



KINGSNORTH PARISH COUNCIL

Approved Minutes of the Parish Council Meeting

Held on Tuesday 11th February 2025.

Kingsnorth Pavilion 7.00pm

1. To note those, present and receive apologies.

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

Also, present: Peter Le Rossignol (Parish Manager), Cllr. Hallett ABC Member for Washford Ward, 1 member of the public.

Apologies received: Cllr. Townend submitted his apologies prior to the meeting.

2. To receive declarations of Interest.

Cllr. Giles declared an interest in agenda item 11 as she might be a member of the ABC Planning Committee.

Public Comments and Observations

Peter New was present at the meeting and provided an update on his report which had been circulated to all Councillors 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 – Cllr. Hallett was present at the meeting and reported on the following:

- Ditches being cleared.
- Fly-tipping issues have been followed up.

Cllr. Townend, Park Farm North – Cllr. Townend submitted his apologies. No report received.

Cllr. McGeever, Kingsnorth Village and Bridgefield – Cllr. McGeever submitted his apologies prior to the meeting but had asked that the Parish Manager to raise the possibility of litter picking along Ashford Road. Councillors raised safety concerns linked to litter picking along Ashford Road, but the Parish Manager will research this and report back to full council.

Cllr. Giles, Park Farm South – Cllr. Giles provided an updated under item 14. Councillor Updates.

Cllr. Hayward, Roman Ward – Cllr. Hayward provided an updated under item 14. Councillor Updates.

b. KCC Councillors' Reports

Cllr. Robey submitted his apologies and report prior to the meeting and the report 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 14th January 2025.**

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

SECONDED BY CLLR. COSGROVE
ALL THOSE AGAINST - 0 **ABSTENTIONS - 2**

4. Parish community grant applications.

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

No applications received.

5. Parish Council software improvements.

a. To review possible introduction of new bookings software and authorise any further action.
Cllr. Ransley proposed that the recommendation for the Parish Council to introduce a new bookings software be authorised.

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

SECONDED BY CLLR. HICKS
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

- b. To review possible introduction of new task tracking software and authorise any further action.

Councillors agreed to defer this item to the next meeting for the Parish Manager to obtain more information and prices from other companies.

6. Kingsnorth Parish Council Budget 2025/26.

a. To review and approve the Parish Council Budget for 2025/26.
The Parish Manager reported on the Kingsnorth Parish Council proposed budget 2025/26.
Cllr. Giles proposed that the Parish Council Budget 2025/26 be approved.

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

SECONDED BY CLLR. COSGROVE
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

7. KALC Chairs Forum.

- a. To receive and note a report from Cllr. Breese.

The KALC Chairs forum report from Cllr. Breese was noted.

8. Parish Council Business Plan update.

- a. To receive an update on the business plan and online survey.

The Parish Manager provided a verbal update on the business plan and online survey.

- b. To consider setting up a water management working group and authorise any further action.

Parish Manager to email Councillors to see who would like to be a member of a water management working group.

- c. Assets of Community Value to review possible list and agree next steps.

Cllr. Hayward proposed that the Mission Hall at Stubbs Cross and the Kingsnorth Recreation Centre be nominated as an Asset of Community Value and for the Parish Manager to contact other Clerks for advice on completing the form to the correct format.

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

SECONDED BY CLLR. WEDGBURY
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

9. Staffing Committee update.

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

Cllr. Cosgrove provided a verbal report on behalf of the staffing committee which included:

- All staff appraisals have now been completed.
- Vacancy for the Grounds and Maintenance Operative has now been filled.

10. Financial Matters.

- a. To receive the January Finance Report documents.

The Finance report was received and noted by all Councillors.

