



YOU ARE SUMMONED TO ATTEND THE ANNUAL MEETING OF THE
PARISH COUNCIL ON WEDNESDAY 15TH MAY 2019 AT 7:30PM
IN THE **JIM FRY HALL** AT THE KINGS HILL COMMUNITY CENTRE

Members of the Public and Press are welcome to attend

Signed: *Julie Miller* Date of 9th May 2019
Clerk and Responsible Financial Officer Issue:

Members Cllr S Barker, Cllr A Board, Cllr R Cassidy, Cllr C Bridger, Cllr M
Colman, Cllr A Petty, Cllr D Waller

Please note that the proceedings of this meeting may be recorded in line with regulations set out in the Openness of Local Government Bodies Regulations 2014. A copy of Kings Hill Parish Council's procedure for the recording of meetings is available by request. Members of the public addressing the Council but not wishing to be recorded should put this request to the Clerk at the earliest opportunity.

Agenda

1. **To Elect a Chairman for the Parish Council for 2019/20 and receive declaration of acceptance of Office for Chairman**
2. **To Elect a Vice Chairman for the Parish Council for 2019/20**
3. **To receive councillor's acceptance of office forms.**
4. **To receive and accept Apologies for Absence**
5. **Minutes** to receive and approve for signature the minutes of the meeting held on 3rd April 2019. (Attachment 1)
6. **Minutes of committee meetings** – to allow members to ask any questions on decisions made by committees and to receive the minutes for the following committee meetings:
 - 6.1. Planning, Highways & Environment Committee Minutes 06/03/2018 (Attachment 2)
 - 6.2. Finance & HR Committee Meeting Minutes 20/02/2019 (Attachment 3)
 - 6.3. Community Centre Committee Meeting Minutes 20/03/2019 (Attachment 4)
 - 6.4. Sports Park Committee Meeting Minutes 27/03/2019 (Attachment 5)
7. **To consider recommendations from committees** – To consider the following recommendations from committees for approval
 - 7.1. Events Committee: To consider summer concert plans
 - 7.2. Finance and Human Resources Committee: To approve General and Earmarked Reserves (Attachment 6)
8. **To consider Committee and Working Group Terms of Reference and scheme of delegation for approval**
 - 8.1. To agree committee terms of reference and scheme of delegation. (Attachment 7)
9. **Committee and Working Group structure for 2019/20**
 - 9.1. To appoint membership and substitutes of committees and working groups for 2019/20.
 - 9.2. To consider appointment of new committees for 2019/2020.
10. **To review the following for adoption:**
 - 10.1. Standing Orders. (Attachment 8)
 - 10.2. Financial Regulations. (Attachment 9)

11. To review arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses.

- 11.1. Phase 1 Open Spaces lease – Tonbridge and Malling Borough Council (Attachment 10)
- 11.2. Landscape Maintenance contract – Coblands (Attachments 11 and 12)
- 11.3. Allotment lease – Liberty Property Trust (Attachment 13)
- 11.4. Sports Park lease – Liberty Property Trust (Attachment 14)
- 11.5. 2014 Licence to Alter – Kitchen at Sports Park – Liberty Property Trust (Attachment 15)
– **To follow**
- 11.6. 2016 Licence to Alter – Water tank at Sports Park – Liberty Property Trust (Attachment 16)
- 11.7. 2018 Licence to Alter – Step 7, play area, signage, portacabin – Liberty Property Trust (Attachment 17)
- 11.8. Step 7 legal letter – Kings Hill Football Club (Attachment 18)
- 11.9. Kings Hill Community Centre – Liberty Property Trust (Attachment 19)
- 11.10. Preschool sub-lease – Kings Hill Pre School (Attachment 20)
- 11.11. Mower lease – LDF Finance (Attachment 21)
- 11.12. EPOS Till – Epos Now (Attachment 22)
- 11.13. Photocopier lease – Apogee (Attachment 23) – **To follow**
- 11.14. IT maintenance agreement – Weald Computers (Attachment 24)
- 11.15. Human Resources advice – Ellis Wittam (Attachment 25)
- 11.16. Waste Collection – Viridor (Attachment 26) – **To follow**
- 11.17. CCTV Maintenance – First Ace Security (Attachment 27)
- 11.18. Rialtas Business Solutions (Attachment 28)

12. To appoint Representatives to External Bodies for 2019/20 and agree arrangements for reporting back to Full Council

- 12.1. Joint Parish Council Transport Consultation Group (JPCTCG)
- 12.2. Liberty Quarterly Meetings
- 12.3. Malling Action Partnership (MAP)
- 12.4. Kent Police
- 12.5. Tonbridge & Malling Area Committee – Kent Association of Local Councils (KALC)
- 12.6. TMBC Joint Transportation Board
- 12.7. TMBC Parish Partnership Panel
- 12.8. TMBC Standards Board
- 12.9. Local Plan hearings
- 12.10. To consider reporting arrangements back to Full Council.

