

**MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD ON THURSDAY 14 DECEMBER 2023 AT 7.30 P.M. IN THE KINGS HILL COMMUNITY CENTRE**

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

**ALSO PRESENT:** Officers. K. Bell (Clerk to the Council) & N. Cooper (Assistant Clerk)

**APOLOGIES:** Cllr. Barker, County Councillor Hudson, Borough Councillor Tanner, PC Farmer and Ms Edmonds (Community Warden) Team Leader

Cllr Petty opened the meeting and welcomed all present.

**FC 204** **Apologies for Absence:** It was proposed, seconded and:  
**RESOLVED:** That the apologies received from Cllr. Barker (Prior Commitment) be approved. **Unanimous**

**FC 205** **Declarations of interest and / or lobbying and intention to record:** Cllr. Rush stated that he was intending to record proceedings. **Noted**

**FC 206** **Chairmans Announcements:** Cllr. Petty drew attention to the following  
**Local Council Award Scheme:** The accreditors were happy with the overall standard of the council's application and their feedback had included positive comment, useful suggestions, and guidance. There was just one final item which required the council to review its Code of Conduct; subject to this the accreditors were satisfied that all criteria had been met and Quality Level would be awarded to the Council. **Noted**  
Members congratulated the officers for all their hard work in achieving Quality Council Status for the council, it was noted that KHPC was one of only 5 local councils within Kent to hold Quality Council Status.

**FC 207** **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 208** **Reports from County Councillor, Borough Councillors, Police representatives & Community Warden**  
**County Councillor:** No report. Apologies received. **Noted**  
**Borough Councillors:** No report. Apologies received from Borough Councillor Tanner. **Noted**  
**Kent Police:** The report dated 12 December which had been copied to members was received and noted. **Noted**  
**Community Warden:** No report. Apologies received. **Noted**

**FC 209** **Minutes**  
**FC 209.1** **Minutes from the Meeting held on 16 November 2023.** It was proposed, seconded and:  
**RESOLVED:** That the minutes from the meeting held on 16 November 2023 be approved. **By Majority**

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**Chairman:** ..... **Date:** 18 January 2024

**FC 209.2 Matters Arising from the minutes not otherwise on the agenda. Noted**

- FC 187.2**     **SEN Summer Activities:** C. Cllr Hudson had approved a £300 grant from her Members Fund which would be used towards the SEN Christmas Activity being held on 22 December 2023.
- FC 189**     **Solar Panels at the Community Centre:** No new information received from KHEM.
- FC 190**     **S106 Monies:** No new information received from TMA in respect of irrigation systems at the SP.
- FC 195.6**   **Reserve Accounts:** The CCLA account had been set up and arrangements made for the transfer of reserves from Unity Trust to CCLA.
- FC 196.6**   **2023 Christmas Lighting:** KHEM was unable to install a tree on the roundabout where Kings Hill Avenue joined Tower View, however as an alternative they had chosen a location close to the entrance of the park off Park Drive where the tree would be visible and lights would be added to the Tower View entrance planting.
- FC 192**     **Applications for Grant Funding:** KHPC had been thanked by Valley Invicta Primary School who received £1,000 and Kings Hill WI who received £250.

**FC 210 Matters Requiring Decisions**

**FC 210.1 Sports Park**

- FC 210.1.1**   **Pitch 6:** Prologis had acknowledged KHPC's letter and stated that they would be in touch with an update. Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That Prologis would be asked to provide a response by early January 2024. **Unanimous**
- FC 210.1.2**   **Hot Water Supply - Remedial works:** A leak had occurred which was affecting the hot water supply and a quote had been received for the sum of £1,870 which was outside the clerks delegated spending limit for approval. Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That the works be approved, and TMA be reminded of the requirement to submit 3 quotations for future works.  
**Unanimous**

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- FC 210.2**      **Community Centre Bar:** Cllr Petty reported that a business plan would be presented to council at a future meeting.  
**Noted**
- FC 210.3**      **Community Assets:** Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That KHPC would initiate discussions with KCC, KHEM and Prologis in early 2024.  
**Unanimous**
- FC 210.4**      **2024 KALC Community Awards:** Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That KHPC would participate in the 2024 KALC Community Awards and would consider its nomination in January 2024. **Unanimous**
- FC 210.5**      **Funding Considerations**

  - FC 210.5.1**    **Tony Hudgell Christmas Appeal:** Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That KHPC would contribute £1K to the appeal. (£500 Chairmans Allowance, £500 Council budget). **Unanimous**
  - FC 210.5.2**    **CFCI - Community Christmas Day:** Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That KHPC would contribute up to £500 towards the cost of the Community Christmas Meal.  
**Unanimous**

