

## KINGSNORTH PARISH COUNCIL

Minutes of the annual meeting of the Parish Council held on Thursday, 17<sup>th</sup> May, 2007,  
at Kingsnorth Sports Pavilion

PRESENT: Cllr. A. Hicks (Chairman until TH elected); Mr. T. Horsman (Chairman);  
Mr. M. Ciccone; Cllr. J. Holland; Mr. J. Sheehan; Mr. R. Gardner; Mrs. L. Ross;  
Mr. N. Shorter; Cllr. M. Angell; Mr. G. Weller; Mrs. C. Vavasour.

Prior to the start of the meeting, the Chairman proposed and it was unanimously agreed that the Clerk should write to Mrs. Vavasour, Dr. Moorby, Mr. Debonnaire and Mr. Parr to thank them for all their hard work over the many years they had served on the Parish Council. Cllrs then introduced themselves with a brief personal resume.

1. **Apologies** Cllr. J. Wedgbury; Mr. S. Bates; Cllr. Davison.
2. **Election of:**
  - (a) Chairman Cllr. Hicks asked for nominations. Mr. Ciccone nominated Mr. Horsman. This was seconded by Mr. Holland and unanimously agreed.
  - (b) Vice-Chairman Mr. Horsman then took the Chair and asked for nominations for Vice-Chairman. Mr. Ciccone nominated Cllr. Hicks. This was seconded by Mrs. Ross and unanimously agreed.

### 3. **Appointment or confirmation of Parish Council representatives to outside bodies and duties**

The following Cllrs. volunteered to represent the PC on:

ABC Parish Forum Mr. Shorter, but others could attend as well.

KAPC Ashford Area Committee Mr. Sheehan

Village Hall Committee Mr. Horsman was willing to continue and Mr. Shorter would also attend.

Kingsnorth Recreation Centre Management Committee Mr. Ciccone, who is a Trustee, agreed to continue.

North Weald Police Parish Forum Mrs. Ross will attend when possible with Mr. Gardner as reserve.

South Ashford Parish Partnership The PC representative should be the Chairman or Vice-Chairman.

ABC Conservation Forum The original representatives were invited by ABC. It was considered important that the PC participated in the discussions about a possible Trust to manage open space and buffer zone land. MC would continue to attend and another Cllr. should also attend when possible.

Footpaths Officer This function is 'internal' to the PC but the person responsible acts as a liaison officer with the KCC Rights of Way Officer. Mr. Ciccone was willing to continue, but it was agreed that another Cllr. would act in the event that there was any conflict of

interest arising from problems with footpaths over land farmed by him. MC understood that Ms Weller was no longer PROW Officer for the Kingsnorth area. The Clerk will contact KCC to find out who has replaced her.

Play Area Inspections The PC commissions an annual safety check by a professional firm, but a Cllr. carries out a monthly visual check of the equipment, safety surfacing, etc. and fills out an inspection form. This is passed to the Clerk for action and filing. Mr. Gardner agreed to take on this task.

RG asked if identification badges were available so that he could prove his membership of the PC should this be required while he was carrying out inspections. The Clerk will ask whether these could be obtained through ABC.

**4. To appoint members to, or confirm existing membership of:**

- (a) Staffing Committee This was set up to investigate any need for action on staff disciplinary and grievance matters, for annual reviews of staff salaries and supervising recruitment of any new staff. Membership should include the Chairman and Vice-Chairman (TH and AH). Mr. Holland and Mrs. Ross agreed to continue as members.
- (b) Planning Meetings It was agreed that every Cllr. who is available would attend. Under the new Code of Conduct 'dual-hatted' Councillors will be able to address the meeting and answer questions before withdrawing prior to the main discussion.
- (c) Pavilion & Playing Field Management Group Cllr. Hicks, Cllr. Holland and Mrs. Ross agreed to continue and Mr. Shorter was willing to join the group. The Clerk will try to arrange a meeting with Mr. Blackmer and Club representatives during June.
- (d) Village sign working group When the sign has been erected, this group will no longer be needed. AH will attend a site meeting with Mr. S. Jarvis at 3 p.m. on 23.5. to look at the site and discuss installation. NS will also try to attend.
- (e) Information Book Working Group Dr. Moorby had returned the updated Word file of the book to the Clerk. Group members would be Cllr. Hicks, Cllr. Holland, Mr. Ciccone, Mr. Sheehan and Mr. Gardner. The Clerk will copy the draft for members of the Group after which another meeting will be arranged.

**5. To authorise changes to bank account signatories**

Two Cllrs. have to sign each cheque and initial cheque stubs. It was agreed that, as before, all Cllrs. should be signatories to the Lloyds TSB accounts and that the Chairman, Vice-Chairman and one other Cllr. should be signatories to the Bank of Ireland account. The Clerk will contact the Banks and ask for the necessary forms.

**6. Parish basic allowance**

This is paid to those Councillors who wish to claim it at the end of each financial year. The maximum amount which could be claimed was £200 for Cllrs. And £500 for the Chairman. Cllrs. may elect to forgo part or all of their entitlement to this allowance. If they choose not to claim it, they can still be reimbursed for travel and subsistence where this is authorized by the Parish Council. These allowances should be declared for tax purposes. The Parish Council has to keep a record of basic allowances, travel and subsistence allowances paid which has to specify the name of the recipient and the amount and nature of each payment. It has to be available for inspection and copying if this is requested by an elector and be published.

In addition, a Chairman may also claim the associated costs of holding this position under Section 15(5) of the Local Government Act 1972. £250 was put in the budget for 2007/8 under this heading.

Cllrs. claiming the parish basic allowance: Cllr. Hicks £100; Cllr. Holland £150

The following Cllrs. waived their right to the allowance: Mr. Horsman, Mr. Shorter, Mr. Sheehan, Mr. Gardner. Mrs. Ross, Mr. Ciccone, Cllr. Wedgbury.

Mr. Bates was not present and the Clerk will check whether he wished to claim or not.

There being no other business, the meeting closed at 8.15 p.m.

Chairman