

**MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD ON THURSDAY 15 MAY 2025 AT 7.00 P.M. IN THE KINGS HILL COMMUNITY CENTRE**

**PRESENT:** Cllrs. Barker, Colman, Hartman, Kirk (Arrived at 7.25 p.m.), MacKay, Mclymont Petty, Rush, Sherlaw & Vincent

**ALSO, PRESENT** K. Bell (Clerk to the Council), C. Cllr. Hudson & 1 member of the public

**APOLOGIES:** There were none

Cllr Petty opened the meeting and welcomed all present.  
Cllr Rush requested recorded votes.

**FC 001 Election of Chairman for 2025 / 2026:** The following nominations were received

Cllr Hartman proposed, seconded by Cllr. Sherlaw that Cllr Petty be re-elected Chairman. Cllr Petty accepted the nomination

Cllr, Barker proposed, seconded by Cllr Rush that Cllr. MacKay be elected Chairman. Cllr. MacKay accepted the nomination.

Cllrs. Petty and MacKay gave short statements on why they should be Chairman, following which a vote was taken with the result as follows:

Cllr. Petty 6 votes Cllrs. Colman, Sherlaw, Vincent, Mclymont, Hartman & Petty

Cllr. MacKay 3 votes Cllrs, Rush, Barker & Mackay

**RESOLVED:** That Cllr Petty be re-elected **By Majority (7:3)**  
Cllr Petty completed his Declaration of Acceptance of Office.

**FC 002 Election of Deputy Chairman for 2025 / 2026:** The following nominations were received

Cllr. Rush proposed, seconded by Cllr. Barker that Cllr. MacKay be elected Deputy Chairman. Cllr. MacKay accepted the nomination

Cllr, Petty proposed, seconded by Cllr. Mclymont that Cllr. Hartman be re-elected Deputy Chairman. Cllr. Hartman accepted the nomination.

Cllrs. MacKay and Hartman gave short statements on why they should be Deputy Chairman, following which a vote was taken with the result as follows:

Cllr. Hartman 6 votes Cllrs. Colman, Sherlaw, Vincent, Mclymont, Hartman & Petty

Cllr. MacKay 3 votes Cllrs, Rush, Barker & Mackay

**RESOLVED:** That Cllr Hartman be re-elected. **By Majority (6:3)**

**FC 003 Apologies for Absence:** There were none **Unanimous**

**FC 004 Declarations of interest and/or lobbying and intention to record**

Cllr. Rush stated his intention to record proceedings. **Noted**

Cllr. Barker declared an interest in item FC 014.3 **Noted**

Cllr. Rush declared an interest in item FC 015.9 **Noted**

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**Chairman:** .....

**Date:** 19 June 2025

**FC 005 Questions from Members of the Public:** The minute book was closed for this part of the meeting. The resident present wished to know more about items FC 014.2.1 and FC 017.2.

**FC 006 Reports from County Cllr. Borough Cllrs & Police representatives**  
 B. Cllrs: Apologies received from B. Cllr. D. Harman **Noted**  
 Police: Report copied to members **Noted**  
 C. Cllr C. Cllr. Hudson was welcomed to the meeting; and congratulated on her re-election to KCC. Cllr Hudson drew attention to the following:

- Community Bike Fix and Family Bike Ride which was taking place on 17 May 2025.
- The 2025/2026 HIP, it was noted that this was due to be reviewed by the P & T Committee on 05.06.25.
- Within TMBC. B. Cllr. Brown had been elected Mayor and B. Cllr. Tanner had been elected Deputy Mayor
- She expressed surprise and disappointment regarding Councillor Rush's decision to record parish council meetings. She noted that such actions were not typical practice for parish councillors and considered the approach to be unusual. **Noted**

**FC 007 Minutes**  
**FC 007.1 Minutes from the Meeting held on 17 April 2025:** Cllr. Rush commented on the accuracy of the minutes. This was noted, following which it was proposed by Cllr. Mclymont, seconded by, seconded by Cllr Sherlaw and:  
**RESOLVED:** That the minutes be approved as a true record of the proceedings. **By Majority (9:1)**  
**Cllr Rush voted against**

