

**MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD AT 7.30 P.M.  
ON THURSDAY 10 NOVEMBER 2022 IN THE KINGS HILL COMMUNITY CENTRE**

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

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

**Apologies:** Cllrs. S. Falzon-Thomas, D. Hurring, s. Kirk & D. Rush

**Public Session:** 2 residents in attendance

- Laura Harvey representing KHREM gave an overview of her role representing residents. Key issues of concern were inconsiderate parking and the Local Plan. Council agreed to representative attending regular surgeries
- Correspondence received requesting the WW2 memorials and artifacts be cleaned – forwarded to KHEM.

**05-11-2022 Apologies for Absence:** It was proposed, seconded and:  
**RESOLVED:** To approve the apologies received from Cllrs. S. Falzon-Thomas (Family Commitment), D. Hurring (Overseas), S. Kirk (Prior Commitment) and D. Rush (unwell) **Unanimous**

**06-11-2022 Declarations of Interests and / or lobbying and intention to record**  
Cllr. Barker declared an interest in item 10-11-2022  
Cllrs. Hartman and Petty declared an interest in item 14-11-2022.1.

**07-11-2022 Report from County Councillor, Borough Councillors, Police and Community Warden**  
**07-11-2022.1 County Councillor:** Apologies received. No report  
**07-11-2022.2 Borough Councillor:** Apologies received. No report  
**07-11-2022.3 Police:** No report  
**07-11-2022.4 Community Warden.** No report  
Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That the County and Borough Councillors if unable to attend meetings would be requested to submit a report.

**08-11-2022 Minutes of meetings held on 20 October 2022 and 01 November 2022**  
**08-11-2022.1 Minutes:** Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That the minutes would be approved.  
**By Majority (Cllr. Waller abstained)**

**08-11-2022.2 Update on any matters arising not included elsewhere on the agenda:** There were none.

**09-11-2022 Planning, Transport, Environment and Climate Change Committee:** The minutes from the meeting were **RECEIVED AND NOTED.**

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**Chairman:** ..... **Date:** 01 December 2022

**10-11-2022 Finance**

**10-11-2022.1 Bank Statement as at 31.10.2022.** The information copied to members was **RECEIVED AND NOTED.** The bank balance at 31.10.22 was £608,160.00 (Current Account £266,442.69, Reserves Account £341,717.31).

**10-11-2022.2 Bank Reconciliation as at 31.10.22:** The information copied to members was **RECEIVED AND NOTED.**

Cllr. Waller raised a question regarding the Xero financial reports and the accounting information presented to council and stated his preference was for reports similar to those produced by the former accounting system. Cllr Waller was advised that the reports produced by Xero met the councils' financial and internal control requirements and that the Internal Auditor was satisfied with the councils' internal controls and financial reporting.

Cllr Coleman stated that she was completely satisfied with the financial reports presented to members and the internal control policies which were being followed which led to excellent internal audit reports. She wanted to thank the Clerk and all the office staff for their hard work and to acknowledge that they all went over and beyond what was required of them.

Cllr. Vincent asked for Cllr Colemans's comments to be minuted.

**10-11-2022.3 Financial Transactions for approval:** It was proposed, seconded and

**RESOLVED:** That the financial transactions for the period 21 October to 10 November 2022 be approved.

**Unanimous**

**10-11-2022.4 S106 Update:** It was reported that as no new information had been received; the Clerk had submitted a Freedom of Information Request.

**10-11-2022.5 2023 / 2024 Budget:** It was reported that the preparation of the 2023 / 2024 budget was progressing. Members were asked to let the Chairman and Clerk know if there was anything specific that they would like budgetary provisions included and that costing information would be helpful. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That £30K would be included within the budget ensuring the availability of funds not only for the council's community engagement response and professional consultants and legal fees in respect of TMBC's Local Plan Consultations.

**Unanimous**

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**10-11-2022.6 S137 Allocation of End of Summer Jubilee Proceeds:** It was reported that the sum of £329.50 was available for allocation. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the monies would be allocated as follows  
Kings Hill Foodbank £164.75  
Last Chance Animal Rescue £164.75

**Unanimous**

It was noted that the Last Chance Animal Rescue was a favoured charity of the winner of the Kings Hill Best Decorated House for Halloween.

