

# KINGS HILL PARISH COUNCIL

Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, Kent ME19 4LG  
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## 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 a Meeting of Kings Hill Parish Council on Thursday 19 June 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**  
**12 June 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

**FC 021      Apologies for Absence and absentees**

**FC 022      Declaration of Interests and/or lobbying and intention to record**

- 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 023      Public Forum:** The minute book will be closed during this part of the meeting.

**FC 024      Chairman & Deputy Chairman's Announcements**

**FC 025      Reports from County Councillor, Borough Councillors & Police representatives & Community Warden if present**

FC 026	<b>Minutes</b>	
	<b>FC 026.1</b>	<b>To confirm the accuracy of the minutes from the Annual Meeting of the Parish Council held on 15 May 2025</b> (Attached)
	<b>FC 026.2</b>	<b>To receive an update on any matters arising not included elsewhere on the agenda.</b>
FC 027	<b>Matters Requiring Decisions</b>	
	<b>FC 027.1</b>	<b>Sports Park</b>
	FC 027.1.1	Reports for Noting (Attached)
	FC 027.1.2	To consider funding provisions in respect of the following: FC 027.1.2.1 Planning Fees FC 027.1.2.2 Licence to Alter
	<b>FC 027.2</b>	<b>Community Centre:</b> To receive information and consider KHPC actions in respect of the following (Deferred from 15.05.25) FC 027.2.1 New Bar FC 027.2.2 Replacement Point of Sale System (Attached)
	<b>FC 027.3</b>	<b>Bus Service between KH &amp; WM:</b> To receive information and to discuss including a discussion on the potential viability of a Community Transport Scheme (Deferred from 15.05.25)
	<b>FC 027.4</b>	<b>Malling Primary Care Group – Access Hub:</b> To receive information and consider KHPC Actions (Deferred from 15.05.25) (Attached)
	<b>FC 027.5</b>	<b>Planning Application TM/21/00881 Judicial Review Budgetary Provision:</b> To consider the recommendation from the Planning & Transport Committee (Attached)
FC 028	<b>Financial Matters</b>	
	<b>FC 028.1</b>	<b>2024/2025 Reserves:</b> To consider the recommendation from the Finance Committee (Previously circulated)
	<b>FC 028.2</b>	<b>Review of Financial Regulations, Policies &amp; Procedures:</b> To consider the recommendation from the Finance Committee (Previously circulated)
	FC 028.2.1	Regular Payments and Direct Debits
	FC 028.2.2	Risk Assessment & Risk Management
	FC 028.2.3	Internal Controls
	FC 028.2.4	Investment
	FC 028.2.5	Insurance Arrangements
	FC 028.2.6	Procurement
	FC 028.2.7	Payments & Receipts
	FC 028.2.8	General & Earmarked Reserves
	FC 028.2.9	Financial Regulations
	<b>FC 028.3</b>	<b>Bank Statements &amp; Reconciliations at 31 May 2025:</b> To note (Attached)
	<b>FC 028.4</b>	<b>Payments for Approval</b> (Previously circulated &) (Attached)
	<b>FC 028.5</b>	<b>Receipts for Noting</b> (Previously circulated &) (Attached)
	<b>FC 028.6</b>	<b>Budgetary Control at 31 May 2025:</b> To note (Attached)
	<b>FC 028.7</b>	<b>Annual Review of Allotment Rents:</b> To consider the recommendation from the Climate Change & Environment Committee (Previously Circulated)

- FC 028.8      Funding Requests:** To consider the recommendation from the Finance Committee (Previously circulated &) (To follow)
- FC 029      Matters for Report – To receive information reports from Committees, Working Groups and representatives:** To include
- FC 029.1      Committees**
- FC 029.1.1      Sports Park Committee – 20.05.25: Draft Minutes (Attached)
- FC 029.1.2      Planning & Transport Committee – 05.06.25: Draft minutes (Attached)
- FC 029.1.3      Finance Committee – 12.06.25: Draft Minutes (To follow)
- FC 029.2      Working Groups**
- FC 029.3      Parish Partnership Panel** (29.05.25): Cllr. Barker to report
- FC 029.4      Meeting with Prologis** (09.06.25): Cllrs Petty, Barker & Rush to report & (Attached)
- FC 029.5      Members who attended any meeting on KHPC's behalf to report**
- FC 029.6      Arrangements for reporting back to KHPC:** To confirm.
- FC 030      Administration**
- FC 030.1      Councillor Vacancies:** To review
- FC 030.2      Civility & Respect Reminder:** To note (Attached)
- FC 030.3      Local Government Reorganisation:** To note information received (Previously circulated &) (Attached)
- FC 031      Matters for the Next Agenda**
- FC 032      Date and Time of Next Meeting:** To confirm as 17 July 2025
- FC 033      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:
- FC 033.1      Staffing Matters**
- FC 033.2      Legal Matters**
- FC 033.3      Lease Renewal Update**