



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **PARISH COUNCIL ON WEDNESDAY 18TH NOVEMBER 2020 AT 19:30.**

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

THE ZOOM LINK FOR THIS MEETING IS AVAILABLE ON WWW.KINGSHILLPARISH.GOV.UK

Signed: *Julie Miller* Date of Issue: 12th November 2020
Clerk and Responsible Financial Officer

Members Cllr S Barker, Cllr C Bridger, Cllr M Colman, Cllr S Falzon-Thomas, Cllr K Kassem-Toufic, Cllr S Kirk, Cllr C Finlay, Cllr A Petty, Cllr N Redding, 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 meetings held on 21st October 2020 and 3rd November 2020. Appendix A and B
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. Planning, Transport and Environment Committee Minutes 02/09/2020 Appendix C
 - 5.2. Finance and Human Resources Committee Minutes 22/07/2020 Appendix D
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.
 - 6.4. **To confirm new candidates have signed Declarations of Acceptance of Office.**
 - 6.5. **Budgets and Precept 2020/2021**
 - 6.6. To receive recommendation from the Finance and HR Committee on the budget and precept required for 2021/22 with the inclusion of marketing for Community Centre plan and repairs to roof following the Amenities committee decision on 11th November. Appendix E
 - 6.7. To approve budget 2021/22.
 - 6.8. To approve precept request for submission to Tonbridge and Malling Borough Council.
7. **GDPR and Data Protection**
 - 7.1. To report a General Data Protection Regulation breach reported to the ICO being dealt with by the Data Protection Officer.

- 8. Planning applications – to consider applications and agree responses**
- 8.1. **TM/20/02347/FL - 23 Victoria Drive Kings Hill**
Proposed single storey rear extension with part first floor addition and alterations including partial garage conversion.
- 9. Five Year Strategy Working Group**
- 9.1. To receive update.
- 10. Recommendation from Finance & Human Resources Committee**
- 10.1. To adopt Local Government Pension Scheme Policy Appendix F
- 11. Motions from Cllr Barker**
- 11.1. To note Chairman’s meeting has been scheduled for 24th November 2020.
- 11.2. To note emergency plan working group have not met yet.
- 12. Motions from Cllr Redding**
- 12.1. To request that the council prepares a report to list all of the roles and responsibilities for Councillors, Clerks, Chair and all staff. This document would detail all the roles, responsibilities and what an individual in that role can and can't do.
- 12.2. To request that this document is independently verified by Kent Association of Local Councils.
- 12.3. To request that this document is shared for all to read before the meeting.
- 12.4. To request that the council holds a separate roles and responsibilities workshop in a non-formal setting via Zoom to discuss, debate and confirm the roles and responsibilities for Councillors, Clerks, Chair and all staff. To request that Cllr Redding runs this session.
- 12.5. To request that this document, once confirmed, is shared on the website as a public point of reference.
- 12.6. To request that the council prepares a report to list the contributions it has made to the local community over the last three years.
- 13. To complete annual review of the following: -**
- 13.1. To review and adopt the Training Policy. Appendix G
- 13.2. To review and adopt the Equal Opportunities Policy Appendix H
- 14. Administrative & Financial Matters**
- 14.1. To ratify Accounts for Payment – October 2020. Appendix I
- 14.2. To note Cllrs Kassem-Toufic; Redding; Sherlaw; Colman; Waller; Finlay; Kirk attended finance training via Zoom on 10th November 2020.
- 14.3. To note payment break for the Work Loans Board being applied for.
- 14.4. To assess any potential risks.
- 14.5. To receive communications updates for October 2020. Appendix J
- 14.6. To adopt the terms of reference for the 5 year strategy group. Appendix K
- 14.7. To consider representatives to attend the KALC Annual General Meeting.
- 15. Correspondence and matters for information – see appendix 1**
- 16. Future Meetings.**
- 16.1. 16th December 2020
- 17. To report external meetings with representatives of KHPC – to allow members to ask any questions and to receive the minutes.**
- 17.1. 22/10/2020. Meeting with Berkeley Homes. Cllrs Barker and Waller attended.

17.2. 03/12/2020 – Gatwick Airspace Noise and Management Meeting. Cllr Colman to attend.

