

## KINGSNORTH PARISH COUNCIL

Minutes of the meeting held on Thursday 27th March, 2008, at Kingsnorth Sports Pavilion

PRESENT: Mrs. A. Hicks; (Chairman); Mr. R. Gardner; Mr. M. Ciccone; Mr. N. Shorter;  
Mr. J. Holland; Mr. J. Wedgbury.  
Also present: Cllr. P. Davison; Mr. P. Beasley (for part of meeting).

1. **Apologies:** Mr. T. Horsman (another commitment); Mr. S. Bates (working); Mr. J. Sheehan (working); Mrs. L. Ross; Cllr. M. Angell; Cllr. P. Bartlett; Cllr. Mrs. T. Heyes. Mrs. J. Hancock (unwell). Mr. J. Holland apologised for arriving late.
2. **To note any declarations of interest on agenda items** JH and AH declared a personal interest in Item 7(a) as their claim for parish basic allowance was listed as a forthcoming commitment. MC declared a personal interest in item 9(b) as he owns property on Bond Lane.
3. **Open Forum** No members of the public were present.
4. **Minutes of the last meeting** Item 5(c) Weald South, should have mentioned that the Highways bid was made under the PIPKIN scheme. Item 14(e) Information Booklet, re. distribution firms, should have read ....they only packaged *and addressed* the items... It was proposed by RG, seconded by MC and agreed that the minutes of the last meeting on March 13th should be approved as a true record.
5. **Matters arising**
  - (a) Annual parish meeting As the Lounge at the Recreation Centre will not be available until 8 p.m.on 15.5., the Clerk had checked with TH who thought it would be better from the public's point of view to start the meeting at 7.30 p.m. so she had booked the Hall at Kingsnorth School instead.
  - (b) Pill box on path adjacent Finn Farm Rd. Mr. Beasley confirmed that he was keeping an eye on this pill box but that it was very wet inside and unlikely to attract anti-social activity at the moment.
6. **Correspondence**
  - (a) Letter of resignation Mrs. L. Ross had submitted a letter of resignation from the PC for personal reasons. Cllrs were very sad to receive this and the Clerk was asked to write to her with their best wishes for the future and their sincere thanks for her many years of valuable service on the PC.
  - (b) Ashford Town Football Club A representative of the architects working on the proposed leisure development at ATFC had contacted the Clerk asking whether they could meet the PC to inform Cllrs. about their proposals. These had not yet been submitted as a planning application. It was agreed that they should be invited to the meeting on 24.4.
  - (c) Kingsnorth School PFA Fete The PFA Secretary had asked whether they can use the playing field and pavilion again for their Summer Fete. This will be held on Sat. 14<sup>th</sup> June. This was agreed.
  - (d) Hire of pavilion for children's party The Clerk had received an enquiry from a parishioner about hiring the pavilion for a party for under-fives. It was agreed that the pavilion could be hired for this as long as a deposit of £50 was paid in case extra cleaning or damage was incurred.

