

# KENNINGTON COMMUNITY COUNCIL

## COUNCIL MEETING MINUTES

agenda published 08<sup>th</sup> December 2023



**An Ordinary Meeting of the above Council  
was held on Wednesday 13<sup>th</sup> December at 6.00pm,  
in the St Marys Community Centre.**

**245/23 To note those, present and record apologies and those not present.**

**Present:** Cllr Alan Cooper (Chair), Cllr John Seaton, Cllr Jac Wood, Cllr Matt Bridger, Cllr Charles Ellis (Vice Chair) & Cllr Chris Morley. Cllr Chacko Jacob arrived at (18:12) and Cllr Greg Faulkner (18:15).

**Also Present:** The Clerk and Peter New (NHW)

**Apologies:** Personal: Cllr Trish Cornish, Cllr Ellie Crook, Cllr Brian Varney & Cllr Shafi Khan. ABC Council Commitments: Cllr Paul Bartlett, Cllr Katy Pauley & Cllr Diccon Spain and Work: Cllr Nathan Iliffe.

**Resolved: Agreed** by all present to accept all apologies received.

**246/23 To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.**

None were declared.

**247/23 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 included a report from Neighbourhood Watch.**

**Concerns:** were raised re the CCTV 24 hour coverage being reduced with ABC move to International House and the impact this will have in respect of Safer Streets initiative.

**Action: Agreed:** By all present Clerk to write to CSU unit to get a better understanding of what is happening with the CCTV coverage.

**Special Thanks: Raised and agreed** by all present a special thanks to Peter New of Neighbourhood Watch for the continuous dedication and support he has given Kennington Community Council and residents.

**248/23 To consider and adopt the Minutes of the Ordinary Meeting held on 8<sup>th</sup> November 2023.**

**Resolved: Agreed** the minutes of the ordinary meeting held on 8<sup>th</sup> November were accepted as a true record along with appendix of payments.

**Action: Agreed** Clerk to publish signed minutes on the website.

**249/23 Finance:**

**1) Payments – Council to authorise and note expenditure and payments to be made as per document circulated**

Name	Reason	Net	Gross
Staff	Staff Costs for November and back pay	£n/a	£4092.66
Giff Gaff	Mobile phones – Clerk and Assistant (P/card)	£10.00	£12.00
Metro	Bank Fees	£n/a	£30.00
Microsoft	MS365 licences (P/card)	£99.00	£118.80
Epson	Printing (P/card)	£13.74	£16.49
Itseez	Website	£45.00	£54.00
BT	Monthly internet (P/card)	£27.50	£33.00
Lok N Store	Storage unit	£146.67	£170.00
Ashford Churches	Council - 13 <sup>th</sup> December 2023	£n/a	£44.00
United Reformed Church	Planning - 30 <sup>th</sup> November 2023 at 6pm	£30.00	£30.00
Wealden Leisure	October and November Kennington Coffee and Chat	£n/a	£100.00
Email blaster	Email fees (P/card)	£n/a	£15.59
KALC	Winning Strategies - Clerk	£32.68	£39.22
KALC	Winning Strategies - Cllr Alan Cooper	£32.68	£39.22
KALC	Freedom of Information	£37.00	£44.40
Ashford Volunteers	DBS – Councillor Jac Wood and Cllr Ellie Crook	£n/a	£20.00
Screwfix	Allotment Taps – Winter cover up items	£n/a	£12.92
Longacres	Compost – Bulb Planting	£n/a	£18.00

**Resolved: Agreed** by all present payments noted and verified already agreed and paid under delegated authority. All additional payments were also agreed and sanctioned for the Clerk to make payment.

**2) Bank Reconciliation - Council to note verified or draft bank reconciliation as at 30<sup>th</sup> November**

**Noted:** Draft noted by all present.

**Action:** Clerk and Cllr Wood to sign off bank reconciliation at earliest opportunity.

Signed: 

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Dated: 10.1.2024

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3) **Receipts and Payments - Council to note receipts in and payments out as at 30<sup>th</sup> November.**  
**Noted:** by all present.

4) **Metro bank Current and Deposit Account - Council to agree, Cllr Brian Varney as signatory, online bank verification access to account and limits for transactions for both current and deposit accounts held at Metro Bank.**

**Resolved: Agreed** by all present that Cllr Brian Varney is to be added at the very earliest opportunity to both the current and deposit account to allow for signature of cheques and the online payments system verification and authorisation process, so as this can be followed with the following limits of Account to account transfer - £10,000 (Transaction Limit) £10,000 (Daily Limit), Faster payment - £10,000 (Transaction Limit) £10,000 (Daily Limit), Chaps - £10,000 (Transaction Limit) £10,000 (Daily Limit), Bacs - £10,000 (Transaction Limit) £10,000 (Daily Limit), International - £0 (Transaction Limit) £0 (Daily Limit), Bulk - £12,500 (Transaction Limit) £12,500 (Daily Limit), Overall daily limit - £25,000, allowing us to make our future payments online.