Kingsnorth Parish Council

Prepared by: Ruth Hill (Finance and Regulation Assistant)
Name and Role (Clerk/RFO etc)

Date: 03/02/2025

Approved by: Peter Le Rossignol (Parish Manager)
Name and Role (RFO/Chair of Finance etc)

Date: 03/02/2025

	Bank Reconciliation at 31/01/2025		
	Cash in Hand 01/04/2024		394,657.12
	ADD Receipts 01/04/2024 - 31/01/2025		338,306.70
			732,963.82
	SUBTRACT Payments 01/04/2024 - 31/01/2025		236,073.90
A	Cash in Hand 31/01/2025 (per Cash Book)		496,889.92
	Cash in hand per Bank Statements		
	Petty Cash 31/01/2025	0.00	
	Metro Bank Current a/c 18279495 31/01/2025	2,746.71	
	Metro Bank Reserve a/c 18279584 31/01/2025	140,278.75	
	NW Reserve 47793368 31/01/2025	13.41	
	NW SIBA 47793120 31/01/2025	174,666.16	
	NW Current 47793112 31/01/2025	100.00	
	Nationwide Building Society 31/01/2025	179,084.89	
			496,889.92
	Less unrepresented payments		
			496,889.92
	Plus unrepresented receipts		
B	Adjusted Bank Balance		496,889.92
	A = B Checks out OK		

Kingsnorth Parish Council

Net Position by Cost Centre and Code (Between 01/04/2024 and 31/01/2025)

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

£650.00 53,214.00 £9,880.31 43,983.69

Communications

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
19	E-mail				820.80	749.70	71.10
20	Website				35.00	29.17	5.83
94	Precept Letter				500.00		500.00
220	Newsletter					1,250.00	-1,250.00
					1,355.80	£2,028.87	-673.07

Income

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
1	Precept		270,291.12	270,291.12			
2	Grants						
5	Interest		4,000.00	6,362.60			2,362.60
6	Pavilion Hire		1,000.00	2,402.50		149.69	1,252.81
7	Pavilion Football		2,520.00	1,680.00			-840.00
8	MUGA - School Hire		1,500.00	1,500.00			
9	MUGA - Casual Hire		500.00	90.00			-410.00
10	Maintenance			1,536.00			1,536.00
12	Cafe Grants						
73	General Admin			27.46			27.46
210	VAT Refund						
211	Smart Export Guarantee			850.68			850.68
			279,811.12	£284,740.36		£149.69	4,779.55

Kingsnorth Christmas Event

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
126	Ice Rink (2 day Hire)		8,150.00	5,756.11	10,600.00	10,900.00	-2,693.89
127	Attractions		2,000.00	2,128.72	8,000.00	8,550.50	-421.78
128	Toilets				348.00	377.00	-29.00
129	First Aid				1,000.00	1,000.00	
130	Security				650.00	1,130.50	-480.50
154	Event License				50.00	20.00	30.00
165	Father Christmas, Elf and		1,500.00	2,116.70	2,000.00	1,477.70	1,139.00
190	Christmas Stall		350.00	440.00			90.00
191	Food Vendors		600.00	146.00			-454.00
193	Generator Hire			103.15	920.50	218.67	804.98
214	Advertising					552.10	-552.10
			12,600.00	£10,690.68	23,568.50	£24,226.47	-2,567.29

Kingsnorth Country Fayre

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
110	Fun Fair		5,799.00	8,407.34		500.00	2,108.34
111	Toilets				945.00	945.00	
112	First Aid				400.00	320.00	80.00
113	Wide Eyes Falconry Displ				450.00	450.00	
114	Security				450.00	528.00	-78.00
118	Contingency			178.74	1,599.00	1,306.94	470.80
181	Stall Payment			150.00		15.00	135.00
194	Food Vendors			999.90			999.90
196	Stall Commission			125.00			125.00
200	Dog Show Donation					274.00	-274.00
			5,799.00	£9,860.98	3,844.00	£4,338.94	3,567.04

Kingsnorth Green Spaces

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			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

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 31/01/2025)

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			450.00			450.00
204	Central Park Fund			6,143.90			6,143.90
217	Country Fayre First Aid De					200.00	-200.00
219	Country Fayre Tokens					467.00	-467.00
				£6,593.90	15,750.00	£8,509.50	13,834.40

Admin

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
21	Payroll				360.00	300.00	60.00
22	HR Support				1,920.00	1,600.00	320.00
23	Staff Training				1,500.00	222.84	1,277.16
24	Councillor Training				750.00	112.00	638.00
25	Councillor/Chairman's Allo				500.00	37.50	462.50
26	Bank Charges				40.00	30.00	10.00
27	Audit Fees				1,120.00	175.00	945.00
29	Insurance				2,700.00	2,756.06	-56.06
30	Office Supplies, Postage &				1,250.00	834.41	415.59
31	Telephone and Broadband				1,200.00	693.60	506.40
32	Photocopier and Printer				1,250.00	750.94	499.06
33	Computer Support and Ma				2,000.00	1,503.09	496.91
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	146.01	31.99
101	Office Rates						
156	Zoom				178.00	155.90	22.10
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					221.78	-221.78
199	Professional Fees					875.00	-875.00
					17,632.07	£12,589.18	5,042.89

