

MINUTES OF A MEETING OF KINGS HILL PARISH COUNCIL HELD AT 7.30 P.M. ON THURSDAY 20 JULY 2023 IN THE KINGS HILL COMMUNITY CENTRE

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

Officer Present: Karen Bell (Parish Clerk)

Others Present: Ms. S. Edmonds (Community Warden Team Leader) & Approx 30 residents

Apologies: County Councillor S. Hudson & Borough Councillor. K. Tanner

Cllr. Petty opened the meeting and welcomed all present.

FC 122 Apologies for Absence and absentees: There were none

FC 123 Declaration of Interests and / or lobbying and intention to record.

FC 123.1 Cllrs all declared that they had been lobbied in respect of the renewal of the Pre-School lease.

FC 123.2 3 members of the public declared that they were intending to record the proceedings.

FC 124 Public Forum: Cllr. Petty informed members of the public that the council was aware of the rumours regarding the future of the Pre-School and that the council's position had always been that the parish council fully supported excellent pre-school provision in Kings Hill. It was simply untrue that the Parish Council had threatened the future of the Pre School when all that was taking place was a review of the lease between the Pre-School and Parish Council. Cllr. Petty informed those present that lease negotiations between the Parish Council and Pre-School were continuing and that members of the parish council were due to meet again with Pre-School representatives on 24 July 2023 following which the matter would again be considered at a full meeting of the Parish Council.

Cllr. Petty then invited questions from members of the public. The time allowed for the public forum was extended in order to allow every member of the public present the opportunity to ask questions during which the minute book was closed. Cllr. Petty thanked members of the public for attending and invited them to stay for the remainder of the public proceedings.

Correspondence from Residents: Correspondence received from residents regarding the future of the Pre-School. **Noted**

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Chairman: **Date:** 21 September 2023

FC 125 Reports from County Councillor, Borough Councillors & Community Warden

- FC 125.1 County Councillor – No report, apologies received from C. Cllr. S. Hudson
- FC 125.2 Borough Councillors – No report, apologies received from B. Cllr. K. Tanner
- FC 125.3 Police Representatives – No report
- FC 125.4 Community Warden. Ms Edmonds reported and drew attention to the following:
- Reported ASB incidents had reduced but would still encourage residents to report any incidents to the police on 101.
 - The new policing model. It was noted that KHPC was aware of the new policing model and detail would be including in the next VFTH.

FC 126 Minutes
FC 126.1

Minutes from the Meeting of the Parish Council held on 22 June 2023: It was proposed, seconded and:

RESOLVED: Subject to a minor amendment, the minutes were approved and signed by the Chairman as a correct record of the proceedings.

Unanimous

FC 126.2 Update on any matters arising not included elsewhere on the agenda. None

FC 126.3 Climate Change & Environment Committee: The minutes from the meeting held on 06 July 2023 were noted.

Noted

FC 126.4 Planning & Transport Committee: The minutes from the meeting held on 06 July 2023 were noted. It was further noted that following the meeting between TMBC and KHPC held on 19 July 2023, the Kings Hill Parking Review documentation had been circulated to members.

Noted

FC 127 Finance & Governance

FC 127.1 Bank Statements & Reconciliations at 30 June 2023: The bank statements and reconciliations were received and noted. It was noted that the bank balance was as follows.

Current £270,598.13

Reserves £423,987.79

Total £694,585.92

It was further noted that reserves had been topped up by £76,012.21 to £500K and that £2,374.32 interest was received into the reserve account on 30.06.23.

Noted

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FC 127.2 Budgetary Control as at 30 June 2023: It was reported that the Clerk and Accountant were in the process of making budget control changes so that the reports produced accurately reflected the spending forecast as per the 2023 / 2024 budget and did not have abnormal variances; the budgetary control statement was therefore to follow. **Noted**

FC 127.3 Investment Opportunities: It was reported that at the meeting held on 22 June 2023, Cllr. Hartman and the Clerk were asked to investigate investment opportunities and bring recommendations to council for consideration. It was noted that the information had been included with the agenda packs. Following a discussion, it was proposed, seconded and:

RESOLVED: That reserve accounts would be set up as follows:

By Majority			
Amount	Financial Body	Interest	Term
£250K	Virgin Money	4.15%	1-year fix
£125K	Nat West	4.0%	95 days Notice
£125K	RBS	4.0%	95 days Notice

It was further.

RESOLVED: That the existing signatories would also be signatories to the reserve accounts

**By Majority
1 abstention**

FC 127.4 Financial Transactions

FC 127.4.1 Payments for Approval: It was proposed, seconded and:

RESOLVED: That the payments for the period up to 20 July 2023 as per the listings copied to members be approved and that the listings be appended to the minutes and added to the website.

