



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **PARISH COUNCIL ON WEDNESDAY 20<sup>TH</sup> JANUARY 2021 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](http://WWW.KINGSHILLPARISH.GOV.UK)**

Signed: *Julie Miller* Date of Issue: 14<sup>th</sup> January 2021  
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 16<sup>th</sup> December 2020 and 23<sup>rd</sup> December 2020. Appendix A and B
4. **Chairman's Announcements – to receive announcements**
5. **Minutes of committee meetings and working groups** – to receive the minutes and allow members to ask any questions on decisions made by committees:
  - 5.1. Planning, Transport and Environment Committee Minutes 02/12/2020 Appendix C
  - 5.2. Amenities Committee Minutes 11/11/2020 Appendix D
  - 5.3. Sports Park Lease Working Group 08/01/2021 Appendix E
  - 5.4. Emergency Plan Working Group 07/01/2020 Appendix F
6. **External Reports**
  - 6.1. To receive report from County Councillor.
  - 6.2. To receive report from Borough Councillor.
  - 6.3. To receive monthly report from Kent Police.
7. **Planning applications – to consider applications and agree responses**
  - 7.1. **TM/20/02948/LB - The Control Tower 29 Liberty Square Kings Hill**  
Listed Building Application: Replacement of first floor glazed screen windows (inner and outer) and replacement with single, thermally broken double glazed screen produced by Crittall Windows and make good water damage.
8. **Roles and Responsibilities – Cllr Redding**
  - 8.1. To receive list of roles and responsibilities for Councillors, Clerks, Chair and all staff. Appendix G
  - 8.2. To note a date and time for the roles and responsibilities workshop with Cllr Redding will be agreed.
9. **Community Contribution – Cllr Redding**

- 9.1. To receive report on the contributions the parish council has made to the local community over the last three years. Appendix H

## **10. Motions from Councillors**

- 10.1. Cllr Falzon-Thomas: 'Kings Hill Parish Council to offer and host a Christmas Dinner in the community centre and a gift for a child to those in the parish who are elderly, alone or are in financial need as from 2021 during the Christmas period.'
- 10.2. Cllr Zahidi: 'The parish council to get independent legal advice on the terms of the tentative proposal and negotiation of the terms of the agreements drafted for the proposal to protect the Parish council's position in respect of the income and risks associated with proposal.'
- 10.3. Cllr Zahidi: 'That whilst legal advice is sought on the negotiation of the tentative proposal and on the draft of documents for the said proposal any other proposals made to the parish council in respect of Sports Park are considered in full council meeting at the earliest opportunity or extraordinary meeting.'
- 10.4. Cllr Redding: to consider holding a workshop to determine how the council approach conflict and engage with each other in full council meetings. The council needs to understand everyone's viewpoints and comfort levels with conflict and then agree on what the conflict norms are.

## **11. Friends of the Earth**

- 11.1. To consider request of support for the Friends of the Earth initiative to donate and plant a biosecure Oak Sapling, accompanied by a plaque honouring the achievements of a Kings Hill Resident in one of the following three locations; Pippin Way Bandstand; Location on Pippin Way Green; Location within Phase 1.

## **12. West Malling Parish Council**

- 12.1. To consider supporting West Malling Parish Council regarding lobbying Government in relation to the Tonbridge & Malling Local Plan.

## **13. Administrative & Financial Matters**

- 13.1. To ratify purchase ledger payments - December 2020. Appendix I
- 13.2. To carry out the corporate body obligation to review financial statements on a quarterly basis. Appendix J
- 13.3. To receive Notice of Incomplete Audit and requirement to provide evidence of the assertions made by the corporate body on the AGAR. Appendix K and L
- 13.4. Councillors to raise any potential risks not already included in the risk register.
- 13.5. To receive Facebook performance update for December 2020. Appendix M
- 13.6. To adopt the terms of reference for the emergency plan working group Appendix N
- 13.7. To report no further action from Information Commissioners Office in relation to external complainant.
- 13.8. To consider committee and working group memberships for new councillors.  
a) Amenities Committee – 1 x Vacancy  
b) Finance & Human Resources Committee – 1 x Vacancy  
c) Planning, Transport & Environment Committee – 1 x Vacancy  
d) Community Centre and Sports Park Extensions Consultation Group – 1 x Vacancy  
e) Marketing and Communications Working Group – 1 x Vacancy  
f) Sports Park Working Group – 1 x Vacancy  
g) Strategy Working Group – 1 x Vacancy
- 13.9. To review revised code of conduct for adoption. Appendix O

- 14. Correspondence and matters for information** – see appendix 1
- 15. Future Meetings.**
- 15.1. 17<sup>th</sup> February 2021
- 16. To report external meetings with representatives of KHPC – to allow members to ask any questions and to receive the minutes.**
- 16.1. To note local parish council chairman’s quarterly meeting rescheduled.
- 16.2. 12/01/2020 TMBC Standards Training. Cllr D Waller to attend.
- 17. Questions from Councillors and future agenda items.**  
Questions from councillors shall be recorded in the minutes and responded to at a later date.

**Item 1 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.**

- 18. 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.
42. 11/12/2020 – Email from WMGP regarding COVID Vaccine.
43. 14/12/2020 – KCC Brexit Webinar.
44. 15/12/2020 – Email from WMGP regarding Flu Vaccines last Saturday 12.12.2020.
45. 15/12/2020 - The Rural Bulletin - 15 December 2020.
46. 16/12/2020 – Email from KALC regarding NALC Coronavirus Update.
47. 16/12/2020 – Email from KALC regarding Kent Prepared newsletter Issue Two - bringing you the latest Kent Resilience Team news.
48. 16/12/2020 – Email from KALC regarding NALC News - Local councils eligible to the new leisure fund.
49. 17/12/2020 – Email from KALC regarding Covid-19 - Financial Support Package for Local Councils.
50. 18/12/2020 – Chief Executive Bulletin.
51. 21/12/2020 – Email from Kent Police regarding 'Ask for Ani' Home Office Scheme.
52. 21/12/2020 – Email from KALC regarding KALC CEO Bulletin - December 2020.
53. 21/12/2020 – Email from Highways England regarding M20.
54. 21/12/2020 – Email from WMGP regarding vaccines.
55. 22/12/2020 - KALC News December 2020.
56. 22/12/2020 - Mental health support in Kent.
57. 23/12/2020 – Email from KALC regarding Daily update from GOV.UK for: Coronavirus (COVID-19).
58. 24/12/2020 – Email from Cllr Balfour regarding vaccines.
59. 28/12/2020 – Email from KALC regarding Op Fennel Stakeholder Briefing @ 27 December.
60. 31/12/2020 – Email from Kent Police regarding Rural Task Force.
61. 05/01/2021 – NALC Coronavirus Update.
62. 05/01/2021 – Email from WMGP regarding Second Coronavirus Vaccine appointments.
63. 07/01/2021 – Email from KALC regarding Local Government Bulletin 6 January.
64. 07/01/2021 – Email from KALC regarding Kent and Medway vaccination programme update.
65. 09/01/2021 – Email from WMGP regarding Urgent for over 80's or currently in healthcare !!!
66. 08/01/2021 – Chief Executive Bulletin.

- 67.** 08/01/2021 – Email from KALC regarding Action Fraud - Coronavirus Scams Warning.
- 68.** 08/01/2021 – Email from KALC regarding Local Government Bulletin 7 January.
- 69.** 12/01/2021 – Email from KALC regarding Local Government Bulletin 11 January.
- 70.** 12/01/2021 - The Rural Bulletin - 12 January 2020.