



## MINUTES

Minutes of the **ANNUAL MEETING** of Kingsmead Parish Council  
held on **Monday 16<sup>th</sup> May 2022**

Present: Cllr Jewitt (Chair – for item 1 of the agenda), Cllr Bannister, Cllr Logan, Cllr Martin, Cllr Van Gordon, Cllr Weltman

Also Present: Mrs W Maddock (Locum Clerk)

The meeting started at 7.30pm

1	<b>Election of Chair</b>	<ul style="list-style-type: none"> <li>To elect the chair of Kingsmead Parish Council</li> <li>To receive the Declaration of Acceptance of Office for the Chair</li> </ul> <p>It was proposed by Cllr Martin and seconded by Cllr Weltman that Cllr Jewitt should continue to be the Chair for 2022/23. In the absence of any other nominations, a vote was taken, and the proposal was carried unanimously. It was <b>resolved</b> that Cllr Jewitt be appointed the Chair of the Parish Council. Cllr Jewitt duly signed the Declaration of Acceptance of Office.</p>
2	<b>Election of Vice Chair</b>	<ul style="list-style-type: none"> <li>To elect the Vice Chair of Kingsmead Parish Council</li> </ul> <p>It was proposed by Cllr Martin and seconded by Cllr Weltman that Cllrs Bannister and Hoey should act as joint Vice Chair(s) for 2022/23. In the absence of any other nominations, a vote was taken, and the proposal was carried unanimously. It was <b>resolved</b> that Cllrs Bannister and Hoey be appointed the joint-Vice Chair of the Council.</p>
3	<b>Apologies</b>	<p>Apologies were received from Cllr Boylan (due to work commitments), Cllr Chappell (due to health issues), Cllr Hoey (who was unwell) and Cllr Reed (for personal reasons).</p>
4	<b>Declarations of Interest</b>	<p>No declarations of interest were made.</p>
5	<b>Public Forum</b>	<p>There were no members of public present and no comments received prior to the meeting.</p>
6	<b>PCSO Report</b>	<p>The PCSO was unable to attend the meeting, but the following report was provided afterwards.</p> <p><b>ASB</b> - Reports of Break Ins at Davenham Day Care Centre, report of a suspicious Vehicle on DUKES WAY and HARESWOOD CLOSE, report of a male verbally abusing 5 students within SIR JOHN DEANES, report of verbal abuse from a fellow resident with an apartment complex, report of an agitated teenager in front garden wanting to fight, report of violence towards another person.</p> <p><b>THEFT</b> - None Reported</p> <p><b>BURGLARY</b> - None Reported</p> <p><b>VEHICLE / BICYCLE THEFT</b> - None Reported</p> <p><b>PARKING / HIGHWAY DISRUPTION</b> - None reported</p> <p><b>SPEEDING</b> - None conducted in the area</p> <p><b>FRAUD</b> - Person making enquiries about claiming TAX CREDIT / REFUNDS, therefore giving some of their details. We ask people NOT to go through advertisements seen on Social Media Sites and give details. ONLY use Official Sites. For this instance, contact HRMC direct</p> <p><b>RESIDENTS VOICE ISSUE</b> - Speeding and Parking</p> <ul style="list-style-type: none"> <li>Parking around MONARCH DRIVE / STIRLING CLOSE, for pick up times on SIR JOHN DEANES</li> <li>Parking around DUKES WAY / MONARCH DRIVE for pick up time KINGSMEAD PRIMARY</li> </ul>

