



KINGSNORTH PARISH COUNCIL

Approved Minutes of the Parish Council Meeting

Held on Tuesday 11th March 2025.

Kingsnorth Pavilion 7.00pm

1. To note those, present and receive apologies.

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

Also, present: Fraser Curry (Grounds and Maintenance Operative), Peter Le Rossignol (Parish Manager), Marie Russell (Community Engagement and Events Officer). No members of the public were present at the meeting.

Apologies received: Cllr. Giles submitted her apologies prior to the meeting.

2. To receive declarations of Interest.

None.

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.

Cllr. Wedgbury thanked Peter New for his detailed report.

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 submitted his apologies and report prior to the meeting and the report was circulated to all Councillors.

Cllr. Townend, Park Farm North – Cllr. Townend was present at the meeting.

Cllr. McGeever, Kingsnorth Village and Bridgefield – Cllr. McGeever submitted his apologies prior to the meeting. No report received.

Cllr. Giles, Park Farm South – Cllr. Giles submitted her apologies prior to the meeting. No report received.

Cllr. Hayward, Roman Ward – Cllr. Hayward provided an updated under agenda item 12. 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 11th February 2025.

PROPOSED BY CLLR. WEDGBURY

SECONDED BY CLLR. HICKS

ALL THOSE IN FAVOUR - 8

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

Motion moved.

4. Parish community grant applications.

a. To review community grant applications submitted in February 2025.

b. To agree/approve/reject applications.

No applications received.

5. Chairman's update.

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

Report received and noted.

6. Parish Council software improvements.

- a. To review quotes for task tracking software and authorise any further action.

Cllr. Breese proposed that the Parish Council authorise the Parish Manager to purchase the Maintain X task tracking software.

PROPOSED BY CLLR. BREESE

SECONDED BY CLLR. TOWNEND

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

7. Water Management Working Group

- a. To consider adopting working group terms of reference and authorise any further action.

Cllr. Breese proposed that the Parish Council adopt the Water Management Working Group terms of reference.

PROPOSED BY CLLR. BREESE

SECONDED BY CLLR. WEDGBURY

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

- b. To review recommendations following the first meeting of Water Management Working Group and authorise any further action.

Cllr. Breese recommended that this item be deferred to agenda item 9c.

8. Financial Matters.

- a. To receive the February Finance Report documents.

The Finance report was received and noted by all Councillors.

Kingsnorth Parish Council
Net Position by Cost Centre and Code (Between 01/04/2024 and 28/02/2025)

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.

Created by  Scribe

Cost Centre Name

2025/26 Budget Items		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
152	Country Fayre Rides				15,750.00	15,685.00	65.00
153	Country Fayre Stall Payment 2025			540.00			540.00
204	Central Park Fund		6,143.90				6,143.90
217	Country Fayre First Aid Deposit					200.00	-200.00
219	Country Fayre Tokens					467.00	-467.00
221	Falconry Display					450.00	-450.00
			£6,683.90		15,750.00	£16,802.00	5,631.90

Admin		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
21	Payroll				360.00	330.00	30.00
22	HR Support				1,920.00	1,760.00	160.00
23	Staff Training				1,500.00	484.30	1,015.70
24	Councillor Training				750.00	621.15	128.85
25	Councillor/Chairman's Allowance				500.00	77.72	422.28
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 & Admin				1,250.00	886.22	363.78
31	Telephone and Broadband				1,200.00	763.45	436.55
32	Photocopier and Printer				1,250.00	750.94	499.06
33	Computer Support and Maintenance				2,000.00	1,503.09	496.91
34	Account Software				1,140.00	1,489.00	-349.00
35	Online HR Platform				159.08	297.00	-137.92
37	Parish Office - Mobile Phone				178.00	160.58	17.42
101	Office Rates						
156	Zoom				178.00	171.49	6.51
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					304.28	-304.28
199	Professional Fees					875.00	-875.00
					17,632.07	£14,173.33	3,458.74

