



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **PARISH COUNCIL ON WEDNESDAY 17TH JUNE 2020 AT 19:30.**

THIS MEETING WILL BE HELD VIA VIDEO CONFERENCE CALL DUE TO THE COVID:19.

CONTACT THE CLERK FOR MORE INFORMATION ON REMOTE ACCESS.

Signed: *Julie Miller* Date of 11th June 2020
Clerk and Responsible Financial Officer Issue:

Members Cllr S Barker, Cllr C Bridger, Cllr M Colman, Cllr C Finlay, Cllr A Petty,
Cllr N Sherlaw, Cllr D Waller, Cllr R Zahidi

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 Appendix A held on 20th May 2020.
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:
 - 5.1. Finance and Human Resources Committee Minutes 29/01/2020 Appendix B
 - 5.2. Planning, Transport and Environment Committee Minutes 12/02/2020 Appendix C
6. **External Reports**
 - 6.1. To receive report from County Councillor and questions from Council.
 - 6.2. To receive report from Borough Councillor and questions from Council.
 - 6.3. To receive monthly report from Kent Police.
7. **To receive recommendation from the Finance & HR Committee to adopt the following policies as part of their annual reviews:-**
 - 7.1. Sponsorship Policy. Appendix D
 - 7.2. Advertising Policy. Appendix E
 - 7.3. Smoking Policy. Appendix F
 - 7.4. Council Retention Policy. Appendix G
8. **Five Year Strategy Working Group**
 - 8.1. To receive update.
9. **To receive recommendation from the Planning, Transport & Environment Committee to adopt the Clearheart Lane Planning Application Working Group Terms of Reference.** Appendix H
10. **To complete annual review of the following: -**
 - 10.1. Employment policies and procedures – staff handbook Appendix I

11. Committees

- 11.1. To appoint a third member to the Human Resources Sub Committee.

12. Motion from Cllr Waller

- 12.1. To review current Phase 3 s106 position. Appendix J

13. Motion from Cllr Bridger

- 13.1. To consider how the council could better communicate with residents using the noticeboards.

14. Administrative & Financial Matters

- 14.1. To ratify Accounts for Payment – May 2020. Appendix K
14.2. To receive Financial Statement – May 2020 Appendix L
14.3. To assess any potential risks.
14.4. To receive communications updates for May 2020. Appendix M
14.5. To note Data Subject Access Request received 08/06/2020
14.6. To consider appointing a Data Protection Officer of the council (LGA1972 s111) Appendix N

15. To report external meetings with representatives of KHPC – to allow members to ask any questions and to receive the minutes.

- 15.1. There are none.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press will be asked to leave the meeting during consideration of items 16 – 18.

16. To consider Sports Park lease.

17. To receive update on furloughed staff.

18. To consider Surrey Hills letter.

Appendix O

19. Correspondence and matters for information – see appendix 1

20. Future Meetings.

- 20.1. 15th July 2020

21. Questions from Councillors and future agenda items.

Appendix 1

To report Correspondence and matters for information

1. 12/05/2020 – Email from KALC regarding Latest Kent Police Rural Crime Report and Rural Matters.
2. 12/05/2020 – The Rural Bulletin.
3. 14/05/2020 – Email from KALC regarding Coronavirus – Information for Town and Parish Councils.
4. 15/05/2020 – Email from Kent Police regarding Covid-19 Scams Advice.
5. 15/05/2020 – Email from KALC regarding NALC Chief Executives Bulletin.
6. 18/05/2020 – Email from KALC regarding KALC CEO Bulletin - May 2020.
7. 18/05/2020 – Email from TMBC regarding supporting your community.
8. 18/05/2020 – Email from TMBC regarding Agenda for Area 2 Planning Committee, Wednesday, 27th May, 2020, 7.30 pm.
9. 18/05/2020 – Email from KALC regarding Updated table of examples - Supporting your Local Community.
10. 19/05/2020 – Email from KALC regarding KALC Letter to the Secretary of State for Housing, Communities and Local Government.

- 11.** 19/05/2020 – Email from KALC regarding COVID-19 update - 18 May 2020.
- 12.** 19/05/2020 – Email from KALC regarding COVID-19 content for Kent residents.
- 13.** 21/05/2020 – Email from KALC regarding Will You Be Tuning In? Kent Fire and Rescue Online Open Day 28 May - 11.00am to 2pm.
- 14.** 21/05/2020 – DIS 963.
- 15.** 22/05/2020 – Email from KALC regarding COVID-19 update - 21 May 2020.
- 16.** 22/05/2020 – Email from KALC regarding KALC Launches a Pilot Online Learning & Development Workshop - Thursday 18 June.
- 17.** 22/05/2020 – Email from KALC regarding NALC Chief Executives Bulletin.
- 18.** 27/05/2020 – Email from TMBC regarding Parish Partnership Panel - Thursday 11 June 2020.
- 19.** 29/05/2020 – Email from NALC regarding open letter to all councillors.
- 20.** 01/06/2020 – Email from KALC regarding NALC Chief Executives Bulletin.
- 21.** 02/06/2020 – Email from KALC regarding Coronavirus (COVID-19) advice on accessing green spaces safely - GOV.UK.
- 22.** 01/06/2020 – Email from Kent Police regarding Neighbourhood Watch Week - 7-13th June 2020.
- 23.** 02/06/2020 – KALC News – May 2020
- 24.** 02/06/2020 – Email from Kent Libraries regarding Free Support Helpline for Businesses in Kent and Medway.
- 25.** 03/06/2020 – Email from TMBC regarding Agenda for Parish Partnership Panel, Thursday, 11th June, 2020, 7.30 pm.
- 26.** 03/06/2020 – Email from KALC regarding Coronavirus – Information for Town and Parish Councils.
- 27.** 05/06/2020 – Email from TMBC regarding Community Hub.
- 28.** 05/06/2020 – Email from KALC regarding COVID-19 update – 4 June 2020.
- 29.** 08/06/2020 – NALC issues new guidance on website accessibility.
- 30.** 04/06/2020 – Email from Wendy Stanley.
- 31.** 08/06/2020 – Email from KALC regarding NALC Chief Executives Bulletin.
- 32.** 05/06/2020 – DIS 964.
- 33.** 08/06/2020 – Email from Kent Police regarding Kent Cuckooing Awareness Campaign.