

MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD ON THURSDAY 30 MAY 2024 AT 7.30 P.M. IN THE KINGS HILL COMMUNITY CENTRE

PRESENT: Cllrs. Barker, Colman, Hartman, Kirk (Item FC 009 onwards), Mclymont Petty (Chairman), & Rush, Sherlaw & Vincent

ALSO, PRESENT K. Bell (Clerk to the Council), TMA (2 representatives) & 1 resident

APOLOGIES: Cllr. MacKay

Cllr Petty opened the meeting and welcomed all present.

FC 001 Election of Chairman for 2024 / 2025: It was proposed by Cllr. Hartman, seconded by Cllr. Sherlaw that Cllr Petty be re-elected Chairman. There were no other nominations. Cllr. Petty accepted the nomination, and it was:

RESOLVED: That Cllr Petty be re-elected **By Majority**
Cllr Petty completed his Declaration of Acceptance of Office.

FC 002 Election of Deputy Chairman for 2024 / 2025 It was proposed by Cllr. Petty, seconded by Cllr. Sherlaw that Cllr Hartman be re-elected Deputy Chairman. There were no other nominations. Cllr. Hartman accepted the nomination, and it was:

RESOLVED: That Cllr Hartman be re-elected. **Unanimous.**

FC 003 Apologies for Absence: It was proposed, seconded and:

RESOLVED: That the apologies received from Cllr. Mackay (Holiday) be approved. **Unanimous**

FC 004 Declarations of interest and/or lobbying and intention to record: Cllr. Rush and a resident stated that they intended to record proceedings.

Noted

FC 005 Questions from Members of the Public

Questions: A resident stated that he wanted to make a statement in respect of item FC 021.2 and proceeded to do so. The Chairman stopped the resident from going any further as the item was to be considered in private and therefore it would not be appropriate for the statement to be read out in an open public forum. **Noted**

Correspondence: A complaint had been received regarding blasting at Blaise Farm Quarry. The complaint had been forwarded to the Quarry. **Noted**

FC 006 Reports from County Cllr. Borough Cllrs., Police representatives & Community Warden:

Borough Councillors: Apologies received from B. Cllr. K. Tanner

Community Warden: Apologies received

Police: Apologies received together with May 2024 report which had been copied to members

Noted

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Chairman:

Date: 18 July 2024

- FC 007 Minutes**

 - FC 007.1 Minutes from the Meetings held on 21 March 2024 and 11 April 2024:** It was proposed, seconded and:
RESOLVED: That the minutes be approved as a true record of the proceedings. **By Majority**
 - FC 007.2 Matters Arising from the minutes not otherwise on the agenda.**

 - FC 255.2 Community Centre Flooring:** An additional quotation was awaited **Noted**

- FC 008 Committees and Working Groups**

 - FC 008.1 Review of existing Committee and Working group structure:** Following a discussion it was **RESOLVED** that the existing Committee and Working group structure would remain unchanged.

 - FC 008.2 Appointment of Members to Committees and Working Groups**

Following a discussion it was proposed, seconded, and **RESOLVED** that the appointment of members to Committees and Working Group for 2024/2025 would be as follows:

