

**MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD AT 7.30 P.M.  
ON THURSDAY 29 SEPTEMBER 2022 IN THE KINGS HILL COMMUNITY CENTRE**

**Present:** Cllrs: S. Barker, M. Coleman, M. Hartman, S. Kirk, T. Petty (Chairman),  
D. Rush, N. Sherlaw & A Vincent

**Officer Present:** Clerk & RFO – Karen Bell

**Apologies:** Cllrs. S. Falzon-Thomas, Hurring and Mclymont

**Absentee:** Cllr. Waller

**Public Session:** 0 residents in attendance

**01-09/2022 Apologies for Absence:** It was proposed, seconded and:  
**RESOLVED:** To approve the apologies received from Cllrs. S. Falzon-  
Thomas (Work Commitment), D. Hurring (Holiday) and F.  
Mclymont (Holiday) **Unanimous**

**02-09/2022 Declarations of Interests and / or lobbying and intention to record:**  
There were none.

**03-09/2022 Councillor Vacancies:** Following the interviews which had taken place  
earlier, it was proposed, seconded and:  
**RESOLVED:** That Mr. N. Sherlaw and Mr. M. Hartman would be co-opted  
onto the council. **Unanimous**  
Declarations of Acceptance of Office were completed

**04-09-2022 Reports from Borough Councillor:** It was reported that Borough Councillor  
who had been unable to attend the meeting; however she had asked for the  
following items to be brought to the attention of KHPC

- TMBC had commenced a consultation on the Local Plan Reg 18
- West Malling Group Practice Patients Participation Group had launched a  
survey to identify residents' thoughts on how the surgery was performing,  
and priorities for the practice. It was agreed that the information would be  
regularly communicated via the council's social media channels.

**05-09-2022 Meetings**  
**Minutes 23 June 2022:** Following a discussion, it was proposed, seconded  
and:  
**RESOLVED:** That subject to the ratification of items 11 – 14 within the minutes  
that the minutes be approved and signed by the Chairman as a  
correct record of the proceedings. **Unanimous**

**Minutes 04 August 2022:** Following a discussion, it was proposed, seconded  
and:  
**RESOLVED:** That subject to a minor amendment that the minutes be  
approved and signed by the chairman as a correct record of the  
proceedings. **Unanimous**

It was noted that the draft minutes from the meeting held on 08  
September 2022 were to be approved at the next meeting.

**These minutes are not verbatim record of the meeting, but a summary of discussion  
and decisions made at the meeting**

**Chairman:**

**Date:**

**05-09-2022.2 Update on any matters arising not included elsewhere on the agenda:** There were none

**06-09-2022 Planning, Transport, Environment and Climate Change Committee**

**06-09-2022.1 Minutes from Meeting held on 21 July 2022.** The minutes were **RECEIVED AND NOTED.**

**06-09-2022.2 Consideration and approval of any recommendations contained within the minutes.** There were none.

**06-09-2022.3 Local Plan Regulation 18 Consultation:** It was reported that background information had been circulated to members and TMBC had opened a 6-week consultation period which closed on 03 November. Cllr Rush was thanked for his research which had also been copied to members. It was noted that the issue was also on the agenda to be considered by the PTECC Committee on 06 October 2022. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That a Working Group comprising of Cllrs. Barker, Kirk and Rush would be set up to consider KHPC's response. **Unanimous**

It was further:

**RESOLVED:** The first meeting of the LP WG would take place on 03 October. **Unanimous**

It was further

**RESOLVED:** That KHPC would host a LP Open meeting on either 16 or 23 October 2022.

**Unanimous**

**06-09-2022.4 Update re ACV (Asset of Community Value) – Fields behind Amber Lane:** It was reported that TMBC whilst initially accepting the application to list the land as an ACV had now asked for the application to be withdrawn on the basis that in 2020 it had been included within a larger section called "Warren Woods Nature Park". TMBC had stated that they could not nominate something that had already been nominated and that the Warren Woods ACV would be in place until February 2025. It was noted that the item had been included on the PTECC Agenda for the meeting to be held on 06 October 2022.

**07-09-2022 Governance Issues**

**07-09-2022.1 Review of Meeting Schedule for remainder of the 2022/2023 Civic Year** (Item requested by Cllr Rush): Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the matter be deferred to November 2023.