18. Questions from Councillors and future agenda items.

Questions from councillors shall be recorded in the minutes and responded to at a later date.

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 19 and 20

19. To consider Covid friendly presentation of the KALC Community Award Certificate.

20. Sports Park Lease Working Group

20.1. To receive Minutes for meeting on 5th November 2020.

Appendix L

Appendix 1

To report Correspondence and matters for information

1. 07/10/2020 – Email from resident regarding Kings Hill Issues.
2. 13/10/2020 - The Rural Bulletin - 13 October 2020.
3. 14/10/2020 – Email from NALC regarding Find out how to recognise hidden disabilities.
4. 19/10/2020 – Email from Kent Police regarding Halloween updates.
5. 19/10/2020 - KALC CEO Bulletin - October 2020.
6. 20/10/2020 – Email from KALC regarding COVID-19 update - 19 October 2020.
7. 20/10/2020 – Email from WMGP regarding Cancer Prehab.
8. 20/10/2020 – NALC How do the tiers of local government collaborate?
9. 20/10/2020 - The Rural Bulletin - 20 October 2020
10. 21/10/2020 – Email from Kent Police regarding PCC Business crime survey.
11. 22/10/2020 – Website Enquiry from resident regarding complaint against parish council.
12. 22/10/2020 – Email from KALC regarding Kent Police Fraud Alert - Fraudsters impersonating Internet providers.
13. 22/10/2020 – NALC How to support mental health in your community.
14. 23/10/2020 – Chief Executive’s Bulletin.
15. 26/20/2020 – Email from Kent County Council regarding Budget.
16. 26/10/2020 – Email from resident regarding Broadwater Farm proposals.
17. 27/10/2020 – Email from TMBC regarding Severe Weather Emergency Protocol (SWEP).
18. 27/10/2020 – Email from KALC regarding COVID-19 update - 26 October 2020.
19. 27/10/2020 - National CSSC Green Message - NCTPHQ Bulletin - 26 Oct 2020.
20. 27/10/2020 – Email from KALC regarding NHS Kent and Medway CCG: Your community news for October 2020.
21. 28/10/2020 – Email from WMGP regarding Mens Health Zoom talk - Tuesday 3rd November.
22. 29/10/2020 – Email from KALC regarding COVID-19 update - 28 October 2020.
23. 29/10/2020 – Email from resident regarding sports park contractors.
24. 29/10/2020 – Email from resident regarding sports park contractors.
25. 29/10/2020 – Email from resident regarding sports park contractors.
26. 29/10/2020 – Email from resident regarding sports park contractors.
27. 30/10/2020 – Email from resident regarding sports park contractors.
28. 30/10/2020 – Chief Executive Bulletin
29. 02/11/2020 – NALC Coronavirus Update.
30. 02/11/2020 – NALC Help give young people a voice in your community
31. 03/11/2020 – Chairing virtual meeting training.
32. 03/11/2020 – Coronavirus Update from NALC.
33. 03/11/2020 - The Rural Bulletin - 3 November 2020
34. 03/11/2020 – KALC News October.

- 35.** 03/11/2020 – Email from TMBC regarding Remembrance Sunday - Latest Government Guidance.
- 36.** 03/11/2020 – Email from KALC regarding COVID-19 update - 2 November 2020.
- 37.** 03/11/2020 – Email from KALC regarding Covid-19 National Lockdown: Update at 3 November 2020.
- 38.** 04/11/2020 – Email from KALC regarding NALC launches campaign to promote local elections.
- 39.** 04/11/2020 - RSN Rural Funding Digest - November 2020 Edition.
- 40.** 05/11/2020 – Email from TMBC regarding Kent Fraud Alert System Information.
- 41.** 05/11/2020 – Email from KALC regarding Coronavirus – information for parish & town councils.
- 42.** 06/11/2020 – DIS 975.
- 43.** 06/11/2020 – Chief Executive Bulletin.
- 44.** 09/11/2020 – Email from KALC regarding COVID-19 update - 6 November 2020.
- 45.** 10/11/2020 – Email from Kent County Council regarding KCC and Kent and Medway CCG New Crisis Support Cards.