



## MINUTES

Minutes of a meeting of Kingsmead Parish Council held on  
**Monday 27<sup>th</sup> April 2022**

Present: Cllr Bannister, Cllr Hoey (arrived at 7.47pm), Cllr Jewitt (Chair), Cllr Logan, Cllr Martin, Cllr Reed, Cllr Van Gordon, Cllr Weltman

Also Present: Mrs W Maddock (Locum Clerk) and one member of the public

The meeting started at 7.33pm

1	<b>Apologies</b>	Cllr Boylan (due to work), Cllr Chappell (due to ill health)
2	<b>Declarations of Interest</b>	Cllr Jewitt re agenda item 7(a) – Planning Cllr Logan re agenda item 7(a) – Planning
3	<b>Public Forum</b>	One member of the public attended the meeting to discuss concerns about the withdrawal of facilities at Sir John Deane’s College for use by local residents, e.g. the swimming pool and the playing fields. It was noted that this was an item on the agenda (item 15a) and would be further discussed at this point
4	<b>PCSO Report</b>	<p><b>ASB</b></p> <ul style="list-style-type: none"> <li>• 2 x Reports of ASB – Youths knocking and running from address and going back to same address and knocking on again. <ul style="list-style-type: none"> <li>○ Resident chased the youths away, patrols sent out, search made no trace</li> </ul> </li> <li>• Report of youths tampering with persons bicycle whilst shopping in TESCO <ul style="list-style-type: none"> <li>○ Contact to be made with the victim, and CCTV to be obtained from Retail Park on REGENCY WAY if there is need of</li> </ul> </li> <li>• Report of ASB on play area by Capesthorpe Road <ul style="list-style-type: none"> <li>○ Patrols will be made going forward</li> </ul> </li> </ul> <p><b>THEFT</b> - None Reported  <b>BURGLARY</b> - None Reported  <b>VEHICLE / BICYCLE THEFT</b> - None Reported  <b>PARKING / HIGHWAY DISRUPTION</b> - None reported  <b>SPEEDING</b> - None conducted in the area  <b>RESIDENTS VOICE ISSUE **</b></p> <ul style="list-style-type: none"> <li>• Speeding and Parking <ul style="list-style-type: none"> <li>○ <i>PCSO will be focusing on this over the next couple of months as seen on</i></li> <li>○ <i>DAVENHAM / MOULTON FACEBOOK GROUP</i></li> </ul> </li> </ul> <p><b>POLICE SURGERY</b> - 25<sup>th</sup> May – 18:00 – 19:00 @ TESCO (REGENCY WAY)  <b>GOING FORWARD</b></p> <ul style="list-style-type: none"> <li>• Speed Enforcement / Monitoring will be conducted in area on <ul style="list-style-type: none"> <li>○ DUKES WAY / MONACRH DRIVE</li> </ul> </li> <li>• Coffee morning will be planned and arranged in conjunction with KINGSMEAD PRIMARY for parents to attend to discuss the dangers of social media – as parents are letting kids to use channels that are not age appropriate</li> </ul>
5	<b>Minutes</b>	<b>To approve and sign</b> the minutes of a Full Council meeting held on Monday 21 <sup>st</sup> March 2022. It was <b>resolved</b> to accept the minutes of the meeting held on 21 <sup>st</sup> March
6	<b>Finance &amp; Administration</b>	a. <b>To approve</b> the bank reconciliations to 31.03.22

