

**MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD ON THURSDAY
16 NOVEMBER 2023 AT 7.30 P.M. IN THE KINGS HILL COMMUNITY CENTRE**

PRESENT: Cllrs. Barker, Colman, Hartman, Kirk, MacKay, Mclymont, Petty
(Chairman), Rush, Sherlaw & Vincent

ALSO PRESENT: Officer. K. Bell (Clerk to the Council)

APOLOGIES: County Councillor Hudson (TMBC Overview & Scrutiny Committee),
Borough Councillor Tanner (TMBC Overview & Scrutiny Committee) &
Borough Councillor Brown (TMBC's Overview & Scrutiny Committee)

Cllr Petty opened the meeting and welcomed all present.

FC 182 APOLOGIES FOR ABSENCE

**FC 182.1 Inqorate Meeting scheduled to have taken place on 19
October 2023.** It was proposed, seconded and:

RESOLVED: That the apologies received, Cllr Petty (Unwell),
Cllr. Colman (Holiday), Cllr. Hartman (Prior
Commitment), Cllr. Kirk (Prior Commitment), Cllr.
Mclymont (Prior Commitment), Cllr. Sherlaw
(Holiday) & Cllr. Vincent (Unwell) be approved.

Unanimous

FC 182.2 Apologies: None

Noted

FC 183 Declarations of interest and / or lobbying and intention to record:

Cllr Kirk stated that she had been lobbied in respect of Pitch 6.

Cllr. Rush stated that he was intending to recording proceedings.

Noted

FC 184 Chairmans Announcements: Cllr. Petty drew attention to the following

- **KALC AGM:** KALC convened an Extraordinary Finance and General Purposes Meeting to review all motions including the one from KHPC. As a similar motion had already been forwarded to NALC by the Gloucestershire Association of Town and Parish Councils, KALC determined that there was no need to bring the motion to the AGM, instead they had scheduled it for discussion at the January Executive Committee following which a letter of support would be dispatched to NALC. Members were of the opinion that in paralell to the national discussion, KHPC should have discussions locally. Cllr. Barker suggested that the Area Committee be formally asked to put the item on their agenda. **Noted**
- **Dignity and Respect:** All present were reminded of the Civility and Respect Pledge KHPC had signed in December 2022. **Noted**
- **Youth Facility:** KHEM had advised that Prologis was still working on the project and further details would be made available once the scheme was ready to be presented. **Noted**

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and decisions made at the meeting**

Chairman:

Date: 14 December 2023

- **Christmas Events:** The Christian Fellowship Church International who met at the Community Centre were hosting a Christmas Day Community Lunch. It was agreed that KHPC would support the event and consider monetary support at the next meeting. **Noted**

- **KHPC Christmas Meal:** A discussion took place, following which it was proposed by Cllr Hartman, seconded by Cllr. Colman and:
RESOLVED: That KHPC would pay for the staff to attend.

By Majority

It was further

- RESOLVED:** That councillors who wished to attend would do so at their own expense.

For: Cllrs. Rush, Vincent, Hartman, Colman and MacKay

Against: Cllrs Petty, Sherlaw, Mclymont and Kirk

Abstained: Cllr Barker **By Majority**

FC 185 **Questions from Members of the Public:** No members of the public present. The Clerk would be responding to recent correspondence from a resident. **Noted**

FC 186 **Reports from County Councillor, Borough Councillors, Police representatives & Community Warden**
County Councillor: KHPC had been asked to consider assisting the expansion of video advice opportunities across T & M by the Citizens Advice Bureau. It was noted that the matter would be included on the agenda for a future meeting. **Noted**

Borough Councillors: In response to a question regarding the KH 2nd Parking Consultation, TMBC had advised that whilst the consultation had closed, they had not yet analysed the responses but still intended to present a report to the March 24 meeting of the JTB. It was noted that when this matter was taken forward by TMBC to the JTB, KHPC would have the opportunity to present its case for Kings Hill. **Noted**

The Community Warden – Halloween: The Community Warden Team was present, the police and fire brigade were also in attendance. KHEM had additional security on the night. The police in 3 vehicles could not control the group and damage was caused to commercial properties, office buildings and police vehicles. There was a dispersal order, but it was not used. Fencing was thrown at the police and eggs pelted at the Community Warden team. A complaint had been made to Kent Police. It was believed that one arrest was made. Following a discussion, it was proposed, seconded and:

- RESOLVED:** That in advance of Halloween 2024, KHPC would arrange a multi-agency meeting with the aim of mitigating any disruption and nuisance. **Unanimous**

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Chairman:

Date: 14 December 2023

FC 187

Minutes
FC 187.1

Minutes from the Meeting held on 21 September 2023. It was proposed, seconded and:

RESOLVED: That the minutes be approved

**By Majority
(1 abstention)**

Cllr. Rush raised among other issues that the previous minutes were not agreed making the current minutes inaccurate. Following a discussion, it was proposed, seconded and:

RESOLVED: That the minutes from previous meeting were accurate recordings of those proceedings

By Majority

Cllr Rush requested that it be recorded that he was against the motion.

