



MINUTES OF THE MEETING OF THE **PARISH COUNCIL** HELD ON **WEDNESDAY 16TH SEPTEMBER 2020 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 N Sherlaw, Cllr D Waller

Apologies: Cllr C Bridger

Absent: Cllr A Petty; Cllr R Zahidi

Also in attendance: Ms J Miller (Clerk & Proper Officer), Mrs G Jackson (Deputy Clerk)

FC20/176. To receive and accept Apologies for Absence.

Apologies were received from Cllr Bridger with reasons given for absence. It was **RESOLVED** that the apologies be accepted.

FC20/177. No reasons for absence was received from Cllrs Petty and Zahidi.

FC20/178. To receive Declarations of Interest & lobbying.

Cllr Barker declared she has been lobbied in relation to the diversion of footpath M286.

FC20/179. Minutes – It was **RESOLVED** that the minutes of the meeting held on 15th July 2020 be approved and the minutes will be physically signed at the earliest opportunity. **SMB**

FC20/180. Chairman's Announcements – to receive announcements

The Chairman explained she would welcome any members of the public should they attend the meeting late and advised that the meeting will be recorded. The Chairman also advised that the meeting will follow the protocol adopted in April 2020.

FC20/181. The Chairman reported that the planning committee at Kent County Council discussed the Blaise Farm applications on 16th September 2020. The decision notice will be circulated to councillors upon receipt.

FC20/182. The Chairman reported that Watringbury Parish Council contacted the clerk in relation to a planning application that may be relevant to Kings Hill.

Minutes of Committee meetings for adoption:

FC20/183. Finance and Human Resources Committee Minutes 27/05/2020 **Adopted.**

FC20/184. Planning, Transport and Environment Committee Minutes 03/06/2020 **Adopted.**

FC20/185. Amenities Committee 11/03/2020 **Adopted.**

- FC20/186.** Finance and Human Resources Committee Minutes 24/06/2020 **Adopted.**
FC20/187. Planning, Transport and Environment Committee Minutes 01/07/2020 **Adopted.**

External Reports

- FC20/188.** To receive report from County Councillor and questions from Council.
There was no report.
- FC20/189.** To receive report from Borough Councillor and questions from Council.
There was no report.
- FC20/190.** To receive monthly report from Kent Police.
Reports of groups of youths around Gibson Drive play area/tennis courts and Liberty Square. Have been engaging with youths and actively trying to stop this ongoing problem and working with the parish council with talks of a potential Skate Park. Regular patrolling of Crispin Way for nuisance vehicles causing ASB and actively moving these vehicles on. Regular patrolling of Kings Hill Sports Park to stop camps being created where youths have been gathering. Have managed to pull down 2 camps to prevent ASB.
The police report was **noted**.
- FC20/191.** **To agree meeting date for the councillor co-options.**
It was **RESOLVED** that councillor co-options would take place on Monday 12th October at 19.30 subject to all councillors availability. If all councillors could not make the meeting a second date was **AGREED** this being 3rd November at 19.30.

To consider recommendations from the Amenities Committee.

- FC20/192.** To adopt policy on recycling and clearance of structures on Kings Hill Allotments.
It was agreed by **RESOLUTION** that the policy on recycling and clearance of structures on Kings Hill Allotments be adopted. **Deputy Clerk**
- FC20/193.** To adopt allotment strategy.
It was agreed by **RESOLUTION** that the allotment strategy be adopted. **Deputy Clerk**

Five Year Strategy Working Group

- FC20/194.** To receive update.
It was reported that the last meeting was postponed and a new date is being arranged.

Planning application – to consider applications and agree responses

- FC20/195.** **TM/20/01841/FL - 26 Lapins Lane Kings Hill**
Single storey rear extension with internal alterations, first floor side extension and conversion of garage.

Kings Hill Parish Council has no comment on this application.

Motions from Cllr Barker

FC20/196. To note that neighbouring parishes are being contacted with regard to setting up quarterly meetings.
An update was received and **noted**.

FC20/197. To consider which committee s106 should report to.
It was **RESOLVED** that S106 should stay reporting to the Planning, Transport & Environment Committee.

FC20/198. To note update on diversion of footpath M286.
An update was received and it was **noted** that there was a petition against the diversion of the footpath.

FC20/199. To review emergency plan
It was **RESOLVED** to set up a working group with the following members to review the emergency plan;

- Cllr Barker
- Cllr Colman
- Cllr Sherlaw.