13. To make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future.

14. To review the following: -

- 14.1. Asset Register (Attachment 29 and 30)
- 14.2. Inventory of Land (Attachment 31)
- 14.3. Financial and Council Risk Assessment. (Attachment 32).
- 14.4. Insurance (Attachment 33 – **to follow**), and (Attachments 34 and 35)

15. To review the Council's subscriptions: -

- 15.1. KALC membership
- 15.2. SLCC membership for Clerk and Deputy Clerk
- 15.3. CPRE membership
- 15.4. The Allotment Society membership
- 15.5. Action for Rural Communities in Kent membership
- 15.6. Institute of Groundsman membership
- 15.7. Leisure Media – Sports Management publication
- 15.8. Clerks and Councils Direct publication
- 15.9. Sage 50 Payroll

- 16. To review the following: -**
- 16.1. Complaints Procedure. (Attachment 36).
 - 16.2. Model Publication Scheme. (Attachment 37).
 - 16.3. Data Protection Policy. (Attachment 38).
 - 16.4. Privacy Notice. (Attachment 39)
 - 16.5. Communication Policy. (Attachment 40)
 - 16.6. Employment policies and procedures – staff handbook (Attachment 41)
- 17. To review the council’s expenditure under S137 of the Local Government Act 1972.**
- 16.1. £208.33 – Heart of Kent Hospice.
- 18. To agree meeting dates for 2019/2020. (Attachment 42)**
- 19. To receive Declarations of Interest & lobbying**
- 20. Chairman’s Announcements – to receive announcements**
- 21. Public Participation Session –** In accordance with Standing Order 3e the meeting will be adjourned for ten minutes to allow members of the public to address the meeting. Members of the public shall not speak for more than three minutes, a question shall not require a response nor start a debate on the question. The chairman may direct that a written or oral response be given.
- 22. To consider Subject Champions 2019/20 (Attachment 43)**
- 23. External Reports**
- 23.1. To receive report from County Councillor and questions from Council.
 - 23.2. To receive report from Borough Councillor and questions from Council.
 - 23.3. To receive monthly report from Kent Police.
- 24. External Audit 2018/19**
- 24.1. **To review the effectiveness of Internal Control –** Councillors are asked to consider the attached statement of internal control in support of the Annual Governance Statement. The Chair of the meeting and the clerk to sign. (Attachment 44)
 - 24.2. **To approve the Annual Governance Statement for 2018-19, Section 1 of the AGAR for the year ending 31 March 2019.** The Chair of the meeting and the clerk to sign and date. (Attachment 45)
 - 24.3. **To approve the Accounting Statements for 2018-19, Section 2 of the AGAR for the year ending 31 March 2019, the supporting Bank Reconciliation as at 31 March 2019 and the explanation of significant variances from last year (2017-18) to this year (2018-19).** The Chair of the meeting and clerk to sign and date. (Attachments 46 and 47)
- 25. Planning**
- 25.1. To discuss the following applications being heard at the Area 3 Planning Committee on Thursday 6th June 2019 and agree a representative to attend the meeting:-
 - TM/18/03031/OAEA – Development site North of 51 Amber Lane, Kings Hill;
 - TM/18/03032/OAEA - Heath Farm, Wateringbury Road, East Malling
 - 25.2. To discuss the following applications being heard at the Area 2 Planning Committee on Wednesday 29th May 2019 and agree a representative to attend the meeting:-
 - TM/18/03034/OAEA – Development site North and east of Jubilee Way, Kings Hill;
 - TM/18/03033/OAEA – Development site between 23 Kings Hill Avenue and 8 Abbey Wood Road, Kings Hill;
 - TM/18/03030/OAEA – Development Site between 1 Tower View and 35 Kings Hill Avenue, Kings Hill

- 26. Waitrose Pedestrian Access**
26.1. To receive update on from Waitrose.
- 27. Community Governance Review**
27.1. To note the changes to parish boundary take effect from April 2019.
- 28. Administrative & Financial Matters**
28.1. To ratify Accounts for Payment – March 2019 (Attachments 48).
28.2. To note the following asset disposals:-
 - Dennis Mower – received £600.
 - 2 x water bowsers – received £330.
- 28.3. To agree bank signatories.
- 29. To report external meetings with representatives of KHPC** – to allow members to ask any questions and to receive the minutes – see appendix 1
- 30. Correspondence and matters for information** – see appendix 2
- 31. Future Meetings**
31.1. 19th June 2019
- 32. Questions from Councillors and future agenda items**

Appendix 1

To report external meetings with representatives of Full Council

1. 13/4/2019 - KALC Executive Committee Meeting. Cllr Barker attended.

Appendix 2

To report Correspondence and matters for information

1. 01/04/2019 – Email from KALC regarding subscription.
2. 01/04/2019 – Email from Kent County Council regarding March 2019 bus monthly updates enclosed.
3. 24/04/2019 – Email regarding Draft Agenda for KALC -T&M Annual General Meeting 23rd May 2019.
4. 24/04/2019 – Email from KALC regarding NATIONAL CSSC Green Message - UK Protect Bulletin – Advice to Crowded Places - 18 April 2019.
5. 29/04/2019 – Email from TMBC regarding Tonbridge and Malling in bloom.
6. 30/04/2019 – The Rural Bulletin
7. 26/04/2019 – Email from KALC regarding Chief executive's bulletin.
8. 01/05/2019 – Email from KALC regarding Community-Led Housing and Self-Build Conference 2019.
9. 07/05/2019 – Email from KALC regarding Chief executive's bulletin.
10. 07/05/2019 – Email from Kent Police regarding parish updates.