

KINGSNORTH PARISH COUNCIL

Minutes of meeting held on Thursday 26 February 2009 at Kingsnorth Sports Pavilion

Present: Mrs A Hicks (Chairman), J. Holland (8.30), N. Shorter, R. Gardner, J. Wedgbury, Mrs L Bourne, M Ciccione, N Firman (Finance Officer), Mrs D Alsop (Clerk)

Apologies for Absence: S Bates (on holiday), T Horsman (wife hospitalised)

In Attendance: P Davison (8.35), P Beasley (Community Warden), Revd Canon Sheila McLachlan (Item 9)

1. **APOLOGIES FOR ABSENCE:** As recorded above.

2. **DECLARATIONS OF INTEREST:**

MC – 17 Recreation Centre

JS – 19.1 School Governor

JW – 19.2 School Governor

NS – 19.1 School Governor

AH – Kingsnorth School and Recreation Centre

JH – Ashford Borough Councillor

3. **COMMUNITY WARDEN'S REPORT**

PB reported that he is progressing with trying to set up a local youth neighbourhood forum and hoped he would be able to draw on funds to help with the Charlton training sessions. He is looking to get the pillbox in Britannia Lane cleared out and bricked up and also to get boxes made up for the dog bins to hold poo bags for dog bins, and getting funding for it. NF was asked to supply information on the number and location of dog bins. PB then mentioned his plans for the future in his work in the Community. **NF**

4. **OPEN FORUM**

There were no members of the public in attendance.

5. **MINUTES OF MEETING HELD 29 JANUARY 2009**

NS proposed and JW seconded and all agreed that these were a true record.

6. **MATTERS ARISING FROM PREVIOUS MEETING**

10:Parish Handbook: The Clerk was asked to put any amendments on the website. **Clerk**

10: Integrated Risk Management Plan received from Kent Fire & Rescue: NS reported that he had done this.

10:Reminder from National Commerce Office about Freedom of Information Act: AH had asked the Clerk to put this on the website. **Clerk**

10: Nature Forum: AH reported that this had been cancelled.

11:3 Play Equipment Inspections: AH reported that the caretaker had indicated that he would be willing to undergo training. NS reported that he had made contact with ROSPA, but had been unable to obtain a firm quote. He was concerned that this route may not be cost effective. NS carrying forward. **NS**

11:7 Charlton Athletic: It was agreed to ask Andrew wood to attend the next PC meeting. **Clerk**

15:5. Hedge Trimming: This is being dealt with by KCC Highways.

16:3 Office Development: MC felt that the Borough Council should be obtaining planning permission for the extension prior to the money being available as they can deduct this out of the existing 106 money. PC's supported him and requested the Clerk to make their views known to Anne Adams of ABC. **Clerk**

7. CORRESPONDENCE RECEIVED

Parish News: AH asked the Clerk to get more information about the benefits and drawbacks of registering Pound Green. **Clerk**

Footpath with maps had been circulated by email

8. FINANCE

1.To approve payments and receipts, bank reconciliations etc. and other financial matters since the last meeting:

NF submitted the following for approval:

Bank Reconciliation as at 31 January 2009

	£
Balance at bank 01.04.08	107,548.22
Total income per cash book	64,863.50
Total expenditure per cash book	<u>-79,261.88</u>
	<u>93,149.84</u>

Bank Statements @ 27.1.09

	£
Lloyds TSB - 30-day account	91,746.59
Lloyds TSB - Treasurer's account	14,321.77
Bank of Ireland	<u>320.60</u>
	106,388.96

Less unpresented cheques:

	Cheque	
	No.	£
Ashford BC (rec. ctr. subsidy)	1669	4,626.56
Swift Security (Nov inv)	1673	301.39
CJA Consulting (Hosting website)	1674	172.50
Darren Cook (Pavilion Gutters)	1675	828.00
Jenny Mills (Precept meeting)	1676	30.00
Aline Hicks (Meeting Expenses with Clerk, Fin Off & CJA)	1677	48.19
KCC (Black Bin)	1678	402.99
CJA Consulting (clerk's laptop, printer & moves)	1679	976.51
G Blackmer (Caretakers Jan salary)	1680	341.40
P Cleave (Cleaners Jan salary)	1681	370.13
D Alsop (Clerk's Jan salary)	1682	901.41
N Firman (Fin Officer's Jan salary)	1683	853.20
J Hancock PAYE & NI (covers June to December)	1684	1,734.83
Culligan (Water softener service)	1685	138.71
Neil Sorter (Christmas Tree & Printing)	1686	53.30
Audit Commission (2008 fee)	1687	460.00
Kingsnorth with Shadoxhurst PCC (donation)	1688	1,000.00
		<u>(13,239.12)</u>
		<u>93,149.84</u>