Clerk/ Full Council

Administrative & Financial Matters

FC20/200. To ratify Accounts for Payment – July 2020.
The accounts for payment of **£28,524.67** for July 2020 were circulated and **agreed**.

FC20/201. To receive Financial Statement – August 2020
The financial statement was reviewed and it was **noted** that income should start to improve as some hirers have started to return.

FC20/202. It was **RESOLVED** to investigate a payment break for The Works Loan Board. **Clerk**

FC20/203. To assess any potential risks.
The clerk was asked if there were any risks she was aware of and it was reported that the lack of income due to COVID 19 is the biggest risk to the council currently.

FC20/204. To receive communications updates for July and August 2020.
The communication updates were **noted**.

FC20/205. To consider membership of Rural Services Network.
It was **RESOLVED** to defer this item to the next financial year.

FC20/206. To adopt Planning, Transport & Environment amended Terms of Reference.
It was **RESOLVED** to adopt the Planning, Transport & Environment Terms of Reference with the following minor amendment. **Deputy Clerk**

"emailed to the committee and a response will be agreed via email".

FC20/207. To adopt the Sports Park Working Group Terms of Reference.
It was **RESOLVED** to adopt the Sports Park Working Group Terms of Reference. **Deputy Clerk**

FC20/208. To adopt Website Accessibility Statement.
It was **RESOLVED** to adopt the Website Accessibility Statement for the parish council website. **Deputy Clerk**

FC20/209. **Correspondence and matters for information - see appendix 1**
All the correspondence was **noted**.

FC20/210. **Future Meetings**
It was **noted** that the next meeting is Wednesday 21st October 2020.

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

FC20/211. 02/09/2020 – TMBC Parish Partnership Panel. Cllr Barker attended.

FC20/212. 08/09/2020 – Blaise Farm Liaison Committee. Cllr Barker attended.

FC20/213. 09/09/2020 - Meeting with Countryside. Cllrs Barker, Colman, Finlay and Petty attended.

Questions from Councillors and Future Agenda items

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

FC20/214. Cllr Waller asked for an update on the church building to be provided to full council. **Full Council**

FC20/215. Cllr Barker requested a future agenda item:

“to completely review terms of reference and scheme of delegation”

The clerk explained that the standing orders state that this is undertaken annually at the annual general meeting.

FC20/216. Cllr Finlay requested a future agenda item for the Amenities Committee: **Amenities**

“to discuss a strategy for the tennis courts when located at the sports park”.

FC20/217. Cllr Barker requested that an update on the tennis courts be placed on the next Prologis Quarterly Meeting. **Deputy Clerk**

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 FC20/172 to FC20/174

Meeting closed to public at 20.39

FC20/218. **To receive emails dated 27th and 30th July 2020 to Cllr Barker.**
After discussion a response was agreed by **RESOLUTION**. **Clerk**

FC20/219. **To consider presentation of the KALC Community Award Certificate.**
It was **RESOLVED** to investigate a COVID friendly award ceremony. **Clerk**

FC20/220. To receive update on Sports Park lease.
An update was received regarding a proposed extraordinary meeting.

**Full
Council**

The meeting was re-opened to the public at 20.49

FC20/221. The meeting closed at 20.49

Signed.....

Date.....