Cafe

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
11	Cafe Takings		14,000.00	12,382.78			-1,617.22
63	Café Consumables (Cups)				325.00	250.42	74.58
64	Café Workwear				150.00		150.00
66	Café Admin				300.00	138.16	161.84
72	Café Donations					315.90	-315.90
162	Café Supplies (Milk/Crean				600.00	505.55	94.45
163	Café Supplies (Food/Cake)			140.00	7,500.00	6,392.00	1,248.00
164	Café Coffee				325.00	311.00	14.00
208	Equipment					57.46	-57.46
216	Volunteer Lunch					193.60	-193.60
			14,000.00	£12,522.78	9,200.00	£8,164.09	-441.31

Capital

Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
			Budget	Actual	Budget	Actual	Budget
65	Café Coffee Machine			650.00	3,500.00	3,228.00	922.00
96	Christmas Lights/Decorati				3,520.00	2,873.63	646.37
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
218	Memorial Bench					414.89	-414.89

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

Kingsnorth Parish Council

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<u>Cost Centre Name</u>					
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		3,959.00	-3,733.00
		£226.00	31,300.00	£5,358.04	26,167.96

<u>Litter and Driving Awareness</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>	<u>Budget</u>
78	Advertising and Awareness				500.00		500.00
					500.00		500.00

<u>Maintenance</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>	<u>Budget</u>	
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	157.59	1,592.41	
44	Van Lease				7,351.80	6,150.20	1,201.60	
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	3,980.00	796.00	
49	Workshop Rates				1,500.00	948.94	551.06	
50	Workshop Insurance							
51	Workshop Electric				150.00		150.00	
52	Maintenance Mobile Phon				360.00	283.20	76.80	
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	229.60	-129.60	
60	Waste Collection				1,750.00	1,064.00	686.00	
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	906.38	93.62	
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					725.21	-725.21	
205	Dog Waste Bags					276.00	-276.00	
209	Van Items					570.83	-570.83	
213	Flag Pole					168.00	-168.00	
215	PAT Testing					344.86	-344.86	
					£5.42	40,383.80	£30,577.36	9,811.86

<u>Outdoor Cinema</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>	<u>Budget</u>
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

<u>Parish Book Stops</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>	<u>Budget</u>
170	Parish Book Stops/Library				900.00	57.50	842.50
					900.00	£57.50	842.50

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 31/01/2025)

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

Park Patrols

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
169	Park Patrols				4,500.00		4,500.00
					4,500.00		4,500.00

Pavilion

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
56	Pavilion Gas				3,000.00	1,358.66	1,641.34
57	Pavilion Electricity				1,000.00	1,777.70	-777.70
58	Pavilion Water				500.00	376.63	123.37
59	Pavilion Fire Safety & Sec				1,500.00	998.22	501.78
61	Pavilion Cleaning				3,500.00	3,528.30	-28.30
70	Pavilion Maintenance				2,500.00	480.77	2,019.23
207	Supplies					443.98	-443.98
					12,000.00	£8,964.26	3,035.74

Pavilion, Play Area and Playing Fields

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
179	Pavilion, Play Area and Pl				15,000.00	5.81	14,994.19
					15,000.00	£5.81	14,994.19

Reusable Nappy Scheme

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</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

Salaries

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
					130,000.00	£96,624.74	33,375.26

Section 137

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
			<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>
18	Section 137					145.92	-145.92
80	Community Grants Fund				10,000.00	2,855.00	7,145.00
212	Christmas Light Application					79.17	-79.17
					10,000.00	£3,080.09	6,919.91

Subscriptions

<u>Code</u>	<u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</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

NET TOTAL			314,010.12	£326,804.12	375,358.47	£219,581.44	168,571.03
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Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Kingsnorth Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2024 and 31/01/2025)

