



MINUTES OF THE MEETING OF THE **PARISH COUNCIL** HELD ON **WEDNESDAY 18TH NOVEMBER 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 S Falzon-Thomas, Cllr C Finlay, Cllr K Kassem-Toufic, Cllr S Kirk, Cllr N Redding, Cllr N Sherlaw, Cllr D Waller, Cllr R Zahidi

Apologies: Cllr C Bridger, Cllr A Petty

Absent:

Also in attendance: Ms J Miller (Clerk & Proper Officer), Mrs G Jackson (Deputy Clerk), 3 Members of the Public

FC20/315. To receive and accept Apologies for Absence.
Apologies were received from Cllrs Bridger and Petty with reasons given for absence. It was **RESOLVED** that the apologies be accepted.

FC20/316. To receive Declarations of Interest & lobbying.
There were none.

FC20/317. Minutes – It was **RESOLVED** that the minutes of the meeting held on 21st October and 3rd November 2020 be approved and the minutes will be physically signed at the earliest opportunity. **SMB**

FC20/318. 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.

Minutes of Committee meetings for adoption:

FC20/319. Planning, Transport and Environment Committee Minutes 02/09/2020. **Adopted.**

FC20/320. Finance and Human Resources Committee Minutes 22/07/2020. **Adopted.**

External Reports

FC20/321. To receive report from County Councillor and questions from Council.
No report was received.

FC20/322. To receive report from Borough Councillor and questions from Council.
A report has been received from Cllr Tanner and this will be circulated after the meeting.

FC20/323. To receive monthly report from Kent Police. Pedal cycle stolen, lanterns damaged outside of house, Range Rover stolen without keys.
The police report was **noted**.

FC20/324. **To confirm new candidates have signed Declarations of Acceptance of Office.**
It was reported that the signed Declarations of Acceptance of Office were being obtained.

Budgets and Precept 2020/2021

FC20/325. To receive recommendation from the Finance and HR Committee on the budget and precept required for 2021/22 with the inclusion of marketing for Community Centre plan and repairs to roof following the Amenities committee decision on 11th November.
It was reported that since this budget was recommended a second national lockdown has begun. It was **RESOLVED** for Finance & Human Resources Committee to undertake a cost cutting analysis and report back to Full Council in December.

FHR

FC20/326. To approve budget 2021/22.
This item will be discussed at the Full Council in December 2020.

FC20/327. To approve precept request for submission to Tonbridge and Malling Borough Council.
This item will be discussed at the Full Council in December 2020.

GDPR and Data Protection

FC20/328. To report a General Data Protection Regulation breach reported to the ICO being dealt with by the Data Protection Officer.
The councillor data breach was **noted**.

Planning applications – to consider applications and agree responses

FC20/329. **TM/20/02347/FL - 23 Victoria Drive Kings Hill**
Proposed single storey rear extension with part first floor addition and alterations including partial garage conversion.

Kings Hill Parish Council would like to ensure that the materials used for the garage are suitable for the partitions to be removed in the future.

Deputy Clerk

Five Year Strategy Working Group

FC20/330. To receive update.
It was reported that a draft 5 year budget is currently on hold until the 2021/2022 budget has been agreed.

FC20/331. It was **RESOLVED** to hold a s106 information session at the beginning of next year. **Clerk**

