



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **PARISH COUNCIL ON WEDNESDAY 19TH JUNE 2019 AT 19.30 PM** 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 13th June 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 receive and accept Apologies for Absence**
2. **To receive Declarations of Interest & lobbying**
3. **Minutes** to receive and approve for signature the minutes of the meeting held on 15th May 2019. (Pages 1-10).
4. **Chairman's Announcements – to receive announcements**
5. **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:
 - 5.1. Planning, Highways & Environment Committee Minutes 10/04/2019 (Pages 11-16)
6. **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.
7. **External Reports**
 - 7.1. To receive report from County Councillor and questions from Council.
 - 7.2. To receive report from Borough Councillor and questions from Council.
 - 7.3. To receive report from Kent Police
8. **Co-Option for Councillor Vacancies**
 - 8.1. To consider and agree the co-option process.
9. **Governance**
 - 9.1. To consider removing objectives from Terms of Reference into an objectives document.
 - 9.2. To agree committee terms of reference and scheme of delegation. (Pages 17-36)
 - 9.3. To consider the publication of The View from the Hill.
 - 9.4. To consider Subject Champions. (Pages 37-38)
 - 9.5. To report which committees review the parish council leases.
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 – to follow.

- 10.2. Photocopier Lease Apogee. (Pages 39-44)
- 10.3. Waste Collection – Viridor – to follow.
- 10.4. Stannah lift servicing (Pages 45-52)
- 10.5. VR Sani Co – to follow.
- 10.6. Pest Tech – to follow.
- 10.7. Dormakaba (pages 53-54)

11. Strategy

- 11.1. To consider business cards and name badges
- 11.2. To consider meeting to review the parish council strategy document.
- 11.3. To review protocol for councillor and officer relationships. (Pages 55-60)

12. To consider planning application TM/19/01190/RM – The Kings Hill Community Centre, 70 Gibson Drive – Extension to the Community Centre.

13. To consider recommendations from Committees.

- 13.1. Planning, Transport and Environment Committee: To receive report on Phase 3 S106 obligations compared to the Full Council decision and to consider details of how to vary the agreement and agree actions.(Pages 61-64)
- 13.2. Finance & Human Resources Committee: To consider the adoption of the Investment Policy (Pages 65-66)

14. To consider emergency plan for Kings Hill Parish Council (Pages 67-88)

15. Motion from Cllr Bridger

- 15.1. To discuss registering on the Doctors Surgery practice website.

16. Waitrose pedestrian access

- 16.1. To receive update on campaign for a pedestrian access at Waitrose.

17. 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

- 17.1. 09/06/2019 - Summer 10km Run – Cllrs Barker & Waller
- 17.2. 08/06/2019 - KHFC presentation event – Cllr Barker
- 17.3. 21/06/2019 – Feeder Pilot Working Group – Cllr Colman

18. Administrative & Financial Matters

- 18.1. To ratify Accounts for Payment –April and May 2019. (89-92)
- 18.2. To receive quarterly financial statements – April 2019 (Pages 93-104)
- 18.3. To assess any potential risk for the parish council.

19. Correspondence and matters for information – see appendix 1

20. Future Meetings

- 20.1. 17th July 2019

21. Questions from Councillors and future agenda items

Appendix 1

To report Correspondence and matters for information

- 1. 10/05/2019 – Email regarding agenda and pen pictures for candidates for Chair at KALC T&M Annual General Meeting 25th May 2019.
- 2. 16/05/2019 – Email regarding Star Council Awards.
- 3. 20/05/2019 – Email from KALC Invitation to 'Kent Digital Accessibility Conference' at University of Kent: Thursday 6th June 2019.

- 4.** 20/05/2019 - Kent Police Rural Liaison Team report.
- 5.** 20/05/2019 – NALC Conference 2019.
- 6.** 20/05/2019 - Chief executive's bulletin.
- 7.** 21/05/2019 – Email regarding Star Council Awards.
- 8.** 24/05/2019 – Email from KALC regarding KCC Leader announces new household waste site and funding to tackle flytipping.
- 9.** 24/05/2019 - NALC Chief Executive's bulletin.
- 10.** 29/05/2019 – Email from TMBC regarding Parish Partnership Panel - Thursday 13 June 2019 - Southern Water.
- 11.** 31/05/2019 - Chief executive's bulletin.
- 12.** 03/06/2019 – NALC Annual Conference 2019.
- 13.** 03/06/2019 – Email from KALC regarding Defibrillator Appeal for Tonbridge & Malling Parish Councils.
- 14.** 05/06/2019 – Email from TMBC regarding Parish Partnership Panel - Programme of Meetings 2019/20.
- 15.** 05/06/2019 – Email from TMBC regarding Agenda for Parish Partnership Panel, Thursday, 13th June, 2019, 7.30 pm.
- 16.** 05/06/2019 – Email from KALC regarding NATIONAL CSSC Green Message - NFIB Fraud Alert - 4 June 2019.
- 17.** 07/06/2019 – Email from Kent County Council regarding Public Notice - Grange Park School.
- 18.** 10/06/2019 - Chief executive's bulletin.
- 19.** 10/06/2019 – DIS 940.