



## **KINGSNORTH PARISH COUNCIL**

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

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

**Kingsnorth Pavilion 7.00pm**

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

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

**Also, present:** Peter Le Rossignol (Parish Manager), Peter New and two members of the public.

submitted their apologies prior to the meeting.

**Apologies received:** Cllr. Townend, Cllr. Giles

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

Cllr. Breese and Cllr. Hayward declared an interest in agenda item 11.d.ii relating to Chilmington Green S106 planning appeal as they are both on the Chilmington Green CMO board.

#### **Public Comments and Observations**

Peter New provided an update to council members using the report provided to all members prior to the meeting.

#### **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 not present at the meeting. No report received.

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 not present at the meeting. Cllr. Giles sent a report to the Parish Manager which was circulated to all members prior to the meeting.

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.

#### **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 12<sup>th</sup> November 2024.**

**PROPOSED BY CLLR COSGROVE**

**SECONDED BY CLLR HICKS**

**ALL THOSE IN FAVOUR - 5**

**ALL THOSE AGAINST - 0**

**ABSTENTIONS - 3**

**Motion moved.**

Due to the 2 members of the public attendance wanting to hear the comments of the planning items the Chair moved the planning item forward so the members of the public could leave following the items completion.

#### 4. Planning Matters

- a. To consider all planning applications received.

Application Number: **PA/2024/2078**

Address: Rowans, Magpie Hall Road, Kingsnorth, TN26 1HF

Proposal: Prior Approval for the change of use of two agricultural buildings and land within their curtilage into two single-storey dwellings and associated operational development.

Ward: Kingsnorth Village

Planning Application Link: <https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000000oeALIA/not20242078>

**Comments: No Objection – All in Favour**

Application Number: **PA/2024/2137**

Address: Geraldene, Magpie Hall Road, Kingsnorth, TN26 1HF

Proposal: Proposed garage conversion.

Ward: Kingsnorth Village

Planning Application Link: <https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000000rMYfIAM/pa20242137>

**Comments: No Objection – All in Favour**

- b. To note planning decisions.

Councillors noted the planning decisions document sent to them with the agenda.

- c. To consider any appeals and enforcement matters.

Cllr. Ransley updated councillors on current issues with illegal fly-tipping on the Cloverleaf and that multiple agencies are looking into this.

- d. Any other planning matters.
  - i. Chilmington WWTW Permit Application.

Cllr. Clarke updated Councillors on the status of the application. He advised that he had drafted a statutory declaration about the lack of flow in the summer months and he asked if the council would allow him to sign it in his capacity as a Parish Councillor or that the Parish Council endorses the declaration.

Councillors discussed this and agreed that Cllr. Clarke should sign the declaration in his own name and not in the capacity of a Parish Councillor.

- ii. Chilmington Green S106 Planning Appeal.

Councillors discussed the planning appeal submitted by the developers for Chilmington Green to not complete various S106 obligations related to infrastructure projects in the local area.

It was agreed by Councillors that the Parish Manager should contact the Clerk at Great Chart with Singleton Parish Council to ask if they had submitted an objection to the appeal and the context of the objection. The Parish Council can then review and decide on what comment to make.

iii. Courtlodge Wetlands.

Cllr. Clarke provided a brief update on the planning application for Courtlodge development with regards to the wetlands. He stated that Acom have raised some concerns to on the lack of flow through the wetlands and boardbank have provided a technical note on these concerns but as, yet Acom have not responded to this.

Cllr. Breese summarised what the Parish Council needed to do what was:

Contact ABC planning department if ACOM have commented on the latest Brookbanks survey and if so can we receive a copy of it and if not are they going to ask them to comment on it.

**PROPOSED BY CLLR CLARK**  
**ALL THOSE IN FAVOUR – 8**  
**Motion moved.**

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

**ABSTENTIONS - 0**

### **5. Parish Community Grant Applications.**

The Parish Manager informed Councillors that no community grant applications had been received in November.

Cllr. Breese reminded Councillors that she advised them at the November meeting along with Neil Shorter that the village hall would be looking for a community grant from the Parish Council towards the costs of upgrading the entrance and access to the village hall. Cllr. Breese advised that they had 2 quotes so far and that works could not be completed until the Easter holidays due to the nursery using the space.

