



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **PARISH COUNCIL ON WEDNESDAY 16TH DECEMBER 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: 10th December 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. **Chairman's Announcements – to receive announcements**
4. **Minutes** to receive and approve for signature the minutes of the meetings held on 18th November and 4th December 2020. Appendix A and B
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 14/10/2020 Appendix C
 - 5.2. Planning, Transport and Environment Committee Minutes 04/11/2020 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 and to note new PCSO for Kings Hill Joshua Vincent.
7. **Sports Park**
 - 7.1. To approve the initial proposal from tactive and instruct the recommended solicitor to prepare the draft legal documents and seek a final proposal for full council agreement. Appendix E, F, G, H and I
8. **Budgets and Precept 2020/2021**
 - 8.1. To receive recommendation from the Finance and HR Committee and to approve budget and precept required for 2021/22. Appendix J, K and L
9. **To consider recommendation from Finance & Human Resources Committee to apply for a temporary loan from Tonbridge & Malling Borough Council in the sum of £60k.** Appendix M

- 10. Planning applications – to consider applications and agree responses**
- 10.1. **TM/20/02578/FL - 20 Goldings Close Kings Hill**
Demolition of conservatory and erection of single storey rear extension plus opening-up structure of existing house to provide open plan kitchen/dining/living area with new rear fenestration to rear elevation and associated works.
- 10.2. **TM/20/02593/FL - 4 Monarch Terrace Kings Hill**
Single storey rear extension and part single/part two storey side extension.
- 10.3. **TM/20/02661/FL - Havana 15 Charlotte Drive Kings Hill**
Erection of a single storey rear extension, including a lantern roof light and bi-folding doors with associated works.
- 10.4. **TM/20/02685/FL - 50 Stirling Road West Malling**
Part garage conversion.
- 10.5. **TM/20/02718/FL - 2 Ingle Place Kings Hill**
Single storey rear extension and front extension. New balcony to the front elevation and loft conversion with rooflights.
- 11. Motions from Councillors**
- 11.1. Cllr Barker: To note chairman’s quarterly meeting was postponed until the new year.
- 11.2. Cllr Barker: To note emergency plan working group meeting in January 2021.
- 11.3. Cllr Falzon-Thomas: To consider a procedure review of how KHPC social media posts are released and how they are authorised. Appendix N
- 11.4. Cllr Redding: to request the 5 year strategy working group looks into how we can define the vision, mission and purpose of the Parish Council.
- 12. Administrative & Financial Matters**
- 12.1. To ratify purchase ledger payments - November 2020. Appendix O
- 12.2. To assess any potential risks not already included in the risk register.
- 12.3. To receive Facebook communications updates for November 2020. Appendix P
- 12.4. To consider committee and working group memberships for new councillors.
- a) Amenities Committee – Vacancy
- b) Finance & Human Resources Committee – Vacancy
- c) Planning, Transport & Environment Committee – Vacancy
- d) Community Centre and Sports Park Extensions Consultation Group - Vacancy
- e) Marketing and Communications Working Group –Vacancy
- f) Sports Park Working Group - Vacancy
- g) Five Year Strategy Working Group - Vacancy
- 13. Correspondence and matters for information – see appendix 1**
- 14. Future Meetings.**
- 14.1. 20th January 2021
- 15. To report external meetings with representatives of KHPC – to allow members to ask any questions and to receive the minutes.**
- 15.1. 29/11/2020 – Kent Association of Local Councils AGM. Cllrs Colman and Sherlaw attended.
- 16. Questions from Councillors.**
- Questions from councillors shall be recorded in the minutes and responded to at the next meeting.

Item 17 will be held in confidential session pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960 as the investigation report contains sensitive personal data. The decision shall be reported in the minutes.

- 17. To receive findings of investigation into pest control at Kings Hill Sports Park and consider instructing the Local Council Consultancy Service to independently verify at a cost of £700.** Appendices and report within folder.