FC 187.2

Matters Arising from the minutes not otherwise on the agenda.

FC 151

Community Library: Opened on 09 October 2023, initial feedback and use had been excellent.

Noted

FC 152

Kings Hill Gymnastics Academy Funding Application: No new information received.

Noted

FC 156.6

SEN Summer Activities: With the KHPC hall hire subsidy, the organiser was able to hold a session during October half term. It was noted that County Councillor Hudson had approved a £300 grant from her KCC Members Fund which would be used towards a SEN Christmas Activity.

Noted

FC 188

Sports Park
FC 188.1

Pitch 6 Sports Park: Cllr. Kirk reported and drew attention to the following.

- There were issues with Pitch 6 which had resulted in TMA abandoning pitch lettings as it was unsafe and without significant further investment and watering the pitch was not likely to be playable.
- The problem had been referred to Prologis together with photographic and mapping information. Prologis had been asked to consider rectifying the defects.
- Prologis’s view was that in January 2023, they met with a TMA staff member for the “*final inspection of the rugby pitch and they effectively signed it off at that meeting*” and were not therefore responsible for pitch 6 from that date even though TMA was advised not to use the pitch until April 2023.

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Following a discussion, it was proposed, seconded and:

RESOLVED: That a formal letter would be sent to Prologis making the following comments:

1. KHPC was contesting that Pitch 6 was ever signed off as no person from KHPC or a Senior Member of TMA was present at the meeting in January 2023.
2. That in January 2023 the pitch was not in a playable condition as TMA was requested to wait a further 4 months before hiring it.
3. That Pitch 6 had never been played on as it was never up to standard.
4. That KHPC query why Prologis’s contractor suggested a ‘type 4’ pitch knowing there was no irrigation system in place so it would be impossible to water with the number of litres required in accordance with the O & M.
5. That KHPC recommends Prologis to query whether their contractor had carried out the pitch maintenance to the required level as per the O & M manual especially the top dressing and re-seeding.
6. That KHPC and TMA was losing revenue this season and was considering whether to recharge this loss to Prologis.
7. That there was a two-week window of opportunity before the weather changed for a contractor to carry out the necessary repair work for the pitch to be playable by the new year. Otherwise, the work would not be possible until Spring ‘24 and the whole season would be lost.
8. That there was already negative PR on this matter as planning conditions had not been met.
9. KHPC would ascertain if there was a lease extension for pitch 6. **Unanimous**

It was further.

RESOLVED: That TMA would also be asked to write to Prologis. **Unanimous**

FC 188.2

Roofing Repairs: It was reported that there were 38 broken tiles on the 3G side of the SP building and that a quotation for the sum of £925 had been received. Following a discussion, it was proposed, seconded and:

RESOLVED: That the quotation be approved.

**By Majority
1 abstention**

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Chairman:

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FC 188.3 **Lighting Remedial Works in Sports Park and Car Park:** It was reported that a quotation for the sum of £876.11 had been received for remedial works. Following a discussion, it was proposed, seconded and:
RESOLVED: That the quotation be approved.

By Majority
1 abstention

FC 188.4 **Fencing & Benching Repairs and Remedial Works to a Swollen Door:** It was reported that a quotation for the sum of £410 had been received for remedial works. Following a discussion, it was proposed, seconded and:
RESOLVED: That the quotation be approved.

By Majority
1 abstention

It was further proposed by Cllr Hartman, seconded by Cllr Colman and

RESOLVED: That delegated authority be given to the Clerk to approve any future works for the SP provided they were in accordance with the lease agreement and financial regulations.

