



MINUTES OF THE MEETING OF THE **PARISH COUNCIL** HELD ON **WEDNESDAY 20TH MAY 2020 AT 14:30. 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 N Sherlaw, Cllr D Waller, Cllr R Zahidi

Apologies: There were none.

Absent: Cllr A Petty

Also in attendance: Ms J Miller (Clerk & Proper Officer), Mrs G Jackson (Deputy Clerk), Cllr M Balfour, 5 Members of the Public

FC20/1. Chairman's Announcements – to receive announcements

The Chairman announced that the meeting is being recorded.

FC20/2. To receive and accept Apologies for Absence.

It was reported that Cllr Zahidi had stated that she would join the meeting intermittently.

FC20/3. To receive report from County Councillor and questions from Council.

Cllr Balfour reported:

- that the waste sites had been reopened and are now working more efficiently.
- That all social and children's services were continuing through the pandemic.
- That KCC had provided PPE for all nursing homes in Kent.

Cllr Barker asked about the opening of the Cuxton waste site and it was advised to advise residents to keep looking to see if the site was open.

Cllr Balfour then reported that there was going to be a meeting between a small group in relation to the sports facilities and he would report back to the parish council in due course.

FC20/4. Minutes – It was **RESOLVED** that the minutes of the meeting held on 6th May 2020 be approved and the minutes will be physically signed at the earliest opportunity. **SMB**

To consider recommendations from committees – To consider the following recommendations from committees for approval

FC20/5. It was reported that there were no recommendations from committees.

To complete annual review of arrangements (including legal agreements) with other local authorities, not for profit bodies and businesses.

FC20/6. Phase 1 Open Spaces lease – Tonbridge and Malling Borough Council
The open spaces lease was reviewed and **noted**.

- FC20/7.** Sports Park - Landscape Maintenance contract – Coblands
The landscape maintenance contract was reviewed and **noted**.
- FC20/8.** Open Spaces - Landscape Maintenance contract – Coblands
The open spaces landscape maintenance contract was reviewed and **noted**.
- FC20/9.** Allotment lease – Liberty Property Trust
The allotment lease was reviewed and **noted**.
- FC20/10.** Sports Park lease – Liberty Property Trust
The sports park lease was reviewed and **noted**.
- FC20/11.** 2013 Licence to Alter – KHCC CCTV and Fire Alarm System
The KHCC CCTV and fire alarm system was reviewed and **noted**.
- FC20/12.** 2014 Licence to Alter – Kitchen at Sports Park – Liberty Property Trust
The sports park kitchen licence to alter was reviewed and **noted**.
- FC20/13.** 2016 Licence to Alter – Water tank at Sports Park – Liberty Property Trust
The sports park water tank licence to alter was reviewed and **noted**.
- FC20/14.** 2018 Licence to Alter – Step 7, play area, signage, portacabin – Liberty Property Trust
The Step 7, play area, signage and portacabin licence to alter was reviewed and **noted**.
- FC20/15.** Step 7 legal letter – Kings Hill Football Club
The step 7 legal letter was reviewed and **noted**.
- FC20/16.** Community Centre lease – Liberty Property Trust
The community centre lease was reviewed and **noted**.
- FC20/17.** Preschool sub-lease – Kings Hill Pre School
The preschool sub lease was reviewed and **noted**.
- FC20/18.** Mower lease – LDF Finance
The mower lease was reviewed and **noted**.
- FC20/19.** EPOS Till – Epos Now
The EPOS contract was reviewed and **noted**.
- FC20/20.** Photocopier lease – Apogee
The photocopier lease was reviewed and **noted**.
- FC20/21.** IT maintenance agreement – Weald Computers
The IT maintenance agreement was reviewed and **noted**.
- FC20/22.** Human Resources advice – Ellis Whittam
The Ellis Whittam contract was reviewed and **noted**.
- FC20/23.** Sports Park Waste Collection – Viridor
The sports park waste collection contract was reviewed and **noted**.
- FC20/24.** Community Centre Waste Collection – Veolia
The community centre waste collection contract was reviewed and **noted**.
- FC20/25.** Sports Park Waste Collection – Veolia
The sports park waste collection contract was reviewed and **noted**.