Cafe		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
11	Cafe Takings		14,000.00	13,254.62			-745.38
63	Café Consumables (Cups Etc..)				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					430.80	-430.80
162	Café Supplies (Milk/Cream Etc...)				600.00	505.55	94.45
163	Café Supplies (Food/Cake)			140.00	7,500.00	7,235.88	404.12
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	£13,394.62	9,200.00	£9,122.87	-528.25

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

Created by  Scribe

Kingsnorth Parish Council
Net Position by Cost Centre and Code (Between 01/04/2024 and 28/02/2025)

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

Capital		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
65	Café Coffee Machine			650.00	3,500.00	3,228.00	922.00
96	Christmas Lights/Decorations				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	1,739.50	-245.50
183	Card Readers					416.00	-416.00
202	Parish Office					299.99	-299.99
206	Coffee Grinder			100.00		395.00	-295.00
218	Memorial Bench					414.89	-414.89
				£750.00	53,214.00	£10,132.01	43,831.99

Communications

Communications		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
19	E-mail				820.80	823.20	-2.40
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	£2,102.37	-746.57

Income

Income		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
1	Precept		270,291.12	270,291.12			
2	Grants						
5	Interest		4,000.00	7,025.99			3,025.99
6	Pavilion Hire		1,000.00	2,605.00		149.69	1,455.31
7	Pavilion Football		2,520.00	2,130.00			-390.00
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	£286,056.25		£149.69	6,095.44

Kingsnorth Christmas Event

Kingsnorth Christmas Event		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
126	Ice Rink (2 day Hire)		8,150.00	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 Presents		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

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

Kingsnorth Parish Council

Prepared by: Ruth Hill
Name and Role (Finance & Regulation Assistant)

03/03/2025

Approved by: Peter Le Rossignol
Name and Role (Parish Council Manager)

03/03/2025

	Bank Reconciliation at 28/02/2025		
	Cash in Hand 01/04/2024		394,657.12
	ADD Receipts 01/04/2024 - 28/02/2025		340,684.43
			735,341.55
	SUBTRACT Payments 01/04/2024 - 28/02/2025		276,566.27
A	Cash in Hand 28/02/2025 (per Cash Book)		458,775.28
	Cash in hand per Bank Statements		
	Petty Cash 28/02/2025	0.00	
	Metro Bank Current a/c 18279495 28/02/2025	3,202.76	
	Metro Bank Reserve a/c 18279584 28/02/2025	103,117.14	
	NW Reserve 47793368 28/02/2025	13.42	
	NW SIBA 47793120 28/02/2025	152,830.70	
	NW Current 47793112 28/02/2025	100.00	
	Nationwide Building Society 28/02/2025	199,511.26	
			458,775.28
	Less unrepresented payments		458,775.28
	Plus unrepresented receipts		
B	Adjusted Bank Balance		458,775.28
	A = B Checks out OK		

Kingsnorth Parish Council
Net Position by Cost Centre and Code (Between 01/04/2024 and 28/02/2025)

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

Kingsnorth Country Fayre		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
110	Fun Fair		5,799.00	8,407.34		500.00	2,108.34
111	Toilets				945.00	945.00	
112	First Aid				400.00	320.00	80.00
113	Wide Eyes Falconry Display				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

Kingsnorth Green Spaces		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
89	Bulb Planting				500.00	431.66	68.34
91	Bird Feeders				500.00	416.67	83.33
102	Sunflower/Grow Your Own Competition				300.00	24.66	275.34
178	Hilary's Way Repairs and Resurfacing				30,000.00	11,096.35	18,903.65
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	£16,345.04	15,180.96

Litter and Driving Awareness

Litter and Driving Awareness		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
78	Advertising and Awareness Campaigns				500.00		500.00
					500.00		500.00

