

MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD ON THURSDAY 19 SEPTEMBER 2024 AT 7.30 P.M. IN THE KINGS HILL COMMUNITY CENTRE

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

ALSO, PRESENT K. Bell (Clerk to the Council) & 3 members of the public

APOLOGIES: Cllrs. Colman, Petty (Chairman), & Sherlaw

In the absence of Cllr Petty (Chairman), the meeting was chaired by Cllr. Hartman (Deputy Chairman) who opened the meeting and welcomed all present.

FC 053 Apologies for Absence: It was proposed, seconded and:

RESOLVED: That the apologies received from Cllrs. Colman (Holiday), Petty (Overseas) and Sherlaw (Holiday) MacKay be approved.

Unanimous

FC 054 Declarations of interest and/or lobbying and intention to record

- Cllr. Rush stated he intended to record proceedings **Noted**
- Cllr. Kirk stated that she had had a discussion with Helen Grant MP regarding the Sports Park **Noted**
- Cllr. Barker stated that she had discussed Solar Panels with a resident **Noted**

FC 055 Chairman / Deputy Chairman / Clerk Reports: None **Noted**

FC 056 Questions from Members of the Public

FC 056.1 Correspondence from residents: None **Noted**

FC 056.2 Questions from residents

- Two residents spoke about their concerns in respect of planning application 24/01368 in respect of the proposed installation of a mobile phone mast at Kings Hill Golf Club. The residents were thanked for sharing their concerns with the PC and advised to notify TMBC, speak to the KH Borough Councillors and to attend the meeting of the KHPC P & T Committee when this planning application would be discussed. **Noted**
- The Chairman of KHFC provided members with an interesting and informative update on the current status of KHFC and its future developmental aims and ambitions. **Noted**

FC 057 Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present

- Borough Councillor – Apologies received from Borough Councillor Kim Tanner **Noted**
- Community Warden – Apologies received from the Community Warden Team Leader. She had made KHPC aware that this year the Community Warden Team was unable to support the police during Halloween. It was noted that KH Police Beat Officer was sorting out a plan for Halloween. **Noted**

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Chairman: **Date:** 17 October 2024

- FC 058 Minutes**
FC 058.1 Minutes from the Meeting of the Parish Council held on 18 July 2024. It was proposed, seconded and:
RESOLVED: That the minutes from the meeting be approved and signed by the Deputy Chairman as a correct record of the proceedings.
By Majority
3 abstentions from Cllrs. Barker, Mackay & Rush
It was noted that as the meeting scheduled to have taken place on 13.09.24 was cancelled the agenda items would be carried over to the October 2024 meeting of the Full Council and to the Sports Park Committee. **Noted**
- FC 058.2 Matters Arising from the minutes not otherwise on the agenda.** **Noted**
- FC 016.9 Thank you messages received from Heart of Kent Hospice, Kinara and Homestart
- FC 027.3 KHPC participation has been registered for the VE Day 80th Commemorations (08 May 2025)
- FC 059 Matters Requiring Decisions**
- FC 059.1 Sports Park**
- FC 059.1.2 Service Fee:** At the February 2024 meeting of the Full Council (minute FC 240.2.3) members approved a payment of £17,500 for 2024/2025. As an invoice had been received, members were asked to confirm payment. It was proposed, seconded and:
RESOLVED: That the payment be approved.
Unanimous
- FC 059.1.2 TMA Report**
- Reports and Financial Data in respect of 2024-2025 Quarter 1 received (copied to members) **Noted**
 - The displaced hockey and croquet clubs had asked if there was any capacity at the Sports Park to enable their relocation. The matter would be considered by the SP Committee. **Noted**
 - Over the weekend of 14/15.09.24, the gates at the Sports Park were forced open and quadbikes ridden on the pitches. The incident had been reported to Kent Police. **Noted**
- FC 059.2 Community Centre**
- FC 059.2.1 Solar Panels:** Prologis had issued a formal letter confirming approval for the installation of the Solar Panels. It was noted that KHEM had advised that the installation of the PV's could not commence until the Licence to Alter was in place. **Noted**

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FC 059.2.2 Air Conditioning for Offices: Whilst the quotation had been accepted and all information forwarded to KHEM, the PC had since been asked for additional information which the contractor had been asked to provide. It was noted that KHEM had advised that the works would be included in the combined Licence to Alter. **Noted**

FC 059.2.3 New Tables and Chairs: The officers were thanked for obtaining sample items for members consideration. Following a discussion, it was proposed seconded and:

RESOLVED: That the replacement banqueting chairs and rectangular tables would be ordered.