Cllr Breese also advised that she had spoken to several Borough Councillors who had not spent all their ward grant money for the year and suggested that any Borough Councillors with money left think about how it could be spent on projects within the Parish.

### **6. Staffing Committee Update.**

Cllr. Cosgrove introduced the item and said that a meeting of the staffing committee was held on Thursday 5<sup>th</sup> December. A set of minutes have been completed and asked that the Parish Manager send a copy round to Councillors and that the minutes be on the next Parish Council agenda. Cllr. Cosgrove outlined the recommendations from the meeting:

- a. Appoint a Staff Mentor. Cllr Terry Jones has volunteered.
- b. Witness Staff Appraisals. Cllr Aline Hicks has volunteered
- c. Support Continuous Development Training
- d. Appoint a part-time Groundskeeper, not at a supervisory level.
- e. Establish a process of time sheets and regular staff meetings.
- f. Establish and Maintain Contact lists.
- g. All Staff Appraisals be undertaken in January of each year.
- h. Approve a staffing budget line of £115,000 for the year 2025/26
- i. That Overtime is acceptable in pre-approved circumstances.
- j. Develop a minimum 3-year smoothed precept forecast
- k. Fraser to be regraded. See Post Meeting Note below:

Cllr. Ransley asked for clarification on what the proposal was for this item.

Cllr. Cosgrove proposed the following:

To remove the title of supervisor from the Grounds and Maintenance and replace it with operative that will be part time and that the Parish Council agree that the job can be advertised, and recruitment started.

**PROPOSED BY CLLR COSGROVE**  
**ALL THOSE IN FAVOUR – 8**  
**Motion moved.**

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

**ABSTENTIONS - 0**

Cllr. Breese asked members on their thoughts of the Parish Council providing maintenance support to the village hall on a service level agreement. Councillors agreed this in principle.

**PROPOSED BY CLLR BREESE  
ALL THOSE IN FAVOUR – 7  
Motion moved.**

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

**ABSTENTIONS - 1**

## **7. Parish Council Budget.**

The Parish Manager outlined the budget he had put together for Councillors. The budget was for Parish Councils core services including the Community Café and the Kingsnorth Country Fayre but not the Winter Wonderland or Outdoor Cinema event, but these could be added by councillors at later stage if they wish to include them or not.

Councillors discussed the budget proposal at length several Councillors raised some concerns and requested more information prior to agreeing the precept and budget.

Cllr. Ransley proposed that this item is deferred until our January Parish Council meeting so that it can be discussed further with more information provided to Councillors.

The Parish Manager highlighted his concerns about deferring the precept decision until January due to the deadline for the precept being submitted to Ashford Borough Council is before our January meeting (10<sup>th</sup> January).

Councillors discussed further if they should set the precept tonight or defer until January's meeting.

Cllr. Breese proposed that a small working group is formed to work on the budget. The working group would be Cllr. Cosgrove, Cllr. Jones, Cllr. Ransley and the Parish Manager.

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

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

**ABSTENTIONS - 1**

## **8. Business Plan.**

Cllr. Breese provided a short update and explained that we would consult with residents. The Parish Manager had put together two possible surveys to consult with residents with regards to communication, engagement and events. The decision needed this evening was which survey to go with either survey 1 or survey 2.

Cllr. Breese outlined that this should be funded to ensure that newsletters are delivered by a company to save councillors delivering them.

Cllr Breese asked if Councillors would prefer survey 1 or survey 2.

Cllr. Ransley suggested that we have a visual element to describe each area such as Central Park, Sports Pavilion etc...

Cllr. Breese proposed that we go with survey 2 and that consultation is started as soon as possible.

**PROPOSED BY CLLR BREESE  
ALL THOSE IN FAVOUR - 8  
Motion moved.**

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

**ABSTENTIONS - 0**

## **9. Kingsnorth Church Request.**

Cllr. Breese outlined that a request has been made by Kingsnorth Church regarding messages of hope being written on pavements. Councillors noted the request.

