

MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD ON THURSDAY 18 JULY 2024 AT 7.30 P.M. IN THE KINGS HILL COMMUNITY CENTRE

PRESENT: Cllrs. Barker, Colman, Hartman Kirk, Mclymont, Petty (Chairman), Rush, Sherlaw & Vincent

ALSO, PRESENT K. Bell (Clerk to the Council)

APOLOGIES: Cllr. MacKay

Cllr Petty opened the meeting and welcomed all present.

FC 034 Apologies for Absence: It was proposed, seconded and:
RESOLVED: That the apologies received from Cllr. MacKay (Work Commitment) be approved. **Unanimous**

FC 035 Declarations of interest and/or lobbying and intention to record

- Cllr. Rush stated he intended to record proceedings and that he had an interest in item FC 041.6. **Noted**
- Cllrs. Colman and Sherlaw declared that they had been lobbied in respect of Padel Tennis. **Noted**
- Cllr. Petty declared an interest in item FC040.2.4 **Noted**

FC 036 Chairmans Report

- **Civility and Respect reminder:** Cllr. Petty reminded all members of the Civility and Respect Pledge which the council had signed up to in December 2022. **Noted**
- **Meeting with Helen Grant MP, B. Cllr. Kim Tanner and K Sports Hockey Club representative.** Cllr Petty reported that a meeting had taken place and that there would be further discussions. **Noted**
- **Padel Tennis and Pickle Ball:** Cllrs. Petty and Hartman reported that TMA and some councillors had been approached by two independent parties who wanted to set up Padel Tennis to Kings Hill. There would be further discussions in this respect. **Noted**
- **SP Health & Safety Audit:** Cllr. Petty reported that TMA had carried out an external health and safety audit which had achieved a score of 87%. It was noted that there were a couple of recommendations which might require involvement from KHPC but at this stage the information was for noting. **Noted**

FC 037 Questions from Members of the Public

FC 037.1 Correspondence from residents

- FOI from a resident requesting publication and distribution costs of VFTH - Clerk had responded. **Noted**
- Email from a resident who asked 3 questions (publication and distribution costs of VFTH, support for an anti-idling campaign and streetlights. Clerk had responded **Noted**

FC 037.2 Questions from residents
No members of the public present. **Noted**

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Chairman: **Date:** 19 September 2024

- FC 038 Reports from County Cllr. Borough Cllrs., Police representatives & Community Warden:**
- C. Cllr** Community Bike Fix held on 13.07.24 organised by C. Cllr Hudson was very popular and well attended. It was noted that a KCC members fund grant had been received for the event. Member expressed the desire for a similar event to be held again in the future. **Noted**
- B. Cllrs.** Apologies received from B. Cllrs Tanner & Brown
Noted
- Police** Apologies received from the Beat Officer. The Police calls of relevance to KHPC over the last month was noted.
Noted
- FC 039 Minutes**
- FC 039.1 Minutes from the Annual Meeting of the Council held on 30 May 2024 and the Meeting of the Parish Council held on 20 June 2024.** It was proposed, seconded and:
RESOLVED: That the minutes from both meetings be approved and signed by the Chairman as a correct record of the proceedings.
By Majority
1 absence
- Cllr Rush drew attention to minute reference FC 016 and stated that he would have preferred the minutes to record one vote for all three items as opposed to being split as per the three items which were on the original agenda i.e. FC 016.1, FC 016.2 and FC 016.3.
- FC 039.2 Matters Arising from the minutes not otherwise on the agenda.**
- FC 007.2 Community Centre Flooring Gibson & Braham Suites):** The work was likely to be completed over the summer. **Noted**
- FC 027.3 VE Day 80th Commemorations (08 May 2025):** KHPC participation had been registered with the pageant organisers. **Noted**
- FC 040 Matters Requiring Decisions**
- FC 040.1 Sports Park - Irrigation to the Pitches:** Cllr Petty reported and drew attention to the following
- The HGA had been paid for and this work was in progress. **Noted**
 - None of the £3K - £4K approved at the previous meeting had thus far been expended due to the unseasonal wet weather but it was expected to be spent over the summer months. **Noted**
 - KHPC had been advised that irrigation to the backfield would be an issue although the contractor could set up a temporary tank and pump system for a working sprinkler. Logistically it would be challenging and expensive. Costings had been invited for further consideration. **Noted**

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- Cllr Kirk drew attention to her concerns following a site visit that she had undertaken earlier that day. It was agreed that the information would be shared with TMA who would be requested to have an emergency discussion with Cllr. Petty to discuss. **Noted**