 - Committees**

 - Planning & Transport**

Cllrs. Barker, Petty, Kirk, Sherlaw, MacKay, Mclymont, Rush,& Colman

Ex Officio. Cllr. Hartman

Substitute Cllr. Vincent

 - Climate Change & Environment**

Cllr. Barker, Colman, Sherlaw, Petty, Mclymont, Rush

Ex Officio: Cllr Hartman

 - Finance**

Cllrs. Petty, Hartman, Kirk, Colman & Rush

Substitute: Cllr Barker

 - Working Groups**

 - Events & Communications**

Cllrs. Petty, Vincent, Barker, Kirk, Colman, Sherlaw, Mclymont

 - Climate Change**

Cllrs. Colman, Sherlaw, Barker & Mclymont

 - Strategic Planning**

Cllrs. Petty, Hartman, Colman, Mclymont, Sherlaw, Vincent & Kirk

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FC 008.3	Representation of Local Groups & Organisations: Following a discussion, it was RESOLVED that the 2024/2025 representation would be as follows:																						
	<table border="0"> <tr> <td>TMBC Parish Partnership Panel</td> <td>Cllrs. Barker, Colman & Rush</td> </tr> <tr> <td>Blaise Farm Liaison Group</td> <td>Cllrs Barker, Colman & Sherlaw</td> </tr> <tr> <td>TMBC Standards Board</td> <td>Cllr. Petty Substitute: Cllr Barker</td> </tr> <tr> <td>Malling Action Group</td> <td>TBC</td> </tr> <tr> <td>West Malling Patient Participation Group</td> <td>Cllrs. Colman & Sherlaw</td> </tr> <tr> <td>Broadwater Action Group</td> <td>TBC</td> </tr> <tr> <td>Liberty / Prologis Quarterly Meetings</td> <td>Cllrs/ Petty, Rush, Vincent, Kirk & Hartman</td> </tr> <tr> <td>KALC T & M Area Committee</td> <td>Cllrs. Barker & Colman Substitute: Cllr Petty</td> </tr> <tr> <td>Coordinate Kings Hill</td> <td>Cllrs. Vincent & Kirk</td> </tr> <tr> <td>Sports Park Liaison</td> <td>Cllrs. Petty, Hartman & Kirk</td> </tr> <tr> <td>Neighbourhood Watch</td> <td>Cllr. Mclymont</td> </tr> </table>	TMBC Parish Partnership Panel	Cllrs. Barker, Colman & Rush	Blaise Farm Liaison Group	Cllrs Barker, Colman & Sherlaw	TMBC Standards Board	Cllr. Petty Substitute: Cllr Barker	Malling Action Group	TBC	West Malling Patient Participation Group	Cllrs. Colman & Sherlaw	Broadwater Action Group	TBC	Liberty / Prologis Quarterly Meetings	Cllrs/ Petty, Rush, Vincent, Kirk & Hartman	KALC T & M Area Committee	Cllrs. Barker & Colman Substitute: Cllr Petty	Coordinate Kings Hill	Cllrs. Vincent & Kirk	Sports Park Liaison	Cllrs. Petty, Hartman & Kirk	Neighbourhood Watch	Cllr. Mclymont
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FC 008.4 **Review of Terms of Reference for Committees and Working Groups and Scheme of Delegation** Following a discussion it was **RESOLVED** that the revised document would be considered at a future meeting as it required updating to include the 2024/2025 council representation on Committees, Working Groups and Local Groups and Organisations.

FC 009 **Annual Review of Standing Orders:** Following a discussion it was **RESOLVED** that the Standing Orders would be readopted as a working document and remain subject to continual review as per any revisions from NALC.

FC 010 **Annual Review of Financial Regulations:** It was reported that the Financial Regulations were last reviewed in May 2023 when they had been updated to include recommendations made by the auditors. It was further reported that the Internal auditor during his audit of 2023/2024 concluded that KHPC complied with its Financial Regulations, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for. It was noted that in April 2024, NALC had published new Model Financial Regulations and that at a meeting of the Finance Committee held on 15 May 2024 the committee recommended that full council readopt the 2023 Financial Regulations pending their update which was due to be considered by the Finance Committee in July 2024. Following a discussion, it was: **RESOLVED:** That the council would readopt the 2023 Financial Regulations and that the updated version would be considered by the Finance Committee in July 2024.

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FC 011 **Annual Review of Land and Assets:** It was reported that details of the councils asset holdings at 31.03.24 had been copied to members. It was noted that the council's asset holdings were subject to an ongoing review, and regular reviews of the councils assets were undertaken. It was further noted that the asset listing had been independently examined and verified by the Independent Internal Auditor. **Noted**

FC 012 **Annual Review of Insurance Arrangements:** Attention was drawn to the Review of Insurance Arrangements Report which had been copied to members. Following a discussion it was:
RESOLVED: To note the content of the report and to delegate to the Finance Committee

FC 013 **Annual Review of Policies and Procedures:** It was reported that in addition to the Standing Orders and Financial Regulations which the Council was required to adopt and review annually the council was also required to have a suite of Policies and Procedures which were also normally reviewed annually at the Annual Meeting of the Council. It was noted that once adopted the Policies and Procedures would set out how Council decisions were made and the procedures followed to ensure that efficient and transparent decisions were made that were accountable to residents. Following a discussion, it was proposed, seconded and:
RESOLVED: That the following policies and procedures would be readopted unchanged. **Unanimous**

