



MINUTES OF THE MEETING OF THE **PARISH COUNCIL** HELD ON **WEDNESDAY 20TH JANUARY 2021 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), 6 Members of the Public

FC20/403. To receive and accept Apologies for Absence.
There were none.

FC20/404. To receive Declarations of Interest & lobbying.
Cllr Falzon-Thomas declared an interest in relation to item FC20/422 – Friends of the Earth.

Cllr Zahidi joined the meeting at 19.35

FC20/405. Minutes – It was **RESOLVED** that the minutes of the meeting held on 16th December 2020 and 23rd December 2020 be approved and the minutes will be physically signed at the earliest opportunity. **SMB**

FC20/406. 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.

FC20/407. To receive report from County Councillor.
Cllr Balfour reported on:-

- The work by local organisations in helping the lorry drivers in Operation Stack on the M20 over the Christmas period.
- The response in setting up testing, vaccination centres and emergency morgue in response to COVID 19.

Minutes of Committee meetings for adoption:

FC20/408. Planning, Transport and Environment Committee Minutes 02/12/2020
FC20/409. Amenities Committee Minutes 11/11/2020
FC20/410. Sports Park Lease Working Group 08/01/2021
FC20/411. Emergency Plan Working Group 07/01/2021

External Reports

FC20/412. To receive report from Borough Councillor.
No report was received.

FC20/413. To receive monthly report from Kent Police.
Cllr Barker thanked all the Kings Hill residents who were involved in clearing up the graffiti on the Control Tower on Christmas Day.

Planning applications – to consider applications and agree responses

FC20/414. **TM/20/02948/LB - The Control Tower 29 Liberty Square Kings Hill**
Listed Building Application: Replacement of first floor glazed screen windows (inner and outer) and replacement with single, thermally broken double glazed screen produced by Crittall Windows and make good water damage.

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

Deputy Clerk

Roles and Responsibilities – Cllr Redding

FC20/415. To receive list of roles and responsibilities for Councillors, Clerks, Chair and all staff.
The report was received and **noted**.

FC20/416. To note a date and time for the roles and responsibilities workshop with Cllr Redding will be agreed.
This was **noted**.

Community Contribution – Cllr Redding

FC20/417. To receive report on the contributions the parish council has made to the local community over the last three years.
The report was received and **noted**.

Motions from Councillors

FC20/418. Cllr Falzon-Thomas: 'Kings Hill Parish Council to offer and host a Christmas Dinner in the community centre and a gift for a child to those in the parish who are elderly, alone or are in financial need as from 2021 during the Christmas period.'
It was **RESOLVED** that Cllr Falzon Thomas would further investigate with St Gabriels Church how to deliver this project and present an outline plan to the next Full Council meeting.

SFT

Cllr Bridger entered the meeting at 20.18

FC20/419. Cllr Zahidi: 'The parish council to get independent legal advice on the terms of the tactive proposal and negotiation of the terms of the agreements drafted for the proposal to protect the Parish council's position in respect of the income and risks associated with proposal.'
It was explained that independent advice would be sought as part of the normal process and the cost has been budgeted for, it was **RESOLVED** that the council will continue with this procedure.

FC20/420. CLlr Zahidi: 'That whilst legal advice is sought on the negotiation of the inactive proposal and on the draft of documents for the said proposal any other proposals made to the parish council in respect of Sports Park are considered in full council meeting at the earliest opportunity or extraordinary meeting.'
It was **RESOLVED** that any proposals for the sports park management will be considered at a Full Council meeting. **Full Council**

FC20/421. CLlr Redding: to consider holding a workshop to determine how the council approach conflict and engage with each other in full council meetings. The council needs to understand everyone's viewpoints and comfort levels with conflict and then agree on what the conflict norms are.
It was **RESOLVED** to proceed with this workshop. **Clerk**

Friends of the Earth

FC20/422. To consider request of support for the Friends of the Earth initiative to donate and plant a biosecure Oak Sapling, accompanied by a plaque honouring the achievements of a Kings Hill Resident in one of the following three locations; Pippin Way Bandstand; Location on Pippin Way Green; Location within Phase 1.
It was **RESOLVED** that the parish council would support the initiative to donate and plant a biosecure oak sapling, accompanied by a plaque honouring the achievements of a Kings Hill resident.

West Malling Parish Council

FC20/423. To consider supporting West Malling Parish Council regarding lobbying Government in relation to the Tonbridge & Malling Local Plan.
It was **RESOLVED** to support West Malling Parish Council in lobbying Government in relation to the Tonbridge & Malling Local Plan. **Clerk**

Administrative & Financial Matters

FC20/424. To ratify purchase ledger payments - December 2020.
The accounts for payment of £27,723.93 for December 2020 were circulated and **agreed**. **Deputy Clerk**

FC20/425. To carry out the corporate body obligation to review financial statements on a quarterly basis.
The following questions were asked and the responses will be reported at the next meeting. **Full Council**

- CLlr Redding enquired as to what the capital projects were.
- CLlr Redding asked what the sports park other income consisted of.
- CLlr Petty asked to be presented with the electricity bills for the sports park within the next 7 days.

FC20/426. To receive Notice of Incomplete Audit and requirement to provide evidence of the assertions made by the corporate body on the AGAR.
It was explained that the audit was incomplete because PKF Littlejohns had been made aware of governance not being adhered to in relation to the unlawful March co-option meeting.

In May 2020 the parish council responded "yes" to the following statement on the Annual Governance and Accountability Return.

