



**The Annual Meeting of the above Council
was held on Wednesday 17th May 2023 at 6.30pm,
in the St Marys Community Centre**

77/23 Chairman

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

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

Vote: 5 voted in favour, with one abstention. 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 2024 Annual Council Meeting.

78/23 Vice Chairman

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

Nominations: Cllr Charles Ellis nominated by Cllr Chris Morley and seconded by Cllr Alan Cooper. Cllr Chris Morley nominated by Cllr Charles Ellis; however Cllr Morley declined the nomination due to current commitments.

Vote: 5 voted in favour, with one abstention. Cllr Charles Ellis elected as Vice - Chair of Council until the next Annual Council Meeting.

Agreed: Cllr Charles Ellis elected to the position of Vice-Chair until the 2024 Annual Council Meeting.

79/23 To note those, present and record any apologies.

Present: Cllr Alan Cooper, Cllr Charles Ellis, Cllr Chris Morley, Cllr John Seaton, Cllr Chacko Jacob, Cllr Shafi Khan

Apologies: Cllr Paul Bartlett, Cllr Nathan Iliffe, Cllr Diccon Spain and Cllr Katy Pauley due to mandatory Ashford Borough Council commitments.

Also Present: The Clerk, Peter New Neighbourhood Watch and 3 residents

80/23 Declarations of Acceptance of Office: Councillors to take, complete and sign and be witnessed by Proper Officer

Declaration of Acceptance of Offices signed in presence of the Clerk.

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

Noted: Dynamic Councillor courses circulated by the Clerk and highlighted by the Chair, what a useful training programme to attend, and recommend attend every 3 or so years.

Action: Clerk to resend round all KALC Dynamic Councillor course dates from KALC.

Action: Councillors to advise the Clerk if they would like to attend for her to book.

81/23 Notification of Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest: Councillors to take, complete and sign and hand to the Clerk for a copy to be retained by the Clerk and a copy sent to the Monitoring Officer at Ashford Borough Council.

Disclosable Pecuniary Interests completed.

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

82/23 To declare any Disclosable Pecuniary Interests (DPI), Other Significant Interests (OSI's) or a Voluntary interest relating to items on the agenda.

None declared.

83/23 To consider and adopt the Minutes of the Ordinary Meeting held on 12th April 2023.

Resolved: Agreed the minutes of the ordinary meeting held on 12th April 202 were accepted as a true record.

Action: Clerk to publish signed minutes on the website.



84/23 Co-option. 7 vacancies (1 Bybrook, 1 Grosvenor, 1 Kennington, 1 Kennington North and 2 Little Burton Farm Ward): Council to

1) agree to Co-opt to fill the vacancies following the election.

Resolved: Agreed that this should be opened immediately and first applicants be considered at June Council meeting.

Action: Clerk to advertise on Facebook, blog and pop-up facility on website, send applications to all those already expressed interest.

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

Resolved: Agreed Clerk to advertise on Facebook, blog and pop-up facility on website, send applications to all those already expressed interest and add Notices in noticeboards. Literature to be available at the annual assembly along with co-options applications. Additionally a Kent Online article to be sent for hope of being published.

Action: Clerk to advertise on Facebook and set up boost to post, if possible, ad a website blog and pop-up message on website, send applications to all those already expressed interest and add notices in the two noticeboards. Literature to be available at the annual assembly along with co-options applications.

Action: Chair to include in Annual Assembly speech

Action: Chair to draft a press interest article to send to Clerk for checking and submission to Kent Online contacts.

3) agree deadlines and date/s for any agreed advertising and applications, date of which Council agenda to be added subject to applications being received.

Resolved: Agreed deadline to be cob 7th June 5.00pm

Action: Clerk to ensure deadline is included in all advertising and communications

Action: Clerk to add to June agenda for co-option and residual vacancies

85/23 Committee structure: Council to discuss and agree to a committee structure of either:

a) Structure of 3 combined committees and a working group

1) Personnel

2) Finance and General Policies

3) Environment & Public Spaces

3) Planning

4) Working Group - Events and Communications.

Noted: item 85/23/3 should have read Environment and Places and 85/23/1 Personnel and Development

Resolved: Agreed unanimously by all present new structure comprising of a Personnel & Development, Finance & General Policies, Planning and an Environment & Places Committee. There being a Working group for Events & Communications which is to include not exclusively but a different member from each of the four main committees. There are two additional sub committees the Project Assessment Panel of the Finance & General Policies and the Allotments Subcommittee from the Environment & Places Committee.

Action: Clerk to amend meeting details/headings on website as appropriate.

b) in the event that a) is not carried to agree continuation of current committees

1) Bybrook Bockhanger Community Facility

2) Communications

3) Environment and Open Spaces

4) Finance and General Purposes

5) Personnel and Development

6) Planning.

