



KINGSNORTH PARISH COUNCIL

Draft Minutes of the Kingsnorth Parish Council meeting held on

Tuesday 10th December 2019

At the Kingsnorth Pavilion, Church Hill, Kingsnorth from 7.00pm

Present: Cllr Shelley Barber, Cllr Matthew Bridger, Cllr Geoff Cosgrove, Cllr Bryan Curtis, Cllr Aline Hicks (Chair), Cllr Patricia Moss, Cllr Stuart Moss, Cllr James Ransley, Cllr Benjamin Townend, Cllr Jim Wedgbury (Parish and Borough Cllr).

Also, present: Christine Drury (Assistant Clerk, Finance), Dave Jenkins (Caretaker), Peter Le Rossignol (Parish Manager), Marie Russell (Assistant Clerk, Admin), Borough Councillor Neil Shorter – Ashford Borough Council (ABC) 2 members of the public (including Mike Ciccone).

1. Apologies.

Mr Mike Angell - Kent County Council (KCC), Borough Councillor Jo Gideon, Borough Councillor Tina Heyes – Ashford Borough Council (ABC), Borough Councillor Heather Hayward – Ashford Borough Council (ABC), Jan Henry – Community Warden, Anne Martin-PCSO.

2. Declarations of Interest.

Cllr Bryan Curtis – Director of the company that provides web hosting to Kingsnorth Parish Council.
Cllr Stuart Moss – Chairman of the Kingsnorth Recreation Centre Trustees.
Cllr Matthew Bridger – Director of the company that provides email hosting.

3. Approve Minutes of 12th November 2019.

PROPOSED BY Cllr Hicks SECONDED BY Cllr Wedgbury
ALL THOSE IN FAVOUR – 9 ALL THOSE AGAINST - 0 ABSTENTIONS - 0

Cllr Bridger didn't comment as he'd submitted his apologies for this meeting.

MOTION MOVED.

4. Matters Arising from the previous minutes (not reported elsewhere).

- Memorial Bench (Roman Ward) to be placed - Action carried forward.
- HGV's using Violet Way. Parish Manager to contact Mike Angell for an update. Action carried forward.
- Policies to be adopted by the Parish Council. Action carried forward.
- Bridleway. Action carried forward.
- Letter to be sent to the Chief Constable regarding refusal to prosecute foreign lorry drivers for moving traffic offences. Parish Manager to action - Action carried forward.
- Stewardship of the two fields in the centre of the Kingsnorth Green area - Action carried forward
- Permanent memorial on the Kingsnorth Green - Action carried forward
- More pressure on developers. Draft letter to the Leader at ABC – Action carried forward.
- Road Signs within the Parish – a list is to be compiled of any unreadable / damaged road name signs within the Parish – Parish Manager to action. Action carried forward.

5. Parish Council Reports

a. Parish Manager and Officers / Correspondence Reports.

The Parish Manager reported on:

- Application for Trees from the Woodland Trust was a success and the trees will be delivered in March 2020.
- Working on staffing policies and procedures with support from Marie.
- Reported drainage problem at Tally Ho Road to KCC.
- Weekly meetings held with the Community Warden Jan Henry and included a walk around the buffer zone.
- Completed and passed my Introduction to Local Councils certificate.
- Completed risk assessment for Parish Office and generic caretaker.

- Attended Kingsnorth Medical Practice Patient Participation Group.
- Met with Dr Kelly at Kingsnorth Medical Practice regarding the future of the surgery.
- Working on 2020/21 Kingsnorth Parish Council budget.
- Clearing out HR files and destroying paperwork which is not required.
- Started the handover of new Accounting Software and uploading October and November payments.
- Meeting held with Reverend Caroline Mansley regarding supporting the Church Community Group.
- Sent list of proposed Street Names to Taylor Wimpey for Park Farm Extension.

Caretakers Report

Work for month of November 2019.

