.96	736.04
33	Computer Support and Ma				2,000.00	971.66	1,028.34
34	Account Software				1,140.00		1,140.00
35	Online HR Platform				159.08		159.08
37	Parish Office - Mobile Pho				178.00	102.30	75.70
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 Leglon				30.00	20.41	9.59
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	£6,363.22	11,268.85

Cafe

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
11	Cafe Takings		14,000.00	9,501.24			-4,498.76
63	Cafe Consumables (Cups)				325.00	233.06	91.94
64	Cafe Workwear				150.00		150.00
66	Cafe Admin				300.00	138.16	161.84
72	Cafe Donations					315.90	-315.90
162	Cafe Supplies (Milk/Cream)				600.00	427.85	172.15
163	Cafe Supplies (Food/Cake)			120.00	7,500.00	4,955.89	2,664.11
164	Cafe Coffee				325.00	209.00	116.00
208	Equipment					51.82	-51.82
			14,000.00	£9,621.24	9,200.00	£6,331.68	-1,510.44

Capital

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
65	Cafe Coffee Machine			650.00	3,500.00	3,228.00	922.00
96	Christmas Lights/Decorati				3,520.00		3,520.00
171	Parish Signage				5,000.00	765.00	4,235.00
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
206	Coffee Grinder					395.00	-395.00
				£650.00	53,214.00	£6,591.79	47,272.21

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 31/10/2024)

Cost Centre Name

Communications		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
19	E-mail				820.80	529.20	291.60
20	Website				35.00	29.17	5.83
94	Precept Letter				500.00		500.00
					1,355.80	£558.37	797.43

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Precept		270,291.12	270,291.12			
2	Grants						
5	Interest		4,000.00	4,515.47			515.47
6	Pavilion Hire		1,000.00	1,357.50			357.50
7	Pavilion Football		2,520.00	1,260.00			-1,260.00
8	MUGA - School Hire		1,500.00	1,500.00			
9	MUGA - Casual Hire		500.00	70.00			-430.00
10	Maintenance			576.00			576.00
12	Cafe Grants						
73	General Admin			27.46			27.46
210	VAT Refund						
211	Smart Export Guarantee			792.60			792.60
			279,811.12	£280,390.15			579.03

Kingsnorth Christmas Event		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		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	8,040.00	-2,040.00
128	Toilets				348.00		348.00
129	First Aid				1,000.00	200.00	800.00
130	Security				650.00		650.00
154	Event License				50.00	20.00	30.00
165	Father Christmas, Elf and		1,500.00		2,000.00	381.74	118.26
190	Christmas Stall		350.00	400.00			50.00
191	Food Vendors		600.00				-600.00
193	Generator Hire				920.50		920.50
			12,600.00	£400.00	23,568.50	£11,366.74	1.76

Kingsnorth Country Fayre		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		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
			5,799.00	£9,765.98	3,844.00	£4,238.94	3,572.04

Kingsnorth Green Spaces		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
89	Bulb Planting				500.00	431.66	68.34
91	Bird Feeders				500.00	416.67	83.33
102	Sunflower/Grow Your Own				300.00	24.66	275.34
178	Hilary's Way Repairs and I				30,000.00	109.35	29,890.65
195	Dog Waste Bags					416.70	-416.70
198	Footpath A Completion			226.00		3,525.00	-3,299.00

Kingsnorth Parish Council
Net Position by Cost Centre and Code (Between 01/04/2024 and 31/10/2024)

