

MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD AT 7.30 P.M. ON THURSDAY 01 DECEMBER 2022 IN THE KINGS HILL COMMUNITY CENTRE

Present: Cllrs: S. Barker, M. Coleman, S. Falzon-Thomas, F. Mclymont, T. Petty (Chairman), N. Sherlaw & A Vincent

Officer Present: Parish Clerk Karen Bell

Also Present: C. Cllr. Hudson, B. Cllr. Tanner and S Edmonds (KCC Community Warden Team Leader)

Apologies: Cllrs. Hartman, S. Kirk, D. Rush & D. Waller

Absentee: Cllr. Hurring

Public Session: 0 members of the public present

01-12-2022 Apologies for Absence: It was proposed, seconded and:
RESOLVED: To approve the apologies received from Cllrs. Hartman (Prior Commitment), Kirk (Unwell), Rush (Family Commitment) & Waller (unwell) **Unanimous**

02-12-2022 Declarations of Interests and / or lobbying and intention to record: None.

03-12-2022 Report from County Councillor, Borough Councillors, Police and Community Warden

03-12-2022.1 County Councillor: C.Cllr. Hudson was welcomed to the meeting; she drew attention to the following:

- The challenging monetary situation at KCC.
- The planned opening of the Kent Street to Lapins Lane footpath.
- The A228 widening at Kent Street, plans to be considered at the JTB and KHPC would be consulted.
- Proposed one-way system for Queen Street. There would be a formal consultation with both KHPC and residents.
- Installation of yellow lines – awaiting information.

03-12-2022.2 Borough Councillor: B.Cllr. Tanner was welcomed to the meeting; she drew attention to the following:

- TMBC was still accepting LP representations.
- TMBC's Cabinet had approved funding schemes to help those on low incomes.
- Availability of business grants, i.e shop front improvements.
- Modification of garden waste collections to create balanced rounds. TMBC no longer sharing crews with TWBC.
- Changes to the election voting process, voters would have to have either photo ID or TMBC issued certificates.

03-12-2022.4 Community Warden: Ms Edmonds the KCC Community Warden Area Team Leader was welcomed to the meeting; she provided an overview of the KCC Warden Service and how she and her team could provide support to KHPC.

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Chairman: **Date:** 19 January 2023

03-12-2022.3 PCSO: The report for December 2022 was received and noted.

04-12-2022 Minutes of meeting held on 10 November 2022

04-12-2022.1 Minutes: It was proposed, seconded and:

RESOLVED: That the minutes be approved and signed as a correct record of the proceedings. **Unanimous**

04-12-2022.2 Update on any matters arising not included elsewhere on the agenda

Minute Ref 10-11-2022.9 Office Telecoms: The current supplier had been unable to price match. An order would therefore be placed with the favoured supplier who had also submitted the lowest quotation.

Minute Ref 17-11-2022.3 Allotment Marker Posts: The office had been able to procure the marker posts for under £500 which was a considerable cost saving than originally envisaged.

05-12-2022 Planning, Transport, Environment and Climate Change Committee

05-12-2022.1 Minutes: The minutes from the meeting held on 24 November 2022 were **RECEIVED AND NOTED**. No questions were asked of the committee chairman

05-12-2022.2 Report from the Climate Change Working Group: Cllr Falzon-Thomas reported that the WG had met on 30 November and that a report would be presented to the next PTECC.

06-12-2022 Finance and Governance

06-12-2022.1 Bank Statement as at 30.11.22. The information copied to members was **RECEIVED AND NOTED**. The bank balance at 30.11.22 was £574,195.67 (Current Account £232,478.36, Reserves Account £341,717.31).

06-12-2022.2 Bank Reconciliation as at 30.11.22: The information copied to members was **RECEIVED AND NOTED**.

06-12-2022.3 Financial Transactions for approval: It was proposed, seconded and

RESOLVED: That the financial transactions for the period 11 November to 30 November 2022 be approved.

Unanimous

06-12-2022.4 S106 Update: A response to the FOI had been received, noted, and copied to members. Whilst TMBC's response was appreciated it lacked detail, the Clerk had therefore submitted a supplementary FOI seeking additional information / clarification.

