

# KINGS BROMLEY PARISH COUNCIL

Minutes of the General Meeting held on  
Thursday 12th June 2025 commencing at 7.30pm at Kings Bromley Village Hall.

This meeting was recorded electronically and these minutes are an abridged transcript of that recording. Note that any corrections to these minutes will be noted in the minutes for the following month.

**Present:** Cllrs. C. Davies (chair); Mrs. B. Panayi (arrived at 7.53pm); Mrs. J. Bamber;  
S. Cox; P. Till; Mrs L. O'Neill.

**In attendance:** Mr. I. Colclough (Clerk).

**Public Session:** Five members of the public were present.

**Public Forum.** No one wished to speak at this time.

**1. Apologies and approval of absence.**

Cllr. Mrs. Y. Sheldon (unwell).

County Cllr. Mrs. J. Higgins.

Dist. Cllrs. R. Cox; T. Marshall.

**2. a) in accordance with Section 31 of the Localism Act 2011, members to declare any Disclosable Pecuniary Interest in items on this agenda.**

None made.

**b) Clerk to report any written requests for dispensations in respect of items on this agenda.** None received.

**3. To resolve that the minutes of the Kings Bromley Parish Council Annual Meeting held on 13<sup>th</sup> May 2025 are a correct record.**

The minutes from the meeting above had been distributed previously. It was proposed and seconded that these minutes are signed as a true record. All were in favour. The Chair signed the minutes.

**4. To consider planning applications received since the last meeting.**

Appendix C on the agenda.

(i) Applications:

a) 25/00574/FUL – Osborne House, Manor Walk - Section 73 application to vary condition 2 of permission 18/01533/FUL relating to the design of the dwelling including removal of basement, middle rear dormer changed to a gable and reduction of glazing on rear elevation.

After consideration the council had no comments to make on this application.

b) 25/00646/FUH – 13 The Grange – Single storey rear extension.

Comment was made that no documents were available for this application. Clerk to inform LDC and seek an extension of time.

**Action: Clerk.**

(ii) Approvals: a) 23/00825/COU – Vicars Coppice Farm, Wood End Lane.

(iii) Trees: a) 25/A0197/TCA Davenda, Manor Walk. (b) 25/A0177/TCA Oak House, Manor Park.

The council had no comments to make on these tree applications.

## 5. Clerks Report.

a) **To consider correspondence received** (some of the below had been circulated previously to all Councillors)

1. LDC press release regarding £120,000 to boost rural business growth. Clerk to put details on social media, website and noticeboards.

**Action: Clerk.**

2. Email from resident regarding Kings Bromley Jazz Club. Discussion took place around the suggestions made. Cllr. Bamber felt this could be linked to the Councillor funding as provided by the District Cllr. She sighted instances of other parishes that offer a similar initiative. There are set criteria that any organisation who wishes to apply should meet. She could draft something similar. Any funding decision would be to be taken on its merits. There could be a lot of applications. It is something for the CEG to look into and to formulate a proposal. Cllr. Bamber will then circulate the draft criteria for consideration at a future meeting.

**Action: Cllr. Bamber.**

3. Email regarding metal detecting on parish owned land. Clerk to inform that there is not enough parish owned land for him to use.

**Action: Clerk.**

4. Emails from John Taylor School regarding their presentation evening. Cllr. Davies will attend. Clerk to inform school.

**Action: Clerk.**

5. Email from LDC regarding Rural Fund – expression of interest. Clerk to place item regarding bus services on social media.

**Action: Clerk.**

6. Email from Zurich regarding an insurance three year deal. All in favour of paying for this cover. Clerk to email details to all Cllrs.

**Action: Clerk.**

7. Email from Kerry Challoner regarding possible meeting. As all applications relating to the site have been refused then councillors saw no reason to pursue this meeting until such time that any revised applications are received. Clerk to inform Kerry.

**Action: Clerk.**

8. Email from Cllr. R. Cox regarding Wood End Lane widening. As no written 'evidence' is available, clerk to contact Tim Hemmingsley and Sarah Mallen at SCC to see if they have the correspondence.

**Action: Clerk.**

9. Email from LDC regarding the next meeting of the Parish Network. Cllr. Cox will attend.

**Action: Cllr. Cox.**

10. Email from Cllr. Till regarding the electric box by the War Memorial. Cllr. Till now aware of the situation and said that the tree can be isolated.

11. Email from Cllr. Sheldon regarding asking that an email re SPFA is redirected. This was agreed.

12. Email from BT to say a line fault has been found on the village hall broadband connection. Now resolved.

## b) Finance.

i) Financial Statement. Current a/c £42,629.81. Reserve a/c £8,306.59 (Ring fenced £4,613.11).

ii) Payments Received. Grant of £6,553.97 from LDC towards cost of War Memorial works.

iii) To authorise payments as examined, verified and certified by the clerk.