Unanimous

FC 127.4.2 Receipts: The receipts for the period up to 20 July 2023 were noted. The listings would be appended to the minutes and added to the website. **Noted**

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Chairman: Date: 21 September 2023

FC 127.5 GPC Request – Kings Hill Gymnastics: It was reported that the Kings Hill Gymnastics were achieving some amazing results in competition against larger and better equipped clubs. It was noted that many gymnasts resided on Kings Hill and were competing at regional and national level and medalling in competitions. They also had some gymnasts from underprivileged backgrounds whose families struggled to afford gym fees who could also be competing and medalling if they had access to additional training. Kings Gymnastics had asked if KHPC could an help the gym club to purchase additional equipment at a cost of approximately £5,000 and for the council to consider sponsorship. Following a discussion, it was proposed, seconded and:

RESOLVED: That the matter be deferred pending Kings Hill gymnastics completing an application in accordance with KHPC formal Grants Awarding Policy
Unanimous

FC 127.6 2021 / 2022 Completion of External Audit: It was reported that PKF Littlejohn had completed their review of the annual Governance & Accountability Return for the year ended 31 March 2022 and that the following actions were required.

FC 127.6.1 Kings Hill Parish Council must consider the final external audit report and decide what if any action is required.

It was reported that having analysed the external auditors’ recommendations members could be confident that all the external auditors’ recommendations had already been identified and acted upon in improvements made in 2022 / 2023 and 2033 / 2024 and that the council continued to work proactively with both the Internal and External Auditors in following best practice and current financial protocols. It was proposed, seconded, and:

RESOLVED: That the report be noted
Noted

FC 127.6.2 KHPC must prepare a Notice of Conclusion of Audit in line with statutory requirements and publish this notice, the final report and completion certificate.

It was proposed, seconded and:

RESOLVED: That the required notices would be prepared and published.
Unanimous

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Chairman: **Date:** 21 September 2023

FC 127.6.3 An invoice for £8,440 excl. of VAT had been received. The additional fees charged to the council were £7,100. **Noted**

FC 127.7 Local Council Award Scheme: It was reported that earlier this year KHPC had agreed that when ready it would apply for the next stage of the Local Council Award Scheme. It was further reported that KHPC had met most of the criteria for Quality Status however there were three outstanding points that the council would need to fulfil in order to be able to apply for Quality Status; these were:

- Community Engagement Policy
- Grant Awarding Policy
- Action Plan and related budget responsible to community engagement and setting out a timetable for action and review.

It was noted that the Clerk had prepared draft documentation which had been included within the agenda packs for members consideration. Following a discussion, it was proposed, seconded and:

RESOLVED: That the documentation would be approved.
Unanimous

It was further.

RESOLVED: That having met the qualifying criteria for Quality Status that the application be submitted.
Unanimous

FC 127.8 Website Upgrade: It was reported that the council's current website whilst functional was dated, basic and "clunky", and not terribly user friendly and that the council might want to upgrade the website to a new product such as one offered by the existing website host, or to explore the possibility of working with a new website host. Following a discussion, it was proposed, seconded and:

RESOLVED: That KHPC would explore an upgraded website and would consider not only one provided by the existing host but would explore several other website hosts.
Unanimous.

It was further:

RESOLVED: That delegated powers would be extended to the Clerk and the Events and Communications Working Group Office to consider a new upgraded website up to the cost of £2,500 and bring recommendations to full council in September 2023.
Unanimous.

It was proposed, seconded and **RESOLVED** that Standing Orders be suspended in order to allow the continuation of the meeting and the consideration of the items on the agenda
Unanimous

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Chairman: Date: 21 September 2023