## 10. Purchase of a new memorial bench in the community orchard.

The Parish manager updated Councillors about the damaged memorial bench which is situated in the Community Orchard. The bench was purchased in memory of the former Parish Councillor Hilary Moorby who was behind the establishment of the Orchard. The bench is beyond repair and the Parish manager has put together some options should Councillors wish to replace the bench. All options presented were benches made of recycled plastic and require no maintenance and are damage/vandal proof.

Cllr. Hicks suggested that we speak to family and ask which option they would prefer.

Cllr. Wedgbury agreed with the Parish Manager and proposed the Parish Council replace the bench.

Cllr. Cosgrove raised that the family purchased the bench in her memory but as the Parish Council have been maintaining it we have become responsible for it. He also suggested that in future we should have a standard specification of benches within the Parish.

Cllr. Breese said she would speak to the family. She suggested that we purchase a new bench and that it is option 3 which is a bench with arms.

**PROPOSED BY CLLR WEDGBURY**  
**ALL THOSE IN FAVOUR – 8**  
**Motion moved.**

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

**ABSTENTIONS - 0**

## 11. Financial matters.

- a. To receive the November Finance Report documents.

2 December 2024 (2024-2025)

### Kingsnorth Parish Council

Prepared by: Ruth Hill / Peter Le Rossignol 02/12/2024

Presented to: Kingsnorth Parish Council 10/12/2024

	<b>Bank Reconciliation at 30/11/2024</b>		
	Cash in Hand 01/04/2024		394,657.12
	<b>ADD</b>		
	Receipts 01/04/2024 - 30/11/2024		322,692.41
			717,349.53
	<b>SUBTRACT</b>		
	Payments 01/04/2024 - 30/11/2024		190,045.09
<b>A</b>	<b>Cash in Hand 30/11/2024</b> (per Cash Book)		<b>527,304.44</b>
	Cash in hand per Bank Statements		
	Petty Cash 30/11/2024	0.00	
	Metro Bank Current a/c 18279495 30/11/2024	6,933.63	
	Metro Bank Reserve a/c 18279584 30/11/2024	120,098.08	
	NW Reserve 47793368 30/11/2024	13.37	
	NW SIBA 47793120 30/11/2024	248,612.22	
	NW Current 47793112 30/11/2024	100.00	
	Nationwide Building Society 30/11/2024	153,549.16	
			<b>527,304.44</b>
	Less unrepresented payments		
			527,304.44
	Plus unrepresented receipts		
<b>B</b>	<b>Adjusted Bank Balance</b>		<b>527,304.44</b>
	<b>A = B Checks out OK</b>		

**Kingsnorth Parish Council**  
**Summary of Receipts and Payments**  
**Summary - Cost Centres Only (Between 01/04/2024 and 30/11/2024)**

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	11,108.51	6,523.56 (37%)	6,523.56
Cafe	14,000.00	10,431.42	-3,568.58 (-25%)	9,200.00	7,011.74	2,188.26 (23%)	-1,380.32
Capital		650.00	650.00 (650000)	53,214.00	6,709.35	46,504.65 (87%)	47,154.65
Communications			0.00 (N/A)	1,355.80	631.87	723.93 (53%)	723.93
Income	279,811.12	281,819.24	2,008.12 (0%)			0.00 (N/A)	2,008.12
Kingsnorth Christmas Event	12,600.00	633.87	-11,966.13 (-94%)	23,568.50	11,817.91	11,750.59 (49%)	-215.54
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	5,349.04	25,950.96 (82%)	26,176.96
Litter and Driving Awareness			0.00 (N/A)	500.00		500.00 (100%)	500.00
Maintenance		5.42	5.42 (5420)	40,383.80	27,402.90	12,980.90 (32%)	12,986.32
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	7,274.33	4,725.67 (39%)	4,725.67
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	79,719.62	50,280.38 (38%)	50,280.38
Section 137			0.00 (N/A)	10,000.00	2,925.00	7,075.00 (70%)	7,075.00
Subscriptions			0.00 (N/A)	2,000.00	2,122.00	-122.00 (-6%)	-122.00
<b>NET TOTAL</b>	<b>314,010.12</b>	<b>311,189.83</b>	<b>-2,820.29 (-0%)</b>	<b>375,358.47</b>	<b>177,115.80</b>	<b>198,242.67 (52%)</b>	<b>195,422.38</b>
<b>Total for ALL Cost Centres</b>		<b>311,189.83</b>			<b>177,115.80</b>		
<b>V.A.T.</b>		<b>11,502.58</b>			<b>12,929.29</b>		
<b>GROSS TOTAL</b>		<b>322,692.41</b>			<b>190,045.09</b>		