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2025/26 Budget Items		6,593.90	6,593.90 (659390)	15,750.00	8,509.50	7,240.50 (45%)	13,834.40
Admin			0.00 (N/A)	17,632.07	12,589.18	5,042.89 (28%)	5,042.89
Cafe	14,000.00	12,522.78	-1,477.22 (-10%)	9,200.00	8,164.09	1,035.91 (11%)	-441.31
Capital		650.00	650.00 (65000%)	53,214.00	9,880.31	43,333.69 (81%)	43,983.69
Communications			0.00 (N/A)	1,355.80	2,028.87	-673.07 (-49%)	-673.07
Income	279,811.12	284,740.36	4,929.24 (1%)		149.69	-149.69 (-1496%)	4,779.55
Kingsnorth Christmas Event	12,600.00	10,690.68	-1,909.32 (-15%)	23,568.50	24,226.47	-657.97 (-2%)	-2,567.29
Kingsnorth Country Fayre	5,799.00	9,860.98	4,061.98 (70%)	3,844.00	4,338.94	-494.94 (-12%)	3,567.04
Kingsnorth Green Spaces		226.00	226.00 (22600%)	31,300.00	5,358.04	25,941.96 (82%)	26,167.96
Litter and Driving Awareness			0.00 (N/A)	500.00		500.00 (100%)	500.00
Maintenance		5.42	5.42 (542%)	40,383.80	30,577.36	9,806.44 (24%)	9,811.86
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	8,964.26	3,035.74 (25%)	3,035.74
Pavilion, Play Area and Playing Field			0.00 (N/A)	15,000.00	5.81	14,994.19 (99%)	14,994.19
Reusable Nappy Scheme			0.00 (N/A)	500.00		500.00 (100%)	500.00
Salaries			0.00 (N/A)	130,000.00	96,624.74	33,375.26 (25%)	33,375.26
Section 137			0.00 (N/A)	10,000.00	3,080.09	6,919.91 (69%)	6,919.91
Subscriptions			0.00 (N/A)	2,000.00	2,122.00	-122.00 (-6%)	-122.00
NET TOTAL	314,010.12	326,804.12	12,794.00 (4%)	375,358.47	219,581.44	155,777.03 (41%)	168,571.03

Total for ALL Cost Centres		326,804.12			219,581.44	
V.A.T.		11,502.58			16,492.46	
GROSS TOTAL		338,306.70			236,073.90	

