

KINGSNORTH PARISH COUNCIL

AGENDA



Parish Manager: Mr Peter Le Rossignol
Kingsnorth Parish Office, Church Hill, Ashford, Kent, TN23 3EF
Telephone: 01233 502969
Email: manager@kingsnorthparishcouncil.gov.uk
Website: www.kingsnorthparishcouncil.gov.uk

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 11th March 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 11th February 2025.](#)

4. Parish community grant applications.

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

5. Chairman's Update.

- a. [To receive an update, from the Chair of Kingsnorth Parish Council and authorise any further action.](#)

6. Parish Council Software Improvements.

- a. [To review quotes for task tracking software and authorise any further action.](#)

7. Water Management Working Group.

- a. [To consider adopting working group terms of reference and authorise any further action.](#)
- b. [To review recommendations following the first meeting of Water Management Working Group and authorise any further action.](#)

8. Financial matters.

- a. [To receive the February Finance Report Documents.](#)
- b. [To review invoices and consider authorising payment.](#)
- c. [To appoint an internal auditor for 2024/25.](#)

9. 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.
 - i. [To review table of planning applications in Kingsnorth Parish.](#)

10. 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.

11. Parish Staff Reports.

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

12. 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.

13. 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*).

14. The next or future Agenda(s).

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

15. Date of Next Meeting Tuesday 8th April 2025

- a. [To agree date/s and time for the following meetings:](#)
 - i. Annual Meeting of Kingsnorth Parish.
 - ii. Annual Meeting of Kingsnorth Parish Council.



Peter Le Rossignol (Kingsnorth Parish Council Manager)

PARISH ACTION SHEET

ACTIONS FROM FEBRUARY MEETING

Action	Who	Update	Completed
To Research if litter picking Ashford Road is possible.	Parish Manager	Having looked at the Ashford Borough Council website they state the following: “We do not support any event that involves litter picking on public roads where the speed limit is greater than 30 miles per hour.” Therefore, I advise that no roads with a speed limit of more than 30mph are litter picked of which Ashford Road is one.	Yes
To purchase, set up and launch Scribe venue bookings software.	Parish Manager Finance & Regulation Assistant	Scribe Bookings purchased and initial set up completed by Finance & Regulation Assistant. Bookings will be operational by the end of March 2025.	
To research different options for task tracking software.	Parish Manager	New report with recommendation on March agenda.	Yes
To set up a Wastewater Management Working Group.	Parish Manager	First Water Management Working Group held on 18/02/2025. Working Group Terms of Reference on the agenda.	Yes
To submit Assets of Community value nomination forms for Kingsnorth Recreation Centre and Mission Hall.	Parish Manager	Kingsnorth Recreation Centre nomination form 75% complete waiting for some letters of support to include with the nomination form.	
To Address Bank Balances as per February meeting.	Parish Manager	Balances addressed as requested at February meeting and correct as of 04/03/2025	Yes
To make changes to Metrobank, NatWest and Nationwide Bank Accounts.	Parish Manager	Metrobank Changes to be made following approval and signing of February Minutes. NatWest Changes to Bank Mandate Submitted. Nationwide Savings account changed to 95 Day Notice Account on 17/02/2025	
Planning Comments to be submitted to Ashford Borough Council.	Community Engagement & Events Officer		
Email Planning Department re Emerging Local Plan	Parish Manager	Email sent: 25/02/2025 Response sent to councillors on: 03/03/2025	Yes
Local Government Reorganisation to write to Ashford Borough Council CEO, Jo Fox and Cllr. Betty	Chair	Email sent: Jo Fox & Cllr. Betty – 12/02/2025 ABC CEO – 13/02/2025 Responses forwarded to Councillors: Jo Fox & Cllr. Betty – NA ABC CEO – 03/03/2025	Yes

PARISH ACTION SHEET

ACTIONS FROM PREVIOUS MEETINGS

Action	Who	Update	Completed
Highways Improvement Plan	Cllr. Cosgrove Parish Manager	Currently liaising with Kent County Council for a review meeting in May 2025.	
Kingsnorth Parish Community Resilience Plan	Parish Manager Cllr. Cosgrove	Currently liaising with Ashford Borough Council to arrange a meeting re the plan.	