



MINUTES OF THE MEETING OF THE **PARISH COUNCIL** HELD ON **WEDNESDAY 16TH DECEMBER 2020 AT 19:30. 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 S Falzon-Thomas, Cllr C Finlay, Cllr K Kassem-Toufic, Cllr S Kirk, Cllr A Petty, Cllr N Redding, Cllr N Sherlaw, Cllr D Waller, Cllr R Zahidi

Apologies:

Absent:

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

FC20/364. To receive and accept Apologies for Absence.
There were none.

FC20/365. 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.

FC20/366. Minutes – It was RESOLVED that the minutes of the meeting held on 18th November and 4th December 2020 be approved and the minutes will be physically signed at the earliest opportunity. **SMB**

FC20/367. To receive Declarations of Interest & lobbying.
This item was not discussed.

Minutes of Committee meetings for adoption:

FC20/368. Finance and Human Resources Committee Minutes 14/10/2020.
Adopted.

FC20/369. Planning, Transport and Environment Committee Minutes 04/11/2020.
Adopted.

External Reports

FC20/370. To receive report from County Councillor and questions from Council.
Cllr Balfour reported on

- The budget gap for Kent County Council.
- Children's Services in the County.
- The COVID vaccination centre that will be opening tomorrow afternoon on Kings Hill.

FC20/371. To receive report from Borough Councillor and questions from Council.
No report was received.

FC20/372. To receive monthly report from Kent Police and to note new PCSO for Kings Hill Joshua Vincent.
It was **RESOLVED** to obtain confirmation that this information can be published and to advertise the new PCSO and the use of 101 on social media. **Deputy Clerk**

Sports Park

FC20/373. To approve the initial proposal from tmactive and instruct the recommended solicitor to prepare the draft legal documents and seek a final proposal for full council agreement.
A presentation was received from tmactive it was **RESOLVED** to instruct the recommended solicitor to prepare the draft legal documents to seek a final proposal for full council agreement. **Clerk**

Cllr Waller requested a recorded vote.

For

Cllr Barker, Cllr Colman, Cllr Finlay, Cllr Kirk, Cllr Kassem-Toufic, Cllr Redding, Cllr Sherlaw, Cllr Waller

Against

Cllr Bridger, Cllr Falzon-Thomas, Cllr Petty and Cllr Zahidi

Budgets and Precept 2021/2022

FC20/374. To receive recommendation from the Finance and HR Committee and to approve budget and precept required for 2021/22
It was **RESOLVED** to approve the budget for 2021/22.

Cllr Waller requested a recorded vote.

For

Cllr Barker, Cllr Colman, Cllr Finlay, Cllr Kirk, Cllr Kassem-Toufic, Cllr Redding, Cllr Sherlaw, Cllr Waller

Against

Cllr Bridger, Cllr Falzon-Thomas, Cllr Petty and Cllr Zahidi

FC20/375. It was **RESOLVED** to set the 2021/22 precept at £484,279 which equates to a 23.37% rise against the band D equivalent to £115.22.

FC20/376. It was **RESOLVED** to include the maintenance sinking fund for the Sports Park in the 2021/2022 budget as recommended by the financial investigation.

FC20/377. It was **RESOLVED** to update the General and Ear Marked Reserves Policy to include three months expenditure as recommended by the financial investigation and to phase the reserves replacement over a three year period resulting in £50,000 being allocated to the 2021/2022 budget. **Deputy Clerk/ FHR**

Cllr Waller requested a recorded vote.

For

Cllr Barker, Cllr Colman, Cllr Finlay, Cllr Kirk, Cllr Kassem-Toufic, Cllr Redding, Cllr Sherlaw, Cllr Waller

Against

Cllr Bridger, Cllr Petty and Cllr Zahidi.

Abstained

Cllr Falzon-Thomas

FC20/378. It was **RESOLVED** that the Finance and HR Committee review and prepare a full risk register of the council's activities for consideration at the Annual General Meeting as recommended by the financial investigation. **FHR**

Cllr Waller requested a recorded vote.

