

083  
**Kings Hill Parish Council  
Minutes**

**Date:** Thursday, 18 September 2025  
**Time:** 7.30 p.m.  
**Venue:** Kings Hill Community Centre

**Present:** Cllrs. Barker, Colman, Hartman (Deputy Chairman), Mackay, Mclymont, Sherlaw & Vincent

**Also Present:** K. Bell (Parish Clerk) & H. Usher (Deputy Clerk), Regular Users of the KH community Centre x 2 & 1 resident

**Apologies:** Cllrs, Kirk & Petty

In the absence of Cllr. Petty, the meeting was Chaired by the Deputy Chairman. Cllr. Hartman opened the meeting and welcomed all present.

**FC 053      Apologies for Absence:** It was proposed, seconded and:  
**RESOLVED:** To approve the apologies received from Cllrs. Kirk, (Business Commitment) & Petty (Holiday) **Unanimous**

**FC 054      Declarations of Interest, Lobbying & Recording:** Members were reminded of their responsibility to declare any pecuniary or other interests. Members were also reminded to disclose any lobbying and intentions to record. No declarations were made **Noted**

**FC 055      Public Forum:** The minute book was closed for this part of the meeting.  
• Correspondence regarding hall hire charges was read out on behalf of regular users of the Community Centre.  
• A resident raised questions regarding KHEM obligations and in respect of the long-awaited mobile phone mast. **Noted**

Cllr Hartman thanked the two regular hirers for attending and speaking to the Council. He then suspended standing orders to vary the order of the agenda, bringing forward item FC 060.9 in respect of hall hire charges for immediate consideration. Full minute under reference **FC 060.9** refers. **Noted**

**FC 056      Deputy Chairman's Announcements:** Cllr Hartman, as Chair of the Sports Park Committee, provided an update on recent discussions regarding the Hockey Club. Feedback from Tonbridge & Malling Borough Council appeared largely negative. It was noted that Borough Councillor Kim Tanner was supportive of the Hockey Club and was in conversation with the Leader of the Borough Council to explore how the situation might be improved. Discussions had also involved Helen Grant MP. Council was informed that the Cobdown Sports planning application was scheduled to be considered by the Area 3 Planning Committee on 25 September 2025. There would be KHPC representation attending to support the Hockey Club. **Noted**

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**FC 057 Reports from County, Borough Councillors & Police    *Noted***

- Apologies received from C. Cllr Hudson, and B. Cllrs. Brown & Harman
- Correspondence from the leader of TMBC regarding B. Cllr engagement was noted.
- Police report received regarding the incident at Kimberley Clark Ltd on 16.08.25 was noted.

**FC 058 Minutes****FC 058.1 Minutes of meetings held on 31 July and 26 August 2025:**

The council noted correspondence from former Parish Councillor David Rush requesting amendments to the minutes of the meeting held on 31.07.2025. It was noted that references to Mr Rush, related to his public role and were discussed in the context of council governance and accountability. These references did not constitute a breach of the UK GDPR, as they did not involve private or sensitive personal data. The council remained committed to ensuring all published materials were lawful, proportionate, and respectful. It was proposed, seconded and:

**RESOLVED:** That the minutes of the meetings be signed as accurate records of the proceedings.

***Resolution passed by majority.***

**FC 058.2 Matters Arising not covered elsewhere on the agenda**

The following updates were noted. ***Noted***

**FC 041.2.1 Mary Ellis Bar:** Construction complete; phase 2 underway.(fitting & equipping)

**FC 042.9 Re-Engagement of Independent Internal Auditor – Confirmed**

**FC 059 Matters Requiring Decisions**

**FC 059.1 TMA Financial Report at 31.07.25:** Received and noted. Also noted was the balance in the joint reserves account at 31.08.25  
***Noted***

**FC 059.2 Removal of Townsend Bar and Repurposing of Equipment:** It was reported that during the Summer Recess, the Townsend Bar was removed to create additional storage at the Community Centre, with some equipment repurposed for use in the Mary Ellis Bar at the cost of £3,780. Councillors acknowledged that the decision regarding the new storage area was made during the summer recess under delegated powers. While many welcomed the benefits of the improved organisation, some councillors expressed concern that they had been excluded from the decision-making process. In response, Cllr. Barker and Cllr. Hartman suggested a statement affirming the council's ongoing commitment to transparency and collective decision-making. Following a discussion, it was proposed by Cllr. Hartman, seconded by Cllr. Mclymont and:

**RESOLVED:** To approve the action retrospectively.

***Resolution passed by majority.***

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- FC 059.3 Local Government Reorganisation:** Cllr Colman was invited to speak on this item and provided background information to help contextualise the issue. Following a discussion, members agreed that the matter should remain on the agenda to ensure no key information was overlooked. It was recognised that the Council needed to remain informed and responsive to any emerging opportunities. **Agreed**