Cost Centre Name

£226.00 31,300.00 £4,924.04 26,601.96

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
					500.00		500.00

Maintenance

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
40	Repairs				1,250.00	348.23	901.77
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	4,308.83	3,042.97
45	Electric Vehicle Charging				500.00	55.00	445.00
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	2,388.00	2,388.00
49	Workshop Rates				1,500.00	702.94	797.06
50	Workshop Insurance						
51	Workshop Electric				150.00		150.00
52	Maintenance Mobile Phon				360.00	195.84	164.16
53	Maintenance Loose Tools				1,500.00	318.54	1,181.46
54	Maintenance Staff Training				3,000.00	2,070.67	929.33
55	MUGA				100.00	173.32	-73.32
60	Waste Collection				1,750.00	756.00	994.00
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	726.10	273.90
150	Defibrillator Parts						
151	Equipment Repairs						
155	Flag Pole Inspection				500.00	480.00	20.00
180	Village Green					62.46	-62.46
182	Mower Parts					517.02	-517.02
201	Workshop Items					8.99	-8.99
203	Maintenance Equipment					691.96	-691.96
205	Dog Waste Bags					276.00	-276.00
209	Van Items					570.83	-570.83
213	Flag Pole					168.00	-168.00
					40,383.80	£25,507.91	14,875.89

Outdoor Cinema

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
86	Screen Hire				2,000.00	1,695.00	305.00
185	Toilets				348.00	285.00	63.00
186	Security				300.00	264.00	36.00
187	Film License				700.00	654.60	45.40
188	Event License				25.00		25.00
189	Contingency				337.30		337.30
192	Outdoor Cinema Sales		1,800.00	1,514.00			-286.00
197	Film DVD					5.99	-5.99
			1,800.00	£1,514.00	3,710.30	£2,904.59	519.71

Parish Book Stops

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
170	Parish Book Stops/Library				900.00	57.50	842.50
					900.00	£57.50	842.50

Park Patrols

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 31/10/2024)

<u>Cost Centre Name</u>							
169 Park Patrols				4,500.00		4,500.00	
				4,500.00		4,500.00	
<u>Pavilion</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>	<u>Budget</u>
56	Pavilion Gas			3,000.00	920.17		2,079.83
57	Pavilion Electricity			1,000.00	860.55		139.45
58	Pavilion Water			500.00	232.12		267.88
59	Pavilion Fire Safety & Sec			1,500.00	984.54		515.46
61	Pavilion Cleaning			3,500.00	2,737.80		762.20
70	Pavilion Maintenance			2,500.00	447.79		2,052.21
207	Supplies				434.98		-434.98
				12,000.00	£6,617.95		5,382.05
<u>Pavilion, Play Area and Playing Fields</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>	<u>Budget</u>
179 Pavilion, Play Area and Pl				15,000.00		15,000.00	
				15,000.00		15,000.00	
<u>Reusable Nappy Scheme</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>	<u>Budget</u>
85 Trial Real Nappies Loan S				500.00		500.00	
				500.00		500.00	
<u>Salaries</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>	<u>Budget</u>
14	Salaries Admin			57,081.00	29,760.87		27,320.13
15	Salaries Maintenance			36,365.00	19,523.82		16,841.18
16	Employer Payments			36,554.00	19,128.91		17,425.09
				130,000.00	£68,413.60		61,586.40
<u>Section 137</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>	<u>Budget</u>
18 Section 137							
80 Community Grants Fund				10,000.00		2,855.00	
212 Christmas Light Applicatio							
				10,000.00	£2,855.00		7,145.00
<u>Subscriptions</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>	<u>Budget</u>
38 Subscriptions				2,000.00		2,122.00	
				2,000.00	£2,122.00		-122.00
NET TOTAL		314,010.12	£308,711.27	375,358.47	£156,635.83		213,363.79

Kingsnorth Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2024 and 31/10/2024)

Cost Centre	Receipts			Payments			Net Position +/- Under/over spend
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	
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	6,363.22	11,268.85 (63%)	11,268.85
Cafe	14,000.00	9,621.24	-4,378.76 (-31%)	9,200.00	6,331.68	2,868.32 (31%)	-1,510.44
Capital		650.00	650.00 (650000)	53,214.00	6,591.79	46,622.21 (87%)	47,272.21
Communications			0.00 (N/A)	1,355.80	558.37	797.43 (58%)	797.43
Income	279,811.12	280,390.15	579.03 (0%)			0.00 (N/A)	579.03
Kingsnorth Christmas Event	12,600.00	400.00	-12,200.00 (-96%)	23,568.50	11,366.74	12,201.76 (51%)	1.76
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	4,924.04	26,375.96 (84%)	26,601.96
Litter and Driving Awareness			0.00 (N/A)	500.00		500.00 (100%)	500.00
Maintenance			0.00 (N/A)	40,383.80	25,507.91	14,875.89 (36%)	14,875.89
Outdoor Cinema	1,800.00	1,514.00	-286.00 (-15%)	3,710.30	2,904.59	805.71 (21%)	519.71
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	6,617.95	5,382.05 (44%)	5,382.05
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)	130,000.00	68,413.60	61,586.40 (47%)	61,586.40
Section 137			0.00 (N/A)	10,000.00	2,855.00	7,145.00 (71%)	7,145.00
Subscriptions			0.00 (N/A)	2,000.00	2,122.00	-122.00 (-6%)	-122.00
NET TOTAL	314,010.12	308,711.27	-5,298.85 (-1%)	375,358.47	156,695.83	218,662.64 (58%)	213,363.79