Maintenance

Maintenance		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
40	Repairs				1,250.00	1,929.45	-679.45
41	Playing Fields				13,146.00	9,719.58	3,426.42
43	Playing Fields Playgrounds				1,750.00	157.59	1,592.41
44	Van Lease				7,351.80	6,763.99	587.81
45	Electric Vehicle Charging			5.42	500.00	55.00	450.42
46	Vehicle Tax				50.00		50.00
47	Maintenance Vehicle Insurance				1,250.00	1,405.58	-155.58
48	Workshop Rent				4,776.00	4,378.00	398.00
49	Workshop Rates				1,500.00	1,030.94	469.06
50	Workshop Insurance						
51	Workshop Electric				150.00	124.20	25.80
52	Maintenance Mobile Phones				360.00	312.32	47.68
53	Maintenance Loose Tools				1,500.00	425.08	1,074.92
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	1,152.00	598.00
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					7.48	-7.48
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					345.00	-345.00
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	£34,166.71	6,222.51

Kingsnorth Parish Council

Net Position by Cost Centre and Code (Between 01/04/2024 and 28/02/2025)

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<u>Outdoor Cinema</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>
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>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>
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)

Cost Centre Name

<u>Park Patrols</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>
169	Park Patrols				4,500.00		4,500.00
					4,500.00		4,500.00

<u>Pavilion</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>
56	Pavilion Gas				3,000.00	1,681.79	1,318.21
57	Pavilion Electricity				1,000.00	1,777.70	-777.70
58	Pavilion Water				500.00	443.43	56.57
59	Pavilion Fire Safety & Security				1,500.00	1,062.06	437.94
61	Pavilion Cleaning				3,500.00	3,808.80	-308.80
70	Pavilion Maintenance				2,500.00	490.77	2,009.23
207	Supplies					443.98	-443.98
					12,000.00	£9,708.53	2,291.47

<u>Pavilion, 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	Pavilion, Play Area and Playing Fields Feasibility				15,000.00	5.81	14,994.19
					15,000.00	£5.81	14,994.19

<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 Scheme				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	£105,103.26	24,896.74

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

Section 137		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
18	Section 137					145.92	-145.92
80	Community Grants Fund				10,000.00	3,630.00	6,370.00
212	Christmas Light Application Fee					79.17	-79.17
					10,000.00	£3,855.09	6,144.91

Subscriptions		Bal. B/Fwd.	Receipts		Payments		Current Balance
Code	Title		Budget	Actual	Budget	Actual	Budget
38	Subscriptions				2,000.00	2,122.00	-122.00
					2,000.00	£2,122.00	-122.00

NET TOTAL			314,010.12	£329,181.85	375,358.47	£255,316.21	135,213.99
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Kingsnorth Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only (Between 01/04/2024 and 28/02/2025)

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
2025/26 Budget Items		6,683.90	6,683.90 (668390%)	15,750.00	16,802.00	-1,052.00 (-6%)	5,631.90
Admin			0.00 (N/A)	17,632.07	14,173.33	3,458.74 (19%)	3,458.74
Cafe	14,000.00	13,394.62	-605.38 (-4%)	9,200.00	9,122.87	77.13 (0%)	-528.25
Capital		750.00	750.00 (75000%)	53,214.00	10,132.01	43,081.99 (80%)	43,831.99
Communications			0.00 (N/A)	1,355.80	2,102.37	-746.57 (-55%)	-746.57
Income	279,811.12	286,056.25	6,245.13 (2%)		149.69	-149.69 (-14969%)	6,095.44
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	16,345.04	14,954.96 (47%)	15,180.96
Litter and Driving Awareness			0.00 (N/A)	500.00		500.00 (100%)	500.00
Maintenance		5.42	5.42 (542%)	40,383.80	34,166.71	6,217.09 (15%)	6,222.51
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	9,708.53	2,291.47 (19%)	2,291.47
Pavilion, Play Area and Playing Fields			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	105,103.26	24,896.74 (19%)	24,896.74
Section 137			0.00 (N/A)	10,000.00	3,855.09	6,144.91 (61%)	6,144.91
Subscriptions			0.00 (N/A)	2,000.00	2,122.00	-122.00 (-6%)	-122.00
NET TOTAL	314,010.12	329,181.85	15,171.73 (4%)	375,358.47	255,316.21	120,042.26 (31%)	135,213.99