**FC 211**      **Financial Matters**

- FC 211.1**      **Bank Statements & Reconciliations at 30 November 2023:**  
The bank and reconciliation statements were received. It was noted that the bank balance was £850,702.94 (Current Account £47,404.51), Reserves Account £803,298.43). It was further noted that £600K was in the process of being transferred to CCLA.  
**Noted**
- FC 211.2**      **Financial Transactions**

  - FC 211.2.1**    **Payments for Approval:** It was proposed, seconded and:  
**RESOLVED:** That the payments due for the period up to 06 December 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**

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**FC 211.2.2 Receipts:** The receipts for the period up to 06 December 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 211.3 Budgetary Control Report at 30 November 2023:** The budgetary control statement was received and noted. **Noted**

**FC 211.4 2024 / 2025 Budget:** Attention was drawn to the following:

- The budget and supporting documentation which had been prepared by Cllrs. Petty and Hartman and the Clerk and copied to members.
- The budget included options which included a 0% increase in the precept, a 5% decrease and a 5% decrease with provisions for paying off the outstanding PWLB loans by 31.03.25.
- TMBC was to be notified of the 2024 / 2025 precept by 19 January 2024.
- The 2024 / 2025 Band D equivalent was 4,623.08 (2023/2024 Band D was 4,493.17).

Questions were invited on the budget. Cllr Rush suggested that inadequate notice had been given for the budget to be considered. A discussion took place, following which, it was proposed, seconded and:

**RESOLVED:** That adequate notice had been given to consider the budget.

**By Majority**

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

It was further:

**RESOLVED:** That

- The 2024 / 2025 expenditure budget be set at £770,796 (£728,100 excl. the PWLB repayments).
- The forecasted income for 2024 / 2025 be noted at £209,700.
- That there be a contribution from reserves to repay the outstanding PWLB loans by 31.03.25.

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- That the 2024 / 2025 precept be set at £525,205, a 5% decrease over the 2023 / 2024 precept.
- That it be noted that the amount parish precept paid per Band D equivalent household in Kings Hill would be £113.60 a reduction of £9.44 over 2023 / 2024.

**By Majority**

- FC 212 Matters for Report - Receipt of information and reports from Committees, Working Groups, and representatives.**
- FC 212.1 Planning & Transport Committee:** The draft minutes from the meeting held on 07 December 2023 were received.  
**Noted**
- FC 212.2 Climate Change and Environment Committee:** The draft minutes from the meeting held on 07 December 2023 were received.  
**Noted**
- FC 212.3 Events and Communications Working Group:** No recent meetings.  
**Noted**
- FC 212.4 Strategic Planning Working Group:** No recent meetings.  
**Noted**
- FC 212.5 Prologis Quarterly Meeting:** The next meeting would be held on 11.01.24, items for the agenda included an update on the proposed youth facility, pitch 6, community assets and solar panels at the Community Centre.  
**Noted**
- FC 212.6 KALC AGM:** Cllrs Vincent and Rush reported that they had attended the event which both found engaging, interesting and informative. Cllr Vincent had a discussion with the leader of KCC regarding community assets and Cllr. Rush was particularly impressed with the information stands available to delegates.  
**Noted**
- FC 213 Administration**
- FC 213.1 Committee Meeting Dates and times:** Subject to there being substantive items of business to transact the dates and times of the next committee meetings were confirmed as follows:
- FC 213.1.1 Planning & Transport – 04 January 2024 at 6.00 p.m.
- FC 213.1.2 Climate Change and Environment – 04 January 2024 or 01 February 2024 immediately following the scheduled Planning & Transport Committee Meeting

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**FC 213.2 Community Governance Review:** It was reported that TMBC had advised that as KHPC had withdrawn its request it should consider publishing the notice of vacancies for the 2 vacant councillor posts as soon as possible. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That whilst KHPC acknowledged that it should publish the notice of vacancies as soon as possible the council remained firmly of the opinion that there were very clear extenuating circumstances for not doing so at the current time and that the matter would be reviewed on an ongoing basis. **By Majority**

**FC 213.3 Polices for Review / Approval**

**FC 213.3.1 Allotment Recycle Policy (Reviewed by CC & E, 2023 Version):** It was reported that this item would be deferred to the next meeting. **Noted**

**FC 213.3.2 Code of Conduct - Review & Readoption**  
Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That the policy be readopted. **Unanimous**

**FC 213.3.3 Operation Menai Bridge:** Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That the protocol be approved. **Unanimous**

**FC 214 Matters for the Next Agenda:** Reformation of the Finance Committee **Noted**

**FC 215 Date and time of Next Meeting:** Confirmed as Thursday 18 January 2024. **Noted**

#### **Matters for Consideration in Private**

In accordance with the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) the following items were considered in private. Confidential minutes refer. **Noted**

**FC 216 Staffing Matters:** Updates provided, actions agreed

**FC 217 Legal Matters:** Updates provided, actions agreed

**FC 218 Pre School-Lease Renewal:** Update provided, actions agreed

There being no additional business, the meeting concluded at 21.21 hours.

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