



MINUTES OF THE MEETING OF THE **PARISH COUNCIL** HELD ON **WEDNESDAY 13TH FEBRUARY 2019** UPON THE RISING OF THE EXTRAORDINARY MEETING IN THE **JIM FRY ROOM** AT THE KINGS HILL COMMUNITY CENTRE

Present: Cllr R Cassidy (Chair), Cllr R Ayling, Cllr S Barker, Cllr S Beal, Cllr A Board, Cllr C Bridger, Cllr C Brown, Cllr M Colman Cllr D Waller.

Apologies: Cllr D Hurring and Cllr A Petty

Also in attendance: Mrs J Pilbeam (Clerk); Mrs G Jackson (Deputy Clerk);

The meeting began at 21.04

FC18/390. To receive and accept Apologies for Absence.

Apologies were received from Cllrs Hurring and Petty with reasons given for absence. It was **RESOLVED** that the apologies be accepted.

FC18/391. To receive Declarations of Interest & Lobbying

A Declaration of Interest was received from Cllr Board regarding Item FC18/416 - Allotments. Cllr Board has an approved dispensation to discuss allotment items.

FC18/392. Minutes – to receive and approve for signature the minutes of the meeting held on 16th January 2019

FC18/393. Chairman's Announcements – to receive announcements

There were none.

FC18/394. 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:

Community Centre Committee Minutes 21/11/2018 **Adopted**

Sports Park Committee Minutes 28/11/2018 **Adopted**

FC18/395. Public Session and to consider any Issues Raised by Residents for discussion

There were none.

External Reports

FC18/396. To receive report from County Councillor and questions from council

There were none.

FC18/397. To receive report from Borough Councillor and questions from Council

Cllr Barker reported that she will email the clerk with an update to circulate to all councillors. This will include an update on the local plan and budget meeting.

SMB

FC18/398. Cllr Brown asked if the Liberty Property Trust applications will have an

impact on the number of houses allocated to Kings Hill in the proposed Local Plan. Cllr Barker will investigate. **SMB**

Planning Updates

FC18/399. To agree representatives to attend the planning updates at Liberty Property Trust
It was **RESOLVED** to ask Liberty Property Trust for quarterly evening planning meetings. The representatives will be decided in May with all other external meetings. **Clerk**

FC18/400. **To receive invite to the Lords Lieutenant's Annual Civic Service**
It was **RESOLVED** that Cllr Bridger will attend the Annual Civic Service.

Strategy

FC18/401. To agree the date and format of the Annual Parish Meeting.
It was **RESOLVED** to swap the Full Council and Planning, Highways and Environment Committee meetings in April so that the Annual Parish Meeting will be held on Wednesday 3rd April subject to room availability. **Clerk**

FC18/402. It was **RESOLVED** that this meeting will be a review of the annual report. **Clerk**

FC18/403. To consider how Kings Hill Parish Council can promote the forthcoming elections and agree actions.
After discussion it was **RESOLVED** to promote material from the Kent Association of Local Councils. **Clerk**

FC18/404. To consider induction requirements of new councillors.
It was **AGREED** to defer this item to the Finance & HR Committee taking place on Wednesday 20th February 2019. **FHR**

FC18/405. To consider obtaining professional advice on the community centre lease.
It was **RESOLVED** to delegate authority to the clerk to obtain professional advice on the community centre lease. **Clerk**

FC18/406. To receive update on s106 youth facility provision.
An update was received on the location of the proposed s106 youth provision.

FC18/407. To receive recommendations from s106 working group.
It was **RESOLVED** to request two tennis courts and two dual use courts from Liberty Property Trust. **Clerk**

FC18/408. After discussion it was **AGREED** to lobby Liberty Property Trust for a bubble for the tennis courts. **Clerk**

FC18/409. It was **RESOLVED** to ask Liberty Property Trust if the s106 obligation could be amended to fund the storage compound being moved to the area for proposed new allotments and the proposed allotment provision be reduced by half. **Clerk**

FC18/410. It was **RESOLVED** to ask Liberty Property Trust to include an AGP cricket wicket in the s106 obligations subject to it working operationally. **Clerk**

FC18/411. After discussion it was **RESOLVED** to adopt the revised s106 Terms of Reference with minor amendments. **Clerk**

FC18/412. To consider future strategy for leasehold assets.
It was **RESOLVED** to investigate the assets of community value that were submitted previously. **Clerk**

Tonbridge School Buses

FC18/413. To note update on school buses to Tonbridge
An update was received.