Total for ALL Cost Centres	308,711.27	156,695.83
V.A.T.	11,502.58	12,172.27
GROSS TOTAL	320,213.85	168,868.10

Kingsnorth Parish Council
PAYMENTS LIST

4 November 2024 (2024-2025)

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	Salaries	14/10/2024 - 25/10/2024				Confidential			9,951.00		9,951.00
283	Workshop Rates	01/10/2024		NW Current 4779311		Workshop Business Rates	Ashford Borough Council	X	82.00		82.00
284	Pavilion Gas	02/10/2024		Metro Bank Current ;		Pavilion gas	SSE	X	80.72		80.72
285	Equipment	03/10/2024		Metro Bank Current ;		Amazon Refund	Amazon	X	-18.99		-18.99
287	Pavilion Cleaning	07/10/2024		Metro Bank Current ;		cleaning	EJP Cleaning Services	X	310.00		310.00
286	Telephone and Broadband	08/10/2024		Metro Bank Current ;		Telephone	BT	S	69.85	13.97	83.82
288	MUGA	08/10/2024		Metro Bank Current ;		New Padlocks	B&Q	X	43.19		43.19
289	Van Items	08/10/2024		Metro Bank Current ;		Tow Bar Fitting	John Page Trailers	S	320.83	64.17	385.00
291	Office Supplies, Postage & Adm	09/10/2024		Metro Bank Current ;		Zoom fee	Zoom	X	15.59		15.59
292	Event License	09/10/2024		Metro Bank Current ;		Christmas Event SAG Payment	Ashford Borough Council	X	20.00		20.00
321	Community Grants Fund	10/10/2024		NW Current 4779311		Community Grant	Ashford Church Team	X	510.00		510.00
293	HR Support	10/10/2024		Metro Bank Current ;		HR Support	Outset UK	S	160.00	32.00	192.00
295	Computer Support and Maintner	10/10/2024		Metro Bank Current ;		Microsoft Office	Microsoft	S	66.66	13.33	79.99
294	Maintenance Loose Tools	10/10/2024		Metro Bank Current ;		Trade UK Account Payment	Screwfix Direct Ltd	S	147.51	29.50	177.01
320	Pavilion Cleaning	10/10/2024		NW Current 4779311		Sanitary Unit Pavilion	Citron Hygiene	X	978.55		978.55
322	Mower Parts	10/10/2024		NW Current 4779311		lawn mower maintenance	Lister Wilder	S	227.82	45.57	273.39
326	Café Supplies (Milk/Cream Etc.	11/10/2024		Metro Bank Current ;		Café Milk	Tesco	X	8.95		8.95
324	Van Lease	14/10/2024		NW Current 4779311		Van rental	Leaseplan	S			
296	Van Lease	14/10/2024		NW Current 4779311		Van rental	Leaseplan	S	613.79	122.76	736.55
263	Van Lease	14/10/2024		NW Current 4779311		Van rental	Leaseplan	S			
299	E-mail	15/10/2024		Metro Bank Current ;		E-mail Addresses	Microsoft	S	73.50	14.70	88.20
298	Mower/Tools Fuel	15/10/2024		Metro Bank Current ;		Fuel Genie	Fuel Genie	S	65.81	13.16	78.97
300	Café Supplies (Milk/Cream Etc.	16/10/2024		Metro Bank Current ;		Café Milk/Cream/Ice Cream	Tesco	X	50.00		50.00
301	Café Supplies (Food/Cake)	16/10/2024		Metro Bank Current ;		Brakes Order	Brakes	X	325.19		325.19
302	Bulb Planting	16/10/2024		Metro Bank Current ;		bags	Amazon	X	14.99		14.99
303	Office Supplies, Postage & Adm	17/10/2024		Metro Bank Current ;		Office Paper	Viking Supplies	S	90.89	18.18	109.07
306	First Aid	17/10/2024		Metro Bank Current ;		First Aid Cover	DRW Emergency Services l	X	200.00		200.00
305	Staff Training	18/10/2024		Metro Bank Current ;		Ringo parking	Ringo	S	6.17	1.23	7.40
308	Pavilion Fire Safety & Security	18/10/2024		Metro Bank Current ;		Fire alarm system pavilion	EK Fire Protection	X	176.64		176.64
307	Supplies	18/10/2024		Metro Bank Current ;		toilet rolls	CSG Global Education Ltd	X	175.11		175.11
309	Flag Pole	18/10/2024		Metro Bank Current ;		New Flag	The Flag Consultancy Ltd	S	168.00	33.60	201.60
304	Toilets	18/10/2024		Metro Bank Current ;		Toilet Hire	Express Toilets	S	285.00	57.00	342.00
312	HR Support	21/10/2024		Metro Bank Current ;		HR Software	SMB	S	297.00	59.40	356.40

