



MINUTES OF THE MEETING OF THE **PARISH COUNCIL** HELD ON **WEDNESDAY 17TH FEBRUARY 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: None

Absent: None

Also in attendance: Ms J Miller (Clerk & Proper Officer), Mrs G Jackson (Deputy Clerk), 9 Members of the Public

FC20/448. To receive and accept Apologies for Absence.
There were none.

FC20/449. To receive Declarations of Interest & lobbying.
Cllr Falzon-Thomas declared an interest in relation to item FC20/469 – Feature Tree.

FC20/450. Minutes – It was **RESOLVED** that the minutes of the meeting held on 20th January 2021 be approved and the minutes will be physically signed at the earliest opportunity. **SMB**

FC20/451. 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.

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings Act) 1960, and because the investigation report contains sensitive commercial data, the public and the press will be asked to leave the meeting during consideration of item FC20/452

The meeting was closed to the public at 19.36

FC20/452. To approve the tmactive sublease and management agreement for Kings Hill Sports Park, for associated legal works to be carried out by Berry and Lambert solicitors and completion of the transaction by the proper officer in consultation with the Sports Park Lease Working Group.
After consideration it was **RESOLVED** to approve the proposed tmactive sublease and management agreement and to proceed with the legal works to completion.

Cllr Barker requested a recorded vote.

For

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

Against

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

The meeting was reopened to the public at 20.25

FC20/453. Minutes of committee meetings for adoption:

Finance & Human Resources Committee Minutes 25/11/2020
Planning, Transport and Environment Committee Minutes 06/01/2021
Planning, Transport and Environment Committee Minutes 22/01/2021
Sports Park Lease Working Group 28/01/2021
Sports Park Lease Working Group 03/02/2021
Emergency Plan Working Group 21/01/2021

External Reports

FC20/454. To receive report from Borough Councillor.
No report was received.

FC20/455. To receive monthly report from Kent Police.
No report was received. Email Lizzie Jones about updates.

FC20/456. To receive report from County Councillor.
No report was received.

Planning applications – to consider applications and agree responses

FC20/457. TM/21/00113/TPOC - 5 Cellini Walk Kings Hill
Beech Tree T1 - Lift crown by approximately 2m and remove any dead wood.

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

FC20/458. TM/21/00161/FL - 20 Forest Way Kings Hill
Raise the roof of the existing detached garage to provide ancillary sleeping accommodation.

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

FC20/459. TM/21/00175/FL – 5 Langley Way, Kings Hill
Ground floor rear extension.

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

FC20/460. TM/21/00188/FL - 61 Lapins Lane Kings Hill
Single storey rear extension.

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

External Audit 2019/2020

FC20/461. To note response to External Auditor request for the parish council to evidence the assertions made in the 2019/20 AGAR (to be read in conjunction with the Practitioners Guide in Appendix I)
The response to the external auditor and the completion of audit was **noted**.

Recommendations from the Finance & Human Resources Committee

FC20/462. To adopt the General and Ear Marked Reserves Policy in line with the recommendation in the financial investigation.
It was **RESOLVED** to adopt the General and Ear Marked Reserves Policy. **Deputy Clerk**

Cllr Barker requested a recorded vote.

For

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

Against

Cllr Bridger, Cllr Petty, Cllr Zahidi

Abstained

Cllr Falzon-Thomas

FC20/463. To adopt policy setting out how to table motions for councillors not on the relevant committee.
It was **RESOLVED** to adopt the policy setting out how to table motions for councillors not on a relevant committee. **Deputy Clerk**

Cllr Barker requested a recorded vote.

For

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

Against

Cllr Bridger, Cllr Petty, Cllr Zahidi

Abstained

Cllr Falzon-Thomas

FC20/464. To adopt Press and Media Policy.
It was **RESOLVED** to adopt the Press and Media Policy. **Deputy Clerk**

Cllr Barker requested a recorded vote.

For

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

Against

Cllr Bridger, Cllr Petty, Cllr Zahidi

Abstained

Cllr Falzon-Thomas

FC20/465. To note the responsibilities of the corporate body in relation to data protection.

The responsibilities of the corporate body in relation to data protection were **noted**.

Cllr Barker requested a recorded vote.