**FC 007.2 Matters Arising from the minutes not otherwise on the agenda.** There were none **Noted**

**FC 008 Committees and Working Groups**  
**FC 008.1 Review of existing Committee and Working group structure:**  
 Following a discussion it was proposed by Cllr Petty, seconded by Cllr Sherlaw and  
**RESOLVED:** That the existing Committee structure would remain unchanged **Unanimous**  
 It was further proposed by Cllr. Petty, Seconded by Cllr. Barker and  
**RESOLVED:** That the Climate Change Working Group would be disbanded. **Unanimous**  
 It was further proposed by Cllr. Barker seconded by Cllr. Petty and:  
**RESOLVED:** That a new Town Council Working would be created with a maximum of 6 members  
**By Majority (9:1)**  
**Cllr Rush voted against**  
**FC 008.2 2025/2026 Appointment of Members to Committees and Working Groups**  
**Planning & Transport Committee:** It was proposed by Cllr. Petty, seconded by Cllr. Sherlaw and:

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**RESOLVED:** That the Committee membership for 2025/2026 would be unchanged i.e. Cllrs. Barker, Petty, Kirk, Sherlaw, MacKay, Mclymont, Rush, & Colman  
Ex Officio. Cllr. Hartman  
Substitute Cllr. Vincent **Unanimous**

**Climate Change & Environment Committee:** It was proposed by Cllr. Petty, seconded by Cllr. Hartman and:

**RESOLVED:** That the Committee membership for 2025/2026 would be unchanged, i.e. Cllrs. Barker, Colman, Sherlaw, Petty, Mclymont & Rush  
Ex Officio: Cllr Hartman **Unanimous**

**Finance Committee:** A discussion took place during which Cllr. Rush expressed a desire to rejoin the Committee. As all existing committee members wished to remain an amendment to the Committee TORs would be required in order to admit an additional member. It was proposed by Cllr. Petty, seconded by Cllr. Hartman and:

**RESOLVED:** That the Committee membership for 2025/2026 would be unchanged, i.e. Cllrs. Petty, Hartman, Kirk, Colman & Mclymont  
Substitute: Cllr Barker **Unanimous**

**Sports Park Committee:** It was proposed by Cllr. Petty, seconded by Cllr. MacKay and:

**RESOLVED:** That the 2025/2026 Committee membership would be Cllrs. Barker, Colman, Kirk, Hartman, Sherlaw, Petty & Mclymont. **Unanimous**

**Events & Communications Working Group:** It was proposed by Cllr Petty, seconded by Cllr. Sherlaw and:

**RESOLVED:** That the Working Group membership would be Cllrs Petty, Vincent, Barker, Colman, Sherlaw, Mclymont **Unanimous**

**Strategic Planning:** It was proposed by Cllr. Petty, seconded by Cllr. Sherlaw and:

**RESOLVED:** That the Working Group membership would be Cllrs. Barker, Colman, Hartman, Mclymont, Sherlaw, Vincent & Kirk

**Town Council Working Group:** It was **agreed** that the representation for the new WG would be Cllrs. Colman. Mclymont, Petty, Vincent, Kirk and Rush.

#### FC 008.3

**Representation of Local Groups & Organisations:** Following a discussion, it was **RESOLVED** that the 2025/2026 representation would be as follows: **Unanimous**  
TMBC Parish Partnership Panel Cllrs. Barker, Petty, Colman & Rush

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Blaise Farm Liaison Group	Cllrs Barker, Colman & Sherlaw
TMBC Standards Board	Cllrs. Petty & Barker
Malling Action Group	TBC
<b>Note: Representation to be confirmed following receipt of information</b>	
West Malling Patient Participation Group	Cllrs. Colman & Sherlaw
Broadwater Action Group	Cllrs Petty & Kirk
Prologis	Cllrs. Petty, Rush, Vincent, Kirk, Barker & Hartman
KALC T & M Area Committee	Cllrs. Barker & Colman Substitute: Cllr Petty
Coordinate Kings Hill	TBC
<b>Note: Representation to be confirmed following receipt of information</b>	
Neighbourhood Watch	Cllrs. Mclymont & MacKay

The time being 9.30 p.m. it was agreed that the meeting would continue for a further 30 minutes.

