

**MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD AT 8.00 P.M.
ON THURSDAY 20 APRIL 2023 IN THE KINGS HILL COMMUNITY CENTRE**

Present: Cllrs: S. Barker, M. Colman, S. Falzon-Thomas, M. Hartman, F. Mclymont, S. Kirk, T. Petty (Chairman), N. Sherlaw, D. Rush, D. Waller & A Vincent

Officer Present: Karen Bell (Parish Clerk)

Others Present: S. Hudson (County Cllr), S. Edmonds (CW Team Leader), J. McKay (Parish Councillor elect) & M. Guyton (TMA)

Absentee: Cllr. Hurring

69//2023 **Apologies for Absence:** There were none

70/2023 **Declarations of Interests and / or lobbying and intention to record.**
Cllr. Barker declared an interest in item 73/2023.5 (KALC Subscription Renewal)

71/2023 **Reports from County Councillor, Borough Councillors, Community Warden & PCSO**

- **County Councillor:** S. Hudson was welcomed to the meeting; whilst she had no updates, she was aware of residents' concerns regarding the blast trials taking place at Blaise Quarry.
- **Borough Councillors:** No reports
- **Community Warden.** S. Edmonds the CW Team Leader was welcomed to the meeting. She advised that regular liaison meetings were being held to deal with ASB; she also alerted the council to recent thefts from development sites.
- **PCSO:** No report

72/2023 **Minutes**

72/2023.1 **Full Council Minutes:** It was proposed, seconded and:
RESOLVED: That the minutes from the meeting held on 23 March 2023 be approved and signed as a correct record of the proceedings. **Unanimous**

72/2023.2 **Update on any matters arising not included elsewhere on the agenda:** There were none.

72/2023.3 **Draft Minutes from the Annual Meeting of the Parish held on 23 March 2023:** The minutes from the meeting were received and noted.

72/2023.4 **Minutes from the PTECC Committee held on 06 April 2023:** The minutes from the meeting were received and noted.

These minutes are not a verbatim record of the meeting, but a summary of discussion and decisions made at the meeting.

Chairman: **Date:** 11 May 2023

73/2023

Finance and Governance

73/2023.1 2022 / 2023 Accounts & AGAR

73/2023.1.1 **Accounts for Approval:** It was proposed, seconded and:**RESOLVED:** That the accounts be approved**By Majority**For: 6 (AP, NS, FM,
SFT, MH & MC)

Against: 3 (SB, Dr & DW)

Abstained: 2 (SK & AV)

73/2023.1.2 **Supporting Notes to the Accounts:** It was proposed, seconded and:**RESOLVED:** That the supporting notes be noted.**By Majority**For: 6 (AP, NS, FM,
SFT, MH & MC)

Against: 3 (SB, Dr & DW)

Abstained: 2 (SK & AV)

73/2023.1.3 **Annual Internal Audit Report:** It was proposed, seconded and:**RESOLVED:** That the Internal Auditors report which had been copied to members be received and noted.**By Majority**For: 6 (AP, NS, FM,
SFT, MH & MC)

Against: 3 (SB, Dr & DW)

Abstained: 2 (SK & AV)

It was noted that the no year-end audit recommendations had been carried forward for review in 2023 / 2024. It was further noted that arrangements had been made for the first Interim Audit for 2023 / 2024 to be carried out on 06 September 2023.

Noted73/2023.1.4 **Section 1 – Annual Governance Statement:** It was proposed, seconded and:**RESOLVED:** That positive assertions be given to statements 1 – 9 of Section 1 of the 2022 / 2023 AGAR and for it to be signed by the Chairman and Clerk.**By Majority**For: 6 (AP, NS, FM,
SFT, MH, SK, AV
& MC)

Against: 3 (SB, Dr & DW)

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Chairman:

Date: 11 May 2023

- 73/2023.1.5 **Section 2 – Accounting Statements:** It was proposed, seconded and:
RESOLVED: To approve Section 2 of the 2022 / 2023 AGAR and for it to be signed by the Chairman and Clerk / RFO.
By Majority
For: 6 (AP, NS, FM, SFT, MH, SK, AV & MC)
Against: 3 (SB, Dr & DW)

The Chairman suspended Standing Orders to vary the order of the agenda to bring forward item on the agenda which was the Sports Park. This was agreed. **Unanimous**
Minute 74/2023 below refers.

- 73/2023.1.6 **Review of Reserves:** Following a discussion, it was proposed, seconded and:
RESOLVED: That the earmarked reserves carried forward from 2022 / 2023 to 2023 / 2024 which amounted to £164,233 be noted.

By Majority

It was further.

RESOLVED: That a review of historical reserves would be deferred.

By Majority

It was noted that the Clerk was investigating suitable investment vehicles for councils' consideration at a future meeting.

Noted

- 73/2023.2 **Bank Reconciliations and Statements at 31 March 2023:**
The bank reconciliations and statements as at 31 March 2023 were received and noted. The bank balance was £476,913.49 (Current Account £55,300.02, Reserves Account £421,613.47.
Noted

73/2023.3 **Financial Transactions.**

- 73/2023.3.1 **Payments for Approval:** It was proposed, seconded and
RESOLVED: That the payments due for the period 23 March 2023 to 20 April 2023 be approved and that the listings as copied to members be appended to the minutes and added to the website.
Unanimous

- 73/2023.3.2 **Receipts for Noting:** Receipts for the period 23 March 2023 to 13 April were noted. It was further noted that the listings as copied to members would be appended to the minutes and added to the website.
Noted

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73/2023.4

Coronation Street Parties: It was reported that earlier this year KHPC had approved funding of £3,000.00 for the Coronation and that KHPC had subsequently been successful in obtaining a grant of £8,300.00 from the National Lottery, some of which National Lottery had confirmed could be used by KHPC to award small grants to community groups and residents who were holding Coronation Street Parties in Kings Hill. It was noted that requests for small grants had been received from the following:

- Residents from Stirling Road, Russett Way, Alfa Close, Porter Avenue and McArthur Drive
- Valley Invicta School
- Kings Hill Pre School

Following a discussion, it was proposed, seconded and:

RESOLVED: That Valley Invicta School and Kings Hill Pre-School would each receive a grant of £300.00.