Total for ALL Cost Centres		329,181.85			255,316.21	
V.A.T.		11,502.58			21,250.06	
GROSS TOTAL		340,684.43			276,566.27	

PAYMENTS LIST

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Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
	Salaries	12/02/2025 - 26/02/2025				Confidential			8,478.52		8,478.52
498	Workshop Rates	03/02/2025		NW Current 4779311		Workshop Business Rates	Ashford Borough Council	X	82.00		82.00
489	Pavilion Gas	03/02/2025		Metro Bank Current ;		Pavilion gas	SSE	X	323.13		323.13
492	Waste Collection	03/02/2025		Metro Bank Current ;		Waste Collection	Trident Waste Managemen	S	88.00	17.60	105.60
490	Pavilion Cleaning	03/02/2025		Metro Bank Current ;		cleaning	EJP Cleaning Services	X	105.60		105.60
491	Pavilion Cleaning	03/02/2025		Metro Bank Current ;		cleaning	EJP Cleaning Services	X	174.90		174.90
495	Dog Waste Stations	05/02/2025		Metro Bank Current ;		Dog Waste Station & bags	Eco Green Communities	S	2.70	0.54	3.24
495	Dog Waste Stations	05/02/2025		Metro Bank Current ;		Dog Waste Station & bags	Eco Green Communities	S	249.00	49.80	298.80
493	Pavilion Water	05/02/2025		Metro Bank Current ;		Pavilion water	Scottish Water	X	66.80		66.80
496	Pavilion Fire Safety & Security	05/02/2025		Metro Bank Current ;		Alarm Annual Service	Chubb	S	63.84	12.77	76.61
494	Café Supplies (Food/Cake)	05/02/2025		Metro Bank Current ;		Brakes Order	Brakes	X	367.73		367.73
495	Dog Waste Bags	05/02/2025		Metro Bank Current ;		Dog Waste Station & bags	Eco Green Communities	S	69.00	13.80	82.80
497	Telephone and Broadband	06/02/2025		Metro Bank Current ;		Telephone	BT	S	69.85	13.97	83.82
499	Workshop Rent	06/02/2025		NW Current 4779311		Workshop lease	Van & Car	X	398.00		398.00
500	Office Supplies, Postage & Adn	07/02/2025		Metro Bank Current ;		Pen Refill	Amazon	S	8.48	1.70	10.18
501	Van Lease	10/02/2025		NW Current 4779311		Van rental	Leaseplan	S	613.79	122.76	736.55
503	Zoom	11/02/2025		Metro Bank Current ;		Zoom fee	Zoom	X	15.59		15.59
504	Repairs	11/02/2025		Metro Bank Current ;		Grinder & other maintenance ;	Screwfix Direct Ltd	X	8.98		8.98
504	Repairs	11/02/2025		Metro Bank Current ;		Grinder & other maintenance ;	Screwfix Direct Ltd	S	53.27	10.66	63.93
504	Maintenance Loose Tools	11/02/2025		Metro Bank Current ;		Grinder & other maintenance ;	Screwfix Direct Ltd	S	25.72	5.15	30.87
504	Maintenance Loose Tools	11/02/2025		Metro Bank Current ;		Grinder & other maintenance ;	Screwfix Direct Ltd	S	190.81	38.16	228.97
504	Maintenance Loose Tools	11/02/2025		Metro Bank Current ;		Grinder & other maintenance ;	Screwfix Direct Ltd	X	-109.99		-109.99
504	Pavilion Maintenance	11/02/2025		Metro Bank Current ;		Grinder & other maintenance ;	Screwfix Direct Ltd	X	10.00		10.00
504	Equipment Repairs	11/02/2025		Metro Bank Current ;		Grinder & other maintenance ;	Screwfix Direct Ltd	X	7.48		7.48
506	Community Grants Fund	12/02/2025		Metro Bank Current ;		Community Grant	Ashford Church Team	X	775.00		775.00
505	HR Support	12/02/2025		Metro Bank Current ;		HR Support	Outset UK	S	160.00	32.00	192.00
509	Staff Training	12/02/2025		Metro Bank Current ;		Training on bullying & harrassn	SLCC	S	251.33	50.27	301.60
509	Councillor Training	12/02/2025		Metro Bank Current ;		Training on bullying & harrassn	SLCC	S	502.67	100.53	603.20
509	Staff Training	12/02/2025		Metro Bank Current ;		Training on bullying & harrassn	SLCC	X	6.48		6.48
509	Councillor Training	12/02/2025		Metro Bank Current ;		Training on bullying & harrassn	SLCC	X	6.48		6.48
508	Repairs	12/02/2025		Metro Bank Current ;		Replace Shelter Panels at Roun	Extemiture Ltd	S	1,517.97	303.59	1,821.56
508	Repairs	12/02/2025		Metro Bank Current ;		Replace Shelter Panels at Roun	Extemiture Ltd	X	1.00		1.00
507	Country Fayre Rides	12/02/2025		Metro Bank Current ;		Country Fayre 2025 Rides	The Fun Experts	S	7,842.50	1,568.50	9,411.00
510	Playing Fields	12/02/2025		Metro Bank Current ;		Annual Pest Control Contract	Bounty Pest	S	490.00	98.00	588.00
511	Cafe Donations	12/02/2025		Metro Bank Current ;		Cafe Donation	The Salvation Army	X	114.90		114.90

