

KINGS HILL PARISH COUNCIL

Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent ME19 4LG
Tel: 01732 870382, Email: clerk@kingshillparish.gov.uk, web: www.kingshillparish.gov.uk

SUMMONS

TO: All members of the Parish Council

In accordance with the requirements of the Local Government Act 1972, you are hereby summoned to attend the Annual Meeting of Kings Hill Parish Council on Thursday 15 May 2025 at 7.00 p.m. The meeting will be held in the Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG

Karen Bell

Clerk to the Council

07 May 2025

NOTICE OF MEETING

Public Notice of the meeting has been given in accordance with schedule 12, Para 10(2) of the Local Government Act 1972. The Meeting is open to the press and public.

Public Participation: A period of time has been set aside during which the Parish Council invites Questions from Parishioners present (15 minutes is allowed for this part of the meeting, the minute book is closed for this part of the meeting)

RECORDING (AUDIO AND / OR VIDEO OF COUNCIL MEETINGS AND THE USE OF SOCIAL MEDIA): Members of the public attending this meeting are advised that it may be filmed and recorded. Members of the public are allowed to record the Parish Councillors and Officers from the front of the public seating area only providing it does not disrupt the meeting. Any items in the exempt part of the agenda cannot be recorded and no recording device is to be left behind. If another member of the public objects to being recorded, the person(s) recording must stop doing so until the member of the public has finished speaking. The use of social media is permitted.

MOBILE PHONES: Members of the public are reminded that the use of mobile phones (other than silent) is prohibited at Parish Council and Committee meetings.

AGENDA

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| FC 001 | Election of Chairman for 2025 / 2026 |
| FC 002 | Election of Deputy Chairman for 2025 / 2026 |
| FC 003 | Apologies for Absence and absentees |
| FC 004 | Declaration of Interests and/or lobbying and intention to record <ul style="list-style-type: none">• Reminder to Members to disclose either a Pecuniary Interest or Other Interest in any item on the agenda. The clerk cannot advise members on this, and members are personally responsible for declaring an interest.• Councillors are responsible for ensuring that their Register of Interests is up to date (within 28 days of any changes).• Members are requested to disclose any lobbying they may have received for items on the agenda.• Reminder to disclose an intention to record, please note that recordings are not allowed during the consideration of confidential items of business. |
| FC 005 | Public Forum: The minute book will be closed during this part of the meeting. |
| FC 006 | Reports from County Councillor, Borough Councillors, Police representatives & Community Warden if present |

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| FC 007 | Minutes | |
| FC 007.1 | To confirm the accuracy of the minutes from the meeting held on 17 April 2025 | (Attached) |
| FC 007.2 | To receive an update on any matters arising not included elsewhere on the agenda. | |
| FC 008 | Committees & Working Groups | |
| FC 008.1 | Review of Committee & Working Group Structure | |
| FC 008.2 | Appointment of Members to Committees & Working Groups | |
| FC 008.3 | Representation of Local Groups & Organisations | |
| FC 008.4 | Review of Terms of Reference for Committees and Working Groups and Scheme of Delegation | (Attached) |
| FC 009 | Review of Standing Orders | (Attached) |
| FC 010 | Review of Financial Regulations: | To consider the recommendation from the Finance Committee |
| FC 011 | Review of Assets: | To note (Attached) |
| FC 012 | Review of Policies and Procedures: | To approve / reapprove (Attached) |
| FC 013 | Review of General Power of Competence Status | |
| FC 014 | Matters Requiring Decisions | |
| FC 014.1 | Sports Park | To receive information and consider KHPC actions in respect of the following |
| FC 014.1.1 | Irrigation | (Attached) |
| FC 014.1.2 | Back Doors Remedial Work | (To follow) |
| FC 014.1.3 | Outdoor Drinks Area | (To follow) |
| FC 014.2 | Community Centre: | To receive information and consider KHPC actions in respect of the following |
| FC 014.2.1 | New Bar | |
| FC 014.2.2 | Cunningham Suite | (Attached) |
| FC 014.2.3 | New Storage Area: Quotations | (Attached) |
| FC 014.2.4 | Replacement Point of Sale System | (Attached) |
| FC 014.3 | Bus Service between KH & WM: | To receive information and to discuss including a discussion on the potential viability of a Community Transport Scheme |
| FC 014.4 | Malling Primary Care Group – Access Hub: | To receive information and consider KHPC actions |
| FC 015 | Financial Matters | |
| FC 015.1 | 2024/2025 Annual Governance & Accounting Return | (Attached) |
| FC 015.1.1 | Annual Internal Audit Report: | To receive and note |
| FC 015.1.2 | Section 1 Annual Governance Statement: | To consider and respond to statements 1 – 9 |
| FC 015.1.3 | Section 2 Accounting Statements: | To approve |
| FC 015.2 | 2024/2025 Reserves: | To consider and approve (Attached) |
| FC 015.3 | VAT Return Quarter 4 2024/2025: | To note (Attached) |
| FC 015.4 | Review of Financial Policies & Procedures: | To reapprove the following (Attached) |

