

**FULL COUNCIL 4<sup>th</sup> August 2022**

**MINUTES**

**Present:** Chairman Cllr T Petty, Cllr S Falzon-Thomas, Cllr S Barker, Cllr M Coleman, Cllr D Hurring, Cllr D Rush, Cllr D Waller, Cllr A Vincent  
Cllr S Kirk arrived at 20.07

**Officers:** Clerk & RFO – Karen Bell  
Democratic Services Officer – Barb Playfoot

**Apologies:** Cllr. Mclymont

**Public Session:** **9 residents in attendance**  
**2 KHPC Office Staff**

A resident voiced her concern regarding recent posts on social media whereby private information had been divulged to the public. Another resident concurred with the concern. Cllr Petty apologised and had tried to find the source of the information but to date he had not been able to identify that any information had originated from the Parish Council.

A resident asked if the rumours about putting a bar into the community centre were true. Cllr Petty said that the cost of installing a bar had been included into the 2022-23 budget and the thinking behind installing a bar was to enhance services for hirers. However, having received some larger bills from TM Active it was likely that the plan would be carried over to the next financial year. The resident also asked if a security team would be hired in. Cllr Petty said that there would and the cost would be passed on to the hirer. Cllr S Barker added to the residents' points and asked for a full business report on the justification on adding a bar to the community centre. A resident asked what is the marketing strategy and did any of the staff have marketing experience? Cllr Petty reassured the resident that the office staff already were handling bookings and viewings of the KHPC facilities and bookings for functions were doing very well. He went on to say that with a bar it would provide an additional service for the hirers and a line of income to KHPC.

A resident questioned the integrity of the KHPC Annual Governance and Accountability Return (AGAR) and the claim of a GDPR breach. The Clerk responded by saying KHPC had fully met the auditors' requirements. The Chairman added if required he would instigate a thorough investigation by an external auditor and stated that If there had been a GDPR breach it should be reported to the ICO.

**1. Apologies for Absence:** It was proposed, seconded and:

**RESOLVED:** To approve the apologies received from Cllr. Mclymont (Holiday)

**Unanimous**

**2. Declarations of Interests and / or lobbying and intention to record:** Cllr Barker declared that she had been lobbied in respect of item 14 – Pre School-Lease

**3. Reports from County Councillor, Borough Councillor and Police Representatives if present**

Apologies received from TMBC Councillors and the police

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**Chairman:**

**Date:**

4. **Minutes of meeting held on 23 June 2022:** Following a discussion it was proposed, seconded and:  
**RESOLVED:** That approval of the minutes would be deferred to the next meeting as amendments were required **Unanimous**
5. **Planning, Transport and Environment Committee:** Following a discussion it was:  
**RESOLVED:** That approval of the minutes from the meetings held on 30 June 2022 and 21 July 2022 would be deferred to the next meeting **Unanimous**
6. **Review of Standing Orders:** Following a discussion it was:  
**RESOLVED:** That matter would be deferred to the October 2022 meeting **Unanimous**
7. **Review of Financial Regulations: Following a discussion it was:**  
**RESOLVED:** That matter would be deferred to the October 2022 meeting **Unanimous**
8. **Policies and Procedures**
- 8.1 **Review:** It was reported that the Clerk was currently reviewing the councils' policies and procedures; members were asked to provide input by way of suggestions for new policies and procedures and a priority order for the review. The aim was to have the council's suite of policies and procedures reviewed and readopted by the end of the current financial year. It was noted that the Clerk would begin with a review of the policies which supported the assertions on the Annual Governance Statement.
- 8.2 **Disorderly Conduct Policy:** Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That the Clerk would provide electronic copy of the policy to councillors for consideration by full council at either the September or October meeting. **Unanimous**
- 8.3 **Vexatious Complaints Policy:** Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That the Clerk would provide electronic copy of the policy to councillors for consideration by full council at either the September or October meeting. **Unanimous**
9. **Finance**
- 9.1 **2021/2022 Audit:** It was reported that the Internal Auditor had confirmed that the council had met the requirements demanded of it to give positive assertions to the statements contained within the Section 1 of the AGAR – Annual Governance Statements and that the recommendations contained within the report would form the basis of the 2022/2023 audit inspections.
- 9.2 **Bank Reconciliation as at 31.07.2022:** Following a discussion it was:  
**RESOLVED:** That matter would be deferred to the October 2022 meeting **Unanimous**
- 9.3 **Financial Transactions for approval:** Following a discussion it was:  
**RESOLVED:** That matter would be deferred to the October 2022 meeting **Unanimous**
- 9.4 **Budgetary Control Quarter 1 2022/2023 – Bank movement report against budget:** Following a discussion it was:  
**RESOLVED:** That matter would be deferred to the October 2022 meeting **Unanimous**