RECEIPTS LIST

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Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
275	Cafe Takings	03/02/2025		Metro Bank Current ;		Cafe takings	Paypal	X	136.26		136.26
280	Pavilion Football	03/02/2025		NW Current 4779311		Pavilion Hire	Park Farm Rangers FC	X	210.00		210.00
276	Cafe Takings	04/02/2025		Metro Bank Current ;		Cafe takings	Paypal	X	135.60		135.60
277	Country Fayre Stall Payment 2	04/02/2025		Metro Bank Current ;		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
278	Coffee Grinder	05/02/2025		Metro Bank Current ;		Pavilion Coffee Grinder	Cash	X	100.00		100.00
279	Cafe Takings	06/02/2025		Metro Bank Current ;		Cafe takings	Paypal	X	76.86		76.86
281	Pavilion Football	07/02/2025		NW Current 4779311		Marking Football Pitches	Park Farm Rangers FC	X	240.00		240.00
283	Country Fayre Stall Payment 2	07/02/2025		Metro Bank Current ;		Country Fayre 2025 Stall Paym	Parishoner	X	10.00		10.00
282	Cafe Takings	10/02/2025		Metro Bank Current ;		Cafe takings	Paypal	X	127.60		127.60
284	Country Fayre Stall Payment 2	10/02/2025		Metro Bank Current ;		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
285	Cafe Takings	11/02/2025		Metro Bank Current ;		Cafe takings	Paypal	X	130.52		130.52
286	Country Fayre Stall Payment 2	12/02/2025		Metro Bank Current ;		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
287	Cafe Takings	13/02/2025		Metro Bank Current ;		Cafe takings	Paypal	X	84.73		84.73
290	Country Fayre Stall Payment 2	13/02/2025		Metro Bank Current ;		Country Fayre 2025 Stall Paym	Parishoner	X	20.00		20.00
288	Pavilion Hire	14/02/2025		NW Current 4779311		Pavilion Hire	Overseas Fellowship of Nig	X	37.50		37.50
291	Cafe Takings	17/02/2025		Metro Bank Current ;		Cafe takings	Paypal	X	107.49		107.49
292	Cafe Takings	18/02/2025		Metro Bank Current ;		Cafe takings	Paypal	X	72.78		72.78
289	Pavilion Hire	19/02/2025		NW Current 4779311		Pavilion Hire	Kingsnorth Medical Practic	X	30.00		30.00
294	Interest	28/02/2025		NW SIBA 47793120		Natwest Interest	Natwest	X	158.79		158.79
295	Interest	28/02/2025		Nationwide Building ;		Nationwide Interest	Nationwide Building Societ	X	426.37		426.37
296	Interest	28/02/2025		NW Reserve 477933		Natwest Interest	Natwest	X	0.01		0.01
297	Interest	28/02/2025		Metro Bank Reserve		Metro Bank - Interest	Metro Bank	X	78.22		78.22
293	Pavilion Hire	28/02/2025		NW Current 4779311		Pavilion Hire	2nd Kingsnorth (Park Farm	X	135.00		135.00
Total									2,377.73		2,377.73