IT System

FC18/414. To note that the upgrading of the computers to Windows 10 is underway.
It was **NOTED** that two computers have been upgraded and a schedule is in place for the remaining computers.

West Malling Group Practice Appointments

FC18/415. To receive update on meeting with West Malling Group Practice and agree actions.
An update was received, and the flexibility of non-urgent appointments was discussed. It was **RESOLVED** to schedule a further meeting with the West Malling Group Practice. **Clerk**

Waitrose pedestrian access

FC18/416. To receive update on media campaign for a pedestrian access at Waitrose and agree actions.
It was **RESOLVED** to monitor the media campaign and continue dialogue with Waitrose.

Weed Spraying at Overflow Car Park at Sports Park

FC18/417. To agree recommendation from the Sports Park Committee with regard to the cost centre charge for weed spraying at overflow carpark
It was **RESOLVED** that 75% of the weed spraying will be borne by the Sports Park.

Communications

FC18/418. To note update on email marketing list.
It was **NOTED** that two replies have been received for placing on the marketing list.

Administrative & Financial Matters

FC18/419. To approve accounts for payments – December & January 2019
The accounts for payment of £66,175.52 for December were circulated and **APPROVED**.

FC18/420. The accounts for payment of £21,286.67 for January were circulated and **APPROVED**.

FC18/421. To discuss the process for the release of information on social media to councillors and agree actions.
This item was deferred to the next Full Council meeting to be held on Wednesday 13th March 2019. **Full Council**

FC18/422. To discuss refreshing the website and agree actions.
This item was deferred to the next Full Council meeting to be held on Wednesday 13th March 2019.

FC18/423. To consider bad debt.
It was **RESOLVED** to write off the bad debt.

FC18/424. To report external meetings with representatives of KHPC
10/01/2019 - T & M Area KALC Committee. Cllr Barker attended
19/01/2019 - KALC Executive Committee Meeting. Cllr Barker attended.
20/01/2019 - Buses for Tonbridge Schools Meeting. Cllr Barker attended
22/01/2019 – Mereworth Full Council Meeting. Cllrs Barker and Colman attended.
31/01/2019 – Buses for Tonbridge Schools Meeting. Cllr Hurring attended.
04/02/2019 – Liberty Property Trust Quarterly Meeting – Cllrs Ayling, Beal, Colman, Hurring, Petty and Waller attended.
06/02/2019 – West Malling Group Practice - Cllrs Bridger and Petty attended.

FC18/425. To report future external meetings with representatives of KHPC
03/03/2019 – Buses for Tonbridge Schools Meeting. Cllr Barker to attend.

FC18/426. Correspondence and matters for information – See appendix 3

FC18/427. Future Meetings
13th March 2019

FC18/428. Questions from Councillors and future agenda items
There were none.

Meeting ended at 22.25 pm

Signed.....

Date.....