- FC20/26.** Sports Park CCTV Maintenance – First Ace Security
The sports park CCTV maintenance was reviewed and **noted**.
- FC20/27.** Finance Package - Rialtas Business Solutions
The finance package contract was reviewed and **noted**.
- FC20/28.** Bin contract Anson Avenue – Coblands
The bin contract at Anson Avenue was reviewed and **noted**.
- FC20/29.** DBS Checks -Cantium Business Solutions
The DBS checks contract was reviewed and **noted**.
- FC20/30.** Community Centre front door service – Dormakaba
The community centre front door service contract was reviewed and **noted**.
- FC20/31.** Sports Park - Fire extinguisher contract – Fire Action.
The sports park fire extinguisher contract was reviewed and **noted**.
- FC20/32.** Sports Park – Emergency lighting and fire panel – Fire Action.
The sports park emergency lighting and fire panel contract was reviewed and **noted**.
- FC20/33.** Community Centre – Emergency lighting, fire extinguisher and fire panel – Fire Action.
The community centre emergency lighting, fire extinguisher and fire panel contract was reviewed and **noted**.
- FC20/34.** Sports Park and Community Centre - Lift servicing contract – Stannah
The sports park and community centre lift servicing contract was reviewed and **noted**.
- FC20/35.** Pest control sports park – Pest tech.
The sports park pest control contract was reviewed and **noted**.
- FC20/36.** Website Contract - ICT Vision
The website contract was reviewed and **noted**.
- FC20/37.** Sports Park Pitch Maintenance - Jordans Sports Grounds Solutions Ltd.
The sports park pitch maintenance contract was reviewed and **noted**.

To complete annual review of the following: -

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|-----------------|---|--------------|
| FC20/38. | <u>Asset Register</u>
The asset register was reviewed and noted . | Clerk |
| FC20/39. | <u>Inventory of Land</u>
The inventory of land was reviewed and noted . | Clerk |
| FC20/40. | <u>Financial and Council Risk Assessment</u>
The financial and council risk assessment was reviewed and noted . | Clerk |
| FC20/41. | <u>Insurance</u>
The insurance policy was reviewed and noted . | Clerk |

To complete annual review of the Council's subscriptions: -

- FC20/42.** Kent Association of Local Council membership (reviewed on 6th May 2020)

It was **noted** that this was agreed at the Full Council meeting held on 6th May 2020.

FC20/43. Society of Local Council Clerks membership for Clerk and Deputy Clerk
It was **RESOLVED** to continue with this subscription.

FC20/44. CPRE membership
It was **RESOLVED** to continue with this subscription.

FC20/45. The Allotment Society membership
It was **RESOLVED** to continue with this subscription.

FC20/46. Action for Rural Communities in Kent membership
It was **RESOLVED** to continue with this subscription.

FC20/47. Institute of Groundsman membership
It was **RESOLVED** to continue with this subscription.

FC20/48. Leisure Media – Sports Management publication
It was **RESOLVED** to continue with this subscription.

FC20/49. Clerks and Councils Direct publication
It was **RESOLVED** to continue with this subscription.

FC20/50. Sage 50 Payroll
It was **RESOLVED** to continue with this subscription.

FC20/51. Parish Online Mapping
It was **RESOLVED** to continue with this subscription.

To complete annual review of the following: -

FC20/52. Complaints Procedure
It was agreed by **RESOLUTION** that the Complaints Policy be adopted. **Clerk**

FC20/53. Model Publication Scheme
It was agreed by **RESOLUTION** that the Model Publication Scheme be adopted. **Clerk**

FC20/54. Data Protection Policy
It was agreed by **RESOLUTION** that the Data Protection Policy be adopted. **Clerk**

FC20/55. Privacy Notice
It was agreed by **RESOLUTION** that the Privacy Notice be adopted. **Clerk**

FC20/56. Communication Policy
It was agreed by **RESOLUTION** that the Communication Policy be adopted **Clerk**

FC20/57. Employment policies and procedures – staff handbook
This item was not discussed and will be reviewed at the next Full Council meeting to be held in June 2020.

