

KENNINGTON COMMUNITY COUNCIL

COUNCIL MEETING MINUTES

agenda published 06 May 2022



**The Annual Meeting of the above Council
was held on Wednesday 11th May 2021 at 6.00 pm,
in the St Marys Community Centre**

86/22 Chairman

1) To elect a Council member to Chair to the Council for the year until the next Annual Council Meeting 2023

Nominations: Cllr Alan Cooper nominated by Cllr Charles Ellis and seconded by Cllr Paul Bartlett and Cllr Morley. No further nominations received.

Vote: Unanimously all voted in favour. Cllr Alan Cooper elected as Chair of Council until the next Annual Council Meeting.

Agreed: Cllr Alan Cooper elected to the position of Chair until the 2023 Annual Council Meeting.

2) The Chairman to take and sign the Declaration of Acceptance of Office

Action: Declaration of Office Signed

Action: Clerk to retain signed copy for the Parish Council and send a copy to the Monitoring Officer at Ashford Borough Council

87/22 Vice Chairman

1) To elect a Council member to Vice-Chair to the Council for the year until the next Annual Council Meeting 2023.

Nominations: Cllr Charles Ellis nominated by Cllr Paul Bartlett and seconded by Cllr Chris Morley. No further nominations received.

Vote: Unanimously all in favour. Cllr Charles Ellis was elected to Vice Chair of Council until the 2023 Annual Council Meeting.

Agreed: Cllr Charles Ellis elected to the position of Vice Chair until the 2023 Annual Council Meeting.

2) The Vice Chair to take and sign the Declaration of Acceptance of Office

Action: Declaration of Office Signed

Action: Clerk to retain signed copy for the Parish Council and send a copy to the Monitoring Officer at Ashford Borough Council

88/22 To note those, present and record any apologies.

Present: Cllr Alan Cooper (Chair), Cllr Charles Ellis, Cllr Carole White, Cllr Chris Morley, Cllr John Seaton, Cllr Paul Bartlett, Cllr Shafi Khan, Cllr Nathan Iliffe (arrived at 6.30pm).

Also Present: The Clerk

Apologies: Cllr Justin Armitage (Work), Cllr Ellie Crook (Personal), Cllr Winston Michael, Peter New (Neighbourhood watch), Adam Brookes (PCSO).

89/22 To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interests (Vf's) relating to items on the agenda.

Noted: Cllr Alan Cooper and Cllr Chris Morley declared a voluntary interest with regards to the Kennington Fayre

1) Updating of Declarations, to register any new interests or remove any interests.

Cllr Alan Cooper, Cllr Carole White, Cllr Charles Ellis, Cllr Chris Morley, Cllr John Seaton, Cllr Nathan Iliffe, Cllr Paul Bartlett, Cllr Shafi Khan, all registered a no change.

2) To note the granting of any requests for dispensations and the decision

No requests were received.

90/22 To consider and adopt the Minutes of the Ordinary Meeting held on 13th April 2022.

Resolved: Agreed the minutes of the ordinary meeting held on 13th April 2022 were accepted as a true record with amendments Cllr Seaton in the list of present should read Cllr John Seaton and 69/22 should read sign off day not sign of. Amendments made, adoption agreed by unanimous vote and corrected version signed.

Action: Clerk to publish signed minutes on the website.

Signed:

Dated: 8.6.22

KENNINGTON COMMUNITY COUNCIL

COUNCIL MEETING MINUTES

agenda published 06 May 2022



91/22 Committee structure: Council confirms the continuation of the following committees

- 1) Bybrook Bockhanger Community Facility
- 2) Communications
- 3) Environment and Open Spaces
- 4) Finance and General Purposes (agreed name change to Finance and General Policies)
- 5) Personnel and Development
- 6) Planning

Resolved: Agreed by unanimous vote that the Committee structure to continue with the adoption of a name change for The Finance and General Purposes Committee to the Finance and General Policies committee to give clearer transparency of the committee's current purpose.