- Complaints Policy
- Health & Safety Policy
- Lone Working Policy
- Smoking Policy
- Vexatious Complaint Policy
- Open Space Policy & Procedure
- Allotment Shed Policy
- Allotment Recycle Policy
- Personal electrical Items Policy
- Operation Menai Bridge Protocol
- Sponsorship Policy
- Investment Policy
- General & earmarked Reserves Policy
- Kent Pension Fund Policy
- Procurement Policy
- Payments and Receipts Policy
- Communications Policy
- Advertising Policy
- Protocol for Councillor and Officer Relationships
- Press and Media Policy
- Mobile Phone Policy
- Laptop Policy
- CCTV Policy
- Motions for Councillors Policy
- Training Policy
- Equal Opportunities Policy
- Privacy Notice

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- Model Publication Scheme
- Data Protection Policy
- Freedom of Information Policy
- Information Security Policy
- Security Incident and Data Breach Policy
- Subject Access Request Policy

It was noted that the Parish Council was required to have a website accessible for all users and a Website Accessibility Statement by the Public Sector Bodies (Website and Mobile Applications) (No 2) Accessibility Regulations 2018, which came into force in September 2018.

FC 014 **Annual Review of General Power of Competence (GPC) Status:** It was reported that in 2023 KHPC adopted GPC. It was further reported that the council was required to revisit that decision and make a new resolution at every 'relevant' Annual Meeting of the Council to confirm that it still met the qualifying criteria which would mean that eligibility remained in place until the first Annual Meeting of the Council after the ordinary election even if the condition of the eligibility criteria had changed. Following a discussion, it was proposed, seconded and:

RESOLVED: That as KHPC continued to meet the qualifying criteria for GPC, GPC would be readopted. **Unanimous**

FC 015 **Matters Requiring Decisions**

FC 015.1 **Sports Park**

FC 015.1.1 **Representatives from TMA were invited to brief members on current operations:** TMA gave a verbal update on current operations at the Sports Park and draft management accounts for the period ended 31 March 2024 which had been copied to members. **Noted.**

FC 015.1.2 **Pitch 6 Remedial Works:** Completed. **Noted**

FC 015.1.3 **Pitch Irrigation:** Cllr Petty reported that he and the Clerk had met with irrigation specialists who were due to come back to council, with short- and long-term solutions together with costings for consideration at a future meeting. It was noted that TMBC had included irrigation of the pitches within the Parish Infrastructure Statement which influenced the allocation of S106 monies.

FC 015.2 **Community Centre**

FC 015.2.1 **New Bar:** Cllr Petty shared with members draft plans which a contractor had provided that day. He further reported that he would be meeting with the contractor to discuss materials etc and would bring back to council for consideration at a future meeting. It was noted that it was unlikely that work would commence until after the summer. **Noted**

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FC 015.2.2 Solar Panels: Cllr Hartman provided an update; it was noted that the technical specification was awaited. The Clerk was thanked for securing a £25K grant. **Noted**

FC 015.3 Community Warden: Following a discussion, it was:
RESOLVED: That this item would be deferred to the Finance Committee

FC 015.4 Community Resilience Plan: It was reported that the Community Resilience Plan had been considered by the Planning & Transport Committee who had recommended that it be formally approved by full council. Following a discussion, it was proposed, seconded and:
RESOLVED: That the Community Resilience Plan be adopted **By Majority**

FC 016 Financial Matters

FC 016.1 2023/2024 Annual Governance and Accounting Return (AGAR)

FC 016.1.1 Annual Internal Audit Report: It was proposed, seconded and:
RESOLVED: That the Internal Auditors Report be received and noted. It was noted that the Internal Auditor had not made any recommendations.
By Majority
1 objection Cllr Rush
1 abstention Cllr. Barker
Cllr Rush requested a recorded vote.

FC 016.1.2 Section 1 Annual Governance Statement: It was reported that the recommendation from the Finance Committee which met on 15 May 2024 was that Section 1 be approved and signed by the Chairman and Clerk. A discussion took place following which it was **AGREED** that Section 1 be approved and signed by the Chairman and Clerk
By Majority
1 objection Cllr Rush 1 abstention Cllr. Barker

FC 016.1.3 Section 2 Accounting Statements: It was reported that the recommendation from the Finance Committee which met on 15 May 2024 was that Section 2 be approved and signed by the Chairman and Clerk. A discussion took place following which it was **AGREED** that Section 2 be approved and signed by the Chairman and Clerk / RFO.
By Majority
1 objection Cllr Rush 1 abstention Cllr. Barker