		<b>POLICE SURGERY - 8<sup>th</sup> JUNE</b> Time: 14:00 – 15:00 @ TESCO (REGENCY WAY)
7	<b>Minutes</b>	<b>To approve and sign</b> the minutes of a Full Council meeting held on Wednesday 27 <sup>th</sup> April 2022. It was <b>resolved</b> to accept the minutes of the meeting held on 27 <sup>th</sup> April, which were then signed by the Chair.
8	<b>Chairmans Allowance</b>	<b>To consider</b> the payment of a Chairman’s Allowance (under LGA 1972, s15-5 and 34-5) It was proposed by Cllr Logan and seconded by Cllr Van Gordon that the Chairman’s Allowance for 2022/23 should be £500. It was <b>resolved</b> to accept a payment of £500 for the Chairman’s Allowance.
9	<b>Committees and Working Groups</b>	<b>To agree</b> the membership of committees and working groups for 2022-2023 The Committees, Working Groups and their membership for 2022/23 were discussed. It was <b>resolved</b> that the membership of Committees and Working Groups would be as follows: <ul style="list-style-type: none"> <li>• <b>Finance Committee</b> Cllrs Bannister, Boylan, Chappell, Martin and Reed. To also include the RFO</li> <li>• <b>Parks Committee</b> Cllrs Bannister, Jewitt, Reed, Van Gordon, Weltman</li> <li>• <b>Structures and Maintenance Working Group</b> Cllrs Boylan, Chappell, Logan, Martin, Van Gordon</li> <li>• <b>Environment Working Group</b> Cllrs Hoey, Jewitt, Reed, Weltman</li> <li>• <b>Events Working Group</b> Cllrs Chappell, Hoey, Jewitt, Logan, Weltman</li> </ul> <b>To consider and approve</b> any other committees or working groups After discussion, no other committees or working groups were identified. However, the discussion did highlight a possible need to increase engagement with residents and it was suggested that this might be done through councillor surgeries.
10	<b>CWaC Code of Conduct</b>	<b>To consider and approve</b> the adoption of the updated CWaC Code of Conduct It was <b>resolved</b> to adopt the CWaC Code of Conduct for use by Kingsmead Parish Council.
11	<b>Finance &amp; Administration</b>	<p>a. <b>To approve</b> the April bank reconciliations</p> <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> the financial position/management accounts to end April 2022 The following financial reports were presented and <b>noted</b>:</p> <ul style="list-style-type: none"> <li>○ April Cashbook showing receipts and payments</li> <li>○ Detailed Income &amp; Expenditure by Budget Heading 31_05_2022</li> <li>○ Income and Expenditure Account for Year Ended 31st March 2022</li> <li>○ Payment Analysis - May 2022</li> <li>○ Trial Balance for Current Year on 12 May 2022</li> </ul> <p>It was confirmed from the April Cashbook report that the Parish Precept of £204,437 was received on 8<sup>th</sup> April.</p> <p>c. <b>To consider and approve</b> the payments for May 2022 It was <b>resolved</b> to approve the payments for April 2022</p> <p>d. <b>To approve</b> the bank signatories for the year 2022-2023</p>

		<p>The bank signatories were noted as follows:</p> <ul style="list-style-type: none"> <li>○ Unity Bank – Cllr Bannister and Hoey (plus the Chair of the Finance Committee)</li> <li>○ Nationwide Bank – Cllr Bannister, Hoey, Martin</li> </ul> <p>It was <b>resolved</b> that these would continue to be the bank signatories for the year 2022/23.</p> <p>e. <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>f. <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> <p>g. <b>To approve</b> the meeting dates to May 2023 Meetings will be held, wherever possible on the third Monday of the month. The following dates were <b>approved</b> and will be published on the noticeboard and website:</p> <p>June – Mon 27<sup>th</sup> (NOT the third Monday as the school hall was unavailable) July – Mon 18<sup>th</sup> August – NO MEETING Sept – Mon 19<sup>th</sup> Oct – Mon 17<sup>th</sup> (TBC by Kingsmead school) Nov – Mon 21<sup>st</sup> Dec – Mon 19<sup>th</sup> Jan 2023 – Mon 16<sup>th</sup> Feb – Mon 20<sup>th</sup> (TBC by Kingsmead school) Mar – Mon 20<sup>th</sup> (TBC by Kingsmead school)</p>
12	Planning	<p>To consider the following planning applications:</p> <ul style="list-style-type: none"> <li>• 21/04832/FUL - 242 London Road</li> </ul> <p>It was <b>resolved</b> that no comment would be submitted by the Parish Council</p>
13	Countrywide Update	<p>a. <b>To receive</b> an update from the Clerk regarding the Contract Meeting held with Countrywide on Friday 29<sup>th</sup> April and subsequent follow-ups It was noted that the meeting on the 29<sup>th</sup> April included a walk-round with Countrywide (Tim Young and Mike Harrison), two councillors (Cllrs Bannister and Weltman) and the Clerk. This was followed with a sit-down meeting and review of current concerns. The action plan from the meeting was noted and it was observed that there had been increased activity following the meeting. The councillors noted several specific points regarding the Spine Road edging, planting wildflowers around the trees at Moor Park Way, the use of spraying and the mowing of daffodil areas (to be confirmed with Cllr Hoey).</p> <p>b. <b>To receive</b> any resident feedback and updates from Councillors The councillors noted the correspondence that had been received from two residents complaining about the grounds management. It was also noted that one correspondent had commented about how well the estate is maintained.</p> <p>c. <b>To consider and agree</b> further action to be taken It was agreed that the contract would continue to be closely monitored and also that Countrywide should be invited to attend the next Council meeting.</p>
14	Asset Register	<p><b>To review and approve</b> the updated Kingsmead Parish Council Asset Register 2021-22 (for submission to the internal auditor)</p> <p>The additions for the asset register were approved and it was resolved that it was a correct record of the Parish Council's assets. It was <b>resolved</b> that the register was correct for submission to the internal auditor.</p>
15	Environmental	<p>a. <b>To receive</b> an update about the maintenance of the Cheshire Railings</p>