- (e) Website maintenance charges CJA Consulting had sent their invoice for the annual website maintenance charge. Since there were now two meetings a month, the fee had been increased from £300 to £450 to reflect the additional information which has to be posted on the website.
- (f) End-of-season work to football pitch The Clerk had obtained a quotation of £765.60 + VAT from Judges for this. It was thought that a comparative quote should be obtained and the Clerk was asked to put this as an item on the next agenda.
- (g) Dog waste bin, Emperor Way This was one of the old bins which was moved when a lockable one was put elsewhere on Westhawk Farm. Residents have reported it being overfull on more than one occasion and children are throwing the contents around. Since it is being so well used, JS thinks it might be a good idea to replace it with a lockable one if the funds are available. It was agreed to consider this at the next meeting.
- (h) Norwich Union insurance An alternative PC insurance policy to that provided by Zurich and Allianz is being offered by Came & Co, a Hampshire company through Norwich Union. It was agreed that the Clerk should ask for a quote.
- (i) Tree for Village Sign green NS had received a specification via Jarvis Homes for a holm oak to be planted on the green. It would require watering weekly during the summer season and it was agreed that this should be discussed at the next meeting.
- (j) KALC Ashford Area Committee meeting of 2.4. Neither JS or AH would be able to attend so the Clerk would send the PC's apologies.
- (k) Parish Forum meeting It was noted that the next Parish Forum meeting due on 9.4. had been cancelled by agreement with Cllr. Clokie and Mr. Reed as there had been no further movement on agenda items. The next meeting would be held on 23.7.
- (l) Kent Police Authority invitation to Rural Policing Conference on 8.4. The PC had been sent an invitation to this event. Cllr. Davison outlined problems in communication with the Police experienced in his ward and said that there was a need for parishes to see Police Officers on the beat as well as Community Wardens and PCSO's.
- (m) Received so far: Town & Parish Standard newsletter; KALC Ashford Area agenda for meeting on 2.4; RSS info. re playground inspections; CPRE Fieldwork; Swift Security patrol reports for Feb; Audit Commission letter confirming appointment of Kingsnorth external auditor; NHS Kent Annual Public Health Report Management Summary; KHS Draft Permit Scheme Consultation Phase 2; minutes of Ashford Youth Advisory Group Meeting of 7.2; ABC agenda for Parish Forum meeting of 9.4; notes of Parish Forum meeting on 23.1.

7. **Finance** (a) Payments since the last meeting

|   |               |
|---|---------------|
| 1502 BT Payment Services, qtrs. rental of tel. line to pavilion for alarm     | 55.48         |
| 1503 Kingsnorth Electrical, various annual electrical safety checks + new fan | 259.97        |
| 1504 British Gas Business, supply to pavilion                                 | <u>165.35</u> |
|   | 480.80        |

Receipts none so far

Transfers one will be required to cover cheques written at the meeting.

Since only three cheques had been issued and no receipts or bank statements had been received since the meeting on 13.3. a reconciliation was not prepared for this meeting.

It was proposed by MC, seconded by NS and agreed that the above accounts be accepted.

#### Forthcoming commitments

|  |          |
|--|----------|
| Mr. G. Blackmer, March salary  | 318.27   |
| Mr. P. Cleave, salary from 7.3 – 4.4.                                      | 359.11   |
| HSBC (Swift Security), security patrols for March                          | 289.64   |
| ABC, lockable dog waste bin for Britannia Lane                             | c250.00  |
| British Gas, supply to pavilion  | 165.35   |
| CJA Consulting, drafting Information Booklet (VAT £21.88)                  | 146.88   |
| Ashford Borough Council, last qtr's instalment Rec. Centre subsidy 2007/8* | 5,768.08 |
| Siemens, quarterly rental of photocopier (VAT £29.66)                      | 199.20   |
| Mr. J. Holland, councillor's basic allowance for 2007/8                    | 150.00   |
| Mrs. A. Hicks, " " " " "   | 100.00   |
| Chubb Electronic Security Systems, maintenance contract renewal for alarm  | 301.66   |
| *inc. £525 VAT to be claimed back.   |          |

#### Income expected

|                                   |         |
|-----------------------------------|---------|
| Bank of Ireland interest for Feb. | c290.00 |
|-----------------------------------|---------|

