

**MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD AT 7.30 P.M.
ON THURSDAY 20 OCTOBER 2022 IN THE KINGS HILL COMMUNITY CENTRE**

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

Officer Present: Clerk & RFO – Karen Bell

Apologies: Cllrs. S. Falzon-Thomas & S. Kirk

Absentee: Cllr. D. Hurring

Public Session: 0 residents in attendance
Correspondence had been received from a resident requesting a bike pump track in Kings Hill.

01-10-2022 Apologies for Absence: It was proposed, seconded and:
RESOLVED: To approve the apologies received from Cllrs. S. Falzon-Thomas (unwell) and S. Kirk (unwell) **Unanimous**

02-10-2022 Declarations of Interests and / or lobbying and intention to record: Cllr Rush declared an interest in item 06-10-2022.6 and Cllr. Barker declared an interest in items 05-10-2022.3 and 05-10-2022.4.

03-10-2022 Report from County Councillor, Borough Councillors, Police and Community Warden

03-10-2022.1 County Councillor: Apologies received. No report

03-10-2022.2 Borough Councillor: Apologies received. B. Cllr. Tanner had drawn attention to the following

- BCllr. Harman was continuing to work with Vodafone to secure better services.
- The BCllrs were responding to resident enquiries and working with KCCllr on projects such as the one-way system in the centre of KH, improvements to the Kent St junction and school bus services.
- The Local Plan was a priority and taking up a lot of time. Key points which the BCllrs wished to convey were:
 - TMBC did not want to approve so much building work but had been instructed by government that they needed to demonstrate within the plan that they would build close to 16k properties. Only 20% of the identified sites across T&M would be required.
 - Residents from other parishes were being encouraged to respond to the consultation, and so to protect KH we needed to send the message that our community must also respond in numbers. Email responses were better than none, however it was far better to answer some or all the 50 questions within the consultation.

03-10-2022.3 Police: No report

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Chairman: **Date:** 10 November 2022

03-10-2022.4 Community Warden. The Clerk had contacted the Area Team Leader who had said that her team would be making regular visits and that she personally (Sandra Edmonds) would be calling into the office on a regular basis.

04-10-2022 Minutes of meetings held on 08 September 2022 and 29 September 2022

06-10-2022.1 Ratification of items 11 – 14 from the meeting held on 23 June 2022. Following a discussion, it was proposed, seconded and:

RESOLVED: That the decisions made would be ratified.

By Majority

Cllr Rush requested that the vote be recorded as follows

For (6): Cllrs: M. Coleman, M. Hartman, Mclymont, T. Petty, N. Sherlaw, A Vincent.

Against (1) Cllr Rush

Abstentions (2) Cllrs. Barker & Waller

06-10-2022.2 Minutes

06-10-2022.2.1 Meeting held on 08 September 2022: Following a discussion, it was proposed, seconded and:

RESOLVED: That the minutes would be approved.

By Majority

Cllrs. Hartman and Sherlaw abstained as they were not council members at the time of the meeting.

06-10-2022.2.2 Meeting held on 29 September 2022: Following a discussion, it was proposed, seconded and:

RESOLVED: That the minutes be approved subject to a minor amendment to minute 2022-09-06.1.3 by the inclusion of Cllrs. Coleman and Vincent as members of the Local Plan Working Group.

By Majority

Cllrs. Mclymont and Waller abstained as they were not council members at the time of the meeting.

06-10-2022.3 Update on any matters arising not included elsewhere on the agenda: There were none.

05-10-2022 Planning, Transport, Environment and Climate Change Committee

05-10-2022.1 Minutes from Meeting held on 06 October 2022. The minutes were **RECEIVED, NOTED and APPROVED.**

Unanimous

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Chairman: **Date:** 10 November 2022

05-10-2022.2 Consideration and approval of any recommendations contained within the minutes. There were none.

05-10-2022.3 Local Plan Regulation 18 Consultation: Attention was drawn to the following:

- The Working Group was meeting regularly to formulate the council's draft response.
- The Open Meeting held on 16 October 2022 had been well attended with much useful information received and exchanged.
- KHPC has been praised for its proactive community engagement.

Following a discussion, it as proposed, seconded and:

RESOLVED: That a council meeting would be convened for 01 November 2022 to finalise KHPC's response.

Unanimous

05-10-2022.4 Climate change Emergency Declaration: Following a discussion, it was proposed, seconded and:

RESOLVED: That the document be approved.**Unanimous**

05-10-2022.5 Committee Membership: RESOLVED that Cllr Sherlaw would join the committee.