PAYMENTS LIST

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
315	Office Supplies, Postage & Adm	21/10/2024		Metro Bank Current :		Megaphone	Amazon	S	37.47	7.50	44.97
316	Office Supplies, Postage & Adm	21/10/2024		Metro Bank Current :		Walkie Talkies	Amazon	S	62.48	12.50	74.98
310	Parish Office - Mobile Phone	21/10/2024		Metro Bank Current :		Staff Mobile Phones	EE	S	14.57	2.91	17.48
310	Maintenance Mobile Phones	21/10/2024		Metro Bank Current :		Staff Mobile Phones	EE	S	29.12	5.82	34.94
314	Café Consumables (Cups Etc..)	21/10/2024		Metro Bank Current :		Cafe supplies	Amazon	X	5.99		5.99
317	Café Supplies (Food/Cake)	22/10/2024		Metro Bank Current :		Café - Bradleys	Bradleys	X	85.90		85.90
318	Office Supplies, Postage & Adm	23/10/2024		Metro Bank Current :		batteries	Amazon	S	22.65	4.53	27.18
313	Café Supplies (Food/Cake)	23/10/2024		Metro Bank Current :		Brakes Order	Brakes	X	275.75		275.75
319	Equipment	24/10/2024		Metro Bank Current :		cappuccino machine cleaner	Amazon	X	32.83		32.83
329	Pavillon Fire Safety & Security	30/10/2024		Metro Bank Current :		Fire alarm system pavillon	EK Fire Protection	X	198.00		198.00
330	Payroll	31/10/2024		Metro Bank Current :		Payroll	Accounts Unlocked	S	30.00	6.00	36.00
333	Computer Support and Maintner	31/10/2024		Metro Bank Current :		IT support	AMJ IT Ltd	S	295.00	59.00	354.00
331	Cafe Donations	31/10/2024		Metro Bank Current :		Community Cafe Charity Donat	Macmillan	X	315.90		315.90
334	Mower Parts	31/10/2024		Metro Bank Current :		lawn mower maintenance	Lister Wilder	S	14.32	2.86	17.18
332	Father Christmas, Elf and Pres	31/10/2024		Metro Bank Current :		Christmas Presents for Winter	CutPriceWholesaler	X	381.74		381.74
Total									17,317.49	619.69	17,937.18