Noted: 85/23 B) Not required as 85/23 A) agreed unanimously and therefore this motion was not required nor applicable.

86/23 Terms of Reference: Council to adopt the Terms of Reference for each of the committees.

1) Personnel and Development v4.00

2) Finance and General Policies v4.00

3) Environment & Places v1.00

4) Planning and Development v4.00

Resolved: Agreed unanimously by all present to adopt Terms of References as circulated.

Action: Agreed Clerk to amend adoption as from May 17th, 2023, and add to website.



87/23 Committee Membership: Council to elect members to Committees within structure agreed.

Finance & General Policies - 5 Members required and membership resolved and agreed as follows:

- 1) Councillor Alan Cooper
 - 2) Councillor Chris Morley
 - 3) Councillor Charles Ellis
 - 4) Councillor Shafi Khan
 - 5) Councillor Chacko Jacob
- Leaves 0 vacancies.

Environment and Places - 6 Members required and membership resolved and agreed as follows:

- 1) Councillor Chris Morley
 - 2) Councillor John Seaton
 - 3) Councillor Ellie Crook
 - 4) Councillor Chacko Jacob
 - 5) Councillor Shafi Khan
 - 6) Councillor Charles Ellis
- Leaves 0 vacancies.

Personnel & Development - 4 Members required and membership resolved and agreed as follows:

- 1) Councillor Chris Morley
 - 2) Councillor Charles Ellis
 - 3) Councillor Chacko Jacob
- Leaves 1 vacancy.

Planning - 7 Members required and membership resolved and agreed as follows:

- 6) Councillor Charles Ellis
 - 7) Councillor John Seaton
 - 8) Councillor Ellie Crook
 - 9) Councillor Shafi Khan
 - 10) Councillor Alan Cooper
- Leaves 2 vacancies.

Action: Clerk to add committee membership to Meet your Councillors website page.

88/23 Membership to Outside Bodies: Council to elect members Kent Association of Local Council Ashford Branch meetings.

Resolved: Agreed members to the Ashford branch meetings if the Kent Association of Local Council Cllr Chris Morley and Cllr Shafi Khan. Should either, not be available Cllr Chaco Jacob to be sent as substitute.

Action: Agreed Clerk to contact Clerk for KALC Ashford and advise member for Kennington Community Council.

89/23 Non-Councillor Committee Membership:

- 1) **Council to agree membership with regards to interest received**

Resolved: Agreed Non councillor membership of Justin Armitage to the Environment and Places committee

Action: Agreed Clerk to contact Justin Armitage to confirm his non-councillor membership

- 2) **Council to agree how to promote/advertise, further engage residents for these vacant positions.**

Resolved: Agreed Non councillor advertising on website

Action: Agreed Clerk to update website advertising Non-Councillor positions

90/23 Standing Orders adoption: Council approves and adopts the current Standing Orders.

Resolved: Agreed unanimously by all present to adopt Standing Orders v3.00 unchanged readopted v4.00

Signed:

Dated: 15.6.23



Action: Agreed Clerk to update to adopted at today's date as readopted and add to the website v4.00.

91/23 Financial Regulations adoption: Council approves and adopts the current Financial Regulations. Resolved: Agreed unanimously by all present to adopt Financial Regulations v5.00 unchanged except for adoption date version now 6.00.

Action: Agreed Clerk to update to adopted at today's date as readopted and add to the website

92/23 Council agrees that the following Information Governance policies remain in force without amendment:

- 1) Access to Information held by the Council (v0.1)
- 2) Information available from Kennington Community Council under the model publication scheme (v1.00)
- 3) General Privacy Notice (v0.3)
- 4) Complaints Procedure (v2.00)
- 5) Privacy Notice for Councillors, Non-Councillors, Employees and Other Staff, and Volunteers (v0.3)
- 6) Publication Scheme (v1.2)
- 7) Records Retention (v1.1)

Resolved: Agreed unanimously by all present to adopt policies as above unchanged except for adoption date and new versions as listed below.

- 1) **Access to Information held by the Council v1.00**
- 2) **Information available from Kennington Community Council under the model publication scheme v2.00**
- 3) **General Privacy Notice v1.00**
- 4) **Complaints Procedure v3.00**
- 5) **Privacy Notice for Councillors, Non-Councillors, Employees and Other Staff, and Volunteers v1.00**
- 6) **Publication Scheme (v2.00)**
- 7) **Records Retention (v2.00)**

Action: Agreed Clerk to update to adopted at today's date as readopted, to next version and add to the website

Noted: Additional policies need to be re-adopted and agreed clerk to add to June Council agenda.

