



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 17TH JUNE 2020 AT 19:30. THIS MEETING WAS HELD VIA VIDEO CONFERENCE CALL DUE TO THE COVID:19.

- Present: Cllr S Barker (Chair), Cllr C Bridger, Cllr M Colman, Cllr C Finlay, Cllr A Petty, Cllr N Sherlaw, Cllr D Waller, Cllr R Zahidi
- Apologies: There were none.
- Also in attendance: Ms J Miller (Clerk & Proper Officer), Mrs G Jackson (Deputy Clerk), Cllr M Balfour, 23 Members of the Public
- FC20/94. To receive and accept Apologies for Absence.**
There were none.
- FC20/95. To receive Declarations of Interest & lobbying.**
There were none.
- FC20/96. Minutes – It was RESOLVED that the minutes of the meeting held on 20th May 2020 be approved and the minutes will be physically signed at the earliest opportunity. SMB**
- FC20/97. Chairman’s Announcements – to receive announcements**
There were none.
- Minutes of Committee meetings for adoption:**
FC20/98. Finance and Human Resources Committee Minutes 29/01/2020 **Adopted.**
FC20/99. Planning, Transport and Environment Committee Minutes 12/02/2020 **Adopted**
- External Reports**
- FC20/100. To receive report from County Councillor and questions from Council.**
Cllr Balfour reported:
- Kent County Council are looking to reopen its buildings.
 - Schools have reopened but the number of children that have gone back is underwhelming.
 - Care homes in Kent have had the fewest number of outbreaks of COVID 19 even though there is a high number of care homes in the County.
 - There has been a cost to COVID 19 of £50m to Kent County Council and they are lobbying government for payment of this cost.
- FC20/101.** Cllr Balfour also raised the issue of the blasts at Blaise Farm. He explained that under Government legislation the planning permission was given some years back as the blast sizes were within Government guidelines as being acceptable. Unfortunately, Government guidelines do not consider the problems of blasting where the ground is fractured. Cllr Balfour advised that the advice is for residents to take photographs of their properties and to advise their insurance companies.

FC20/102. To receive report from Borough Councillor and questions from Council.
No Borough Councillors were present.

FC20/103. To receive monthly report from Kent Police.
It was noted that there was nothing reported in relation to Kings Hill. Cllr Barker **noted** that the new PCSO has been very active around Kings Hill.

To receive recommendation from the Finance & HR Committee to adopt the following policies as part of their annual reviews:-

FC20/104. Sponsorship Policy. Deputy Clerk
It was agreed by **RESOLUTION** that the Sponsorship Policy be adopted.

FC20/105. Advertising Policy. Deputy Clerk
It was agreed by **RESOLUTION** that the Advertising Policy be adopted.

FC20/106. Smoking Policy. Deputy Clerk
It was agreed by **RESOLUTION** that the Smoking Policy be adopted. It was **noted** that the smoking area at the community centre may change when the new hall is completed.

FC20/107. Council Retention Policy. Deputy Clerk
It was agreed by **RESOLUTION** that the Council Retention Policy be adopted.

Five Year Strategy Working Group

FC20/108. To receive update.
It was reported that the initial meeting had taken place where fortnightly meetings had been agreed. A further report would be given at the next meeting.

FC20/109. To receive recommendation from the Planning, Transport & Environment Committee to adopt the Clearheart Lane Planning Application Working Group Terms of Reference. Deputy Clerk
It was agreed by **RESOLUTION** that the Clearheart Lane Planning Application Working Group Terms of Reference be adopted.

To complete annual review of the following: -

FC20/110. Employment policies and procedures – staff handbook Deputy Clerk
It was agreed by **RESOLUTION** that the staff handbook be adopted.

Committees

FC20/111. To appoint a third member to the Human Resources Sub Committee. Clerk
It was **RESOLVED** that Cllr Finlay be appointed to the Human Resources Sub Committee.

Motion from Cllr Waller

FC20/112. To review current Phase 3 s106 position.
It was **noted** that a site for worship has been reserved until 3rd April 2025.

FC20/113. It was **noted** that completion of the extension to the community centre is expected to be towards the end of this year.

FC20/114. The trigger dates for the youth facility and outdoor sports facility (pitches and courts) were **noted**.

Motion from Cllr Bridger

FC20/115. To consider how the council could better communicate with residents using the noticeboards.

It was **RESOLVED** for Cllr Bridger to liaise with the Clerk regarding content for noticeboards and Cllrs will help to place items in the noticeboards.

**CB/
Clerk**

Administrative & Financial Matters

FC20/116. To ratify Accounts for Payment – May 2020.

The accounts for payment of **£17,626.95** for May 2020 were circulated and **agreed**.

**Deputy
Clerk**

FC20/117. To receive financial statements.

This was received and Cllr Waller noted that the sports park expenditure was high. The Clerk explained that the budget was not phased.

FC20/118. To assess any potential risks.

No potential risks were highlighted by councillors.

FC20/119. To receive communications updates for May 2020.

The communication update was received and **noted**.

FC20/120. To note Data Subject Access Request received 08/06/2020

This was **noted**.

FC20/121. To consider appointing a Data Protection Officer of the council (LGA1972 s111).

Cllr Finlay asked for the following amendment to be made:

“having signed up to the service the parish council keep costs under review monthly”.

It was **RESOLVED** to accept the amendment.

**Full
Council**

FC20/122. It was **RESOLVED** to appoint a Data Protection Officer.