Kingsnorth Parish Council

4 November 2024 (2024-2025)

RECEIPTS LIST

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
135	MUGA - School Hire	01/10/2024		NW Current 4779311		MUGA Hire	Kingsnorth Primary School	X	1,500.00		1,500.00
136	Cafe Takings	01/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	272.75		272.75
147	Pavillon Football	01/10/2024		NW Current 4779311		Pavillon Hire	Park Farm Rangers FC	X	210.00		210.00
141	Christmas Stall	02/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	40.00		40.00
140	Cafe Takings	03/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	101.20		101.20
143	Christmas Stall	03/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	20.00		20.00
144	Christmas Stall	04/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	20.00		20.00
145	Christmas Stall	04/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	20.00		20.00
142	Cafe Takings	07/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	119.75		119.75
148	Pavillon Hire	08/10/2024		NW Current 4779311		Pavillon Hire	Kingsnorth Medical Practice	X	15.00		15.00
146	Cafe Takings	08/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	121.42		121.42
153	Christmas Stall	08/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	20.00		20.00
149	VAT Refund	09/10/2024		NW Current 4779311		VAT Refund	HMRC	R		11,502.58	11,502.58
150	Smart Export Guarantee	09/10/2024		NW Current 4779311		Smart Export Guarantee Paym	Scottish Power	X	792.60		792.60
152	Christmas Stall	09/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	20.00		20.00
151	Cafe Takings	10/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	101.31		101.31
168	Christmas Stall	10/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	40.00		40.00
169	Christmas Stall	11/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	20.00		20.00
154	Cafe Takings	14/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	115.72		115.72
155	Cafe Takings	15/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	148.72		148.72
156	Christmas Stall	16/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	40.00		40.00
157	Cafe Takings	17/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	105.20		105.20
158	Cafe Takings	21/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	150.21		150.21
159	Christmas Stall	21/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	20.00		20.00
160	Cafe Takings	22/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	152.69		152.69
163	Christmas Stall	22/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	40.00		40.00
162	Christmas Stall	23/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	40.00		40.00
161	Cafe Takings	24/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	56.39		56.39
164	Christmas Stall	25/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	40.00		40.00
165	Cafe Takings	28/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	177.11		177.11
166	Cafe Takings	29/10/2024		Metro Bank Current :		Cafe takings	Paypal	X	186.17		186.17
167	Christmas Stall	29/10/2024		Metro Bank Current :		Kingsnorth Winter Wonderland	Parishioner	X	20.00		20.00
172	Interest	31/10/2024		Nationwide Building :		Nationwide Interest	Nationwide Building Societ	X	285.90		285.90
Total									5,426.58	11,502.58	16,929.16

Kingsnorth Parish Council

4 November 2024 (2024-2025)

RECEIPTS LIST

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
173	Interest	31/10/2024		Metro Bank Reserve		Metro Bank - Interest	Metro Bank	X	102.84		102.84
174	Interest	31/10/2024		NW Reserve 4779331		Natwest Interest	Natwest	X	0.02		0.02
175	Interest	31/10/2024		NW SIBA 47793120		Natwest SIBA Interest	Natwest	X	311.58		311.58
Total									5,426.58	11,502.58	16,929.16

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

The Parish Manager informed the Partish Council that the Tax Base for 2025/26 was going to the Borough Council cabinet meeting on Thursday and that our tax base had reduced which would impact on the amount of precept we collect if the precept was to remain the same.

To review invoices and consider authorising payments.

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

SECONDED BY CLLR GILES
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

To review quotes for renewal of Parish Council insurance and authorise any further action.

Cllr Wedgbury suggested the Parish Council opt for the 3-year deal. Cllr. Jones proposed this and it was seconded by Cllr. Wedgbury

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

SECONDED BY CLLR WEDGBURY
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

13. Planning Matters

a. To consider all planning application received.

Application Number: **OTH/2024/1839**

Address: Queens Head Public House, Ashford Road, Kingsnorth, Ashford, TN23 3EN

Proposal: Details submitted pursuant to condition 3 (Joinery and ventilation/flues) & 4 (Rainwater goods/external pipework) of Planning Permission PA/2024/1324

Ward: Kingsnorth Village

Comments: No Objection if conversation officer is happy.