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| | FC 015.4.1 | Regular Payments and Direct Debits | |
| | FC 015.4.2 | Risk Assessment & Risk Management | |
| | FC 015.4.3 | Internal Controls | |
| | FC 015.4.4 | Investment | |
| | FC 015.4.5 | Insurance Arrangements | |
| | FC 015.4.6 | Procurement | |
| | FC 015.4.7 | Payments & Receipts | |
| | FC 015.4.8 | General & Earmarked Reserves | |
| FC 015.5 | Bank Statements & Reconciliations at 30 April 2025: To note | | (Attached) |
| FC 015.6 | Payments for Approval | | (Attached) |
| FC 015.7 | Receipts for Noting | | (Attached) |
| FC 015.8 | Budgetary Control at 30 April 2025: To note | | (Attached) |
| FC 015.9 | Annual Review of Allotment Rents: To consider | | |
| FC 015.10 | Funding Requests: To consider | | (Attached) |

FC 016 Matters for Report – To receive information reports from Committees, Working Groups and representatives: To include

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| FC 016.1 | Planning & Transport (01.05.25) - Draft minutes | (Attached) |
| FC 016.2 | Finance (07.05.25) - Draft Minutes | (To follow) |
| FC 016.3 | Climate Change & Environment (07.05.25 - Draft minutes | (To follow) |
| FC 016.4 | 80 th Anniversary of Ve Day Commemorations | |
| FC 016.5 | Meeting with Prologis (09.06.25): To note - agenda items invited | |
| FC 016.6 | Members who attended any meeting on KHPC's behalf to report | |
| FC 016.7 | Arrangements for reporting back to KHPC: To confirm. | |

FC 017 Administration

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| FC 017.1 | Councillor Vacancies: To review |
| FC 017.2 | Town Council Status: To continue discussions |
| FC 017.3 | Dignity & Respect Reminder: To note |

FC 018 Matters for the Next Agenda

FC 019 Date and Time of Next Meeting: To confirm as 19 June 2025

FC 020 Consideration in Private: Exclusion of Press and Public: There are only a few reasons why, legally, the public and press can be excluded from a meeting. The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) states "A body may, by resolution, exclude the public from a meeting (whether during the whole or part of the proceedings) whenever publicity would be prejudicial to the public interest because of the confidential nature of the business to be transacted or for other special reasons stated in the resolution and arising from the nature of that business or of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies." It is generally considered acceptable to exclude the press and public if the agenda item relates to the consideration of tenders, leases, or purchases of assets, for matters relating to staffing covered by the Data Protection Act and to consider complaints against the council or a code of conduct complaint. To receive and consider information in respect of the following:

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| FC 020.1 | Staffing Matters |
| FC 020.2 | Legal Matters |
| FC 020.3 | Lease Renewal Update |