



Kings Hill Parish Council



Enhancing the lives of the Kings Hill Community

Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent ME19 4LG
Tel: 01732 870382, Email: clerk@kingshillparish.gov.uk, web: www.kingshillparish.gov.uk

SUMMONS

TO: All members of the Parish Council

In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the Annual Meeting of Kings Hill Parish Council on Thursday 11 May 2023 at 7.30 p.m. The meeting will be held in the Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG

Karen Bell

Clerk to the Council
04 May 2023

NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

Public Participation: A period of time has been set aside during which the Parish Council invites Questions from Parishioners present (15 minutes is allowed for this part of the meeting, the minute book is closed for this part of the meeting)

RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND THE USE OF SOCIAL MEDIA): Members of the public attending this meeting are advised that it may be filmed and recorded. Members of the public are allowed to record the Parish Councillors and Officers from the front of the public seating area only providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted.

MOBILE PHONES: Members of the public are reminded that the use of mobile phones (other than silent) is prohibited at Parish Council and Committee meetings.

AGENDA

Time Guide

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| 82/2023 | Declarations of Acceptance of Office (19.30): To receive Councillors Declaration of Acceptance of Office |
| 83/2023 | Election of Chairman for 2023 / 2024 (19.32): Elected Chairman to sign Declaration of Acceptance of Office |
| 84/2023 | Election of Deputy Chairman for 2023 / 2024 (19.35) |
| 85/2023 | Apologies for Absence and absentees (19.37): To receive and approve any apologies. |

- 86/2023 Declaration of Interests and / or lobbying and intention to record (19.38)**
- Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. The clerk cannot advise members on this, and members are personally responsible for declaring an interest.
 - Councillors are also responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).
 - Members are requested to disclose any lobbying they may have received for items on the agenda.
 - Reminder to disclose an intention to record, please note that recordings are not allowed during the consideration of confidential items of business.
- 87/2023 Public Forum (19.39):** To adjourn to enable members of the public to address the meeting
- 87/2023.1 To receive correspondence from residents.
- 87/2023.2 To take questions from residents.
- 88/2023 Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present (19.54)**
- 89/2023 Minutes (19.59)**
- 89/2023.1 To confirm the accuracy of the minutes from the meeting held on 20 April 2023 (Attached)
- 89/2023.2 To receive an update on any matters arising not included elsewhere on the agenda.
- 89/2023.3 To receive and note the minutes from the meeting of the Planning and Transportation Committee held on 27 April 2023 (Attached)
- 90/2023 Committee and Working Groups (20.02):** The following are to be considered.
- 90/2023.1 Review of existing Committee and Working group structure (Attached)
- 90/2023.2 Appointment of members to Committees and Working Groups
- 90/2023.3 Review of Delegation Arrangements
- 90/2023.4 Review of Terms of Reference for Committees and Working groups
- 91/2023 Review of Standing Orders (20.10)**
- 92/2023 Review of Financial Regulations (20.12)**
- 93/2023 Review of Land and Assets (20.14)**
- 94/2023 Review of Insurance Arrangements (20.16)**
- 95/2023 Review of Policies and Procedures (20.18)**
- 96/2023 Local Groups & Organisations (20.20)**
- 96/2023.1 Members who attended any meeting on behalf of KHPC will be invited to give a brief report.
- 96/2023.2 Arrangements for reporting back to KHPC: To confirm.
- 96/2023.3 Representation on Local Groups & Organisations: To Confirm
- 97/2023 Strategic Plan 2023–2028 (20.28):** To consider (2013 – 2018 Strategic Plan attached)

- 98/2023 Sports Park (20.33)**
 98/2023.1 Current Issues: To receive any new information.
 98/2023.2 Legionella: To receive and consider new information. (Attached)
- 99/2023 Finance (20.38)**
 99/2023.1 External Audit
 99/2023.1.1 2021 / 2022: To receive an update
 99/2023.1.2 2022 / 2023: To receive information
 99/2023.2 Bank Statements & Reconciliations as at 30 April 2023 (Attached)
 99/2023.3 Reserves
 99/2023.4.1 Review of Reserves: To consider (Attached)
 99/2023.4.2 Investment: To consider (Attached)
 99/2023.4 Financial Transactions
 99/2023.4.1 Payments for Approval (Attached)
 99/2023.4.2 Receipts for Noting (Attached)
 99/2023.5 Review of Regular Payments, direct debits, and subscriptions (Attached)
 99/2023.6 TMBC funding Call for Community Groups: To consider. information received (Previously circulated)
 99/2023.7 KCC - Parish Council Community Cost of Living Support Grant: To consider information received (Previously circulated)
 99/2023.8 Review of Risk Assessment (Attached)
- 100/2023 Events and Communications (21.00)**
 100/2023.1 To receive report from Working Group
 100/2023.2 View from the Hill: To consider 2023 / 2024 publications.
 100/2023.3 Coronation Events: To receive information.
- 101/2023 Matters for the next Agenda (21.05)**
 101/2023.1 To invite items for the next agenda.
 101/2023.2 Submission of Agenda Items: To consider submission of items by report (Attached)
- 102/2023 Consideration in Private (21.10):** Exclusion of press and public: There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the data Protection Act and to consider complaints against the council or a code of conduct complaint. To receive and consider information in respect of the following:
 102/2023.1 Staffing Matters
 102/2023.2 Legal Matters
 102//2023.3 Review of Leases
- 103/2023 Date and time of Next Meeting (21.30):** To confirm as 22 June 2023.

If you would like further information on any of the agenda items, please contact Karen Bell Clerk to the Council by telephoning 01732 870382 or email clerk@kingshillparish.gov.uk