By Majority
1 abstention

FC 189 **Solar Panels at the Community Centre & Sports Park:** Cllr. Hartman reported that KHEM Directors had had an initial discussion and were considering whether they required any additional information from KHPC. It was noted that the Community Centre was the council’s priority with the SP in abeyance for the time being.
Noted

FC 190 **Potential use of S106 Monies:** It was reported that Cllr. Colman and the Clerk had met with TMBC S106 Officer. It was noted that KHPC now had circa £300K for allocation. Attention was drawn to the following:

- TMA would like to use S106 monies to improve the irrigation at the Sports Park. Costs were circa £52K to £85K depending on the irrigation system.
- TMBC had indicated that S106 monies could be allocated towards a spectator stand circa £17K which had been requested by Borough Councillor Tanner.

Following a discussion, it was proposed, seconded and:

RESOLVED: That consideration of S106 monies towards irrigation at the SP be deferred pending additional information and quotations from TMA.
Unanimous

It was further.

RESOLVED: That the request for a spectator stand be noted and in the first instance would be discussed with Prologis. **Unanimous**

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Chairman:

Date: 14 December 2023

- FC 191** **2023 Poppy Appeal:** Following a discussion, it was proposed by Cllr. Petty, seconded by Cllr. Mclymont and:
RESOLVED: That KHPC's donation to the Annual Appeal would be £500.00
Unanimous
- FC 192** **Applications for Grant Funding:** It was reported that applications for grant funding had been received from Kings Hill WI, Valley Invicta Primary School and We Are Beams. Following a discussion, it was proposed, seconded and:
RESOLVED: That the following grants would be made **By Majority**
- | | |
|-------------------------------|-----------|
| Kings Hill Women's Institute | £250.00 |
| Valley Invicta Primary School | £1,000.00 |
- It was further.
RESOLVED: That unfortunately at this time KHPC was unable to support the application from We Are Beams, members did however acknowledge the very worthy work of this organisation.
Unanimous
- FC 193** **Local Council Award Scheme:** It was reported that the application for Quality Council Status had progressed to triage stage and that the accrediting body had requested additional information which had been provided. It was further reported that the application would be sent to the panel for assessment by the end of the month and the results should be announced on 08 December 2023. The accrediting body had asked KHPC to resolve to also apply for renewal of Foundation Status. Following a discussion, it was proposed, seconded and:
RESOLVED: That KHPC having met the qualifying criteria would apply for both the renewal of Foundation Status and for Quality Status accreditation.
Unanimous
- FC 194** **Community Centre Entrances:** It was reported that the entrance doors (side and youth entrances) had recently been serviced and that urgent remedial works had been identified. Following a discussion, it was proposed, seconded and:
RESOLVED: That the remedial works be approved at the quoted amount of £4,235.26.
Unanimous
- It was further reported that the push buttons and sensors on the main entrance doors were currently broken and whenever they were fixed were quickly broken through misuse resulting in costly repairs. It was noted that whilst they could be opened manually, in their current condition they were not accessible. It was further noted that the issue had been discussed with the landlord who had no objection to the conversion of the doors to manual push button operation provided they remained accessible and that this would be a matter for future consideration.
Noted
- FC 195** **Financial & Administrative Matters**
FC 195.1 **Bank Statements & Reconciliations at 30 September 2023 and 31 October 2023:** The bank and reconciliation statements were received and noted. The bank balance at 31 October 2023 was £861,147.23 (Current Account £57,848.80, Reserves Account £803,298.43).
Noted

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Attention was drawn to the following:

- 2023 / 2024 second tranche of precept (£276,423.50) received in September **Noted**
- £3,298.43 interest received (September) **Noted**
- £300K moved to reserve account **Noted**
- £3,454.14 VAT refund

FC 195.2 Budgetary Control at 30 September 2023: The budgetary control statement was received and noted. **Noted**

FC 195.3 Financial Transactions

FC 195.3.1 Payments for Approval: It was proposed, seconded and:

RESOLVED: That the payments due for the period up to 09 November 2023 as per the listings copied to members be approved and that the redacted listings be appended to the minutes and added to the website. **By Majority**

FC 195.3.2 Receipts: The receipts for the period up to 09 November 2023 as per the listings copied to members were noted. It was further noted that the listings would be appended to the minutes and added to the website. **Noted**

FC 195.4 2023 / 2024 VAT Reclaim: It was reported that the recoverable VAT for Quarter 2 was £3,454.14 and that that the refund had been received. **Noted**

FC 195.5 2024 / 2025 Budget Setting: It was reported that the preparation of the 2024 / 2025 was at an advanced stage and that a budget was being prepared on the basis that members could consider a 0% increase in the precept over 2023 / 2024. Members were asked if they had any specific budget requests, that they be conveyed to the Clerk. **Noted**

FC 195.6 Reserve Accounts: Attention was drawn to the following:

- At the July meeting members resolved to set up accounts for the depositing of council reserves, however, the setting up of the accounts had been problematic, with the various financial institutions appearing reluctant to progress the applications despite the very best and continuous attempts by the Officers to do so.
- CCLA was offering an investment account, with an interest rate at 14.11.23 of 5.2534% (at 13.10.23 the interest rate was 5.2042%) on an instant access basis net of all costs.

