

**MINUTES OF A FULL MEETING OF KINGS HILL PARISH COUNCIL HELD ON THURSDAY 21 NOVEMBER 2024 AT 7.30 P.M. IN THE KINGS HILL COMMUNITY CENTRE**

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

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

**APOLOGIES:** Cllr. Barker

**ABSENTEE:** Cllr. Kirk

Cllr Petty opened the meeting and welcomed all present.

**FC 080** **Apologies for Absence:** It was proposed, seconded and:  
**RESOLVED:** That the apologies received from Cllr. Barker (Prior Commitment) be approved. **Unanimous**

**FC 081** **Declarations of interest and/or lobbying and intention to record**

- Cllr. Rush stated he intended to record proceedings **Noted**
- Cllrs. Colman, Hartman, Mclymont, Petty & Sherlaw stated they had been lobbied for Padel Tennis. **Noted**

**FC 082** **Chairman / Deputy Chairman / Clerk Reports:** None **Noted**

**FC 083** **Questions from Members of the Public:** None **Noted**

**FC 084** **Reports from County Councillor, Borough Councillors & Police representatives**  
**County Councillor:** Apologies received. **Noted**

**Borough Councillor** Apologies received from B. Cllr. Harman  
**Noted**

**FC 085** **Minutes**

**FC 085.1** **Minutes from the Meeting held on 17 October 2024:** It was proposed, seconded and:  
**RESOLVED:** That the minutes be approved and signed by the Chairman as a correct record of the proceedings.  
**Unanimous**

**FC 085.2** **Matters Arising from the minutes not otherwise on the agenda.**

**FC 073.2.3** **Community Centre Tables & Chairs:** The new Chairs had been delivered. **Noted**

**FC 086** **Sports Park:** The financial data in respect of the period up to 30.09.2024 together with accompanying narratives were received and noted. Cllr. Rush asked if budgetary estimates had been received from TMA for the 20205-2026 Financial Year and was advised that some information was still to be provided.  
**Noted**

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**Chairman:** ..... **Date:** 12 December 2024

- FC 087 Community Centre**
- FC 087.1 & Solar Panels**
- FC 087.2 Air Conditioning for Offices**  
It was reported that Prologis had confirmed that the Parish Council could progress the Licence to Alter and that the solicitors had been instructed. **Noted**
- FC 087.3 CCTV Upgrade:** It was reported that 3 quotations had been received with details as follows:  
Contractor 1 £4,850.87 (net)  
Contractor 2 £8,745.00 (net)  
Kings Security Services £13,093.40  
Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That quotation 1 would be accepted and the works would be added to the Licence to alter applications. **Unanimous**
- FC 087.4 New Bar:** Deferred to the next meeting. **Noted**
- FC 087.5 New Furniture for Foyer:** Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That a budget of £3,000 to £5,000 would be made available for new furniture for the foyer. It was noted that the costs would be met from the underspend from the 2024-2025 budgetary provision for the new tables and chairs. **Unanimous**
- FC 087.6 New oven for the kitchen:** Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That a budget of £2,000 would be made available for the purchase of a replacement catering oven. **Unanimous**
- FC 088 Financial Matters**
- FC 088.1 Bank Statements & Reconciliations at 31 October 2024:** The bank and reconciliation statements were received and noted. It was further noted that the bank balances were as follows:  
**Noted**
- |              |                    |
|--------------|--------------------|
| UT Current   | £115,948.35        |
| UT Reserves  | £215,775.84        |
| CCLA         | £624,983.19        |
| <b>TOTAL</b> | <b>£956,707.38</b> |
- FC 088.2 Financial Transactions for Approval:** It was proposed, seconded and:  
**RESOLVED:** That the financial transactions (payments and receipts) for the period up to 14.11.24 be approved. **By Majority**

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**Chairman:** ..... **Date: 12 December 2024**

It was noted that the IIA had expressed the opinion that the Parish Councils' payment approval process was more complex than was required and that whilst the Finance Committee was pleased to note this was not minded to recommend to the Full Council that any changes be made. Cllr. Rush suggested that the IIA's view differed from that of the External Auditor. The Clerk would obtain confirmation from the External Auditor.