**Unanimous**

**07-09-2022.2 Reformation of the Finance Committee:** Following a discussion, it was proposed, seconded and:

**RESOLVED:** That as KHPC had previously considered the matter in May 2022 that the matter would be deferred to November 2022. **Unanimous**

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**Chairman:**

**Date:**

**08-09-2022 Finance**

- 08/09-2022.1 2021/2022 Audit:** Attention was drawn to the following
- The External Auditor had commenced their review of the Annual Governance & Accountability Return (AGAR) but could not formally complete it. They had therefore issued an “interim external auditors report”.
  - The External Auditors invoice for the limited assurance review would be issued when they had certified completion.
  - PKF Littlejohn had received two objections to KHPC’s AGAR submission for 2021/2022.
  - In accordance with the Accounts and Audit Regulations 2015 (SI 2015/234) which sets out what KHPC must do at the conclusion of the review and in advance of the formal conclusion, the Clerk confirmed that KHPC had complied with the regulations by publishing the Notice of Audit detailing the rights of inspection in line with the statutory requirements and the uncertified AGAR.
  - It was noted that the interim internal audit for 2022/2023 was due to be carried out on 03 November.

**08-09-2022.2 Bank Statement as at 31.08.22 and 21.09.22.** The information copied to members was RECEIVED AND NOTED. It was noted that the bank balances as at 29.09.22 was £615,572.72 (Current Account 274,175.29, Reserves Account £341,397.43)

It was reported that a transfer of £186,000.00 had been made from the current account to the reserves account which was in respect of general reserves (£100,000.00) and insurance monies (£86,000). Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the transfer of monies from the current account to the reserve account be approved.

**Unanimous**

**08-09/2022.3 Bank Reconciliation as at 29.09.22:** The information copied to members was RECEIVED AND NOTED.

**08-09-2022.4 Financial Transactions for approval:** It was proposed, seconded and

**RESOLVED:** That the financial transactions for the period up to 29.09.22 be approved. **Unanimous**

It was noted that the financial transaction listings as copied to members would be included within the minutes as an appendix.

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**08-09-2022.5 Budgetary Control Quarter 1 2022/2023 (Bank movement report against budget).** The information which had been copied to members was RECEIVED AND NOTED. It was further reported that the recoverable VAT of £17,0841.59 for the period up to 31.08.22 had been reclaimed and that the report in respect of Quarter 2 would be presented to members at the October meeting

- 08/09-2022.6 S106 Update:** Attention was drawn to the following
- TMBC had confirmed that they held the following funds for KHPC

Parish Application	18/01013/OA
Site address	Land East of King Hill
Amount	£84.929.49
Contribution Site	Kings Hill Sports Pitches
Contribution purpose	Outdoor Sports Facility
Contribution specification	Sports enhancements
Repayable date	20/05/2027
  - TMBC had agreed to check any proposed use of the fund by KHPC to ensure that project was eligible to be funded via S106 monies. TMBC was also happy to allocate the funds to a project outlined within the infrastructure statement.
  - TMBC had been asked to clarify how much S106 monies were due from Kings Hill development, when it was spent and for what purpose. A similar enquiry had been made to KCC.,
  - TMBC had advised that money may be held by the developer in relation to KCC contributions but that all payments due to TMBC had been made.
  - TMBC were in the process of allocating monies as outlined within the S106 agreements and using information supplied within Infrastructure statements.
  - TMBC has also confirmed that monies were either held by TMBC or KCC for relevant purposes as set out within the S106 agreements and that no monies were retained by developers.
  - The Clerk will be meeting with TMBC shortly to discuss further.

**08/09-2022.7 2023/2024 Allotment Rents:** It was reported that the allotment tenancies were subject to the terms and conditions of the 1908 and 1950 Allotment Acts and that whilst rents were due to be reviewed the council was obliged to give the allotment tenants 12 months' notice in writing of its intention to do so. This means that the council is unable to increase allotment rents for 2022/2023. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That in recognition of the disruption caused to the allotment tenants during the new allotment works and the difficulties this presented that as a gesture of goodwill the allotment rents would not increase. **Unanimous**

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Chairman:

Date:

It was further

**RESOLVED:** That the next review of the allotment rents would be in July 2023 for the 2024/2025 allotment year.

**Unanimous**

It was further

**RESOLVED:** That the Clerk would arrange for a meeting to take place between members of the Parish Council and the Allotment Holders.

**Unanimous**

**08/09/2022.8 Office Equipment Renewals:** It was reported that the current arrangements in respect of the printer, telecoms, and IT were being reviewed and that there was some scope for cost savings and efficiencies to be made. Members were also asked to consider the quotations received in respect of air conditioning for both offices which had been budgeted for in the 2022/2023 budget and the purchase of laptops which would enable the office staff to work away from the office, it was noted that when doing so they were currently using their own equipment.

**Printer** Existing cost approx. £621.38 / quarter plus leasing costs

**Quotations Received**

Supplier 1 £460.05 / quarter plus upgrade options and consumables

Supplier 2 £386.74 / quarter plus consumables

Supplier 3 £200.00 / month fully inclusive, 30 day rolling contract basis

Following a discussion, it was proposed, seconded and

**RESOLVED:** That the quotation submitted by supplier 3 would be accepted

**Unanimous**

It was further

**RESOLVED:** That the existing arrangements would be terminated. It was noted that whilst there would be early payment penalties, these would be negated through cost savings.