Kingsnorth Parish Council

3 March 2025 (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
512	Hilary's Way Repairs and Resur	13/02/2025		NW Current 4779311		Replacing footpath	First Highways Ltd	S	10,987.00	2,197.40	13,184.40
513	Staff Training	14/02/2025		Metro Bank Current ;		Car Parking	Ringo	X	3.65		3.65
514	E-mail	17/02/2025		Metro Bank Current ;		E-mail Addresses	Microsoft	S	73.50	14.70	88.20
515	Office Supplies, Postage & Adm	19/02/2025		Metro Bank Current ;		Key Cutting for Parish Office	Timpson	S	23.33	4.67	28.00
516	Staff Clothing	19/02/2025		Metro Bank Current ;		Staff Uniform	Tylers	S	82.50	16.50	99.00
517	Office Supplies, Postage & Adm	20/02/2025		Metro Bank Current ;		Key Cutting for Parish Office	Timpson	X	20.00		20.00
518	Falconry Display	20/02/2025		Metro Bank Current ;		Wideeyes Falconry Display	Wide Eyes Falconry cic	X	450.00		450.00
520	Parish Office - Mobile Phone	21/02/2025		Metro Bank Current ;		Staff Mobile Phones	EE	S	14.57	2.91	17.48
520	Maintenance Mobile Phones	21/02/2025		Metro Bank Current ;		Staff Mobile Phones	EE	S	29.12	5.82	34.94
521	Account Software	24/02/2025		Metro Bank Current ;		Scribe Bookings Set Up Fee	Scribe Accounts	S	349.00	69.80	418.80
522	Workshop Electric	24/02/2025		NW Current 4779311		Electricity Use	Van & Car	X	124.20		124.20
528	Café Supplies (Food/Cake)	26/02/2025		Metro Bank Current ;		Brakes Order	Brakes	X	476.15		476.15
529	Councillor/Chairman's Allowanc	27/02/2025		Metro Bank Current ;		Card for Councillor	Tesco	X	2.25		2.25
530	Councillor/Chairman's Allowanc	27/02/2025		Metro Bank Current ;		Flowers for Cllr	Euroflorist	X	37.97		37.97
531	Payroll	28/02/2025		Metro Bank Current ;		Payroll	Accounts Unlocked	S	30.00	6.00	36.00
Total									35,734.77	4,757.60	40,492.37

b. To review invoices and consider authorising payments.

Supplier	Goods/Service	Total
HMRC	Tax & NI Payable Confirmed	£1,941.24
Salaries	Confirmed Amount March	£6,674.18
SSE	Festive Lighting Electricity	£1,305.73
David J Miller Insurance Brokers – Event Insurance	Event Cancellation Insurance	£560.00
LAMB - LATORE' LTD	Footpath A Construction	£60,638.40
Total		£71,119.55

Cllr. Hayward proposed that invoices be authorised for payment.

Cllr. Clarke seconded the motion.

PROPOSED BY CLLR. HAYWARD

ALL THOSE IN FAVOUR - 9

Motion moved.

SECONDED BY CLLR. CLARKE

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

c. To appoint an internal auditor for 2024/25.

CLLr. Ransley proposed and supported looking for a new auditor for 2025/26 as it is good practice to change after 5 years.

PROPOSED BY CLLR. RANSLEY

SECONDED BY CLLR. BREESE

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

9. Planning Matters

a. To consider all planning applications received.

Application Number: **PA/2025/0154**

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

Proposal: Proposed vehicle crossover and associated hardstanding.

Planning Application Link: <https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000001PE2PIAW/pa20250154>

Ward: Washford

Comments: Support

PROPOSED BY CLLR. RANSLEY

SECONDED BY CLLR. BREESE

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

Application Number: **PA/2025/0320**

Address: 8, Silver Birch Grove, Kingsnorth, TN23 3LX

Proposal: Single-storey extension to rear of existing detached garage to create garden multiuse space following demolition of existing shed.