- Got down Christmas Lights and Decorations and put up in the Pavilion
- Cleaning of the Pavilion
- Moving of furniture in Pavilion for various use.
- Annual Fire Extinguisher Check
- Updated noticed boards (weekly)
- Cut back overgrown vegetation around phone boxes and bus stops
- Put together new bookshelves for Pavilion.
- Refurbished Basketball hoop and stand by the Pavilion.
- Removed old telephone and money box from Queens Head Telephone Box, fitted new back board, painted and fitted new notice board.
- Unblocked drains/toilets at the Pavilion.
- Litter Picking
- Monthly Emergency Light Testing Carried out in the Pavilion.
- Pressure Washed Playground Wet Pour.
- Put up Christmas Lights on Village Green.

b. Councillors Reports.

Cllr Hicks invited Parish Councillors to report on any activities since the last Parish Council meeting (12th November).

Cllr Ransley reported on the following;

- Residents issues relating to Parcel R, Chilmington Green. Works starting at 7.15am and use of floodlighting.

Cllr S Moss reported on the following;

- A finance meeting was held on 21st November and minutes have been completed.

Cllr P Moss reported on the following;

- Attended the Ashford and District Neighbourhood Watch committee meeting.
- Scams with people pretending to be from Banks.
- Attended Kingsnorth Medical Practice PPG meeting regarding Court Lodge.
- Kingsnorth Medical Practice PPG raised over £700.
- Road Speed Petition for Britannia Lane, Chart Road, Long Length and Pound Lane. Leaflets and posters have been printed and are being distributed.
- The Ashford Lions Christmas float attended the area and was very well received.

Cllr Curtis reported on the following;

- Costa Coffee machine now at the Bridgefield Budgens shop and they also have agreement from the Post Office to have a counter service but no date yet given.
- Taylor Wimpey looking at putting some bollards at the front of Budgens to stop people parking right at the front of the store.
- The Bridgefield bus service will resume on 11th December.
- Kent Messenger reporter approached Cllr Curtis for a comment on the Bridgefield Bus Service resuming. Cllr Curtis referred her back to the Parish Council Office.

Action – Communications Committee to look at producing a standing order for Press Releases.

- Street lighting.
- Residents enjoying having the Highland Cattle back.

- 40 residents responded to street naming suggestions with over 100 potential names.

Cllr Bridger reported on the following;

- Shoe Box Appeal, 9 boxes have been donated so far from residents.

Cllr Wedgbury reported on the following;

- Planting more trees within the Parish.

Cllr Cosgrove reported on the following;

- Letter sent to the Joint Transportation Board from the Stubbs Cross Action Group.
- Tightening up procedures.
- Lease for workshop at the Ironworks.

Action – roll over lease for the workshop for another month and review in January. Parish Manager to circulate the lease to all Parish members, investigate alternatives and report back at the next meeting which is to be held on 14th January 2020.

Cllr Hicks reported on the following;

- Attended the Chilmington Stakeholders meeting.
- Attended a KALC meeting.
- Cabinet meeting, one of the Big 8 is integrated transport study. We can highlight the problems that Kingsnorth has with its new developments.

Action – Cllr Hicks and Cllr Cosgrove to draft a letter to the Chief Executive.

c. Parish Council Committee Reports.

To receive update reports from Parish Council Committees and Groups.

Staffing Committee

Cllr Curtis reported on the following;

- Meeting with Parish Manager, 6-month probation period is now completed.
- Confirmed that the Parish Office will close on 24th December 2019 and reopen on 2nd January 2020, however parishioners will have access to a number in case of any emergencies.
- Staffing Committee meeting to sign off some standing orders and staffing policies being held after this meeting in closed session.

Finance Committee

Cllr S Moss reported on the following;

- Letter drafted to go out to residents with the precept.

Cllr Curtis suggested that any communication with parishioners should go directly through the Communications Committee. All agreed.

Action – Cllr S Moss to include information on speed watch to the draft letter before it goes to the Communications Committee.

Open Spaces / Pavilion Committee

Cllr Cosgrove reported on the following;

- Trees around the Pavilion have now been removed and the Pavilion is being monitored for any movement and this will be reported back on a regular basis.
- Will be attending a meeting with the owner of the Queen's Head regarding the possibility of a permanent memorial on the Kingsnorth Green.

Communications Committee

Cllr Bridger reported on the following;

- Hoping to set up a Communications Committee meeting before Christmas.

