



Minutes of the Parish Council Tuesday 20 January 2025 at 7:40 pm

held at
Sunningdale WI, Broomhall Recreation Ground, SL5 0QS

79 / 25 Attendance and Apologies for absence

PRESENT: Cllr Morgan (Chairman), Cllr Coxon, Cllr Curtis, Cllr Evans, Cllr Grover, Cllr Hilton (Vice-Chair)
Cllr Newman, Cllr Pike & Cllr Penney

APOLOGIES: Cllr Buxton

IN ATTENDANCE: Natalie Hayes (Clerk/RFO), Nikki Tomlinson (Deputy Clerk), John Rose (Facilities Officer part)

PUBLIC: Three members of the public

80 / 25 Disclosure of pecuniary interests and other registerable interests

Cllr Coxon declared an interest in Tennis as a member of Broomhall Tennis and did not vote on item 96/25.
Cllr Morgan declared an interest in Tennis as a former member of Broomhall Tennis.

81 / 25 Approval of Minutes of Council 16 September 2025 and 18 November 2025 and 22 April 2025

APPROVED: Minutes of the Council Meetings held on the 16 September and 18 November.

NOTED: Minutes of 22 April 2025 (approved on the 17 June 2025, minute 17/25) had not been signed, these were signed by the Chair at this meeting.

82 / 25 Minutes of Finance Committee of 14 October 2025.

RECEIVED: Minutes of the Finance committee meeting of 14 October.

83 / 25 Minutes of HR committee of 13 November 2025.

RECEIVED: Minutes of the HR committee meeting of 13 November.

84 / 25 Announcements from the Chairman

The Chair reminded councillors to be concise and avoid side conversations due to the full agenda.

85 / 25 Public Adjournment

No requests to speak had been received in advance. One member of the public advised they would seek information by other means due to the meeting running late.

The Chair advised that item 98/25 would be discussed within this agenda item.

The Clerk was thanked for her work on the budget reports produced via Rialtas.

Concerns were raised regarding the absence of recent Finance Committee reports to Full Council. Councillors noted the need for regular updates on budgets, actuals and spend.

Cllr Evans stated that no reports from the Financial Committee had been shared with Full Council since the 16 September. The committee are supposed to keep everyone up to date with the budgets, actuals and spend. The budget can't be agreed without this information.

Feedback on the Budget Assumptions 2026/27

Cllr Evans queried point 8 of the document.

Cllr Penney asked for rationale from the Finance Committee as to why the earmarked reserve (EMR) for the Village Hall were being reduced. He asked that the EMR for the Village Hall be set at £7,500.

Cllr Evans asked that the overarching assumptions paragraph is reviewed. It was agreed that the numbers for pay award and contracts would be kept in the assumptions, but the introductory sentence be removed.

Cllr Pike advised the December inflation rate would be announced 21 January and this would be added to the budget assumptions.

Cllr Penney asked a question about the Budget notes and assumptions which the Clerk clarified. It was noted that there were not notes for all budget lines and this would be investigated and recirculated. e.g. Cycling and walking budget.

Cllr Hilton asked about budget notes in relation to the draft budget. The Clerk would investigate and reissue all the documents with updated information, so that there is a budget note for all accounting lines, even if no change so it is clear.

Cllr Hilton asked a question about the rationale behind reducing the earmarked reserves for Cemetery. Cllr Hilton updated the council on the rationale for buying land in the future.

Cllr Penney asked why we would not increase the Tennis Income as this could help with balancing the Budget. The Clerk advised that a further report would be shared with council after month 10 had been closed which would give an updated year to date figure (YTD) Any reduction in the income should also be included on the budget notes.

Cllr Evans advised that EMR and Virements should be approved as separate items, aside from the budget.

Cllr Pike also asked if the general reserve could be added to the reports when they are reissued. The budget would be brought back to the next meeting for approval.

Noted: An extraordinary meeting will be arranged to approve the 2026/27 budget.

87 / 25 Community Room repairs

Updates were provided on project management, quotations and the insurance claim.

APPROVED: Appointment of contractor A at a cost of £17, 050 to fix the source of the damp in the community room and to make good the window, wall and floor, to enable full usage of the room again.

88 / 26 Approval of updated Grievance Policy

Cllr Hilton provided an updated to align the policy with the NALC model.

APPROVED: Updated Grievance Policy was approved.

89 / 25 Update from the Recreation Ground Working Group

Replacement of Chalet at Broomhall Recreation Ground.

TO NOTE: The Deputy Clerk explained the purpose of the report was to seek direction on replacing the chalet.

Councillors raised questions regarding usage, value for money, CIL funding, planning considerations and alternative options

Cllr Penney proposed a further resident survey and investigation into planning, location and timescales. This proposal was supported.

APPROVED: Cllr Penney proposal was seconded and subsequently approved. The Recreation Working Group would investigate and report back to Council.

Two members of the public left the meeting.

90 / 25 Business Plan 2026 – 2031

RECEIVED: Council noted the Business Plan and asked to provide feedback to the Deputy Clerk or meet with members of the working group by Friday 13th February.

91 / 25 External Audit

RECEIVED: council received the external audit 2024/25 and noted that feedback regarding the risk register.

Deputy Clerk left the meeting at 9:30pm

92 / 25 Proposal from the Cemetery Working Group for Kiln Lane extension and resurfacing works.

Cllr Hilton provided an overview of the proposed extension and resurfacing work.

APPROVED: council approved for works to go ahead at an expenditure of £43,000 from CIL funds.

93 / 25 Update from Facilities & Services Committee

APPROVED: option 3 – one-year licence agreement to retain the existing path with St Johns College Cambridge.

NOTED: The working group would continue to look at alternative routes via the recreation ground.

DEFERRED: Car park item was deferred due to time constraints.

At 9:40pm the Council agreed to extend the meeting by 15 minutes.

94 / 25 Risk Register

APPROVED: The updated risk register was approved by council.

95 / 25 Assertion 10

The Clerk advised that a training session would be arranged as part of the AGAR for 2025/26 process.

96 / 25 Update from the Tennis Working Group

This item was taken earlier in the meeting due to public attendance. Questions were raised regarding surveys, bookings, rule changes and objectives.

Cllr Grover asked a question about the survey that was issued to tennis players and members.

Cllr Newman asked a question about the booking hours rule changes proposed.

Cllr Evans asked a question about the bookings system.

Cllr Penney asked about the original objectives of the working group.

APPROVED: Rules and regulations (to be monitored)

APPROVED: Purchase of net dividers between courts 2 and 3 at a cost of £5,972 (subject to CIL funding)

TO NOTE: Only one quote provided, asked to raise as a concern as always mentioned that require 3 quotes. If can't be paid for from CIL, needs to come back to council for approval

APPROVED: A named councillor to hold an emergency access code.

APPROVED: Exploration of planning approval to extend floodlight usage to 21:00 hrs, seven days a week (subject to consent)

An amendment proposed by Cllr Penney to limit use to 20:00hrs was not upheld.

A printed copy was circulated at the meeting.

Part 2 – Confidential Session

98 / 25 Budget discussions regarding the Assumptions 2026/27, EMR and Virements

TO NOTE: Item discussed under 86/25 as it was not confidential.

The meeting started at 7.40pm and closed at 9:45pm

Signed as a true record of the meeting:

Signed: _____

Dated: _____

DRAFT