

**MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD AT 7.30 P.M. ON THURSDAY 19 JANUARY 2023 IN THE KINGS HILL COMMUNITY CENTRE**

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

**Officer Present:** Parish Clerk Karen Bell

**Also Present:** C. Cllr. Hudson

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

**Absentee:** Cllr. Hurring

**Public Session:** 0 members of the public present

**13/2023** **Apologies for Absence:** It was proposed, seconded and:  
**RESOLVED:** To approve the apologies received from Cllrs. Falzon-Thomas (Work commitment) & Mclymont (Overseas) **Unanimous**

**14/2023** **Declarations of Interests and / or lobbying and intention to record:** Cllr. Coleman reported that she had received an email from a resident in respect of footway and lighting issues and had forwarded it to the Clerk.

**15/2023** **Reports from County and Borough Councillors**

**15/2023.1** **County Councillor:** C. Cllr. Hudson was welcomed to the meeting; she drew attention to the following:

- KCC had approved a 5% budgetary increase which was equivalent to £73.00 for a Band D property.
- KCC was undertaking a consultation into the provision of its services and identifying ways to use its property portfolio in a more effective, cost effective and carbon reducing ways.
- She provided an update on the proposed highway improvements for Kent Street.
- The 2023 / 2024 KCC Members Fund had been reduced from £10,000 to £3,600.
- Kent had received some monies from the Government Levelling Up Fund with the majority allocated to East Kent.
- Community Transport Scheme. This would be an agenda item for the next meeting.
- C. Cllr Hudson was thanked for supporting the KHPC's Warm Spaces Cosy Club with a grant of £300.00.

**15/2023.2** **Borough Councillor:** Apologies received from B.Cllr. Tanner.

**16/2023** **Minutes of meetings held on 01 December 2022 and 10 January 2023**

**16/2023.1** **Minutes:** It was proposed, seconded and:

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

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**Chairman:** ..... **Date:** 02 February 2023

**16/2023.2 Update on any matters arising not included elsewhere on the agenda**

**16/2023.2.1 Office Telecoms:** Installation was progressing

**16/2023.2.2 Office Printer:** KHPC was to receive £750.00 for the existing equipment. New arrangements were in place at £200.00 per month on a fully inclusive basis.

**16/2023.2.3 S106 Update:** Whilst no new information had been received from TMBC, it was noted that KCC were consulting on an update to the Developer Contributions Guide, it was agreed that the information would be circulated to councillors.

**16/2023.2.4 Civility & Respect:** Confirmation received from NALC that KHPC had signed up to the pledge.

**16/2023.2.5 Allotments**

- **New Allotments:** Receipt of the signed documents with the KHPC solicitor had been confirmed. The legalities however had still not been completed as KCC had not yet signed the restriction certificate.

- **Existing Allotments:** The councils preferred contractor had scheduled the allotment path works for when the weather improved.

**16/2023.2.6 2023/2024 Budget:** TMBC had confirmed receipt of the council's precept request.

**17/2023 Finance and Governance**

**17/2023.1 Bank Statement as at 31.12.22.** The information copied to members was **RECEIVED AND NOTED**. The bank balance at 31.12.23 was £558,458.59, (Current Account £215,633.74, Reserves Account £342,824.85).

**17/2023.2 Bank Reconciliation as at 31.12.22:** The information copied to members was **RECEIVED AND NOTED**.

**17/2023.3 Budgetary Control (Profit & Loss) at 31 December 2022:** The information copied to members was **RECEIVED AND NOTED**. It was further noted that

- Salaries were back in line with October 2022 following the cost-of-living backdated payments being made in November 2022.
- Currently, there was little expenditure outside core monthly costs, spending was currently £40,000.00 inside budget and the council remained on target for yearend reserves to be within £400K to £420K.

**17/2023.4 VAT Report at 31.12.22:** It was reported that the VAT submission dates had been amended so that they were now in line with the financial year. It was noted that the VAT due for the period up to 30.12.22 was £760.10.

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- 17/2023.5 Financial Transactions for Approval:** It was proposed, seconded and  
**RESOLVED:** That the financial transactions for the period 01 December 2022 to 19 January 2023 be approved and that the listings be appended to the minutes  
**Unanimous**
- 17/2023.6 2021/2022 External Audit Objections Response:** It was reported that the External Auditor had extended the deadline to 17 February 2023.
- 17/2023.7 Open Spaces Tree Works:** It was reported that quotations had been received with details as follows:
- £938.00 in respect of the reduction of the mature laurels at Anson Avenue.
  - £112.00 to reduce the height of a Photinia clump and cut back its sides to help encourage better and thicker growth.
  - £997.50 in respect of site attendance and an arboriculture survey of trees situated within three areas of open space. Namely Anson Avenue (approx. 10 trees), Garden Way (approx. 10 trees) and Lapins Lane (approx. 10 trees).
- Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That the quotations would be approved  
**Unanimous**
- 18/2023 Sports Park:** Private Item also refers
- 18/2023.1 Report from recent Meetings:** Cllr. Petty reported that he, the Clerk and Cllr. Hartman met with TMA on a regular basis and at the most recent meeting a discussion took place regarding KHPC funding support
- 18/2023.2 Consideration of quotations received in respect of the following**
- Roof Repairs (£900.00)
  - Legionella Works (£13,860.00)
  - Replacement Play Equipment (74.00)
  - Lightning Protection Works (£1,800.00)
- It was noted that TMA were currently in discussions with Prologis regarding the Legionella Works. Following a discussion, it was proposed, seconded and  
**RESOLVED:** That except for the Legionella Works, the expenditure be approved  
**By Majority (1 abstention)**
- It was further  
**RESOLVED:** That if liable for the Legionella Works, KHPC required an additional two quotations.  
**By Majority (1 abstention)**
- Cllr. Rush raised questions regarding the lease and KHPC expenditure on the Sports Park. Cllr. Petty suggested that this be an agenda item for the next meeting of the full council.

