



**MINUTES OF THE MEETING OF THE PARISH COUNCIL HELD ON WEDNESDAY 28TH APRIL 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 S Falzon-Thomas; Cllr C Finlay, Cllr S Kirk, Cllr A Petty, Cllr N Redding, Cllr N Sherlaw, Cllr D Waller and Cllr R Zahidi

Apologies: None

Also in attendance: Ms J Miller (Clerk & Proper Officer), Mrs G Jackson (Deputy Clerk), 32 Members of the Public

**FC20/543. To receive and accept Apologies for Absence.**  
There were none.

**FC20/544. To receive Declarations of Interest & lobbying.**  
There were none.

**FC20/545. Minutes –** It was **RESOLVED** that the minutes of the meeting held on 17<sup>th</sup> March 2021 and 7<sup>th</sup> April 2021 be approved and the minutes will be physically signed at the earliest opportunity. **SMB**

**FC20/546. 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.

**Councillor Vacancy**

**FC20/547. To note resignation of Cllr Bridger.**  
The resignation of Cllr Bridger was **noted**.

**FC20/548. To note result of uncontested election.**  
The uncontested election result was **noted**.

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

- FC20/549.** Planning, Transport and Environment Committee Minutes 03/03/2021
- FC20/550.** Planning, Transport and Environment Committee Minutes 30/03/2021
- FC20/551.** Amenities Committee Minutes 13/01/2021
- FC20/552.** Finance & Human Resources Committee Minutes 24/02/2021
- FC20/553.** Sports Park Lease Working Group Minutes 23/03/2021
- FC20/554.** Sports Park Lease Working Group Minutes 20/04/2021

### External Reports

- FC20/555.** To receive report from County Councillor.  
No report was received.
- FC20/556.** To receive report from Borough Councillor.  
No report was received.
- FC20/557.** To receive monthly report from Kent Police.  
No report was received.

### Recommendations from the Finance & Human Resources Committee

- FC20/558.** To adopt the report structure template as per financial investigator recommendation.  
It was **RESOLVED** to adopt the report structure template and apply this to all future council decisions. **Deputy Clerk**
- FC20/559.** To adopt the Health & Safety policy.  
It was **RESOLVED** to adopt the Health & Safety Policy. **Deputy Clerk**
- FC20/560.** To note NALC Cyber Protection report.  
The NALC cyber protection report was **noted**.

### Recommendation from the Planning, Transport & Environment Committee

- FC20/561.** To agree the s106 wish list.  
The following S106 wish list was **AGREED**:- **Deputy Clerk**
- Recreational field for ball games
  - Uniformed Group building – Broadwater Farm
  - Youth Facilities – to provide equipment at the Community Centre
  - Further equipment in the younger children’s play area at the Sports Park
- FC20/562.** **To note change in Sports Park Lease to include the planning obligation of the youth recreational facility.**  
The change in the Sports Park Lease to include the planning obligation of the youth recreational facility was **noted**.

### Legal Action – Data Breach

- FC20/563.** To note any further updates with regard to the legal claim.  
It was reported that the insurance company has overturned the decision to cover the parish council in the legal claim against the council for the alleged damage caused to an individual following a reported data breach. Further advice shall be sought before the council considers next steps.

### Motion from Councillors

**To consider progressing the following motions using the council’s approved project template.**

**FC20/564.** CLlr Redding: To consider changing the structure of the frequently answered questions page on the website.  
It was **RESOLVED** to change the structure on the frequently asked questions page to incorporate responses to current topics. **Deputy Clerk**

**FC20/565.** CLlr Zahidi: To consider the Amenities Committee being held monthly instead of bi-monthly.  
This item was discussed however the council did not consider carrying out a needs and costs analysis prior to making a formal decision as per the recommendations from the financial investigation as agreed in FC20/504. It was **RESOLVED** to hold the Amenities Committee monthly. **Amenities**

**FC20/566.** 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>

It was **RESOLVED** not to proceed with The Great British Spring Clean campaign.

#### **Administrative & Financial Matters**

**FC20/567.** To ratify purchase ledger payments - March 2021.  
The accounts for payment of £24,155.63 for March 2021 were circulated and **agreed**. **Deputy Clerk**

- Cllr Petty asked for further details on the LDF Finance payment for £607.50.
- Cllr Petty asked for further details on the Berry and Lambert payments. The details required are
  - a) Is this the final invoice.
  - b) What is the sum of all the invoices.
  - c) What was the total budget for the sports park legal work.

**FC20/568.** Councillors to raise any potential risks not already included in the risk register.  
There were none.

**FC20/569.** 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.  
It was reported that the Kent Association of Local Councils and National Association of Local Councils recommended course of action is to move Annual General Meeting's to a date prior to the 7<sup>th</sup> May 2021 in order to facilitate a COVID safe remote meeting. Contrary to this guidance it was **RESOLVED** not to move the Annual General Meeting to Wednesday 5<sup>th</sup> May 2021 and resume face to face meetings.

**FC20/570.** **Correspondence and matters for information – see appendix 1**

**Future Meetings.**

**FC20/571.** The next meeting is 19<sup>th</sup> May 2021.

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

**FC20/572.** 31/03/2021 - Crisis communications for Parish and Town Councils.  
Cllrs Barker and Colman attended.

**Questions from Councillors.**

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

**FC20/573.** To receive answers to questions from councillors since last meeting.  
There are none.

**FC20/574.** To note questions from councillors for which answers shall be responded to at the next meeting.  
There were none.

The meeting closed at 21.54

Signed.....

Date.....

## **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.