Appendix 1

Accounts for Payment		
Month Endinq 31st December 2018		
Payee	Description	Amount
Brandon Hire	Pitch Maintenance at the Sports Park	£158.44
Brownings House Removal	Waste removal at allotments	£155.00
Better Staff Recruitment	Café - Salary Costs	£1,042.95
Capital Cleaning	Cleaning Supplies at the Sports Park	£592.93
Coblands Landscapes	Lanscaping Costs at KHSP, Lapins Lane, Garden Way & Anson Ave	£1,347.90
Dickies Store	General Repairs and Maintenance at The Sports Park	£41.28
Handyman Steve	Fixing of Tap and Toilet at CC and works at KHSP	£151.00
HIT Training Ltd	Renata Tyrina - Employer Contribution	£41.00
John Street Beverage Ltd	Beverages for The Sports Park	£709.76
Kent Commercial Services	10 1LTR Glass Jugs for CC	£36.60
KentKlean	Monthly Account for Cleaning of Bus Shelter on Discovery Drive/ November invoice not paid in full	£263.88
Kings Hill Dry Cleaning	Dry Cleaning of the Tea Towels at the SP Bar	£83.40
Leaflets 4 U	Distribution of leaflets in Kings Hill	£313.60
Leisure Skate Limited	Invoice for the Ice Rink	£11,755.80
MG Timber	A Frame Legs (Set) 5 FT Top & Seats (Square)	£150.00
Mark Harrod	60mm Steel 24x 8 Ft Senior Freestanding Easylift Goal	£1,560.00
MI Payroll & Bookkeeping	Admin/Finance/Payroll Services	£904.50
Mainwaring	Capital Project - Playground	£882.00
Morgan Fuller	Staff Expenses	£48.00
Numatic International	Cleaning Supplies at the Sports Park	£180.00
Playsafe Playgrounds Limited	Interim 3 Invoice for works carried out at Play Area	£33,247.26
Raigins	Monthly Premises Cleaning at KHSP	£226.62
Richard Wilkinson Electrical	Supply and installation of 10no boxes of 48m Christmas Lights and 2no boxes of Christmas Tree Lights	£2,185.80
Rigby Taylor	Impack XP Drum 9FG001	£682.80
Safety First Aid	First aid supplies	£13.38
Safety Lifting	Pitch Maintenance at the Sports Park	£154.45
Sideways Media	Marketing of ice rink	£100.00
Scarbutts Printers	The View From The Hill	£359.00
The Play Inspection Company	Play area inspections	£420.00
Tim Thomas	Window cleaning	£145.00
Ventland	Kitchen Extract System Clean	£384.00
Viking	Stationery supplied to both Sports Park and Community Centre	£121.10
Zurich Town, Parish & Community	Insurance underpayment for annual policy	£30.00
TOTAL BACS		£58,487.45
BT	Phone Bill for Sports Park and Community Centre	£587.43
WorldPay	Credit Card Charges	£43.92
EON Electricity/Gas	Gas Sports Park	£2,394.41
Business Stream	Water Bill for the Community Centre	£454.79
Brakes Bros LT	Food supplied at the Sports Park	£2,321.66
Sky Business	TV café	£376.14
The Fuelcard Company	Monthly Fee for use of Company	£1.92
Trade UK	Pitch Maintenance at the Sports Park	£105.97
Tonbridge & Malling Borough Council	Rates	£956.00
Fideliti Childcare Vouchers	Childcare Vouchers	£104.20
Investec Asset Finance	EPOS till subscription	£64.03
Castle Water	Water Bill for the Community Centre	£143.20
Sage Uk	Payroll software subscription	£134.40
TOTAL DIRECT DEBITS		£7,688.07
TOTAL PAYMENTS		£66,175.52

Appendix 2

Accounts for Payment		
Month Ending 31st Jan 2019		
Payee	Description	Amount
Mrs Shaw	Return of key deposit	£20.00
Mr Holdsworth	Return of key deposit	£20.00
Mrs Allison	Return of plot and key deposit	£70.00
Mr Logsdon	Return of plot and key deposit	£70.00
Cyclemetots	Return of block booking deposite	£126.00
Village Yoga	Return of block booking deposite	£60.00
TOTAL CHQS		£366.00
HIT Training Ltd	Catering Manager Training	£49.20
Kings Hill Recruitment	Café staff sickness cover	£490.50
Richard Wilkinson Electrical	Electrical repairs KHSP and installation of Christmas lights	£1,417.80
Viking	Stationery KHSP & KHCC	£193.99
Georgina Jackson	Expenses - mileage allotments and meetings £55.00, EPOS software licence £210.00	£234.75
Ellis Whittam	OH assessment Stephen Faulkner	£630.00
Mark Harrod	Corner flags KHSP	£61.80
Mainwaring Ditch Associates	New play area consulting	£897.14
Playsafe Playgrounds	New Play area retention	£3,057.02
Janine Brown	Expenses- ice rink incidentals	£143.50
Liberty Property Trust	Annual maintenance curtilage KHCC	£2,710.22
Rialtas Business solutions	Bookings software licence	£369.00
Coblands Landscapes	Lanscaping Costs at KHSP, Lapins Lane, Garden Way & Anson Ave	£1,347.90
Absolute Hygiene Solutions	Cleaning Supplies KHCC	£67.50
Brandon Hire	Pitch maintenance at KHSP	£120.13
Buyer Direct LTD	Painting and Decorating at KHSP	£472.99
C Brewer & Sons Ltd	Paint purchased at KHSP	£151.62
Clothes 2 Order	Uniforms for KHSP	£83.17
Invicta Law Ltd	Professional Fees, Licence to Alter	£932.76
John Street Beverage Ltd	Catering supplies to KHSP	£520.88
KALC	Training Course	£144.00
Kentklean	Discovery Drive Bus shelter cleaning & Window cleaning at KHCC + KHSP	£244.58
Mereworth Parish Council	Traffic Report	£611.94
Morgan Fuller	Staff Expenses - KHCC incidentals	£22.99
SMB Document Storage	Collection & Destruction of confidential waste	£33.00
Richard Lawrence Associates	File creation ref: Kings Hill Football Club Step 7	£200.00
Rigby Taylor	Pitch maintenance at KHSP	£415.70
Safeplay Playground Maintenance	Play area inspection	£62.40
Scarbutts Colour Printers	Order books	£259.20
Whitehead Monkton	Legal Fees -settlement agreement	£420.00
TOTAL BACS		£16,365.68
BT	Phone Bill for KHCC & KHSP	£135.66
Worldpay	Credit Card Charges	£100.41
EON Electricity/Gas	Electricity/Gas for KHCC & KHSP	£1,534.93
Shepherd Neame	Drinks supplied to KHSP	£223.28
Apogee Corporation Limited	Device Network Support	£480.38
The FuelCard Company	Service Charge for inactivity	£4.68
Kent Commercial Services	Stationery KHSP & KHCC	£5.52
Kent County Council	IT maintenance contract	£367.43
Tonbridge & Malling Borough Council	Rates	£956.00
Information Commissioner's Office	Annual Subscription for Data Protection	£35.00
Fideliti Childcare Vouchers	Childcare Vouchers	£104.20
LDF Finance	Mower at KHSP	£607.50
TOTAL DIRECT DEBITS		£4,554.99
TOTAL PAYMENTS		£21,286.67

