

MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD AT 8.00 P.M. ON THURSDAY 23 MARCH 2023 IN THE KINGS HILL COMMUNITY CENTRE

Present: Cllrs: S. Barker, M. Hartman, T. Petty (Chairman), D. Rush, D. Waller

Officer Present: Parish Clerk Karen Bell

Apologies: Cllrs. M. Colman, S. Falzon-Thomas, F. Mclymont, S. Kirk, N. Sherlaw & A. Vincent

Absentee: Cllr. Hurring

56//2023 **Apologies for Absence:** It was proposed, seconded and:
RESOLVED: To approve the apologies received from Cllrs. Colman (Overseas), Mclymont (Prior Commitment), Sherlaw (Overseas) Vincent (Overseas) **Unanimous**

57/2023 **Declarations of Interests and / or lobbying and intention to record.**
 Cllr. Barker declared an interest in item 60/2023.7

58/2023 **Reports from County Councillor, Borough Councillors, Community Warden & PCSO:** There were no reports.

59/2023 **Full Council Minutes**

59/2023.1 **Minutes:** It was proposed, seconded and:
RESOLVED: That the minutes from the meeting held on 23 February 2023 be approved and signed as a correct record of the proceedings.
Unanimous

59/2023.2 **Update on any matters arising not included elsewhere on the agenda.**
S106 Update: No new information had been received from either TMBC or KCC.

Allotments: The council's solicitor was dealing with the registration of the various documents at Land Registry. It was noted that this would take some time as registrations in general on the site were 3 years behind at Land Registry.

59/2023.3 **Minutes from the PTECC Committee held on 02 March 2023:**
 The minutes from the meeting were received and noted, it was further noted that recommendations arising would be considered following the election.

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Chairman: **Date:** 20 April 2023

60/2023

Finance and Governance

60/2023.1 Bank Reconciliation: The bank reconciliations at 28 February 2023 were received and noted. It was noted that the bank balance was £490,322.34 (Current Account £149,058.71, Reserves Account £341,263.63). It was further noted that a review of reserves would take place as part of the year end processes and that the council should be in the financial position to earmark reserves for specific projects.

60/2023.2 Financial Transactions.

60/2023.2.1 Payments for Approval: It was proposed, seconded and

RESOLVED: That the payments due for the period 15 February 2023 to 23 March 2023 be approved and that the listings as copied to members be appended to the minutes and added to the website.

Unanimous

60/2023.2.2 Receipts for Noting: Receipts for the period 15 February 2023 to 23 March 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.

60/2023.3 Direct Debit Mandates for Approval: It was proposed, seconded and:

RESOLVED: That the following new direct debit mandates would be approved and signed by two signatories.

Focus	New telecoms provider.
Smart Office Solutions	New copier maintenance

SSE	Contract New CC Gas Supplier and from October when we are out of contract the Electricity.
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It was noted that direct debit mandates were cancelled when KHPC no longer used a supplier and were "swept" monthly so that no direct debits remained set up when no longer relevant.

60/2023.4 Sports Park Service Fee for 2023 / 2024 & contribution towards floodlighting costs: Following a discussion, it was proposed, seconded and:

RESOLVED: That in the spirit of goodwill KHPC would contribute £20,000 towards the 2023 / 2024 running costs of the Sports Park.

Unanimous

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Chairman: Date: 20 April 2023

It was further.

RESOLVED: That KHPC would pay £7,582.50 plus VAT of £1,516.50 towards the floodlighting costs.

Unanimous

60/2023.5 **Play Area Stirling Road:** It was reported that a request had been received from a resident who had asked for play equipment enhancements. Following a discussion, it was proposed, seconded and:

RESOLVED: That quotations would be sought for consideration at the May meeting of the council.

Unanimous

It was further.

RESOLVED: That residents would be asked to suggest ideas to the council for new equipment.

Unanimous

60/2023.6 **KHEM Licence to Alter:** It was reported that Prologis were aware of a License to Alter in respect of the floodlighting to the tennis courts and had asked if there were any other items KHPC would like to sweep up with this and included in the one License to Alter. Following a discussion, it was proposed, seconded and:

RESOLVED: That at the present time there were no additional items for a Licence to Alter application.