Noted: The Allotments Subcommittee is an advisory subcommittee of the Community Council's Environment and Open Spaces Committee and is established in accordance with the Council's Standing Orders. The Project Assessment Panel Committee is an advisory subcommittee of the Council Finance and General Policies Committee

Action: Clerk to ensure website and papers to change from Finance and General Purposes to Finance and General Policies.

92/22 Terms of Reference: Council to adopt the Terms of Reference for each of the committees

- 1) Bybrook Bockhanger Community Facility
- 2) Communications
- 3) Environment and Open Spaces
- 4) Finance and General Purposes (amended to as per 91/22 Finance and General Policies)
- 5) Personnel and Development
- 6) Planning

Resolved: Agreed by unanimous vote that the Committee Terms of References for the Committees as detailed above be all adopted with the exception of Environment and Open Spaces

Motion: Received by Cllr Charles Ellis and seconded by all to increase the number of Environment and Open Spaces Committee positions to be increased from 4 to 5 members.

Resolved: Agreed by unanimous vote the Environment and Open Spaces Committee membership increased to 5.

Action: Clerk to republish all Terms of Reference with revised adoption dates as at 11th May 2022 and revision on Environment and Open Spaces Committee membership to 5.

93/22 Committee Membership: Council to elect members to Committees and Outside Bodies

1) Bybrook Bockhanger Community Facility

Self-nominations for 7 committee positions: 1) Cllr Paul Bartlett, 2) Cllr Ellie Crook, 3) Cllr Alan Cooper, 4) Cllr Chris Morley, 5) Cllr Shafi Khan, 6) Cllr John Seaton and Cllr 7) Cllr Charles Ellis

Noted: Cllr Alan Cooper withdrew self-nomination as will serve on committee in an ex officio capacity as Chair of Council.

Resolved: Agreed by unanimous vote the committee membership of the Bybrook Bockhanger Community Facility Committee to be 1) Cllr Paul Bartlett, 2) Cllr Ellie Crook, 3) Cllr Chris Morley, 4) Cllr Shafi Khan, 5) Cllr John Seaton and 6) Cllr Charles Ellis

Action: Clerk to amend Bybrook Bockhanger Community Facility committee membership on website

2) Communications

Self-nominations for 6 committee positions: Cllr Ellie Crook, Cllr Alan Cooper, Cllr Chris Morley and Cllr John Seaton

Resolved: Agreed by unanimous vote the Communications committee membership to be Cllr Ellie Crook, Cllr Alan Cooper, Cllr Chris Morley and Cllr John Seaton

Action: Clerk to amend Communications committee membership on website

3) Environment and Open Spaces

Self-nominations for 5 committee positions: Cllr Chris Morley, Cllr Ellie Crook, Cllr John Seaton, Cllr Justin Armitage and Cllr Charles Ellis

Resolved: Agreed by unanimous vote the Environment and Open Spaces committee membership to be Cllr Chris Morley, Cllr Ellie Crook, Cllr John Seaton, Cllr Justin Armitage and Cllr Charles Ellis

Action: Clerk to amend Environment and Open Spaces committee membership on website

Signed:

Dated:

KENNINGTON COMMUNITY COUNCIL

COUNCIL MEETING MINUTES

agenda published 06 May 2022



4) Finance and General Purposes (amended to Finance and General Policies)

Self-nominations for 5 committee positions: Cllr Alan Cooper, Cllr Justin Armitage, Cllr Chris Morley, Cllr Shafi Khan and Cllr Carole White

Resolved: Agreed by unanimous vote the Finance and General Policies committee membership to be Cllr Alan Cooper, Cllr Justin Armitage, Cllr Chris Morley, Cllr Shafi Khan and Cllr Carole White

Action: Clerk to amend Finance and General Policies committee membership on website

5) Personnel and Development

Self-nominations for 4 committee positions: Cllr Chris Morley, Cllr Shafi Khan, Cllr Carole White and Cllr Charles Ellis

Resolved: Agreed by unanimous vote the Personnel and Development committee membership to be Cllr Chris Morley, Cllr Shafi Khan, Cllr Carole White and Cllr Charles Ellis