For

Cllr Barker, Cllr Colman, Cllr Finlay, Cllr Kirk, Cllr Kassem-Toufic, Cllr Redding, Cllr Sherlaw, Cllr Waller

Abstained

Cllr Bridger, Cllr Falzon-Thomas, and Cllr Zahidi

No Vote

Cllr Petty

FC20/379. It was **RESOLVED** to suspend Standing Order 3(v) and continue the meeting until 22.30 pm.

FC20/380. It was **RESOLVED** for Finance & HR Committee to prepare an in-house training programme for councillors on key policies as recommended by the financial investigation. **FHR**

FC20/381. It was **RESOLVED** that Finance & HR Committee would draft a policy to guide the council in its decision making processes which will include an agreed format for written reports. **FHR**

FC20/382. It was **RESOLVED** to include the five case model for financial reports. **Clerk**

Cllr Waller requested a recorded vote.

For

Cllr Barker, Cllr Colman, Cllr Finlay, Cllr Kirk, Cllr Kassem-Toufic, Cllr Redding, Cllr Sherlaw, Cllr Waller

Abstained

Cllr Bridger, Cllr Falzon-Thomas, Cllr Petty and Cllr Zahidi

FC20/383. To consider recommendation from Finance & Human Resources Committee to apply for a temporary loan from Tonbridge & Malling Borough Council in the sum of £60k.

It was **RESOLVED** to proceed with the loan from Tonbridge & Malling Borough Council and that the loan monies shall be ringfenced in a separate account for emergency use only.

Clerk

Cllr Waller requested a recorded vote.

For

Cllr Barker, Cllr Bridger, Cllr Colman, Cllr Finlay, Cllr Kassem-Toufic, Cllr Kirk, Cllr Redding, Cllr Sherlaw, Cllr Waller

Against

Cllr Zahidi

Abstained

Cllr Falzon-Thomas, Cllr Petty

Planning applications – to consider applications and agree responses

FC20/384. TM/20/02578/FL - 20 Goldings Close Kings Hill

Demolition of conservatory and erection of single storey rear extension plus opening-up structure of existing house to provide open plan kitchen/dining/living area with new rear fenestration to rear elevation and associated works.

Kings Hill Parish Council has No Comment to this planning application.

Deputy Clerk

FC20/385. TM/20/02593/FL - 4 Monarch Terrace Kings Hill

Single storey rear extension and part single/part two storey side extension.

Kings Hill Parish Council has No Comment to this planning application.

Deputy Clerk

FC20/386. TM/20/02661/FL - Havana 15 Charlotte Drive Kings Hill

Erection of a single storey rear extension, including a lantern roof light and bi-folding doors with associated works.

Kings Hill Parish Council has No Comment to this planning application.

Deputy Clerk

FC20/387. TM/20/02685/FL - 50 Stirling Road West Malling

Part garage conversion.

Kings Hill Parish Council has No Comment to this planning application.

Deputy Clerk

FC20/388. TM/20/02718/FL - 2 Ingle Place Kings Hill

Single storey rear extension and front extension. New balcony to the front elevation and loft conversion with rooflights.

Kings Hill Parish Council has No Comment to this planning application.

Deputy Clerk

Motions from Councillors

FC20/389. Cllr Barker: To note chairman's quarterly meeting was postponed until the new year.

This was **noted**.

FC20/390. Cllr Barker: To note emergency plan working group meeting in January 2021.
This was **noted**.

FC20/391. Cllr Falzon-Thomas: To consider a procedure review of how KHPC social media posts are released and how they are authorised.
It was **RESOLVED** to refer this item to the Finance & Human Resources Committee. **FHR**

FC20/392. Cllr Redding: to request the 5 year strategy working group looks into how we can define the vision, mission and purpose of the Parish Council.
It was **RESOLVED** to pass this on to the 5 Year Strategy Working Group. **Strategy Working Group**

Administrative & Financial Matters

FC20/393. To ratify purchase ledger payments - November 2020.
The accounts for payment of £17,273.77 for November 2020 were circulated and **agreed**. **Deputy Clerk**

FC20/394. To assess any potential risks not already included in the risk register.
No risks were raised by councillors.

