

MINUTES OF THE ANNUAL MEETING OF KINGS HILL PARISH COUNCIL HELD AT 7.30 P.M. ON THURSDAY 11 MAY 2023 IN THE KINGS HILL COMMUNITY CENTRE

Present: Cllrs: S. Barker, M. Colman, M. Hartman, J. MacKay, F. Mclymont, S. Kirk, T. Petty (Chairman), N. Sherlaw, D. Rush & A Vincent

Officer Present: Karen Bell (Parish Clerk) & Dion Bayley (Assistant Clerk)

Others Present: Ms. S. Edmonds (Community Warden Team Leader) & 4 residents

The Chairman, Cllr. Petty opened the meeting and welcomed all present.

82/2023 **Declarations of Acceptance of Office:** Elected members if they had not already done so completed their Declarations of Acceptance of Office and were issued with an induction / welcome manual. It was noted that on 17 May 2023, TMBC would be holding a drop in session for councillors who wished to discuss any queries relating to disclosure of interests.

83/2023 **Election of Chairman for 2023 / 2024:** Nominations for the position of Chairman for the 2023 / 2024 civic year were invited. It was proposed by Cllr. Colman, seconded by Cllr. Sherlaw that Cllr. Petty be re-elected Chairman. Cllr Petty accepted the nomination.

RESOLVED: That Cllr. Petty be re-elected. **By Majority**
For (7), Against (2 SB & DR). Abstention 1 (JM)
Cllr Petty completed his Declaration of Acceptance of Office for the position of Chairman.

84/2023 **Election of Deputy Chairman for 2023 / 2024:** Nominations for the position of Deputy Chairman for the 2023 / 2024 civic year were invited. It was proposed by Cllr. Kirk, seconded by Cllr. Vincent that Cllr. Hartman be elected Deputy Chairman. Cllr. Hartman accepted the nomination.

RESOLVED: That Cllr. Hartman be elected Deputy Chairman
For (7), Abstentions (SB, JM & DR) **By Majority**

85/2023 **Apologies for Absence and absentees:** There were no apologies.

86/2023 **Declaration of Interests and / or lobbying and intention to record:** There were none.

87/2023 **Public Forum:** No questions asked by members of the public.

88/2023 **Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present**

County Councillor. Whilst Ms Hudson had apologised for not being able to attend the meeting, she had asked for the following to be noted:

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Chairman: **Date:** 22 June 2023

- Vodafone had agreed to upgrade their masts within the ME19 postcode area which should result in better signals for all users. This should be completed by the end of 2023.
- The Kent Street widening consultation would be taking place in June in Mereworth. Dates and times will be confirmed nearer the time.
- Following the demise of the X1 / X2 bus service, Aviva had agreed to amend their timetable for the 72 route to include Beacon Avenue and other bus stops from 23.07.23.
- **Borough Councillors:** C. Brown, D. Harman and K. Tanner had been re-elected. Apologies received as they were attending a TMBC Strategy Meeting.
- **Community Warden.** S. Edmonds the CW Team Leader was welcomed to the meeting.
- **PCSO:** No report

89/2023

Minutes

89/2023.1 **Full Council Minutes:** It was proposed, seconded and:
RESOLVED: That the minutes from the meeting held on 20 April 2023 be approved and signed as a correct record of the proceedings. **Unanimous**

89/2023.2 **Update on any matters arising not included elsewhere on the agenda:** Cllr. Barker requested the meeting end time be included. **Noted**

89/2023.3 **Minutes from the PTECC Committee held on 27 April 2023:** The minutes from the meeting were received and noted. **Noted**

90/2023

Committee and Working Groups

90/2023.1 **Review of existing Committee and Working group structure:** Cllr. Barker requested the council reformed the Finance & HR and Amenities Committees. Following a discussion, it was proposed, seconded and:
RESOLVED: That consideration be deferred to the next meeting. **Unanimous**