**Kingsnorth Parish Council**  
**Net Position by Cost Centre and Code (Between 01/04/2024 and 30/11/2024)**

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

**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
				<b>£6,143.90</b>	<b>15,750.00</b>	<b>£7,842.50</b>	<b>14,051.40</b>

**Admin**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
21	Payroll				360.00	240.00	120.00
22	HR Support				1,920.00	1,280.00	640.00
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	2,756.06	-56.06
30	Office Supplies, Postage &				1,250.00	603.45	646.55
31	Telephone and Broadband				1,200.00	553.90	646.10
32	Photocopier and Printer				1,250.00	750.94	499.06
33	Computer Support and Ma				2,000.00	1,198.90	801.10
34	Account Software				1,140.00	1,140.00	
35	Online HR Platform				159.08	297.00	-137.92
37	Parish Office - Mobile Pho				178.00	116.87	61.13
101	Office Rates						
156	Zoom				178.00	124.72	53.28
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	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
					<b>17,632.07</b>	<b>£11,108.51</b>	<b>6,523.56</b>

**Cafe**

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
11	Cafe Takings		14,000.00	10,311.42			-3,688.58
63	Cafe Consumables (Cups)				325.00	250.42	74.58
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	452.65	147.35
163	Cafe Supplies (Food/Cake)			120.00	7,500.00	5,491.79	2,128.21
164	Cafe Coffee				325.00	311.00	14.00
208	Equipment					51.82	-51.82
			<b>14,000.00</b>	<b>£10,431.42</b>	<b>9,200.00</b>	<b>£7,011.74</b>	<b>-1,380.32</b>

**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	117.56	3,402.44
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
				<b>£650.00</b>	<b>53,214.00</b>	<b>£6,709.35</b>	<b>47,154.65</b>

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 30/11/2024)**

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

**Cost Centre Name**

<b>Communications</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
19	E-mail				820.80	602.70	218.10
20	Website				35.00	29.17	5.83
94	Precept Letter				500.00		500.00
					<b>1,355.80</b>	<b>£631.87</b>	<b>723.93</b>

<b>Income</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
1	Precept		270,291.12	270,291.12			
2	Grants						
5	Interest		4,000.00	5,137.06			1,137.06
6	Pavilion Hire		1,000.00	1,455.00			455.00
7	Pavilion Football		2,520.00	1,470.00			-1,050.00
8	MUGA - School Hire		1,500.00	1,500.00			
9	MUGA - Casual Hire		500.00	90.00			-410.00
10	Maintenance			1,056.00			1,056.00
12	Cafe Grants						
73	General Admin			27.46			27.46
210	VAT Refund						
211	Smart Export Guarantee			792.60			792.60
					<b>279,811.12</b>	<b>£281,819.24</b>	<b>2,008.12</b>

<b>Kingsnorth Christmas Event</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>		
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>		
126	Ice Rink (2 day Hire)		8,150.00		10,500.00	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	213.87	2,000.00	486.22	227.65		
190	Christmas Stall		350.00	420.00			70.00		
191	Food Vendors		600.00				-600.00		
193	Generator Hire				920.50	218.67	701.83		
214	Advertising					128.02	-128.02		
					<b>12,600.00</b>	<b>£633.87</b>	<b>23,568.50</b>	<b>£11,817.91</b>	<b>-215.54</b>

<b>Kingsnorth Country Fayre</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>		
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>		
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>