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- 19/2023 Community Centre**
- 19/2023.1 Entrance Doors:** It was reported that quotations for the sum of £3,698.00 had been received in respect of essential repairs. Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That the item be deferred pending discussions with KHEM and Prologis. **Unanimous**
- 19/2023.2 Creation of a Kitchen and Beverage Counter:** It was reported that a small alteration to the existing kitchen area in the Mary Ellis Hall would enable the council to extend its hall hire offering to potential users. It was further reported that a quotation for the sum of £1,950.00 had been received in respect of this relatively low-cost alteration. Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That two additional quotations would be obtained for consideration at a future meeting.  
**Unanimous**
- 20/2023 Events & Communications Update:** Attention was drawn to the following
- Events: The WG had commenced discussing ways for KHPC to celebrate the Coronation of King Charles 111.
  - Communications: The January / February issue of "View from the Hill" was in the process of being distributed following which the next publication would be the Annual Report which had a copy deadline of 06 March 2023.
- 21/2023 Members who attended any meeting on behalf of the council were invited to report:** Cllr Barker reported that she had attended recent meetings of KALC and TMBC.
- 22/2023 Elections:** It was reported that the 2023 election would be on 04 May 2023. Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That KHPC would publish all necessary notifications.  
**Unanimous**
- 23/2023 KALC Community Award:** Following a discussion, it was proposed, seconded and  
**RESOLVED:** The matter would be deferred to February 2023.  
**Unanimous**
- 24/2023 Prologis – Kings Hill Youth Outdoor Recreational Facility Survey:** It was reported that Prologis had sent Kings Hill residents an invitation to participate in a community survey for an outdoor youth recreational facility which they were obliged to provide as per a planning condition. Members confirmed that whilst KHPC in common with TMA was opposed to a skatepark at the Sports Park it did not object to the installation of a skatepark on Kings Hill. Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That a statement would be put on the website and on social media to this effect.  
**Unanimous**
- It was further  
**RESOLVED:** That KHPC welcomed the opportunity to work with Prologis on the delivery of a new youth outdoor recreational facility in Kings Hill.  
**Unanimous**
- 25/2023 2023 Coronation (Item 20/2023 refers)**  
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Chairman: ..... Date: 02 February 2023

- 26/2023 Matters for the Next Agenda / Further Discussion**  
Cllr. Kirk requested that she be invited to future meetings between TMA and Prologis.
- 27/2023 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**
- 27/2023.1 Staffing Matters**  
**Office Staffing Restructure:** Approved **Unanimous**  
**Salary Scales:** Delegated to the Clerk who would recommend salary scales to council for approval **Unanimous**  
**Effective Date:** 01.02.23 **Unanimous**  
**Cleaning:** Additional 5 hours per week **Unanimous**  
**2<sup>nd</sup> caretaker:** Delegated to the Clerk **Unanimous**
- 27/2023.2 Legal Matters**  
**27/2023.2 Employment Tribunal:** Update provided  
**27/2023.2.2 Police Investigation:** Update provided  
**27/2023.2.3 ICO Complaint:** Update provided. The ICO had confirmed that KHPC had no case to answer.  
**27/2023.2.4 Resident Vexatious Status Review**  
**RESOLVED:** That it be extended as per the Vexatious Complaints Policy.  
**Unanimous**  
**27/2023.2.5 Letter from Resident (former Parish Cllr) received by some Parish Cllrs**  
**RESOLVED:** Clerk to respond with council approved response.  
**Unanimous**  
**27/2023.2.6 Letter of complaint from a resident about the actions of a councillor.** It was noted that the Clerk had responded.  
**27/2023.2.7 2023/2024 Sports Park Service Fee**  
**RESOLVED:** In lieu of a service fee KHPC would make a contribution.  
**By Majority (1 abstention)**  
**27/2023.2.8 Sports Park Lighting Costs**  
**RESOLVED:** KHPC to liaise with TMA with the view to KHPC making a contribution  
**By Majority (1 abstention)**
- 28/2023 Date and Time of Next Meetings:** Confirmed as 02 February 2023

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

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