Appendix 1

To report Correspondence and matters for information

1. 03/07/2020 – DIS 966.
2. 03/07/2020 - NHS Kent and Medway CCG - Community Bulletin Issue Six
3. 06/07/2020 - Debt Leaflet - Citizens Advice
4. 07/07/2020 - The Rural Bulletin - 7 July 2020.
5. 08/07/2020 - RSN Rural Funding Digest - July 2020 Edition.
6. 09/07/2020 – Email from resident regarding the closure of the play areas and sports park.
7. 10/07/2020 – Email from KALC regarding COVID-19 update - 9 July 2020.
8. 10/07/2020 – Email from KCC regarding Monthly bus services report for June 2020.
9. 14/07/2020 – NALC Chief Executive Bulletin.
10. 14/07/2020 - KCC Budget consultation 2020-21 review.
11. 14/07/2020 – Email from KALC regarding COVID-19 update - 13 July 2020.
12. 15/07/2020 – Email from KCC regarding Y2 Crew Summer scheme 2020 for young people aged 8-18 years.
13. 15/07/2020 – Email from KALC regarding COVID-19 update - 14 July 2020.
14. 17/07/2020 – Chief Executive Bulletin.
15. 21/07/2020 – Email from KALC - Chief Executive Bulletin - July 2020.
16. 21/07/2020 – Email from KALC regarding COVID-19 update - 20 July 2020.
17. 21/07/2020 – Coronavirus – Information for parish and Town Councils.
18. 23/07/2020 – Email to Chairman from resident.
19. 24/07/2020 – Email from KALC regarding COVID-19 update - 23 July 2020.
20. 27/07/2020 - Email from KALC regarding Important - 6-month rule - disqualification of councillors who do not attend a meeting for 6 months.
21. 27/07/2020 - NALC Chief Executive Bulletin.
22. 30/07/2020 – Email to Deputy Clerk from resident.
23. 30/07/2020 – Email from KALC regarding NALC consultation - EPC4 – Communities framework & the devolution white paper - deadline 17 August.
24. 31/07/2020 – DIS 968.
25. 02/08/2020 – Email from West Malling Group Practice regarding One You Kent - for your Information.
26. 03/08/2020 – Email from Kent Police – Parish Newsletter.
27. 03/08/2020 – KALC News July 2020.
28. 03/08/2020 – Email from KALC regarding CSSC South East GREEN Message - K'CAS - Email Security and Anti-Spoofing.
29. 05/08/2020 – Email from KALC regarding NHS Kent and Medway CCG - Community Bulletin shielding alert.
- 30.
31. 07/08/2020 - NALC Chief Executive Bulletin.
32. 08/08/2020 – Email from CPRE regarding campaigns update.
33. 10/08/2020 – Email from KALC regarding health & well being workshops.
34. 10/08/2020 – Email from Kent Wildlife Trust regarding Wildlife Trust Report.
35. 10/08/2020 – Email from KALC regarding Covid-19 Financial Impact Survey - deadline 24 August.
36. 11/08/2020 - The Rural Bulletin - 11 August 2020
37. 12/08/2020 – Email from KALC T&M Area Committee regarding LSP Meeting - 19 June.
38. 12/08/2020 – Email from KALC regarding COVID-19 update - 11 August 2020.
39. 12/08/2020 – Email from KALC regarding NATIONAL CSSC Green Message - NFIB Cyber Bulletin - 12 Aug 2020.
40. 12/08/2020 – Email from KALC regarding LGA Consultation on Draft Code of Conduct.
41. 12/08/2020 – Update from Gatwick Airport.
42. 13/08/2020 - Monthly bus services report for July 2020.
43. 14/08/2020 – DIS 969.

44. 14/08/2020 – NALC Chief Executive Bulletin.
45. 18/08/2020 – Email from KALC regarding COVID-19 update - 17 August 2020.
46. 18/08/2020 - The Rural Bulletin - 18 August 2020.
47. 19/08/2020 – Email from KALC regarding LGA Consultation on the Draft Code of Conduct.
48. 19/08/2020 - KALC CEO Bulletin - August 2020.
49. 19/08/2020 - KALC CEO Bulletin - August 2020.
50. 20/08/2020 – Email from KALC regarding COVID-19 update - 19 August 2020.
51. 20/08/2020 - Blaise IVC Liaison Committee - 08th September 2020.
52. 25/08/2020 – Email from TMBC regarding Agenda for Parish Partnership Panel, Thursday, 3rd September, 2020, 7.30 pm.
53. 27/08/2020 – Email from KALC regarding NHS Kent and Medway CCG: Your community news for August 2020.
54. 28/08/2020 – Chief Executive Bulletin.
55. 01/09/2020 - Monthly bus services report for August 2020.
56. 02/09/2020 – Email from KALC regarding COVID-19 update - 1 September 2020.
57. 02/09/2020 - Latest Rural 3 month report.
58. 02/09/2020 – Email from KALC regarding KALC Dynamic Councillor - 1st October 2020.
59. 03/09/2020 – KALC News August 2020.
60. 04/09/2020 – Email from TMBC regarding Parish Partnership Panel - Thursday 3 September - Kent County Council Services Update.
61. 04/09/2020 – Email from KALC regarding SKC Local Area Meeting - Wednesday 09 September at 2pm.
62. 07/09/2020 – Email from Kent Police.
63. 07/09/2020 - Kent Police - Latest Rural 3 month report.
64. 07/09/2020 – Chief Executive Bulletin.
65. 07/09/2020 – Email from KALC regarding PCC Have your say on Policing and Road Safety.
66. 07/09/2020 – Email from NALC regarding building communities.
67. 07/09/2020 – Email from NALC regarding a building communities event.
68. 08/09/2020 – Email from KALC regarding Kent Prepared newsletter Issue One - bringing you the latest Kent Resilience Team news.