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Following a discussion, Cllr. Hartman stated that he, Cllr. Petty and the Clerk had carried out due diligence and he would like to propose that KHPC open a CCLA Account and transfer into it £600K of reserves. The motion was seconded by Cllr. Petty and:

RESOLVED: That a CCLA account would be set up with an initial investment of £600K. **By Majority**

It was further.

RESOLVED: That additional investment vehicles would be considered in due course. **Unanimous**

It was noted that KHPC’s reserve position had been discussed with the IIA who was supportive of the council’s decision to “spread the risk” with its reserves. **Noted**

FC 195.7 2023 / 2024 Interim Internal Audit: It was reported that the Interim Internal Audit was carried out on 13 October 2023, and in attendance were the Clerk, Finance Officer, and the Chairman. It was further reported that an excellent report had been received and copied to members and that the IIA had not made any recommendations. **Noted**

FC 195.8 Barclays Renewal: Barclays had renewed their use of the small office for another year. **Noted**

FC 196 Reports from Committees, Working Groups and Representatives

FC 196.1 Planning & Transport Committee: The minutes from the meetings held on 05 October 2023 and 02 November 2023 were received and noted. **Noted**

FC 196.2 Climate Change and Environment Committee

FC 196.2.1 The minutes from the meetings held on 05 October 2023 and 09 November 2023 were received and noted. **Noted**

FC 196.2.2 Addition of Cllr. Rush as a CC & E Committee member. Following a discussion, it was proposed, seconded and:

RESOLVED: That Cllr. Rush would become a CC & E Committee member.

Unanimous

It was further.

RESOLVED: That the TOR’s and Delegated Policy would be amended if required. **Unanimous**

FC 196.3 Annual Meeting between the KHPC Allotment Panel and allotment Holders: It was reported that the meeting had been held on 06 October 2023, that the minutes had been copied to members and considered by the CC & E Committee.

Noted

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FC 196.4 **TM Active / Sports Park:** It was reported that the Clerk and Finance Officer had met with TMA's CEO to discuss the outstanding telecoms charges of £7,125.72 and that TMA was satisfied with the explanation given by the Officers. It was further reported that TMA had offered £3,300 towards the costs and had stated that should KHPC insist on the full amount being paid it would increase the KHPC deficit from £7,722.00 to £11,547.72. Following a discussion, it was proposed, seconded and

RESOLVED: That TMA would be asked to invoice KHPC for the £7,722 deficit and KHPC would invoice TMA with £3,300.

**By Majority
2 abstentions**

FC 196.5 **Community Centre Bar Upgrade:** Cllr. Petty reported that the landlord had not raised any objections to the addition of the amenity within the Mary Ellis Hall provided the requirements of the lease were adhered to. It was noted that a business case and the project scope of works would be discussed at a future meeting.

Noted

FC 196.6 **2023 Christmas Lighting:** Attention was drawn to the following:

- An informal meeting had been held with KHEM, subject to council approval KHPC could provide funding towards a Christmas tree on Tower View.
- TMBC would provide a Christmas Lighting grant of £960 subject to contribution of at least £200 from KHPC.
- The Communications & Events WG would like KHPC to hold a Christmas Lighting competition with prizes for 1st (£500), 2nd (£300) and 3rd (£200) going to the chosen charities of the winners with the costs being met from the 2023 / 2024 Christmas Lighting budget.

Following a discussion, it was proposed, seconded and:

RESOLVED: That KHPC would provide up to £1,160 towards the Kings Hill Christmas Lighting offset by the TMBC Christmas Lighting grant of £960.

Unanimous

It was further:

RESOLVED: That the Christmas Lighting Competition be approved as per the detail outlined above.

Unanimous

FC 196.7 **Kings Hill Co-ordinated:** Cllr Kirk reported that the last meeting was held on 28 September 2023. It was noted that the group was looking to host a KH Co-ordinated page on the KHPC website in addition to it being on KH St Gabriels website and that the promotion of events in Kings Hill appeared to be a universal problem.

