

129  
**Kings Hill Parish Council**

Minutes from the meeting of the Full Council held on Thursday, 20 November 2025 at 7.30 p.m., in the Kings Hill Community Centre, 70 Gibson Drive, Kings Hill, ME19 4LG

**Present:** Cllrs: Barker, Petty (Chairman), Colman, Kirk, MacKay, McLymont, Sherlaw

**Also Present:** Karen Bell (Parish Clerk)

**Apologies:** Cllr: Vincent

- |        |   |           |
|--------|---|-----------|
| FC 080 | <b>Apologies for Absence:</b> It was proposed, seconded and<br><b>RESOLVED:</b> To approve the apologies received from Cllr Vincent (Overseas)  | Unanimous |
| FC 081 | <b>Declarations of Interest, Lobbying &amp; Intention to Record:</b> None received  | Noted     |
| FC 082 | <b>Councillor Vacancies:</b> It was reported that TMBC had confirmed that the four vacancies could be filled by co-option and that five applications had been received. Members considered the interviews held immediately prior to the meeting. Following discussion, it was proposed, seconded and:<br><b>RESOLVED:</b> That Kim Tanner, Charlotte Kershaw, and Michael Darcey be offered three of the councillor vacancies.  | Majority  |
|        | With regard to the remaining vacancy, members' deliberations on two excellent candidates, their deliberations led to a split and undecided decision. It was proposed, seconded and:   |           |
|        | <b>RESOLVED:</b> To invite both candidates to attend a second interview with councillors.   | Majority  |
| FC 083 | <b>Election of Deputy Chairman for the remainder of the Civic Year:</b> Nominations were invited for the position of Deputy Chairman for the remainder of the 2025-2026 Civic Year, the following nominations were received. <ul style="list-style-type: none"><li>• Cllr Barker proposed Cllr. MacKay for Deputy Chairman, seconded by Cllr Kirk</li><li>• Cllr Sherlaw proposed Cllr Mclymont for Deputy Chairman, seconded by Cllr. Colman</li></ul> As there were two nominations a vote was taken with the result as follows |           |
|        | Cllr MacKay 3 votes   |           |
|        | Cllr Mclymont 4 votes   |           |
|        | Cllr Mclymont was elected Deputy Chairman   | Majority  |
|        | Cllr Barker left the meeting to attend a meeting of TMBC's PPP  |           |

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Chairman: .....

Date: 04 December 2025

FC 084	<b>Public Forum:</b> No members of the public present	<b>Noted</b>
FC 085	<b>Chairman's Announcements:</b> None	<b>Noted</b>
FC 086	<b>Reports from External Representatives</b> <b>County Councillor:</b> County Councillor Hudson was welcomed to the meeting. She highlighted TMBC's Regulation 18 Local Plan Consultation and urged the Parish Council to carefully consider its response. Particular attention was drawn to the Broadwater Farm site, which was extensive and could accommodate 900 or more homes, noting that there were very few land opportunities of this scale elsewhere in the borough. Cllr Hudson encouraged the Council to include a comprehensive list of Section 106 and infrastructure requests in its response. She also advised that the Local Plan consultation document was fluid and subject to change.	<b>Noted</b>
	<b>Borough Councillors:</b> No reports	<b>Noted</b>
	<b>Police:</b> Halloween preventative measures in KH had been a success in that there had been no major issues. The Police officer would be "dropping in" to the Local Plan Public Meeting on 21.11.25.	<b>Noted</b>
FC 087	<b>Minutes</b> FC 087.1 It was proposed, seconded and: <b>RESOLVED:</b> That the minutes from the meeting held on 16 October 2025 be approved as an accurate record of the proceedings.	<b>Majority</b>
	FC 087.2 <b>Matters Arising:</b> There were none.	<b>Noted</b>
FC 088	<b>Matters Requiring Decisions</b> FC 088.1 <b>Sports Park:</b> The Sports Park Committee had been active in progressing infrastructure improvements: <ul style="list-style-type: none"><li>• <b>Irrigation Works:</b> Phase 1 &amp; 2 completed; KHPC had received circa £62,000 in S106 funding from TMBC.</li><li>• <b>Grounds Clearance:</b> Vegetation clearance for the Padel Court project deferred pending planning progress.</li><li>• <b>Water Costs:</b> TMA had advised that it was seeking a contribution from KHPC of circa £5.6K towards the additional water costs. It was proposed, seconded and: <b>RESOLVED:</b> That upon receipt of additional information the matter be considered at a future meeting.</li></ul>	

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FC 088.2

**Community Centre Bar**

**FC 088.2.1 Project Completion:** It was reported that the bar construction and fitting was completed under budget and ahead of schedule. KHPC secured a WKRSG of £20K, £18K has been received the remaining £2K would follow following the payment of the final construction invoice. It was noted that repurposing equipment from the Townsend Bar had saved costs and additional savings had been made on new fittings.