Recommendation from Finance & Human Resources Committee

- FC20/332.** To adopt Local Government Pension Scheme Policy
It was **RESOLVED** to adopt the Local Government Pension Scheme Policy. **Deputy Clerk**
- Motions from Cllr Barker**
- FC20/333.** To note Chairman's meeting has been scheduled for 24th November 2020.
This was **noted**.
- FC20/334.** To note emergency plan working group have not met yet.
This was **noted**.
- Motions from Cllr Redding**
- FC20/335.** To request that the council prepares a report to list all of the roles and responsibilities for Councillors, Clerks, Chair and all staff. This document would detail all the roles, responsibilities and what an individual in that role can and can't do.
- After discussion the following amendment was made:-
- To compile a report from different sources detailing all the roles and responsibilities for councillors, clerks, chair and all staff, to include job descriptions. The report is to be available at end of January.
- Clerk**
- It was **RESOLVED** to collate the report.
- FC20/336.** To request that this document is independently verified by Kent Association of Local Councils.
It was **RESOLVED** not to verify the report with the Kent Association of Local Councils.
- FC20/337.** To request that this document is shared for all to read before the meeting.
It was **RESOLVED** to share the document before the meeting. **Deputy Clerk**
- FC20/338.** To request that the council holds a separate roles and responsibilities workshop in a non-formal setting via Zoom to discuss, debate and confirm the roles and responsibilities for Councillors, Clerks, Chair and all staff. To request that Cllr Redding runs this session.
It was **RESOLVED** to proceed with the workshop via Zoom to be held at the end of January 2021. **Full Council**
- FC20/339.** To request that this document, once confirmed, is shared on the website as a public point of reference.
It was **RESOLVED** to publish the report on the parish council website. **Deputy Clerk**
- FC20/340.** To request that the council prepares a report to list the contributions it has made to the local community over the last three years.
It was **RESOLVED** for a report to be prepared listing the contributions the council has made to the local community over the last three years, to be reported in February. **Clerk/ Full Council**

To complete annual review of the following: -

- FC20/341.** To review and adopt the Training Policy.
It was agreed by **RESOLUTION** that the Training Policy be adopted. **Deputy Clerk**
- FC20/342.** To review and adopt the Equal Opportunities Policy
It was agreed by **RESOLUTION** that the Equal Opportunities Policy be adopted. **Deputy Clerk**
- Administrative & Financial Matters**
- FC20/343.** To ratify Accounts for Payment – October 2020.
The accounts for payment of £19,755.71 for October 2020 were circulated and **agreed**. **Deputy Clerk**
- FC20/344.** To note Cllrs Kassem-Toufic; Redding; Sherlaw; Colman; Waller; Finlay; Kirk attended finance training via Zoom on 10th November 2020.
This was **noted** and Cllr Kassem-Toufic asked for a vote of thanks to the clerk for organising and running the training session.
- FC20/345.** To note payment break for the Work Loans Board being applied for.
This was **noted**.
- FC20/346.** To assess any potential risks.
Cllr Barker reported the following potential risks:-
 - Cllr interference in operational matters is a risk to the council.
 - With regard to the shooting investigation personal comments made on email could prejudice any investigations and this is a human resources risk to the council.
 - Comments made in emails regarding staff could raise an employment challenge from staff.
- FC20/347.** To receive communications updates for October 2020.
This was **noted**.
- FC20/348.** To adopt the terms of reference for the 5 year strategy group.
It was **RESOLVED** for the 5 year strategy working group to review their terms of reference and bring them back to Full Council. **Full Council**
- FC20/349.** To consider representatives to attend the KALC Annual General Meeting.
It was **AGREED** that Cllrs Colman and Sherlaw would attend the KALC Annual General Meeting on behalf of Kings Hill Parish Council. **Deputy Clerk**
- FC20/350.** **Correspondence and matters for information - see appendix 1**
All the correspondence was **noted**.
- FC20/351.** **Future Meetings**
It was **noted** that the next meeting is Wednesday 16th December 2020.

To report external meetings with representatives of KHPC – to allow members to ask any questions and to receive the minutes.
- FC20/352.** 22/10/2020. Meeting with Berkeley Homes. Cllrs Barker and Waller attended.
- FC20/353.** 03/12/2020 – Gatwick Airspace Noise and Management Meeting. Cllr Colman to attend.

Questions from Councillors and Future Agenda items

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

- FC20/354.** Cllr Colman asked if a meeting could be arranged for a site visit to the Anaerobic digester site.
- FC20/355.** Cllr Redding enquired as to how the parish council will organise a date for the meeting in his motion.
- FC20/356.** Cllr Zahidi asked for an update regarding advice from the insurance company relating to extending the CCTV to the allotment site.

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 items FC20/358 to FC20/360

Meeting closed to public at 21.50

- FC20/357. To consider Covid friendly presentation of the KALC Community Award Certificate.**

It was **noted** that this would proceed when restrictions were lifted.

