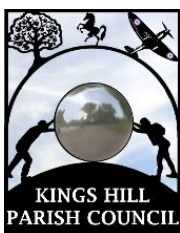


To all members of the Council



YOU ARE SUMMONED TO ATTEND THE MEETING OF THE **PARISH COUNCIL ON WEDNESDAY 28TH APRIL 2021 UPON THE RISING OF THE EXTRA-ORDINARY MEETING OF THE FULL COUNCIL.**

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: 22nd April 2021
Clerk and Responsible Financial Officer

Members Cllr S Barker, Cllr M Colman, Cllr S Falzon-Thomas, Cllr C Henley, 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 17th March and 7 April 2021. Appendix A and B
4. **Chairman's Announcements – to receive announcements**
5. **Councillor Vacancy**
 - 5.1. To note resignation of Cllr Bridger.
 - 5.2. To note result of uncontested election.
6. **Minutes of committee meetings and working groups** – to receive the minutes and allow members to ask any questions on decisions made by committees:
 - 6.1. Planning, Transport and Environment Committee Minutes 03/03/2021 Appendix C
 - 6.2. Planning, Transport and Environment Committee Minutes 30/03/2021 Appendix D
 - 6.3. Amenities Committee Minutes 13/01/2021 Appendix E
 - 6.4. Finance & Human Resources Committee Minutes 24/02/2021 Appendix F
 - 6.5. Sports Park Lease Working Group Minutes 23/03/2021 Appendix G
 - 6.6. Sports Park Lease Working Group Minutes 20/04/2021 Appendix H
7. **External Reports**
 - 7.1. To receive report from County Councillor.
 - 7.2. To receive report from Borough Councillor.
 - 7.3. To receive monthly report from Kent Police.
8. **Recommendations from the Finance & Human Resources Committee**
 - 8.1. To adopt the report structure template as per financial investigator recommendation. Appendix I
 - 8.2. To adopt the Health & Safety policy. Appendix J
 - 8.3. To note NALC Cyber Protection report. Appendix K

- 9. Recommendations from the Planning, Transport & Environment Committee**
- 9.1. To agree the s106 wish list. Appendix L
- 10. To note change in Sports Park Lease to include the planning obligation of the youth recreational facility.** Appendix M
- 11. Legal Action – Data Breach**
- 11.1. To note any further updates with regard to the legal claim.
- 12. Motion from Councillors**
To consider progressing the following motions using the council’s approved project template.
- 12.1. Cllr Redding: To consider changing the structure of the frequently answered questions page on the website.
- 12.2. Cllr Zahidi: To consider the Amenities Committee being held monthly instead of bi-monthly.
- 12.3. Cllr Barker: To consider being part of The Great British Spring Clean campaign.
- <https://www.keepbritaintidy.org/get-involved/support-our-campaigns/great-british-spring-clean>
- 13. Administrative & Financial Matters**
- 13.1. To ratify purchase ledger payments - March 2021. Appendix N
- 13.2. Councillors to raise any potential risks not already included in the risk register.
- 13.3. To consider bringing forward the Annual General Meeting to Wednesday 5th May 2021 to accommodate remote meeting legislation due to delays in extension to Coronavirus Act regulations statutory instrument at the High Court.
- 14. Correspondence and matters for information – see appendix 1**
- 15. Next meeting date.**
- 15.1. To be considered at this meeting.
- 16. To report external meetings with representatives of KHPC – to allow members to ask any questions and to receive the minutes.**
- 16.1. 31/03/2021 - Crisis communications for Parish and Town Councils. Cllr Colman attended.
- 17. Questions from Councillors.**
 Questions from councillors shall be recorded in the minutes and responded to at a later date.
- 17.1. To receive answers to questions from councillors since last meeting. **There are none.**
- 17.2. To receive questions from councillors for which answers shall be responded to at the next meeting.

Appendix 1

To report Correspondence and matters for information

1. 09/03/2021 – Email from KALC regarding KRF Press release re suspension of haulier services at Manston.
2. 09/03/2021 -Local Government Bulletin 8 March.
3. 12/03/2021 - DIS 983 and funding bulletin.
4. 12/03/2021 – Chief Executive Bulletin.