Appendix 3

To report Correspondence and matters for information

- 1.** 10/01/2019 – Email from TMBC regarding Minutes for Parish Partnership Panel, Thursday 15th November 2019.
- 2.** 10/01/2019 – Email from LPT regarding the felling of the cherry tree.
- 3.** 11/01/2019 – Email from Mereworth Parish Council regarding the highway appraisal.
- 4.** 11/01/2019 – Email from KALC regarding 2018 KALC AGM – Draft Minutes.
- 5.** 11/01/2019 – Stronger Kent Communities – Building Communities.
- 6.** 11/01/2019 – Email from KALC regarding National CSSC Green Message – NCTPHQ Bulletin 7 Jan 2019.
- 7.** 11/01/2019 – Tonbridge & Malling Community Safety Partnership newsletter – Jan/Feb 2019.
- 8.** 15/01/2019 – Email from Kent County Council regarding the Big Conversation.
- 9.** 15/01/2019 – The Rural Bulletin – 15th January 2019.
- 10.** 16/01/2019 – Crime Figures for Kings Hill.
- 11.** 21/01/2019 – NALC Study Tour: Bishop’s Stortford Town Council.
- 12.** 22/01/2019 – The Rural Bulletin – 22nd January 2019.
- 13.** 22/01/2019 – NALC Chief Executive’s bulletin.
- 14.** 23/01/2019 – Email from Kent County Council regarding the Big Conversation.
- 15.** 23/01/2019 – Email from TMBC regarding Local/Parish Elections – 2nd May 2019.
- 16.** 23/01/2019 – Email from KALC regarding NATIONAL CSSC Green Message – NCTPHQ Bulletin 23rd January 2019.
- 17.** 23/01/2019 – NALC Newsletter.
- 18.** 23/01/2019 – NALC sends an open letter to its 100,000 councillors.
- 19.** 24/01/2019 – Email from TMBC regarding Tonbridge and Malling Local Plan Update.
- 20.** 28/01/2019 – New NALC publication shines a light on 150 Local Councils.
- 21.** 28/01/2019 – Chief Executive’s bulletin.
- 22.** 29/01/2019 – Email from TMBC regarding Local/Parish Elections – 2nd May 2019.
- 23.** 30/01/2019 – Agenda for Parish Partnership Panel, Thursday, 7th February 2019.
- 24.** 30/01/2019 – Minutes of KALC – T&M meeting 10.1.2019.
- 25.** 31/01/2019 – Email from KALC regarding KCC Public Health Media release: Cold weather warning – Kent urged to keep warm and well.
- 26.** 04/02/2019 – Email from KALC regarding resilience and emergency planning.