

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

PRESENT: Cllrs. Barker, Colman, Kirk, MacKay, Mclymont, Petty (Chairman),
Rush, Sherlaw & Vincent

ALSO PRESENT: Officer. K. Bell (Clerk to the Council) & 2 residents

APOLOGIES: Cllr. Hartman

Cllr Petty opened the meeting and welcomed all present.

FC 142 APOLOGIES FOR ABSENCE: It was proposed, seconded and:
RESOLVED: To approve the apologies of Cllr. Hartman **Unanimous**

**FC 143 DECLARATIONS OF INTERESTS AND / OR LOBBYING AND INTENTIONS
TO RECORD**

- There were no declarations of interests. **Noted**
- Cllr. Barker stated that she had been lobbied in respect of items FC
151, FC 152, FC 154 and FC 155 **Noted**
- Cllr Rush stated that he would be recording proceedings. **Noted**

FC 144 CHAIRMANS ANNOUNCEMENTS: Covered elsewhere **Noted**

FC 145 QUESTIONS FROM MEMBERS OF THE PUBLIC

- A resident had attended in respect of item FC151 and gave council some
additional background information on the Community Library initiative.
- A resident drew attention to concerns he had regarding the footpath behind
Stirling Road which led to Kent Street. The matter would be referred to
TMBC's Planners and Environmental Health Departments

**FC 146 REPORTS FROM COUNTY COUNCILLOR, BOROUGH COUNCILLORS,
POLICE REPRESENTATIVES & COMMUNITY WARDEN**

County Councillor: Apologies received. It was noted that County Cllr.
Hudson was attending a meeting at TMBC who were considering the
installation of parking meters in West Malling High Street. **Noted**

Borough Councillors. It was anticipated that the Borough Cllrs would also be
attending the meeting referred to above. **Noted**

Community Warden: Apologies received. The CW would be providing
dementia friends training to the office staff on 25 September 2023. Councillors
were also invited to attend should they wish to do so. **Noted**

Neighbourhood Policing: Report received on 19 September 2023 had
been copied to members. Members expressed their concern in the high
volume of reported vehicle thefts. Cllr. Barker suggested that the
Neighbourhood Policing team visit businesses and request they displayed
warning posters for Halloween and Bonfire Night, the policing team would also
be asked to try and discourage youths being bussed in from surrounding areas.
Noted

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

Chairman:

Date: 19 October 2023

- FC 147 Minutes**
- FC 147.1 The minutes from the Meetings held on 20 July 2023 and 03 August 2023 were approved. **By Majority**
- FC 147.2 Matters Arising from the minutes not otherwise on the agenda.
Local Council Award Scheme (Quality Status: The application had progressed to the Triage Stage and feedback would be provided by 29 September 2023 with the application then being sent to the panel with the results conveyed to the council by 08 December 2023. **Noted**
- Home Start Southwest Kent:** The Trustees had thanked the council for its £500 donation. **Noted**
- FC 148 Strategic Planning:** Following a discussion, it was proposed, seconded and: **RESOLVED:** That the Strategic Plan for 2023-2027 be approved. **Unanimous**
- It was further:
RESOLVED: That the Strategic Planning Working Group would continue to meet on a regular basis to discuss and make recommendations to council on the finer details. **Unanimous**
- FC 149 Website Upgrade:** Following a discussion, it was proposed, seconded and: **RESOLVED:** That the quotation received from Gel Creative would be accepted. **Unanimous**
- It was further:
RESOLVED: That Gel Creative would also be asked to build into the new website an archive system for the storage of historical documents including minutes prior to 2021. **Unanimous**
- FC 150 Phase 1 Play Equipment Upgrade at Anson Avenue:** It was reported that the recommendation arising from the meeting of the CC & E Committee held on 07 September 2023 was for council to accept the quotation which had been received from Kompan. Following a discussion, it was proposed, seconded and:
RESOLVED: That the recommendation arising from the CC & E Committee be approved. **Unanimous**
- FC 151 Community Library:** It was reported that correspondence had been received from a resident who was interested in creating a Book Carousel Community lending library as a free book swap and for it to be set up within the foyer at the Community Centre. The following were noted:
- The Community Library would be managed and operated by The Book Carousel with some Parish Council involvement.
 - Books would be provided by The Book Carousel
 - Donations could be made by individuals using the community library if they wished to do so.
 - Set up expense: The cost of a suitable shelving unit / container to house the books and a secure storage donation box.