<b>Kingsnorth Green Spaces</b>		<b>Bal. B/Fwd.</b>	<b>Receipts</b>		<b>Payments</b>		<b>Current Balance</b>
<b>Code</b>	<b>Title</b>		<b>Budget</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
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		3,950.00	-3,724.00

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 30/11/2024)**

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

**Cost Centre Name**

£226.00    31,300.00    £5,349.04    26,176.96

**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	9,229.58	3,916.42	
43	Playing Fields Playground				1,750.00	-68.01	1,818.01	
44	Van Lease				7,351.80	4,922.62	2,429.18	
45	Electric Vehicle Charging			5.42	500.00	55.00	450.42	
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	3,184.00	1,592.00	
49	Workshop Rates				1,500.00	784.94	715.06	
50	Workshop Insurance							
51	Workshop Electric				150.00		150.00	
52	Maintenance Mobile Phon				360.00	224.96	135.04	
53	Maintenance Loose Tools				1,500.00	318.54	1,181.46	
54	Maintenance Staff Trainin				3,000.00	2,070.67	929.33	
55	MUGA				100.00	173.32	-73.32	
60	Waste Collection				1,750.00	866.00	884.00	
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	832.47	167.53	
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					695.22	-695.22	
205	Dog Waste Bags					276.00	-276.00	
209	Van Items					570.83	-570.83	
213	Flag Pole					168.00	-168.00	
					£5.42	40,383.80	£27,402.90	12,986.32

**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 30/11/2024)**

*This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.*

<u>Cost Centre Name</u>							
169 Park Patrols				4,500.00	4,500.00		
				4,500.00	4,500.00		
<u>Pavillion</u>		<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>	
<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	
56	Pavillion Gas				3,000.00	920.17	
57	Pavillion Electricity				1,000.00	1,054.51	
58	Pavillion Water				500.00	376.63	
59	Pavillion Fire Safety & Sec				1,500.00	998.22	
61	Pavillion Cleaning				3,500.00	3,009.05	
70	Pavillion Maintenance				2,500.00	480.77	
207	Supplies					434.98	
					12,000.00	£7,274.33	
						4,725.67	
<u>Pavillion, 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	Pavillion, Play Area and Pi				15,000.00		15,000.00
					15,000.00		15,000.00
<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
					500.00		500.00
<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>
					130,000.00	£79,719.62	50,280.38
<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					70.00	-70.00
80	Community Grants Fund				10,000.00	2,855.00	7,145.00
212	Christmas Light Application						
					10,000.00	£2,925.00	7,075.00
<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	2,122.00	-122.00
					2,000.00	£2,122.00	-122.00
<b>NET TOTAL</b>			314,010.12	£311,189.83	375,358.47	£177,115.80	195,422.38