PAYMENTS LIST

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	Salaries	15/01/2025 - 24/01/2025				Confidential			7,877.86		7,877.86
449	Workshop Rates	02/01/2025		NW Current 4779311		Workshop Business Rates	Ashford Borough Council	X	82.00		82.00
448	Pavilion Gas	02/01/2025		Metro Bank Current ;		Pavilion gas	SSE	X	262.58		262.58
451	Waste Collection	02/01/2025		Metro Bank Current ;		Waste Collection	Trident Waste Managemen	S	110.00	22.00	132.00
453	Telephone and Broadband	06/01/2025		Metro Bank Current ;		Telephone	BT	S	69.85	13.97	83.82
454	Memorial Bench	06/01/2025		Metro Bank Current ;		Memorial Bench replacement	TDP Limited	S	414.89	82.98	497.87
450	Workshop Rent	06/01/2025		NW Current 4779311		Workshop lease	Van & Car	X	398.00		398.00
455	Pavilion Cleaning	06/01/2025		Metro Bank Current ;		cleaning	EJP Cleaning Services	X	255.75		255.75
452	Advertising	06/01/2025		Metro Bank Current ;		Winter Wonderland Advertising	Eventbrite	X	3.07		3.07
457	Computer Support and Maintner	07/01/2025		Metro Bank Current ;		IT support	AMJ IT Ltd	S	295.00	59.00	354.00
458	Playing Fields Playgrounds	07/01/2025		Metro Bank Current ;		Playground inspection	Playground Inspection Co	S	225.60	45.12	270.72
456	Supplies	07/01/2025		Metro Bank Current ;		Multi plug for radios	Dunelm	X	9.00		9.00
459	Café Supplies (Food/Cake)	08/01/2025		Metro Bank Current ;		Brakes Order	Brakes	X	442.80		442.80
460	Office Supplies, Postage & Adn	09/01/2025		Metro Bank Current ;		postage	Post Office	X	2.60		2.60
461	Zoom	09/01/2025		Metro Bank Current ;		Zoom fee	Zoom	X	15.59		15.59
462	HR Support	10/01/2025		Metro Bank Current ;		HR Support	Outset UK	S	160.00	32.00	192.00
463	Audit Fees	10/01/2025		NW Current 4779311		Internal Audit Fee	Lionel Robbins	X	175.00		175.00
468	Van Lease	13/01/2025		NW Current 4779311		Van rental	Leaseplan	S	613.79	122.76	736.55
465	E-mail	15/01/2025		Metro Bank Current ;		E-mail Addresses	Microsoft	S	73.50	14.70	88.20
467	Christmas Lights/Decorations	15/01/2025		Metro Bank Current ;		Bespoke Christmas Light	Gala Lights Limited	S	1,980.00	396.00	2,376.00
466	Café Supplies (Food/Cake)	15/01/2025		Metro Bank Current ;		Brakes Order	Brakes	X	169.98		169.98
464	Equipment	15/01/2025		Metro Bank Current ;		Cafe Equipment - Milk and Foo	Amazon	S	5.64	1.13	6.77
470	Country Fayre Tokens	16/01/2025		Metro Bank Current ;		Country Fayre 2025 Tokens	Touco Ltd	S	467.00	93.40	560.40
472	Newsletter	17/01/2025		Metro Bank Current ;		Parish Newsletter Printing & De	East Kent Media Group	S	1,250.00	250.00	1,500.00
471	Contingency	17/01/2025		Metro Bank Current ;		Country Fayre 2024 PA System	ARK Drama 2000	X	100.00		100.00
473	Christmas Lights/Decorations	20/01/2025		Metro Bank Current ;		Christmas Light Removal	PSR Lighting and SignsLi	S	375.00	75.00	450.00
474	Toilets	20/01/2025		Metro Bank Current ;		Toilet Hire	Express Toilets	S	370.00	74.00	444.00
476	Parish Office - Mobile Phone	21/01/2025		Metro Bank Current ;		Staff Mobile Phones	EE	S	14.57	2.91	17.48
476	Maintenance Mobile Phones	21/01/2025		Metro Bank Current ;		Staff Mobile Phones	EE	S	29.12	5.82	34.94
477	Café Supplies (Milk/Cream Etc.	21/01/2025		Metro Bank Current ;		Cafe Milk	Tesco	X	50.00		50.00
479	Office Supplies, Postage & Adn	22/01/2025		Metro Bank Current ;		Lamination pouches, folders eb	Viking Supplies	S	104.84	20.97	125.81
478	Café Supplies (Food/Cake)	22/01/2025		Metro Bank Current ;		Café - Bradleys	Bradleys	X	89.40		89.40
480	Councillor Training	23/01/2025		Metro Bank Current ;		Councillor Training	KALC	S	70.00	14.00	84.00
485	Staff Clothing	23/01/2025		Metro Bank Current ;		Staff Uniform	Tylers	S	73.00	14.60	87.60

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PAYMENTS LIST

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
486	Office Supplies, Postage & Adn	29/01/2025		Metro Bank Current ;		Headset	Amazon	S	24.99	5.00	29.99
487	Payroll	30/01/2025		Metro Bank Current ;		Payroll	Accounts Unlocked	S	30.00	6.00	36.00
488	Office Supplies, Postage & Adn	31/01/2025		Metro Bank Current ;		USB adaptor	Amazon	S	7.91	1.58	9.49
Total									16,698.33	1,352.94	18,051.27