5) **Nationwide additional saving instant access account - Council to agree to open a further instant access Nationwide Account whilst waiting on the Cambridge Building society to get signatories verified and validated.**

**Resolved: Agreed** by all present that a further Nationwide account instant access be opened with a balance of £85,000, this monies to be withdrawn and then sent on to the Cambridge account once this has been opened. This will be actioned only if there is to be delay in the Cambridge account following the December minutes being verified and signed in January.

**Action: Agreed** Clerk to open an account if any further delays are experienced in Cambridge account opening.

6) **Cambridge Building Society - Council to agree again to due to open the Cambridge building society account with the same set up as the Nationwide accounts with same signatories and controls implemented.**

**Resolved: Agreed** by all present that a Cambridge account be opened with a balance of £85,000 sent via a signed cheque to that value. All withdrawals from that account to be made via cheque payable to Kennington Community Council or if available direct transfer to the Council's main current account.

**Action: Agreed** after the verification and signing of the December minutes this account to be opened as a matter of urgency with a deposit of £85,000. A cheque to be sent with application and signed and verified passport and driving licences along with.

250/23 **Budget 24/25: Council to consider and agree proposal to adopt the budget and agree to the proposed expenditure as listed under the budget headings.**  
**Resolved: Agreed** by all present to a budget of £159,865.00 as detailed in Appendix A.

251/23 **Precept 24/25: Council to consider and agree proposal to adopt the 24/25 Precept request, for the Clerk to submit this request to Ashford Borough Council within the required timescale.**  
**Resolved: Agreed** by all present to a precept for 2024/25 of £110,000.  
**Action: Agreed** Clerk to send in Precept request to ABC on or before deadline 5<sup>th</sup> January 2024.

252/23 **Bybrook-Bockhanger Community Facility: Council to receive an oral update from the Chair of Environment and Places committee and agree any next step/actions.**  
**Noted:** By all present current status.  
**Action: Agreed** Clerk to add to next meeting for continued updates.

253/23 **Committee Membership: Council to consider current committee members and appoint for vacancies**

1) **Planning Committee (2 spaces)**

**Noted:** No further interest for membership despite request to increase committee memberships and standing at 15 Councillors and one vacancy, following Cllr Diccon Spain's resignation as Councillor for the Grosvenor Ward of Kennington Community Council.

**Action: Agreed** Clerk to add to future agendas to allow for committee vacancies to be filled.

**Action: Agreed** that if this continues for some considerable time consideration to be given to reduce the size of the committee back down to 7 as all Councillors are always welcome to all committee meetings

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despite whether a member of that committee or not as well as to make a motion to be considered by that committee, suggestions, write or present a paper or volunteer to assist on a particular project.

**254/23 Co-option, 1 vacancy in the Grosvenor ward following Cllr Diccon Spain's resignation: Council to**  
**1) agree to co-opt to fill the vacancy**

**Resolved: Agreed** by all present to fill this vacancy and to the co-option.

**2) agree how to promote/advertise, further engage residents**

**Resolved: Agreed** by all present to advertise for the position with a closing date of the end of January; if there is only one applicant at that date, the closing date will be extended to the end of February, with a decision on co-option being taken in March Council (even if there is still only one candidate).

**Action: Agreed** Clerk to publicise vacancy with closing date at the end of January and continue to promote for a further one month if only one application has been received. Clerk to bring to February Council meeting for a decision if two or more candidates apply, otherwise March Council.

**255/23 Little Burton Playground: Council to note current position of the Little Burton Playground and agree to proposal for progression, delivery, expenditure of the additional play equipment and with the agreement and approval of this, to delegate this to the Clerk, Cllr Katy Pauley and Non Councillor Justin Armitage to see through to completion.**

**Resolved: Agreed** by all present the recommendation from the Working Group to take forward and progress with the recommended provider and proposal as outlined. To delegate the progression now of this to the Clerk and Working Group to spend up to the designated funds of £21,045.77 allocated and previously agreed, refreshing confirmation from Ashford Borough Council that we have permission, and substantiate how the combined park will work for inspection and insurance purposes, with the target date of achieving installation before the end of March if possible.

**Action: Agreed** Clerk to continue discussions with ABC, update Council as appropriate and initiate order and installation as soon as is possible.