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

Kingsnorth Parish Council

2 December 2024 (2024-2025)

PAYMENTS LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	Salaries	13/11/2024 - 26/11/2024				Confidential			11,306.02		11,306.02
328	Photocopier and Printer	01/11/2024		NW Current 4779311		Printer	CF Corporate Finance	S	236.98	47.40	284.38
327	Workshop Rates	01/11/2024		NW Current 4779311		Workshop Business Rates	Ashford Borough Council	X	82.00		82.00
335	Pavilion Electricity	01/11/2024		Metro Bank Current .		Pavilion electricity	SSE	X	88.46		88.46
336	Waste Collection	01/11/2024		Metro Bank Current .		Waste Collection	Trident Waste Managemen	S	110.00	22.00	132.00
338	Playing Fields Playgrounds	05/11/2024		Metro Bank Current .		signs	Medash Signs	X	81.60		81.60
337	Pavilion Water	05/11/2024		Metro Bank Current .		Pavilion water	Scottish Water	X	144.51		144.51
340	Telephone and Broadband	06/11/2024		Metro Bank Current .		Telephone	BT	S	69.85	13.97	83.82
339	Workshop Rent	06/11/2024		NW Current 4779311		Workshop lease	Van & Car	X	398.00		398.00
341	Zoom	11/11/2024		Metro Bank Current .		Zoom fee	Zoom	X	15.59		15.59
342	Pavilion Electricity	11/11/2024		Metro Bank Current .		Pavilion electricity	SSE	X	105.50		105.50
383	Van Lease	11/11/2024		NW Current 4779311		Van rental	Leaseplan	S	613.79	122.76	736.55
343	HR Support	12/11/2024		Metro Bank Current .		HR Support	Outset UK	S	160.00	32.00	192.00
344	Computer Support and Maintainer	12/11/2024		Metro Bank Current .		Adobe Pro Licence	Adobe Systems Software I	S	198.96	39.79	238.75
348	Insurance	13/11/2024		Metro Bank Current .		Annual Insurance	Zurich	X	2,756.06		2,756.06
349	Playing Fields	13/11/2024		Metro Bank Current .		Line Marker new parts	Origin Amenity Solutions	X	44.96		44.96
345	Mower/Tools Fuel	13/11/2024		Metro Bank Current .		Van fuel	Fuel Genie	S	106.37	21.28	127.65
347	Footpath A Completion	13/11/2024		Metro Bank Current .		Ecologist Works and Travel	LAMB - LATORE' LTD	S	425.00	85.00	510.00
351	Computer Support and Maintainer	14/11/2024		Metro Bank Current .		New Laptop Battery	Projector Lamps World Ltd	S	28.28	5.66	33.94
350	Playing Fields Playgrounds	14/11/2024		Metro Bank Current .		Moss treatment in playarea	Amazon	S	27.89	5.58	33.47
346	Café Supplies (Milk/Cream Etc.)	14/11/2024		Metro Bank Current .		Cafe Milk	Tesco	X	8.70		8.70
354	E-mail	15/11/2024		Metro Bank Current .		E-mail Addresses	Microsoft	S	73.50	14.70	88.20
355	Account Software	15/11/2024		Metro Bank Current .		Scribe Annual Fee	Scribe Accounts	S	1,140.00	228.00	1,368.00
356	Pavilion Fire Safety & Security	15/11/2024		Metro Bank Current .		Batteries for emergency lights	The Electrical Counter	X	13.68		13.68
353	Pavilion Maintenance	15/11/2024		Metro Bank Current .		Pavillion Toilet Grab Rail	Screwfix Direct Ltd	X	12.98		12.98
361	Maintenance Equipment	19/11/2024		NW Current 4779311		Screws	Fraser Curry	X	3.26		3.26
358	Parish Office - Mobile Phone	21/11/2024		Metro Bank Current .		Staff Mobile Phones	EE	S	14.57	2.91	17.48
358	Maintenance Mobile Phones	21/11/2024		Metro Bank Current .		Staff Mobile Phones	EE	S	29.12	5.82	34.94
359	Pavilion Maintenance	21/11/2024		Metro Bank Current .		Bin	Tesco	X	20.00		20.00
360	Father Christmas, Elf and Pres	21/11/2024		Metro Bank Current .		Father Christmas Booking	David Turner	X	85.00		85.00
362	Father Christmas, Elf and Pres	22/11/2024		Metro Bank Current .		Elf Uniform	Amazon	S	19.48	3.90	23.38
363	Generator Hire	22/11/2024		Metro Bank Current .		Generator Hire	HSS ProService Limited	S	218.67	43.74	262.41
364	Café Consumables (Cups Etc.)	25/11/2024		Metro Bank Current .		Coffee Cup Lids	Signature Packaging Limite	X	17.36		17.36
367	Café Supplies (Food/Cake)	27/11/2024		Metro Bank Current .		Brakes Order	Brakes	X	535.90		535.90