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
227	Ice Rink (2 day Hire)	02/01/2025		Metro Bank Current		Winter Wonderland Income	Paypal	X	294.97		294.97
227	Attractions	02/01/2025		Metro Bank Current		Winter Wonderland Income	Paypal	X	885.67		885.67
227	Father Christmas, Elf and Pres	02/01/2025		Metro Bank Current		Winter Wonderland Income	Paypal	X	39.28		39.28
228	Father Christmas, Elf and Pres	02/01/2025		Metro Bank Current		Winter Wonderland Income	Stripe Payments UK	X	1,031.10		1,031.10
229	Pavilion Football	03/01/2025		NW Current 4779311		Pavilion Hire	Park Farm Rangers FC	X	210.00		210.00
230	Pavilion Hire	07/01/2025		NW Current 4779311		Storage of Files and Use of Pav	ACRK Trustees	X	175.00		175.00
232	Country Fayre Stall Payment	09/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
231	Food Vendors	09/01/2025		Metro Bank Current		Commission from drinks stall	Caffeine and Fizz	X	95.00		95.00
233	Country Fayre Stall Payment	10/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
234	Cafe Takings	13/01/2025		Metro Bank Current		Cafe takings	Paypal	X	125.60		125.60
240	Pavilion Hire	14/01/2025		NW Current 4779311		Pavilion Hire	Overseas Fellowship of Nig	X	30.00		30.00
235	Cafe Takings	14/01/2025		Metro Bank Current		Cafe takings	Paypal	X	105.01		105.01
236	Country Fayre Stall Payment	14/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	40.00		40.00
237	Country Fayre Stall Payment	14/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
238	Country Fayre Stall Payment	15/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
239	Cafe Takings	16/01/2025		Metro Bank Current		Cafe takings	Paypal	X	69.19		69.19
241	Country Fayre Stall Payment	16/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
242	Country Fayre Stall Payment	16/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
243	Country Fayre Stall Payment	16/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
249	Pavilion Hire	17/01/2025		NW Current 4779311		Pavilion Hire	2nd Kingsnorth (Park Farm	X	135.00		135.00
244	Contingency	17/01/2025		Metro Bank Current		Country Fayre 2024 PA System	ARK Drama 2000	X			
245	Country Fayre Stall Payment	17/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
246	Country Fayre Stall Payment	17/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
247	Country Fayre Stall Payment	17/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
257	Maintenance	20/01/2025		NW Current 4779311		Marking Football Pitches	Park Farm Rangers FC	X	480.00		480.00
248	Cafe Takings	20/01/2025		Metro Bank Current		Cafe takings	Paypal	X	94.49		94.49
250	Country Fayre Stall Payment	20/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	10.00		10.00
251	Country Fayre Stall Payment	20/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
252	Country Fayre Stall Payment	20/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
258	Pavilion Hire	21/01/2025		NW Current 4779311		Pavilion Booking	Debra George & Natalie Ed	X	180.00		180.00
253	Cafe Takings	21/01/2025		Metro Bank Current		Cafe takings	Paypal	X	160.45		160.45
254	Country Fayre Stall Payment	21/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
255	Country Fayre Stall Payment	22/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
256	Cafe Takings	23/01/2025		Metro Bank Current		Cafe takings	Paypal	X	94.34		94.34

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Kingsnorth Parish Council

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
259	Country Fayre Stall Payment	23/01/2025		NW Current 4779311		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
260	Country Fayre Stall Payment	23/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
261	Country Fayre Stall Payment	24/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
262	Country Fayre Stall Payment	24/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
263	Country Fayre Stall Payment	24/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
264	Cafe Takings	27/01/2025		Metro Bank Current		Cafe takings	Paypal	X	139.32		139.32
265	Cafe Takings	28/01/2025		Metro Bank Current		Cafe takings	Paypal	X	122.49		122.49
268	Pavilion Hire	28/01/2025		NW Current 4779311		Pavilion Hire	K Dodds	X	60.00		60.00
269	Pavilion Hire	29/01/2025		NW Current 4779311		Pavilion Hire	Kingsnorth Medical Practic	X	30.00		30.00
266	Country Fayre Stall Payment	29/01/2025		Metro Bank Current		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
270	Pavilion Hire	30/01/2025		NW Current 4779311		Pavilion Hire	Kingsnorth Medical Practic	X	30.00		30.00
267	Cafe Takings	30/01/2025		Metro Bank Current		Cafe takings	Paypal	X	124.17		124.17
273	Interest	31/01/2025		NW SIBA 47793120		Natwest SIBA Interest	Natwest	X	227.40		227.40
272	Interest	31/01/2025		Nationwide Building		Nationwide Interest	Nationwide Building Societ	X	277.43		277.43
271	Interest	31/01/2025		NW Reserve 477933i		Natwest Interest	Natwest	X	0.02		0.02
274	Interest	31/01/2025		Metro Bank Reserve		Metro Bank - Interest	Metro Bank	X	94.68		94.68
Total									5,760.61		5,760.61

b. To review invoices and consider authorising payments.

Cllr. Breese proposed that invoices be authorised for payment.

Cllr. Cosgrove seconded the motion.

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

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

c. To consider allocation of Parish funds and opening of new business savings accounts.