Action: Clerk to amend Personnel and Development committee membership on website

6) Planning

Self-nominations for 7 committee positions: Cllr Charles Ellis, Cllr Shafi Khan, Cllr Carole White, Cllr John Seaton, Cllr Ellie Crook and Cllr Alan Cooper

Resolved: Agreed by unanimous vote the Planning committee membership to be Cllr Charles Ellis, Cllr Shafi Khan, Cllr Carole White, Cllr John Seaton, Cllr Ellie Crook and Cllr Alan Cooper

Action: Clerk to amend Planning committee membership on website

7) Kent Association of Local Councils Ashford Branch meetings

Self nominations for 2 meeting positions: Cllr Chris Morley and Cllr Shafi Khan

Resolved: Agreed by unanimous vote the Kent Association of Local Councils Ashford Branch meetings to be attended by Cllr Chris Morley and Cllr Shafi Khan on behalf of Kennington Community Council

Action: Clerk to advise secretary of Kent Association of Local Councils Ashford Clerk, Cllr Morley and Cllr Shafi Khan will attend future meetings

Additionally the following nominations received were discussed:

Allotments Subcommittee: Self nominations for 1 Allotments subcommittee position: Cllr Carole White

Resolved: Agreed by unanimous vote the committee membership for the Allotments subcommittee to Cllr Carole White

Action: Clerk to amend Allotments subcommittee membership on website.

KALC Annual Conference: Self nominations received from Cllr Alan Cooper, Cllr Chris Morley and Cllr Shafi Khan

Resolved: Agreed by unanimous vote that all three nominations be held and kept for availability once conference dates are announced.

Project Assessment Panel: Self nominations for 4 subcommittee positions: Cllr Alan Cooper, Cllr Ellie Crook, Cllr John Seaton and Cllr Nathan Iliffe.

Agreed: Nominations will be taken to the next Finance and General Policies committee for membership to be confirmed.

94/22 Standing Orders adoption: Council approves and adopts the revised Standing Orders 2022 v2.1 to come into force on the day following the Annual Meeting.

Resolved: Agreed by unanimous vote that the Council Standing Orders as circulated be adopted.

Action: Clerk to republish with revised adoption dates as at 11th May 2022

95/22 Financial Regulations adoption: Council to adopt the revised Financial Regulations 4.3, taking account of the amendments discussed at its March meeting, which will enter into force immediately after the current meeting.

Resolved: Agreed by unanimous vote that the amended Council Financial Regulations 4.3 as circulated be adopted.

Action: Clerk to republish with revised adoption dates as of 11th May 2022

96/22 Council agrees that the following Information Governance policies remain in force without amendment:

1) Access to Information held by the Council

KENNINGTON COMMUNITY COUNCIL

COUNCIL MEETING MINUTES

agenda published 06 May 2022



- 2) Information available from Kennington Community Council under the model publication scheme
- 3) General Privacy Notice
- 4) Complaints Procedure
- 5) Privacy Notice for Councillors, Non-Councillors, Employees and Other Staff, and Volunteers
- 6) Publication Scheme
- 7) Records Retention

Resolved: Agreed by unanimous vote that the Policies Access to Information held by the Council, Information available from Kennington Community Council under the model publication scheme, General Privacy Notice, Complaints Procedure, Privacy Notice for Councillors, Non-Councillors, Employees and Other Staff, and Volunteers, Publication Scheme and Records Retention remain in force without amendment

- 97/22 Employment policies and procedures: Council confirms that the Council employment policies and procedures remain applicable with change following review and recommendation by the Personnel and Development Committee**

Resolved: Agreed by unanimous vote that the Employment policies and procedures remain applicable with no change following a review and recommendation by the Personnel and Development Committee

- 98/22 Finance:**

- 1) Assets - Review of inventory of assets including office equipment**

Resolved: Agreed by unanimous vote to accept the inventory of assets circulated

- 2) Payments - Council to authorise payments as per document (circulated).**

Resolved: Agreed by unanimous vote to agree payments to be authorised and noted payments made using a delegated authority or delegation with decision with Council and /or Committee Chair.