**Unanimous**

**Telecoms** **The existing costs were** difficult to ascertain as it had recently transpired that the existing account paid by KHPC was in respect of telecoms at the Sports Park which amount to approx. £400 / month. Discussions had been held with tmaxactive who had agreed for KHPC to a recharge. The Parish Office would liaise with the Sports Park prior to any change of supplier to ensure continuity of service for both the PC and SP.

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Chairman:

Date:

### **Quotations Received**

**Supplier 1** £162.14 / month which included upgraded fully automated telephones, line rental and broadband, free calls to UK landline and UK mobile numbers.

Following a discussion, it was proposed seconded and

**RESOLVED:** That this would be considered upon receipt of additional quotations. **Unanimous**

**IT** Quotations were to follow

Following a discussion, it was proposed seconded and

**RESOLVED:** That this would be considered upon receipt of quotations. **Unanimous**

### **Air Conditioning**

#### **Quotations Received**

Supplier 1 £2,955.00 excl. VAT

Supplier 2 £3,000.00

Supplier 3 £3,723.89 excl. VAT

Following a discussion, it was proposed by, seconded by and:

**RESOLVED:** That the quotation submitted by supplier 3 would be accepted **Unanimous**

**Laptop:** Following a discussion, it was proposed, seconded and:

**RESOLVED:** To approve in principle the acquisition of two new laptops with a budget of up to £500 each subject to ratification at the next meeting when quotations would be presented to members for formal approval. **Unanimous**

## **8.9 Community Centre Equipment and maintenance**

**8.9.1 Additional Staging:** It was reported that KHPC wanted to improve its offering to Community Centre customers and in response to customer feedback a quotation had been obtained in respect of additional staging equipment. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the quotation which had been received for the sum of £512.00 would be approved **Unanimous**

**8.9.2 Lighting Upgrade:** It was reported that earlier this financial year approval was given for the Community Centre lighting to be upgraded at the cost of £10,514.00. The contractor had since advised council that the quotation had been based on the replacement of 50 lighting units and that the work had been carried out, unfortunately whilst doing so it transpired that there were 65 lighting units which required updating at an additional cost of £750.00. The contractor was asked to prepare a revised quotation for members consideration but had already carried out the additional work. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the additional expenditure would be approved.

**Unanimous**

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**8.9.3 Chair Covers and Tablecloths:** Members were asked to consider the purchase of the tablecloths and chair coverings. It was noted that the council would be able to recover the initial outlay and cleaning costs by hire charges and that the acquisition would enable the council to improve its offering to potential hirers of the community centre. It was further noted that some potential users had not followed up initial booking enquiries as the council had been unable to offer a fully inclusive bespoke package and the purchase would enable the council to attract more hall bookings and compete on similar terms with those offering similar facilities. Following a discussion, it was proposed, seconded and:

**RESOLVED:** To approve in principle the acquisition of tablecloths and chair covers subject to ratification at the next meeting. **BY MAJORITY**

**8.9.4 Fire Risk Assessment Review:** It was reported that this was due to have been carried out in February 2022 and that the caretaker had been asked to undertake this task and a report would be presented to members at the next meeting.

**8.10 Review of Accountant Fee** (Requested by Cllr. Barker): It was reported that the current fee paid included the Xero accounting system. Payroll, accountant fee, audit work, VAT, budgeting, insurance, and monthly reviews. It was further reported that with the support of members, the Clerk would like to bring more of the financial work back in house. Cllr. Rush queried the monthly payments to the accountant. Cllr. Barker requested details of the contractual arrangements with the accountant so that she could consider questions which she would like to bring forward for council to discuss. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the matter would be deferred to November 2023.

**Unanimous**

It was further

**RESOLVED:** That should council approve the reformation of the Finance Committee the review would be delegated to the Finance Committee who upon conclusion of the review would bring recommendations to the council for consideration.

**Unanimous**

## **9. Sports Park**

### **9.1 Recent Meeting between Chairman and Clerk and tmactive**

- The Chairman and Clerk had recently met with tmactive to discuss current operations of the Sports Park.
- tmactive wished to dispose of some ground's machinery and KHPC had been asked to relocate. Some but not all the equipment could be useful on the allotments and the Cricket Club had expressed an interest in acquiring some of the equipment. It was agreed that the equipment would be offered to the Cricket Club, who would be asked to offer a donation.

