



## Minutes

Minutes of a meeting of Kingsmead Parish Council  
held on Tuesday 26<sup>th</sup> July 2022

Present: Cllr Boylan, Cllr Chappell, Cllr Hoey, Cllr Jewitt (Chair), Cllr Martin, Cllr Reed, Cllr Weltman

Also Present: Mrs W Maddock (Locum Clerk)

The meeting started at 7.32pm

<b>48</b>	<p><b>Apologies</b> Cllr Bannister (holiday), Cllr Van Gordon (work), Cllr Logan (holiday)</p>
<b>49</b>	<p><b>Declarations of Interest</b> None</p>
<b>50</b>	<p><b>Public Forum</b> No members of the public were present</p>
<b>51</b>	<p><b>PCSO Report</b> The PCSO report was reviewed and will be posted on the noticeboard.</p>
<b>52</b>	<p><b>Minutes</b> <b>To approve and sign</b> the minutes of a Full Council meeting held on Monday 27<sup>th</sup> June 2022. It was <b>resolved</b> that the minutes were an accurate record of the meeting, and they were duly signed by the Chair.</p>
<b>53</b>	<p><b>Finance &amp; Administration</b></p> <p>53.1. <b>To approve</b> the bank reconciliations to the end of June 2022</p> <ul style="list-style-type: none"> <li>• Unity Trust Bank</li> <li>• Nationwide 45-day account</li> </ul> <p>It was resolved to approve all the bank reconciliations as noted above.</p> <p>53.2. <b>To note</b> the financial position to the end of June 2022 The following financial reports were presented and <b>noted</b>:</p> <ul style="list-style-type: none"> <li>• Balance Sheet as of 30 June 2022</li> <li>• Bank - Cash and Investment Reconciliation as of 30 June 2022</li> <li>• Detailed Income &amp; Expenditure by Budget Heading 30_06_2022</li> <li>• Income and Expenditure Account for Year Ended 31st March 2022 to 30 June 2022</li> <li>• Trial Balance for Current Year</li> </ul> <p>53.3. <b>To consider and approve</b> the payments for July 2022</p> <ul style="list-style-type: none"> <li>• List of Payments made between 01_07_2022 and 31_07_2022</li> </ul> <p>It was <b>resolved</b> to approve the payments for July 2022 noted in the above report. It was <b>further resolved</b> that two invoices received from Caddis (and not noted in the List of Payments report) should be paid. It was also <b>resolved</b> that Cllr David Boylan would be added as an additional bank signatory.</p> <p>53.4. <b>To consider</b> giving authorisation to the clerk and/or locum RFO along with nominated bank signatories to process all appropriate payments in August (when there is no scheduled Council meeting) and for these payments to be ratified at the next scheduled meeting in September.</p>

	<p>It was <b>resolved</b> that payments would be made in August as per usual procedures and that these payments would be reviewed and ratified at the next Full Council meeting.</p> <p>53.4. <b>To consider and approve</b> payment of the locum clerk from submitted timesheets. It was <b>resolved to approve</b> the payment of the locum clerk.</p> <p>53.5. <b>To consider and approve</b> payment of the locum RFO from submitted timesheets. A timesheet had not been submitted by the locum RFO prior to the meeting. It was therefore agreed that this would be reviewed for payment at the next council meeting.</p> <p>53.6 <b>To approve</b> the signing of Deed of Variation forms for Chambers Fletcher It was <b>resolved</b> that the Deed of Variation forms would be signed in line with normal procedure by the Chair and Vice Chair and that future approval by council was not required.</p>
54	<p><b>Planning</b> <b>To consider</b> any planning applications since the last meeting.</p> <ul style="list-style-type: none"> <li>• 13 Grainger’s Road</li> </ul> <p>It was <b>resolved</b> that no comments would be submitted regarding this planning application.</p>
55	<p><b>Countrywide Contract</b> <b>To review</b> the ongoing contract performance of Countrywide Ltd. It was <b>noted</b> by Cllr Jewitt that he had needed to speak to a CW operative and the Clerk agreed to pass this onto the management team. Council will continue to monitor their performance until the agreed deadline for contract review at the September meeting.</p> <p><b>To consider</b> actions to be taken regarding:</p> <p>55.1 Hedge cutting in Autumn It was <b>noted</b> that this was covered by the contract, but it was further agreed to meet with CW to discuss the use of flailing as part of the hedge cutting.</p> <p>55.2 Work requested to be done at 22 Stretton Walk It was <b>agreed</b> that the proposed work at 22 Stretton Walk should not be done by CW.</p> <p>55.3 Raising the tree height on Regency Way It was <b>agreed</b> that any tree work would be considered later in the year.</p>
56	<p><b>Environmental Matters</b></p> <p>56.1. <b>Pond Maintenance</b></p> <p>56.1.1 <b>To receive</b> an update on the Pond Maintenance Contract It was <b>resolved</b> that the quote for Pond Maintenance provided by Caddis would be accepted if no further responses are received.</p> <p>56.1.2 <b>To note</b> the remedial work undertaken on Coronet Pond, which was approved by the Chair, Vice Chair and Clerk It was <b>noted and approved</b> that work had been carried out by Caddis to improve the water level in Coronet Pond at a cost of £800, and which had been approved by the Chair, Vice-Chair and Clerk outside of council.</p> <p>56.1.3 <b>To consider</b> any additional short-term remedial work required on Coronet pond. It was <b>confirmed</b> that weed removal is required, but that this would be done under the pond maintenance contract.</p> <p>56.2. <b>To consider and approve</b> quotes (if received) for the following works:</p> <p>56.2.1. Remedial works at Kensington Park (path and trees)</p>