- (b) To report appoint of new Clerk The Staffing Committee had sent a letter of appointment to Mrs. Janice Hancock to be effective from the beginning of the week after her month's notice expires, subject to a 3 month probation period, on spine point 22, which pro rata is £9.827 an hour. Equipment and telephone/broadband allowance still had to be agreed. Mrs. Hancock will require: a computer plus installation; a four drawer filing cabinet; a cross-cut shredder; and a desk top scanner/ printer/photocopier to replace the current copier. Archiving of old files also has to be further discussed. These matters would be dealt with by the Staffing Committee. (Section 112, Local Govt. Act 1972; employ someone to carry out council functions)
- (c) To report on internal control and audit assessment AH, JS, RG and the Clerk met on 20.3. The notes of the meeting together with their recommendations had been circulated to Cllrs. It was proposed by JH, seconded by NS and agreed that the recommendations should be adopted by the PC.
- (d) To approve an undertaking to pay solicitor's fees relating to sub-lease for new playing field Bracher's required an undertaking by the PC that their fees of up to £650 + VAT and disbursements will be paid for checking the sub-lease between ABC and the PC for their clients, the landowners. It was proposed by JH, seconded by MC and agreed that the PC should agree to this undertaking. (Section 124, Local Govt. Act 1972; power to buy or lease land for the community)
- (e) To report on damage to playing field & fence & remedial action taken Mr. Blackmer reported to the Clerk on 19.3 that a car had been driven around the playing field. It had accessed the field by knocking over the fence between the field gate and the School. Mr. Beasley gave Cllrs. a report on the incident which had been reported to the Police. There is some damage to the grass but NS thought that only the damage to the pitch near one of the goals needed remedial work. The fencing is intact, but if it was to be put

back would need two new posts. As prompt action was needed to block further access and after consultation with several Cllrs, it had been agreed between meetings that Mr. Thompson should be asked to repair the pitch and replace the fence posts. Since then, NS had met Mr. Thompson and it was thought to be more sensible to install three 6" x 6" x 5' posts instead of putting back the fence. (Section 111, Local Govt. Act 1972; power to manage property effectively)

- (f) To accept fire safety inspection report and findings As reported at the last meeting, NS had carried out a fire safety inspection including a general health and safety inspection of the Pavilion and a copy of his report and findings had been circulated to Cllrs. Several aspects of this were discussed including the need for the annual electrical checks to be carried out in a timely manner and repairing the path leading to the pavilion. Lone working procedures also needed to be addressed. The PC should also consider whether dosing for legionella should be carried out. It was agreed to accept NS's report and that these and other matters listed for attention should be dealt with by NS, Mr. Blackmer and the Clerk.
- (g) To discuss possible extension to PC footpath beside School & re-surfacing of existing footpath between Pavilion & picnic tables AH suggested that the path should be extended from the picnic tables around the perimeter of the School to the old cricket practice nets area as well as repairing the existing path. RG mentioned that two areas of the existing path near Park Farm needed repair apart from those parts mentioned above. NS described the processes that would be necessary to make effective repairs. It was thought sensible to get estimates for these repairs and those mentioned in (f) and at the same time ask for quotes for a path extension. Further discussion was needed about possible contractors. This would be put on the next agenda.
- (h) To discuss possible installation of metal goalposts on site of old cricket nets area AH suggested that it would be sensible to place a kick-around goal end on this site. This was discussed and the suggestion was made that a simple metal-tubing type goal on grass rather than something more sophisticated would be adequate if the PC decided to go ahead with this idea. However, it was agreed that AH should ask Park Leisure for an initial quotation as a basis for future discussion.
- (i) To approve renewal of pavilion water softener maintenance contract Culligan International had sent the new annual maintenance contract. This provides for an annual service visit and service parts replacement. Any additional parts needed at service or during the year are not included. Breakdown or emergency visits are included in the contract but any spares used are excluded. The agreement would start from the end of the previous agreement on 23.4.08. The cost will be £120.62 excluding additional parts + VAT. Last year it cost £117 + VAT and a new motor was required at a cost of £45.89 + VAT. The budget for 2008/9 is £200 to cover the contract plus any extra parts. It was agreed that the Clerk should sign the new contract. (Section 111, as above)
- (j) To authorise any repairs necessary arising from annual electrical report The report had not yet been received.
- (k) To decide action on replacement of gatepost near the Pavilion The post had rotted off at the bottom. The cost of its repair could be taken from the budget for pavilion repairs. It was agreed that Mr. Thompson should be asked to replace this post while he was doing the other work on the playing field. (Section 111)
- (l) To report on budget available for Charlton Athletic Community Scheme Mr. Wood was responsible for organising the scheme at Kingsnorth. The Clerk had e-mailed him some