	<b>Matters</b>	<p>It was confirmed that this work is ongoing and that an audit is to be completed of where the railings are and the maintenance that is required.</p> <p>b. <b>To receive</b> an update on the Pond Maintenance Contract The Pond Maintenance Contract is to be circulated to appropriate contractors and advertised through a tender portal.</p> <p>c. <b>To receive</b> an update regarding the wooden bridges and approve any actions required The report provided by Cllr Van Gordon was reviewed and it was agreed to ask Caddis to inspect the erosion under the bridge off Monarch Drive. Cllr Van Gordon reported that this was the only area that he felt was of concern but that his report would be reviewed by a structural engineer.</p> <p>d. <b>To approve</b> a quote for £780 from Caddis Ltd for the maintenance of trees along the boundary of 10 Waystead Close It was <b>resolved</b> to accept the quote for £780 from Caddis Ltd.</p> <p>e. <b>To receive</b> any other updates The councillors asked if Caddis could be asked to quote for topping the Christmas tree at Kingsmead shops.</p>
16	<b>Play Parks</b>	<p>a. <b>To approve</b> a quote for £750 from Caddis Ltd for the remedial work to trees at Burwardsley Way park It was <b>resolved</b> to accept the quote for £750 from Caddis Ltd.</p> <p>b. <b>To note</b> an update regarding the roundabout at Burwardsley Way park It was noted that the repair to the roundabout had been completed but that this had not been formally confirmed to the Clerk by Sutcliffe Play.</p> <p>c. <b>To approve</b> a quote for the installation of the cargo net and play seat for Monarch Drive An additional quote had been received from Northwich Town Council for £800 for the installation work. It was agreed that Cllr Van Gordon would ask Massey &amp; Harris to also quote for the work.</p> <p>d. <b>To receive</b> any other updates A query had been received about an area at Kingslawn Park, which is no longer being used. It was agreed to start seeking ideas from play companies about how to use this area.</p>
17	<b>Jubilee Celebrations</b>	<p>a. <b>To receive</b> an update regarding the planning of the Jubilee celebrations and to consider outstanding actions.</p> <ul style="list-style-type: none"> <li>• Risk assessments for fireworks and beacon lighting <ul style="list-style-type: none"> <li>○ Risk assessments will be provided by Cllr Jewitt</li> </ul> </li> <li>• Confirmation of risk assessment for main event from Mack's Music Promotions <ul style="list-style-type: none"> <li>○ The risk assessment for the weekend events has been provided by Mack's Music.</li> </ul> </li> <li>• <b>To consider</b> the update regarding insurance cover and <b>to approve</b> any additional premium required <ul style="list-style-type: none"> <li>○ It was <b>approved</b> that an additional insurance premium would be purchased to cover the fireworks, if required, up to a maximum limit of £500.</li> </ul> </li> </ul> <p>b. <b>To confirm</b> the application made to CWaC for the events license The event's license has been obtained by Mack's Music Promotions for the event.</p> <p>c. <b>To receive</b> any other updates It was requested that the PCSO should be invited, and it was agreed that lots of publicising of the event was still needed to ensure a successful weekend. It was also agreed that a plan was needed to ensure the practical management of the field to minimise risks from the movement of vehicles, etc.</p>

18	<b>Clerk's Report</b>	<p><b>To receive</b> a report from the Clerk and <b>to agree</b> any actions  The Clerk outlined work completed since the meeting on 27<sup>th</sup> April 2022. Further actions were required for Jubilee planning (e.g. insurance) and outstanding residents issues to be followed up.</p>	
19	<b>Residents Issues</b>	<p><b>To consider</b> issues raised by residents and <b>to approve</b> any actions to be taken</p> <ul style="list-style-type: none"> <li>• 9 Dobell's Way – visit to be scheduled</li> <li>• 27 Ellingham Way – quote for work tbc</li> <li>• 25 Blandford Drive – confirmed that the issue is not a KPC responsibility</li> </ul>	
19	<b>Future Agenda Items</b>	<p>Items to be placed on the agenda for the next meeting.  Cllr Van Gordon suggested that there should be a review of the whole estate to assess any remediation issues.</p>	
20	<b>Next Meetings</b>	Kingsmead Parish Council	27 <sup>th</sup> June at 7.30pm in Kingsmead School

The meeting ended at 9.15pm