Community Café Committee

Parish Manager reported on the following;

- The Community Café is doing well and exceeding expectations.

6. Financial Matters.

a. Finance Report

Financial statement to 10.12.19

<u>November Income</u>		£	p
Café PO receipt	MAC	193.95	
Café card receipt	MAC	38.32	
PFR - pav	AC	342.50	
Café card receipt	MAC	36.84	
Café card receipt	MAC	14.00	
KRCT - Metroline	MAC	2340.00	
Cafe receipt	MAC	175.00	
Café receipt	MAC	36.80	
Café card receipt	MAC	11.60	
Ashford Recover rfnd	MAC	200.00	
Ashford Cricket Club	AC	100.00	
Café card receipt	MAC	24.96	
Café card receipt	MAC	22.64	
Café PO receipt	MAC	228.85	
Café card receipt	MAC	53.06	
Munroe	AC	22.50	
Café card receipt	MAC	21.82	
Café card receipt	MAC	9.34	
Café PO receipt	MAC	277.05	
KRCT grounds maint	MAC	200.00	
Café card receipt	MAC	11.79	
KALC course refund	MAC	60.00	
KALC course refund	MAC	60.00	
Café card receipt	MAC	20.09	
Café card receipt	MAC	29.72	
HMRC-VAT refund	AC	3402.52	
Café card receipt	MAC	212.35	
NW int 47793368	AC	1.32	
NW int 47793120	AC	34.50	
Metro Bank int	AC	16.17	

8197.69

Balances as at 30.11.19

Balance at Metro current account	12453.39
Balance at Metro reserve account	65575.31
Balance at NatWest Direct Reserve a/c	8334.02
Balance at NatWest SIBA Account	211356.73
NatWest current account	100.00
Petty Cash	104.40
Metro Bank credit card	0.00

KPC Cash Balance

297923.85

Bank Reconciliation as at 30.11.19

Opening Balance from 31.10.19	305425.28
Plus income during November	8197.69
Less expenditure during November	15699.12
Subtotal	297923.85
Less expenditure during Dec	2161.91

Plus income during Dec
Balance as at 12.11.19

405.77

296167.71

Invoices Received & Payments due in November

	Ref	Net £ p	VAT £ p	Total £ p
CF Corporate Finance-printer	DD	146.10	29.22	175.32
Outset UK HR support (Oct)	MDD	143.33	28.67	172.00
Tesco - café supplies	MDC	13.30	0.00	13.30
Tesco - café supplies	MDC	7.24	0.00	7.24
KALC-Dynamic Councillor course	MDC	50.00	10.00	60.00
ABC-CCTV1.7.19-30.9.19	BACS	750.00	150.00	900.00
Citron Hygiene-pav disposal 1 yr	BACS	237.98	0.00	237.98
Paypal Ebay-fish keys	MDC	5.80	0.00	5.80
British Telecom-telephone	MDD	199.95	39.99	239.94
Tesco-office milk	MDC	0.80	0.00	0.80
Tesco-café supplies	MDC	7.78	0.00	7.78
Outset UK HR support (Nov)	MDD	143.33	28.67	172.00
Van & Car - w/shop rent	SO	398.00	0.00	398.00
Ashford Recovery-van	MDC	279.00	0.00	279.00
Leaseplan-van rental	DD	239.86	47.97	287.83
Tesco - café supplies	MDC	6.54	0.00	6.54
The Works-café goods	MDC	36.00	0.00	36.00
HMRC-PAYE & NI	BACS	2377.17	0.00	2377.17
Gibbs-1 x cut	BACS	60.00	12.00	72.00
KRCT-office rent	BACS	250.00	0.00	250.00
Tesco-café supplies	MDC	1.14	0.00	1.14
Tesco-bulbs	MDC	16.67	3.33	20.00
Whisper Media-website	MDD	6.10	0.00	6.10
Whisper Media-website	MDD	68.40	0.00	68.40
Tesco - café supplies	MDC	24.56	0.00	24.56
Teddington Trust-café donation	BACS	90.29	0.00	90.29
KALC-Charity course S.Moss	BACS	67.00	0.00	67.00
ABC - w/shop rates	SO	109.00	0.00	109.00
Tesco-café supplies	MDC	11.84	0.00	11.84
British Gas-service pav	DD	30.58	0.00	30.58
Vending Services-café supplies	MBACS	154.71	0.00	154.71
Crown Gas n Power-pav gas	MDD	218.32	0.00	218.32
Tesco - café supplies	MDC	12.82	0.00	12.82
Euroflorist -flowers for staff	MDC	28.08	0.00	28.08
BIFFA-waste	MDD	122.64	0.00	122.64
ASL-printer	BACS	55.42	11.08	66.50
Trade UK	BACS	231.26	0.00	231.26
British Gas-pav boiler repair	BACS	288.15	0.00	288.15
Employee-salary	BACS	2103.14	0.00	2103.14
Employee - salary	BACS	1046.64	0.00	1046.64
Employee - salary	BACS	1425.94	0.00	1425.94
Employee - salary	BACS	685.61	0.00	685.61
Employee - salary	BACS	101.68	0.00	101.68
Employee- salary	BACS	1612.84	0.00	1612.84
Amazon-Onlinebarginstore shelves	MDC	17.91	3.58	21.49