	<p>A quote has been received from Caddis to replace the affected tarmac section with a grit-stone path. Alternative quotes are to be sought and presented for consideration at the next meeting.</p> <p>56.2.2. Remedial works to the fence at St George’s field It was <b>resolved</b> to instruct Caddis to carry out the fence repair at St. George’s field.</p> <p>56.3 <b>To consider and approve</b> a request to support Hedgehogs R Us. It was <b>resolved</b> to purchase an initial box of hedgehog highways at a cost of £150.</p> <p>56.4. <b>To receive</b> any other updates It was reported that emergency work had been carried out by Caddis Ltd to remove a horse chestnut that had split and fallen onto a drive and path on Moreville Close. The work was done with the approval of the Chair and Clerk as it was a safety issue.</p>
57	<p><b>Jubilee Celebrations</b></p> <p>57.1 <b>To receive</b> a de-brief following the successful completion of the Jubilee celebrations and to note any lessons learned It was agreed that the Jubilee celebrations had been a great success and the Council was pleased to have received lots of positive feedback from residents. Thanks were expressed to the volunteers for their support and hard work over the weekend. The clerk was asked to confirm if the bunting supplied by NTC had been purchased and could be used for future events.</p> <p>57.2. <b>To approve</b> a Jubilee newsletter It was <b>agreed</b> that a newsletter would be produced, to include the jubilee and other items of interest (e.g., forward notice of future summer events, hedgehog highways, etc.)</p> <p>57.3 <b>To consider</b> the work produced by Kingsmead school for the Jubilee tree sign Nothing has been received from Kingsmead School yet and this will be reviewed again after the summer holidays.</p> <p>54.4. <b>To consider</b> holding an annual Kingsmead Summer event It was <b>agreed</b> that an annual event would be held and that a provisional booking would be made with Mack’s Music Promotions for next year.</p>
58	<p><b>Operation London Bridge</b></p> <p><b>To note</b> the presentation provided by the SLCC regarding Operation London Bridge and to consider any planning to be undertaken by Kingsmead Parish Council.</p> <p>It was <b>agreed</b> that a small working group would be set-up after the summer recess to consider what planning needs to be done by the council.</p>
59	<p><b>Clerk’s Report</b></p> <p>The clerk reported the following:</p> <ul style="list-style-type: none"> <li>• Several complaints had been received about the appearance of advertising signs on the Kingsmead roundabouts. It was confirmed that these had been installed by CWaC and that KPC had no prior knowledge of them. The Clerk was asked to send a letter of complaint to the CEO of CWaC.</li> <li>• The clerk had followed up with Cadent regarding the repairs carried out next to the clock tower, but no further response had been received. The clerk was asked to write again as further damage has been caused, which could be unsafe.</li> <li>• The clerk asked about the removal of the Jubilee bunting, and it was agreed that it could now be taken down – NTC will be contacted and asked to remove it.</li> <li>• LCP Properties has been contacted again about reducing the height of the Christmas tree at the entrance to Kingsmead Square.</li> </ul>

60	<b>Resident's Issues</b> <b>To consider</b> issues raised by residents and <b>to approve</b> any actions to be taken <ul style="list-style-type: none"> <li>• ASB at the corner of Kingsmead and London Road This would be reported to the PCSO for further follow up.</li> <li>• Trees interfering with telegraph poles at Dobell's Way BT is responsible for maintaining the telegraph wires.</li> <li>• Trafalgar Close – Trees behind fencing KPC will not remove cut trees that have been left behind the fence line.</li> <li>• Further query about maintenance of towpath Clerk confirmed a meeting has been arranged with the resident.</li> </ul>		
61	<b>Future Agenda Items</b>	Items to be placed on the agenda for the next meeting.	
62	<b>Next Meeting</b>	Kingsmead Parish Council	Monday 19 <sup>th</sup> September at 7.30pm at Kingsmead School