queries and he had replied that the first session would be held on Thursday, 3rd April from 5.00-6.30pm. He thought that the sessions might be rested at certain holiday periods if attendance dropped. There would be no session during the week beginning 14.4. Cllrs. thought that it might be better to keep the sessions running in the summer, even if numbers dropped. However, this would need to be discussed with Mr. Wood. RG agreed to attend the first session and would speak to Mr. Wood about this and about invoicing arrangements.

Regarding the budget, as the £500 from each of the two financial years would not necessarily be sufficient for the number of sessions the PC is willing to finance, the Clerk suggested that the remaining £1,875 unspent from the £5,000 in the 2007/8 play equipment budget should be used for this purpose if required. (The PC has powers under Section 17 of the Crime & Disorder Act 1998 to pay for any measures that reduce crime and disorder. The Local Govt. (Miscellaneous Provisions) Act 1976, s.19 also gives Councils powers to provide or support any recreational facilities, including staff and instructors)

- (l) To decide action on proposals for new seat & other improvements outside Village Hall  
NS reported that the groundwork for the improvements he had suggested would cost approx. £700 in addition to the cost of approx. £575 for the seat. It was agreed that a planter and rubbish bin should also be provided. The budget allocation for these improvements is £5,000 which will be more than adequate. (Litter Act 1983; provide litter bins; Parish Councils Act 1957; provide roadside seats)
- (m) To discuss proposal for a plaque for Village Sign AH suggested that a plaque be put up to explain what the sign represented and when it was put up, etc. It was agreed that this idea should be explored.
- (n) To decide whether to renew subscriptions to:
  - (i) Open Spaces Society Cllrs. decided that they no longer wished to subscribe to this organisation. The Clerk would cancel the PC's subscription.
  - (ii) KALC The PC's subscription for 2008/9 is £985 + VAT which is as budgeted. Renewal of the subscription to Local Council Review is £13.50 and extra copies of Parish News costs £17.50. These two items amount to £31 and £33 was budgeted. MC queried whether the PC should continue to subscribe to this organisation as costs were so high. It was agreed that this should be given further consideration before paying for the subscription in 2009/10. (Section 111, Local Govt. Act 1972; ensure effective discharge of council functions; section 112; buy expert advice)

## 8. **Planning matters**

- (a) To consider any new applications
  - 16 *Charminster* (WF) Two-storey side extension, rear conservatory & shed in rear garden. (S)
  - 20 *Langney Drive* (WF) Detached garage to rear and new boundary fence to include front gate. (Further information required about layout; query whether concrete or wooden garage and the need for dropped kerbs)
  - 24 *Bryony Drive* (PFS) Conversion of double garage to single garage & playroom. (S as long as additional off-road parking space created to replace lost garage space.)
  - 21 *South Motto* (PFN) Change of use of amenity land to garden; erection of new boundary wall. (O, will spoil landscaping plan and open aspect of this area of Park Farm)
  - 3 *Merino Way* To crown reduce 1 oak by max. of 3m. (Leave to Tree Officer's judgement)

- (b) To report decisions on applications by ABC received since the meeting on 13.3.  
Granted:  
*Water main from Biddenden to Stubbs Cross* Installation of a new potable water main pipeline, subject to an environmental impact assessment. (NC)  
*2 Farrers Walk* Conversion of existing garage to living space. (S, if alternative off-road parking)  
Refused:  
*22 Broadmead* Two-storey side extension. (O)
- (c) Report on KALC Planning Information Day on 15.3. NS had attended and found it to be a very useful introduction and overview of national, county and borough planning concepts. However, he thought that PCs needed more information about the Govt's Planning Policy Guidance documents and statements on which Cllrs. decisions should be based. KALC could not provide this training. AH would ask Mr. Alderton if ABC could do so.