90/2023.2 **Appointment of members to Committees and Working Groups:** Following a discussion, it was proposed. Seconded and:
RESOLVED: That The 2023 / 2024 representation would be as follows: **Unanimous**
PTECC Committee
 Cllrs. Barker, Kirk, Sherlaw, Rush, McKay, & Colman
 Ex Officio Cllr. Petty
 Substitute Cllr Mclymont

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Chairman: **Date:** 22 June 2023

Working Groups

Events & Communications

Cllrs. Mclymont, Kirk, Vincent, Barker, Sherlaw & Colman
Ex Officio Cllr Petty

Climate Change

Cllrs. Colman, Sherlaw, McKay & Barker & Shakira Falzon-Thomas (resident)

90/2023.3 **Review of Delegation Arrangements:** Following a discussion, it was proposed, seconded and:

RESOLVED: That the Scheme of Delegation be amended to reflect the decisions made by council under item 90/2023.1 and 90/2023.2 **Unanimous**

It was further.

RESOLVED: That the amended document would be presented to members for approval at the next meeting **Unanimous**

90/2023.4 **Review of Terms of Reference for Committees and Working groups:** The draft Terms of Reference for the Committees and Working Groups which reflected the existing structure as prepared by the Clerk and copied to members was noted. Following a discussion, it was proposed, seconded and:

RESOLVED: That the review of the Terms of Reference would be delegated to the committees and working groups following which they would be considered by full council. **Unanimous**

91/2023 **Review of Standing Orders:** It was reported that the councils Standing Orders were the written rules of the council and were essential in regulating the proceedings of a meeting. It was noted that whilst NALC was in the process of reviewing the Model Standing Orders, no amendments had been made since the last review and readoption in May 2022. It was further noted that the KHPC Standing Orders were based on the NALC Model. Following a discussion, it was proposed, seconded and:

RESOLVED: That the Standing Orders be readopted as a working document and remain subject to continual review. **By Majority**
Cllrs. Barker, MacKay and Rush abstained.

92/2023 **Review of Financial Regulations:** It was reported that the Financial Regulations set out the framework within which the council ensured responsible and sustainable management of the council’s finances. It was further reported that the Financial Regulations governed the conduct of financial management by the council and may only be amended or varied by resolution of the council. Following a review of the Financial Regulations by the Clerk and External Auditor the council was asked to consider the following amendments:

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- To increase the spending limit for the Clerk from £500 to £1,000 as per the recommendation of the Internal Auditor and subsequently agreed by council on 01 December 2022.
- To reinserting the wording "Contracts may not be disaggregated to avoid controls imposed by these regulations" to Financial Regulation 4.1
- To reinserting clause 5.2 in relation to the authorisation of payments.
- That a clause be included stating that in lieu of petty cash two credit cards were used for petty expenditure one in the name of the Clerk, the other in the name of the Finance Officer as per the Internal Auditors recommendation in November 2022 which was subsequently approved by council on 01 December 2022.

Following a discussion, it was proposed, seconded and:

RESOLVED: That the matter be deferred to the next meeting so that it be considered following the receipt of the 2021 / 2022 Completion of Audit Certificate **Unanimous**

It was further.

RESOLVED: That the Clerk would circulate to members the NALC Model Financial Regulations **Unanimous**

93/2023 **Review of Land and Assets:** It was reported that details of the council's asset holdings for 2022 / 2023 had been copied to members. It was noted that the council's asset holdings were subject to an ongoing review, and that the staffing team were in the process of undertaking a full inventory of the councils' assets at both the Community Centre and Sports Park following which an updated asset list would be presented to members. **Noted**

94/2023 **Review of Insurance Arrangements:** Attention was drawn to the Review of Insurance Arrangements Report which had been prepared by the Clerk and copied to members. Following a discussion, it was proposed, seconded and:
RESOLVED: To note the content of the report and to defer the approval of the annual review of the Council's insurance arrangements to the next meeting **Unanimous**

95/2023 **Review of Policies and Procedures:** It was reported that in addition to the Standing Orders and Financial Regulations which the Council was required to adopt the council was also required to have a set of Policies and Procedures which set out how the councils' decisions were made, and the procedures followed to ensure that efficient and transparent decisions were made that were accountable to residents. Following a discussion, it was proposed, seconded and:

RESOLVED: That the following policies and procedures would be readopted: **By Majority**

Cllrs. Barker and Rush voted against, Cllr. MacKay abstained.