**Unanimous**

**FC 008.4 Review of Terms of Reference for Committees and Working Groups and Scheme of Delegation:** It was reported that the revised document would be considered at a future meeting as it required updating to include the 2025/2026 council representation on Committees, Working Groups and Local Groups and Organisations. **Noted**

**FC 009 Annual Review of Standing Orders (SOs):** It was proposed by Cllr Petty, seconded by Cllr Kirk and:  
**RESOLVED:** That the SOs would be readopted as a working document and remain subject to continual review as per any revisions from NALC. **Unanimous**

**FC 010 Annual Review of Financial Regulations (FRs):** It was proposed by Cllr Petty, seconded by Cllr. Vincent and:  
**RESOLVED:** That the Financial Regulations would be re-approved and include an addendum to cover the two procurement Acts of Parliament as per the 2025 NALC Model. **Unanimous**

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FC 011

**Annual Review of Land and Assets:** It was reported that the KHPC Asset Listing at 31.03.25 had been copied to members and that the asset listing was subject to ongoing review. It was further reported that the asset listing had been independently examined and verified by the Independent Internal Auditor.

**Noted**

FC 012

**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 reviewed annually. Following a discussion, it was proposed by Cllr. Petty, seconded by Cllr. Vincent and:

**RESOLVED:** That the following policies and procedures would be readopted unchanged.

**By Majority (7:2)**

**Cllrs. Rush & Barker voted against, Cllr MacKay abstained**

1. Complaints Policy
2. Lone Working Policy
3. Smoking Policy
4. Vexatious Complaint Policy
5. Open Space Policy & Procedure
6. Allotment Shed Policy
7. Allotment Recycle Policy
8. Personal electrical Items Policy
9. Operation London Bridge Protocol
10. Sponsorship Policy
11. General & earmarked Reserves Policy
12. Kent Pension Fund Policy
13. Communications Policy
14. Advertising Policy
15. Protocol for Councillor and Officer Relationships
16. Press and Media Policy
17. Mobile Phone Policy
18. Laptop Policy
19. CCTV Policy
20. CCTV Access Request Form
21. Protocol for the recording or reporting of Council and Committee Meetings
22. Motions for Councillors Policy
23. Training Policy
24. Equal Opportunities Policy
25. Privacy Notice
26. Model Publication Scheme
27. Data Protection Policy
28. Freedom of Information Policy
29. Information Security Policy
30. Security Incident and Data Breach Policy
31. Subject Access Request Policy

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It was further proposed by Cllr. Petty, seconded by Cllr. Vincent and:

**RESOLVED:** That the following new / amended policies would also be adopted and that it be noted that all the HR policies were currently being reviewed by Worknest who would ensure that they complied with the latest employment legislation following which they would be collated into an HR staff manual which would be considered for approval at a future meeting.

32. Overtime and Time off in Lieu (NEW)

33. Maternity Leave & Pay (NEW)

34. Health & Safety Handbook (NEW)

35. Health & Safety Policy (AMENDED)

**By Majority (7:2)**

**Cllrs. Rush & Barker voted against, Cllr MacKay abstained**

**FC 013 Annual Review of General Power of Competence (GPC) Status:** it was proposed by Cllr. Petty, seconded by Cllr. Kirk and:

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

**FC 014 Matters Requiring Decisions**

**FC 014.1 Sports Park**

**FC 014.1.1 Irrigation:** Following a discussion, it was proposed by Cllr. Petty, seconded by Cllr. Hartman and:

**RESOLVED:** That KHPC would accept the quotation in respect of the the second mains water connection and that the Clerk be given delegated authority to progress the work up to £9.2K.