Unanimous

It was further.

RESOLVED: That Discovery School and Kings Hill Primary School would be invited to apply for a similar grant amount.

Unanimous

It was further.

RESOLVED: That KHPC would contribute between £100.00 - £500.00 to individual resident street parties.

73/2023.5

2023 / 2024 KALC Subscription Renewal: Following a discussion, it was proposed, seconded and:

RESOLVED: That KHPC would renew its subscription to KALC at the cost of £1,695.00 plus VAT.

By Majority

74/2023

**Sports Park
74/2023.1**

Report: Mr Guyton, TMA CEO was welcomed to the meeting; he drew attention to the following:

- He presented a report to members and drew attention to several financial matters which were noted.
- He confirmed that the accounts for the financial year ended 31 March 2023 would be made available to the council in June 2023.
- He confirmed that going forward quarterly budget reports would be presented to council.
- The SP were considering the use of drones for promotional / tournament footage. KHEM had no objection.
- The update from the SP Health and Wellbeing Co-ordinator about recent activities and events at the Sports Park which had been copied to members. Forthcoming events and activities were noted.

Noted

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Chairman: Date: 11 May 2023

74/2023.2 Remedial works / capital renewals requests for the following (Information previously circulated): Following a discussion, it was proposed, seconded and:

RESOLVED: That the following items of expenditure except for the legionella testing would be approved (amounts excl VAT) **Unanimous**

74/2023.2.1 New dishwasher £2,549.89

74/2023.2.2 Repairs to rear Roller Shutter £620.00

74/2023.2.3 Legionella Testing at the expense of TMA who would report findings to KHPC.

74/2023.2.4 Repairs to leaking pressure release valve £280.00

74/2023.2.5 TMV Servicing £165.00

74/2023.2.6 Replacing Expansion Vessel No 3 in Plant Room £360.00

74/2023.2.7 Car Park & Access Road Lighting Improvements £11,516.00

It was further:

RESOLVED: That the cost of the lighting works be apportioned 50:50 between KHPC and TMA.

It was further reported that on 18 April 2023, KHPC was advised that urgent work was required to reinstate the hot water and that a quotation of £1,160.00 (excl VAT) had been received for the supply and installation of a gas safety valve. Following a discussion, it was proposed, seconded and:

RESOLVED: That this work also be approved **Unanimous**

74/2023.3 **Licence to Alter – Floodlights:** It was reported that the legalities had been completed and that KHPC had been requested to sign the legal documentation. Following a discussion, it was proposed, seconded and:

RESOLVED: That the legal documentation would be signed by two members. **Unanimous**

Mr Guyton left the meeting at this point and was thanked for attending. Cllr Barker reminded council that she wished to be advised of future meetings between KHPC and TMA so that she and other members had the opportunity to put forward items for the agenda. **Noted**

752/2023 **Events and Communications**

75/2023.1 **Report from Working Group:** No recent meeting. **Noted**

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Chairman: Date: 11 May 2023

75/2023.2 Coronation Event: It was reported that the event taking place on 07 May 2023 was in the advanced planning stages and that whilst all advance tickets had been reserved, places would still be available on the day. Councillors were invited to attend and help on the day if they were available. **Noted**

76/2023 Elections 2023 **Noted**

- The Parish Council election would be uncontested.
 - The following persons had been re-elected.

Cllr. Sarah Barker	Cllr. Margaret Coleman
Cllr. Siobhan Kirk	Cllr. Mike Hartman
Cllr. Felix Mclymont	Cllr. Tony Petty
Cllr. David Rush	Cllr. Neil Sherlaw
Cllr. David Waller	Cllr. Angela Vincent
 - Mr Clive Henley and Mr James McKay had been elected.
- On 04 May 2023, there would be a borough council election and TMBC had booked the CC for use as a polling station on the day.

77/2023 Members who attended any meeting on behalf of KHPC were invited to report. Cllr. Barker reported that some of the meetings she had attended over the past month on KHPC's behalf included KALC meetings, she also advised council on the recent appointment of a new Police Inspector and the new Neighbourhood Policing Structure. **Noted**

78/2023 Matters for the next agenda **Noted**

- items for discussion at a forthcoming meeting with Prologis / Liberty. Meeting date and time to be arranged.
- Possible installation of Solar Panels at the Community Centre & Sports Park

79/2023 Public Participation: A resident asked who was responsible for maintaining the public conveniences adjacent to Asda. He was advised that this fell under KHEM's remit of responsibility. **Noted**

80/2023 Matters for Consideration in Private: It was proposed, seconded and: **RESOLVED:** That in accordance with The Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) that the press and public would be excluded from the following items of business.

Unanimous

80/2023.1 Staffing Matters: Caretaking Team: An update was provided on the caretakers phased return to work, the council welcomed William Newport who had recently joined the team as the 2nd caretaker in a part time capacity. **Noted**

80/2023.2 Lone Worker Policy: Agreed this would include a provision covering in person visitors to the Parish Office. **Unanimous**

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