Application Number: **OTH/2024/1861**

Address: Queens Head Public House, Ashford Road, Kingsnorth, Ashford, Kent TN23 3EN

Proposal: Details submitted pursuant to condition 3 (Materials) of Planning Permission PA/2024/1323

Ward: Kingsnorth Village

Comments: No Objection if conversation officer is happy.

Application Number: **PA/2024/1945**

Address: The Timbers, Finn Farm Court, Kingsnorth, TN23 3BF

Proposal: Listed building consent to convert the loft into two additional bedrooms, install a new staircase, reposition and replace roof lights with heritage-style versions, and structural repairs,

Ward: Park Farm South

Comments: This shouldn't affect the visual look for the The Timbers - roof lights are already present but will be repositioned higher/ holes refilled with matching tiles.

Suggest No Comment.

Application Number: **OTH/2024/1819**

Address: 26, Vespasian Way, Kingsnorth, TN23 3QX

Proposal: T1 Oak - 2 metre reduction, this is due to the tree overhanging in the neighbors property and loss of light.

Ward: Roman Ward

Comments: No concerns – no comment.

Application Number: **PA/2024/1854**

Address: Jellybeans Pre School-Day Nursery, Field View, Kingsnorth, Ashford, Kent TN23 3NZ

Proposal: Change of use from children's day nursery (Use Class E(f)) to Special Education Needs school (class F1(a))

Ward: Park Farm South

Comments: I have spoken with PO and the opening hours will be Mon - Friday 7:30 - 17:30 to accommodate school hours and wrap around care. There is car parking provision and space for drop offs. I approve of the use of the centre and think it will not impact on residents. Support the application for this provision.

Application Number: **PA/2024/1892**

Address: The Timbers, Finn Farm Court, Kingsnorth, Ashford, Kent TN23 3BF

Proposal: Loft conversion and repositioning of roof lights

Ward: Park Farm South

Comments: No Comment

Application Number: **PA/2024/1887**

Address: 87 Washford Farm Road, Kingsnorth, Ashford, TN23 5YA

Proposal: Lawful Development Certificate - Proposed - new vehicle crossover and associated hardstanding.

Ward: Washford

Comments: Decided by ABC – PP required. JGR

Application Number: **OTH/2024/1905**

Address: Cycle Track From Coulter Road To Harrow Way, Kingsnorth, TN23 3JB

Proposal: T1, 4 and 5 Willow and T2 Unknown Species: Fell to ground level with re-planting of 4 x 10-12cm Silver Birch trees. Group1 Willow - Manage as high pollard (8-10m) to maintain as uniform group feature, manage biennially.

Ward: Roman

Comments: No concerns – no comment. HH

Application Number: **PA/2024/1972**

Address: The Greens Business Centre, Cheesemans Green Lane

Proposal: Lawful Development Certificate for the existing use of land with buildings, a residential caravan, scaffolding storage areas, container parking, outside storage areas and earth and building rubble mounds.

Ward: Kingsnorth Village

Comments: We raise concerns considering the previous.

Application Number: **PA/2024/1957**

Address: 64, Caesar Avenue, Kingsnorth, TN23 3PZ

Proposal: Change of use of land from amenity land to residential.

Ward: Roman

Comments: We object to the loss of amenity land as it part of the original planning application and contributes the overall character of the estate.

Application Number: **PA/2024/1991**

Address: 20, Acorn Close, Kingsnorth, TN23 3HR

Proposal: Single storey rear extension.

Ward: Park Farm North

Comments:

Application Number: **PA/2024/2018**

Address: 14 Harrow Way TN23 3JB

Proposal: Single-storey rear extension and garage conversion including changes to fenestration.

Ward: Roman

Comments: Located in a private driveway section of the road, with 4 houses sharing access. Most of these properties have 4 bedrooms. I am concerned about the loss of the garage parking space and impact this will have on neighbouring properties, given most households now have more than 1 vehicle. HH

- 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 Breese outlined to Council members that she had pre-warned councillors that a meeting has been arranged with the local plan team from Ashford Borough Council for Tuesday 26th November at the Sports Pavilion and that we needed to agree an agenda for this meeting this evening.

