

Kings Hill Parish Council

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

Tel: 01732 870382

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

ANNUAL MEETING OF THE KINGS HILL PARISH COUNCIL 4th MAY 2022

MINUTES

Present: Chairman Cllr T Petty, Cllr S Barker, Cllr M Coleman,
Cllr S Falzon-Thomas, Cllr D Hurring, Cllr A Kilvington, Cllr S Kirk,
Cllr D Rush, Cllr A Vincent, Cllr D Waller

Officers: Parish Clerk - Tony Petty
Deputy Clerk – Nina Henley
Democratic Services Officer – Barb Playfoot

Public Session: **3 TMBC Councillors**
2 Residents in attendance

- 1. To Elect a Chairman for the Parish Council for 2022/23 and receive declaration of acceptance of Office for Chairman**
Cllr T Petty was elected Chairman by a majority vote and signed the Declaration of Office for 2022/23
RESOLVED
- 2. To Elect a Vice Chairman for the Parish Council 2022/23**
Cllr S Falzon-Thomas was elected as Vice Chairman 2022/23 by a majority vote
RESOLVED
- 3. To receive Apologies for Absence**
NONE
- 4. TO APPROVE THE MINUTES OF THE MEETING HELD ON 27TH APRIL 2022**
APPROVED
- 5. PUBLIC PARTICIPATION**
There were no questions
- 6. To consider Committee and Working Group Terms of Reference and Scheme of Delegation**
To agree committee terms of reference and Scheme of Delegation
AGREED
- 7. Committee and Working Group Structure for 2022/23**
To appoint membership and substitutes of committees and working groups for 2022/23
Cllr Barker asked for the reinstatement of the Finance and HR Committee as it was felt that not all the financial information was shared, this view was shared by Cllr Rush.
Cllr Falzon-Thomas explained that all Financial and HR matters have been presented and discussed at the Full Council meetings and that 3 signatories had been appointed for payment transactions. Although financial reports had been limited since

July 2022, this will change as it was now a new financial year.

The Chairman confirmed that Profit & Loss, Budget against Expenditure reports will be made available each month at Full Council. The Chairman then asked for a vote for the reinstatement of the Finance & HR Committee, the majority voted that this was not required and all finance matters will be decided at Full council

Cllr Barker asked for the Planning committee to be named Planning, Transport and the Environment Committee for it to include Climate Change ~~items to be included also.~~

This was agreed and the members are:

Cllr S Barker
Cllr M Coleman
Cllr S Falzon-Thomas
Cllr S Kirk
Cllr T Petty
Cllr D Rush

Cllr A Vincent requested that the Communication working group be combined with the Events working group.

This was agreed and the members are:

Cllr S Barker
Cllr S Falzon-Thomas
Cllr A Kilvington
Cllr S Kirk
Cllr T Petty
Cllr A Vincent

8. To review the following for adoption

- i) Standing Orders
- ii) Financial Regulations

Cllr Rush asked why there were changes made to the NALC guidance on Financial regulations. The Deputy Clerk explained that there were differences between the guidance and the practices in the office use. These were shown in the current Financial Regulation Policy.

APPROVED

9. To complete annual review of arrangements and legal agreements with all relevant parties.

Cllr Rush if a copy of the current Sports Park lease be made available to councillors. There was some discussion on this and it was decided to defer this to the next Full Council meeting

DEFERRED

10. To appoint representatives to External Bodies for 2022/23 and agree arrangements for reporting back to Full Council.

- Joint Parish Council Transport Consultation Group – Cllr Barker, Cllr Coleman
- TMBC Parish Partnership Panel – Cllr Barker, Cllr Petty, Cllr Rush
- Bio Construct New Liaison Group (now encompassed into Blaise Farm Liaison Group)
- TMBC Standards Board – Cllr Barker, Cllr Petty
- Malling Action Group – Cllr Coleman, Cllr Vincent, Cllr Waller
- Blaise Farm Liaison Group – Cllr Barker, Cllr Coleman, Cllr Falzon-Thomas
- West Malling Patient Partnership Participation Group – Cllr Coleman, Cllr Petty
- Broadwater Action Group – Cllr Kirk, Cllr Petty