- Complaints Policy including Vexatious Complaints
- Health and Safety Policy
- Smoking Policy

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- Retention Policy
- Sponsorship Policy
- Investment Policy
- Kent Pension Fund Policy
- Protocol for recording or reporting of council and committee meetings.
- Motions from Councillors Policy
- Communications Policy
- Advertising Policy
- Protocol for Councillor and Officer Relationships
- Press and Media Policy

It was further:

RESOLVED: That the following policies would be reviewed on or before their review date **Unanimous**

- Mobile Phone Policy Review November 2023
- Laptop Policy Review November 2023
- Risk Management Policy & Document Control Procedures Review January 2024
- Internal Controls Policy Review January 2024
- General & Earmarked Reserves Policy Review March 2024
- Procurement Policy Review March 2024

It was further:

RESOLVED: That the following new polices would be adopted

By Majority

Cllrs. Barker and Rush voted against, Cllr. MacKay abstained.

- Credit Card Policy
- Payments and Receipts Policy

It was noted that in addition to the policies and procedures, KHPC was required to have a website accessible for all users and a Website Accessibility Statement by the Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018, which came into force in September 2018.

Noted

96/2023

Local Groups & Organisations

96/2023.1 **Members who attended any meeting on behalf of KHPC were invited to give a brief report.** No reports

Noted

96/2023.2 **Arrangements for reporting back to KHPC:** Following a discussion, it was proposed, seconded and:

RESOLVED: That verbal or written reports would suffice

Unanimous

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Chairman: **Date:** 22 June 2023

96/2023.3 Representation on Local Groups & Organisations:

Following a discussion, it was proposed, seconded and:

RESOLVED: That 2023 / 2024 representation would be as follows: **Unanimous**

- TMBC Parish Partnership Panel
Cllrs. Barker, Colman & Rush
- Blaise Farm Liaison Group
Cllrs Barker, Colman & Sherlaw
- TMBC Standards Board
Cllrs Barker & Petty
- Malling Action Group
Cllrs. Colman, Vincent & Petty
- West Malling Patient Participation Group
Cllrs. Colman, Kirk & Petty
- Broadwater Action Group
Cllrs. Kirk & Petty
- Liberty / Prologis Quarterly Meetings
Cllrs. Hartman, Petty, Rush, Vincent & Kirk
- KALC T & M Area Committee
Cllrs. Barker & Colman
- Coordinate Kings Hill
Cllrs. Vincent & Kirk

97/2023 Strategic Plan: It was reported that the Parish Council had developed a strategic plan to assist with the decision-making process to help the council achieve its aims and objectives which were intended to improve the quality of life for the people within the community of Kings Hill, the life of this plan was for the years 2018-2023 which presented the new council with the opportunity to set the Strategic Plan for 2023 – 2027. Planned activities would then help form the basis for setting future budgets together with the aims and aspirations of the new council. The plan could be used as a guideline to deliver the aspirations of the local community within a planned budget and timeframe. The plan would also be a ‘live’ document that would evolve through community engagement and assist Councillors to make decisions in the best interests of those they served. As a ‘live’ document the Strategic Plan would be monitored and updated regularly to demonstrate progress. Following a discussion, it was proposed, seconded and:

RESOLVED: That in advance of the next meeting of the full council, councillors would meet to discuss the 2023 – 2027 Strategic Plan. **Unanimous**

98/2023 Sports Park

98/2023.1 Current Issues: No new information received.

