

**MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD ON THURSDAY 17 OCTOBER 2024 AT 7.30 P.M. IN THE KINGS HILL COMMUNITY CENTRE**

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

**ALSO, PRESENT** K. Bell (Clerk to the Council), County Cllr. S Hudson, E Wood (TMA) & K. Brimstead (TMA)

**APOLOGIES:** Cllr. Hartman (Deputy Chairman)

**ABSENTEE:** Cllr. Kirk

Cllr Petty opened the meeting and welcomed all present.

**FC 066 Apologies for Absence:** It was proposed, seconded and:

**RESOLVED:** That the apologies received from Cllr. Hartman (Prior Commitment) be approved. **Unanimous**

**FC 067 Declarations of interest and/or lobbying and intention to record**

- Cllr. Rush stated he intended to record proceedings **Noted**
- Cllrs. Colman, Mackay & Sherlaw stated they had been lobbied for Padel Tennis. **Noted**
- Cllr. Barker stated she had been lobbied in respect of Planning application 24/01368/PA. **Noted**

**FC 068 Chairman / Deputy Chairman / Clerk Reports:** None **Noted**

**FC 069 Questions from Members of the Public:** None **Noted**

**FC 070 Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present**

**County Councillor:** Cllr. Hudson was welcomed to the meeting; she drew attention to the following:

- KCC budgetary difficulties, KCC needed to make £144m savings within the 2025/2026 budget. Discretionary KCC Services were therefore vulnerable. It was noted that the KCC Council Tax would have to increase by 15% just to maintain the existing services.
- £880m was required to resolve outstanding Kent Highways Issues
- Blocked drains countywide would take 10 years to unblock.
- 73% of the KCC Council Tax was spent on 3% of the population. There was a huge demand on adult social care and services to support vulnerable unaccompanied children within Kent.
- Bus Service Improvement Scheme Funding was to end in March 2025.
- TMBC were to re-run the Local Plan Reg 18 Consultation and the Call for Sites. All of T & M would be required to take additional housing.

**Borough Councillor Apologies received** **Noted**

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**Chairman:** ..... **Date: 21 November 2024**

**Community Warden** Apologies received. It was noted that following the KCC consultation process for the warden service and the new allocation policy the CW Service was no longer able to support Kings Hill. **Noted**  
 It was **AGREED** that the Finance Committee would consider a Community Warden service for Kings Hill and bring recommendations to Full Committee. **Noted**

**Police:** The Officers had met with the Police who had been liaising with KHEM around Halloween; assurance had been received that there a plan was in place. **Noted**

FC 071

**Minutes**  
**FC 071.1**

**Minutes from the Meeting of the Parish Council held on 19 September 2024.** It was proposed, seconded and:  
**RESOLVED:** That the minutes from the meeting be approved and signed by the Chairman as a correct record of the proceedings. **By Majority**

**FC 071.2** **Matters Arising from the minutes not otherwise on the agenda.**

**FC 59.2.3** **Community Centre Tables & Chairs:** New tables had been delivered, the delivery of the chairs had been delayed. **Noted**

**FC 061.3** **End of Summer Party:** Members reiterated their thanks to the Officers for organising a fantastic community event. **Noted**

**Matters Requiring Decisions**

FC 072

**Sports Park**

**FC 072.1.1** **Irrigation**

**FC 072.1.2** **Padel Tennis**

**FC 072.1.3** **Clubs Displaced from K sports**

Following a discussion, it was **AGREED** that items 072.1.1, 072.1.2 and 072.1.3 would continue to be progressed via the Sports Park Committee with recommendations arising from the Committee coming to Full Council for consideration

**FC 072.1.4** **TMA Report and 2024-2025 Quarter 2 Financial Statements:** The Financial Data in respect of the period up to 31.08.24 and the supporting information had been copied to members. **Noted**

Members were introduced to Emma Wood the New TMA CEO and welcomed her and Ms Brimstead to the meeting. Members took the opportunity to ask questions on Sports Park Operations. **Noted**

FC 073

**Community Centre**

**FC 073.2.1** **Solar Panels:** KHEM had issued the formal letter approving the installation of the PV's. The next phase would be to progress with the Licence to Alter and consult with TMBC's Planners. **Noted**

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**FC 073.2.2 Air Conditioning for Offices:** The quotation had been accepted and mapping information forwarded to KHEM who had been asked that if no additional information was required to issue the formal letter of approval so that the Licence to alter could progress. **Noted**

**FC 07.2.3 New Tables:** It was reported that round tables were required as the existing stock were at the end of their useful life and several were no longer safe to use. Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That new tables be purchased as per the quotation provided to members.

**Unanimous**

**FC 073.2.4 CCTV upgrade:** It was reported that the officers had reviewed the Community Centre Risk Assessment and identified two areas where the safety and security of the Community Centre could be improved. One of which had already been implemented at minimal cost which was the conversion of the internal locks to the rooms and suites to "swivel locks" which meant that each room and suite could be locked from the inside, each room and suite having access to an emergency exit thus providing. The installation of the "swivel locks" had been welcomed and well received by hirers who were pleased with the Parish Councils' proactive approach and swift action. The second safety measure would be more costly and would be the upgrade of the CCTV system which would also include the installation of CCTV and signage to the external areas and car park. Following a discussion it was:

**AGREED:** That agreement in principal be approved in so far as quotations would be obtained for consideration at a future meeting and system specifications forwarded to KHEM so that the CCTV upgrade could be included in the combined Licence to Alter.