11. Appointment of Tree Wardens

Consider appointing 4 Tree Wardens and agree action
Cllr Falzon-Thomas explained that the tree wardens' duties would consist of checking the trees and reporting if they required attention to the Kent Tree & Pond Warden who would then arrange for the tree to be attended to. It costs £50 per year for each tree warden which covers their training and insurance. Cllr Falzon-Thomas has volunteered to be a tree warden and Richard Dowling has volunteered to join her. It was agreed to advertise for 2 more volunteers.

AGREED

12. To consider KALC membership

Consider joining KALC and agree action

It was felt by the meeting that it would be advantageous to join KALC as it also gave membership to NALC. Both associations provide information and guidance to Clerks, Officers and councillors.

AGREED

13. To complete an annual review of the Councils subscriptions

None currently

14. To complete annual review of Complaints Procedure

AGREED

15. To complete annual review of the following

- Asset register
- Inventory of Land
- Insurance

Cllr Barker asked if the Inventory of Land be discussed further in the future

AGREED on all above

16. To complete annual review of policies and procedures in respect of GDPR

AGREED

17. To complete annual review of council press and media policy

AGREED

18. To complete annual review of council employment policy and procedures

AGREED

19. To review the council expenditure incurred under S137 of the Local Government Act 1972

Statutory S137 limit for Kings Hill is £56,506

Nil spend for 2021/22

AGREED

20. To determine the time and place of ordinary meetings of the council up until and including the date of the next Annual Council Meeting 2023

- To consider holding all meetings in the Jim Fry Hall unless circumstances prevent
- To consider all council meetings to start at 19.30
- To consider meeting dates for the municipal year see dates below

	Full Council	Planning
• May 22	Thursday 26	Thursday 19
• June 22	Thursday 16	Thursday 9
• July 22	Thursday 7	
• July 22	Thursday 28	Thursday 21
• August 22	Thursday	Thursday
• September 22	Thursday 8	Thursday 1

- September 22 Thursday 29
- October 22 Thursday 20 Thursday 6
- November 22 Thursday 10 Thursday 3
- November 22 Thursday 24
- December 22 Thursday 1 Thursday 15
- December 22 Thursday 22
- January 23 Thursday 12 Thursday 5
- February 23 Thursday 2 Thursday 9
- February 23 Thursday 23
- March 23 Thursday 16 Thursday 9
- March 22 Thursday 30
- April 23 Thursday 6 Thursday 20
- April 23 Thursday 27
- April Parish Meeting 27 TBC
- May Full Election TBA
- May Annual

AGREED

21. To commence Ordinary Meeting of the Council

22. To receive Declarations of Interest

None

23. Internal Audit

To receive confirmation of Internal Audit on 14th June 2022

The Chairman confirmed that the Internal Audit date is 14th June 2022

NOTED

It was proposed by Cllr Hurring that the Accounting Update is not excluded from the Public
ALL AGREED

24. ACCOUNTING UPDATE

Chairman to provide verbal update if appropriate

The Chairman said that the Profit & Loss account will be completed after the April figures had been entered. Also the End of Year accounts 2021/22 will be made available as soon as possible.

NOTED

Date of next meeting – 26th May 2022

If you would like further information on any of the agenda items, please contact Acting Clerk Mr Tony Petty clerk@kingshillparish.gov.uk

Council Members:

Cllr T Petty - Chairman

Cllr S Barker

Cllr M Colman

Cllr S Falzon-Thomas - Deputy Chairman

Cllr D Hurring

Cllr A Kilvington

Cllr S Kirk

Cllr D Rush

Cllr A Vincent

Cllr D Waller