**Noted**

**FC 088.2.2 Next Phase Delegation:** Following a discussion, it was proposed, seconded and:

**RESOLVED:** That Council establish a working group comprising officers and Cllrs Colman, Petty, and McLymont, with clearly defined delegated powers to oversee operations, marketing, community engagement, and the appointment of a Bar Manager. The working group would report back to Full Council with recommendations, progress updates, and decisions.

**Unanimous**

FC 088.3

**Local Government Reorganisation:** The Council noted the update on the UK Government's proposals for local government reform and the implications for Kent. Members agreed to support the T & M WK Parish Alliance letter.

**Noted and Agreed**

FC 088.4

**Town Council Status:** Following discussion, it was proposed by Cllr Petty, seconded by Cllr Sherlaw, and:

**RESOLVED:** By a majority (4 in favour, 2 against) that Kings Hill Parish Council should proceed with the transition to Town Council status. Those voting against were Cllrs Kirk and MacKay. Cllr Kirk requested a recorded vote.

Members noted that this decision reflected the Council's ambition to raise its profile and strengthen its position within the evolving local government landscape. With reorganisation proposals under consideration, Town Council status would ensure Kings Hill was best placed to take advantage of any opportunities arising from structural changes, including potential devolution of powers and funding. The change was intended to enhance civic identity, improve influence in regional decision-making, and signal readiness to assume greater responsibilities for local services.

**Majority**

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- FC 088.5** **CCTV:** The Council noted that installation of the upgraded CCTV system at the Community Centre was complete. Members also reviewed the draft CCTV policy and noted the recommendations arising from Martyn's Law. Following a discussion, it was proposed, seconded and:
- RESOLVED:** To approve the payment of the final invoice and adopt the CCTV Policy thus ensuring compliance with data protection and surveillance regulations. **Unanimous**
- It was noted that the officers were arranging for two additional CCTV cameras to be installed which would cover the new Bar Area.
- Noted**
- FC 088.6** **TMBC Draft Local Plan:** The Council noted TMBC's Regulation 18 Draft Local Plan consultation, which proposed significant housing allocations for Kings Hill, including Broadwater Farm (approx. 900 homes). It was agreed that the Council would note the consultation for now and use the meetings scheduled for 21 November 2025 and 9 December 2025 to gather further information before finalising its response for submission to TMBC.
- Noted**
- FC 089** **Financial Matters**
- |                 |   |                   |  |                 |   |              |
|-----------------|---|-------------------|--|-----------------|---|--------------|
| <b>FC 089.1</b> | <b>Audit</b>  | <b>FC 089.1.1</b> | <b>2024-2025</b>   | <b>External</b> | <b>Audit:</b> No new information received | <b>Noted</b> |
|                 |   | <b>FC 089.1.2</b> | <b>2025-2026 Interim Internal Audit:</b> It was reported to the meeting of the Full Council held on 16.10.25 that the Interim Internal Audit had been carried out that day and the report was to follow. The report had now been received and copied to members. Members were pleased to note the positive assurances contained within the report. |                 |   |              |
|                 |   |                   | <b>Noted</b>   |                 |   |              |
| <b>FC 089.2</b> | <b>Bank Statements and Reconciliations at 30.10.25:</b> The bank statements and reconciliation were noted. The bank balance at 31 October 2025 was £974,941.96. |                   |  |                 |   |              |
| <b>FC 089.3</b> | <b>Payments approved (07.10.25 – 10.11.25):</b> It was proposed, seconded and:  |                   |  |                 |   |              |
|                 | <b>RESOLVED:</b> That the payments as per the listing copied to members would be approved and published on the councils website.                                |                   |  |                 |   |              |
|                 | <b>Unanimous</b>  |                   |  |                 |   |              |