		<ul style="list-style-type: none"> <li>• Unity Trust bank</li> <li>• Nationwide 45-day</li> <li>• Nationwide 125-day</li> </ul> <p>It was <b>resolved</b> to approve all the bank reconciliations noted above</p> <p>b. <b>To note</b> that the Virgin Account remains active but only holds interest payments of approx. 40p. It was noted that this account is active but is still to be closed.</p> <p>c. <b>To note</b> the financial position at year end to 31.03.22 It was <b>resolved</b> to accept the financial reports provided</p> <p>d. <b>To review and approve</b> the draft AGAR accounting statements 2021-22 for submission to the internal auditor It was <b>resolved</b> to accept the draft AGAR accounting statements 2021-22</p> <p>e. <b>To confirm and approve</b> JDH for the internal audit It was <b>resolved</b> to confirm JDH as the internal auditor</p> <p>f. <b>To consider and approve</b> the payments for April 2022 It was <b>resolved</b> to approve the payments for April 2022 apart from the following invoices:</p> <ul style="list-style-type: none"> <li>i) Countrywide invoice for work at St Georges Field – pending completion</li> <li>ii) Countrywide April contract payment pending completion of works from the previous contract year</li> </ul> <p>g. <b>To consider and approve</b> the following variable Direct Debit payments:</p> <ul style="list-style-type: none"> <li>• ICO Registration fee (approx. £40)</li> <li>• Telecoms World VOIP phone service - £20.40 per month</li> <li>• 3G Mobile phone - £19 per month</li> <li>• Lloyds Bank Card fee (max £500)</li> </ul> <p>It was <b>resolved</b> to approve the ongoing direct debits for the year 2022-2023. It was noted that the Lloyds Bank Card needs to be investigated to ensure it is still working.</p> <p>h. <b>To consider and approve</b> any transfer of money from the current account to the Parish Council's savings accounts It was <b>resolved</b> to keep a balance of £100k in the Unity Account and for the surplus to be moved to the Nationwide 45-day account. A direct debit would be set up to move a sum of monthly back into the Unity Account.</p> <p>i. <b>To consider and approve</b> payment of the locum clerk from submitted timesheets. It was <b>resolved</b> to approve the payment of the locum clerk</p> <p>j. <b>To consider and approve</b> payment of the locum RFO from submitted timesheets. It was <b>resolved</b> to approve the payment of the locum RFO</p>
7	Planning	<p>To consider the following planning applications:</p> <p>a. 22/00891/FUL - 20 Waverton Close Cllrs Jewitt and Logan removed themselves from the meeting due to their declared interest. It was <b>resolved</b> that no comments were to be submitted about this proposal.</p> <p>b. Notification of appeal – 4 St Georges Way The notification appeal was noted.</p>
8	Countrywide Update	<p>a. <b>To review</b> the contract performance and to provide any updates from the Clerk</p> <p>A discussion was held where several serious complaints were raised about the quality of the work and management of the contract. It was noted that there were still items outstanding</p>

		<p>from the previous contract year and it was agreed that no monthly contract payment would be made in April until these items were completed. The Clerk confirmed that a contract meeting was scheduled with Countrywide for Friday 29<sup>th</sup> April and all issues raised would be reviewed. Cllrs Bannister and Weltman confirmed they would join the first part of this meeting, which would include a walk-round of the estate.</p> <p>b. <b>To consider and approve</b> the proposed increase in contract fees from 1<sup>st</sup> April 2022 It was <b>resolved</b> that no increase in fees would be accepted by the Council as this is a fixed price contract.</p>
9	<b>Review of Kingsmead Parish Council policies</b>	<p><b>To review and update</b> as necessary the following policies:</p> <ul style="list-style-type: none"> <li>• Standing Orders</li> <li>• Financial Regulations</li> <li>• Investment Policy</li> <li>• Risk Management Register</li> </ul> <p>It was <b>noted</b> that the Risk Management Register had last been reviewed and updated in July 2021. No further amendments were required at this time.</p> <p>It was <b>resolved</b> to accept as being appropriate the Council's Standing Orders, Financial Regulations and Investment Policy.</p>
10	<b>Asset Register</b>	<p><b>To review and update</b> the Kingsmead Parish Council Asset Register 2021-22 (for submission to the internal auditor)</p> <p>This agenda item was deferred pending an inspection of council items being stored in the lock up. It was also noted that the wooden bridges need to be added to the asset register and a valuation is to be progressed by Cllr Van Gordon.</p>
11	<b>Environmental Matters</b>	<p>a. <b>To receive</b> an update about the maintenance of the Cheshire Railings An assessment of the Cheshire railings is being carried out prior to a maintenance decision being made.</p> <p>b. <b>To receive</b> an update on the Lock Orchard Restoration Community Project Cllr Hoey met with the community project team, who plan to survey the area and provide a plan of the restoration work to be carried out. It is expected that this work would not start until November.</p> <p>c. <b>To receive</b> any other updates There were no other updates.</p>
12	<b>Play Parks</b>	<p>a. <b>To approve</b> a survey of the path at Kensington Park to determine long term remedial action</p> <ul style="list-style-type: none"> <li>• <b>To consider</b> any additional short-term measures required</li> <li>• <b>To consider</b> how to monitor all play areas for path damage</li> </ul> <p>It was <b>resolved</b> that the quote received from Countrywide for a survey of the path at Kensington Park would not be accepted (due to the ongoing contract issues) and an alternative quote would be sought from Caddis Ltd. It was agreed that the current short-term measures (the warning signage and path marking) were sufficient. Maintenance work should be identified by Countrywide as part of their monthly reporting.</p> <p>b. <b>To approve</b> a quote for dog bins at Buckingham Drive It was <b>resolved</b> that the quote provided by Countrywide for £700 would not be accepted and additional quotes would be sourced.</p> <p>c. <b>To approve</b> a quote for the supply of suitable park signage It was <b>resolved</b> to accept the quote from Printgrafix for the supply of signage at St. Georges Field and the railings on the roundabout. The proposed design for park signage from NTC was not accepted and Printgrafix will be asked to provide a proposal.</p> <p>d. <b>To approve</b> a quote from Caddis Ltd for the remedial work to trees at Burwardsley Way park (if received prior to the meeting).</p>

