



Kings Hill Parish Council



Enhancing the lives of the Kings Hill Community

Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent ME19 4LG
Tel: 01732 870382, Email: clerk@kingshillparish.gov.uk, web: www.kingshillparish.gov.uk

SUMMONS

TO: All members of the Parish Council

In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend a meeting of Kings Hill Parish Council on Thursday 08 September 2022 at 7.30 p.m. The meeting will be held in the Jim Fry Room, at Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG

Karen Bell

Clerk to the Council
02 September 2022

PUBLIC PARTICIPATION

If required, the meeting will be preceded by a public participation period of up to 15 minutes. Members of the public are also entitled to speak, during the meeting on agenda items only and with express permission from the Chairman. Those wishing to attend and / or speak on the agenda during Public Participation must register in advance with the clerk at clerk@kingshillparish.gov.uk

NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND THE USE OF SOCIAL MEDIA)

Members of the public attending this meeting are advised that it may be filmed and recorded. Members of the public are allowed to record the Parish Councillors and Officers from the front of the public seating area only providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted but all members of the public are required to switch their mobile devices to silent for the duration of the meeting

MOBILE PHONES

Members of the public are reminded that the use of mobile phones (other than silent) is prohibited at Parish Council and Committee meetings.

AGENDA

- 1. Apogies for Absence:** To receive and approve any apologies.
- 2. Declarations of Interests and / or lobbying and intention to record**
 - Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. The clerk cannot advise members on this, and members are personally responsible for declaring an interest.

- Councillors are also responsible for ensuring that their Registers of Interests are up to date (within 28 days of any changes).
 - Members are requested to disclose any lobbying they may have received for items on the agenda
 - Reminder to disclose an intention to record, please note that recordings are not allowed during the consideration of confidential items of business
3. **Councillor Vacancies:** To receive information
 4. **Reports from County Councillor, Borough Councillor and Police Representatives if present**
 5. **Minutes**
 - 5.1 To receive and approve the minutes of the Meetings held on 23 June 2022 (Previously circulated) and 04 August 2022 (Attached)
 - 5.2 To receive an update on any matters arising not included elsewhere on the agenda
 6. **Planning, Transport and Environment Committee**
 - 6.1 To receive the minutes of the meeting held on 21 July 2022. Questions can be asked of the Committee Chairman.
 - 6.2 To consider and approve any recommendations contained within the minutes.
 - 6.3 Local Plan Regulation 18 Consultation: To consider setting up a Working Group to consider the councils response for council approval
 7. **Policies, Procedures and Governance Issues**
 - 7.1 Internal Controls Policy: to consider (Attached)
 - 7.2 Procurement Policy (Attached)
 - 7.3 Training and Development Policy (Attached)
 - 7.4 Meeting Schedule for remainder of the 2022/2023 Civic Year: To consider
 - 7.5 Reformation of the Finance Committee & Proposed Committee Terms of Reference: To consider (Attached)
 8. **Finance and Governance Issues**
 - 8.1 2021/2022 Audit: To receive information
 - 8.2 Bank Statement as at 31.08.2022: To receive information (Attached)
 - 8.3 Bank Reconciliation as at 31.08.22: To receive information (To follow)
 - 8.4 Financial Transactions for approval
 - 8.4.1 As at 31.08.22 (Attached)
 - 8.4.2 Late payments for approval (To follow)
 - 8.5 Budgetary Control Quarter 1 2022/2023: To receive information (Deferred from August Meeting) (Previously circulated)
 - 8.6 S106 Update: To receive information (To follow)
 - 8.7 2023/2024 Allotment Rents: To consider
 - 8.8 Office Equipment Renewals: To receive and consider information (To follow)
 9. **Sports Park:** Furniture and equipment Renewals request from TM Active: For consideration (Attached)
 10. **Events & Communications Update**
 - 10.1 To receive a report of the Kings Hill End of Summer Jubilee Event
 - 10.2 To receive report from Working Group and to consider any recommendations
 - 10.3 Reintroduction of "A View from the Hill": To receive information
 11. **Pre-School Lease:** To receive and consider new information

12. **Members who attended any meeting on behalf of KHPC will be invited to report**
13. **New Allotment Works:** To receive information and to consider allotment site improvement works
14. **Matters for Inclusion on the Next Agenda**
15. **Matters for Consideration in Private:** Exclusion of press and public: There are only a few reasons as to why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, purchases of assets, for matters relating to staffing covered by the data Protection Act and to consider complaints against the council or a code of conduct complaint. To receive and consider information in respect of the following:
 - 15.1 Staffing Matters
 - 15.2 Legal Matters
 - 15.3 Training and Development
16. **Date and time of Next Meeting:** To confirm as Thursday 29 September 2022 at 7.30 p.m.

If you would like further information on any of the agenda items, please contact Karen Bell Clerk to the Council by telephoning 01732 870382 or email clerk@kingshillparish.gov.uk

NOTES:

- a) The meeting is open to the press & public.
- b) The Town Council allows a short period of time at meetings of the Full Council when residents can put questions to the council. At other times, the public are not able to take part in the proceedings except at the discretion of the Chairman who may at a convenient time in the transaction of business adjourn the meeting and suspend standing orders to allow any member of the public to address the meeting and ask questions requiring answers of a factual nature
- c) Mobile phones are to be switched to silent during the meeting
- d) Additional documents to support the agenda will be available online and hard copies are available at the office should the public wish to review.

Parish Councillors

Cllr Tony Petty (Chairman)
Cllr Shakira Falzon-Thomas (Deputy Chairman)
Cllr Sarah Barker
Cllr Margaret Coleman
Cllr David Hurring
Cllr Siobhan Kirk

Cllr David Rush
Cllr David Waller
Cllr Angela Vincent
Cllr Felix Mclymont