06-10-2022 Finance

06-10-2022.1 Bank Statement as at 20.10.2022. The information copied to members was **RECEIVED AND NOTED**. It was noted that the bank balance at 20.10.2022 was £622,984.25 (Current Account £281,586.82, Reserves Account £341,397.43).

06-10-2022.2 Bank Reconciliation as at 20.10.22: The information copied to members was **RECEIVED AND NOTED**.

06-10-2022.3 Financial Transactions for approval: It was proposed, seconded and

RESOLVED: That the financial transactions for the period 12 September 2022 to 20 October 2022 be approved. **Unanimous**

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

Cllr. Waller raised a question regarding proceeds from the raffle held at the End of summer Jubilee. The Clerk confirmed that KHPC had received from the Rotary Club 50% of the raffle proceeds which amounted to £329.50 which had been earmarked as S137 and that it would be for council to decide how to allocate those monies. Cllr. Petty invited members to submit suggestions for consideration at the next meeting.

06-10-2022.4 Budgetary Control Quarter 2 2022/2023 (Bank movement report against budget). The information which had been copied to members was **RECEIVED AND NOTED**

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06-10-2022.5 S106 Update: Attention was drawn to the following

- TMBC had reiterated that they currently only 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
Repayable date	20/05/2027
- TMBC had agreed to check any proposed use of the fund to ensure that the project was eligible to be funded via these monies. TMBC was also happy to allocate the funds to a project outlined within the KHPC infrastructure statement.
- TMBC was in the process of establishing how much S106 monies were due from Kings Hill development and allocated to Kings Hill, when it was spent and for what purpose. A similar enquiry has been made to KCC. Following a discussion, it was proposed, seconded and:
RESOLVED: That if the information was not forthcoming then the Clerk would submit a FOI request. **Unanimous**
- TMBC was also in the process of allocating monies as outlined within the S106 agreements and using information supplied within the Parish Infrastructure statements. TMBC had complimented KHPC on its Parish Infrastructure submission.
- TMBC had looked at the S106 agreements for the 3 sites currently being developed and confirmed that the funds are only available for the provision of park and garden and towards the facilities for outdoor sports.

06-10-2022.6 Office Equipment - Purchase of laptops (2): It was reported that 3 quotations had been received in respect of a laptop able to meet the councils' requirements with details as follows:

Laptop 1	£524.00
Laptop 2	£569.95
Laptop 3	£529.95

Following a discussion, it was proposed, seconded and:

RESOLVED: That 2 x Laptop 2 would be purchased. Whilst this was the most expensive model it was the best in terms of specifications. **Unanimous**

For noting only, an update was provided in respect of the following

Printer The BNP Paribas lease had been paid off and the account with Apogee was in the process of being closed.

Telecoms & IT Additional quotations were in the process of being obtained for consideration at the next meeting.

Air conditioning To progress, KHPC had been asked to pay £2,000 to alter the lease, portable

solutions as an alternative were being investigated, discussions would be held with Prologis and the matter would be revisited at a future meeting.

**06-10-2022.7 Community Centre
06-10-2022.7.1**

Fire Risk Assessment Review: It was reported that this had been carried out by the caretaker and that no medium or high-risk items had been identified. Follow up actions would however be progressed with regard to identified low risk items. It was noted that the Gas Safety inspection would be carried out on 24 October 2022 alongside gas maintenance works and that the Five Yearly Electrical Safety Test was not due until 2026

06-10-2022-7.2

Purchase of Tablecloths and Chair Covers: Following a discussion, it was proposed, seconded and:
RESOLVED: To proceed with the purchase. It was noted that the costs were expected to be no more than £750 (chair covers £237, tablecloths £500). **By Majority**

06-10-2022.8 KHEM Estate Charge: It was reported that the KHEM that the costs for the year 01 January 2021 to 31 December 2021 were £810,806.15 and that the council's contribution was £4,680.56 (0.577% chargeable)

06-10-2022.9 2023 / 2024 Budget: It was reported that work had commenced on the 2023 / 2024 budget. Members were asked to let the Chairman and Clerk know if there was anything specific that they would like budgetary provisions included for in 2023/2024 and that costing information would also be helpful.

06-10-2022.10 Donation to Royal British Legion: Following a discussion, it was proposed, seconded and:
RESOLVED: That the 2022 donation from KHPC to the appeal would be £500 **By Majority**

07-10-2022

Proposed Amenities Committee: Following a discussion, it was proposed, seconded and:
RESOLVED: That consideration of the item would be deferred to November 2023. **Unanimous**

08-10-2022

Sports Park

08-10-2022.1 Report of recent meetings: It was reported that there had not been a recent meeting and that TMA had been asked to meet with KHPC and to provide up to date budgetary information.