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Following a discussion, it was proposed, seconded and:

RESOLVED: That subject to the completion of an adequate safety audit and the submission of an application in accordance with the councils Grant Awarding Policy that the Parish Council would agree to the creation of a Community Library at the Community Centre.

Unanimous

It was further:

RESOLVED: That delegated powers and a budget of £500.00 would be given to the Clerk who would liaise with the organiser to set up the Community Library.

Unanimous

FC 152

Kings Hill Gymnastics Academy - Funding request: The funding request was received with interest and considered very carefully. Members acknowledged the achievements of the Gymnastics Academy and noted the successes of several gymnasts who resided in Kings Hill. Following a discussion, it was proposed, seconded and:

RESOLVED: That a decision would be deferred pending the receipt of additional information including a detailed explanation as to the exceptional circumstances surrounding the funding request for over £1,000 towards new equipment, and information on whether funding from other sources had been applied for or secured.

Unanimous

It was further.

RESOLVED: That the Gymnastics Academy would also be asked to consider if there were other ways in which the Parish Council could support the Gymnastics Academy.

Unanimous

FC 153

Kent Community Wardens Consultation: It was reported that KCC were consulting on the future of Kent Community Wardens and that the consultation closing date was 03 October 2023. It was further reported that members needed to consider how the Parish Council wanted to respond to the consultation. Cllr. Rush stated that he was concerned with the proposal to go from 1 Team Leader and 13 Community Wardens to 1 Team Leader and 3 wardens covering the areas of both Tonbridge and Malling and Maidstone. Following a discussion, it was proposed, seconded and:

RESOLVED: That the Clerk would submit a response on behalf of the Parish Council, with members responding on an individual basis if they wished to do so.

By Majority

FC 154

Kings Hill Parking Measures: It was reported that the recommendation arising from the meeting of the P & T Committee held on 07 September 2023 was for the Parish Council to write to TMBC requesting an opportunity to discuss a more measured approach to the parking situation on Kings Hill rather than repeating the consultation process. It was further reported that TMBC were to commence the 2nd consultation on 22 September 2023 with the consultation closing date being 15 October 2023. It was noted that the consultation document stated “The Borough Council working with Kings Hill Parish Council and Liberty Property Trust are proposing new parking restrictions on the adopted roads of the Kings Hill development. Following a discussion, it was proposed, seconded and:

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RESOLVED: That the recommendation arising from the P & T Committee be approved. **Unanimous.**

It was further:

RESOLVED: That TMBC would be advised that KHPC had not agreed to the statement within the consultation material and should have been consulted prior to it being released. **Unanimous**

It was further:

RESOLVED: That KHPC's position would be clearly conveyed to residents. **Unanimous**

Residents would be invited to let KHPC know their views which would help inform the councils response when the matter was considered at the next meeting of the P & T Committee.

FC 155

FINANCIAL AND ADMINISTRATIVE MATTERS

FC 155.1 Bank Statements & Reconciliations at 31 July 2023 and 31 August 2023: The bank and reconciliation statements were received and noted. It was noted that the bank balance at 31 August 2023 was £604,012.50 (Current £104,012.30, Reserves £500,000.00) It was further noted that the second tranche of the precept for 2023 / 2024 i.e. £276,423.50 had been received as had a payment from TMBC of £7,582.50 which the council had been able to claim in respect of the upgraded tennis court lighting from S106. **Noted**

FC 155.2 Budgetary Control at 30 June 2023: The budgetary control statement as at 30 June 2023 was received and noted. It was noted that the budgetary control statement in respect of Quarter 2 which would cover the period up to 30 September 2023 would be presented to members at the next meeting. Members were invited to contact the Clerk / Finance Officer if they had any questions. **Noted**

