



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **PARISH COUNCIL ON WEDNESDAY 17TH JULY 2019 AT 19.30** 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 11th July 2019
Clerk and Responsible Financial Officer Issue:

Members: Cllr S Barker (Chair), 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 receive and accept Apologies for Absence**
2. **To receive Declarations of Interest & lobbying**
3. **Parish Councillor Vacancy Co-option Interviews and voting**
 - 3.1. To conduct interviews
 - 3.2. To co-opt councillors and sign declarations of acceptance of office
 - 3.3. To consider committee memberships
4. **Minutes** to receive and approve for signature the minutes of the meeting held on 19th June 2019. (Pages 1-8).
5. **Chairman's Announcements – to receive announcements**
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 for adoption:
 - 6.1. Community Centre Committee Minutes 10/04/2019 (Pages 9-10)
 - 6.2. Sports Park Committee Minutes 24/04/2019 (Pages 11-14)
 - 6.3. Finance & Human Resources Committee Minutes 22/05/2019 (Pages 15-18)
 - 6.4. Planning, Highways & Environment Committee Minutes 05/06/2019 (Pages 19-26)
 - 6.5. Amenities Committee Minutes 12/06/2019 (Pages 27-30)
 - 6.6. Amenities Committee Minutes 20/06/2019 (Pages 31-36)
7. **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.
8. **External Reports**
 - 8.1. To receive report from County Councillor and questions from Council.
 - 8.2. To receive report from Borough Councillor and questions from Council.
 - 8.3. To receive report from Kent Police
9. **Governance**
 - 9.1. To approve committee objectives. (Pages 37-40)

- 9.2. To consider the future of subject champions and their purpose. (Pages 41-42)
- 9.3. To approve staff management training course (Pages 43-44)
- 10. To review arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses.**
- 10.1. 2014 Licence to alter – Kitchen at Sports Park kitchen. (Pages 45-56)
- 10.2. 2013 Licence to alter – Community Centre CCTV and Fire Alarm.
- 10.3. Viridor.
- 10.4. Pest Tech. (Pages 57-58)
- 10.5. To report that the parish council are not in a contract with VR Sani Co.
- 11. Strategy**
- 11.1. To consider the proof and purchase of business cards and name badges. (Pages 59-62)
- 12. Motions from Planning, Transport & Environment Committee**
- 12.1. To receive an update on the local plan.
- 12.2. To agree s106 wishlist for future developments and Broadwater Farm. (Pages 63-64)
- 13. Motion from Cllr Bridger**
- 13.1. To discuss the registration process on the Doctors Surgery practice website.
- 14. Waitrose pedestrian access**
- 14.1. To receive update on campaign for a pedestrian access at Waitrose.
- 15. To report on any external meetings and events attended with representatives of KHPC.** – to allow members to ask any questions and to receive the minutes
- 15.1. 26/06/19 – SLCC Conference. Clerk and Deputy Clerk attended.
- 15.2. 26/06/19 - Guest at KHFC Networking Lunch held at KHSP.
- 15.3. 07/07/19 - Valley Invicta Primary School, Kings Hill Attended licencing service for Rev Mark Montgomery as leader of St Gabriel's Kings Hill
- 15.4. 18/07/19 - KALC Councillors Conference - Event Chairman
- 15.5. 20/07/19 - Attending KALC Executive Committee
- 16. Administrative & Financial Matters**
- 16.1. To ratify Accounts for Payment –June 2019. (65-66)
- 16.2. To assess any potential risk for the parish council.
- 17. Correspondence and matters for information** – see appendix 1
- 18. Future Meetings**
- 18.1. 18th September 2019
- 19. Questions from Councillors and future agenda items**

Appendix 1

To report Correspondence and matters for information

1. Clerks and Councils Direct
2. 12/06/2019 – Email from KALC regarding Office of the Kent Police & Crime Commissioner: Volunteer Scheme - deadline 1 July.
3. 12/06/2019 – Email from KALC regarding NALC Star Council Awards 2019.
4. 12/06/2019 – Email from TMBC regarding The Try Angle Awards 2019 '25th year' of celebrating young people - closing date 30 June 2019 for nominations.
5. 13/06/2019 – Email from KALC regarding NALC Annual Conference 2019.
6. 14/06/2019 – Email from KALC regarding Local Wildlife Site update consultations June 2019.

- 7.** 14/06/2019 – Email from TMBC regarding Parish Partnership Panel - Thursday 13 June - Southern Water - Guaranteed Standards Scheme.
- 8.** 20/06/2019 – Email from TMBC regarding Minutes for Parish Partnership Panel, Thursday, 13th June, 2019, 7.30 pm.
- 9.** 20/06/2019 – Email from KCC regarding DWELL Programme for Type 2 Diabetic Adults - Blackthorn Trust Barming Maidstone.
- 10.** 21/06/2019 – Email from KALC regarding Community Resilience/Emergency Plan Questionnaire.
- 11.** KALC News – June 2019.
- 12.** 21/06/2019 – Chief Executive Bulletin.
- 13.** 24/06/2019 – Website Survey.
- 14.** 25/06/2019 – The Rural Bulletin.
- 15.** 28/06/2019 – Email from KALC regarding NATIONAL CSSC Green Message - NCTPHQ Bulletin - 24 June 2019.
- 16.** 28/06/2019 – Chief Executive Bulletin.
- 17.** 28/06/2019 - DIS and Funding 941.
- 18.** 03/07/2019 – Email from KALC regarding NALC Annual Conference 2019.
- 19.** 03/07/2019 – NALC Newsletter
- 20.** 03/07/2019 – Email from KALC regarding Environment Agency letter to Parish Councils.
- 21.**