"We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances"

- FC20/427.** Councillors to raise any potential risks not already included in the risk register.
No risks were raised.
- FC20/428.** To receive Facebook performance update for December 2020.
This was **noted**.
- FC20/429.** To adopt the terms of reference for the emergency plan working group
It was agreed by **RESOLUTION** that the terms of reference for the emergency plan working group be adopted. **Deputy Clerk**
- FC20/430.** To report no further action from Information Commissioners Office in relation to external complainant.
This was **noted**.
- FC20/431.** To consider committee and working group memberships for new councillors.
a) Amenities Committee – 1 x Vacancy
b) Finance & Human Resources Committee – 1 x Vacancy
c) Planning, Transport & Environment Committee – 1 x Vacancy
d) Community Centre and Sports Park Extensions Consultation Group – 1 x Vacancy
e) Marketing and Communications Working Group – 1 x Vacancy
f) Sports Park Working Group – 1 x Vacancy
g) Strategy Working Group – 1 x Vacancy
- FC20/432.** It was **RESOLVED** that Cllr Kirk would join the Amenities Committee. **Deputy Clerk**
- FC20/433.** It was **RESOLVED** that Cllr Kassem-Toufic would join the Finance & Human Resources Committee. **Deputy Clerk**
- FC20/434.** It was **RESOLVED** that Cllr Falzon-Thomas would join the Planning, Transport & Environment Committee. **Deputy Clerk**
- FC20/435.** It was **RESOLVED** that Cllr Kirk would join the Community Centre and Sports Park Extension Consultation Group. **Deputy Clerk**
- FC20/436.** It was **RESOLVED** that Cllr Colman would join the Marketing and Communications Working Group. **Deputy Clerk**
- FC20/437.** It was **RESOLVED** that Cllr Kirk would join the Sports Park Working Group. **Deputy Clerk**
- FC20/438.** It was **RESOLVED** that Cllr Redding would join the Strategy Working Group. **Deputy Clerk**

- FC20/439.** To review revised code of conduct for adoption.
It was **RESOLVED** to defer this item until Tonbridge & Malling Borough Council have carried out a review of the document. **Full Council**
- FC20/440.** **Correspondence and matters for information – see appendix 1**
- FC20/441.** **Future Meetings.**
17th February 2021
- FC20/442.** **To report external meetings with representatives of KHPC – to allow members to ask any questions and to receive the minutes.**
- FC20/443.** To note local parish council chairman’s quarterly meeting rescheduled.
FC20/444. 12/01/2020 TMBC Standards Training. Cllr Barker attended.
- FC20/445.** **Questions from Councillors and future agenda items.**
Questions from councillors shall be recorded in the minutes and responded to at a later date.
- FC20/446.** Cllr Colman: future agenda item – “to consider discontinuing the production of the Facebook post report”. **Full Council**

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 FC20/447

Meeting closed to public at 21.36

- FC20/447.** **To receive findings of investigation into pest control at Kings Hill Sports Park and consider instructing the Local Council Consultancy Service to independently verify at a cost of £700.**
After discussion it was **RESOLVED** not to independently verify the investigation report.

The meeting closed at 21.47

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.
42. 11/12/2020 – Email from WMGP regarding COVID Vaccine.
43. 14/12/2020 – KCC Brexit Webinar.
44. 15/12/2020 – Email from WMGP regarding Flu Vaccines last Saturday 12.12.2020.
45. 15/12/2020 - The Rural Bulletin - 15 December 2020.
46. 16/12/2020 – Email from KALC regarding NALC Coronavirus Update.
47. 16/12/2020 – Email from KALC regarding Kent Prepared newsletter Issue Two - bringing you the latest Kent Resilience Team news.
48. 16/12/2020 – Email from KALC regarding NALC News - Local councils eligible to the new leisure fund.
49. 17/12/2020 – Email from KALC regarding Covid-19 - Financial Support Package for Local Councils.
50. 18/12/2020 – Chief Executive Bulletin.
51. 21/12/2020 – Email from Kent Police regarding 'Ask for Ani' Home Office Scheme.
52. 21/12/2020 – Email from KALC regarding KALC CEO Bulletin - December 2020.
53. 21/12/2020 – Email from Highways England regarding M20.
54. 21/12/2020 – Email from WMGP regarding vaccines.
55. 22/12/2020 - KALC News December 2020.
56. 22/12/2020 - Mental health support in Kent.
57. 23/12/2020 – Email from KALC regarding Daily update from GOV.UK for: Coronavirus (COVID-19).
58. 24/12/2020 – Email from Cllr Balfour regarding vaccines.
59. 28/12/2020 – Email from KALC regarding Op Fennel Stakeholder Briefing @ 27 December.
60. 31/12/2020 – Email from Kent Police regarding Rural Task Force.
61. 05/01/2021 – NALC Coronavirus Update.
62. 05/01/2021 – Email from WMGP regarding Second Coronavirus Vaccine appointments.
63. 07/01/2021 – Email from KALC regarding Local Government Bulletin 6 January.
64. 07/01/2021 – Email from KALC regarding Kent and Medway vaccination programme update.
65. 09/01/2021 – Email from WMGP regarding Urgent for over 80's or currently in healthcare !!!
66. 08/01/2021 – Chief Executive Bulletin.
67. 08/01/2021 – Email from KALC regarding Action Fraud - Coronavirus Scams Warning.
68. 08/01/2021 – Email from KALC regarding Local Government Bulletin 7 January.
69. 12/01/2021 – Email from KALC regarding Local Government Bulletin 11 January.
70. 12/01/2021 - The Rural Bulletin - 12 January 2020.