**10-11-2022.7 Insurance Renewal:** KHPC's insurance was due for renewal and had been reviewed as part of recent Internal Audit. It had been suggested that KHPC raise its fidelity cover to £750K, the business interruption to £250K and that the grounds machinery which was currently insured for £87K be reduced as some or all the assets were obsolete and of no value. It was reported that a renewal quotation on the basis outlined above had been received for the sum of £3,079.28 and that if KHPC were to enter a Long-Term Arrangement with the existing insurer there would be no change to the renewal price for 3 years subject to variations to KHPC's insurance requirements. It was further reported that comparatives had been made with other insurance providers, that the insurance premium was competitive, and that recent claims experience had been excellent. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That insurance be renewed on a 3-year LTA arrangement with the existing insurer.

**Unanimous**

**10-11-2022.8 2022 / 2023 Interim Independent Internal Audit:** The Interim Internal Audit had been carried out. It was noted that the audit had focussed on corporate financial information for the year to date and corporate governance arrangements. Whilst the auditor did not test all transactions the samples covered did cover the year to date, and did not uncover any errors, omissions or misstatements nor did the internal auditor identify any significant weaknesses in the internal controls such that public money would be at risk. The auditor concluded that KHPC took governance, policies, and procedures seriously and he was pleased that the systems and procedures KHPC had in place were fit for purpose. The auditor did make some recommendations, but these were not indicative of any failings but pointers on how KHPC could improve an already well-ordered system. The auditor noted that at year end KHPC cash and bank holdings were expected to be within the range of £400K to £420K. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the Internal Auditors Report when received would be copied to members and the recommendations considered at the next meeting.

**Unanimous**

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**10-11-2022.9 Office Equipment – Telecoms:** 3 quotations had been received. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the matter be deferred pending the receipt of a quotation from the existing supplier. **Unanimous**

**10-11-2022.10 Community Centre – Gas Maintenance Safety:** Both the annual service and gas safety inspection were carried out on 24 October. It was noted that some heating maintenance works were required for which one quotation had been received. Following a discussion. It was proposed, seconded and:

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

**10-11-2022.11 Heart of Kent Hospice:** A request for funding had been received from the Heart of Kent Hospice who during 2022 had so far cared for 33 patients from Kings Hill. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That using S137 provisions, KHPC would donate £500. **By Majority**

Cllrs Barker & Waller abstained

**11-11-2022 Review of Committee Structure:** Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the matter be deferred to the May 2023 Annual Meeting of the Parish Council. **Unanimous**

**12-11-2022 Council Laptop Usage Policy:** Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the draft policy as prepared by the Clerk and copied to members be approved subject to the inclusion of a clause covering any council issued mobile telephones. **Unanimous**

**13-11-2022 Meeting Schedule:** A meeting schedule for the 2023 / 2024 Civic Year was being prepared for consideration at the next meeting.

**14-11-2022 Sports Park**

**14-11-2022 Report of recent meetings:** Cllrs. Petty and Hartman and the Clerk had met with TMA. Attention was drawn to the report prepared by TMA to KHPC which would be copied to members. During the meeting there was an overview of the first six months of 2023/2024. Finances were also discussed, and it was expected that there would be a reduced budgetary contribution in the 2023/2024 budget. It was noted with disappointment that KHPC had been excluded from a recent meeting between Prologis and TMA, TMA did however report on the key points arising from the meeting which included a discussion on the planning condition for Prologis to install an outdoor youth facility and that TMA did not support the facility at the SP. The next meeting would be held on 07 December 2022. The report prepared by TMA to council would be copied to members.

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**Chairman:** ..... **Date:** 01 December 2022

**14-11-2022 Maintenance Request from TM Active:** A leaking water heater required maintenance work and that a quotation had been received for the sum of £550.00. Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That the quotation be approved. **Unanimous**

**15-11-2022 Events & Communications**

**15-11-2022.1 “View from the Hill”:** A draft copy of the latest edition would be circulated to members during w/c 14.11.22 for comment and/or approval with the view to the copy being approved and forwarded to the printer by 18.11.22.