Clerk

FC20/123. It was **RESOLVED** to appoint Data Protection Enterprise as Data Protection Officer.

Clerk

To report external meetings with representatives of KHPC – to allow members to ask any questions and to receive the minutes.

There were none.

FC20/124. It was **AGREED** to bring all the matters forward to be discussed prior to the confidential session for the convenience of the public.

FC20/125. **Correspondence and matters for information - see appendix 1**

All the correspondence was **noted**.

FC20/126. **Future Meetings**

It was **noted** that the next meeting is Wednesday 15th July 2020.

Questions from Councillors and Future Agenda items

- FC20/127.** Cllr Zahidi asked why the co-option meeting was unlawful and stated that she has not seen any advice to support this. Cllr Zahidi asked for the advice to be provided.
- FC20/128.** Cllr Zahidi asked why the positions had not been filled within 14 days.
- FC20/129.** Cllr Petty asked "Why did the clerk say only three Cllrs were needed to have this meeting to interview candidates when now we are being told its four." Cllr Petty repeatedly asked for confirmation that the clerk's advice was incorrect and asked for a formal reply.
- FC20/130.** Cllr Finlay asked for s106 to be placed on the next Planning, Transport & Environment Committee so that a decision can be made on how to present this information in an easily accessible way. **PTE**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, because of the confidential nature of the business to be transacted, the public and the press will be asked to leave the meeting during consideration of item FC20/131 to FC20/133

Meeting closed to public at 21.11

Cllrs Bridger, Finlay and Zahidi left the meeting at 21.11.

Cllr Bridger returned at 21.12

Cllrs Finlay and Zahidi returned to the meeting at 21.13

- FC20/131. To consider Sports Park lease.** After much discussion it was **RESOLVED** to undertake initial discussions with the landlord regarding altering the sports park lease. **Clerk**
- FC20/132. To receive update on furloughed staff.** An update on furloughed staff was received.
- FC20/133. To consider Surrey Hills letter.** It was **RESOLVED** to send the Surrey Hills letter.

The meeting was re-opened to the public at 22.22

- FC20/134.** The meeting closed at 22.22

Signed.....

Date.....

**Appendix 1
To report Correspondence and matters for information**

1. 12/05/2020 – Email from KALC regarding Latest Kent Police Rural Crime Report and Rural Matters.
2. 12/05/2020 – The Rural Bulletin.
3. 14/05/2020 – Email from KALC regarding Coronavirus – Information for Town and Parish Councils.
4. 15/05/2020 – Email from Kent Police regarding Covid-19 Scams Advice.
5. 15/05/2020 – Email from KALC regarding NALC Chief Executives Bulletin.
6. 18/05/2020 – Email from KALC regarding KALC CEO Bulletin - May 2020.
7. 18/05/2020 – Email from TMBC regarding supporting your community.
8. 18/05/2020 – Email from TMBC regarding Agenda for Area 2 Planning Committee, Wednesday, 27th May, 2020, 7.30 pm.
9. 18/05/2020 – Email from KALC regarding Updated table of examples - Supporting your Local Community.
10. 19/05/2020 – Email from KALC regarding KALC Letter to the Secretary of State for Housing, Communities and Local Government.
11. 19/05/2020 – Email from KALC regarding COVID-19 update - 18 May 2020.
12. 19/05/2020 – Email from KALC regarding COVID-19 content for Kent residents.
13. 21/05/2020 – Email from KALC regarding Will You Be Tuning In? Kent Fire and Rescue Online Open Day 28 May - 11.00am to 2pm.
14. 21/05/2020 – DIS 963.
15. 22/05/2020 – Email from KALC regarding COVID-19 update - 21 May 2020.
16. 22/05/2020 – Email from KALC regarding KALC Launches a Pilot Online Learning & Development Workshop - Thursday 18 June.
17. 22/05/2020 – Email from KALC regarding NALC Chief Executives Bulletin.
18. 27/05/2020 – Email from TMBC regarding Parish Partnership Panel - Thursday 11 June 2020.
19. 29/05/2020 – Email from NALC regarding open letter to all councillors.
20. 01/06/2020 – Email from KALC regarding NALC Chief Executives Bulletin.
21. 02/06/2020 – Email from KALC regarding Coronavirus (COVID-19) advice on accessing green spaces safely - GOV.UK.
22. 01/06/2020 – Email from Kent Police regarding Neighbourhood Watch Week - 7-13th June 2020.
23. 02/06/2020 – KALC News – May 2020
24. 02/06/2020 – Email from Kent Libraries regarding Free Support Helpline for Businesses in Kent and Medway.
25. 03/06/2020 – Email from TMBC regarding Agenda for Parish Partnership Panel, Thursday, 11th June, 2020, 7.30 pm.
26. 03/06/2020 – Email from KALC regarding Coronavirus – Information for Town and Parish Councils.
27. 05/06/2020 – Email from TMBC regarding Community Hub.
28. 05/06/2020 – Email from KALC regarding COVID-19 update – 4 June 2020.
29. 08/06/2020 – NALC issues new guidance on website accessibility.
30. 04/06/2020 – Email from Wendy Stanley.
31. 08/06/2020 – Email from KALC regarding NALC Chief Executives Bulletin.
32. 05/06/2020 – DIS 964.
33. 08/06/2020 – Email from Kent Police regarding Kent Cuckooing Awareness Campaign.