



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 a meeting of Kings Hill Parish Council on Thursday 22 June 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
15 June 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

- 104/2023** **Apologies for Absence and absentees (19.30):** To receive and approve any apologies.
- 105/2023** **Declaration of Interests and / or lobbying and intention to record (19.31)**
- 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.

106/2023 Public Forum (19.35): To adjourn to enable members of the public to address the meeting.

107/2023 Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present (19.50)

108/2023 Minutes (20.00)

108/2023.1 To confirm the accuracy of the minutes from the Annual Meeting of the Parish Council (AMPC) held on 11 May 2023 (Attached)

108/2023.2 To receive an update on any matters arising not included elsewhere on the agenda.

108/2023.3 To receive the minutes from the meetings of the PTECC Committee held on 18 May 2023 and 01 June 2023 (Attached)

109/2023 Finance & Governance (20.03)

109/2023.1 Bank

109/2023.1.1 Statements & Reconciliations at 31 May 2023 (Attached)

109/2023.1.2 Signatories: To approve the addition of Cllr. Hartman as a signatory

109/2023.2 Reserves

109/2023.2.1 Review of Reserves: Deferred from the AMPC held on 11 May 2023 (Information Previously circulated)

109/2023.2.2 Investment Opportunities: Deferred from the AMPC held on 11 May 2023 (Information Previously circulated)

109/2023.3 Financial Transactions

109/2023.3.1 Payments for Approval (Attached)

109/2023.3.2 Receipts for Noting (Attached)

109/2023.4 Donations: To consider funding request from Homestart SW Kent (Attached) and the donation of proceeds from the Coronation event (£171) to Kings Hill Foodbank

109/2023.5 Coronation Commemorative Events / Projects

109/2023.5.1 Receipts and Payments Statement (Attached)

109/2023.5.2 Coronation Memorabilia Purchase: To receive information and consider top up donation

109/2023.5.3 Commemorative Oak (Replacement Tree): To consider PTECC Committee recommendation

109/2023.6 Phase 1 Play Equipment Improvements: To consider quotations received. (Attached)

109/2023.7 General Power of Competence: To consider adoption. (Attached)

110/2023 Committee and Working Groups (20.23)

110/2023.1 Review of existing Committee and Working Group structure: Deferred from the AMPC held on 11 May 2023

110/2023.2 Review of Terms of Reference and Scheme of Delegation: Deferred from AMPC held on 11 May 2023 (Attached)

110/2023.3 Ex Officio & Substitute Representatives: To confirm status.

- 111/2023 Sports Park (20.30):** To receive any new information including report from recent meetings and expenditure for approval (Attached)
- 112/2023 Allotments (20.35)**
 112/2023.1 Review of Allotment Rents for 2024 / 2025.
 112/2023.2 Site Improvements: To receive information and to consider.
- 113/2023 Local Groups & Organisations (20.40):** Members who attended any meeting on behalf of KHPC will be invited to give a brief report.
- 114/2023 Events and Communications Working Group (20.45)**
 114/2023.1 To receive report from Working Group
 114/2023.3 Community Awareness Day: To receive information.
- 115/2023 Review of Land and Assets (20.48):** For Noting (Attached)
- 116/2023 Review of Insurance Arrangements (20.50):** Deferred from the AMPC held on 11 May 2023 (Information Previously circulated): For Noting
- 117/2023 New Policy and Procedure (20.51):** To consider the Community Centre Risk Assessment to support Councillors, Staff and Public Safety (Attached)
- 118/2023 Review of Financial Regulations (20.53)** Deferred from the AMPC held on 11 May 2023 (Information Previously Circulated)
- 119/2023 Matters for the next Agenda (20.55)**
- 120/2023 Consideration in Private (20.57):** 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:
 120/2023.1 Staffing Matters
 120/2023.2 Legal Matters
 120/2023.3 Community Governance Review
 120/2023.4 Review of Pre-School Lease
 120/2023.5 Late acceptance of Declarations of Acceptance of Office
 120/2023.6 Kings Hill Parish Council Status
- 121/2023 Date and time of Next Meeting (21.30):** To confirm as 20 July 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