For

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

Against

Cllr Bridger, Cllr Petty, Cllr Zahidi

Abstained

Cllr Falzon-Thomas

FC20/466. To adopt the following updated GDPR policies:

- (a) CCTV Policy
- (b) Freedom of Information Policy
- (c) Information Security Policy
- (d) Privacy Notices
- (e) Data Protection Policy
- (f) Data Subject Access Request procedure
- (g) Data Subject Access Policy
- (h) Security Incident and Data Breach Policy
- (i) Acceptable use Policy

It was **RESOLVED** to adopt all of the above GDPR Policies.

Deputy Clerk

Cllr Barker requested a recorded vote.

For

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

Against

Cllr Bridger, Cllr Petty, Cllr Zahidi

Abstained

Cllr Falzon-Thomas

Recommendation from the Planning, Transport & Environment Committee

FC20/467. To adopt the terms of reference for the climate change strategy working group.

It was **RESOLVED** to adopt the terms of reference for the climate change strategy working group.

Deputy Clerk

Cllr Zahidi left the meeting at 20.50

Legal Claim

FC20/468. To note letter of claim against the parish council pursuant to pre-action protocol for media and communication claims (data breach).

The claim was **noted**.

Cllr Zahidi returned to the meeting at 20.54

Cllr Petty left the meeting at 20.52 and returned at 20.54

Liberty Property Trust

FC20/469. To consider supporting Liberty Property Trust's dedication of the feature tree at Linear Park to the achievements of a local resident.

It was **RESOLVED** not to support Liberty Property Trust's dedication of the feature tree at Linear Park in recognition of the achievements of a local resident.

Clerk

Cllr Kirk left the meeting at 21.06 and returned to the meeting at 21.09

Covid 19 Support

FC20/470. To consider contacting our local MP regarding approaching Government to extend the Covid-19 remote meeting regulations.

It was **RESOLVED** not to contact Tom Tugendhat MP to ask him to approach Government with regard to extending the COVID-19 remote meeting regulations.

Administrative & Financial Matters

FC20/471. To ratify purchase ledger payments - January 2021.

The accounts for payment of £14,397.49 for January 2021 were circulated and **agreed**.

Deputy Clerk

FC20/472. To receive answers to the questions raised at the last meeting when carrying out the corporate body obligation to review financial statements on a quarterly basis.

The answers to the financial questions were **noted**.

- The budgeted capital projects for this financial year were given and it was explained that due to the loss on income from COVID 19 none of the projects could go ahead.
- The sports park other income budget line related to the sale of the mower.
- The electricity bills for the sports park will be discussed at the Finance & Human Resources Committee.

FC20/473. Councillors to raise any potential risks not already included in the risk register.

Cllr Barker raised data breaches as a risk to the council.

FC20/474. To receive Facebook communication updates for January 2021.
This was **noted**.

FC20/475. To consider discontinuing the production of the Facebook post report.
It was **RESOLVED** to discontinue the Facebook post report.

FC20/476. To note KHCC roof repairs under lease obligations £23,030.10 exc vat to be spent from contingency funds.
The cost of the roof repairs was **noted**.

Cllr Petty left the meeting at 21.20

FC20/477. Correspondence and matters for information – see appendix 1

Future Meetings.

FC20/478. 17th March 2021

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

FC20/479. 16/02/2021 – Liberty Property Trust Quarterly Meeting. Cllrs Barker, Petty and Waller attended.

FC20/480. 27/01/2021 Neighbourhood Engagement meeting Tonbridge and Malling Borough Council – Cllr Colman. 04/02/2021 Cllrs Sherlaw, Barker and Colman.

Questions from Councillors and future agenda items.

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

FC20/481. To receive answers to questions from councillors since last meeting.
In response to Cllr Zahidi's questions regarding the external audit, it was noted that all the documentation required is on the parish council website.

FC20/482. In response to Cllr Zahidi's question regarding the number of sports park working groups it was confirmed that there are currently two, both have different terms of reference.

FC20/483. In response to Cllr Zahidi's question regarding how members are updated, it was confirmed that Minutes are produced for every meeting for councillors to read and if they have any questions they can be asked through the correct process.

FC20/484. To note questions from councillors for which answers shall be responded to at the next meeting.

Cllr Colman requested that the lack of maintenance of parish council assets be placed on the risk register.

FC20/485. Cllr Zahidi requested that the parish council have some initiatives that can involve the community and that are positive.