**FC 073.2.5 New Bar:** Cllr Petty reported that technical drawings had been received and copied to members. A discussion took place on these and the visual drawings which had previously been shared with members. Following a discussion, it was proposed, seconded and:

**RESOLVED:** That the project would proceed and that quotations would be obtained for consideration by the Full Council. **By Majority**

6 For Cllrs. Petty, Sherlaw, Colman, Mclymont, MacKay, Vincent

2 Against Cllrs. Barker & rush

Cllr. Rush requested that the vote be recorded

**FC 074 Financial Metters**

**FC 074.1 2023/2024 AGAR:** It was reported that the External Audit for the year ended 31 March 2024 has been completed.

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It was noted that The External Auditor had concluded that ***“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”*** It was further noted that the External Auditor had not drawn attention to any other matters not affecting their opinion and that to comply with legislation, the Notice of Conclusion of Audit and AGAR including the External Auditors report had been published. Members also noted that as part of the External Audit process the External Auditor had investigated an objection to the AGAR from a resident.

**Noted**

**FC 074.2 2024-2025 Internal Audit**

**074.1 Engagement of Independent Internal Auditor:** It was reported that the recommendation arising from the Finance Committee was for KHPC to confirm the reappointment of Mulberry’s as the Independent Internal Auditor.

**Agreed**

**074.2 Interim Internal Audit:** It was reported that the Interim Internal Audit was carried out on 11 October 2024 and that an excellent had been received (copied to members). It was noted that no issues had been brought to the Parish Councils attention requirement improvement.

**Noted**

**FC 074.3 Bank Statements and Reconciliations at 30 September:** The bank and reconciliation statements were received and noted. It was further noted that the bank balance at 30 September 2024 was as follows.

**Noted**

UT Current	£51,634.27
UT Reserves	£290,775.84
CCLA	£622,428.47
<b>TOTAL</b>	<b>£964,838.58</b>

**FC 074.4 Financial Transactions**

**FC 074.4.1 Payments for Approval**

**FC 074.4.1 Payments for Approval:** It was proposed, seconded and:

**RESOLVED:** That the payments for the period up to 08.10.24 as per the listings copied to members be approved.

**Unanimous**

**FC 074.4.2 Receipts:** The receipts for the period up to 08 October 2024 as per the listings copied to members are to be noted.

**Noted**

**FC 074.5 Budgetary Control at 30 September 2024: Noted**

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**FC 074.6**      **2024-2025 Vat – Quarter 2:** It was reported that the VAT return for 2024-2025 Quarter 2 for the period ending 30.09.24 had been submitted to HMRC and that the VAT due to be returned to the Council was £5,291.97. **Noted**

**FC 074.7**      **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 075**      **Matters for Report**

**FC 75.1**      **Planning & Transport Committee**

**075.1.1**      **Committee Minutes:** The draft minutes from the meeting held on 03 October 2024 which had been circulated to members were noted. **Noted**

**075.1.2**      **Planning Application 24/01368/PA:** Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That the Full Council would respect the representations recommended by the Planning & Transport Committee. **Unanimous**

**FC 075.2**      **Climate Change & Environment Committee:** The draft minutes from the meeting held on 03 October 2024 which had been circulated to members were noted. **Noted**

**FC 075.3**      **Finance Committee:** The draft minutes from the meeting held on 10 October 2024 which had been circulated to members were noted. **Noted**

**FC 075.4**      **Sports Park Committee:** The draft minutes from the meeting held on 10 October 2024 which had been circulated to members were noted. **Noted**

**FC 075.5**      **KALC T & M Area Committee:** Cllr Barker had attended the meeting **Noted**

**FC 075.6**      **Members who attended any other meeting on behalf of KHPC were invited to give a brief report**

**FC 075.6.1**      **Prologis**

- Prologis had advised that the submission of the planning application is imminent. **Noted**
- Cllrs Petty and Hartman together with the Clerk would be meeting with Prologis on 18.10.24 and would report back to Full Council. **Noted.**

**FC 075.6.2**      **Allotment Meetings**

- Cllr Colman reported that on 29 September 2024 she and Cllr. Sherlaw had attended the informal meeting between the Allotment Holders and Allotment Panel.

**Noted**

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- **Annual Meeting Between Allotment Holders and the Allotment Panel.** A constructive and informative meeting was held on 04 October 2024. Thanks to Cllr Rush from the Allotment Panel for Chairing the meeting. **Noted**

**075.6.3 MacMillan Coffee Afternoon:** The event held on 30 September 2024 in conjunction with the weekly Community Club raised £89.70. **Noted**

**FC 076**

**Administration**

**FC 076.1 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 that this matter would continue to be reviewed periodically. **Unanimous**

**FC 076.2 New Financial Regulations:** Following a discussion it was proposed, seconded and:  
**RESOLVED:** That the 2024 Financial Regulations as copied to members be approved. **Unanimous**

**FC 077 Matters for the Next Agenda: None**

**FC 078 Date and Time of Next Meeting:** Confirmed as 21 November 2024

**FC 079 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**

**There being no additional business, the meeting concluded at 21.19 hours**

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