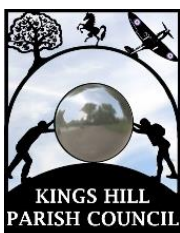


To all members of the Council



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **PARISH COUNCIL ON WEDNESDAY 17TH FEBRUARY 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

Signed: *Julie Miller* Date of Issue: 11th February 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

- To receive and accept Apologies for Absence**
- To receive Declarations of Interest & lobbying**
- Minutes** to receive and approve for signature the minutes of the meeting held on 20th January 2021. Appendix A
- Chairman's Announcements – to receive announcements**

Item 5 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 commercial data. The decision shall be reported in the minutes.

- To approve the tnaactive sublease and management agreement for Kings Hill Sports Park, for associated legal works to be carried out by Berry and Lambert solicitors and completion of the transaction by the proper officer in consultation with the Sports Park Lease Working Group.** See separate folder on One Drive

The meeting to be re-opened to the public

- Minutes of committee meetings and working groups** – to receive the minutes and allow members to ask any questions on decisions made by committees:
 - Finance & Human Resources Committee Minutes 25/11/2020 Appendix B
 - Planning, Transport and Environment Committee Minutes 06/01/2021 Appendix C
 - Planning, Transport and Environment Committee Minutes 22/01/2021 Appendix D
 - Sports Park Lease Working Group 28/01/2021 Appendix E
 - Sports Park Lease Working Group 03/02/2021 Appendix F
 - Emergency Plan Working Group 21/01/2021 Appendix G
- External Reports**
 - To receive report from County Councillor.
 - To receive report from Borough Councillor.
 - To receive monthly report from Kent Police.

- 8. Planning applications – to consider applications and agree responses**
- 8.1. **TM/21/00113/TPOC - 5 Cellini Walk Kings Hill**
Beech Tree T1 - Lift crown by approximately 2m and remove any dead wood.
- 8.2. **TM/21/00161/FL - 20 Forest Way Kings Hill**
Raise the roof of the existing detached garage to provide ancillary sleeping accommodation.
- 8.3. **TM/21/00175/FL – 5 Langley Way, Kings Hill**
Ground floor rear extension.
- 8.4. **TM/21/00188/FL - 61 Lapins Lane Kings Hill**
Single storey rear extension.
- 9. External Audit 2019/2020**
- 9.1. To note response to External Auditor request for the parish council to evidence the assertions made in the 2019/20 AGAR **(to be read in conjunction with the Practitioners Guide in Appendix I)** Appendix H & I
- 10. Recommendations from the Finance & Human Resources Committee**
- 10.1. To adopt the General and Ear Marked Reserves Policy in line with the recommendation in the financial investigation. Appendix J
- 10.2. To adopt policy setting out how to table motions for councillors not on the relevant committee. Appendix K
- 10.3. To adopt Press and Media Policy. Appendix L
- 10.4. To note the responsibilities of the corporate body in relation to data protection. Appendix M
- 10.5. To adopt the following updated GDPR policies: Appendix N
- (a) CCTV Policy
- (b) Freedom of Information Policy
- (c) Information Security Policy
- (d) Privacy Notices
- (e) Data Protection Policy
- (f) Data Subject Access Request procedure
- (g) Data Subject Access Policy
- (h) Security Incident and Data Breach Policy
- (i) Acceptable use Policy
- 11. Recommendation from the Planning, Transport & Environment Committee**
- 11.1. To adopt the terms of reference for the climate change strategy working group. Appendix O
- 12. Legal Claim**
- 12.1. To note letter of claim against the parish council pursuant to pre-action protocol for media and communication claims (data breach). Appendix P and Q
- 13. Liberty Property Trust**
- 13.1. To consider supporting Liberty Property Trust's dedication of the feature tree at Linear Park to the achievements of a local resident. Appendix R
- 14. Covid 19 Support**
- 14.1. To consider contacting our local MP regarding approaching Government to extend the Covid-19 remote meeting regulations. Appendix S
- 15. Administrative & Financial Matters**
- 15.1. To ratify purchase ledger payments - January 2020. Appendix T

