



# 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](mailto:clerk@kingshillparish.gov.uk), web: [www.kingshillparish.gov.uk](http://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 10 November 2022 at 7.30 p.m. The meeting will be held in the Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG

*Karen Bell*

**Clerk to the Council**  
**02 November 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](mailto: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.*

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

**4. Full Council Minutes**

- 4.1 To approve the minutes from the meetings held on 20 October 2022 and 01 November 2022 as a correct record of the proceedings (Attached)
- 4.2 To receive an update on any matters arising not included elsewhere on the agenda

**5. Planning, Transport, Environment and Climate Change Committee:** To receive the minutes of the meeting held on 03 November 2022. Questions can be asked of the Committee Chairman. (To follow)

**6. Finance Issues**

- 6.1 Bank Statement as at 31.10.22 (Attached)
- 6.2 Bank Reconciliation as at 31.10.22 (Attached)
- 6.3 Financial Transactions for approval
- 6.3.1 20.10.22 – 02.11.22 (Attached)
- 6.3.2 Late payments for approval (To follow)
- 6.4 S106 Update: To receive information
- 6.5 2023/2024 Budget: To receive information
- 6.6 S137 Allocation of End of Summer Jubilee Proceeds: To consider
- 6.7 Insurance Renewal: To receive information
- 6.8 2022/2023 Interim Internal Audit: To receive information
- 6.9 Office Equipment Telecoms: To consider quotations received (Attached)
- 6.10 Community Centre – Gas Maintenance and Servicing Works: To receive information and to consider quotation received for additional work (Attached)
- 6.11 Heart of Kent Hospice: To consider request for a donation (Attached)

**7. Review of Committee Structure:** To consider

**8. Council Laptop Usage Policy:** To consider (Attached)

**9. Meeting Schedule:** To consider (To follow)

**10. Sports Park**

- 10.1 Report of recent meetings
- 10.2 Maintenance Request from TM Active: For consideration (Attached)

**11. Events & Communications Update**

- 11.1 November “View from the Hill”: To receive information
- 11.2 2022 Remembrance: To receive information

**12. Members who attended any meeting on behalf of KHPC will be invited to report:**  
To include

- 12.1 Parish Partnership Panel
- 12.2 Prologis

**13. Allotments**

- 13.1 To receive information and consider quotations in respect of remedial repairs to “Rocky Road” (Attached)

- 13.2 New Allotments
  - 13.2.1 To receive new information (Attached)
  - 13.2.2 Allotment Plot Markers: To consider quotation received (Attached)
- 14. **Training and Development:** To receive information
- 15. **Matters for Inclusion on the Next Agenda**
- 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. To receive and consider information in respect of the following:
  - 16.1 Staffing Matters
  - 16.2 Legal Matters
  - 16.3 Pre-School Lease
  - 16.4 To consider request for subsidised use of the Community Centre
- 17. **Date and time of Next Meeting:** To confirm as Thursday 01 December 2022

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](mailto:clerk@kingshillparish.gov.uk)

**Parish Councillors**

Cllr. Sarah Barker	Cllr. Margaret Coleman
Cllr. Shakira Falzon-Thomas (Deputy Chairman)	Cllr. Siobhan Kirk
Cllr. Mike Hartman	Cllr. David Hurring
Cllr. Felix Mclymont	Cllr. Tony Petty (Chairman)
Cllr. David Rush	Cllr. Neil Sherlaw
Cllr. David Waller	Cllr. Angela Vincent