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Chairman: Date: 22 June 2023

98/2023.2 Legionella: It was reported that new information had been received from the TMA CEO who had since advised that TMA should undertake testing but regardless of any result, he believed that the flexi-hoses should be replaced. Furthermore, it was his view that TMA should proceed with the remedial works prior to testing thus removing in advance a possible source of a positive test. It was noted that the works would be undertaken by a specialist contractor at an approximate cost of £1,000 - £1,500. TMA would then undertake sampling at all relevant points, including each changing room and advise further. Assuming the outcome was clear, and TMA did not proceed with the installation of TMVs it was TMA’s view that they should test annually. Following a discussion, it was proposed, seconded and:

RESOLVED: That the works be approved up to a cost of £1,500.00 (exclusive of VAT). **By Majority**
Cllr Rush abstained.

99/2023

Finance

99/2023.1

External Audit

99/2023.1.1 2021 / 2022: It was reported that the external auditor had decided to uphold some of the objections received by the objectors and whilst the objectors had been notified (with KHPC receiving a copy) KHPC would not receive the Completion of Notice until issued by the External Auditor which would be on or after 22 May 2023. The External Auditor had however confirmed that it would not be in the public interest to issue a Public Interest Report and that the cost to the council for the external audit in respect of 2021 / 2022 would be more than £7,100.00. Following a discussion, it was proposed, seconded and:

RESOLVED: That members would receive a copy of the report from the External Auditor when received which would be for consideration at the next meeting.

Unanimous

Members were advised that 2021 / 2022 was firmly in the past, that KHPC had sound and robust financial and governance systems in place which were introduced during the latter part 2021 / 2022, that improvements were made in 2022 / 2023 and continued to be made as evidenced by the excellent internal auditor reports received in December 2022 and April 2023.

Noted

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Chairman: Date: 22 June 2023

- 99/2023.1.2** **2022 / 2023:** It was reported that the 2022 / 2023 AGAR and supporting documentation had been submitted to the External Auditor and that the 2021 / 2022 Completion of Audit Certificate would be forwarded to the new External Auditor when received. **Noted**
- 99/2023.2** **Bank Statements & Reconciliations as of 30 April 2023:** The bank statements and reconciliations were received and noted. The bank balance was £732,467.45 (Current £310,853.98, Reserves £421,613.47). **Noted**
- 99/2023.3** **Reserves**
- 99/2023.4.1** **Review of Reserves:** The report prepared by the Clerk and copied to members was received and noted. Following a discussion, it was proposed, seconded and:
RESOLVED: That the historical and 2022 / 2023 reserves would be reviewed as part of the new Strategic Plan. **Unanimous**
- 99/2023.4.2** **Investments:** It was reported that the councils' financial assets were currently in accounts held with Unity Trust and that as the council's budget was in excess of £500K its cash assets would not be covered by the FSA and it would therefore be prudent for the council to consider setting up accounts with suitable financial institutions in order "to spread the risk" and details of suitable investment vehicles had been copied to members. Following a discussion, it was proposed, seconded and:
RESOLVED: That the matter be deferred to the next meeting where it would be listed earlier on the agenda. **Unanimous**
- 99/2023.4** **Financial Transactions**
- 99/2023.4.1** **Payments for Approval:** It was proposed, seconded and
RESOLVED: That the payments due for the period 13 April 2023 to 11 May 2023 as per the listings copied to members be approved and that the listings be appended to the minutes and added to the website. **Unanimous**

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Chairman: **Date:** 22 June 2023