## 9. **Highway and footpath matters**

- (a) To discuss a proposal to investigate a 20 mph speed limit on Church Hill NS had circulated a proposal making a case for a 20 mph speed limit as Church Hill was one of the major routes to Kingsnorth Primary School and walking to School was being encouraged. The footpath was narrow, there was no street lighting and there was conflict with traffic using Church Hill as a through road as apposed to local use. He felt that slowing traffic to 20 mph could only reduce the risk of injury to pedestrians as well as improving the village environment. Cllrs. thought that in principle it was a good idea but that enforcement would be a problem. It was agreed that this proposal should be investigated.
- (b) To discuss a proposal for a one-way system for traffic on Bond Lane & Stumble Lane NS had circulated his proposal which he felt would improve the traffic circulation problems experienced during the two daily peaks of School starting and ending times. Significant harm was caused to the verges and there were risks of collisions with parked cars and street furniture. MC had declared a personal interest. He said that the damage to the verges was often caused by residents of these two roads or vehicles delivering to their properties. He thought that a one-way system would encourage drivers to go too fast. The residents of these two roads would be greatly inconvenienced by a one-way system, especially as the peak periods for traffic were quite short. The Stumble Lane/Finn Farm Rd. junction was very dangerous. He felt that this was an urbanising measure which was inappropriate in a rural area. NS acknowledged these points and withdrew his proposal.

11. **County Councillor's report** Cllr. Angell was unable to attend.

## 12. **Borough Councillors' reports**

- (a) Weald South Cllr. Davison reported that the Overview and Scrutiny Committee are carrying out an investigation into lorry parking in the Borough in connection with KCC's potential site for a lorry park in Aldington. KCC have now realized that 3 lorry parks would be required in Kent. There were many problems with potholes on local roads. These were not being repaired adequately and the fillings soon broke up again and were washed out. Highways investigations were taking too long. The Inspector's report on the Core Strategy is expected at the end of April or in May. The proposed development at ATFC's ground in Kingsnorth is outside the Core Strategy development area.

Cllr. Hicks reported that parishes were going to have a new service level agreement with ABC. AH was on the working group for this. It was hoped that parishes would be consulted about the content of s.106 agreements.

(b) Washford Farm Cllr. Holland had agreed a date for a meeting with Barratt Homes about problems on Brisley Farm. He informed Mr. Beasley that late-night football activity near Willowbed Farm had caused inconvenience to residents. This would be reported to the Community Safety Unit. Two more litter bins had been installed in the Limes play area and outside Christ Church School but these were not the sites JH had recommended during consultation.

(c) Park Farm South Cllr. Wedgbury had nothing to report.

13. **Parish Ward Cllrs' reports**

RG reported that the temporary barriers put up by Highways at the new pedestrian crossing near Tesco on Romney Marsh Road had collapsed. The Clerk had reported this to Highways.

14. **Reports**

(a) Kingsnorth Recreation Centre Management Committee MC reported that the Trustees had met last week. MC gave Cllrs. information relating to the queries they had raised on ALT's business plan. This sort of information should be readily available to the PC now that ALT had charitable status. There were currently approximately 130 direct debits. As requested by the PC, the Trustees and ALT is starting to explore the possibilities for new revenue streams. There will be another meeting on 15.4.

(b) Kingsnorth Village Hall Committee No report.

(c) Kingsnorth School Governors' meeting Nothing to report.

(d) Furley Park School Governors' meeting No report.

(e) Information Booklet AH reported that three quotes were being obtained for printing the booklet.

15. **Items for next agenda**

Possible provision of a play park for older people.

There being no further business the meeting closed at 9.55 p.m.

Chairman