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- **Skatepark:** In the course of discussions with both Prologis and ttractive it had transpired that Prologis were intending to press ahead with the skatepark project. A discussion took place following which it was proposed, seconded and:

**RESOLVED:** That subject to ratification at the next meeting, Prologis be informed that this Parish Council did not wish to proceed with a skatepark at this time. **Unanimous**

It was further, proposed by Cllr. Vincent and seconded and:

**RESOLVED:** That at the next meeting, the Parish Council considers the formation of an Amenities Committee. **Unanimous**

- 9.2 Furniture and equipment Renewals request from TM Active:** Following a discussion, it was proposed, seconded and:

**RESOLVED:** That The matter would be considered at the next meeting in October 2022. **Unanimous**

## 10. Events & Communications Update

- 10.1 To receive a report of the Kings Hill End of Summer Jubilee Event: It was The en  
 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

### Clerks Note

- The Chairman and Clerk met with the Pre School on 27 September.
- The rent and lease review were just two of the issues discussed.
- The Pre School-CEO is awaiting information from their solicitor and accountant and a follow up meeting will be arranged.
- The Pre-School is unsure whether they are entitled to mandatory or discretionary rate relief from their NNDR, and the Clerk has taken this up with TMBC on behalf of the Pre-School.
- The Chairman and Clerk were given a tour of the Pre-School facilities.
- The Pre-School is happy for the utility accounts which can be easily identified as specifically relating to their premises to be changed from the PC as account holder to the Pre-School. In other instances, the recharges will continue.

- 12. Members who attended any meeting on behalf of KHPC were invited to report Parish Partnership Panel:** Cllrs. Rush and Barker had attended a recent meeting.

**KALC Webinar – Building a Two-way conversation with your community:** Cllr Barker had attended

**KALC Clerks Conference:** This event held on 07 September had been attended by the Clerk as a delegate and Cllr Barker in her capacity as KALC Chairman,

- 13. New Allotment Works and Site Difficulties: Attention was drawn to the following**

- **New Allotment works**

- **The** works were approaching completion; the Clerk, Admin Assistant and caretaker would visit the site to ensure that the work has been carried out in accordance with the councils' requirements.
- A waiting list was in operation and the new plots would begin to be allocated shortly.
- The contractor was asked prior to the commencement of the works to mitigate any disruption and inconvenience to the existing allotment holders. Some had been inconvenienced especially those with accessibility needs.



And there had been a recent disruption to the water supply which has since been rectified.

- **Site Difficulties:** It was reported that on 13 September 2022, the Clerk and Admin Assistant met with a contractor on site to discuss and were awaiting his quotation and additional quotations which would address not only the access via “rocky Road” but also the drainage problem). Following a discussion, it was proposed, seconded and:

**RESOLVED:** That consideration of the matter would be deferred pending receipt of the quotations. **Unanimous**

- 14. Annual ROSPA Inspection of Play Areas:** It was reported that the Annual ROSPA Inspection of the 3 play areas has been carried out and that all areas had been given a low rating. Whilst no areas had been identified for urgent repair, the caretaker would visit all 3 sites to review any areas where the inspector had made annotations within the report. It was noted that any minor remedial work will be undertaken by the caretaker. It was further noted that the caretaker had been tasked to carry out weekly inspections of the play areas.

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

Kings Hill Memorial to the late HM Queen Elizabeth.

KHPC has been praised for its response to the recent passing of HM Queen Elizabeth as an example of community leadership.

**16. 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.

**16.1 Staffing Matters**

Clerks Hours: To consider increase from 20 per week to 30 per week

**Democratic Services Officer:** Barbara Playfoot has decided to leave the council, she has thanked members and the council for its support. The duties carried out by Barbara are being covered by the Clerk this includes the agendas, minutes, and planning.

**Council Work:** The office team has expressed an interest in working additional hours, undertaking training, and taking on more duties which is being reviewed.

**Staff Compliments:** Several compliments about staff members have been received and worthy of noting by council. It is often more difficult to offer compliments but the fact that residents, borough councillors and users of the CC have taken the time to compliment staff has been pleasing.

**Caretaker:** To consider employment of part time cover to lock and secure the building when the caretaker is unavailable

**16.2 Legal Matters**

**Former Deputy Clerk:** To receive information

**Potential Personal Data Breach Notification:** To receive information

**16.3 Training and Development**

- The office team collectively has expressed an interest in undertaking ILCA, FILCA and CILCA courses as well as attending relevant KALC seminars / conferences and in the bitesize KALC webinars on introduction to local councils, planning and precept.
- Members are asked to approve the registration of staff for relevant training and development courses and for them to attend relevant training sessions.
- Funds allocated towards training in the 2022/2023 budget are £6,840 (FC £2,500, members £ 2,340 and KHCC £2,000)

**17. Date and Time of Next Meeting:** To confirm as Thursday, 20 October 2022