**Action: Agreed** Clerk to talk to ABC additionally for access and permission, the gates being reinstated and be sprung design, fencing to be replaced where missing, whether the path to the park can be reinstated and agreement on the notifications boards in the park

**Action: Agreed** Clerk to talk with insurance providers before placing the order and if necessary post order and installation

**256/23 Garden of Remembrance (s106 Natural Green Space contributions): Council to**

**1) note current position of a s106 submission to ABC reference Natural Green Space reference**

**Noted:** By all present

**2) note and consider current proposals of and agree any additional expenditure to spend if granted**

**3) consider the additional projects identified as part of this exercise to delegate to the Clerk to implement using spend from the War Memorial budget line (Garden of Remembrance) and or the Projects (Vegetation clearance in Upper Vicarage) expenditure line.**

**4) note and consider current proposals of and agree total expenditure required to spend if request if refused by ABC from our War Memorial budget line (Garden of Remembrance) and or the Projects (Vegetation clearance in Upper Vicarage) expenditure lines.**

**5) delegate to Clerk preferred options to deliver as agreed above this along with any conditions required by ABC.**

**Resolved: Agreed** by all present that with or without the S106 contributions being agreed, the Clerks permission granted to commit to the expenditure and delegation to spend up to £2771.90, which includes the knee railing from Four Seasons and to use Uprising for the works for both the Garden of Remembrance and the clearance at the Jubilee Pump House. Invite AAJ Gardening services to do a quote for a more detailed specific planting scheme to plant in some sturdy plants once borders have been reinstated and fencing has been installed.

**Action: Agreed** Clerk to action all agreed recommendations and initiate works to be achieved as soon as is possible. Clerk to update Council as appropriate.

**Action: Agreed** Clerk to check with trees officer at ABC re the trees that have grown around the Pump house.

**Action: Agreed** Clerk delegated the responsibility to pursue ABC for an award of the S106 monies.

**257/23 Allotments Improvements (s106 Allotment contributions): Council to**

- 1) **note current position of two grant submissions to ABC reference both Allotments sites at Burton and Bybrook.**
- 2) **note and consider current proposals of and agree any additional expenditure required to spend if agreed from the Projects budget line.**
- 3) **note and consider current proposals of and agree total expenditure required to spend if request if refused by ABC from our Projects budget line.**
- 4) **delegate to Clerk preferred options to deliver as agreed above along with any conditions required by ABC.**

**Resolved: Agreed** by all present that with or without the S106 contributions agreed, the Clerks permission granted to commit to the expenditure and delegation of this to clerk to spend up to the total £4663.00 and agree to the improvements at both sites. If Ashford Borough Council agree to the use of £2636.83 and award this, under Phoenix Primary School (14/00057/AS – DC1321) that Kennington Community Council makes up only the deficit of £2026.17.

**Action: Agreed** Clerk to action all agreed recommendations and initiate works to be achieved as soon as is possible. Clerk to update Council as appropriate.

**Action: Agreed** Clerk delegated the responsibility to pursue ABC for an award of the S106 monies.

**258/23 Noticeboard at Spearpoint Pavilion: Council to consider and agree proposal, spend and delegate to Clerk to arrange for an additional Noticeboard at the Spearpoint pavilion from Projects and Noticeboard budget line**

**Resolved: Agreed** by all present to the cost of the noticeboard but work with ABC and Freedom if possible to meet the cost of the installation.

**Action: Agreed** Clerk to discuss with ABC re permission to install and to publish notices, continue to work with Freedom, update Council as appropriate and initiate order and installation as soon as is possible.

**259/23 Dementia Policy: Council to consider and adopt the Dementia Friendly Policy as recommended to Council by the Finance and General Policies Committee and consider any necessary actions.**

**Resolved: Agreed** by all present to adopt this policy with an amendment on footpaths as proposed and seconded by Councillors present to add in a 3.5 as making footpaths accessible is an important part of helping dementia sufferers to maintain their independence as long as possible.

"3.5 Contribute to the planning process by encouraging the use of dementia friendly principles in the design of buildings open to the public, and in the design and upkeep of all public footpaths."

**Action: Agreed** Clerk to add to website policies page, on receipt of amended document as agreed above from Cllr Alan Cooper.

**260/23 We are Beams Grant Request: Council to consider and agree to donate £250 to We Are Beams Family Advice and to repeat the donation at six month intervals until June 2025 (i.e. 4 donations in all) under s137 LGA 1972, and under budget line Community Grants.**

**Resolved: Agreed** by all to the proposal, of two 6 monthly payments of £250 each year for this and next year, subject to a short report from the charity after 12 and 24 months showing how many families in Kennington it is supporting at that time. Additionally the charity to be invited to address the Annual Assembly in 2024.

**Action: Agreed** the Clerk to write to We are Beams as well as the required checks before payment is arranged.

**261/23 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:** By all present.

**262/23 Planning applications: Council to consider and agree any comments or actions, on any applications received that need a response before the next Planning committee meeting is held.**

**Resolved: Agreed** by all present all Planning applications a request to be sent to be deferred to next suitable meeting whether Council or Planning meeting.