To complete annual review of the council's expenditure under S137 of the Local Government Act 1972.

FC20/58. Donation of £200 – to Tonbridge and Malling Borough Council – Y2 Crew.
This was reviewed and **noted**.

FC20/59. **To agree meeting dates for 2020/21.**
It was **RESOLVED** to accept the meeting dates for 2020/2021.

FC20/60. It was **RESOLVED** to revert future meetings to 19:30.

FC20/61. **To receive Declarations of Interest & lobbying.**
A Declaration of Lobbying was received from Cllr Barker regarding the furlough scheme.

External Reports

FC20/62. To receive report from County Councillor and questions from Council.
This was moved to Item F20/3.

FC20/63. To receive report from Borough Councillor and questions from Council.
No Borough Councillors were present.

FC20/64. To receive monthly report from Kent Police.
No report received.

Waitrose

FC20/65. Motion from Cllr Bridger: To consider how the council can move forward the issue of pedestrian access to Waitrose.
It was **RESOLVED** to liaise with Waitrose for an update and place this item on the next Planning, Transport & Environment Committee agenda. **PTE**

External Audit 2019/20

FC20/66. To review the system of internal controls.
The system of internal controls was reviewed and **noted**.

FC20/67. To review the effectiveness of the system of internal control.
This item was discussed under item FC20/68.

FC20/68. **To review the effectiveness of Internal Control – Councillors are asked to consider the attached statement of internal control in support of the Annual Governance Statement. The Chair of the meeting and the clerk to sign.**
The council considered and approved the Statement of Internal Control for the year ending 31st March 2020. The Chair and Clerk will sign the Statement on behalf of the Council at their earliest convenience. **Clerk/ SMB**

FC20/69. **To approve the Annual Governance Statement for 2019/20, Section 1 of the AGAR for the year ending 31 March 2019. The Chair of the meeting and the clerk to sign and date.**
The Council considered and approved the Annual Governance Statement for 2019-20. The Chair and clerk will sign and date the Statement on behalf of the Council at their earliest convenience. **Clerk/ SMB**

FC20/70. **To approve the Accounting Statements for 2019-20, Section 2 of the AGAR for the year ending 31 March 2020, the supporting Bank Reconciliation as at 31 March 2020 and the explanation of significant variances from last year (2018-19) to this year (2019-20). The Chair of the meeting and clerk to sign and date.**
The Council considered and approved the Accounting Statements and supporting document as provided by the Responsible Financial Officer who had prior to the meeting signed and dated Section 2 of the AGAR for 2019-20. The Chairman will sign and date the Accounting Statement on behalf of the Council as soon as practicably possible. **SMB**

Administrative & Financial Matters

- FC20/71.** To ratify Accounts for Payment – April 2020.
The accounts for payment of **£17,407.33** for April 2020 were circulated and **agreed.** **Deputy**
- FC20/72.** To agree bank signatories.
It was **RESOLVED** to remove Cllr Cassidy from the bank signatories list. **Clerk**
- FC20/73.** It was **RESOLVED** that Cllrs Barker, Colman, Finlay, Petty, Sherlaw and Waller would be bank signatories. **Clerk**
- To report external meetings with representatives of KHPC – to allow members to ask any questions and to receive the minutes.**
- FC20/74.** 11/05/2020 – Meeting with Cllr Balfour via Zoom. Cllrs Barker and Finlay attended.

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 FC20/75 to FC20/81

Meeting closed to public at 15:16

- FC20/75.** **To consider report on the furlough scheme and agree next steps.**
After discussion it was **RESOLVED** to adopt a furlough scheme in line with the government scheme eligibility criteria. **Clerk**
- FC20/76.** It was **RESOLVED** to approve 80% of salary payments to be made, as per the government scheme calculations. **Clerk**
- FC20/77.** It was **RESOLVED** to approve the immediate furlough of Sports Park zero hour workers. **Clerk**
- FC20/78.** It was **RESOLVED** to approve the delegation of authority to the clerk to arrange furlough of cleaner and caretakers if and when necessary. The delegation of authority is under S101 of The Local Government Act 1972. **Clerk**
- FC20/79.** It was **RESOLVED** to approve the delegation of authority to the clerk to arrange return to the workplace when safe to do so. The delegation of authority is under S101 of The Local Government Act 1972. **Clerk**
- FC20/80.** **To receive letter of proposed legal action and report that this is now with the council's insurance company.**
The letter was received and it was **noted** that a case has been opened with the parish council insurance company.
- FC20/81.** It was **RESOLVED** to appoint Surrey Hills solicitors to produce a draft letter for Full Council to agree at its earliest convenience. **Clerk**