Payments and Receipts - February 2009

	Cheque	Amount	Includes VAT reclaimable
	No.	£	£
Cheques issued:			
Payments for approval 26th Feb:			
Swift Security (Jan inv)	1689	314.64	
G Blackmer (Caretakers Feb salary)	1690	327.82	
P Cleave (Cleaners Feb salary)	1691	370.13	
D Alsop (Clerk's Feb net salary)	1692	502.50	
N Firman (Fin Officer's Feb net salary)	1693	500.70	
D Thompson Bench repair and fit new one when supplied	1694	<u>774.62</u>	101.04
		2790.41	

February Receipts:

ABC Street cleaning grant	1748.00
Kingsnorth Rec. Centre (reimburse purchase of chairs)	<u>2237.00</u>
	3985.00

Other Payments due soon or for consideration:

Boiler Service (done)	113.00
Electrical Testing (due 10/3/09)	165.00
Extinguisher testing (done)	116.00
KCC - Playground Safety Checks (year from 1.4.09- alternative being sought)	300.00
Playground Trip Hazard Repair (quote received)	1912.00
PAYE & NI on Clerks and Fin Off salaries (due Apr)	819.54

Payments arising since the distribution of the clerks notes were: Clerks expenses £124.72, Petty Cash reimbursement £53.59, EDF - electricity £132.57 (estimated – GB confirmed this was accurate at the end of the meeting) and G Blackmer £27.05 reimbursement for Salt purchase.

A summary of expenses was distributed by NF identifying February actual and March forecast expenses and receipts, confirming that the expected bank balance at the end of March was still £87,000. NF did indicate that the budget for March did include a number of repair items, which due to their nature may not arise. Therefore the bank balance at the end of March may be slightly higher than estimated.

Other payments due for consideration in the near future included electrical testing at the Pavilion, which had now been carried out and Playground safety checks, for which the alternative of asking GB to carry out was still being investigated by NS. The Playground trip repair was to be considered later. The PAYE and NI due on salaries will be paid on a quarterly basis as the monthly liability is low enough to take advantage of this option.

In response to doubts raised last month as to when certain events and subsequent payments were due, NF distributed a list of annually recurring events by date and expense category. JH asked if receipts could be added and NS requested that other regular payments could also be included. NF to extend.

JH proposed that the payments were approved and JW seconded. All agreed.

2. Update on appointment of internal auditor for 2009/10

It was identified that in previous years Jack Wilson had carried out the Internal Audit. Following last month's meeting when NF was given authority to investigate alternative options, Mike Cuerden (currently Great Chart's IA) was put forward as an alternative candidate following recommendation from Ian McClintock. It was reported that Mike has a background at the Audit Commission and is also RFO at Harrietsham.

Mike Cuerden had advised that a rate of £15 per hour would be charged plus expenses and £100 should be allowed. NF identified that there was £150 in the budget and that Jack Wilson had cost £80 last year.

A further alternative of Kevin Funnell, who appears to carry out audits for a number of PC's in Kent was also investigated. NF did not get a response from Kevin.

All were in agreement that Mike Cuerden should be appointed. NF to arrange, and contact Jack Wilson to inform of the change.

3. Parish Council investments

3. NF explained he had sent an e-mail the previous week, partly triggered by announcements at Lloyds/HBOS and the need to raise matters prior to the meeting. Events of the past week strengthened the view that the Government would take all the necessary action required to ensure a bank did not fail and as a result investors/customers would not, and have not so far, suffer losses. It was explained that as one of the largest banks in the country and rated accordingly, Lloyds has been taking part in the Government's capital funding scheme and seemed reasonably secure. It was also identified as being easier to deal with one bank, but had the disadvantage of putting eggs all in one basket.

4. Precept

NF circulated list of precepts for 2009/10 for all of the Parish Councils in the ABC rating area. This gave confirmation of our precept.

4.1 Authorisation for a suitable plaque to go on litter bin Pound Green to be organised by NS

It was decided that the litter bin previously designated for Pound Green be sited outside the Village Hall next to the proposed new seat. This was delegated to NS. **NS**

5. Resolution to pay contractors bills more promptly.

It was pointed out that if a tender had been agreed and expected the Finance Office has automatic authority to pay bills as soon as the invoice is received. JW proposed that KPC aims to pay all bills within 14 days. JH seconded and all agreed.