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Chairman: **Date:** 10 November 2022

08-10-2022.2 Furniture and equipment Renewals request: It was reported that tmactive had asked the council to fund the cost of new furniture and three quotations (copied to members) had been received for members consideration. It was noted that in addition to the cost of the furniture there might also be the disposal costs of the old furniture, unless it could be used elsewhere.

The best quote for the supply of furniture was for the sum of £13,849.00 from a supplier, who TM Active had used to furnish the new Leybourne Lakes Café. It was further noted that the following provisions had been made in the capital renewal schedule which were still based on the 2020 RPI.

Tables & Chairs	-	£5,050
Sofas & Armchairs	-	£2,930
Bar Carpet	-	£1,670
Front Counter Flooring	-	£1,110
Total		£10,760

tmactive had asked KHPC to pay for the furniture renewal at £13,849.00, leaving a shortfall of £3,089, however as the current coffee machine required approx. £1,000 worth of repairs. TM Active has therefore proposed taking over a lease contract for this item for which the cost will fall to tmactive meaning that KHPC would be able to remove this item from the capital renewal budget at a saving to the council of £3,595 which could be put towards the furniture. It was noted that tmactive would cover the cost of renewed flooring. Following a discussion, it was proposed, seconded and:

RESOLVED: That KHPC would approve the cost of replacement furniture up to the value of £13,849.
By Majority

It was further

RESOLVED: That tmactive would be encouraged to seek grant funding.
Unanimous

Repairs and Maintenance: It was reported that tmactive had asked KHPC to consider the approval of the following items of expenditure

Front / Rear Doors	Quote Received	£390.00
Heater No 2	Quote Received	£468.30
Missing Roof tiles	Quote Received	£900.00
Lighting Protection Failure	Quote Received	£1,948.50

Following a discussion, it was:

RESOLVED: That KHPC would approve the cost of the repairs and maintenance items as detailed above.
By Majority

It was further reported that in addition to this, there was a leaking water heater in the outside toilets and that TMA would forward the associated costs for the fix once known.

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Chairman: **Date:** 10 November 2022

08-10-2022.3 Skatepark: It was reported that Prologis had been made aware of the councils views and that the provision of an outdoor recreation facility would be on the agenda for the next meeting with the KHPC which would be on 25 October 2022.

08-10-2022.4 Fireworks – Late Item Information only: It was reported that on 17 October 2022 an email had been received from TMA who had been asked by the Football Club about the possibility of hosting an event to mark the start of their 20th year and as a finale to the event would like to hold a firework display.

The Clerk advised that she had looked through the lease agreement and could not see any specific exclusion that would suggest they could not host the display, but members might want to give formal permission. Furthermore, to the best of the Clerks knowledge she did not think there had ever been fireworks display at the sports park so there would well be restrictions in place and the only section in the lease that we would need to be mindful of was 4.20. It was noted that the planning of this event was just at the initial stages hence asking KHPC first. Pending the receipt of additional information which would be considered at the next meeting, tinactive would be asked to discuss with Estate Management / Prologis and to forward risk assessments and insurance documents. It was noted that the proposed date in question was 02 January 2023.

09-10-2022 Events & Communications

09-10-2022.1 November “View from the Hill”: It was reported that work had started on the next issue of “View from the Hill”. Contributions were invited by the end of October.

09-10-2022.2 2022 Remembrance: It was reported that plans were in place for Remembrance which this year would be on Sunday 13 November 2022. It was further reported that the road closure licence had been approved, the police informed, the event risk assessment updated and that the KHPC wreath received. It was noted that the event would be attended by one of the Deputy Lord Lieutenants of Kent and that a poppy collecting box would be put in the community centre foyer from 24 October 2022.

09-10-2022.3 Christmas 2022: Following a discussion, it was proposed, seconded and
RESOLVED: That this year there would be a Christmas tree inside the Community Centre. **Unanimous**

09-10-2022.4 Memorial to the late HM Queen Elizabeth: It was reported that Local councils were beginning to consider memorials to the late Queen. Following a discussion, it was proposed, seconded and:
RESOLVED: That this item be deferred to a future meeting.
Unanimous

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Chairman: **Date:** 10 November 2022

09-10-2022.5 Coronation 2023: It was reported that Local councils were beginning to consider ways to celebrate the coronation of King Charles 3 in May 2023. Following a discussion, it was proposed, seconded and:

RESOLVED: That this item be deferred to a future meeting.

