

MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD AT 7.30 P.M. ON THURSDAY 02 FEBRUARY 2023 IN THE KINGS HILL COMMUNITY CENTRE

Present: Cllrs: S. Barker, M. Coleman, H. Hartman, T. Petty (Chairman), S. Kirk, D. Rush, N. Sherlaw, D. Waller & A Vincent

Officer Present: Parish Clerk Karen Bell

Apologies: Cllrs. S. Falzon-Thomas, & F. Mclymont.

Absentee: Cllr. Hurring

Public Session: 2 members of the public present

Questions from Members of the Public: The members of the public were welcomed to the meeting. They were invited to put questions to council. Questions received included the forthcoming Parish Election and KHPC Procedural Matters. The members of the public were thanked for attending and invited to stay for the remainder of the meeting.

Correspondence from Residents: Correspondence from residents was noted together with issues of concern with highways, parking, footways, overgrown vegetation, footway lighting, streetlights, speeding traffic, parking issues, unoccupied retail units, and ASB matters. The Clerk had responded to the residents and signposted them to the appropriate organisations. It was further noted that a compliment had been received from a resident regarding recent grounds work which had been undertaken by KHPC.

29/2023 **Apologies for Absence:** It was proposed, seconded and:
RESOLVED: To approve the apologies received from Cllrs. Falzon-Thomas (Prior Commitment) and Mclymont (Overseas)

Unanimous

30/2023 **Declarations of Interests and / or lobbying and intention to record:** Cllr Vincent reported that she had a link with one of the charitable organisations who had expressed an interest in acquiring the old furniture at the Sports Park.

31/2023 **Reports from County and Borough Councillors and PCSO**

31/2023.1 **County Councillor:** No report, apologies received.

31/2023.2 **Borough Councillor:** Apologies received from B.Cllrs. Tanner and Harman. B. Cllr Tanner had confirmed that whilst there was nothing to report she had responded to an email from a resident regarding a yellow lines enquiry and aimed to attend the next meeting.

31/2023.3 **PCSO Report:** The PCSO's report for January 2023 was **RECEIVED AND NOTED.**

32/2023 **Minutes of meeting held on 19 January 2023**

32/2023.1 **Minutes:** It was proposed, seconded and:

RESOLVED: That the minutes be approved and signed as a correct record of the proceedings.

By Majority

2 absentions

These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions made at the meeting

Chairman: **Date:** 23 February 2023

32/2023.2 Update on any matters arising not included elsewhere on the agenda

16/2023.2 S106: It was reported that no new information had been received from TMBC and that information regarding KCC's consultation on an update to the Developer Contributions Guide had been forwarded to members.

16/2023.2.5 Allotments: It was reported that completion was due to take place on 03.03.23 and that a completion statement had been received. It was noted that an invoice would follow for council approval prior to payment being made.

17/2023.7 Open Spaces Tree works: Works approved by council on 23 January 2023 had been completed.

19/2023.1 Community Centre Entrance Doors: It was unlikely that the work would be covered by guarantee, but KHEM was reviewing the situation.

19/2023.2 Creation of kitchen and beverage counter in the Mary Ellis Hall: Additional quotations were being obtained.

22/2023 Elections: Attention was drawn to the following:

- Information had been received from TMBC regarding Voter ID which was being introduced in May this year.
- The pre-election period (Purdah) would commence on 22 March 2023.

24/2023 Prologis- Outdoor Youth Facility Survey: No new information had been received. Members were keen for the result of the survey to be shared with residents.

33/2023 Finance and Governance

33/2023.1 Bank Statement as at 31.01.23. The information copied to members was **RECEIVED AND NOTED**. The bank balance at 31.01.23 was £513,754.66, (Current Account £170,929.81, Reserves Account £342,824.85).

33/2023.2 Bank Reconciliation as at 31.01.23. To be presented to members at the next meeting on 23 February 2023.

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Chairman: Date: 23 February 2023

33/2023.3 Financial Transactions for Approval: It was proposed, seconded and

RESOLVED: That the financial transactions for the period 20 January 2023 to 02 February 2023 be approved and that the listings be appended to the minutes

Unanimous

Cllr. Rush requested a breakdown of income and occupancy levels per hall within the Community Centre. The Clerk would ascertain how best this information could be made available and presented to members.

33/2023.4 Community Transport Scheme: Following a discussion, it was proposed, seconded and:

RESOLVED: That research would be undertaken in respect of a possible Community Transport Scheme in Kings Hill with consideration given at a future meeting towards KHPC applying for a KCC Community Transport Grant. **Unanimous**

It was further.

RESOLVED: That the matter would be delegated to the PTECC Committee who would bring a recommendation to full council later in the year.

Unanimous

33/2023.5 Polices for Review / adoption

33/2023.5.1 Reserve's Policy: Following a discussion, it was proposed, seconded and:

RESOLVED: Subject to minor amendments, the policy would be readopted

By Majority

2 abstentions

Cllr. Barker raised a question regarding earmarked reserves and was advised that there would be a review of reserves at year end when members would be asked to approve both the general and earmarked reserves carried forward to the 2023/224 financial year.

33/2023.5.2 Internal Controls Following a discussion, it was proposed, seconded and:

RESOLVED: That the policy be adopted

By Majority

Cllr Barker requested that the vote be recorded.