Councillors discussed this at length and decided on the following agenda items:

- Key issues for ABC in the emerging plan that are relevant to Kingsnorth. (numbers, open spaces, water management etc)
- Infrastructure and connectivity across the borough and the parish.
- Is the South Ashford Garden Community initiative still relevant as there is merit in groups of parishes joining together to see the strategic links between developments and the implications for infrastructure.
- Timeline for the emerging plan and key dates we need to work to.
- Resource materials ABC can provide to help us conduct facilitated workshops with residents.
- Adoption and completion of existing and approved developments in the parish.
- Opportunities for planning gain.

14. 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.

None received.

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

None received.

15. Parish Managers Report.

- a. October Report.

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

The report was noted by Councillors.

16. 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 Hicks sent a report to all Councillors prior to the meeting.

Cllr Giles reported on the following:

- Attended the planning committee and spoke regarding the change of use application. Since then, she has been liaising with residents and support them with any concerns.

Cllr Cosgrove reported on the following:

- He attended the Ashford Parish Forum which was good and lots of information given. Key takeaways:
 - Parish Climate Champion.
 - Borough Plan Approved but not published could be filtered down into our business plan.
 - Outdoor table tennis tables and health ideas.

17. Parish Action Sheet

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

- To 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 OCTOBER MEETING

Project	Specific Projects	Councillors Responsible	Current Progress	Next Steps
Ashford Borough Council Related Projects	Central Park / Buffer Zone		On Hold Until Business Plan is Finalised	
Working Groups	Events / Policies and Procedures / Buffer Zone		On Hold Until Business Plan is Finalised	
Parish Items	Highways Improvement Plan	Cllr. Cosgrove	Parish Manager has received a request for a meeting with Kent County Council to discuss the Highways Improvement Plan (HIP) for Kingsnorth Parish.	Cllr. Cosgrove and Parish Manager to meet with KCC officers to review plan. Meeting arranged for 18 th November 2024
	Speedwatch		Volunteer recruitment started and a few have come forward.	Arrange training for new volunteers when we have enough.
	Parish Council Business Plan		Initial draft of plan complete and circulated with Councillors. Objectives have been added to plan for sharing with Parish Councillors.	Councillors to discuss item on agenda.
	Kingsnorth Parish Community Resilience Plan		Feedback has now been received and the plan is being developed. Information regarding rest centres being updated and include Kingsnorth Sports Pavilion and Kingsnorth Village.	Final draft of plan to be presented at December/January Parish Council Meeting.
	Meeting with current members of parliament covering Ashford and Weald of Kent		Meeting with Sojan Joseph held on Friday 15 th October 2024. Currently liaising with Katie Lamb MP to secure a meeting within the next 6 – 8 weeks.	Date for meeting with Katie Lamb MP agreed as Friday 6 th December at 4pm in the Sports Pavilion.
	Water Management	Cllr. Clarke	Comment submitted regarding Kingsnorth Green WWTW permit application.	Agreed stance and comments for future comments on permit applications

- 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*).

Not required.

18. The next or future agenda(s)

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

Not items suggested.

19. Date of Next Meeting

Tuesday 10th December 2024

The Chair declared the meeting would move into closed session to discuss two more items.

20. To receive an update bus shelter quote, to discuss any potential issues with locations of the bus shelters and authorise any further action.

The Parish Manager provided a presentation updating Council members on the possibility of replacing the Parish owned bus shelters in the Parish.

It was agreed by that the following would happen:

- Queens Head Bus Shelter to be refurbished possibly with some form of artwork.
- Smithfield's Crossroads Bus Shelter to remain as is but freshened up.
- Stubbs Cross Bus Shelter following a consultation with residents and look to either refurbish or replace depending on thoughts. But a general tidy of the area would be good.
- Park Farm roundabout Bus Shelter to be refurbished with a budget of up to £2000.00.

21. Complaints Update.

Councillors discussed the progress of the complaints submitted following a social media post posted by a Parish Councillor on their Councillor profile page.

Discussions took place on the subject, and it was agreed that our policies should be review in relation to social media and communications.

As there was no further business to be discussed the Cllr. Breese closed the meeting at 9.35pm

Signature: _____ Date: _____