Action: Clerk to add to June agenda for re adoption of existing policies on Code of Conduct v1.00, Co-option Councillors v1.00, Vexatious v2.00, Appointment of a Non-Councillor v2.00, Expenses Policy v1.00, Financial Risk Assessment Policy v2.00, Financial Reserves v1.2, Freedom of Information v1.00, Training and Development v2.2.

93/23 Employment policies and procedures: Council confirms that the Council employment policies and procedures remain applicable.

Resolved: Agreed unanimously by all present to adopt current Employment policies and procedures as above unchanged.

94/23 Allotment Policy incorporating Allotments Tenancy Terms and Conditions: Council to agree revised policy as considered at April Council and recommended by the Environment and Open Spaces Committee and agree adoption.

Resolved: Agreed unanimously by all present to adopt Allotment Policy incorporating Allotments Tenancy Terms and Conditions v0.3.

Action: Agreed Clerk to update to adopted at today's date amend to version 1.00 and add to the website.



95/23 Finance:

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

Name	Reason	Net	Gross
Staff	Salaries in April (March overtime)	n/a	£2808.56
Clerk	Homeworking allowance (April)	n/a	£26.00
Giff Gaff	Mobile phone – Clerk	£5.00	£6.00
Giff Gaff	Mobile phone –Allotments Officer/Assistant	£5.00	£6.00
Metro	Bank Fees	n/a	£20.00
Metro	Bank Fees re Bulk payment (April/May)	n/a	£10.00
Microsoft	MS365 licences	£74.50	£89.30
Epson	Printing	£13.74	£16.49
Itseeze	Website	£45.00	£54.00
BT	Monthly internet	£23.08	£28.85
Lok N Store	Storage unit	£146.67	£170.00
Ashford churches	Hall Hire – 16 th May	n/a	£40.00
Ashford churches	Hall Hire – 24 th May	n/a	£160.00
SLCC	Annual subscription	n/a	£177.00
ALCC	Annual subscription	n/a	£50.00
National Allotment Society	Annual subscription	£55.00	£66.00

Resolved: Agreed by all present payments noted and verified already agreed and paid under delegated authority or those previously agreed. Additional payments were also agreed and sanctioned for the Clerk to make payment.

Action: Clerk to make payments as appropriate as soon as possible.

2) Bank signatories - To reconfirm bank signatories and agree additional signatories to be added to account and to online.

Resolved: Agreed by all present to defer to next meeting as no volunteers for this role present.

Action: Agreed Clerk to add to June agenda.

3) Assets - Review of inventory of assets including office equipment.

Resolved: Agreed the current information held for the Council assets are accurate.

4) 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 23/24.

5) Council Expenditure - Review of the Council’s expenditure incurred under s.137 of the Local Government Act 1972.

Noted: the current information held for the Council s.137

6) Yearend figures – Council to note agreed figures in Aprils agreed meeting of 1) monies carried over to 2023/2024 and 2) monies transferred and now held in reserves in 2023/24.

Noted: By all present Cllr Charles Ellis still to verify all documents

Action: Clerk to arrange meeting for verification with Cllr Ellis.

7) Reconciliation - Council to note bank reconciliation as at 31/04/23 and agree Councillor for next 3 months to validate reconciliations monthly.

Resolved: Agreed Cllr Charles Ellis will continue to verify documents until end of July and inclusive of July reconciliation.

Noted: By all present Cllr Charles Ellis still has to verify all documents

Action: Clerk to arrange meeting for verification with Cllr Ellis.

Action: Agreed Clerk to add to July agenda for August onwards reconciliation verifications.

19:08 move to PCSO Adam Brookes

19:25 moved back to agenda

Signed:

Dated: 15.6.23



96/23 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.

97/23 Bybrook-Bockhanger Community Facility: Council recognising that surveys and economic analysis have shown the need for a community facility to put the heart back into the Bybrook-Bockhanger area and arrest the steady economic decline seen in recent years.

Calls on Ashford Borough Council to meet its responsibility and lead a project to design and build a new, stand alone, community facility on Bockhanger Square, incorporating amongst other features a function hall distinctly larger than those available currently, of at least 400 sq. metres. Stands ready to support Ashford Borough Council in any application which it may make for grant funding towards the cost of the project and to contribute proportionately to the costs in both the design and construction stages.

Resolved: Agreed to amend the motion to: Council recalling that Ashford Borough Council demolished the Bockhanger Community Centre in 2019 without a replacement.

Recognising that surveys and economic analysis have shown the need for a community facility to put the heart back into the Bybrook-Bockhanger area and arrest the steady economic decline seen in recent years. Calls on Ashford Borough Council to meet its responsibility and finance a project to design and build a new, stand alone, community facility on Bockhanger Square, incorporating amongst other features a function hall distinctly larger than those available currently, of at least 400 sq. metres.