FC 155.3 Financial Transactions

FC 155.3.1 Payments for Approval: It was proposed, seconded and:

RESOLVED: That the payments due for the period up to 14 September 2023 as per the listings copied to members be approved and that the redacted listings be appended to the minutes and added to the website. **Unanimous**

FC 155.3.2 Receipts: The receipts for the period up to 14 September as per the listings copied to members were noted. It was further noted that the listings would be appended to the minutes and added to the website. **Noted**

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FC 155.4 **2023 / 2024 VAT Reclaim:** Recoverable VAT up to 30 June 2023 was £6,464.35. **Noted**

FC 155.5 **2024 / 2025 Budget Setting:** Work had commenced on the budget; at this stage the budget was being prepared on the basis that there would be no increase in the precept. Members were asked if they had any specific budget requests, to convey those to the Clerk. **Noted**

FC 155.6 **2022 / 2023 External Audit:** The External Audit for 2022 / 2023 had been completed and the Completion of Audit Certificate received. It was noted that the external auditor had not made any recommendations, observations, or comments in respect of 2022 / 2023. Members were provided with a copy of the Audit completion documents which would also be put on the website together with the required Completion of Audit Notice. **Noted**

The councils' thanks were extended to the Clerk for her work.

FC 156 **REPORTS FROM COMMITTEES, WORKING GROUPS AND REPRESENTATIVES**

FC 156.1 **Climate Change and Environment Committee:** The draft minutes from the meeting held on 07 September 2023 were received and noted. **Noted**

FC 156.2 **Planning & Transport Committee:** The draft minutes from the meeting held on 07 September 2023 were received and noted. **Noted**

FC 156.3 **Prologis Quarterly Meeting:** A meeting was held on 11 September 2023. Cllr. Hartman would be presenting a report at the next meeting of the full council. **Noted**

FC 156.4 **TM Active / Sports Park: It was reported that a meeting had been held on 14 September 2023 attended by Cllrs. Kirk and Petty and the Clerk. Cllr Petty drew attention to the following:**

- It had been a pleasure to meet the incoming TMactive CX.
- Clarification had been obtained from TMactive CX for the confidential report and financial information as at 31 July 2023 to be copied to members. If members had any questions, they were to be conveyed to the Clerk who would liaise with TMactive.
- He had expressed his dissatisfaction that TMactive had held discussions with TMBC over the councils S106 monies.
- The Clerk would be meeting with the Operations Manager shortly to discuss routine maintenance items which would be reported to the next council meeting. **Noted**

FC 156.5 **Community Centre Bar Upgrade:** Cllr. Petty reported that he was awaiting feedback from Prologis. **Noted**

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- FC 156.6 SEN Summer Activities:** Attention was drawn to the following.
- KHPC had agreed to contribute up to £1,500 towards the SEN Summer Activity sessions.
 - Over the 7 sessions held during the summer holidays, a total of 73 were taken by Kings Hill families and people came from as far afield as the Ashford, Isle of Sheppey areas.
 - Receipts and payments breakdown as at 21.09.23