**Noted**

**FC 088.3      Budgetary Control at 31 October 2024:      Noted**

**FC 088.4      2024 Poppy Appeal:** Following a discussion, it was proposed by Cllr. Petty, seconded by Cllr. Sherlaw and:

**RESOLVED:** That the Parish Council would donate £750.00 to the 2024 Appeal. **Unanimous**

**FC 089      Matters for Report – To receive information reports from Committees, Working Groups and representatives**

**FC 089.1      Planning & Transport Committee:** Attention was drawn to the following:

- The draft minutes from the meeting held on 07.11.24 were noted, no questions were asked of the Committee Chairman / Deputy Committee Chairman. **Noted**

- Cllr. Petty reported that he had attended the TMBC site meeting at Clearheart Lane. It was noted that TMBC intended to list the planning application for consideration by the Area 2 Planning Committee on 04.12.24 and that as soon as the agenda had been published TMBC would open the speaker list whereupon the Clerk would register the PC as a speaker. The Clerk would also facilitate a residents' meeting. **Noted**

**FC 089.2      Climate Change & Environment Committee:** The draft minutes from the meeting held on 07.11.24 were noted, no questions were asked of the Committee Chairman / Deputy Committee Chairman. **Noted**

**FC 089.3      Finance Committee:** The draft minutes from the meeting held on 14.11.24 were noted. Cllr Hartman reported that the Committee had examined the draft budget for 2025-2026 and would be considering the final draft at the next Committee meeting on 05.12.24 with the view to making a recommendation that the Full Council approve the budget at the next meeting on 12.12.24. **Noted**

**FC 089.4      Sports Park Committee:** The draft minutes from the meeting held on 14.11.24 were noted. Cllr. Hartman reported that the Committee was liaising with KHFC and with representatives from Padel Tennis and Hockey Club. The Parish Council was excited about the potential new sports that could soon be coming to the Sports Park and for KHFC who hoped to realise the clubs aims and ambitions. **Noted**

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**FC 089.5**      **Members who attended any meeting on behalf of KHPC will be invited to give a brief report**  
**Meeting at Blaise Farm Quarry:** Cllrs. Colman, Mclymont and Sherlaw reported that they and the Assistant Clerk had visited Blaise Farm Quarry. It was an informative visit and useful knowledge was obtained on how the quarry worked. It was noted that the quarry might be keen on helping the Parish Council with some community projects. Representatives from the Quarry would be invited to be the guest speaker at the 2025 APM. **Noted**

**FC 090**      **Administration**

**FC 090.1**      **Councillor Vacancies:** Following a discussion, it was proposed, seconded and:  
**RESOLVED:** That having reviewed the matter again KHPC would not advertise the vacant positions for the time being and that the matter would continue to be reviewed periodically. **Unanimous**

**FC 090.2**      **Policies & Procedures**

**FC 090.2.1**      **Retention Policy:** Reviewed and reapproved. **Unanimous**

**FC 090.2.2**      **Staff Appraisal Policy:** Approved **Unanimous**

**FC 090.2.5**      **Overtime & Toil Policy:** Approved **Unanimous**

**FC 090.3**      **2025/2026 Meeting Dates** **Noted**

**FC 091**      **Matters for the Next Agenda:** There were none **Noted**

**FC 092**      **Date and Time of Next Meeting:** Confirmed as 12 December 2024

**FC 093**      **Consideration in Private:** Per the Public Bodies (Admission to Meetings) Act 1960 Sec 1 (2) the following items were considered in private.

**FC 093.1**      **Staffing Matters**

**FC 093.1.1**      **Appraisals:** Staff appraisals had been carried out. Recommendations were noted and agreed. **Noted / Agreed**

**FC 093.1.2**      **NALC Local Government Pay Agreement 2024-2025:** It was reported that NALC had approved the 2024-2025 salary award which the council had been encouraged to approve and backdate to 01.04.24. Following a discussion, it was proposed, seconded and:  
**RESOLVED:** The 2024-2025 Salary Award be approved and backdated to 01.04.24. **By Majority**

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**Chairman:** ..... **Date: 12 December 2024**

**FC 093.2**

**Legal Matters**

**Employment Tribunal:** Update received and noted. Actions agreed. **Noted / Agreed**

**Transfer of Community Assets:** Cllrs Petty and Hartman reported on this item, the information was received and noted. Actions agreed **Noted / Agreed**

**FC 093.3**

**Lease Renewal Update:** It was reported that the Parish Councils Solicitors had confirmed that the usual pre-completion checks had been completed and they were now in a position to complete with a scheduled completion date of 22 November 2024. It was noted that a minor amendment had been proposed in respect of the definition of Cage and Awning which the Parish Council had no objection to. **Noted / Agreed**

There being no additional business, the meeting concluded at 9.30 p.m.

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**Chairman:** ..... **Date: 12 December 2024**