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There was a discussion on Items 9.2, 9.3 and 9.4, following which, it was proposed, seconded and:

**RESOLVED:** That slight changes would be made to the financial reports enabling their examination to be easier. It was further agreed that the reports would be circulated to members electronically unless a hard copy was specifically requested. **Unanimous**

10. **Townsend and Jim Fry Refurbishment:** It was reported that works were due to be carried out during week commencing 08 August 2022. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the redecoration works would work be approved  
**By Majority (2 absentions)**

11. **Coblands Contract:** Following a discussion, it was proposed, seconded and:

**RESOLVED:** To approve additional costs of £354 for work to be carried out to the greener land management scheme. **Unanimous**

It was further

**RESOLVED:** That no modifications would be made to the Lapins Lane area.  
**Unanimous**

12. **Events & Communications Update:** It was reported that there was a family fun day was planned for 4<sup>th</sup> September 2022 and that events planned included a Beer Festival, Dog Show (Scruffs), Police Car, Fire Engine. Sponsors were also being sought for the event and that stall holders would include the Allotment holders in the hope that it would encourage residents to take up vacant plots.

13. **Reintroduction of the Community Newsletter:** A discussion took place on the reintroduction of the Community newsletter "A View from the Hill". The Clerk distributed a sample of the proposed newsletter and added that the office was currently working on advertising, sport, and allotments. It was noted that the issue would be discussed at the next meeting of the Events & Community Working Group.

14. **Pre-School Lease:** Cllr Petty reported that he had met with the Manager and a Trustee of the Pre-school to discuss the proposed lease increase which would be subject to council approval in December 2022. It was noted that the Pre-School would be responding with their views. Cllr Rush reported that he had had done some cost analysis regarding the RPI and felt that the proposed increase was unreasonable. Cllrs Barker and Vincent suggested that they meet with the Pre-School to discuss how KHPC could help them.

15. **Members who attended any meeting on behalf of KHPC will be invited to Report**

Blaize Farm: Cllrs Coleman, Barker and Falzon-Thomas reported that they had visited Blaize Farm and were shown the Sustainable Recycling Plant, Tepees etc which they felt was enlightening and have arranged to revisit in March 2023.

KALC AGM: It was noted that this would be taking place on 13<sup>th</sup> October 2023

Tree Warden: Cllr S Falzon-Thomas reported that on 02 August 2022 she and two other Tree wardens had met with the Tree and Pond Warden and had commenced their tree walk training and now had a 'What's App' group for communication. It was noted that an update would be reported at the next meeting of the PTECC.

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Borough Councillor Brown who had arrived at the meeting at 20.15 was invited to report; he updated the meeting on the visit to Blaise Farm by Borough Councillor Harman and reported that he was satisfied and reassured with the information had received. Cllr Brown also reminded the meeting that the Local Plan would be open for comment from the Autumn. The local plan would be added to the PTECC agenda.

16. **Matters for Inclusion on the Next Agenda**

Cllr Kirk suggested S106 monies – TMBC clarification (How much? When would it be paid? and what could it be spent on?)

Cllr S Barker asked for the Schedule of Meetings be revisited, reserves list to be discussed and allotment rents

Cllr Hurring asked for the formation of the Finance Committee to be reformed

17. **Matters for Consideration in Private:** Following a discussion, it was proposed, seconded and:

**RESOLVED:** That under the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states the press and public would be excluded from the consideration of the following items on the grounds that it related to the consideration of staffing matters and complaints against the council. **Unanimous**

17.1 **Staffing Matters**

**Deputy Clerk:** Members were advised that the Deputy Clerk had left the employment of KHPC.

**Parish Clerk:** The new Clerk / RFO Karen Bell was formerly introduced and welcomed by the councillors. It was noted that the Clerk would initially be working 20 hours per week. It was proposed, seconded and:

**RESOLVED:** That the appointment of Karen Bell be confirmed.

**Unanimous**

17.2 **Legal Matters**

Members were advised that whilst not necessary in the immediate term, formal legal advice might be necessary. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That funds of up to £10,000 would be made available if required.

**Unanimous**

17.3 **Vexatious Complainants:** It was proposed, seconded and:

**RESOLVED:** That formal letters would be sent advising the complainants that correspondence would be restricted to postal communication only and that there was to be no communication by any other form of communication for a period of six months with officers and members.

**Unanimous**

18. **Date and time of Next Meeting:** Confirmed as Thursday 08 September 2022 at 7.30 p.m.

There being no additional business, the meeting closed at 21.53 hours

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