Bradleys-café supplies	MDC	64.08	0.00	64.08
FFX-workwear maint	MDC	115.00	23.00	138.00
FFX-workwear maint	MDC	224.64	44.92	269.56
Amazon-tea,wildflowers	MDC	11.46	1.54	13.00
Amazon Daily Buy boxes	MDC	10.82	2.17	12.99
BT-mobiles	DD	39.00	7.80	46.80
Amazon Jansen-noticeboard	MDC	51.03	10.21	61.24
Tesco-café supplies	MDC	15.47	0.00	15.47
Siemens Fin Services-printer	DD	194.63	38.92	233.55
Amazon prime fee	MDC	96.00	0.00	96.00
FFX-workwear maint	MDC	97.50	19.50	117.00
IPS Inter-PAT test course Matt	BACS	320.00	64.00	384.00
		15122.55	576.57	15699.12

Income in December

Café card receipt	MAC			26.13
Café card receipt	MAC			36.16
PFR-pav	AC			342.50
Café card receipt	MAC			0.98
				405.77

Expenditure in December

Amazon QBIS lights	MDC	3.32	0.67	3.99
Tesco- café supplies	MDC	21.68	0.00	21.68
Amazon R E Dawson-mini tree	MDC	4.99	1.00	5.99
Furniture at work-safe for café	MDC	58.80	0.00	58.80
Accounts Unlocked-payroll	MDD	30.00	6.00	36.00
Nest-pensions	MDD	443.60	0.00	443.60
Taylor Creations Xmas game café	MDD	3.99	0.00	3.99
Amazon Café party set	MDD	11.99	0.00	11.99
Tesco café suplies	MDD	14.77	0.00	14.77
Van & Car-w/shop rent	SO	398.00	0.00	398.00
KRCT-office rent	BACS	250.00	0.00	250.00
ABC-CCTV 1.10.19-31.12.19	BACS	750.00	150.00	900.00
Tesco café suplies	MDD	13.10	0.00	13.10
		2004.24	157.67	2161.91

Budget Report for 2019/2020

<u>Income to 10.12.19</u>	Budget 2019/20	YTD	Variance
Precept	247500	247500	0
Grants	4669	4669	0
Interest	200	349	-149
Café	0	4770	-4770
Pavilion	1000	3818	-2818
MUGA	2500	1510	990
Maint	0	800	-800
Other Bridleway KCC/Kestrel Park	5100	12660	-7560
Sub Total	260969	276076	-15107
VAT reclaim	0	5688	-5688
Total	260969	281764	-20795

Expenditure to 10.12.19			
Salaries	128000	72709	55291
Section 137	3500	1000	2500
Communications	1000	640	360
General Admin	25000	11068	13932
Subscriptions	1500	1648	-148
Travel	200	14	186
Capital/Asset	21000	1796	19204
Parish Office	3000	2250	750
Maint & Repair - Other	3000	1665	1335
Maint & Repair - Pl/Field	6000	3840	2160
Pavilion	14000	5485	8515
MUGA	100	39	61
Maintenance Team	17000	8146	8854
Kingsnorth Conservation Area	5000	0	5000
Kingsnorth Facility Upgrade(incl f/path)	18000	14735	3265
Contingency/KRCT support	10000	2507	7493
Café	0	3944	-3944
Sub Total	256300	131486	124814
Reclaimable VAT	0	4425	-4425
Total	256300	135911	120389

Admin

Access & Open Spaces

Staffing

Christine Drury presented the Financial Statement which was also circulated prior to the meeting. Councillors note acceptance of the Finance Report.