6. ROSPA recommended repairs estimate to be agreed for play equipment

RG confirmed that we had not made any improvement to the safety of the play area following the ROSPA report last summer. It was agreed that as it was some time since the quote from Park Leisure was received, it would be appropriate to obtain three new quotes. NS was authorised to carry out a risk assessment of the area and if it was a high risk he would close the park. NS was given authorisation to carry out temporary safety measures of approximately £100. **NS/Clerk**

7. To agree purchase of seat to go outside PO/Village Hall Church Hill and agree the suitability of a plaque

NF to look back on invoices to see where the previous bench came from and get a price (18 months ago). Find out price and authorise Clerk to purchase (£1000). **NF**

8. Benches Moat Park – report (JW)

At the last meeting County Councillor MA had indicated that he would be willing to fund this expenditure after June. JW to review after County Council Elections. **JW**

9. KALC Training Days: 24 March Legal and Finance & 28 March Planning

AH, JW, NF and Clerk will attend on 24th March. NS proposed and RG seconded approval and all agreed. There was no response to 28 March. **Clerk**

10. Pavilion supplies:

The Clerk was asked to order the supplies requested. **Clerk**

11. Approval to purchase Charles Arnold Baker, Local Council Administration book (AH):

AH had found the book to be very useful and asked that a further copy be obtained. All were in agreement and the Clerk was asked to place an order. **Clerk**

9. REPORT FROM CHURCHYARD SUB-COMMITTEE

The sub-committee had agreed that it would not be prepared to take on the responsibility of the closed churchyard. Four sites had been identified for a new churchyard and it was suggested that a joint meeting be set up with the PCC. The Revd. Canon Sheila McLachlan was in attendance and thought that it would be a good idea, and that the Diocese should be involved. MC was asked to set up a joint meeting. **MC**

10. MEETINGS

1. Monthly meetings

AH suggested that from January 2010, meetings should move to being held on the second Thursday of each month and that there should be 12 meetings each year commencing January 2010. Members generally were in favour of 12 meetings per annum so that the January and September meetings were not overloaded. A counter proposal by NF was that this should start from the second Thursday in September. With the exception of one, all were in favour of this proposal and the meeting dates for the rest of this year will be 26 March, 30 April, 28 May (AGM), 25 June, 30 July, 10 September, 8 October, 12 November and 10 December. The Clerk was asked to inform Daisy Cummings of the Kentish Express of the changes.

2. Parish Meeting 14 May 2009

AH suggested moving the Parish Meeting forward to 7 May and to be held at Furley Park School. JW was asked to approach the headmaster and the School Council. JH said that he would like to see more publicity. It was agreed that this be put on the Agenda for the next meeting.

11. PARISH SERVICE LEVEL AGREEMENT

It was noted that the consultation date for this had been extended to 30 March. The Clerk had circulated a copy of the SLA to all individual Councillors. To date the Clerk had only received one lot of comments which she will forward to Michelle Byrne and requested that Parish Councillors urgently consider this document.

12. HIGHWAYS & FOOTPATHS

1. Street furniture:

a) Use of notice boards (NS) What do we consider appropriate advertising. Musical Fun Time in association with Little Acorns – money making organisations. It was decided that this be left to the discretion of the Clerks until NS is in a position to put forward a proposal. **NS**

b) Litter bin to be installed on Pound Green.

This has been discussed in Matters Arising and It was decided that this will be outside Village Hall.

c) New street signs “Magpie Hall Road” and “Stubbs Cross”:

Following the Chilmington Green Workshop, AH felt it was imperative that the public know that much of the development would be within the area of Kingsnorth, and therefore proposed that a new street sign ‘Magpie Hall Road’ be authorised, together with a ‘Stubbs Cross’ sign to be situated next door to the Chilmington Green sign at the junction of Criol Lane. AH had been advised that the cost could be around £200 if bulk purchased by ABC in October. This will be carried forward to the Finance section on the Agenda for next month.

2) Romney Marsh Road footpath (NS): This will be put forward to the PIPKIN System for funding in 2010/11.

3) Park Farm traffic calming:

RG was very concerned about possible litigation that the PC could be exposed to following changes to the traffic calming tables on Park Farm. He did not wish to pursue this matter any further, but wanted all correspondence with KCC kept on deposit with these minutes.

4) Footpath diversions AW319 and AW212

Documentation was given to MC as Footpath Officer for attention.

13. PLANNING

The Chairman handed this section over to RG to lead on this issue. She did not take part in the discussions.

1. New Applications:

a) To be considered – None

b) Received and requiring a response to ABC before this meeting:

08/01774/AS – 18 Claygate, change of use from amenity land to garden including new fence arrangement. Councillors commented on this application.