Cllr. Ransley proposed that the Parish Council agrees to open two new savings bank accounts of 95 days for NatWest and Nationwide and delegation is given to the Parish Manager to transfer balances consistent with the table given in the report, that within 6 months a proposal for the opening of an additional bank account is brought to full council.

PROPOSED BY CLLR. RANSLEY

SECONDED BY CLLR. BREESE

d. To consider changing of Metrobank account and authorise any further actions.

Cllr. Ransley proposed that Kingsnorth Parish Council agree to upgrade the current Metrobank Community Account to a Commercial Online Banking Account with two Councillors to sign/authorise payments added by the bank account administrators. The bank account administrators will be the Parish Manager (Peter Le Rossignol) and the Parish Finance and Regulations assistant (Ruth Hill). The Parish Council authorise the Parish Manager to get a pre-paid card that will be used by the Parish Manager or staff for day-to-day purchases. In addition to this proposal authorisation is given to the Parish Manager to update the NatWest account to reflect the same signatories as Metrobank.

PROPOSED BY CLLR. RANSLEY

SECONDED BY CLLR. BREESE

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

11. Planning Matters

a. To consider all planning applications received.

Application Number: **PA/2025/0119**

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

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

Ward: Park Farm South

Planning Application Link:

<https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000001M3OTIA0/pa20250119>

Comments: No comment.

Application Number: **PA/2025/0092**

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

Proposal: Loft conversion and repositioning of roof lights

Ward: Park Farm South

Planning Application Link:

<https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000001K2EnIAK/pa20250092>

Comments: No Comment.

Application Number: **PA/2024/1876**

Address: 29 Redberry Road, Kingsnorth, Ashford, Kent TN23 3PE

Proposal: Single-storey rear extension following demolition of existing conservatory

Ward: Park Farm North

Planning Application Link: <https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000000gnQvIAI/pa20241876>

Comments: Object due to overdevelopment of the site.

Application Number: **OTH/2025/0123**

Address: Land Parcel Village Centre Gateway, Land at Cheesemans Green, Cheesemans Green Lane, Kingsnorth

Proposal: Details submitted pursuant to condition 1 (Residents information pack) of planning permission 15/01586/AS (Phases B10 - B11 only)

Ward:

Planning Application Link:

<https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000001MMsXIAW/oth20250123>

Comments: Noted.

Cllr. Giles left the meeting whilst Councillors discussed planning application PA/2025/0186.

Application Number: **PA/2025/0186**

Address: Land West by Northwest of Meadow Court, Ashford Road, Kingsnorth, Ashford

Proposal: Outline planning permission for residential development for up to 36 dwellings, associated landscaping and infrastructure, with all matters reserved

Ward: Kingsnorth Village & Bridgefield

Planning Application Link:

Comments: Defer.

Councillors agree to schedule a special meeting to discuss the Kingsnorth Green, Court Lodge and Meadow Court planning applications in detail.

Cllr. Giles rejoined the meeting.

- b. To note decisions.

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

- 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 Councils latest email regarding the Court Lodge site (traffic).

Parish Manager to circulate the response email from ABC to all Councillors.

- ii. Consider a response on the Local Government re-organisation.

Cllr. Wedgbury proposed that Kingsnorth Parish Council write to Ashford Borough Council to request that Kingsnorth Parish Council are part of any forums which take place on Local Governance Reviews and how they affect Parishes.

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

SECONDED BY CLLR. COSGROVE
ALL THOSE AGAINST - 0

ABSTENTIONS - 0

13. Parish Staff Reports.

- a. Parish Manager January report.

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

The report was noted by Councillors.

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.

Cllr. Giles

- Visited Kings Park School and provided some background information on the school to Councillors.

Cllr. Hayward

- Road safety by Kingsnorth Cinque Ports vets, Cllr. Hayward has reported her concerns to KCC.

Cllr. Wedgbury

- Reported in depth on a KALC meeting which he had attended with Cllr. Ransley.

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 JANUARY 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 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.

- 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.

17. Date of Next Meeting

Tuesday 11th March 2025

Cllr. Breese confirmed that the extraordinary meeting which was planned for 13th February has been postponed.

As there was no further business to be discussed the Cllr. Breese closed the meeting at 8.47pm.

Signature: _____

Date: _____