- FC 128** **Review of Terms of Reference and Scheme of Delegation:** It was reported that the document had been updated to reflect the committee structure approved by council at the last meeting and that since that meeting the Terms of Reference had been approved by both the Climate Change and Environment Committee and the Planning and Transport Committee. Following a discussion, it was proposed, seconded and:
RESOLVED: That the revised Terms of Reference and Scheme of Delegation be approved. **Unanimous.**
- FC 129** **Community Centre Bar Upgrade:** Cllr Petty reported that he had met with the architect who had drawn up visionary images and plans for the proposed bar in the Mary Ellis Hall which he shared with members. Cllr. Petty further reported that the proposed project would be discussed with Liberty / Prologis following which updates would be reported to full council. **Noted**
- FC 130** **Strategic Planning:** The draft Strategic Plan for 2023 – 2027 was copied to members and received with interest. Feedback was invited. Following a discussion, it was proposed, seconded and:
RESOLVED: That the Strategic Planning Working Group would finalise the Strategic Plan and bring to council for approval at the September meeting. **Unanimous**
- FC 131** **Events and Communications Working Group:** Attention was drawn to the following:
FC 131.1 **End of Summer Event:** It was reported that the event was being held on 10 September between 1.30 – 5.00 p.m., and would consist of live music, food vendors, gym display, baby ballet display, face painters and balloon modellers. It was noted that all licenses had been applied for and local schools and organisations including Rotary had been invited to participate. Following a discussion, it was proposed, seconded and
RESOLVED: That an event budget of £5,000 would be approved (balance of grant funding £4,400, Events £600) **By majority**
- FC 131.2** **2024 Event – 80th Anniversary of DD – 06 June 2024:** It was reported that the council's participation had been registered and acknowledged by the pageant organisers. It was noted that the council could participate in all or some of the following activities:
- Reading of the proclamation - 06 June 2024 at 8.00 a.m.
 - Fish and chip day - 06 June 2024
 - International tribute – 06 June 2024 at 9.15 p.m. alongside the lighting of a Beacon **Noted**

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Chairman: **Date:** 21 September 2023

FC 132

Sports Park: Attention was drawn to the following:

- Legionella testing took place on 13 July 2023. The samples would be allowed to grow any cultures. Results were expected in a couple of weeks.
- The TMactive CEO had been asked by a councillor about the confidentiality of the information circulated at the previous meeting. KHPC had been asked to regard the reports as confidential until the information had been presented to the Trust Board. As the information had now been presented to the Board, copies would be forwarded to members. **Noted**

FC 133

Local Groups & Organisations: Members who attended any meeting on behalf of KHPC were invited to give a brief report. It was noted that members had attended the following meetings:

- Kings Hill Parking Review: Cllrs. Petty, Colman, Sherlaw, Barker, Hartman, MacKay, and Rush attended a meeting with TMBC to discuss the Kings Hill Parking Review. It was noted that Phase A works were due to commence in September. TMBC assured KHPC that residents and the council would be notified in advance.
- TMBC Standards Committee: Cllr. Barker had attended the recent meeting.
- Climate Change Seminar: Engaging and thought-provoking seminar attended by Cllr. Colman. **Noted**

FC 134

KALC AGM: It was reported that the Clerk was liaising with the Clerk at Hunts Grove PC in Gloucestershire who had approved a motion to the AGM of the Gloucester Association of Parish and Town Councils seeking “Provision for the regulation of fees charged by management companies to freeholders of residential properties; to ensure legal step-in rights, in perpetuity, for self-management of shared facilities by such freeholders, Parish & Town Councils, or other appropriate community groups”. It was noted that the KALC AGM would be held on 18 November and KHPC had been invited to submit motions by 22 September. Following a discussion, it was proposed, seconded and:

RESOLVED: That the following motion would be submitted to KALC for their AGM “For NALC to lobby Government to recognise and protect the role of Parish and Town Councils in their local communities by the provision of a statutory right to manage any public open spaces and amenities in their community if they so choose.”

Unanimous

FC 135

Matters for the next Agenda: GPC Request for SEN Summer Activities

Unanimous

FC 136

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 meeting for the following items of business:

Unanimous

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Chairman: **Date:** 21 September 2023

- FC 136.1 Staffing Matters**
 Sickness Absence **Noted**
 2nd Caretaker **Noted**
 Lock up arrangements **Noted**
- FC 136.2 Legal Matters**
 FC 136.2.1 Police update **Noted**
 FC 136.2.2 Evidence file submitted to Surrey Hills **Noted**
 FC 136.2.3 Correspondence from Resident representative **Noted**
 FC 136.2.4 Employment Tribunal **Noted**
- FC 136.4 Review of Kings Hill Pre-School Lease:** Following a discussion, it was proposed, seconded and:
RESOVLED: That Cllrs. Hartman, Mclymont, Kirk, Mackay, Colman, and Vincent would meet with Pre-School representatives on 24 July 2023 in order to continue with the lease review discussions. It was noted that Cllr Petty was unable to attend the meeting and that Cllr. Sherlaw would be a substitute / stand in council representative if required. **Unanimous**
- It was further.
RESOLVED: That the KHPC representatives would be briefed to negotiate as per the councils’ agreed parameters.
By Majority
For: TP, MC, MH, NS, FM, AV, JM
Against: SB, SK, DR

- 137/2023 Date and time of Next Meeting:** Confirmed as follows.
 Extra Meeting of the Full Council 03 August 2023 with only the Pre School lease on the agenda
 Meeting of the Full Council 21 September 2023

There being no additional business, the meeting closed at 11.00 p.m.

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