Stands ready to support Ashford Borough Council in any application which it may make for grant funding towards the cost of the project and to contribute proportionately to the costs in both the design and construction stages and invites the Leader of the Council to open a dialogue with this Council before the summer.

Resolved: Agreed Council should write to Ashford Borough Council once the Leader for ABC has been appointed, letter to go from Chair of Council Alan Cooper.

1) Council agrees to undertake preparatory work to establish a trust to operate the facility once built and, in the meantime, to continue to promote new social activities in the Kennington area for all ages.

Resolved: Agreed unanimously Council agrees to undertake preparatory work to establish a trust to operate the facility once built and, in the meantime, to continue to promote new social activities in the Kennington area for all ages.

2) Business Plan - Council notes current draft and discuss, receive and agree suggestions for inclusion and amendments before final amendment by Cllr Alan Cooper and submission to Ashford Borough Council

Resolved: Noted and Agreed Councillors to forward any suggestions of text amendments, or input to Councillor Cooper for further consideration and inclusion

Action: Councillors to forward any amendments/suggestions to the Business Plan to Councillor Cooper
Action: Clerk to add to next suitable Environment and Places committee.

3) Public Consultation Report - Council to take note and approve and finalise the report 'Public Consultation on the preferred use of the Bockhanger Square site', agree that the Clerk should communicate this to ABC officials and determine any other necessary actions.

Resolved: Noted and agreed the report 'Public Consultation on the preferred use of the Bockhanger Square site.

4) Building firm foundations Stronger Communities course 2nd June 2023 – Council to consider and agree up to two nominations to attend.

Resolved: Agreed Cllr Chacko Jacob and Cllr John Seaton to attend.

Action: Agreed Clerk to make booking and confirm to attendees.

Signed:



Action: Agreed Councillor John Seaton and Cllr Chacko Jacob to give update at June Council.

20:03 2 residents left the meeting

98/23 Annual Assembly: Council to receive an oral update.
Noted: By all oral updates.

99/23 Kennington Summer Fayre: Council to receive an oral update.
Noted: By all oral updates.
Resolved: Agreed to go with idea of to have a competition re how tall the Council is
Action: Clerk to arrange pull up posters
Action: Clerk to find out re gift/prize options and clarify at June Council

100/23 Annual Report: Council notes current draft and discuss, receive and agree suggestions for inclusion and amendments to be made before Annual Assembly.
Resolved: Agreed subject to amendment for Cllr Charles Ellis from Councillor to Vice Chair, photos which have not inserted correctly and for reserves to be added in table additionally to the current worded format.

101/23 Friends of the William Harvey Hospital Grant Application: Council to consider and discuss in order to decide whether to agree the application for the grants for the purchase of a gazebo for the Kennington Sumer Fayre
Resolved: Agreed grant application for a gazebo for the Kennington Summer Fayre noting that many Kennington residents are beneficiaries of the Friends' work.
Action: Agreed Clerk to contact to advise and raise payment on receipt of identifying documents.

102/23 Allotment Noticeboards: Council to consider proposal and agree costing for replacement plastic front sheeting at both sites.
Resolved: Agreed delegated to Clerk to order replacement plastic front sheeting for the Allotment noticeboards
Action: Clerk to order plastic front boards and install as soon as deliverable.

103/23 Monthly Reports: To consider/note information received relevant to the Council and agree any action necessary.
1) **Correspondence received.**
Agreed: Market Stalls attendees to be the Clerk, Cllr John Seaton and Cllr Alan Cooper
2) **Ward Councillor Reports**
Noted: By all present
3) **Neighbourhood Watch**
Noted: By all present **update provided currently able to share re policing restructure**
4) **KALC Ashford.**
Noted: KALC Ashford will be looking for Standards Committee nominations

104/23 Action log: Council to review of action log, to discuss developments for items to then to be considered for motion for next or future meeting or to note and be recorded as complete.
Noted: By all present.

105/23 Items for inclusion on the next agenda.
Action: Clerk to add Bins to next Environment and Places committee

106/23 Next and subsequent meetings: Council agrees to meet on Wednesday 14th June and thereafter the second Wednesday of each month unless decided otherwise until its Annual Meeting on 8th May 2023.
Resolved: Agreed Council meetings until 8th May 2024, being second Wednesday of each month unless decided otherwise

107/23 To exclude the public under Public Bodies (Admission to Meetings Act) 1960 and sections 100 & 102 of the Local Government Act 1972. This item was not required.

108/23 Close of Meeting. The meeting closed at 21:10.

Signed: 