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- FC 089.4** **Receipts (07.10.25 – 10.11.25):** Receipts as per the listing copied to members for the period up to 10.11.25 were noted. **Noted**
- FC 89.5** **Budgetary Control report at 31.10.25** **Noted**
- FC 089.6** **Draft Budget 2026-2027:** The 2026/2027 budget draft was presented for feedback. Further refinements would be made, and the budget would be considered at the next meeting. **Noted**
- FC 089.7** **Grants & Donations:** It was proposed, seconded and:  
**RESOLVED:** That the following recommendations from the Finance Committee would be approved. **Unanimous**
- |                             |   |
|-----------------------------|---|
| KH Resident                 | £400 (Hall Hire equivalent raising funds for Demelza)           |
| Baby Umbrella               | £400  |
| KH Resident                 | £100 Hall Hire equivalent (raising funds for KSS Air Ambulance) |
| Christmas Light Competition | £500  |
| HOKH                        | £1,000  |
| Mereworth & KH Scout Group  | £900  |
| DAVSS                       | £1,000  |
- FC 089.8** **2025 Poppy Appeal:** It was proposed, seconded and:  
**RESOLVED:** That the Parish Council would donate £850 to the annual appeal. **Unanimous.**
- FC 090.9** **New Signatory:** It was proposed, seconded and:  
**RESOLVED:** That the recommendation from the Finance Committee that Cllr Mclymont become the new signatory to the councils accounts be approved. **Unanimous**
- FC 090** **Matters for Report**
- FC 090.1** **Committees**
- FC 090.1.1** **Sports Park (21.10.25) – Draft Minutes** **Noted**

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	<b>FC 090.1.2</b>	<b>Finance (23.10.25 &amp; 13.11.25)</b> – Draft Minutes	<b>Noted</b>
	<b>FC 090.1.3</b>	<b>Planning &amp; Transport (06.11.25)</b> – Draft Minutes	<b>Noted</b>
	<b>FC 090.1.4</b>	<b>Climate Change &amp; Environment (13.11.25)</b> – Draft Minutes	<b>Noted</b>
<b>FC 090.2</b>	<b>KALC T&amp;M Area Committee:</b> The draft minutes from the meeting held on 06.11.25 had been disseminated.		<b>Noted</b>
<b>FC 090.3</b>	<b>TMBC ASB Unit:</b> The report received for October 2025 had been disseminated. The Halloween arrangements had been a great success.		<b>Noted</b>
<b>FC 090.4</b>	<b>Parish Partnership Panel:</b> Cllr Barker would report on the meeting held on 20.11.25 at the next meeting.		<b>Noted</b>
<b>FC 090.5</b>	<b>Member Reports:</b> Cllr Mackay reported on behalf of KHREM and drew attention to the “effective date” position.		<b>Noted</b>
	Cllr MacKay then took the opportunity to thank the officers for their proactive coordination of the arrangements for Halloween which contributed towards KH having a relatively trouble free Halloween.		
<b>FC 091</b>	<b>Administration - Review of Meeting Structure:</b> The Council considered a proposal to replace the current committee system with two Full Council meetings per month. The aim of this approach was to streamline decision-making, reduce duplication, and ensure all councillors were involved in all matters. Members noted that the proposed structure offers several benefits: <ul style="list-style-type: none"> <li>• Efficiency: Fewer separate meetings would reduce the administrative burden for both staff and councillors.</li> <li>• Transparency: All decisions would be taken at Full Council, improving openness and accountability.</li> <li>• Engagement: Every councillor would participate in all decisions, avoiding gaps in knowledge between committees</li> <li>• Timeliness: Faster decision-making as items would not need to wait for committee cycles.</li> </ul>		

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It was acknowledged that there were potential drawbacks, including longer agendas, the loss of specialist focus provided by committees, and the need to update governance documents. However, members agreed that these challenges could be managed through careful agenda planning and temporary adjustments to Standing Orders.

The Council also recognised that adopting this model for the remainder of the Civic Year would assist in the induction of new co-opted councillors, helping them become familiar with the Parish Council's role and remit.

After consideration, it was proposed, seconded and:

**RESOLVED:** To revert to two Full Council meetings per month until May 2026, when the meeting structure will be reviewed at the Annual Meeting of the Full Council. It was further agreed that the Meeting Scheule for the remainder of the 2025-2026 Civic Year would be updated.

**Unanimous**

**FC 092** **Matters for the Next Agenda:** Members were reminded to submit items at least 10 days before the next meeting. **Noted**

**FC 093** **Date of Next Meeting:** Potentially 04.12.25 TBC (Minute reference FC 091 refers) **Noted**

**FC 094** **Consideration in Private**

**FC 094.1** **Staffing Matters:**

**Staffing restructure:** Following the departure of Barclays, the clerk would relocate to the then unused office space. The Clerk was looking at a restructure of council work with one of the possibilities being a segregation of Parish Council and Community Centre functions whilst continuing to oversee both operations.

**Noted**

**Cleaner:** A new appointment had been made.

**Noted**

**FC 094.2**

**Legal, Contracts & Lease Issues**

- Employment Tribunal appeal (hearing scheduled for January 2026).
- Community Centre lease clarification. No new information received
- TMA lease review – No new information received.
- Sporting Facility Expansion at the Sports Park: Legal contacts provided by landlord.

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