Unanimous

It was further.

RESOLVED: That the matter would in future be considered on an annual basis and incorporated as part of the annual budget setting process.

Unanimous

60/2023.7 **Scribe Software:** Following a discussion, it was proposed, seconded and:

RESOLVED: To defer the consideration of this item. In the meantime, Scribe would be asked to let KHPC have use of the software on a trial basis so that it could be fully tested thus enabling KHPC to ascertain if it would provide any demonstrable benefits to the council.

Unanimous

60.2023.8 **Unity Trust Mandate Update:** Following a discussion, it was proposed, seconded and:

RESOLVED: That the matter be deferred to after the May election.

Unanimous

60/2023.9 **Funding requests:** It was reported that requests for donations had been received from, Maidstone Mediation Scheme, Home Start Southwest Kent, Kent Community Rail Partnership and Marie Curie. Following a discussion, it was proposed, seconded and:

RESOLVED: That consideration be deferred pending the receipt of additional information.

Unanimous

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Chairman: **Date:** 20 April 2023

- 61/2023 Sports Park Report: Attention was drawn to the following**
- Cllrs Petty and Kirk reported that a recent liaison meeting had been held, which primarily discussed budgetary items which had been considered earlier in the meeting.
 - Cllr. Barker stated that she wished to know in advance when the liaison meetings were being held so that councillors could suggest agenda items.
 - Members expressed the view that the Sports Park should share more information including financial details on a more regular basis with KHPC.
- 62/2023 Events and Communications**
- 62/2023.1 Report from Working Group:** A meeting of the Working Group was held on 07 March 2023; the WG had discussed the KHPC Coronation Event and the March newsletter.
- 62/2023.2 Coronation Event:** Attention was drawn to the following
- Plans were at an advance stage for the event which was being held on 07 May 2023. Tickets for the afternoon tea were now available with 28 of the 130 places available already booked, it was noted that some flexibility had been built into the plans and that the number of places available could be increased slightly.
 - The council had been successful in obtaining a grant of £8,300.00 from the National Lottery Fund towards Coronation Events and activities over the next 12 months. It was noted that the funds could be used towards coronation events, and environmental projects within Kings Hill such as the planned Coronation event on 07 May 2023, commemorative oak, commemorative bench, time capsule, and also to help with residents street parties.
- Following a discussion, it was proposed, seconded and:
- RESOLVED:** That council would consider how the money would be allocated at the next meeting.
- Unanimous**
- 63/2023 Elections 2023:** Attention was drawn to the following.
- If contested, the election would be held on 04.05.23.
 - Information had been received from TMBC and KALC which had been copied to members, put on the website and on the council's social media.
 - KHPC had no direct involvement in the election but would post the statutory notices issued by TMBC.
 - The purdah period began on 22 March 2023.
- 64/2023 Members who attended any meeting on behalf of KHPC were invited to report.** Cllr. Barker reported that some of the meetings she had attended over the past month on KHPC's behalf included the Annual Speedwatch Conference, West Malling Climate Change Meeting, TMBC Meetings and the Blaise Farm Liaison Group
- 65/2023 Matters for the next agenda:** No additional items
- 66/2023 Public Participation:** No members of the public present

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Chairman: **Date:** 20 April 2023

67/2023 Matters for Consideration in Private

67/2023.1 Staffing Matters: Congratulations were extended to Hannah Usher and Dion Bayley who had passed their FILCA and ILCA professional qualifications. Following a discussion, it was proposed, seconded and:

RESOLVED: That they both advance by one SCP in accordance with their COE. **Unanimous**

67/2023.2 Legal Matters: Update provided, and actions agreed.

67/2023.3 Employment Tribunal: No new information received.

67/2023.4 Police Investigation: Update provided.

67/2023.4 2021 / 2022 External Audit: Some follow up questions had been asked by the External Auditor which the Clerk had answered.

68/2023 Date and time of Next Meeting: Confirmed as 20 April 2023.

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Chairman: **Date:** 20 April 2023