FC20/486. Cllr Redding asked if there was a plan to provide to the public a report on the reasons so that residents could understand the reasoning and logic of any decisions taken.

FC20/487. Cllr Redding asked if next year's budget would have to be reviewed with regard to the third party management of the sports park. It was explained that the parish council had agreed a budget in December with third party management taken into account.

FC20/488. Cllr Redding asked if some of the documents could be made public in relation to the third party management of the sports park.

The meeting closed at 21.34

Signed.....

Date.....

Appendix 1

To report Correspondence and matters for information

1. 13/01/2021 – Email from TMBC regarding Neighbourhood Engagement Meeting - Wednesday 27 January.
2. 13/01/2021 – DIS 979.
3. 14/01/2021 – Email from KALC regarding - Local Council Elections.
4. 15/01/2021 – Email from KALC regarding Local Government Bulletin 14 January.
5. 15/01/2021 – Chief Executive Bulletin.
6. 16/01/2021 - Email from WMGP regarding Our Area Vaccine Rollout - YouTube Video
7. 18/01/2021 - LCR Magazine.
8. 19/01/2021 – Email from KALC regarding Local Government Bulletin 18 January.
9. 19/01/2021 – Chief Executive Bulletin.
10. 19/01/2021 – KALC Bitesize Learning.
11. 20/01/2021 – Email from KALC regarding KCC Member Briefing - Environment Update January 2021.
12. 20/01/2021 – NALC Online Events.
13. 21/01/2021 – Email from WMGP regarding Another Update Video.
14. 22/01/2021 – Email from KALC regarding KALC CEO Bulletin - January 2021.
15. 22/01/2021 – Email from KALC regarding Covid19 vaccine update - NHS Kent and Medway.
16. 22/01/2021 – Chief Executive Bulletin.
17. 26/01/2021 - Local Government Bulletin 25 January.
18. 26/01/2021 – Chief Executive Bulletin.
19. 26/01/2021 – Email from KALC regarding KCC Trading Standards Alert - Keep staff and customers safe.
20. 26/01/2021 – NALC Online Events.
21. 26/01/2021 - Local Government Bulletin 22 January
22. 27/01/2021 – Email from TMBC regarding Parish Partnership Panel - Thursday 4 February 2021.
23. 27/01/2021 – Email from TMBC regarding Agenda for Parish Partnership Panel, Thursday, 4th February, 2021, 7.30 pm.
24. 27/01/2021 - Local Government Bulletin 26 January.
25. 27/01/2021 – Email from KALC regarding COVID report + last week mortality / NHS report.
26. 27/01/2021 – NALC Coronavirus Update.
27. 28/01/2021 - Local Government Bulletin 27 January.
28. 28/01/2021 – Email from KALC regarding Call for capital project ideas - located in Kent and Medway.
29. 29/01/2021 – Email from KALC regarding Section 137 limit for 2021/22.
30. 29/01/2021 – DIS 980.
31. 29/01/2021 - Local Government Bulletin 28 January.
32. 29/01/2021 – Chief Executive Bulletin.
33. 01/02/2021 – Email from KALC regarding KALC Community Awards Scheme 2021.
34. 02/02/2021 – Email from WMGP regarding Clinical System Upgrade February 2021 - Important Notice to all Registered Patients.
35. 03/02/2021 – Email from WMGP regarding Information for our patients.
36. 03/02/2021 – Email from TMBC regarding Meeting cancelled - 03/03/2021, 19:30, Joint Standards Committee.
37. 03/02/2021 - Local Government Bulletin 2 February.
38. 03/02/2021 – KALC News January.
39. 04/02/2021 - Local Government Bulletin 3 February.
40. 04/02/2021 – Email from WMGP regarding More on Scam Emails and Texts.
41. 05/02/2021 – Email from KALC regarding Snow & ice advice from Came & Company.
42. 05/02/2021 – NALC Coronavirus Update.

- 43.** 05/02/2021 – Email from WMGP regarding prescriptions.
- 44.** 05/02/2021 – Email from WMGP regarding COVID Vaccinations for Housebound Patients – the team is on its way.
- 45.** 06/02/2021 – Email from WMGP regarding second vaccinations.
- 46.** 09/02/2021 - Email from TMBC regarding collection updates.