It was further agreed that officers would liaise with neighbouring councils to gather insight into their approaches and any relevant developments. **Agreed**

Cllr Barker shared updates from KALC and TMBC's Parish Partnership Panel. These updates were noted. She also urged everyone to regularly monitor the KALC website and to obtain a member's login if they had not already done so. **Noted**

- FC 059.4 KALC AGM 2025:** The deadline for the receipt by KALC of any motions (29.09.25) was noted. It was agreed that KHPC would not be putting forward any motions. **Unanimous**

- FC 059.5 WMGP Access Hub:** It was proposed, seconded and: **RESOLVED:** To defer the issue pending renewed interest from neighbouring parishes. **Unanimous**

- FC 059.6 Judicial Review (TM/21/00881/OA):** The Clerk reported that TMBC had commissioned a report concluding the site did not contain ancient woodland. Concerns were raised about the impartiality of the report, given its alignment with TMBC's planning decision. The following update points were noted:

- TMBC was progressing with Section 106 negotiations and preparing to issue the Decision Notice (DN).
- There was a risk of immediate tree felling once the DN was issued; legal representatives might seek an injunction.
- Councillors with local knowledge were asked to review the report and provide feedback.

It was noted that the Planning & Transport Committee had agreed to continue monitoring the situation and seek further legal advice as needed, including:

- Injunction to prevent tree felling.
- Independent ecological survey.
- Formal complaint to the Local Government Ombudsman.
- Call-in request to the Secretary of State.
- Engagement with environmental NGOs.
- Monitoring of site activity.
- Follow-up meeting with the Resident Action Group.

**Noted**

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## FC 060

**Financial Matters**

- FC 060.1 2024/2025 External Audit:** It was reported that the External Audit review had been completed with no qualifications; minor points were noted and addressed. It was further reported that whilst the audit review had been completed the External Auditor had not yet dealt with the objection. **Noted**
- FC 060.2 Bank and Reconciliation Statements at 31.07.25 and 31.08.25:** The following were noted. **Noted**  
 Bank Balance at 31.07.25 £813,802.01  
 Bank Balance at 31.08.25 £760,005.46
- FC 060.3 Payments approved (24.07.25 – 10.09.25):** It was proposed, seconded and:  
**RESOLVED:** That the payments as per the listings copied to members would be approved and published on the council's website. **Unanimous**
- FC 060.4 Receipts (24.07.25 – 10.09.25):** Receipts as per the listings copied to members for the period up to 10.09.25 were noted. **Noted**
- FC 060.5 Budgetary control report at 31.08.25** **Noted**
- FC 060.6 Former Youth Club Funds:** Following a discussion, it was agreed that the funds would be earmarked within reserves. Members noted the delay to the skatepark project and that consideration may be given at a later date to allocating the funds either to this or another project benefiting the youth of Kings Hill. **Agreed**
- FC 060.7 Local Incident Support:** Council revisited the item and agreed that pending the receipt of new information no further action would be taken. **Agreed**
- FC 060.8 Financial Regulations:** Full Council considered the recommendation of the Finance Committee held on 26.08.25 to adopt the Financial Regulations based on the 2025 NALC Model. it was proposed by Cllr Mclymont, seconded by Cllr Colman and:  
**RESOLVED:** That the revised Financial Regulations be approved. **Resolved by majority**  
 Cllr Barker voted against, citing the inability to view tracked changes.

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**FC 060.9 Hall Hire Charges:** Cllr Hartman introduced the item and drew attention to the recommendation of the Finance Committee held on 26.08.25. A discussion followed regarding the impact of recent changes to the Mary Ellis Hall, specifically the reduction in usable space and natural light due to the installation of the bar. Cllr. Hartman invited all councillors to share their views. Following the discussion, it was proposed by Cllr Hartman, seconded by Cllr Sherlaw and:

**RESOLVED:** To approve a permanent 10% discount on hire charges for both the Mary Ellis Hall and the Jim Fry Hall, applicable only to the existing regular hirers of the Mary Ellis Hall.

***Resolution passed unanimously***

It was noted that the discount was agreed as a goodwill gesture to acknowledge the reduced amenity of the space and that all hire charges remained subject to annual review.