PROPOSED BY CLLR BARBER

SECONDED BY CLLR S MOSS

ALL THOSE IN FAVOUR - 10

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

MOTION MOVED.

Christine also confirmed that the Tax VAT refund of £3400 for the first six months of the year had been received.

b. To adopt the budget for 2020/2021

- Cllr Cosgrove proposed on behalf of the Finance Committee that there's an increase in salary numeration and allowance for a contingency fund.

ALL THOSE IN FAVOUR - 9

ALL THOSE AGAINST - 0

ABSTENTIONS - 1

MOTION MOVED.

- Cllr Cosgrove proposed that the Parish Council holds a £5000 emergency fund to support the Kingsnorth Recreation Centre Trustees.

Cllr S Moss was unable to comment as he's the Chair of the Kingsnorth Recreation Centre Trustees.

ALL THOSE IN FAVOUR - 7

ALL THOSE AGAINST - 0

ABSTENTIONS - 2

MOTION MOVED.

c. To set the precept for 2020/2021

Cllr Cosgrove proposed the Finance committee recommendation to the Parish Council for a zero percent rise in the precept.

Cllr Curtis recommended that the Parish Manager contacts Maria from Ashford Borough Council.

Action - Due to only 3 Parish Councillors being in favour of this proposal it was agreed that this item would go back to the Finance Committee and the Parish Manager would contact Maria at Ashford Borough Council for clarification on the uncertainties with the precept.

The Parish Manager addressed Parish Councillors regarding an insurance claim to the value of £780 which is to be paid.

Cllr Hicks asked all Parish Members if they agreed to the invoice being paid.

ALL THOSE IN FAVOUR - 10

ALL THOSE AGAINST - 0

ABSTENTIONS - 0

MOTION MOVED.

7. Planning Matters.

a. To consider all Planning Applications received.

The Parish office circulated the planning summaries report to all Parish Council Members prior to the meeting.

b. To note decisions.

Cllr Hicks presented the planning applications to the Parish;

Application Number: 19/01561/AS

Address: Brockmans Farm

Proposal: Retrospective application for a farm storage building.

Parish Council Comment: We support agricultural use of this building retrospectively, but this should not be used for any commercial activities and we recommend it's inspected regularly.

Application Number: 19/01569/AS

Address: Parcel PS1, Land at Chilmington Green.

Proposal: Reserved Matters Application for the development of 145 new residential dwellings with associated parking, roads, landscaping and infrastructure within Parcel I, Chilmington Green

Parish Council Comment: No comment.

Application Number: 19/01616/AS

Address: 13 Wiltshire Gardens

Proposal: Conversion of, and extension to, garage to link to house

Parish Council Comment: No objection.

Application Number: 19/01555/AS

Address: Kingsnorth Golf Club and Driving Range.

Proposal: Erection of administration building.

Parish Council Comment: No objection.

Application Number: 19/01636/AS

Address: 50 Newlands.

Proposal: Single storey side extension.

Parish Council Comment: No objection.

Application Number: 19/01533/AS

Address: Glebe Cottage.

Proposal: Re-roofing of pitched and flat roof; replacement of peg tiles on north and west facade of building including insulation, membrane and battening; retention of replacement peg tiles on east face of building

Parish Council Comment: No comment.

Application Number: 19/01644/AS

Address: Holly View, Steeds Lane.

Proposal: Extension to existing home office to accommodate 2/3 members of staff.

Parish Council Comment: No comment.

The planning application comments were agreed by all members of the Parish Council.

c. To consider any Appeals and Enforcement Matters

A summary of Ashford Borough Councils Decisions on planning applications discussed in previous meetings was documented.

No appeals or enforcement matters – all agreed.

d. Any other planning matters

None.

