



MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 17TH MARCH 2021 AT 19:30. THIS MEETING WAS HELD VIA VIDEO CONFERENCE CALL DUE TO THE COVID:19.

Present: Cllr S Barker (Chair), Cllr M Colman, Cllr C Finlay, Cllr K Kassem-Toufic, Cllr S Kirk, Cllr N Redding, Cllr N Sherlaw, Cllr D Waller,

Apologies: Cllr C Bridger; Cllr S Falzon-Thomas; Cllr A Petty and Cllr R Zahidi

Absent: None

Also in attendance: Ms J Miller (Clerk & Proper Officer), Mrs G Jackson (Deputy Clerk), 1 Member of the Public

FC20/448. To receive and accept Apologies for Absence.
Apologies were received from Cllrs Bridger, Falzon Thomas, Petty and Zahidi with reasons given for absence. It was **RESOLVED** that the apologies be accepted.

FC20/449. To receive Declarations of Interest & lobbying.
There were none.

FC20/450. Minutes – It was **RESOLVED** that the minutes of the meeting held on 17th February 2021 be approved and the minutes will be physically signed at the earliest opportunity. SMB

FC20/451. Chairman’s Announcements – to receive announcements
The Chairman advised that the meeting will be recorded. The Chairman also advised that the meeting will follow the protocol adopted in April 2020 and for councillors to raise their hands clearly when wanting to speak.

Cllr Kirk entered the meeting at 19.32

FC20/452. Minutes of committee meetings and working groups – to receive the minutes and allow members to ask any questions on decisions made by committees:

FC20/453. Complaints Committee Minutes 20/01/2021

FC20/454. Finance & Human Resources Committee Minutes 27/01/2021

FC20/455. Planning, Transport and Environment Committee Minutes 03/02/2021

FC20/456. Sports Park Lease Working Group Minutes 28/01/2021

FC20/457. Sports Park Lease Working Group Minutes 03/02/2021

External Reports

FC20/458. To receive report from County Councillor.
No report was received.

- FC20/459.** To receive report from Borough Councillor.
No report was received.
- FC20/460.** To receive monthly report from Kent Police.
No report was received.
- FC20/461.** **To agree format of Annual Parish Meeting on 14th April 2021.**
It was **RESOLVED** to hold the Annual Parish Meeting on 14th April 2021. Clerk
- FC20/462.** It was **RESOLVED** to produce an annual report for two years to be made available on the website the week before the meeting.
- FC20/463.** It was **RESOLVED** to invite Liberty Property Trust to speak at the Annual Parish Meeting Clerk
- FC20/464.** It was **RESOLVED** to invite tactive to speak at the Annual Parish Meeting Clerk
- FC20/465.** It was **RESOLVED** to invite residents to email questions before the meeting. Clerk
- FC20/466.** It was **RESOLVED** that the Annual Parish Meeting would be 7.30 pm to 9.30 pm.

Section 106

- FC20/467.** To accept the new Section 106 facilities at Kings Hill Sports Park from Rouse Kent (Residential) Ltd. (Rugby Pitch, Courts, Trim Trail).
It was **RESOLVED** to accept the new Section 106 facilities at Kings Hill Sports Park. Clerk
- FC20/468.** To agree starts dates as proposed by Rouse Kent Residential Ltd.
 - 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.
It was **RESOLVED** to accept the above start dates. Clerk

Recommendations from the Finance & Human Resources Committee

- FC20/469.** To adopt the amended councillor's declaration of acceptance of office document.
It was **RESOLVED** to adopt the amended councillor's declaration of acceptance of office document. Deputy Clerk
- FC20/470.** To adopt the electrical items policy.
It was **RESOLVED** to adopt the electrical items policy. Deputy Clerk

Recommendation from the Planning, Transport & Environment Committee

- FC20/471.** To adopt the Planning, Transport & Environment Committee Terms of Reference.

It was **RESOLVED** to adopt paragraph 7 (b) (x) of the Planning, Transport & Environment Committee terms of reference. Deputy Clerk

- FC20/472.** It was **RESOLVED** to place the terms of reference back on the Planning, Transport & Environment agenda to specify the difference between smaller and larger planning applications. PTE

Census 2021

- FC20/473.** To note the census councillor handbook.
The census councillor handbook was **noted**.

Motions from Councillors

- FC20/474.** 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.
It was **RESOLVED** not to produce an open newsletter to be sent to all residents due to this issue being an article in the Annual Report. Clerk

- FC20/475.** 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.
Cllr Redding made the following amendment to the motion

“to create a dedicated page on the website that lists all the external/internal reports and projects undertaken by the council.”

It was **RESOLVED** to create a new page on the website that lists all the reports and projects undertaken by the council. Deputy Clerk

- FC20/476.** Motion from Councillor Redding:
To delay the roles and responsibilities workshop until government restrictions allow face to face meetings.
It was **RESOLVED** to delay the roles and responsibilities workshop until government restrictions allow face to face meetings.

Legal Action – Data Breach

- FC20/477.** To note insurance company responding directly with claimant.
This was **noted**.

Administrative & Financial Matters

- FC20/478.** To ratify purchase ledger payments - February 2021.
The accounts for payment of £30,710.85 for February 2021 were circulated and **agreed**. Deputy Clerk

- FC20/479.** Councillors to raise any potential risks not already included in the risk register.
There were none.

- FC20/480.** To note the following asset disposals:-
• Air Hockey Table.

The disposal of the air hockey table was **noted**.

FC20/481. Correspondence and matters for information – see appendix 1

Future Meetings.

FC20/482. 21st April 2021

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

FC20/483. There were none.

Questions from Councillors and future agenda items.

Questions from councillors shall be recorded in the minutes and responded to at a later date.

FC20/484. To receive answers to questions from councillors since last meeting.

In response to Cllr Colman's request that the lack of maintenance of parish council assets be placed on the risk register, it was noted that this has been done.

FC20/485. Cllr Zahidi requested that the parish council have some initiatives that can involve the community and are positive. It was noted that no response was received from Cllr Zahidi when asked for the wording of her motion.

FC20/486. Cllr Redding asked if there was a plan to provide to the public a report on ttractive so that residents could understanding the reasoning and logic of any decisions taken. It was noted that there is currently a report on the parish council website, under Frequently asked Questions, explaining the process and setting out the summary terms of the third party management agreement to the sports park.

FC20/487. Cllr Redding asked if next years budget would have to be reviewed with regard to the third party management of the sports park. It was explained that the parish council had agreed a budget in December with third party management taken into account.

FC20/488. Cllr Redding asked if some of the documents could be made public in relation to the third party management of the sports park. It was noted that there is currently a report on the parish council website, under Frequently asked Questions, explaining the process and setting out the summary terms of the third party management agreement to the sports park.

FC20/489. To note questions from councillors for which answers shall be responded to at the next meeting.

Cllr Redding asked if a separate motion needed to be raised to include questions and answers about the Sports Park in the Annual Report document. It was confirmed that this was already included in the earlier motion.

FC20/490. Cllr Redding asked if changing the structure of the 'FAQ' page on the website would require a motion. It was confirmed that this will appear on the next full council agenda for discussion.

FC20/491. Cllr Finlay asked if the responsibilities for the article on the sports park will fall on the members of the working party. It was confirmed that the clerk will liaise with the members.

FC20/492. Cllr Colman asked if councillors had seen the the KALC fly tipping poster. It was confirmed that this had been circulated and F on social media.

The meeting closed at 21.04

Signed.....

Date.....

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.