FC20/395. To receive Facebook communications updates for November 2020.
This was **noted**.

FC20/396. It was **RESOLVED** to defer all the remaining items to the January Full Council meeting and close the meeting.

The meeting closed at 22.30

Signed.....

Date.....

Appendix 1

To report Correspondence and matters for information

1. 02/11/2020 – Email regarding KALC T & M Committee held on 1st October.
2. 09/11/2020 - Kent Police - latest Rural Task Force Report and Rural Matters newsletter.
3. 10/11/2020 – Email from Kent County Council regarding Parish council digital platforms invitation letter 17th November 20 - West Kent.
4. 11/11/2020 – Email from KALC regarding KALC AGM - 28TH November 2020.
5. 12/11/2020 – Email from KALC regarding KCF Social isolation campaign - Knock and check.
6. 12/11/2020 – Email from TMBC regarding Parish Partnership Panel - Thursday 12 November - MS Teams link.
7. 12/11/2020 - Supplement: Kent County Council Services Update - Briefing Paper to the agenda for Parish Partnership Panel, Thursday, 12th November, 2020, 7.30 pm.
8. 12/11/2020 – KALC Bitesize Training.
9. 12/11/2020 – Email regarding Mobile Coffee - Little Travelling Bean.
10. 16/11/2020 - Using strategic planning to delivery larger projects Using strategic planning to delivery larger projects.
11. 16/11/2020 - Brexit - New product safety rules for consumer products.
12. 17/11/2020 - The Rural Bulletin - 17 November 2020.
13. 17/11/2020 - New Contact Details: CANWK Adviceline telephone number – now free to call.
14. 18/11/2020 – Chief Executives Bulletin.
15. 20/11/2020 - DIS 976
16. 20/11/2020 – Email regarding New COVID-19 Screening Service Launches at Gatwick Airport.
17. 20/11/2020 – Chief Executives Bulletin.
18. 21/11/2020 – Email from WMGP regarding Flu Vaccines - ages 50 to 64.
19. 23/11/2020 – Email from KALC regarding KALC CEO Bulletin - November 2020.
20. 23/11/2020 - Additional Papers for the KALC AGM 28 November 2020.
21. 23/11/2020 - KALC Community Awards Scheme 2021.
22. 23/11/2020 - Advance Notice KALC Area Committee Meeting – Thursday 10th December 2020.
23. 24/11/2020 – Email from KALC regarding KALC Webinar - Getting in Front of the Camera - January 2021.
24. 25/11/2020 – Email from KALC regarding Community energy events.
25. 30/11/2020 – Oast to Oast Winter Edition.
26. 30/11/2020 – Email from KALC regarding KRF Press Release - End of EU transition contingency plans.
27. 01/12/2020 – Email from KALC regarding Winter Vigilance Briefing from Counter Terrorism Policing.
28. 01/12/2020 – Email from WMGP regarding Flu Vaccinations - Over 50.
29. 01/12/2020 – Email from Kent Police regarding Matthew Scott launches his Annual Policing Survey OPCC/MS/OG/436/20.
30. 04/12/2020 – Email from KALC regarding COVID-19 update - 3 December 2020
31. 04/12/2020 – DIS 977.
32. 04/12/2020 – Chief Executive Bulletin.
33. 07/12/2020 - Agenda for KALC T & M Area Committee Meeting 10th December 2020 by Zoom.
34. 07/12/2020 – Email from KALC regarding K'CAS – Ransomware.
35. 07/12/2020 – Email from NALC regarding What will the future of play look like beyond COVID-19?
36. 08/12/2020 – Chief Executive Bulletin.
37. 08/12/2020 – Email from Tonbridge & Malling Borough Council regarding Covid Winter Grant Scheme.
38. 08/12/2020 – Email from NALC regarding NALC launches a new guide on community business.
39. 08/12/2020 – Email from Kent County Council regarding Webinar reminder! Are you ready to trade with the EU?.

- 40.** 08/12/2020 - The Rural Bulletin - 8 December 2020.
- 41.** 08/12/2020 – Email from WMGP regarding infection rates climbing.