FC 040.2 Community Centre

FC 040.2.1 New Bar: Deferred to the next meeting **Unanimous**

FC 040.2.2 Solar Panels: Cllr Hartman reported and drew attention to the following

- KHPC had confirmed with Prologis that the project had been amended so that solar panels were only to be installed on the side and Mary Ellis roofs. Amended visuals had been provided. **Noted**
- Prologis has been provided with information regarding roof elevations and automatic transfer switches for the slate roof to allow for shading. **Noted**
- Technical specifications were awaited. Cllr Hartman was liaising with KHEM and was hopeful that permission to proceed would be obtained in advance of receipt of the technical specifications. **Noted**
- The grant awarding body was keen for KHPC to proceed. **Noted**

FC 040.2.3 Air Conditioning for Offices: KHEM had advised that the external units could be accommodated within the bin store or on a section of flat roof above the office areas and that they would need to know the route for the piped connections to the units so that the visual impact was clear. It was noted that quotations had been received which exceeded the £2,000 which had previously been approved. Following a discussion, it was proposed, seconded and:

RESOLVED: That the installation of the air conditioning units be approved and that the preferred contractor would be option 2 (subject to electrical requirements).

- Options i or ii
 - £4,458.00
 - ££2,982.00
 Plus 2 x Amp rotary Isolator to Condensers
- £3,299.00
- £3,748.00
- £5,833.15 **Unanimous**

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FC 040.2.4 Advertising for Parish Council events including End of Summer Party: Attention was drawn to the following:

- KHEM had reluctantly allowed the pop-up banner. KHEM however was not agreeable to any other banners or advertising outside the Community Centre and KHPC had been reminded of its obligations as per the Estate Management Agreement. Subject to availability KHEM had stated that the “silver ball” could be used as could a designated zone within the Sports park.

Noted

- The event would be advertised on social media, Instagram, View from the Hill and Mums Net.

Noted

- Banner on the railings outside the childrens’ play area in Anson Avenue

Noted / Agreed

- Advertising boards with 2 x local estate agents.

Noted / Agreed

Cllr. Petty declared an interest in this item and abstained from participating in the decision making.

- KHS had agreed that KHPC could advertise the event on the Tower View and the Blaize Farm roundabouts

Noted

FC 040.2.5 New Tables and Chairs: It was reported that £15,000 had been included in the 2024/2025 budget for new tables and chairs. Following a discussion, it was proposed, seconded and:

RESOLVED: That 4, 6ft x 2 ft tables and 4 x banqueting chairs would be purchased and the matter would receive further consideration at the next meeting.

Unanimous

It was further

RESOLVED: That surplus / obsolete tables would be offered free of charge to good causes / village halls.

FC 040.2.6 Repairs to Doors (Front of building left-hand set (Youth Centre)): It was reported that the safety sensors had failed a safety protocol test and required replacement at the cost of £879.83.

It was further reported that the operator was obsolete and the cost of replacing this and the sensors would be £2,820.81. Following a discussion, it was proposed, seconded and:

RESOLVED: That the safety sensors would be replaced at the cost of £879.83.

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It was further

RESOLVED: That KHPC would look into replacing the doors in the near future. **Unanimous**

FC 040.3 Local Plan: TMBC had decided to pause the formal consultation part of the Local Plan process and await further information from the new Government. **Noted**

FC 041 Financial Matters

FC 041.1 2023/2024 AGAR: Cllr. Hartman reported that the recommendation from the Finance Committee held on 11 July 2024 was for Full Council to reconfirm its approval of Sections 1 and 2 of the AGAR and that members had been asked to read Sections 1 and 2 including the assertions contained within Section 1 in conjunction with the Internal Auditors Report both of which had been copied to members. Each assertion was read out and a vote was taken on each one. Following which it was proposed, seconded and:

RESOLVED:

- 1. To reconfirm KHPC's approval of Section 1 of the AGAR including the ascribing of positive responses to all of the assertions as follows

Assertion	Compliance	Decision
1	Yes	Unanimous
2	Yes	By Majority Cllr Rush objected
3	Yes	By Majority Cllr Rush objected
4.	Yes	Unanimous
5.	Yes	Unanimous
6.	Yes	Unanimous
7.	Yes	By Majority Cllr Rush objected
8.	Yes	Unanimous
9.	N/A	

- 2. To reconfirm KHPC's approval of Section 2 of the AGAR **Unanimous**

Cllr Barker, thanked Cllr Hartman and the Clerk for facilitating this matter and for allowing the council to provide additional certainty thus ensuring complete compliance. **Noted**

It was reported that a resident had submitted an objection to the AGAR to the External Auditor and had also questioned the impartiality of the Independent Internal Auditor. The Clerk and Finance Committee would deal with any questions arising. **Noted**

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FC 041.2 Bank Statements & Reconciliations at 30 June 2024:
The bank and reconciliation statements were received and noted. It was further noted that the bank balance at 30 June 2024 was as follows.

