

## Kings Hill Parish Council

Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent ME19 4LG

Tel: 01732 870382

<https://www.kingshillparish.gov.uk>

### FULL COUNCIL 23<sup>rd</sup> February 2022

#### MINUTES

**Present:** Chairman Cllr T Petty, Cllr C Henley,  
Cllr M Coleman Cllr S Kirk, Cllr A Vincent

**Officers:** Parish Clerk – Steve Nash  
Democratic Services Officer – Barb Playfoot

**Public Session:** None

#### 1. Apologies for Absence

Cllr Falzon-Thomas, Cllr S Barker, Cllr D Hurring,  
Cllr A Kilvington, Cllr M Colman, Cllr D Waller, Cllr D Rush

#### 2. To receive Declarations of Interest

Cllr Henley – Item 5

#### 3. TO APPROVE THE MINUTES OF 2<sup>nd</sup> February 2022 APPROVED

#### 4. PLANNING

To comment on the planning applications listed below:

29 Meteor Road West Malling Kent ME19 4TH

Proposed garage conversion and first floor extension with minor changes to approved permission TM/21/00781/FL

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/22/00042/FL>

**NO COMMENT**

Local Play Area Tiffen Way Kings Hill West Malling Kent

Refurbishment of existing play area

<https://publicaccess2.tmbc.gov.uk/online-applications/PLAN/22/00126/FL>

**NO COMMENT**

#### 5. FINANCE REPORT

To receive a report from the Finance Officer and the Chairman on the Parish Council finances

The Chairman reported that the finances were looking healthy and there were plans to move funds into a reserve account.

Cllr Kirk raised a question regarding the management fees, it was agreed that a breakdown of the costs would be made available for the next meeting.

It was also agreed that a regular additional report would be produced for the new financial year showing expenditure against budget.

Cllr Coleman queried the bank fees as they appeared to be high, the Clerk agreed to check the rates.

## **NOTED**

### **6. QUEENS JUBILEE CELEBRATIONS**

To receive information and suggestions from Councillors.

Cllr Vincent asked if information on the Queens Jubilee Celebrations could be produced to be posted on Facebook and the website asking any residents of Kings Hill to contact the Council with their ideas and plans.

Funding had been secured for Cross generational activities from the National Lottery and where possible funds could be made available to help with costs for individual celebration projects.

It was planned to submit a further funding application to Sports England to either help with the Jubilee celebrations or to fund sports projects going forward.

### **7. TM ACTIVE UPDATE**

To discuss meeting report attached.

The report had not been distributed, this will now be made available for discussion for the next planned Full Council meeting.

**NOTED – report to be discussed at the next meeting**

### **8. REVIEW LONE WORKING POLICY**

To approve the policy or recommend changes

**APPROVED**

### **9. REVIEW COMPLAINTS POLICY**

To approve the policy or recommend changes

**APPROVED**

### **10. RECORDING OF MEETINGS POLICY**

To approve the policy or recommend changes

**APPROVED**

### **11. IT SUPPORT**

To review the current IT provider and website hosting Clerk to report

It was agreed that 3 quotes be obtained from both IT providers and website hosts.

The quotes and services to be discussed at a later date.

**AGREED – 3 quotes to be obtained**

### **12. SCHEME OF DELEGATION**

To confirm adoption of the scheme

There was some discussion regarding the delegation powers. It was agreed that there will be further amendments made with regards to financial controls.

**AGREED – further amendments to be made**

**EXCLUSION OF PRESS AND PUBLIC** It is recommended that under Section 100(A)(4) of the Local Government Act 1972, the press and public be excluded from the meeting for the following items of business on the grounds that they involve the likely disclosure of exempt information as defined in paragraphs 1 of Part 1 of Schedule 12(A) of the Act, and the public interest in maintaining the exemption outweighs the public interest in disclosing the information

### **13. STAFFING MATTERS**

Nothing to report

### **14. APPOINTMENT OF ACCOUNTING COMPANY**

To receive recommendation of Accounting Company - Clerk to report

Following the presentation of the three companies that have tendered for the

appointment it was noted that the current accounts officer and the clerk recommended Creed Accounting for the roll. At this point the clerk and scribe left the meeting. The Chairman Cllr Petty proposed that we took the situation forward and asked Creed accounting for references and for a date they would be able to commence a handover from the accounts officer. This is with a view to them hopefully being able to prepare a contract and confidentiality agreement to start work 1<sup>st</sup> March 2022.

**APPROVED – Agreed unanimously by all councillors present**

**Date of next meeting – Wednesday 2<sup>nd</sup> March 2022**

**Meeting Closed at 21.15**

Council Members:

Cllr T Petty - Chairman  
Cllr S Barker  
Cllr M Colman  
Cllr S Falzon-Thomas  
Cllr C Henley  
Cllr D Hurring  
Cllr A Kilvington  
Cllr S Kirk  
Cllr D Rush  
Cllr A Vincent  
Cllr D Waller  
Cllr R Zahidi