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06-12-2022.5 2023 / 2024 Budget: The 2023 / 2024 budget was at an advanced stage of preparation and together with the budget reports would be circulated shortly. TMBC was to advise by mid-December the Band D Tax base, precepting information and an approximation of election costs for a contested election. It was noted that the council was to agree the budget by the middle of January 2023 and that the precept increase was likely to be 5% (£564,000).

06-12-2022.6 Audit

06-12-2022.6.1

External Audit: Attention was drawn to the following:

- The External Auditor having assessed objections received from two objectors, had asked KHPC to provide additional information in respect of some of the objectors' objections. The Clerk would collate the information and provide the explanations required which will need to be council approved prior to being submitted to the external auditor.
- The SAAA had confirmed the audit appointment of Mazars LLP for 2022-2023 to 2026-2027. It was noted that fees likely to be payable for the 2022/2023 audit would be £1.365.00.

06-12-2022.6.2

2022 / 2023 Interim Independent

Internal Audit: It was reported that the Internal Auditors findings were reported at the last meeting. The report had since been received and copied to members. It was noted that whilst the Internal Auditor had made some recommendations, he had stressed that they were recommendations and should not be regarded as criticism of the councils' excellent good practices. Following a discussion, it was proposed, seconded and:

RESOLVED: That the internal auditors' recommendations be approved as follows

Unanimous

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Bank Reconciliations and Statements to signed and verified.

Approved: A procedure for the signing and verifying of the bank and reconciliation statements introduced and backdated to April 2022.

A 2nd credit card be obtained.

Approved: Application be submitted in name of the Clerk.

Fidelity level be increased

Approved: Fidelity cover increased when insurance was renewed.

Clerks spending limit be increased from £500 to £2,500).

Approved: The Clerks spending limit be increased to £1,000 and the SO's and FR's amended accordingly.

07-12-2022 Meeting Schedule: Following a discussion, it was proposed, seconded and:

RESOLVED: That the meeting schedule be noted as follows **Unanimous**

PTECC	FC	APM
15 Dec	12 Jan	
05 Jan	19 Jan	
09 Feb	02 Feb	
09 Mar	23 Feb	
30 Mar	16 Mar	02 Mar or
20 Apr	06 Apr	23 Mar
18 May	18 May	
01 Jun	22 Jun	
07 Sep	21 Sep	
05 Oct	19 Oct	
02 Nov	16 Nov	
07 Dec	14 Dec	
04 Jan	18 Jan	
01 Feb	15 Feb	
07 Mar	21 Mar	28 Mar or
04 Apr	18 Apr	25 Apr

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It was further

RESOLVED: That the dates of the Finance & HR and Amenities Committees would be considered at the 2023 Annual Meeting of the Parish Council when members would be considering the reformation of the committees.

Unanimous

08-12-2022 Sports Park: Attention was drawn to the following

- Meetings: The next meeting between KHPC and TMAActive would be on 07 December
- Fireworks: KHFC were holding an event on 02 January 2023 to mark the start of their 20th Year. KHPC had received a copy of the risk assessment and event management plan and had asked if it had any objection to the event taking place. It was noted that the information has also been copied to KHEM and Prologis who had no objection. Following a discussion, it was proposed, seconded and:

RESOLVED: That KHPC had no objection.

Unanimous

09-12-2022 Events & Communications Update: Attention was drawn to the following

- The November / December issue of "View from the Hill" was in the process of being printed: following which it would be hand delivered to all residential properties with some overs which would be deposited locally.
- The next newsletter would be the January / February issues and contributions were invited contributions were also invited for the 2023 Annual Report would be published in spring 2023 and would focus on the council's good work over the year, it would also feature the Local Plan, environment, and Climate Change.

10-12-2022 Members who attended any meeting on behalf of the council were invited to report: Attention was drawn to the following

KALC how to recruit and attract new councillors: Attended by the Clerk and Cllr. Barker
KALC Advanced Planning Seminar: Attended by Cllr Barker

11-12-2022 New Allotments: It was reported that RKRL's solicitor had made additional amendments to the documents and that the councils solicitor needed to receive a hard copy of the plans consequently the documents were not available for council approval and signature. Following a discussion, it was proposed, seconded and:

RESOLVED: That the documents be signed and approved under delegated powers.