**Unanimous**

**FC 014.1.2 Back Doors Remedial Work:** TMA had now advised that it was reviewing whether it was necessary to replace the back door and was liaising with a contractor on the proposed replacement of the hinges. Following a discussion, it was proposed by Cllr. Petty, seconded by Cllr. Hartman and:

**RESOLVED:** That the matter would be deferred to the Sports Park Committee.

**Unanimous**

**FC 014.1.3 Outdoor Drinks Area:** It was **agreed** that this item would be deferred to the Sports Park committee who would make a recommendation in due course to Full Council. **Noted**

**FC 014.2 Community Centre**

**FC 014.2.1 New Bar:** Deferred **Noted**

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**FC 014.2.2**

**Cunningham Suite:** A comprehensive discussion was held regarding the future use of the Cunningham Suite. The debate encompassed the following matters:

- A proposal submitted by a prospective commercial tenant.
- Current usage patterns of the Cunningham Suite.
- Hourly rates for casual bookings, distinguishing between peak and off-peak periods.
- Expressions of interest from various groups and organisations, including from existing users.
- Projected usage
- Income earned for the financial year 2024/2025.
- Short-term demand for the Suite from hirers potentially displaced by the installation of new facilities, including a storage area, air conditioning, and a bar, pending progression of the associated project.

Following deliberation, it was proposed by Cllr Petty, seconded by Cllr McLymont, and:

**RESOLVED:** That the proposal received from the prospective commercial tenant be accepted, subject to the Parish Council's agreement of suitable terms and conditions.

**By majority (7:3)**

Cllrs Barker, Rush, and MacKay voted against.

**FC 014.2.3**

**New Table & Chair Storage:** It was reported that, while the installation of solar panels had been successfully completed, the placement of the battery unit within the Jim Fry storage area had introduced several operational challenges. These included:

- Increased workload for the caretaking staff and Council officers;
- Disruption caused by noise from the battery unit, which required mitigation through appropriate soundproofing;
- The need to create a new storage area, which would consequently reduce the available space in the Jim Fry Hall.

Following discussion, it was proposed, seconded, and:

**RESOLVED:** That the Council proceed with the construction of a new storage area, incorporating appropriate soundproofing measures.

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Attention was also drawn to excessive heat generated from the battery unit / inverter which might have to be mitigated by air conditioning.

**FC 014.2.4 Replacement Point of Sale system: Deferred  
Agreed**

**FC 014.3 Bus Service between Kings Hill and West Malling: Deferred.  
Agreed**

**FC 014.4 Access Hub: Deferred Agreed**

**FC 015 Financial Matters**

**FC 015.1 2024/2025 Annual Governance and Accounting Return (AGAR)**

**FC 015.1.1 Annual Internal Audit Report:** It was reported that the Independent Internal Audit was carried out on 30 April 2025, and that the report was included with the agenda pack. Members noted the excellent Internal Audit Report and the conclusion from the independent internal auditor who had stated, **"It is clear the council takes governance, policies and procedures seriously and I am pleased to report that overall, the systems and procedures you have in place are fit for purpose"**.  
**Noted**

**FC 015.1.2 Section 1 Annual Governance Statement:**  
The Council considered each assertion individually and responded as follows:

Assertion 1	YES	<b>By Majority</b> Cllr Rush against
Assertion 2	YES	<b>By Majority</b> Cllr Rush against Cllr Barker abstained
Assertion 3	YES	<b>By Majority</b> Cllr Rush against Cllr. Barker abstained,
Assertion 4	YES	<b>By Majority</b> Cllr Barker against Cllr MacKay abstained
Assertion 5	YES	<b>By Majority</b> Cllrs Barker & Rush abstained
Assertion 6	YES	<b>Unanimous</b>
Assertion 7	YES	<b>Unanimous</b>
Assertion 8	YES	Cllr. Barker & Rush against

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**009**

Assertion 9

N/A

**Unanimous**

In accordance with the above, Section 1 of the 2024/2025 would be completed assigning positive assurances to each of the assertions except assertion 9 where the response would be not applicable following which Section 1 would be signed by the Chairman and Clerk.