The meeting was re-opened to the public at 15.33

- FC20/82.** **Correspondence and matters for information - see appendix A**
All the correspondence was **noted**.

Cllr Zahidi joined the meeting at approximately 15:40

FC20/83. Future Meetings

It was noted that the next meeting is Wednesday 17th June 2020.

Questions from Councillors and Future Agenda items

FC20/84. Cllr Bridger advised that her business had received a letter from Castle Water offering assistance during the Covid 19 Period and asked if the parish council had received such correspondence.

FC20/85. Cllr Bridger requested if more information could be put on the noticeboards during the Covid 19 period as lots of residents are exercising and will notice the content.

FC20/86. Cllr Colman asked if the same rules and procedures applied to the parish council during the Covid 19 period.

FC20/87. Cllr Colman asked what was happening with the food waste site planning application at Offham. Cllr Barker stated that she would investigate this. **SMB**

FC20/88. Cllr Colman asked about the progress of any resurfacing works at the tennis courts. **Clerk**

FC20/89. Cllr Waller asked for an update on how the planning application for the new church was progressing. **Clerk**

FC20/90. Cllr Zahidi asked which authority dealt with trees on Kings Hill as she was concerned about some trees being removed during the nesting season. The Chairman advised Cllr Zahidi to find out who the landowner is. **RZ**

FC20/91. Cllr Zahidi stated that she would like to discuss the allotment break ins and what actions could be taken.

FC20/92. Cllr Colman asked if the CCTV at the Sports Park covered the allotment site.

FC20/93. The meeting closed at 15:50pm

Signed.....

Date.....

Appendix 1

To report Correspondence and matters for information

- 1.** 25/04/2020 – Email from resident regarding Support needed - Land South of Clearheart Lane.
- 2.** 30/04/2020 – KALC News April 2020.
- 3.** 30/04/2020 – Email from KALC regarding information for town and parish councils.
- 4.** 01/05/2020 – Email from KALC regarding Updated table of examples - Supporting your Local Community.
- 5.** 01/05/2020 – Email from KALC regarding information for town and parish councils.
- 6.** 01/05/2020 – Email from KALC regarding COVID-19 update - 30 April 2020.
- 7.** 01/05/2020 – Email from KALC regarding NATIONAL CSSC Green Message - HM Government Counter Fraud Function - Mandate Fraud Guidance - 30 April 2020.
- 8.** 01/05/2020 - Parish Newsletter Mallings April 2020.
- 9.** 02/05/2020 – Email from resident regarding Application for Parish Council role.
- 10.** 04/05/2020 – Email from Prologis regarding Tower View Resurfacing Works.
- 11.** 05/05/2020 – Email from KALC regarding Virtual VE Day Celebrations and Commemorations.
- 12.** 05/05/2020 – Email from KALC regarding COVID-19 update - 4 May 2020.
- 13.** 05/05/2020 – Email from resident regarding KHPC Website.
- 14.** 06/05/2020 – Email from KALC regarding COVID-19 update - 1) KCC media release on Free, safe and anonymous online support for young people in Kent and 2) PHE Covid-19 update for 5 May 2020.
- 15.** 07/05/2020 – DIS 962.
- 16.** 07/05/2020 – Email from TMBC regarding Grants Online - Covid 19 Funding Update.
- 17.** 11/05/2020 – Email from KALC regarding Updated table of examples - Supporting your Local Community.
- 18.** 11/05/2020 – Email from KALC regarding Kent’s Household Waste & Recycling Centres to reopen.