



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **PARISH COUNCIL ON WEDNESDAY 17TH MARCH 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 March 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 meeting held on 17th February 2021. Appendix A
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. Complaints Committee Minutes 20/01/2021 Appendix B
 - 5.2. Finance & Human Resources Committee Minutes 27/01/2021 Appendix C
 - 5.3. Planning, Transport and Environment Committee Minutes 03/02/2021 Appendix D
 - 5.4. Sports Park Lease Working Group Minutes 28/01/2021 Appendix E
 - 5.5. Sports Park Lease Working Group Minutes 03/02/2021 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. **To agree format of Annual Parish Meeting on 14th April 2021.**
8. **Section 106**
 - 8.1. To accept the new Section 106 facilities at Kings Hill Sports Park from Rouse Kent (Residential) Ltd. (Rugby Pitch, Courts, Trim Trail). Appendix G & H
9. To agree starts dates as proposed by Rouse Kent Residential Ltd. Appendix I
 - The trim trail in May 2021.
 - The pavilion in May 2021.
 - The new rugby pitch, 2 tennis courts, 2 dual use courts in June/ July 2021.
10. **Recommendations from the Finance & Human Resources Committee**

- 10.1. To adopt the amended councillor's declaration of acceptance of office document. Appendix J
- 10.2. To adopt the electrical items policy. Appendix K
- 11. Recommendations from the Planning, Transport & Environment Committee**
- 11.1. To adopt the Planning, Transport & Environment Committee Terms of Reference. Appendix L
- 12. Census 2021**
- 12.1. To note the census councillor handbook. Appendix M
- 13. Motions from Councillors**
- 13.1. Motion from Councillor Redding:
To create an open newsletter/letter to be sent to all residents on Kingshill explaining the entire situation with regards to the Sports Park and TM Active. Appendix N
- 13.2. Motion from Councillor Redding:
To create a dedicated page on the website that lists all the internal and external reports that have been conducted by the council.
- 13.3. Motion from Councillor Redding:
To delay the roles and responsibilities workshop until government restrictions allow face to face meetings.
- 14. Legal Action – Data Breach**
- 14.1. To note insurance company responding directly with claimant.
- 15. Administrative & Financial Matters**
- 15.1. To ratify purchase ledger payments - February 2021. Appendix O
- 15.2. Councillors to raise any potential risks not already included in the risk register.
- 15.3. To note the following asset disposals:-
- Air Hockey Table.
- 16. Correspondence and matters for information – see appendix 1**
- 17. Future Meetings.**
- 17.1. 21st April 2021
- 18. To report external meetings with representatives of KHPC – to allow members to ask any questions and to receive the minutes.**
- 18.1. There were none.
- 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 P
- 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. 08/02/2021 – Email from KALC regarding fly tipping Duty of Care Poster.
2. 09/02/2021 - Email from TMBC regarding Collection Updates.
3. 09/02/2021 – Email from KALC regarding KFRS - We're Recruiting New Volunteers.
4. 09/02/2021 – Email from West Malling Group Practice regarding Update 1.

5. 09/02/2021 - Local Government Bulletin 8 February.
6. 09/02/2021 - NALC Online Events.
7. 09/02/2021 - The Rural Bulletin - 9 February 2021.
8. 09/02/2021 - Announcement: Turner Contemporary appoints Yinka Ilori as Artist in Residence in Kings Hill, Kent.
9. 09/02/2021 - KALC Strategic Meeting with Matthew Scott PCC and Kent Police 18th March 2021.
10. 10/02/2021 - Information for Parish Partnership - Response from the Safer Roads Team.
11. 10/02/2021 - Email regarding PCC zoom.
12. 10/02/2021 - Email from WMGP regarding correction about Mass Vaccination Centres
13. 10/02/2021 - Local Government Bulletin 9 February.
14. 11/02/2021 - Local Government Bulletin 10 February.
15. 11/02/2021 - KCC Public Health Services One-Off Partner Briefing.
16. 11/02/2021 - Gatwick Airport - Press Release February 2021.
17. 12/02/2021 - Local Government Bulletin 11 February.
18. 12/02/2021 - NALC Chief Executive Bulletin.
19. 15/02/2021 - Local Government Bulletin 12 February.
20. 16/02/2021 - Local Government Bulletin 15 February.
21. 16/02/2021 - Email from TMBC regarding Collection Updates.
22. 16/02/2021 - Email from WMGP regarding News release for Carers.
23. 16/02/2021 - The Rural Bulletin - 16 February 2021.
24. 17/02/2021 - Kent PCC's Winter 2020/2021 Newsletter OPCC/MS/OG/445/21.
25. 17/02/2021 - NALC Online Events.
26. 17/02/2021 - KALC CEO Bulletin - February 2021.
27. 19/02/2021 - NALC Chief Executive Bulletin.
28. 19/02/2021 - Kent and Medway Community Bulletin.
29. 22/02/2021 - Local Government Bulletin 19 February.
30. 22/02/2021 - Kent Wildlife Trust - Parish Council Spring Newsletter.
31. 22/02/2021 - KALC Workshop - Zoom for Absolute Beginners.
32. 23/02/2021 - Email from KALC regarding roadmap for easing restrictions.
33. 23/02/2021 - NALC Coronavirus Update.
34. 25/02/2021 - DIS 982.
35. 25/02/2021 - NALC launches Star Council Awards.
36. 26/02/2021 - Local Government Bulletin 25 February.
37. 26/02/2021 - Email from West Malling Group Surgery regarding job vacancy.
38. 01/03/2021 - Local Government Bulletin 26 February.
39. 02/03/2021 - New restaurant at Kings Hill.
40. 02/03/2021 - NALC Chief Executive Bulletin.
41. 02/03/2021 - Kent Police Rural Task Force Report and Rural Matters.
42. 02/03/2021 - Latest Rural Matters.
43. 03/03/2021 - Email from TMBC regarding CrowdFund Kent.
44. 03/03/2021 - RSN Rural Funding Digest - March 2021 Edition.
45. 04/03/2021 - Important message from the Surgery.
46. 04/03/2021 - KALC News February 2021.
47. 05/03/2021 - Local Government Bulletin 4 March.
48. 05/03/2021 - Chief Executive Bulletin.
49. 06/03/2021 - Email from WMGP regarding: News Update Issue No.2.
50. 08/03/2021 - Local Government Bulletin 5 March.
51. 08/03/2021 - NALC Chief Executive Bulletin - inc update on AGAR 2020/2021.
52. 09/03/2021 - NALC Breaking News.
53. 09/03/2021 - The Rural Bulletin - 9 March 2021.