5. 12/03/2021 - Housing association moves to Kings Hill.
6. 15/03/2021 - Local Government Bulletin 12 March.
7. 15/03/2021 - NALC Chief Executive Bulletin.
8. 15/03/2021 - Email from KALC regarding KCC Member environment briefing.
9. 16/03/2021 - Learning and Development Opportunities from KALC.
10. 17/03/2021 - Local Government Bulletin 16 March.
11. 18/03/2021 - Local Government Bulletin 17 March.
12. 19/03/2021 - Email from Kent Police regarding Your local PCSO.
13. 19/03/2021 - Local Government Bulletin 18 March.
14. 19/03/2021 - KALC Events - What's On This Month.
15. 19/03/2021 - NALC Chief Executive Bulletin.
16. 22/03/2021 - Gatwick In Touch Newsletter Edition 2.
17. 22/03/2021 - KALC T & M Area Committee Meeting- Papers for 25th March.
18. 22/03/2021 - Local Government Bulletin 19 March.
19. 22/03/2021 - Email from KALC regarding Daily update from GOV.UK for: All types of document about all topics by Cabinet Office.
20. 23/03/2021 - T & M Climate Change Forum - Parish Council Representative.
21. 23/03/2021 - KALC CEO Bulletin - March 2021.
22. 23/03/2021 - Local Government Bulletin 22 March.
23. 23/03/2021 - National free webinar - crisis communications - 31 March.
24. 23/03/2021 - KALC New Learning Opportunity.
25. 24/03/2021 - Local Government Bulletin 23 March.
26. 25/03/2021 - Email from KALC regarding Help improve services for people with Long-Covid
27. 26/03/2021 - Email from KALC regarding Government's Welcome Back Fund.
28. 26/03/2021 - DIS 984.
29. 26/03/2021 - Chief Executive Bulletin.
30. 26/03/2021 - Email from West Malling Group Practice regarding Help for sufferers of Long Covid.
31. 26/03/2021 - Email from KALC regarding remote meeting update.
32. 28/03/2021 - Update from West Malling Group Practice.
33. 29/03/2021 - Local Government Bulletin 26 March.
34. 29/03/2021 - NALC Chief Executive Bulletin.
35. 30/03/2021 - Email from resident regarding Kings Hill Parish Council Election
36. 30/03/2021 - Local Government Bulletin 29 March.
37. 30/03/2021 - AXA recommits to Kings Hill.
38. 30/03/2021 - Email from resident regarding the advertisement of the parish council elections.
39. 01/04/2021 - KALC News.
40. 01/04/2021 - KALC Launches Second Planning Conference!
41. 01/04/2021 - Email from KALC regarding Practitioners Guide 2021.
42. 01/04/2021 - Email from WMGP regarding Over 50? No Job yet? Please read this notice.
43. 01/04/2021 - Email from KALC regarding KALC - Stop Press...Space still available for Events After Easter Break.
44. 01/04/2021 - NALC Chief Executive Bulletin.
45. 08/04/2021 - RSN Rural Funding Digest - April 2021.
46. 08/04/2021 - Email from KALC regarding Vaccination Centres across Kent and Medway.
47. 09/04/2021 - NALC Chief Executive Bulletin.
48. 09/04/2021 - DIS 985.
49. 12/04/2021 - Email from KALC regarding Government Guidance on Period of National Mourning - NALC update on Meeting Notice period.
50. 12/04/2021 - Email from WMGP regarding Covid Hub News Update Issue 03.
51. 13/04/2021 - Local Government Bulletin 12 April.
52. 13/04/2021 - NALC Star Council Awards.
53. 14/04/2021 - Local Government Bulletin 13 April.
54. 15/04/2021 - Email from KALC regarding KALC CEO Bulletin - April 2021.
55. 19/04/2021 - Local Government Bulletin 16 April.

- 56.** 21/04/2021 - Local Government Bulletin 20 April.
- 57.** 21/04/2021 - Email from KALC regarding Microsoft – Ransomware.
- 58.** 21/04/2021 - Email from KALC regarding Scam letters impersonating Department for Business, Energy and Industrial Strategy.