Unity Trust Current	£67,016.54
Unity Trust Reserves	£101,872.23
CCLA Investment	£614,436.86
Total	£783,325.63

FC 041.3 Financial Transactions

FC 041.3.1 Payments for Approval: It was proposed, seconded and:

RESOLVED: That the payments for the period up to 17 July 2024 as per the listings copied to members be approved.

Unanimous

FC 041.3.2 Receipts: The receipts for the period up to 17 July 2024 as per the listings copied to members be approved were noted.

Noted

FC 041.4 Budgetary Control at 30 June 2024:

Noted

FC 041.5 2024/2025 Quarter 1 VAT Report: The VAT report copied to members was noted. It was further noted that the VAT due to the council was £7,672.34 and that the VAT reclaim had been submitted. **Noted**

FC 041.6 2024 Review of Allotment Rents: Following a discussion, it was proposed, seconded and:

RESOLVED: That there would be no change to the allotment rents which for 2025/2026 would be held at the 2023/2024 rate. **Unanimous**

Cllr. Barker suggested that the CC & E Committee review allotment water charges.

FC 041.7 Repayment of PWLB loan: It was reported that the balance outstanding was £101,366.97 and that the recommendation from the Finance Committee held on 11.07.24 was to review again at year-end with the view to repaying the loan in full before 31.03.25. **Noted**

FC 042 Matters for Report

FC 042.1 Planning & Transport Committee: Draft minutes from the meeting held on 04 July 2024 **Noted**

FC 042.2 Finance Committee: Draft minutes from the meeting held on 11 July 2024. **Noted**

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FC 042.3 End of Summer Party (15.09.24): The officers thanked members for increasing the budget for the event. It was noted that the event was in the advanced planning stage and would also celebrate the 25th anniversary of the Parish Council.

FC 042.4 Members who attended any meeting on behalf of KHPC will be invited to give a brief report. To include

- Meeting with PPG 11.07.24 – Cllrs. Colman and Sherlaw reported that the meeting was informative and interesting.

- Meeting with TMA 15.07.24 – Item FC 036 also refers. The meeting discussed several projects requiring further discussion i.e., KH Hockey, KHFC plans, Padel Tennis, pitch irrigation and infrastructure improvements. It was noted that the irrigation of the pitches was KHPC’S priority. Following a discussion, it was proposed, seconded and:

RESOLVED: Subject to being ratified at the next meeting, that a new Committee would be formed consisting of 4 members (Cllrs. Kirk, Petty, Sherlaw and Hartman) with a substitute member (Cllr Colman) who would consider the issues further and bring recommendations to full council.

Unanimous

- KALC T & M Area Committee 11.07.24 – Cllr. Barker to reported that the meeting had been interesting and the minutes would be circulated shortly.

- KALC Planning Conference (17.07.24): Cllrs. Sherlaw & Colman reported that they had attended the conference which they found interesting and informative.

- Blaise Farm Quarry Visit – The Assistant Clerk would confirm the arrangements and was coordinating the visit.

- Meeting with Prologis: It was noted that the next meeting would be held on 29.07.24. Agenda items were invited.

FC 043 Administration

FC 043.1 Councillor Vacancies: The council agreed that its position remained unchanged and that the matter would remain subject to continual review. **Unanimous**

FC 043.2 Review of Terms of Reference for Committees and Working Groups and Scheme of Delegation: Following a discussion, it was proposed, seconded and:

RESOLVED: That the updated document be approved.

Unanimous

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FC 043.3 Training: Cllr. Barker urged members to regularly review the KALC Training Schedule and to take advantage of training opportunities, she particularly recommended the Dynamic Councillor Conference.

FC 044 Matters for the Next Agenda: There were none

FC 045 Date and Time of Next Meeting: Confirmed as 19 September 2024

FC 046 Matters for Consideration in Private
Per the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) the following items were considered in private.

FC 046.1 Staffing Matters: Information received and noted actions agreed regarding officer’s hours and training.

Unanimous

FC 046.2 Legal Matters: Updates provided **Noted**

FC 046.3 Lease Renewals: The councils agreed actions had been progressed **Noted**

FC 046.4 Community Assets (Item requested by Cllr Barker): Cllr Barker requested that the item be deferred to the next meeting.

Noted

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There being no additional business, the meeting concluded at 10.00 p.m.