For: Cllrs. Vincent, Coleman, Rush,
Kirk, Hartman, Sherlaw and Petty

Against: Cllrs. Weller & Barker

33/2023.5.3 Procurement Policy Following a discussion, it was proposed, seconded and:

RESOLVED: That the policy would be adopted

Unanimous

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Chairman: Date: 23 February 2023

- 33/2023.5.4 Risk Management Policy:** Following a discussion, it was proposed, seconded and:
RESOLVED: That the policy would be adopted
By Majority
2 abstentions
- 33/2023.6 New Chairs for the Community Centre:** Following a discussion, it was proposed, seconded and:
RESOLVED: That council would consider the purchase of new chairs. The staffing team would proceed and obtain quotations for consideration at a future meeting.
Unanimous
- 34/2023 Sports Park**

 - 34/2023.1 Report from recent meetings.** No recent meetings had taken place.
 - 34/2023.2 Legionella Works:** No new information had been received.
 - 34/2023.3 Review of KHPC expenditure:** In response to a request from Cllr. Rush, the financial information in respect of KHPC expenditure relating to the Sports Park for the financial years 2021 / 2022 and 2022 / 2023 to date which had been obtained and copied to members was **RECEIVED AND NOTED.** Attention was drawn to supplementary questions raised by Cllr. Rush and it was noted that whilst some had been answered by the Clerk, the accountant had been asked to provide additional clarity.
 - 34/2023.4 Disposal of old equipment:** Following the delivery of the new furniture, KHPC had been asked to pay for the cost of disposing the old furniture and an obsolete ice cream freezer. Following a discussion, it was proposed, seconded and:
RESOLVED: That in tandem with KHPC, the Sports Park would be asked to try and find a new home for old equipment.
Unanimous
- 35/2023 Assets of Community Value (ACV):** It was reported that a recommendation arising from a recent meeting of the PTECC Committee was for the Parish Council to submit ACV applications for at Land off Clearheart Lane (Tregothan Estate), Memorial Garden (Amber Lane) and conservation areas within Kings Hill. It was noted that TMBC required the Parish Council to formally approve the ACV applications prior to their submission. Following a discussion, it was proposed, seconded and:
RESOLVED: That the submission of the ACV applications be approved.
By Majority
1 abstention

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Chairman: **Date:** 23 February 2023

- 36/2023 Events and Communications Update:** It was reported as follows:
- **Cosy Club:** After a slow start, Cosy Club had a brilliant 2nd week with 7 visitors. It was hoped that the club would now go from strength to strength. An unexpected outcome was a room hire booking from two of the visitors to Cosy Club.
 - **View from the Hill:** The January issue had been distributed.
 - **2023 Annual Report:** Work was progressing, and the copy deadline was 06 March 2023. Contributions were invited.
 - **2023 Annual Parish Meeting:** 23 March 2023 at 7.00 p.m.
 - **Coronation update:** Plans were taking shape for an event to be held on 07 May 2023 and that at the next council meeting members would be asked to approve an event budget. It was reported that the Clerk was in the process of applying for a National Lottery Fund grant and it was noted that the council was receiving enquires from residents for street party grants which would be for consideration at the next meeting.
- 37/2023 Members who attended any meeting on behalf of KHPC will be invited to report.**
- Broadwater Action Group Meeting:** Cllr. Coleman reported that she had represented KHPC at the meeting held on 31 January 2023, she advised that the developer was shortly due to submit the planning application to TMBC and that she was keen for KHPC to work closely with neighbouring parishes in considering its response. Members were advised that the Clerk had contacted neighbouring parishes to set up a networking meeting.
- KALC How to Engage with Young People:** Cllr Barker reported that she had attending the training seminar which was found to be both interesting and engaging. She expressed the opinion that Prologis had missed a golden opportunity with their recent outdoor youth equipment survey to engage with young people as the survey had been specifically aimed at householders and not young people.
- 38/2023 KALC Community Award:** Following a discussion, it was proposed, seconded and
RESOLVED: The KHPC would participate in the 2023 Award Scheme.
Unanimous
- It was further.
RESOLVED: That as KALC had extended the deadline for nominations to 28 February 2023 the 2023 Kings Hill recipient would be considered at the next meeting.
Unanimous
- 39/2023 Matters for the Next Agenda / Further Discussion**
 Cllr. Barker requested KHPC consider a Young Persons Engagement Strategy.
- 40/2023 Matters for Consideration in Private:** It was proposed, seconded and:
RESOLVED: That in accordance with the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) that the public and press would be excluded from the following item on the grounds that it would be prejudicial to the public interests by reason of the confidential nature of the business to be transacted. **Unanimous**
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Chairman: **Date:** 23 February 2023

40/2023.1 Staffing Matters
Salary Scales: It was proposed, seconded and:
RESOLVED: That the recommendations as tabled to members be approved. **Unanimous**

40/2023.2 Legal Matters
40/2023.1 Employment Tribunal: Update provided.
40/2023.2 Backpay: It was proposed, seconded and:
RESOLVED: That the legal guidance be received, noted and agreed **Unanimous**
40/2023.3 Police Investigation: Update provided.

Cllr. Rush left the meeting.

40/2023.3 2021 / 2022 External Audit: Following a discussion, it was proposed, seconded and:
RESOLVED: That the draft response as prepared by the Clerk and tabled to members be approved and forwarded to the External Auditor. **Unanimous**

41/2023 Date and Time of Next Meetings: Confirmed as 23 February 2023

There being no additional business, the meeting concluded at 9.50 p.m.

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