

**MINUTES**

Minutes of a meeting of Kingsmead Parish Council held on  
**Monday 20<sup>th</sup> December 2021**

Present: Cllr Bannister, Cllr Hoey (Vice Chair), Cllr Jewitt (Chair), Cllr Logan, Cllr Martin, Cllr Reed, Cllr Weltman, Cllr Williams

Also Present: Mrs W Maddock (Locum Clerk)

The meeting started at 7.33pm

1	<b>Apologies</b>	<p><i>The council recognises approval for this agenda item as appropriate to meet the requirement in Section 85(1) of the Local Government Act 1972.</i></p> <p><b>To receive, with explanation, any apologies for absence</b> <b>Apologies were received from Cllr Chappell (absent due to illness)</b></p>
2	<b>Declarations of Interest</b>	<p>Members to declare any (a) Disclosable Pecuniary Interests and (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct</p> <p>There were no declarations of interest.</p>
3	<b>Public Forum</b>	<p>No members of the public were present.</p>
4	<b>PCSO Report</b>	<p>No PCSO report had been received. It was agreed to provide the PCSO with a list of agreed future meetings.</p>
5	<b>Minutes</b>	<p><b>To approve and sign</b> the minutes of the following meetings:</p> <ul style="list-style-type: none"> <li>i) A Full Council meeting held on Monday 15<sup>th</sup> November 2021</li> <li>ii) An extraordinary Council meeting held on Monday 6<sup>th</sup> December 2021</li> </ul> <p>It was <b>resolved</b> to accept the minutes from both meetings</p>
6	<b>Finance &amp; Administration</b>	<ul style="list-style-type: none"> <li>i) <b>To consider and approve</b> the payments for Dec 2021 It was <b>resolved</b> to approve the payments for Dec 2021 <ul style="list-style-type: none"> <li>• The Locum RFO will be asked to confirm if there are any outstanding Countrywide invoices</li> </ul> </li> <li>ii) To note the financial position YTD <ul style="list-style-type: none"> <li>• The Locum RFO will be asked to provide more detail about the bank reconciliation for the account Current T2 at the Finance Committee meeting on 10<sup>th</sup> January 2022.</li> </ul> </li> <li>iii) <b>To consider and approve</b> payment of locum clerk from submitted timesheets It was <b>resolved</b> to approve the payment of the locum clerk</li> <li>iv) <b>To consider and approve</b> payment of locum RFO from submitted timesheets It was <b>resolved</b> to approve the payment of the locum RFO</li> <li>v) <b>To consider and approve</b> using Rialtas year-end support package It was <b>resolved</b> to approve using the Rialtas year-end support package</li> <li>vi) <b>To consider and approve</b> Rialtas training for the locum RFO It was <b>resolved</b> to approve the Rialtas training for the locum RFO</li> </ul>

7	<b>Planning</b>	<p>To consider the following planning applications:</p> <ul style="list-style-type: none"> <li>i) 21/04380/FUL - 6 Monarch Drive</li> </ul> <p>Members <b>resolved NOT</b> to submit any comments about planning application 21/04380/FUL</p> <p>To note the following planning decisions:</p> <ul style="list-style-type: none"> <li>i) 21/03988/FUL - 10 Waystead Close</li> <li>ii) 20/04858/FUL - Anderton Place</li> <li>iii) 21/00074/FUL - 10 Kensington Way</li> <li>iv) 21/00361/FUL - 16 Kensington Way</li> </ul> <p>It was noted that these planning applications had all been approved.</p>
8	<b>Emanuel Choir</b> (Cllr Hoey) (Clerk)	<ul style="list-style-type: none"> <li>i) <b>To consider and approve</b> a donation to be made to the Emanuel Choir It was <b>resolved</b> to donate £100 to the Emanuel Choir.</li> <li>ii) To consider giving permission for a promotional banner to be sited on the Kingsmead Square roundabout on a bi-monthly basis It was agreed that the banner could be put up bi-monthly for a period of 2-weeks.</li> </ul>
9	<b>Countrywide Quotes</b> (Cllr Jewitt)	<p><b>To consider and approve</b> expenditure for the following:</p> <ul style="list-style-type: none"> <li>i) Park benches and seats It was <b>resolved</b> that a budget of up to £5k would be set for the purchase of new park benches and seats. A quote has already been received from Countrywide, but two additional quotes will also be obtained.</li> <li>ii) Path edging The discussion on path edging was deferred and will be placed as an agenda item for the next Finance Committee meeting on Monday 10<sup>th</sup> January 2022.</li> <li>iii) Dog-poo bins It was <b>resolved</b> to purchase a new 40litre dog-poo bin for the end of Buckingham Drive at a cost of £388 (Countrywide quote). The original bin is to be removed.</li> <li>iv) “No-ball games” signs Members <b>resolved NOT</b> to purchase new signs and that the original sign is to be removed.</li> </ul>
10	<b>Clock Tower</b> (Cllr Chappell)	<ul style="list-style-type: none"> <li>i) To review the work carried out on the clock tower lights It is understood that all the work has been completed satisfactorily.</li> <li>ii) <b>To consider and approve</b> the invoice payment for the clock tower lights It was <b>resolved</b> that the outstanding invoice for the clock tower lights should be paid.</li> <li>iii) <b>To consider and approve</b> the quotes received for additional work required on the clock tower This was deferred to the next meeting on 17<sup>th</sup> January 2022.</li> </ul>
11	<b>Summer Event Planning</b>	<ul style="list-style-type: none"> <li>i) To discuss whether a Summer Event will be held in 2022, possibly to incorporate the Queen’s Platinum Jubilee Celebrations (2<sup>nd</sup> June). Council agreed in principle to hold an event (or events) over the weekend of 2<sup>nd</sup>-4<sup>th</sup> June.</li> <li>ii) <b>To consider and approve</b> a budget for an event. A budget will be agreed by the Finance Committee at its meeting on Monday 10<sup>th</sup> January.</li> <li>iii) To confirm a planning group if an event is to be held. A planning group was formed to consist of Cllrs Bannister, Hoey, Weltman and Reed. A first meeting of the group will be held in January.</li> </ul>

<b>12</b>	<b>Clerk's Report &amp; Correspondence</b>	i) To receive a report and consider any recommendations made to the Council. ii) To provide information on correspondence received and/or sent and to consider if items should be placed on the next agenda.	
<b>13</b>	<b>Next Meetings</b>	Kingsmead Parish Council	17 <sup>th</sup> January 2022 at 7.30pm in Kingsmead School
		Finance Committee	10 <sup>th</sup> January 2022 at 7.30pm in Kingsmead School
<b>14</b>	<b>Exclusion of Press and Public</b>	It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of item 15 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.	
<b>15</b>	<b>St. Georges Way</b>	To consider and approve (if received) the Deed of Easement for St. Georges Way	