Created by Scribe

1 of 2

Kingsnorth Parish Council

2 December 2024 (2024-2025)

PAYMENTS LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
365	Advertising	27/11/2024		Metro Bank Current .		Winter Wonderland Meta Ads	META	X	25.00		25.00
366	Advertising	27/11/2024		Metro Bank Current .		Winter Wonderland Meta Ads	META	X	25.00		25.00
368	Payroll	28/11/2024		Metro Bank Current .		Payroll	Accounts Unlocked	S	30.00	6.00	36.00
371	Pavilion Cleaning	28/11/2024		Metro Bank Current .		cleaning	EJP Cleaning Services	X	271.25		271.25
370	Café Supplies (Milk/Cream Etc.)	28/11/2024		Metro Bank Current .		Café Milk/Cream/Ice Cream	Tesco	X	16.10		16.10
369	Advertising	28/11/2024		Metro Bank Current .		Winter Wonderland Meta Ads	META	X	25.00		25.00
379	Section 137	29/11/2024		Metro Bank Current .		Christmas Trees x 3	Ripleys Garden Centre	S	70.00	14.00	84.00
381	Office Supplies, Postage & Adr	29/11/2024		Metro Bank Current .		Amazon Prime fee	Amazon	S	95.00	19.00	114.00
380	Café Coffee	29/11/2024		Metro Bank Current .		Café Coffee	Bloss Coffee Company Ltd	X	102.00		102.00
382	Christmas Lights/Decorations	29/11/2024		Metro Bank Current .		Christmas Lights for Parish	Festive Lights Ltd	S	117.56	23.51	141.07
377	Advertising	29/11/2024		Metro Bank Current .		Winter Wonderland Meta Ads	META	X	25.00		25.00
378	Advertising	29/11/2024		Metro Bank Current .		Winter Wonderland Eventbrite	Eventbrite	X	28.02		28.02
<b>Total</b>									<b>20,021.97</b>	<b>757.02</b>	<b>20,778.99</b>

## RECEIPTS LIST

This report includes one or more cost centres that have been marked as confidential. This means that only the totals are shown without any further detail.

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
170	Christmas Stall	01/11/2024		NW Current 4779311		Kingsnorth Winter Wonderland	Parishioner	X			
171	Pavilion Football	01/11/2024		NW Current 4779311		Pavilion Hire	Park Farm Rangers FC	X	210.00		210.00
177	Father Christmas, Elf and Pres	01/11/2024		Metro Bank Current .		Father Christmas Booking	Parishioner	X	213.87		213.87
178	Electric Vehicle Charging	04/11/2024		Metro Bank Current .		Electric Van Charging	Pod Point	X	5.42		5.42
176	Pavilion Hire	05/11/2024		NW Current 4779311		Pavilion Hire	J Warner	X	52.50		52.50
179	Cafe Takings	14/11/2024		Metro Bank Current .		Cafe takings	Paypal	X	100.24		100.24
182	Christmas Stall	14/11/2024		Metro Bank Current .		Kingsnorth Winter Wonderland	Parishioner	X	20.00		20.00
181	Pavilion Hire	16/11/2024		NW Current 4779311		Hire of the Pavilion and MUGA	Sophie Kingsbury	X	30.00		30.00
181	MUGA - Casual Hire	16/11/2024		NW Current 4779311		Hire of the Pavilion and MUGA	Sophie Kingsbury	X	20.00		20.00
180	Maintenance	17/11/2024		NW Current 4779311		Measuring and Marking Footba	Park Farm Rangers FC	X	480.00		480.00
183	Cafe Takings	18/11/2024		Metro Bank Current .		Cafe takings	Paypal	X	120.38		120.38
184	Cafe Takings	19/11/2024		Metro Bank Current .		Cafe takings	Paypal	X	152.38		152.38
186	Pavilion Hire	21/11/2024		NW Current 4779311		Pavilion Hire	Kingsnorth Medical Practice	X	15.00		15.00
185	Cafe Takings	21/11/2024		Metro Bank Current .		Cafe takings	Paypal	X	63.37		63.37
187	Cafe Takings	25/11/2024		Metro Bank Current .		Cafe takings	Paypal	X	127.76		127.76
188	Cafe Takings	26/11/2024		Metro Bank Current .		Cafe takings	Paypal	X	142.55		142.55
189	Cafe Takings	28/11/2024		Metro Bank Current .		Cafe takings	Paypal	X	103.50		103.50
190	Interest	29/11/2024		Metro Bank Reserve		Interest	Metro Bank	X	96.06		96.06
191	Interest	29/11/2024		Nationwide Building .		Nationwide Interest	Nationwide Building Society	X	252.00		252.00
192	Interest	29/11/2024		NW Reserve 4779331		Natwest Interest	Natwest	X	0.01		0.01
193	Interest	29/11/2024		NW SIBA 47793120		Natwest SIBA Interest	Natwest	X	273.52		273.52
<b>Total</b>									<b>2,478.56</b>		<b>2,478.56</b>

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

Cllr. Hayward asked about the spread of the Parish Council funds and suggested we look at possible savings accounts to increase the returns on any funds we have. Councillors suggested this be looked at the February meeting of Kingsnorth Parish Council.