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- FC 016.2** **2023/2024 Reserves:** following a discussion, it was proposed, seconded and:
RESOLVED: That the reserves report as prepared by the Clerk and considered by the Finance Committee be noted. **Noted**
- It was further
RESOLVED: That the earmarked reserves carried forward from 2023 / 2024 to 2024 / 2025 which amounted to £234,605.00 be approved. **Unanimous**
- FC 016.3** **2024 Review of Regular Payments, Direct Debits, and Subscriptions:** Following a discussion, it was proposed, seconded and:
RESOLVED: That the list of regular payments, direct debits be noted. **Unanimous**
- It was further
RESOLVED: That the subscriptions to the following organisations would be renewed when due. **Unanimous**
- KALC (incl NALC subscription)
 CPRE
 Kent Tree and Pond Warden Scheme
 Allotment Association
 SLCC membership for officers
- FC 016.4** **Bank Statements & Reconciliations at 30 April 2024:** The bank and reconciliation statements were received and noted. It was further noted that the bank balance at 30 April 2024 was as follows.
- | | |
|----------------------|---------------------|
| Unity Trust Current | £120,695.73* |
| Unity Trust Reserves | £101,260.85 |
| CCLA Investment | £606,423.98 |
| Total | £828,380.56* |
- *The 1st half of the 2024/2025 Precept (£262,602.50) was received on 12 April 2024. **Noted**
- FC 016.5** **Financial Transactions**
- FC 016.5.1** **Payments for Approval:** It was proposed, seconded and:
RESOLVED: That the payments for the period up to 21 May 2024 as per the listings copied to members to be approved. The redacted listings would be appended to the minutes and added to the website. **Unanimous**
- FC 016.5.2** **Receipts:** The receipts for the period up to 21 May 2024 as per the listings copied to members were noted. The redacted listings would be appended to the minutes and added to the website. **Noted**

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- FC 016.6** **Review of Risk Assessment & Risk Management Policy:**
Following a discussion it was:
RESOLVED: That the Risk Assessment & Risk Management Policy be noted
Cllr Rush's query was noted; he would raise this at the Finance Committee
- FC 016.7** **Budgetary Control at 30 April 2024** **Noted**
- FC 016.8** **Review of Internal Controls:** Following a discussion it was proposed, seconded and:
RESOLVED: That the updated Internal Controls Policy be approved. **Unanimous**
- FC 016.9** **Funding Applications x 3:** Following a discussion, it was proposed, seconded and:
RESOLVED: That the recommendation from the Finance Committee held on 15 May 2024 be approved and that the following awards be made.
Application No 1 £1,500
Application No 2 £1,000
Application No 3 £1,000 **By Majority**
- FC 017** **Matters for Report**
- FC 017.1** **Planning & Transport Committee:** Draft minutes from the meeting held on 04 April 2024 **Noted**
- FC 017.2** **Climate Change & Environment:** Draft minutes from the meeting held on 04 April 2024 **Noted**
- FC 017.3** **Annual Parish Meeting:** Draft minutes from the meeting held on 11 April 2024 **Noted**
- FC 017.4** **Finance Committee:** Draft minutes from the meeting held on 15 May 2024 **Noted**
- FC 017.5** **80th Anniversary of DD Commemorations:** The detailed arrangements made for the National Commemorations taking place on 06 June 2024 and the KHPC event taking place on 08 June 2024 were received and noted. **Noted**
- FC 017.6** **Members who attended any meeting on behalf of KHPC will be invited to give a brief report:** There were no reports.
- FC 017.7** **Arrangements for reporting back to KHPC:** Members confirmed that they would routinely report back to council on any meetings they attend on behalf of KHPC either verbally or in writing. **Noted**

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Chairman: **Date:** 18 July 2024

- FC 018 Administration**
- FC 018.1 2024/2025 Council and Committee Meeting Dates and Times:** The 2024/2025 Meeting Schedule as copied to members was confirmed.
- FC 018.2 Councillor Vacancies:** The council agreed that its position remained unchanged and that this matter would continue to be reviewed on an ongoing basis. **Unanimous**
- FC 019 Matters for the Next Agenda:** There were none
- FC 020 Date and Time of Next Meeting: Confirmed** as 20 June 2024

Matters for Consideration in Private

Per the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) the following items were considered in private. **Agreed**

- FC 021.1 Staffing Matters:** Information received **Noted**
- FC 021.2 Legal Matters:** Updates provided and actions agreed **Unanimous**
- FC 021.3 Lease Renewals:** Updates provided and actions agreed. **Unanimous**

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