**By Majority**

**FC 015.1.3**

**Section 2 Accounting Statements:** The Council was asked to consider the Accounting Statements, as follows:

Box No.	2023/2024	2024/2025
1	£486,798	£606,012
2	£552,847	£525,205
3	£217,379	£243,901
4	£198,322	£230,108
5	£182,038	£115,394
6	£270,652	£311,408
7	£606,012	£718,208
8	£618,570	£695,876
9	£210,101	£280,430
10	£107,412	£0

It was proposed by Cllr. Hartman, seconded by Cllr. Kirk and:

**RESOLVED:** That Section 2 be approved and countersigned by the Chairman.

**Unanimous**

**Cllr. Rush abstained**

Due to the lateness of the hour, the remaining agenda items requiring a decision were deferred to the next meeting. Agenda Items listed for noting would be recorded as appropriate.

<b>FC 015.2</b>	<b>2023/2024 Reserves:</b> Review Deferred	<b>Agreed Noted</b>
<b>FC 015.3</b>	<b>VAT Return Quarter 4 2024/2025:</b>	<b>Noted</b>
<b>FC 015.4</b>	<b>Review of Financial Policies &amp; Procedures:</b> Deferred	<b>Noted</b>
<b>FC 015.5</b>	<b>Bank Statements &amp; Reconciliations at 30 April 2025</b>	<b>Noted</b>
<b>FC 015.6</b>	<b>Payments for Approval:</b> Deferred	<b>Noted</b>
<b>FC 015.7</b>	<b>Receipts:</b> The receipts for the period up to 05 May 2025 as per the listings copied to members were noted. The redacted listings would be appended to the minutes and added to the website.	<b>Noted</b>
<b>FC 015.8</b>	<b>Budgetary Control at 30 April 2025</b>	<b>Noted</b>

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FC 015.9	Annual Review of Allotment Rents: Deferred	Noted
FC 015.10	Funding Applications: Deferred	Noted
FC 016	<b>Matters for Report – To receive information reports from Committees, Working Groups and representatives</b>	
FC 016.1	Draft Minutes - Planning & Transport Committee, Finance Committee and Climate Change & Environment Committee:	Noted
FC 016.2	80 <sup>th</sup> Anniversary of VE Day	Noted
	<ul style="list-style-type: none"> <li>The officers worked incredibly hard ensuring that both events were a great success and a credit to KHPC. Karen, Nicki &amp; Tasha were helped on 08 May 2025 by Cllr. Mackay. Nicki laid the commemorative wreath on behalf of KHPC, Karen read the National Tribute, Tasha took photographs, and the Girls Brigade held the Lamps of Peace.</li> <li>The community celebration on 10.05.25 was another magnificent showcase of KHPC at its very finest. Thanks to Hannah and Tasha for organising the event helped on the day by Karen, Nicki, Casey, Sophie and Cllrs. Petty, Mclymont, Sherlaw, Colman, Vincent and MacKay. Cllrs. Petty and Mclymont and the Parish Clerk performed a civic role on the day by hosting the VIP guests.</li> </ul>	
FC 016.3	Prologis Meeting (09.06.25)	Noted
FC 016.4	Members who attended any meeting on behalf of KHPC will be invited to give a brief report: None	Noted
FC 016.5	Arrangements for reporting back to KHPC: Deferred	Agreed
FC 017	<b>Administration</b>	
FC 017.1	Councillor Vacancies: Deferred	Agree
FC 017.2	Town Council Status: Deferred to the Working Group to the new Working Group who would bring recommendations to the Full Council for consideration.	Agreed
FC 017.3	Civility & Respect Reminder	Noted
FC 018	Matters for the Next Agenda: None	Noted
FC 019	Date and Time of Next Meeting: Confirmed as 19 June 2025	Noted
FC 020	<b>Matters for Consideration in Private:</b>	
	Per the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) the following Items were considered in private.	Agreed
FC 020.1	Staffing Matters: No report	Noted
FC 020.2	Legal Matters: Updates	Noted

There being no additional business, the meeting concluded at 10.00 p.m.

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Chairman: ..... Date: 19 June 2025