**Action: Agreed** Clerk to request extensions to all planning application to post next Council or next Planning meeting.

**263/23 Monthly Reports: Council to consider/note information received relevant to the Council and agree to any action/s necessary.**

- 1) **Correspondences received and sent**

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**Noted:** By all present an oral update on communication received and responded to within the last month.

### 2) Clerk update on ongoing projects

**Noted:** By all present an oral update on communication received and responded to within the last month.

**Noted:** By all present Newsletter should be posted through letter boxes week and estimation completion 9<sup>th</sup> January.

### 3) Ward Councillor Reports

**Noted:** By all present as and that circulated by Cllr Paul Bartlett, no other reports received.

### 4) KALC Ashford.

**Noted: Concern** re application for borrowing via Public Loans Board.

**Action: Agreed** Cllr Morley to send details to Clerk and Clerk to investigate.

**Noted:** Eagerness by all Councillors present to progress on the KALC Award Scheme

**Action: Agreed** Cllr Chacko Jacob to look into and bring back to next suitable Council meeting.

### 5) Councillors Training attended

**Winning Strategies Training 15<sup>th</sup> December:** Cllr Chacko Jacob and Cllr John Seaton to additionally attend the Winning Strategies training

**Action: Agreed** Clerk to book two further places if bookings are still open and spaces are available.

### 264/23 Items for inclusion on the next agenda.

**Noted:** Kennington Parochial Charity trustee vacancy to be added to next meeting.

**Noted:** Cllr Matthew Bridger interested in taking this role if no outside parties to the Community Council apply.

**Raised:** Matthew Scott Kent's Police and Crime Commissioner to be invited to attend a future meeting

**Action: Agreed** Clerk to write to Matthew Scott with our meeting dates to see when he may be able to attend.

**Noted:** By all present David Adams, Assistant Director Education (South Kent), Kent County Council and Deidre O'Neill from Sk8side will be attending the January meeting.

**Action: Agreed** Clerk to write to the schools to see if they would like to attend in view of the Assistant Directors attendance.

### 265/23 Date of next meeting.

The next meeting date is 10<sup>th</sup> January 2024 at 6.30pm in the St Marys Community centre, just off Rylands Road.

### 266/23 To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972.

The public were excluded at 19:40

*Cllr Jac Wood left the meeting at 20:10.*

### 267/23 Allotments Maintenance: Council to consider proposal from the Clerk to agree the new annual quotation from our current suppliers for the maintenance contract to commence on 1<sup>st</sup> January 2024.

**Resolved: Agreed** by all to the recommendation from the Clerk that our providers for 2022 and 2023 remain our providers and agree to the expenditure until 31<sup>st</sup> December 2024.

**Action: Agreed** Clerk to ensure maintenance contract is in place for 1<sup>st</sup> January 2024 until 31<sup>st</sup> December 2024.

**Action: Agreed** Clerk and Assistant to review current provision and look to get 3 quotes and table recommendation in approximately October for a decision for 2025.

### 268/23 Close of Meeting.

The meeting closed at 20:20.

### Appendix

Signed: 

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Dated: 10.1.2024

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<b>Item</b>	<b>Budget 24/25</b>
Recruitment	£ 200.00
Salaries	£ 45,000.00
Training Clerk	£ 1,000.00
Training Councillors	£ 1,000.00
Training Non Councillors	£ 250.00
Expenses Councillors	£ 250.00
Locum Clerk	£ 500.00
Hr services	£ 2,000.00
Office Equipment	£ 1,000.00
Homeworking	£ 675.00
Stationery and Consumables	£ 2,500.00
Homeworking Communications	£ 200.00
Software Licences	£ 8,000.00
Subscriptions	£ 5,500.00
Bank Account Fees	£ 240.00
Bank Account Charges	£ 100.00
Insurance	£ 450.00
Legal fees	£ 1,000.00
Internal Audit	£ 200.00
External Audit	£ 500.00
Other Professional	£ 2,500.00
Storage	£ 2,500.00
Public Meetings	£ 3,000.00
Community Noticeboards	£ 1,700.00
Marketings and Promotion	£ 550.00
Newsletter Print and Distribution	£ 3,600.00
Community Asset Maintenance	£ 500.00
Community Grants	£ 10,000.00
Projects	£ 10,000.00
Community Events	£ 6,500.00
Litter	£ 1,250.00
Play Area Improvements	£ 25,000.00
Defibrillators	£ 200.00
Planting Schemes	£ 1,500.00
Memorial Bench	£ 1,500.00
Youth Council	£ 3,000.00
Highway Improvements	£ 10,000.00
Allotments	£ 6,000.00
<b><u>Full Totals</u></b>	<b><u>£ 159,865.00</u></b>

Signed: 

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Dated: 10.1.2024