Total raised excluding KHPC contribution	£3,006.68
Total Expenditure	£3,021.13
Value of Hall Hire covered by KHPC	£651.00
- Noted**
- FC 156.7 2023 Christmas Lighting:** Attention was drawn to the following.
- TMBC had confirmed that the maximum grant available for Kings Hill in 2023 is £960.00 and that the release of the grant will be dependent upon an equivalent sum being raised locally including a minimum contribution from the Parish Council of £200.00.
 - £2,500 had been included in KHPC's 2023/2024 budget for Christmas Lighting.
 - The Clerk is liaising with KHEM on how KHPC can support Christmas Lighting in Kings Hill and to this end she and members of the Events and Communications WG will be meeting KHEM on 05 October 2023.
- Noted**
- FC 156.8 Parish Partnership Panel:** Cllrs. Barker and Colman reported that a successful and positive meeting had taken place on 31 August 2023 and that the minutes would be circulated shortly. **Noted**
- FC 156.9 West Malling Participation Group:** Cllr. Colman reported that KHPC had been asked to nominate a councillor to join the PPG Committee and that she would be happy to be nominated. **Noted / Agreed**
- FC 156.10 Events and Communications Working Group:** Attention was drawn to the following:
- FC 156.10.1 End of Summer Party (10 September 2023):** The event was a great success, and it was lovely to see lots of Kings Hill residents enjoying the day, the sunshine, the events, and the music. Members believed if KHPC decided to hold a similar event in 2024, it had the potential to be even better with more events, activities, involvement from community groups and with more time to plan, prepare and advertise the event had the potential to become one not to miss and which was firmly on the social calendar for Kings Hill. It was noted that a provisional date of 08 September 2024, had been agreed by the WG subject to council approval and the availability of budget provisions. **Noted**
- FC 156.10.2 MacMillan Coffee Afternoon:** It was noted that in conjunction with the weekly Community club this event would be taking place on 25 September 2023 between 1 p.m. to 3 p.m. **Noted**

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FC 156.10.3 Remembrance – 12 November 2023: Arrangements were in hand for 2023 Remembrance. It was noted that KHPC had arranged the formal side of the event including the road closure and that dignitaries attending included TMBC's Deputy Mayor and one of the Deputy Lord Lieutenants of Kent. It was further noted that Rev. Montgomery had been asked to include in the service sheet details of the formal events to commemorate the 80th Anniversary of DD which were taking place on 06 June 2024. **Noted**

FC 156.10.4 Possible Kings Hill Christmas Market: KHPC had been contacted about bringing a Christmas Market to Kings Hill over the weekend of 09 / 10 December 2023 and that the organisers would like to join up with activities taking place at the Spitfire, with St Gabriels and with the schools who would be performing carols over the same weekend. As the event would require the closure of the car park for the entire weekend, the organisers had been asked to liaise with KHEM in the first instance. **Noted**

FC 156.10.5 Boot Fairs at the Community Centre on various dates between October 2023 – March 2024: Outdoor boot fairs tended to finish in September leaving a gap until they resumed in the Spring, to fill this gap on a trial basis, a suggestion was made that indoor boot fairs be held at the Community Centre between October 2023 and Spring 2024. **Noted / agreed.**

FC 156.10.6 80th Anniversary of D Day – 06 June 2024: Attention was drawn to the following:

- KHPC had registered its participation. The timetable of events on 06.06.24 was as follows:

8.00 a.m.	Reading of Proclamation
	National Fish and Chip Day
9.15 p.m.	Lighting of the Beacon and reading of International Tribute
- Council might want to put on an event over the weekend of 08 / 09 June 2024
- KHEM might be planning an event to take place in Linea Park to coincide with the unveiling of the new artwork.
- KHEM on being asked about lighting a beacon by the war memorial, had indicated that Linear Park would be their preferred location.
- Council would be obtaining two flags for the flagpoles and lay a wreath at the war memorial.
- KHEM could be asked to open The Control Tower and to have an exhibition in the glass foyer together with the opening of other historical sites around Kings Hill. **Noted**

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FC 157 **Committee Meeting Dates:** Confirmed as 05 October 2023 at 6.00 p.m. and 8.00 p.m.

FC 158 **Matters for the Next Agenda:** None

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

FC 159 **Staffing Matters**

Pensions Regulator: Acknowledgement received confirming re declaration of compliance.
Noted

2nd Caretaker: Currently advertising for a 2nd caretaker to work every other weekend and ad hoc hours during the week and to cover leave and sickness.
Noted / Agreed

Training: Update provided **Noted**

Salary Reviews Would be undertaken by Cllrs. Petty, Hartman and Mclymont **Noted / Agreed**

FC 160 **Legal Matters** **Updates provided** **Noted / Agreed**

FC 161 **Pre School-Lease Renewal Update provided** **Noted**

FC 162 **Date and time of Next Meeting:** Confirmed as 19 October 2023 at 7.30 p.m.

There being no additional business, the meeting closed at 10.00 p.m.

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Chairman: **Date:** 19 October 2023