**FC 061**

**Reports from Committees & Working Groups**

**FC 061.1 Committees**

**FC 061.1.1 Climate Change & Environment:** The Council received and formally noted the minutes of the Climate Change & Environment Committee meetings held on 14 August 2025 and 04 September 2025. ***Noted***

**FC 061.1.2 Planning & Transport Committee:** The Council received and formally noted the minutes of the Planning & Transport Committee meeting held on 11 September 2025. ***Noted***

**FC 061.1.3 Finance:** The Council received and formally noted the minutes of the Finance Committee held on 26 August 2025. ***Noted***

**FC 061.2 Town Council Working Group:** Meeting notes from the Town Council Working Group meeting held on 14 August 2025 were noted. ***Noted***

Key issues of note included the scheduling of a community information meeting to take place on 24 October 2025.

***Noted and Agreed***

**FC 061.3 End of Summer Party:** The End of Summer Party was held on 7 September 2025 and was well attended by residents of all ages. The event featured live music, free carnival games, face painting, candy floss, a bouncy castle, Dino Rides, a dog show, food vans, ice cream, community stalls, and a raffle. Community feedback was overwhelmingly positive, with residents praising

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the welcoming atmosphere, variety of activities, and the professionalism of staff and volunteers. The Parish Council thanked all officers and councillors for their contributions, noting that the event was a true team effort and a highlight of community engagement in Kings Hill. Cllr Hartman suggested that, for future events, councillors should not be expected to help undertake the setup and takedown of event infrastructure and recommended that the Parish Council engage external resources to manage these tasks. **Noted**

**FC 061.4 Prologis Quarterly Meeting:** The meeting had been rearranged and would now take place on 10 October 2025. Members were asked to submit additional agenda items by Friday, 27 September 2025, to allow time for collation and circulation ahead of the meeting. **Noted**

**FC 061.5 Reports received from members attending external meetings.** **Noted**

- **Malling Action Partnership:** Cllr. MacKay and Vincent were unable to attend the meeting scheduled to take place on 19.09.25.
- **KALC Committee:** Cllr. Barker would circulate the minutes from the meeting held on 17.07.25 when available
- **Parish Partnership Panel:** Cllr Barker would circulate the recording from the meeting when available.

**FC 062**

**Administration**

**FC 062.1**

**Councillor Vacancies:** Council reviewed the publication of casual vacancy notices in accordance with Section 87(2) of the Local Government Act 1972, which required that such notices be published "as soon as practicable" following a vacancy. It was noted that Tonbridge & Malling Borough Council interpreted this requirement as an immediate administrative duty, whereas Kings Hill Parish Council had previously adopted a more cautious approach, viewing publication as practicable only once related legal matters and concerns for staff and member wellbeing had been resolved. Cllr Hartman invited all councillors to share their views. Following discussion, it was proposed by Cllr Mackay, seconded by Cllr. Barker and:

**RESOLVED:** That all current vacancies be advertised. This decision supported the Council in fulfilling its statutory duties and reinforced the Council's commitment to transparency and good governance.

**Resolution passed unanimously**

**FC 062.2 TMBC ASB Unit reports:** The reports from July and August 2025 were received and noted. **Noted**

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- FC 062.3 Appointment of a Member to the Planning & Transport and Climate Change & Environment Committees:** Following the resignation of Mr David Rush, Council considered the need to appoint an additional member to both Committees to ensure quorum and maintain continuity of business. Cllr Vincent agreed to serve on both committees. It was proposed by Cllr Colman, seconded by Cllr Mackay, and:  
**RESOLVED:** That Cllr Vincent become a member of both Committees.

***Resolution passed unanimously***

- FC 063 Matters for the Next Agenda:** Members were reminded to submit items at least 10 days prior to the next meeting. It was suggested by Cllrs. Barker, and that the agenda include a review of the Code of Conduct and a reaffirmation of the roles and responsibilities of the Chairman and Councillors.

***Noted***

- FC 064 Date of Next Meeting:** Confirmed as Thursday, 16 October 2025.

***Noted***

- FC 065 Consideration in Private:** In accordance with the Public Bodies (Admission to Meetings) Act 1960, Section 1(2), it was **AGREED** that the public and press would be excluded from the meeting during consideration of the following items on the grounds that the involved the likely disclosure of confidential information.

**FC 065.1 Staffing Matters**

- NJC Pay Award approved and backdated to 1 April 2025.
- Updated HR documentation provided by the Councils HR advisor was approved.

**FC 065.2 Legal, Contracts & Lease Issues**

- An appeal response relating to an employment matter was noted.
- Termination of the agreement for use of the community space was noted.
- Attention was drawn to correspondence received regarding a regular hirer. The Clerk was asked to respond and arrange a meeting with relevant parties.
- The lease for a community facility was scheduled for review by the Sports Park Committee on 23 September 2025, with recommendations arising brought to the next meeting of the Council for consideration.

There being no additional business, the meeting concluded at 9.43 p.m.

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