- 99/2023.4.2 Receipts for Noting:** Receipts for the period 13 April 2023 to 04 May 2023 were noted. It was further noted that the listings as copied to members would be appended to the minutes and added to the website. **Noted**
- 99/2023.5 Review of Regular Payments, direct debits, and subscriptions:** The list of regular payments, direct debits, and subscriptions was noted. It was further noted that the listing was a working document and subject to continual review. **Noted**
- 99/2023.6 TMBC funding Call for Community Groups:** It was reported that Community and voluntary organisations had until 16 June 2023 to apply for funding through TMBC's Community Development Grants Scheme. It was noted that grants of up to £2,000 were available to any organisation that provided a service to residents or helped improve the economic social or environmental wellbeing of the borough and that applicants would need to state why a grant was needed, what it would be used for how delivery of intended work would be measured. **Noted**
- 99/2023.7 KCC - Parish Council Community Cost of Living Support Grant:** It was reported that parishes were being invited to apply for grants to support an existing or new project for the residents. It was noted that KALC would administer the allocation of funding and that with an electorate of more than 6,000, KHPC could apply for up to £2,000. **Noted**
- 99/2023.8 Review of Risk Assessment:** Following a discussion, it was proposed, seconded and:
RESOLVED: That the risk assessment which had been prepared by the Clerk and copied to members be approved. **Unanimous**
- 100/2023 Events and Communications**
- 100/2023.1 To receive report from Working Group:** The Working Group had met on 03 May 2023 to discuss the Coronation Event and the Parish Councils Newsletter View from the Hill. **Noted**
- 100/2023.2 View from the Hill:** It was reported that the Working Group would like publications to be quarterly in June, September, December, and March and that content consisting of completed articles to be forwarded to the office team who would provide editorial support to the Working Group. Following a discussion, it was proposed, seconded and:
RESOLVED: That the publication timetable be quarterly (June, September, December, and March) **Unanimous**

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Chairman: Date: 22 June 2023

It was further.

RESOLVED: That content consisting of complete articles would be forwarded to the office team who would provide editorial support to the Working Group.

Unanimous

- 100/2023.3 Coronation Events:** Attention was drawn to the following.
- The Kings Hill Schools and Pre-School had all applied for and received funding of £300.00.
 - KHPC had received funding applications from 6 residents for Coronation Street Parties which were also supported in line with the amounts approved by council on 20 April 2023.
 - The Kings Hill Parish Council Afternoon tea Coronation Event had been a magnificent success, guests were entertained by a pianist and an afternoon tea. For children there was a silent disco, face painting, crown making and a crown parade with prizes being awarded to the top two. All guests left with a goodie bag containing amongst other items a coronation coin.
 - Photographs from all the Kings Hill Coronation events including those part funded by the Parish Council have been requested and will form part of a pictorial historical record of the Coronation for Kings Hill.

Noted

101/2023

Matters for the next Agenda

101/2023.1 Items for the next agenda.

Cllr. Rush - Neighbourhood Plan
Cllr. Barker - Budget Reports. Cllr. Petty confirmed that these would be presented to members on a quarterly basis.

101/2023.2 Submission of Agenda Items: Following a discussion, it was proposed, seconded and:

RESOLVED: That the item be deferred. **Unanimous**

102/2023

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 press and public would be excluded from the meeting for the following items of business:

Unanimous

102/2023.1 Staffing Matters

Coronation Event: Staff would receive time and a half for hours works. **Unanimous**

Increments: These would be implemented annually on 01 April

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Chairman: **Date:** 22 June 2023

102/2023.2 Legal Matters: Updates were provided in respect of the following:

- Police update **Noted**
- Advice from KALC **Noted**
- Advice from Surrey Hills **Noted**
- Alleged Fictitious correspondence **Noted**
- Meeting request with TMBC’s CE & MO **Noted**
- Letter to Vexatious Resident: It was proposed by Cllr. Barker, seconded by Cllr. Rush that the letter dated 09 May 2023 be approved and resent **By Majority**
Against SB & DR
Abstained JM

102//2023.3 Review of Leases
Kings Hill Pre-School: Deferred **Unanimous**

103/2023 Date and time of Next Meeting: Confirmed as 22 June 2023

Before closing the meeting, Cllr. Petty hoped that the council would find a way of working constructively together for the next term of office, whilst acknowledging that there would sometimes be robust debates it was important to the community that KHPC worked well together.

There being no additional business, the meeting closed at 10.30 p.m.

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Chairman: **Date:** 22 June 2023