- 15.2. To receive answers to the questions raised at the last meeting when carrying out the corporate body obligation to review financial statements on a quarterly basis. Appendix U
- 15.3. Councillors to raise any potential risks not already included in the risk register.
- 15.4. To receive Facebook communications updates for January 2020. Appendix V
- 15.5. To consider discontinuing the production of the Facebook post report.
- 15.6. To note KHCC roof repairs under lease obligations £23,030.10 exc vat to be spent from contingency funds. Appendix W, X and Y
- 16. Correspondence and matters for information – see appendix 1**
- 17. Future Meetings.**
- 17.1. 17th March 2021
- 18. To report external meetings with representatives of KHPC – to allow members to ask any questions and to receive the minutes.**
- 18.1. 16/02/2021 – Liberty Property Trust Quarterly Meeting. Cllrs Barker, Petty and Waller to attend.
- 18.2. 27/01/2021 Neighbourhood Engagement meeting Tonbridge and Malling Borough Council – Cllr Colman
- 19. Questions from Councillors.**
- Questions from councillors shall be recorded in the minutes and responded to at a later date.
- 19.1. To receive answers to questions from councillors since last meeting. Appendix Z
- 19.2. To note questions from councillors for which answers shall be responded to at the next meeting.

Appendix 1

To report Correspondence and matters for information

1. 13/01/2021 – Email from TMBC regarding Neighbourhood Engagement Meeting - Wednesday 27 January.
2. 13/01/2021 – DIS 979.
3. 14/01/2021 – Email from KALC regarding - Local Council Elections.
4. 15/01/2021 – Email from KALC regarding Local Government Bulletin 14 January.
5. 15/01/2021 – Chief Executive Bulletin.
6. 16/01/2021 - Email from WMGP regarding Our Area Vaccine Rollout - YouTube Video
7. 18/01/2021 - LCR Magazine.
8. 19/01/2021 – Email from KALC regarding Local Government Bulletin 18 January.
9. 19/01/2021 – Chief Executive Bulletin.
10. 19/01/2021 – KALC Bitesize Learning.
11. 20/01/2021 – Email from KALC regarding KCC Member Briefing - Environment Update January 2021.
12. 20/01/2021 – NALC Online Events.
13. 21/01/2021 – Email from WMGP regarding Another Update Video.
14. 22/01/2021 – Email from KALC regarding KALC CEO Bulletin - January 2021.
15. 22/01/2021 – Email from KALC regarding Covid19 vaccine update - NHS Kent and Medway.
16. 22/01/2021 – Chief Executive Bulletin.
17. 26/01/2021 - Local Government Bulletin 25 January.
18. 26/01/2021 – Chief Executive Bulletin.
19. 26/01/2021 – Email from KALC regarding KCC Trading Standards Alert - Keep staff and customers safe.
20. 26/01/2021 – NALC Online Events.
21. 26/01/2021 - Local Government Bulletin 22 January

- 22.** 27/01/2021 – Email from TMBC regarding Parish Partnership Panel - Thursday 4 February 2021.
- 23.** 27/01/2021 – Email from TMBC regarding Agenda for Parish Partnership Panel, Thursday, 4th February, 2021, 7.30 pm.
- 24.** 27/01/2021 - Local Government Bulletin 26 January.
- 25.** 27/01/2021 – Email from KALC regarding COVID report + last week mortality / NHS report.
- 26.** 27/01/2021 – NALC Coronavirus Update.
- 27.** 28/01/2021 - Local Government Bulletin 27 January.
- 28.** 28/01/2021 – Email from KALC regarding Call for capital project ideas - located in Kent and Medway.
- 29.** 29/01/2021 – Email from KALC regarding Section 137 limit for 2021/22.
- 30.** 29/01/2021 – DIS 980.
- 31.** 29/01/2021 - Local Government Bulletin 28 January.
- 32.** 29/01/2021 – Chief Executive Bulletin.
- 33.** 01/02/2021 – Email from KALC regarding KALC Community Awards Scheme 2021.
- 34.** 02/02/2021 – Email from WMGP regarding Clinical System Upgrade February 2021 - Important Notice to all Registered Patients.
- 35.** 03/02/2021 – Email from WMGP regarding Information for our patients.
- 36.** 03/02/2021 – Email from TMBC regarding Meeting cancelled - 03/03/2021, 19:30, Joint Standards Committee.
- 37.** 03/02/2021 - Local Government Bulletin 2 February.
- 38.** 03/02/2021 – KALC News January.
- 39.** 04/02/2021 - Local Government Bulletin 3 February.
- 40.** 04/02/2021 – Email from WMGP regarding More on Scam Emails and Texts.
- 41.** 05/02/2021 – Email from KALC regarding Snow & ice advice from Came & Company.
- 42.** 05/02/2021 – NALC Coronavirus Update.
- 43.** 05/02/2021 – Email from WMGP regarding prescriptions.
- 44.** 05/02/2021 – Email from WMGP regarding COVID Vaccinations for Housebound Patients – the team is on its way.
- 45.** 06/02/2021 – Email from WMGP regarding second vaccinations.
- 46.** 09/02/2021 - Email from TMBC regarding collection updates.