		<p>No quote had been received before the meeting and this will be followed up.</p> <p>e. <b>To note</b> an update regarding the roundabout at Burwardsley Way park Sutcliffe Play has been chased up about the repair to the roundabout and the Clerk is waiting for confirmation of when this will be completed.</p> <p>f. <b>To note</b> an update regarding the cargo net and play seat for Monarch Drive It was noted that Countrywide had declined to quote for the installation of these items and that a quote had been received from Playdale of £545. It was agreed that NTC would be asked to quote for the work.</p> <p>g. <b>To receive</b> any other updates No other updates were received.</p>	
13	Jubilee Celebrations	<p>a. <b>To receive</b> an update regarding the planning of the Jubilee celebrations and to consider outstanding actions. It was noted that the insurance policy needs to be checked to confirm if an additional premium is required to cover the planned fireworks. Risk assessments are required for the fireworks (to be followed up by Cllr Reed) and the lighting of the beacon. Risk assessments for the main event will be provided by Mack's Music Promotions.</p> <p>b. <b>To confirm</b> the application made to CWaC for the Jubilee events and to consider the response received. It was noted that the Council needs to apply for temporary licence events.</p>	
14	Leftwich Farm	<p><b>To receive</b> the latest update from CHL solicitors regarding the Deed of Easement It was confirmed that the Deed of Easement has been prepared and that it would be signed by the Chair and Vice Chair of the Council.</p>	
15	Residents Issues	<p><b>To consider</b> issues raised by residents and <b>to approve</b> any actions to be taken:</p> <p>a. Sir John Deane's College – withdrawal of facilities for residents to use It was agreed that a meeting would be requested with the college Principle and governors to discuss the issue of residents using the facilities.</p> <p>b. 20 Ellingham Way – boundary fence enquiry It was agreed that the proposed reinstatement of the boundary could be undertaken.</p> <p>c. 27 Ellingham Way – tree damage It was agreed that the Clerk and a councillor would visit the property to inspect the damage and to agree any actions required.</p> <p>d. Burwardsley Way – inappropriate footpath use A report should be made to the PCSO about the neighbourly dispute and to planning enforcement about the contractor's practices.</p>	
20	Future Agenda Items	Items to be placed on the agenda for the next meeting.	
22	Next Meetings	Annual Parish Meeting	16 <sup>th</sup> May at 7.00pm in Kingsmead School
		Annual Meeting of the Parish Council	16 <sup>th</sup> May at 7.30pm in Kingsmead School
		Kingsmead Parish Council	16 <sup>th</sup> May at 7.30pm in Kingsmead School
		Kingsmead Parish Council	27 <sup>th</sup> June at 7.30pm in Kingsmead School