1. Clerks net salary, income tax, expenses and postage stamps - £711.88

2. CIS Street Furniture – Steel posts at War Memorial - £3,191 plus vat.
3. Perennial Landscapes – grass cutting - £247.50 plus vat.
4. Benhill Press – BKV fliers - £35.00 no vat
5. Lichfield Tarmacadam Ltd – Reconstruction work at War Memorial - £17,650 plus vat.
6. JB Electrical – Acoustic boards and CCTV hard drive - £374.78 plus vat
7. SPCA – training course - £42 inc vat
8. Zurich Insurance – 3 year deal - £673.49 year one. Clerk to distribute paperwork to all.

**Action: Clerk.**

All were in favour of paying the above invoices.

**c) Other matters.**

- i) To approve the draft Standing Orders as circulated.
- ii) To approve the draft Financial Regulations as circulated. All in favour of adoption.
- iii) Audit return - Signing of Annual Governance Statement. The chair signed the document.
- iv) Audit return - Signing of the Accounting Statement. The chair signed the document.
- v) Bank signatories. These are now Cllrs. Davies, Bamber and Sheldon.
- vi) Councillor responsibilities update. The chair said that each councillor had been allocated a set of responsibilities under seven headings and not received any feedback. It is not up to each councillor to do everything thing under their heading but to co ordinate the work in that area by a direct approach or to propose a working group. Cllr. Bamber said that she does not get quarterly financial reports from the village hall – they are only done annually as they operate on a not for profit basis.

**6. To receive oral / written reports from County and District Councillors.**

No Councillors present and no reports submitted.

**7. To consider any village hall issues (i) hall administration (ii) acoustics in the main hall (iii) Damp.**

(i) Nothing to report.

(ii) Cllr. Panayi reported.

(a) The panels are now in storage. Discussion over who might undertake the work. Suggested RJK are approached. Clerk to contact.

**Action: Clerk.**

(b) Question raised over maintenance of the defibrillator and bleed kit. Cllr. Sheldon is now looking after this.

**Action: Cllr. Sheldon.**

(c) Question over 'ownership' of the CCTV. Cllr. Bamber stated it is owned by the VHMC and covered by their policy. Cllr Bamber, when asked if the remote access to the CCTV could be given to all councillors, answered that seven councillors being given access was too many. Cllr Panayi does have access and is awaiting the access code. Access issues are subject to data protection so access rights are limited. Requests for access can be made to the VHMC. May need legal advice on this. It turns out that the hard drive was put in place in February. Clerk continues to chase the police for the return of the original.

(iii) Cllr. Panayi reported. The damp patches have been cleaned off. Discussion over heating settings. Suggested that the remote system previously mentioned, is installed so that fluctuations in temperature during the colder months are not experienced. Cllr. Bamber to persue.

**Action: Cllr. Bamber.**

Further discussion followed regarding trustees. It was decided that as Cllr. Bamber is already on the management committee, that a conflict of interest would exist if she too was a trustee representative of the parish council.

The parish council should have two representatives. Cllrs. Till and Panayi volunteered. All in favour. Next meeting of the VHMC is the AGM in September.

**8. To consider the latest HS2 and Cemex information.**

Cllr. S. Cox reported. The last scheduled meeting was cancelled. Cllr. R. Cox said he is willing to be chair. Waiting on date for next meeting.

**9. To receive reports on current highway issues including SIDs.**

Cllr. Till reported on SIDs. The May report is now on the new website. The largest volume of traffic was reported so far. Figures were presented. SCC Highways has rebuffed the use of speed cameras. Proposed that the Fire, Police and Crime Commissioner is contacted regarding a meeting. All in favour of this. He has possible funding. Suggested that council look at fixed cameras that do similar work to that undertaken by the present speed watch group. Automatic warning letters are sent to offenders. Cost of these devices is c£15k with a £3k yearly maintenance cost.

No highway issues reported.

**10. To receive reports and updates on current footpath issues.**

Nothing to report.

**11. To hear an update on progress on the identified key projects. (i) Neighbourhood Plan (ii) Community Engagement and Communications (iii) War Memorial work update.**

(i) Chair reported. There is a problem with the Housing Needs Assessment Survey, due to a possible contravention of the GDPR regulations. The Chair is awaiting a meeting to correct the situation. The draft LNP is now ready to be looked at by LDC to gain an informal response.

(ii) The new website is live as are the new dedicated email addresses. There are a few teething issues to resolve. He will try to get the Coms Group together to look at the site and how to populate it. The web address is <https://kingsbromley-pc.gov.uk>

(iii) Work is complete and looks really good. The surface has a guarantee of 5 years and the workmanship 12 months. Clerk asked to keep ring fenced funds in place so that plaques can be purchased and used on the posts. Still a work in progress.

**12. To hear any progress on deferred items a) Village risk assessment b) Cricket Ground as an ACV.**

(a) Cllr. Till is still looking into this.

**Action: Cllr. Till.**

(b) Mr. Hopkins (Chair - Kings Bromley Cricket Club) has been sent the words from the drafted application form which describe the activities of the Cricket Club asking for his approval. Once his response is received, the application form can be issued to LDC.

**13. To consider Councillor reports – for information only.**

After discussion it was decided to drop this item from future agenda.

The meeting closed at 9.30pm.

Signed ..... (Chair) Date: 10<sup>th</sup> July 2025.