Appendix 1

To report Correspondence and matters for information

1. 02/11/2020 – Email regarding KALC T & M Committee held on 1st October.
2. 09/11/2020 - Kent Police - latest Rural Task Force Report and Rural Matters newsletter.
3. 10/11/2020 – Email from Kent County Council regarding Parish council digital platforms invitation letter 17th November 20 - West Kent.
4. 11/11/2020 – Email from KALC regarding KALC AGM - 28TH November 2020.
5. 12/11/2020 – Email from KALC regarding KCF Social isolation campaign - Knock and check.
6. 12/11/2020 – Email from TMBC regarding Parish Partnership Panel - Thursday 12 November - MS Teams link.
7. 12/11/2020 - Supplement: Kent County Council Services Update - Briefing Paper to the agenda for Parish Partnership Panel, Thursday, 12th November, 2020, 7.30 pm.
8. 12/11/2020 – KALC Bitesize Training.
9. 12/11/2020 – Email regarding Mobile Coffee - Little Travelling Bean.
10. 16/11/2020 - Using strategic planning to delivery larger projects Using strategic planning to delivery larger projects.
11. 16/11/2020 - Brexit - New product safety rules for consumer products.
12. 17/11/2020 - The Rural Bulletin - 17 November 2020.
13. 17/11/2020 - New Contact Details: CANWK Adviceline telephone number – now free to call.
14. 18/11/2020 – Chief Executives Bulletin.
15. 20/11/2020 - DIS 976
16. 20/11/2020 – Email regarding New COVID-19 Screening Service Launches at Gatwick Airport.
17. 20/11/2020 – Chief Executives Bulletin.
18. 21/11/2020 – Email from WMGP regarding Flu Vaccines - ages 50 to 64.
19. 23/11/2020 – Email from KALC regarding KALC CEO Bulletin - November 2020.
20. 23/11/2020 - Additional Papers for the KALC AGM 28 November 2020.
21. 23/11/2020 - KALC Community Awards Scheme 2021.
22. 23/11/2020 - Advance Notice KALC Area Committee Meeting – Thursday 10th December 2020.
23. 24/11/2020 – Email from KALC regarding KALC Webinar - Getting in Front of the Camera - January 2021.
24. 25/11/2020 – Email from KALC regarding Community energy events.
25. 30/11/2020 – Oast to Oast Winter Edition.
26. 30/11/2020 – Email from KALC regarding KRF Press Release - End of EU transition contingency plans.
27. 01/12/2020 - Email from KALC regarding Winter Vigilance Briefing from Counter Terrorism Policing.
28. 01/12/2020 – Email from WMGP regarding Flu Vaccinations - Over 50.
29. 01/12/2020 – Email from Kent Police regarding Matthew Scott launches his Annual Policing Survey OPCC/MS/OG/436/20.
30. 04/12/2020 - Email from KALC regarding COVID-19 update - 3 December 2020
31. 04/12/2020 – DIS 977.
32. 04/12/2020 – Chief Executive Bulletin.
33. 07/12/2020 - Agenda for KALC T & M Area Committee Meeting 10th December 2020 by Zoom.
34. 07/12/2020 – Email from KALC regarding K'CAS – Ransomware.
35. 07/12/2020 – Email from NALC regarding What will the future of play look like beyond COVID-19?

- 36.** 08/12/2020 – Chief Executive Bulletin.
- 37.** 08/12/2020 – Email from Tonbridge & Malling Borough Council regarding Covid Winter Grant Scheme.
- 38.** 08/12/2020 – Email from NALC regarding NALC launches a new guide on community business.
- 39.** 08/12/2020 – Email from Kent County Council regarding Webinar reminder! Are you ready to trade with the EU?.
- 40.** 08/12/2020 - The Rural Bulletin - 8 December 2020.
- 41.** 08/12/2020 – Email from WMGP regarding infection rates climbing.