Name	Reason	Net	Gross
Staff	Salaries in (April)	n/a	£3492.11
Clerk	Expenses (April)	n/a	£24.98
Castle Water	Water Bill – Burton Farm Allotments	£233.96	£280.75
East Kent Leaflets	Printing And Distribution	£1070.00	£1176.00
Uprising	Annual Maintenance of Allotments	£2460.00	£2460.00
Wellers Hedley	Burton Farm Allots-Tfr of Land lying south west of Randolph	£850.00	£1020.00
Wellers Hedley	Bybrook Allots-Tfr of Land adjacent to Bybrook Cemetery	£850.00	£1020.00
Giff Gaff	Mobile phone – Clerk	£5.00	£6.00
Giff Gaff	Mobile phone – Allotments Officer/ Assistant Clerk	£5.00	£6.00
Metro	Bank Fees	n/a	£20.00
Metro	Bank Fees re Purchasing card top up	n/a	£10.00
Microsoft	MS365 licences	£86.30	£103.56
Epson	Printing	£8.99	£9.99
BT	Monthly internet	£22.00	£26.40

Action: Clerk to make payments as agreed.

- 3) Council Expenditure - Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972**

Resolved: Agreed by unanimous vote to accept the figures incurred under s.137 of the Local Government Act 1972.

- 4) Bank signatories - To reconfirm bank signatories**

Resolved: Agreed the current agreed bank signatories for the main business account and deposit account as previously agreed at Council being Cllr Alan Cooper, Cllr Shafi Khan, Cllr Chris Morley, Cllr John Seaton, and the Clerk only. Online banking authority being Cllr Chris Morley, Cllr John Seaton and the Clerk only. No other Councillors are agreed to be bank signatories or authorised on the Online banking facility.

Signed:

Dated: 8.6.22

KENNINGTON COMMUNITY COUNCIL

COUNCIL MEETING MINUTES

agenda published 06 May 2022



Noted: the bank account and deposit account are still waiting on processes to be completed for Cllr John Seaton to be added as a signatory and Online banking access and this should be finalised very soon by appointment with the bank

Resolved: Agreed the current agreed bank signatories for the Savings account/s as previously agreed remain in place, being Cllr Alan Cooper, Cllr Chris Morley, and the Clerk.

Noted: Savings account balances can only be transferred to the main bank account.

Action: Cllr Seaton to attend Metro to finish signature set up

5) Council annual memberships, monthly payments, direct debits and subscriptions – Council to receive and agree the information

Resolved: Agreed the current information held for the Council annual memberships, monthly payments, direct debits, and subscriptions are accurate and agreed for payment in 22/23.

6) Annual Insurance – To receive and approve confirmation of arrangements for insurance cover in respect of all insurable risks

Discussed: The Clerk reported that many insurers have withdrawn from the Parish/Community Council market, this amongst other reasons meant that although required 3 quotes have now been received they were not received in time to be circulated ahead of today's meeting. The clerk therefore asked if payment be delegated to Clerk, in consultation with parties available, could be given to 3 Councillors and the Clerk to assess quotes received to date and the further one, she expects and to agree and purchase of the best option, with Clerk and one Councillor signatory to finalise payment via bank payment system.

Noted: Cllr Seaton with broad specification from the Clerk be sent so as further quotes be obtained for additional comparison

Action: Clerk to send broad insurance specification to Cllr Seaton for him to source further quotes.

Resolved: Agreed by unanimous vote Cllr Carole White, Cllr Chris Morley and Cllr John Seaton will work with the Clerk for a decision to be reached and payment delegated to parties available. Clerk to report back at the next suitable Council meeting.

Action: Insurance delegated parties to assess all current and further quotes received to enable insurance cover be purchased

Action: Clerk and Cllr Morley to make payment upon decision reached.

Action: Clerk to add to next suitable Council meeting to provide update and confirm arrangements.

Action: Clerk to publish policy on website once received.