Unanimous

It was further

RESOLVED: That prior to the approval of the documents a site inspection would be carried out to ensure that the works had been completed to the agreed specifications and that confirmation of completion be obtained.

Unanimous

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12-12-2022 **Boundary Commission for England 2023 Boundary Review:** It was reported that the Boundary Commission for England was redrawing constituency boundaries to rebalance the number of electors represented by each MP and that a final consultation on the proposed new constituencies closed on 05 December 2022. It was noted that the proposed constituency for Kings Hill was Maidstone and Malling. A discussion took place during which the view expressed by KHPC was that it would prefer to remain within the Tonbridge and Malling constituency but that there were no material grounds for an objection. Following a discussion, it was proposed, seconded and:
RESOLVED: That the information be noted. **Unanimous**

13-12-2022 **Skatepark:** It was reported that Prologis were obligated by a planning condition to install a youth outdoor recreational facility) such as skatepark or similar) as a planning condition of Planning Application TM/13/01535/OAEA and that one of the projects being considered was a skatepark at the Sports Park. Following a discussion, it was proposed, seconded and:
RESOLVED: That KHPC opposed to a skatepark to be installed at the Kings Hill Sports Park. **Unanimous**

14-12-2022 **Civility and Respect – Take the Pledge:** It was reported that throughout the sector there was growing concern about the impact bullying, harassment and intimidation was having amongst local councils, councillors, clerks and council staff and the resulting effectiveness of local councils. NALC, SLCC and County Associations had responded by setting up a Civility and Respect Working Group who had been tasked with overseeing the Civility and Respect Project. NALC and SLCC believed that now was the time to put civility and respect at the top of the agenda and start a culture change for the local council sector. It was noted that the Civility and Respect Pledge was being introduced because there was no place for bullying, harassment, and intimidation within our sector, that the pledge was easy for councils to sign up to and enabled councils to demonstrate that they are committed to standing up to poor behaviour and to driving through positive changes which support civil and respectful conduct. Following a discussion, it was proposed, seconded and:
RESOLVED: That KHPC would sign up to the Civility and Respect Pledge **Unanimous**

By signing the pledge Kings Hill Parish Council was agreeing that the council would treat councillors, clerks, employees, members of the public and representatives of partner organisations and volunteers with civility and respect in their roles and that it:

- Had put in place a training programme for councillors and staff
- Had signed up to the Code of Conduct for Councillors
- Had good governance arrangements in place including staff contracts and a dignity at work policy
- Would seek professional help at the early stages should civility and respect issues arise
- Would commit to calling out bullying and harassment if / when it happens

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- Would continue to learn from best practices in the sector and aspire to be a role model / champion council through for example The Local Council Award Scheme
- Supported the continued lobbying for change in legislation to support the Civility and Respect Pledge including sanctions for elected members where appropriate.”

15-12-2022 Local Council Award Scheme: It was reported that the Local Council Award Scheme has been designed to celebrate the successes of the very best local councils and to provide a framework to support all local councils to improve and develop to meet their full potential. It was further reported that whilst KHPC had Foundation status, which was due for renewal, members might want to consider the progressing towards attaining Quality or Quality Gold Status thus providing confidence to the council and community that KHPC was operating to the very highest levels. Following a discussion, it was proposed, seconded and:

RESOLVED: That the council would work towards the attainment of Quality and Quality Gold levels. **Unanimous**

16-12-2022 Matters for Inclusion on the Next Agenda: There were none

17-12-2022 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 interest by reason of the confidential nature of the business to be transacted. **Unanimous**

17-12-2022.1 Staffing Matters

Resignation: Following the resignation of a booking assistant, members approved the reorganisation and restructure of the council office.

Appraisals: To be carried out shortly

17-12-2022.2 Legal Matters: An update was provided

17-12-2022.3 Pre-School Lease: Members agreed to leave the lease unchanged until after May 2023.

17-12-2022.4 Request for subsidised use of the Community Centre – information previously circulated: Cllr Barker stated she would like to meet with the organiser and would report to council in January. Agreed to defer a decision to January 2023.

18-12-2022 Date and Time of Next Meetings: Confirmed as 10 January 2023 for the Budget Meeting and 19 January 2023 for the Full Council Meeting.

There being no additional business, the meeting concluded at 9.50 p.m.

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