8. Kingsnorth Recreation Centre Lease

a. To discuss the possibility of altering the lease held for the Kingsnorth Recreation Centre.

Cllr Wedgbury commented on the custodian trustee lease on the Kingsnorth Recreation Centre and suggested that the Parish Council consider two options;

- Give back full control to Ashford Borough Council (ABC).
- Ask ABC to sell it all to the Parish Council to take full control over.

Cllr Wedgbury proposed that the Parish Council obtained some advice from a third party before approaching ABC.

Cllr Hicks suggested that this item be carried forward to the next Parish Council meeting (14th Jan 2020) once more information has been gathered and asked the Parish Manager to investigate the options.

Action – Parish Manager to circulate the current Kingsnorth Recreation Centre lease to all Parish Councillors for their review.

9. VE Day 2020 Celebrations

a. To discuss plans for VE Day Celebrations 2020.

Cllr Hicks suggested having a working party group to plan how the Parish Council will celebrate VE Day which the Parish Council hope will be a village celebration.

Cllr P Moss, Cllr Bridger, Cllr Ransley, Cllr Hicks, Cllr Townend and the Parish Manager volunteered to be part of the group.

Action – Working Party Group for VE Day Celebrations to plan a meeting in January 2020.

10. Presentation by Mike Ciccone on the maintenance of the fields adjacent to the playing fields.

Mike Ciccone spoke regarding the possibility of Kingsnorth Parish Council taking over the Community Orchard field and the field know as 'the dog pond field'.

Mike provided ideas for the use of the fields;

- Parking for summer events
- Allotments
- Extension of playing fields
- Maintenance and costs are minimal with the fields only needing to be mowed twice a year (unless we have a wet summer).

Cllr Hicks suggested that everything that Mike Ciccone had presented be discussed with the Open Spaces Committee and they bring back their recommendations at the next Parish Council meeting (14th Jan).

Cllr Ransley asked if he could attend the open spaces meeting, Cllr Cosgrove confirmed that he could.

11. Bridleway Construction Project

The Parish Manager spoke regarding the potential for KCC to cover the whole cost of the Bridleway.

Cllr Hicks suggested that the £10,000 funding which was given to Kingsnorth Parish Council towards the cost of the bridleway be kept in the budget until a start date is confirmed by KCC and then the £10,000 will be returned. All agreed.

12. Traffic and Highways concerns

a. To discuss concerns with traffic and driving around the Parish.

Cllr Cosgrove spoke on the following;

- 3 junction closures in a week at the end of Magpie Hall Road
- Roads unsuitable for buses and HGVs.
- Dangerous driving and speeding
- Cyclists with no lights and riding on pavements

Cllr Wedgbury suggested asking for the cycling strategy document.

Actions;

- **Parish Manager and the Communications Committee to look at setting up an awareness campaign for cycling, how to drive safely and the use of mobile phones when driving.**
- **Kingsnorth Parish Council to make their comments when the Jarvis planning application for Kingsnorth Green comes through.**
- **Cllr Hicks to draft a letter to be sent to Tracey Kerley.**

13. Kingsnorth Medical Practice

a. To discuss how the Parish Council can support the relocation and expansion to Kingsnorth Medical Practice.

The Parish Manager reported that following on from a meeting he and Cllr Hicks attended at the Kingsnorth Medical Practice, Dr Kelly had asked Kingsnorth Parish Council to write a letter of support for the relocation of the practice to another site so that a bigger surgery could be built to cope with the number of residents.

Cllr Curtis commented that he's in favour of extending the practice if Bridgefield residents can get into it.

Cllr Wedgbury suggested that the Parish Council draft a letter to Dr Kelly saying that the Parish Council supports any improvements in local GP services in the area which is to the best interest to the community. Cllr Curtis seconded, all agreed.

14. Items for next agenda

- New draft Standing Orders for planning
- Ironworks Lease
- Kingsnorth Recreation Centre Lease
- Presentation on Brockman Lane
- Finance Health check

There being no further business, Cllr Hicks closed the meeting at 9.15pm

The next meeting will be on Tuesday 14th January 2020 at 7:00pm.

Signature: _____

Date: _____