Unanimous

10-10-2022 Pre-School Lease: It was reported that discussions with the Pre-School were ongoing. It was noted that time was of the essence as the current lease ended on 13 January 2023. It was further reported that legal advice had indicated that a new lease could be dealt with by a short deed which effectively would grant a lease extension with amended terms which should save on legal fees if KHPC agreed that there was no need for a full new lease to be negotiated. It was noted that the rent was governed by the existing lease until it ended on 13 January 2023 after which KHPC did not have to renew the lease or could charge a rent which might be higher than the market rent.

11-10-2022 Members who attended any meeting on behalf of KHPC not covered elsewhere were invited to report

- Parish Partnership Panel: Cllr Barker reported that the next meeting would be held on 03 November 2022 and invited members to forward questions for the Kent Police and Crime Commissioner who would be attending.
- KCC Parish Seminar: The event was attended by Cllr. Barker and the Clerk, both of whom found the event interesting and informative. Information had been received on Highway Improvement Plans which would be progressed by the PTECC Committee.
- KALC T & M Area Committee: Cllr. Barker reported that she had attended the Committee meeting on 13 October 2022. The leader of TMBC was also at the meeting to discuss the Local Plan Reg 18 Consultation. Cllr. Barker also advised members that at the meeting she was elected Chairman to the Area Committee,

12-10-2022 Allotment Works: It was reported that quotations had been received (copied to members) in respect of remedial works with details as follows

Contractor 1	£2,320 plus VAT Supply 40 tons of permeable type one road stone Grade this up the slop and around the corner to allotment entrance Roll in the stone to compact Would also look at and fix the drainage problem whilst on site
Contractor 2	£TBC
Contractor 3	£2,446 plus VAT (like for like basis as per the quotation above) – cheaper option £2,256.

It was noted that £4,000 was included in the 2022/2023 budget (£2,000 Rocky Road, £2,000 Drainage).

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Chairman: **Date:** 10 November 2022

Following a discussion, it was proposed, seconded and:

RESOLVED: That prior to any decision being made that discussions would be held with Prologis / Estate Management as they might insist on a full tarmacked service and / or for the work to be undertaken by their contractors.

Update re new Allotment works: It was reported that the new works were nearing completion and that the next step was for TMA and KHPC to surrender the new allotment site to RKRL and then for RKRL and KHPC to enter a new Allotment Garden Lease. It was noted that as per the Surrender Notices issued in August the Surrender date was 06 January 2023. It was further noted that the new allotments could not be rented or accessed by KHPC until the site had been surrendered by TMA and KHPC respectively and the new allotment garden lease completed between RKRL and KHPC and that until then the site was under the control and responsibility of TMA to insure, secure and maintain. There was the possibility of TMA and KHPC surrendering the site earlier than 06 January 2023 and to do this KHPC and TMA should liaise with each other and instruct their respective solicitors. The Clerk had referred this matter to the solicitor acting for KHPC who is aware of the steps that KHPC and TMA need to complete and those needed for both parties to surrender the site early. The Clerk has also contacted TMA who have no issue with early surrender but do not want to incur additional costs.

13-10-2022 Training and Development - Training Schedule for October and November 2022: The Training Schedule of Councillors and Officers for October and November was **RECEIVED AND NOTED**. It was further noted that officers had registered for either ILCA or FILCA as appropriate.

14-10-2022 Matters for Inclusion on the Next Agenda
Report of KHPC meeting with Prologis and KHEM which would be held on 25 October 2022, it was noted that representing KHPC would be Cllrs. Petty, Coleman and Mclymont and the Clerk.

15-10-2022 Matters for Consideration in Private: It was proposed, seconded and:
RESOLVED: That in accordance with the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) that the public and press would be excluded from the following item on the grounds that it would be prejudicial to the public interests by reason of the confidential nature of the business to be transacted.

15-10-2022.1 Staffing Matters

Compliments: Several compliments about officers had been received and worthy of noting by council. It was often more difficult to offer compliments but the fact that residents, borough councillors and users of the CC had taken the time to compliment officers was particularly pleasing.

Team Meetings: The staffing team were having regular meetings to ensure that high standards continued to be met and no staff felt left behind in their progression. Areas for improvement were being identified and procedures introduced for daily / routine work. The handover procedures had been improved. A staff member had taken an interest in planning issues including the Local Plan and was keen to explore this area of work which the Clerk was equally keen to encourage.

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15-10-2022.2 Legal Matters

Former Deputy Clerk: An update was given

Potential Personal Data Breach Notification: No further information received

16-10-2022 Date and Time of Next Meeting: Confirmed as 01 November 2022 to specifically consider the councils response to TMBC's Local Plan Reg 18 Consultation followed by a meeting of the full council on 10 November 2022.

There being no additional business, the meeting concluded at 9.25 p.m.

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