

# KINGSNORTH PARISH COUNCIL

## AGENDA



**Parish Manager: Mr Peter Le Rossignol**  
**Kingsnorth Parish Office, Church Hill, Ashford, Kent, TN23 3EF**  
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**To all Members of the Parish Council.**

Notice is hereby given, that the next meeting of the Parish Council is to be held on Tuesday 11<sup>th</sup> February 2025 starting at 7.00pm and to be held in the **Kingsnorth Sports Pavilion, Church Hill, Kingsnorth, TN23 3EF.**

Please be aware that Parish Council Meetings are recorded.

We will be streaming the meeting live on Zoom and Facebook.

To view the meeting please click on the link below or view on our Facebook page

<https://www.facebook.com/KingsnorthPC>

<https://zoom.us/j/96736292465?pwd=N01CMitiM2k4dDNzYXNneG5BZ3pMdz09>

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

**2. To receive declarations of interest.**

**Public comments and observations.**

**(Maximum 15 minutes)**

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.

**Verbal reports from external parties.**

**(Maximum 15 minutes)**

External parties provide updates which are likely to be of interest to the residents of the Parish and Parish Councillors. If a topic is on the agenda and the member can stay for that item, at the discretion of the Chair, speak on that item later.

- a. *Ashford Borough Councillor's Reports.*
- b. *KCC Councillor's Report.*
- c. *Neighbourhood Watch Update.*

**3. Approval of Minutes.**

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

- a. [Minutes of Parish Council Meeting held on Tuesday 14<sup>th</sup> January 2024.](#)

**4. Parish community grant applications.**

- a. To review community grant applications submitted in January 2025.
- b. To agree/approve/reject applications.

**5. Parish Council Software Improvements.**

- a. [To review possible introduction of new bookings software and authorise any further action.](#)
- b. [To review possible introduction of new task tracking software and authorise any further action.](#)

**6. Kingsnorth Parish Council Budget 2025/26**

- a. [To review and approve Parish Council budget for 2025/26.](#)

**7. KALC Chairs Forum.**

- a. [To receive and note a report from Cllr. Breese.](#)

**8. Parish Council Business Plan Update.**

- a. [To receive an update on the business plan and online survey.](#)
- b. To consider setting up a water management working group and authorise any further action.
- c. [Assets of Community Value to review possible list and agreed next steps.](#)

**9. Staffing Committee Update.**

- a. [To receive an update on the recruitment process for the Grounds and Maintenance Operative and authorise any further actions.](#)

**10. Financial matters.**

- a. [To receive the January Finance Report Documents.](#)
- b. [To review invoices and consider authorising payment.](#)
- c. [To consider allocation of Parish funds and opening of new business savings accounts.](#)
- d. [To consider changing of Metrobank account and authorise any further action.](#)

**11. Planning matters.**

- a. [To consider all planning applications received.](#)
- b. [To note decisions.](#)
- c. To consider any appeals and Enforcement Matters.
- d. Any other planning matters and authorise any further action.

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

- a. To consider correspondence and written reports received by the Parish Council before the publication of this agenda and listed below. Then authorising any action.
- b. To consider correspondence proposed to be sent by the Parish Council and authorise any action.
  - i. Provide a response to Ashford Borough Council's latest email about the Court Lodge site (traffic).
  - ii. Consider a response on the Local Government re-organisation.

**13. Parish Staff Reports.**

- a. [Parish Manager January Report.](#)

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

Members of the Parish Council September provide any updates (*not addressed earlier on the agenda*) they have from their Parish Ward, Internal Committee or External meetings they have attended.

**15. Parish action sheet.**

- a. [To review Parish 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.
- 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 of future agendas.

**17. Date of Next Meeting Tuesday 11<sup>th</sup> March 2025**



**Peter Le Rossignol (Kingsnorth Parish Council Manager)**

**PARISH ACTION SHEET**  
**ACTIONS FROM JANUARY MEETING**

<b>Project</b>	<b>Specific Projects</b>	<b>Councillors Responsible</b>	<b>Current Progress</b>	<b>Next Steps</b>
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 Smithfield's 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.  The Parish Manager has a number of possible items to add to the highways improvement plan.
	Speed watch		Volunteer recruitment started and a few have come forward.	Arrange training for new volunteers when we have enough.
	Parish Council Business Plan		Draft Business Plan has now been finalised and uploaded to the Parish Council website. The New Year Newsletter has been confirmed and deliveries across the Parish have started.	Keep consultation open to residents until the end of March 2025 and then review comments.
	Kingsnorth Parish Community Resilience Plan		Parish Manager is currently working on this in partnership with Ashford Borough Council Officers.	Parish Manager to seek a meeting with ABC to discuss our plan.
	Water Management	Cllr. Clarke	Setting up of a water management working group to review current applications and possible comments.	Working Group set up and members agreed.