09/00081/AS – Land at Cheesemans Green access roads. The Council objected.

09/00055/AS – Stumble Place, Finn Farm Road, change of use to a mixed use of residential and business, storage for 6 vehicles to include space for the parking of 1 taxi (retrospective). The Council objected.

09/00092/AS – 10 Orchard Court, erection of a two storey rear extension. The Council supported.

09/00101/AS – Unit 1, Pound Lane, change of use from B1/B8 to D1 (place of worship). The Council objected.

2. Decisions - 08/01044/AS – Raising of roof height including enlarged dormers to front elevation, insertion of dormers to rear with two storey side extension and single storey rear extension at 65 Tally Ho Road, Kingsnorth – minor amendments approved.

08/089/AS Appeal – Take down existing workshop and construct a new building to form a guest annex to the main house at Barn Owls, Finn Farm Road, Church Hill, Kingsnorth – appeal dismissed.

3. Chilmington Green Report – NS reported on the key issues discussed at the Planning Workshop that he and RG had attended on the 4/5 Feb at The Bybrook Barn Hotel. That the development could be made up of 4 hubs each hub of 1500 homes with their infrastructure. That the A28 could be diverted to form a vibrant High Street for the community. RG expressed concern that unless the A28 is substantially improved Magpie Hall Road will be used to access the M20 at Junction 10 with a major adverse impact on the residents of Stubbs Cross.

4. Cheesemans Green Development first phase – RG published details of the presentation due to be made by the developers to Mersham & Sevington Parish Council on Wednesday 4th March. MC raised concerns on a number of issues - the safety aspect of back gardens opening onto the farm track, refuse collection points with their resultant fly tipping hazard plus the lack of landscape softening. NS raised concern that the road link onto Bad Munstereifel Road will be directly onto a Duel Carriageway.

14. VILLAGE HALL AT BRISLEY FARM

Following the presentation with Barratts at the January meeting, it was obvious that the PC needed the opportunity to discuss a Village Hall on Brisley Farm and whether the Parish Council would be prepared to be the freeholders of any such building. The PC felt that there was insufficient information given by Barratts and the PC was concerned about their exposure to future costs and decided to invite Barratts to full details of their proposal at the beginning of the March meeting. Revd Canon Sheila McLachlan had indicated the Church's willingness to be involved with the running of any such hall, but the Diocese also needed to have more financial details before making any commitment. The Clerk was asked to arrange a meeting with Barratts requesting these details for March 26th. NF was asked to produce a possible costing scenario and may like to consult with MA of the Village Hall for comparative costs. All agreed. **NF/Clerk**

15. CONTRACTS POLICY (NS)

NS circulated and members were asked to review during the forthcoming month and bring back their comments to the March meeting. **Next agenda.**

16. PLAYING FIELD

AH reported that she had received information from the Borough solicitors that the lease with the Homewood family has only just been agreed. Debbie Jones will be preparing a draft agreement and sending it out soon.

17. RECREATION CENTRE

1. Short Mat Bowls:

The Clerk confirmed that she had sent a letter as requested by the PC underwriting any potential loss of up to £500 as a result of having to extend the hours of opening at the Recreation Centre to accommodate this club.

2. Lease:

AH had received an email from Colin Stone to the effect that they have no objection to the lease until their money runs out. Colin Mawston of ABC had not received a response from the Trustees, but will get the agreement amended regarding points raised, and have it typed up and sent out to both the Parish Council and the Trustees.

18. QUESTIONS TO BOROUGH AND COUNTY COUNCILLORS RELEVANT TO THE PARISH

In view of the lateness of the three Borough Councillors were prepared to waive any questions to them. However, JH wanted it noted that he considered there insufficient gritting had taken place in his ward during the recent snowy periods. JH requested support for his proposal that the bus service to Washford Farm and Stanhope be improved and he would give the Clerk more details.
Clerk

19. REPORTS

1. Kingsnorth Primary School (NS):

NS reported that the process for the appointment of a Head Teacher was ongoing and interviews will take place on 9/10 March.

2. Furley Park School (TH):

This was deferred to the next meeting in the absence of TH.

3. PACT 18 February (TH):

RG said that he had been unable to attend the meeting due to a prior commitment but understood that the key issue was the appointment of a Chairman to carry the project forward.

4. Any other reports to which the Parish has sent a representative

There were none.

20. ITEMS FOR NEXT AGENDA

No smoking sign in bus shelter – street furniture
Electrical survey needs to be reviewed
Car clamping at Bridgefield, Highways RG

The meeting closed at 10.45pm

Next main Parish Council Meeting – Thursday 26 March 2009