**15.11.2022.2 2022 Remembrance:** The arrangements for Remembrance 2022 were confirmed.

**16.11.2022 Members who attended any meeting on behalf of KHPC not covered elsewhere were invited to report**

**16-11-2022.1 Parish Partnership Panel:** Cllr Barker reported that she had attended the meeting on 03 November 2022, the keynote items on the agenda being as follows:

- Local Plan: The Reg 19 Consultation would likely commence in August / September 2023.
- Matthew Scott, Kent Police and Crime Commissioner who gave an overview on neighbourhood policing and his commitment to there being a more visible policing presence.

**16-11-2022.2 Prologis:** Cllrs. Petty and Coleman reported that they and the Clerk attended a recent meeting, the key items discussed were the planning condition in respect of the outdoor youth facility and the new allotments.

**16-11-2022.3** Cllr. Coleman reported that she had attended a recent surgery and was able to advise council that an ambulance visited rural villages offering medical advice.

**17-11-2022 Allotment Works**

**17-11-2022.1 Remedial Repairs to “Rocky Road”:** Quotations had been received (copied to members) in respect of remedial works with details as follows and that Prologis were satisfied for the work to progress as they were remedial works as opposed to improvements

Contractor 1	£2,320 plus VAT – Drainage Works would also be undertaken
Contractor 2	£10,972.00 (includes concrete flat top edgings within the other two contractors did not feel were necessary / required)
Contractor 3	£2,446 plus VAT (like for like basis as per the quotation above)

Following a discussion, it was proposed, seconded and  
**RESOLVED:** That the work would be offered to contractor 1. **Unanimous**

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**Chairman:** ..... **Date: 01 December 2022**

**17-11-2022.2 Update re new Allotment works:** Attention was drawn to the following:

- The solicitor acting for RKRL had been in contact with KHPC's solicitor who had been sent the following documents
  - Surrender of Part
  - Deed of Rectification – Supplemental Allotments Lease
  - Supplemental Lease – Allotments Plan
- It was the intention for there to be an early surrender, i.e., earlier than 06 January 2023 and this is what all parties were working towards.
- The Clerk was aiming to have the finalised documents from the solicitor so that they could be signed and approved at the next meeting on 01 December 2022.
- The council's solicitor having reviewed the documents was liaising with RKRL's solicitor as the Surrender of Part required some minor tweaks.

**17-11-2022.3 New Allotment Plot Markers:** A quotation for the sum of £772.80 had been received in respect of laser cut 3 mm aluminium markers for the new allotments. Following a discussion, it was proposed, seconded and:

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

**17.11-2022.4 Allotment Year:** Cllr Hartman suggested that the council look at changing the allotment year from Michaelmas to follow the council's financial year. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the Clerk would investigate the feasibility of doing so and report to council at a future meeting. **Unanimous**

**18-11-2022 Training and Development - Training Schedule for November and December 2022:** The Training Schedule of Councillors and Officers was **RECEIVED AND NOTED.**

**19-11-2022 Matters for Inclusion on the Next Agenda:** There were none

**20-11-2022 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. **Unanimous**

**20-11-2022.1 Staffing Matters**

**Compliments:** KHPC had received several compliments regarding the facilities on offer at the community Centre.

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**2022-2023 Salary Award:** It was reported that NALC had approved the 2022/2023 salary scales and that the council which the council was encouraged to approve and backdate to 01.04.22. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the 2022-2023 Salary Award would be approved and backdated to 01.04.22.

**Unanimous**

**20-11-2022.2 Legal Matters – Potential Personal Data Breach:** The ICO had concluded that the matter did not require any action

**20-11-2022.3 Pre-School Lease:** Cllr Petty advised council that the matter required further discussions.

**20-11-2022.4 Staff Concessionary Hall Hire:** It was proposed, seconded and

**RESOLVED:** That staff can receive a 25% discount on hall hire subject to exclusions and limitations.

**Unanimous**

It was further.

**RESOVLED:** That the draft would compile a policy for members consideration

**Unanimous**

**21-11-2022 Date and Time of Next Meeting:** Confirmed as Thursday, 01 December 2022

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

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