7) Reconciliation - Council to note expenditure and income to date and bank reconciliation as at 31/03/22 (as noted Council, 13th April)

Resolved: Agreed as noted previously.

8) Yearend figures –

a) Council to consider and agree recommendations for underspend

b) Council to note monies transferred to reserves and consider and agree carry over figures to 2022/3 financial year due to payments that were agreed but not fulfilled in 2021/22.

c) Council consider and agree for virements to ensure there is no overspend

Resolved: Agreed that the Clerk bring this to the next suitable Council meeting.

Action: Clerk to bring to next suitable meeting, consider after Internal Audit 20th June.

99/22 Newsletter: Council to receive an oral update on the next edition (issue 3) being distributed with invitation for the Annual Assembly

Noted: The Clerk advised that the Newsletter has now been distributed with two roads to be finished tomorrow as well as additional effort would be made to access the flats near the Pasture as attempts to date had been unsuccessful.

Noted: As a guide for distributors to complete distribution Kennington boundary finishes at Kennington Hall.

The Clerk also advised that already received praise for an informative well written and look newsletter were amongst some of the comments.

Signed:

Dated: 8.6.22



Resolved: Agreed unanimous vote that the remaining copies be available for the Annual Assembly, the Kennington Fayre and future meetings until the next edition is published.

Resolved: Agreed unanimous vote that Cllr Chris Morley add the newsletter to Facebook and website.

Action: Cllr Morley to work with the Clerk re publishing on website and facebook

100/22 Annual Assembly: Council to receive an oral update

Noted: The date and time of the Assembly being 25th May at 6pm. Councillor Alan Cooper advised that he could not attend and conveyed his apologies. Cllr Charles Ellis as Vice Chair will therefore take the Chair role.

Noted: Confirmed St Marys will be doing the teas and Peter New Neighbourhood watch would do the main talk. Other groups attending and taking a table will also be offered a few minutes to let residents know a little about themselves.

Resolved: Agreed the clerk to chase all the organisations approached re having a table asap.

Resolved: Agreed Clerk will need to attend to take minutes

Action: Clerk to chase organisations approached re having a table

Action: Clerk to take minutes

101/22 Kennington Summer Fayre: Council to receive an oral update

Noted: The Summer Fayre is 25th June and Councillor volunteers will be needed for setting up and then managing the stall between 12 and 4 as well taking the stalls down at the end.

Noted: The Jubilee tree has been planted and being watered regularly and seems to have taken well, will be dedicated by the Mayoress, Chair of Council and Chair of Environment and Open Spaces committee. Cllr Morley advised appropriate bunting will be set up.

Resolved: Agreed the plaques for this Platinum Jubilee Tree as well as the Diamond Jubilee Tree be looked to be purchased and installed as soon as is possible.

Resolved: Agreed literature to be available will include the Newsletter, Bybrook Bockhanger update leaflet, Councillor and Non-Councillor Engagement leaflet and the Annual Report.

Action: Clerk to print materials as listed and already available.

Action: Communications committee to meet and discuss further materials, equipment and arrangements for the Fayre.

102/22 Support for action against food poverty in Kennington:

1) Council agrees to continue its commitment to donate to Foodshare at £100 per month until March 2023 under s137 LGA 1972, and under budget line Community Grants

2) In exercise of its powers under s137 of the Local Government Act 1972, and under budget line Community Grants, Council approves three contributions per month up to and including March 2023, each of £15, towards restocking each of up to three foodboxes in Kennington and up to 3 x £45 for the purchase of replacement boxes if needed during the course of the same period.

Resolved: Agreed that Fareshare receive a grant of £200 per month for the next 3 months

Action: Clerk to arrange payment for 3 months of £200 per each of these months

Resolved: Agreed the Chair and Clerk to meet with the Kennington Volunteers in order to bring a recommendation to Council for future collaboration.

Action: Clerk to arrange a meeting with the Chair of Council and Kennington Volunteers.


103/22 Bybrook-Bockhanger Community Facility Committee: Council to receive an oral update from Committee/Working Group and agree any actions as appropriate

Noted: The next task and finish meetings with Ashford Borough Council are 24th May and 14th June.