Noted

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- FC 196.8 KALC T & M Area Committee:** Cllrs. Colman reported that she had attended recent meetings and that the minutes from those meetings had been circulated. **Noted**
- FC 196.9 Dementia Friendly Community Centre:** It was reported that the officers had undertaken Dementia Friends Training and were Dementia Friends, at the same time the Community Centre was assessed for it to become more dementia friendly and recommendations arising from that assessment had been implemented. **Noted**
- FC 196.10 Events and Communications Working Group**
- FC 196.10.1 MacMillan Coffee Afternoon – 25 September 2023:** £90.72 raised **Noted**
Cllr Barker thanked the officers for their excellent organisation and stated that there would be more advertising for the 2024 event which would also include a raffle. **Noted**
- FC 196.10.2 Remembrance – 12 November 2023:** Cllr Petty reported that it had been a magnificent Remembrance Service, that he was pleased that the gospel singers had led the singing and that the Deputy Lord Lieutenant of Kent and Deputy Mayor had been able to attend. It was noted that KHPC's flags were flown from the KHEM flagpoles, 2 Lest We Forget flags (one army, one RAF), that a Poppy collection box was at the CC. It was further noted that the Chairman laid a wreath on behalf of KHPC, and the KH community and the Clerk did the second reading. **Noted**
- FC 196.10.3 Kings Hill Christmas Market (08 – 10 December 2023):** The organisers had confirmed that the event would be taking place. **Noted**
- FC 196.10.4 80th Anniversary of D Day – 06 June 2024:** Attention was drawn to the following.
- Plans included participation in the national events on 06 June 2024 such as the reading of the proclamation, international tribute, beacon lighting and Fish and Chip supper.
 - Plans also included an event on weekend of 08/09 June 2024
 - County Councillor Hudson had asked if KH and neighbouring parishes were interested in sharing the cost of a spitfire flypast. **Noted**

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Cllr. Barker stated that the spitfire flypast was due to be discussed at the T & M Area Committee. **Noted**

FC 196.11 Strategic Planning Working Group (SPWG): It was reported that the SPWG met on 13 November 2023 and discussed progress being made on the core headings of the Strategic Plan. It was noted that in 2024 the WG would be considering holding a Community Engagement Event and that the 2023 / 2024 Annual Report would feature an article on what KHPC had delivered in 2023 / 2024 and what it aimed to deliver in 2024 / 2025. **Noted**

FC 196.12 Rural & Community Housing Enabling Service: Cllr. Vincent reported that she had attended a recent meeting and would like to report to the P & T Committee. **Noted**

FC 196.13 TMBC Communications & Scrutiny Committee: Cllr Colman reported that she had attended the meeting held on 06 November 2023 and that her written report had been copied to members. **Noted**

FC 197 Committee Meeting Dates. Confirmed as follows.
• Planning & Transport – 07 December 2023 at 6.00 p.m.
• Climate Change and Environment – 07 December 2023 immediately following the P & T Committee Meeting

FC 198 Community Governance Review: It was reported that TMBC had advised that as the Parish Council had withdrawn its request it should consider publishing the notice of vacancies as soon as possible. Following a discussion, it was proposed, seconded and:
RESOLVED: That the matter be deferred for consideration and discussion at the next meeting. **By Majority**

FC 199 Matters for the Next Agenda: None

FC 200 Date and time of Next Meeting: Confirmed as 14 December 2023 at 7.30 p.m.

MATTERS FOR CONSIDERATION IN PRIVATE

FC 201 Staffing Matters - Salary Reviews: It was reported that NALC had approved the 2023 / 2024 salary award which the council was encouraged to approve and backdate to 01.04.23. Following a discussion, it was proposed, seconded and:
RESOLVED: That the 2023 / 2024 Salary Award would be approved and backdated to 01.04.23. **By Majority**
2 abstentions

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Due to the lateness of the hour, it was proposed by Cllr. MacKay, seconded by Cllr. Barker that the Parish Council convene an EGM to discuss the remaining private items.

Motion Failed

It was then proposed by Cllr. Hartman, seconded by Cllr. Petty, that the meeting duration be extended, and the remaining private items be discussed.

Motion Failed

It was then proposed, seconded and:

RESOLVED: That the outstanding private items be deferred to the next meeting.

By Majority

There being no additional business, the meeting closed at 10.10 p.m.

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