**PROPOSED BY CLLR WEDGBURY**  
**ALL THOSE IN FAVOUR - 8**  
**Motion moved.**

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

To review invoices and consider authorising payments.

**PROPOSED BY CLLR RANSLEY**  
**ALL THOSE IN FAVOUR - 8**  
**Motion moved.**

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

## 12. Correspondence and written reports from external parties.

- a. To consider correspondence and written reports received by the Parish Council before the publication of this agenda and listed below. Then authorising any action.

None received.

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

Cllr. Ransley suggested that the Parish Council send an email to Dan Carter regarding the issues with traffic modelling on Courtlodge.

Cllr. Breese asked Cllr. Ransley to email her a draft and she will send it off.

## 13. Parish Managers Report.

- a. November Report.

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

The report was noted by Councillors.

The Parish Manager advised that the Christmas Tree purchased by the Parish Council and installed in Washford Farm Ward was stolen. It has been reported to the police but will not be replaced.

#### **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 the following:

- She attended Ashford United Football Club in November to meet the new owners. They are keen to develop the club and facilities at the club.

Cllr Giles sent in a report to all Councillors prior to the meeting.

##### **Parish Councillor Reports:**

Cllr. Hicks reported the following:

- Attended flood and water conference in London.
- Attended Richard Gardiners (former member of the Parish Council). funeral with Cllr. Wedgbury.
- Attended Marsh Link AGM in Rye.

Cllr. Breese reported the following:

- The Parish Council has now met with both of our MPs, and she will type up some notes to share with residents.

Cllr. Wedgbury reported the following:

- That he currently sponsors a member of both the men's and women's team at Ashford United FC.
- Has been cleaning graffiti in Park Farm South.
- Reported rough sleeper in entrance park.
- Reported an abandoned car in Bluebell Road.

Cllr Cosgrove reported on the following:

- He attended Highways Parish Seminar at Kent County Council.
- Attended KALC meeting.
- Attended JTB Meeting.

#### **15. Parish Action Sheet**

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

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

**PARISH ACTION SHEET**  
**ACTIONS FROM NOVEMBER 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 and Cllr. Cosgrove met with KCC about the current highways improvement plan (HIP). Outlined the key areas which included parking around the Stubbs Cross Post Office, Issues at Smithfields Crossroads Junction and parking issues on junctions.	Parish Manager has asked for Councillors input to identify any junctions within their wards with parking issues so that we can put in requests for double yellow lines as one.
	Speedwatch		Volunteer recruitment started and a few have come forward.	Arrange training for new volunteers when we have enough.
	Parish Council Business Plan		The Parish Manager, Cllr. Breese and Cllr Cosgrove have developed ideas for a public consultation on some key elements of the business plan.	Councillors to discuss item on agenda.
	Kingsnorth Parish Community Resilience Plan		Parish Manager is currently working on this in partnership with Ashford Borough Council Officers.	Draft of plan to be presented in January/February Parish Council Meeting.
	Meeting with current members of parliament covering Ashford and Weald of Kent		Meeting with Sojan Joseph held on Friday 15 <sup>th</sup> November 2024.  Meeting with Katie Lamb MP agreed as Friday 6 <sup>th</sup> December in the Sports Pavilion.	Review any follow up from meetings and then remove from action list.
	Water Management	Cllr. Clarke	Comment submitted regarding Kingsnorth Green WWTW permit application.	Agree stance and comments for future comments on permit applications

- 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).*

Not required.

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

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

Not items suggested.

**17. Date of Next Meeting**

Tuesday 14<sup>th</sup> January 2025

As there was no further business to be discussed the Cllr. Breese closed the meeting at 8.49pm

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

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