Planning Application Link: <https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000001XSubIAG/pa20250320>

Ward: Park Farm South

Comments: Object, due to overdevelopment of the property and the impact on neighbours.

PROPOSED BY CLLR. WEDGBURY

SECONDED BY CLLR. HAYWARD

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

Application Number: **PA/2025/0221**

Address: 27, Snowbell Road, Kingsnorth, TN23 3NF

Proposal: Proposed two storey side extension

Planning Application Link: <https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000001TLOfIAO/pa20250221>

Comments: No comment.

PROPOSED BY CLLR. WEDGBURY

SECONDED BY CLLR. HAYWARD

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

Motion moved.

Application Number: **PA/2025/0345**

Address: 3 Temple Close, Kingsnorth, Ashford, TN23 3PW

Proposal: Lawful Development Certificate - Proposed - Use of the dwelling (C3a) to provide caring facilities for up to 3 people (C3b)

Planning Application Link: <https://ashfordboroughcouncil.my.site.com/pr/s/planning-application/a0hTw000001YiCXIA0/pa20250345>

Comments: Noted

b. To note decisions.

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

c. To consider any appeals and Enforcement Matters.

Discussions took place between Councillors on the Water Management Working Group report.

Councillors discussed in depth Court Lodge.

Cllr. Breese suggested – As a Parish Council, we want to draw the inspectors attention to the South Ashford Garden Communities as one whole project and that the inspector should take into consideration how this application sits within that umbrella because residents and the Parish Council are concerned about connectivity, both green and hard, and the strategic infrastructure to support the cumulative development within the South Ashford Garden Communities rather than be looking at each application individually because it is those cumulative issues that are having the major impact.

Cllr. Ransley proposed that the Parish Council apply as a Rule 6 party and give our reasons before the inspector's date but within that we note that there's a lot of uncertainty due to Ashford Borough Council's position in April and that will bring it back to the Parish Councils April meeting and then write to the inspector again to confirm whether we still want to be a Rule 6 party and on which issues.

Cllr. Cosgrove seconded the motion

PROPOSED BY: CLLR. RANSLEY

SECONDED BY CLLR. COSGROVE

ALL THOSE IN FAVOUR:9

ALL THOSE AGAINST: 0

ABSTENTIONS: 0

Motion moved.

Councillors agreed to hold a closed session after the meeting to discuss a report received from a member of the Water Management Working Group.

d. Any other planning matters and authorise any further action.

i. To review table of planning applications in Kingsnorth Parish.

Cllr. Breese thanked the Parish Manager for taking the time to put the table of planning applications for Kingsnorth together.

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.

No correspondence or written reports received.

11. Parish Staff Reports.

a. Parish Manager February report.

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

The report was noted by Councillors.

12. 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. Hayward

- Work has started on the Knights Park play area in West Hawk.
- Newsletter is currently being distributed with information on what's happening in the area put together by various Councillors.
- Extraordinary meeting at Ashford Borough Council on Thursday 20th March at 6pm to speak about reorganisation of the Local Government.

Cllr. Hicks

- Attended Planning training for Parish Councillors.

Cllr. Cosgrove

- Reported in depth on the planning training for Parish Councillors which he had attended with Cllr. Hicks.
- Reported on the Joint Transportation Board meeting he had attended.

13. Parish Action Sheet

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

a. To action sheet (see appendix A of agenda) and authorise further action.

The action sheet was presented by the Parish Manager and noted by Councillors.

- 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*).

Not required.

14. The next or future agenda(s)

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

A discussion took place on the Annual Meetings.

Councillors agreed on holding two meetings with the big annual meeting taking place at the end of May. Date to be confirmed.

15. Date of Next Meeting

Tuesday 8th April 2025.

As there was no further business to be discussed the Cllr. Breese closed the main meeting at 8.28pm and moved into a closed session.

Signature: _____

Date: _____