Unanimous

FC 059.3 KALC AGM: It was reported that KALC Members had been invited to submit motions for consideration at the KALC AGM which was being held on 30 November 2024. **Noted**

FC 060

Financial Matters

FC 060.1 2023/2024 AGAR: It was reported that the External Auditor had requested additional information from the Chairman and Clerk. It was further reported that the External auditor was aware that KHPC welcomed additional scrutiny of its robust Financial and Governance Policies and Procedures whilst it investigated the objection. **Noted**

FC 060.2 Bank Statements & Reconciliations at 31 July 2024 and 31 August 2024: The bank and reconciliation statements were received and noted. It was further noted that the bank balance at 31 August 2024 was as follows. **Noted**

	31.07.24	31.08.24
Unity Trust Current	£49,701.03*	£18,120.91
Unity Trust Reserves	£101,872.23	£101,872.23
CCLA Investment	£617,063.27	£619,777.29
Total	£768,636.53	£739,770.43

FC 060.3 Financial Transactions

FC 060.3.1 Payments for Approval: It was proposed, seconded and:

RESOLVED: That the payments for the period up to 19.09.24 as per the listings copied to members be approved.

Unanimous

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It was noted that the listings would be redacted, appended to the minutes and added to the website.

Noted

FC 060.3.2.2 Receipts: The receipts for the period up to 19 July 2024 as per the listings copied to members were noted.

Noted

FC 060.4 Budgetary Control at 31 August 2024:

Noted

FC 060.5 2025-2026 Budget: Work had commenced on the budget. Members were asked to consider and suggest budgetary requirements. It was noted that the draft budget would be prepared for consideration by the Finance Committee who would make a recommendation to the Full Council. It was further noted that the KHPC budget process enabled all members to assist in shaping and informing the budget.

Noted

FC 060.6 Barclays: Barclays had confirmed the renewal of their contract for a further 12 months.

Noted

FC 061 Matters for Report

FC 061.1 Planning & Transport Committee: Draft minutes from the meeting held on 12 September 2024.

Noted

FC 061.2 Climate Change & Environment Committee: Draft minutes from the meeting held on 12 September 2024.

Noted

The Council thanked the Clerk for the prompt circulation of the draft minutes.

Noted

FC 061.3 End of Summer Party: Members thanked the Officers for organising a fantastic community event. Attention was drawn to the following:

- Over 1,000 people attended
- Great feedback had been received especially regarding the number of free activities there had been for the children
- The band was great; we look forward to their return in 2025.
- Baby Ballet and Soul Choir both regular users of the CC brought a great crowd and entertained everyone who came
- The dog show was another highlight
- There were lots of information stalls including guide dogs, St Gabriels Church, (SEN) and many regulars from the CC
- The Chairman laid a wreath at the war memorial marking the 84th Anniversary of the Battle of Britain
- The event was delivered below budget.

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FC 061.4 **Members who attended any meeting on behalf of KHPC were invited to give a brief report.** The following reports were received:

- **Meeting with Prologis 29.07.24:** Meeting report copied to members **Noted**
- **Meeting of the TMBC Partnership Panel:** Cllr. Barker reported that she and Cllr. Rush had attended an excellent meeting and that she was particularly pleased to have been introduced to the new Chief Executive, other items of note included Planning, Local Plan Update and the NPPF Consultation. **Noted**
- Cllr Rush had met with a student from the University College of London who was doing a dissertation on Local Green Belt within Tonbridge and Malling, the student was particularly interested in restrictions on land around West and East Malling. **Noted**
- **Malling Action Partnership Board:** Cllr Mackay had volunteered to represent the Parish Council. **Noted**

FC 062 Administration

FC 062.1 Councillor Vacancies: Following a discussion, it was proposed, seconded and:
RESOLVED: That having reviewed the matter again KHPC would not advertise the vacant positions for the time being and would continue to be reviewed periodically. **Unanimous**

FC 062.2 Review of Terms of Reference for Committees and Working Groups and Scheme of Delegation: Following a discussion, it was proposed, seconded and:
RESOLVED: That the updated document be approved. **Unanimous**

FC 062.3 New Financial Regulations: The revised document as copied to members was received and noted. It was further noted that the new Financial Regulations would be considered by the Finance committee who would make a recommendation to Full Council. **Noted**

FC 062.4 Policies for Review The following updated polices were copied to members.
 FC 062.4.1 Community Centre Risk Assessment
 FC 062.4.2 Community Engagement Policy
 FC 062.4.3 Grant Policy
 Following a discussion, it was proposed, seconded and:
RESOLVED: That the following updated policies be approved. **Unanimous**

FC 062.3 Sports Park Committee: Following a discussion, it was proposed, seconded and:
RESOLVED: To confirm the formation of the new Sports Park Committee **Unanimous**

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It was further:

RESOLVED: That the Committee would consist of 5 members, the inaugural Committee Members being Cllrs. Colman, Hartman, Kirk, Petty & Sherlaw.

Unanimous

It was noted that the Committee would consider its Terms of Reference and meeting frequency **Noted**

FC 063 Matters for the Next Agenda: There were none **Noted**

FC 064 Date and Time of Next Meeting: Confirmed as 17 October 2024 **Noted**

FC 065 Matters for Consideration in Private
Per the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) the following items were considered in private.

FC 065.1 Staffing Matters: Information received and noted actions agreed **Unanimous**

FC 065.2 Legal Matters: Updates provided and actions agreed. **Unanimous**

FC 065.3 Lease Renewals: The councils agreed actions had been progressed **Noted**

FC 065.4 Community Assets: Updates provided. **Noted**

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There being no additional business, the meeting concluded at 10.04 p.m.