Noted: Clerk still trying to set a meeting date with Repton Connect and Committee Councillors.

104/22 Bybrook Square Summer Event: Council to receive an oral update from Working Group and agree any actions as appropriate

Noted: Current plans commences 8th August with a Big Tidy week to include the painting of the concrete balls on the square. Weeks commencing 15th and 22nd August will have street theatre by Applause, Chips n Chatter with Ashford Borough Council and Borough and Community Council Councillors. Sports events by Uprising with use of grants received. The Clerk is further working with the PCSO,

Signed: 

KENNINGTON COMMUNITY COUNCIL

COUNCIL MEETING MINUTES

agenda published 06 May 2022



Neighbourhood Watch and making promising progress with Kent Fire and Rescue, Mens Sheds and Kent Police amongst others.

Resolved: Agreed the Clerk to continue working with ABC and other organisations

Action: Councillors to note dates from 8th August to 26th August, in order to volunteer as the programme schedule takes form.

Action: Clerk to continue to work with all organisations in order to set up a schedule of events as soon as possible.

Raised: Clerk advised that although ABC have been approached as yet the potential to site a Noticeboard and defibrillator at Bockhanger square which would be a great if can line up with Summer event, a decision cannot be acquired. Cllr Iliffe advised that if details be sent to him he will also inquire with ABC to see if a decision could be reached.

Action: Clerk to send details to Cllr Iliffe for him to help progress

105/22 **Monthly Reports: To consider/note information received relevant to the Council and agree any action necessary.**

1) **Correspondence received.**

Noted: Clerk has made successful progress with Pop Up Cafe and dates, confirmed as 10:30 to 12:30 26th August 23rd September and October 21st.

Action: Clerk to work with Freedom Leisure re booking pavilion and arrangements and needs for Pop up cafe to happen

Action: Clerk to work with Pop up Cafe re leaflets for events to give out at Kennington Fayre, meetings and letterbox distribution and schools.

2) **Ward Councillor Reports**

Noted: as received.

3) **Neighbourhood Watch**

Noted: Peter New will be in attendance at the Annual Assembly

4) **PCSO**

Noted: PCSO via <https://www.mycommunityvoicekent.co.uk/>

5) **KALC Ashford.**

Noted: Polling Station email due from Ashford Borough Council

Action: Clerk to circulate to all for comment.

Cllr Carole White left the meeting at 20:05

106/22 **Action log: Council to review of action log, to discuss developments for items to then be considered for motion for next or future meeting or to note and be recorded as complete.**

Noted: Skills Audit still needs completion by some Councillors, this is needed to obtain the Foundation Award, Councillors please return so as can be on July/August Council.

Action: Councillors to return Skills Audits forms to Clerk

Action: Clerk to send all Skills Audit returns to Cllr Ellis once received.

107/22 **Public Open Session for members of the public who may make representations, give evidence, ask and answer questions regarding items on the agenda or to suggest issues for discussion at a future meeting. (This item will last no more than 15 minutes).**

Noted: No public attended.

108/22 **Items for inclusion on the next agenda. .**

Noted: Items currently include Vexatious Policy, Litter Bins Update, Grasmere Road Town Green, Beecholme Drive Town Green, Code of Conduct, Maximising IT Working/Task and Finish Group, Scheme of Delegation, Policy revision Planner.

109/22 **Next and subsequent meetings: Council agrees to meet on Wednesday 8th June and thereafter the second Wednesday of each month unless decided otherwise until its Annual Meeting on 10th May 2023.**

Signed: 

Dated: 8.6.22



Resolved: Agreed by unanimous vote the next meeting will be Wednesday 8th June and thereafter the second Wednesday of each month unless agreed otherwise until 10th May 2023.

Action: Clerk to set up monthly meeting rooms and detail on the website.

110/22 To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.

Noted: No public attended and no need for exclusion as no items needing discussion.

111/22 Close of Meeting. The meeting closed at 20:40