Sports Park Lease Working Group

- FC20/358. To receive Minutes for meeting on 5th November 2020.**

The minutes were received and **noted**.

- FC20/359.** It was **RESOLVED** to suspend Standing Order 3(v) and continue the meeting until 22.15 pm.

The meeting closed at 22.14

Signed.....

Date.....

Appendix 1

To report Correspondence and matters for information

1. 07/10/2020 – Email from resident regarding Kings Hill Issues.
2. 13/10/2020 - The Rural Bulletin - 13 October 2020.
3. 14/10/2020 – Email from NALC regarding Find out how to recognise hidden disabilities.
4. 19/10/2020 – Email from Kent Police regarding Halloween updates.
5. 19/10/2020 - KALC CEO Bulletin - October 2020.
6. 20/10/2020 – Email from KALC regarding COVID-19 update - 19 October 2020.
7. 20/10/2020 – Email from WMGP regarding Cancer Prehab.
8. 20/10/2020 – NALC How do the tiers of local government collaborate?
9. 20/10/2020 - The Rural Bulletin - 20 October 2020
10. 21/10/2020 – Email from Kent Police regarding PCC Business crime survey.
11. 22/10/2020 – Website Enquiry from resident regarding complaint against parish council.
12. 22/10/2020 – Email from KALC regarding Kent Police Fraud Alert - Fraudsters impersonating Internet providers.
13. 22/10/2020 – NALC How to support mental health in your community.
14. 23/10/2020 – Chief Executive’s Bulletin.
15. 26/20/2020 – Email from Kent County Council regarding Budget.
16. 26/10/2020 – Email from resident regarding Broadwater Farm proposals.
17. 27/10/2020 – Email from TMBC regarding Severe Weather Emergency Protocol (SWEP).
18. 27/10/2020 – Email from KALC regarding COVID-19 update - 26 October 2020.
19. 27/10/2020 - National CSSC Green Message - NCTPHQ Bulletin - 26 Oct 2020.
20. 27/10/2020 – Email from KALC regarding NHS Kent and Medway CCG: Your community news for October 2020.
21. 28/10/2020 – Email from WMGP regarding Mens Health Zoom talk - Tuesday 3rd November.
22. 29/10/2020 – Email from KALC regarding COVID-19 update - 28 October 2020.
23. 29/10/2020 – Email from resident regarding sports park contractors.
24. 29/10/2020 – Email from resident regarding sports park contractors.
25. 29/10/2020 – Email from resident regarding sports park contractors.
26. 29/10/2020 – Email from resident regarding sports park contractors.
27. 30/10/2020 – Email from resident regarding sports park contractors.
28. 30/10/2020 – Chief Executive Bulletin
29. 02/11/2020 – NALC Coronavirus Update.
30. 02/11/2020 – NALC Help give young people a voice in your community
31. 03/11/2020 – Charing virtual meeting training.
32. 03/11/2020 – Coronavirus Update from NALC.
33. 03/11/2020 - The Rural Bulletin - 3 November 2020
34. 03/11/2020 – KALC News October.
35. 03/11/2020 – Email from TMBC regarding Remembrance Sunday - Latest Government Guidance.
36. 03/11/2020 – Email from KALC regarding COVID-19 update - 2 November 2020.
37. 03/11/2020 – Email from KALC regarding Covid-19 National Lockdown: Update at 3 November 2020.
38. 04/11/2020 – Email from KALC regarding NALC launches campaign to promote local elections.
39. 04/11/2020 - RSN Rural Funding Digest - November 2020 Edition.
40. 05/11/2020 – Email from TMBC regarding Kent Fraud Alert System Information.
41. 05/11/2020 – Email from KALC regarding Coronavirus — information for parish & town councils.
42. 06/11/2020 – DIS 975.
43. 06/11/2020 – Chief Executive Buletting.
44. 09/11/2020 – Email from KALC regarding COVID-19 update - 6 November 2020.
45. 10/11/2020 – Email from Kent County Council regarding KCC and Kent and Medway CCG New Crisis Support Cards.

