



## MINUTES

Minutes of the ANNUAL MEETING of Kingsmead Parish Council  
held on Monday 15<sup>th</sup> May at 7:30pm

Present: Cllrs Bannister, Logan, Martin, Reed, Swift, Van Gordon, Weltman (Chair – following agenda item 1)  
Also present: Mrs W Maddock (Clerk & RFO), Cllr Marr (CWaC representative) and four members of public (left the meeting at 8.05pm).

The meeting started at 7.30pm.

1	<p><b>Chair 2023-2024</b></p> <p>1.1. To elect the Chair of Kingsmead Parish Council for the forthcoming year. It was proposed by Cllr Reed and seconded by Cllr Logan that Cllr Weltman should be the Chair for 2023/24. In the absence of any other nominations, a vote was taken, which was carried unanimously. <b>Resolved</b> - Cllr Weltman be appointed Chair of Kingsmead Parish Council for the forthcoming year.</p> <p>1.2. To receive the Declaration of Acceptance of Office from the Chair. Cllr Weltman signed the Declaration of Acceptance of Office.</p>
2	<p><b>Vice-Chair 2023-2024</b></p> <p>To elect the Vice Chair of Kingsmead Parish Council for the forthcoming year. It was proposed by Cllr Reed and seconded by Cllr Logan that Cllrs Hoey and Bannister should be Vice-Chair for 2023/24. In the absence of any other nominations, a vote was taken, which was carried unanimously. <b>Resolved</b> – Cllrs Hoey and Bannister be appointed Vice-Chair of Kingsmead Parish Council for the forthcoming year.</p>
3	<p><b>Apologies</b></p> <p>Cllr Boylan (work), Cllr Hoey (holiday), Cllr Jewitt (work)</p>
4	<p><b>Code of Conduct</b></p> <p>4.1. To review and confirm the adoption of Cheshire West and Chester Council’s Code of Conduct, adopted by Kingsmead Parish Council on 27<sup>th</sup> June 2022. <b>Resolved</b> – That the CWaC Code of Conduct (adopted by KPC on 27<sup>th</sup> June 2022) is confirmed.</p> <p>4.2. To confirm that all members will observe the Code of Conduct. <b>Resolved</b> – All members confirmed they will observe the Code of Conduct.</p>
5	<p><b>Declarations of Interest</b></p> <p>5.1. There were no Declarations of Interest made. 5.2. <u>Register of Members’ Interest forms</u> – All councillors confirmed they would submit their Members’ Interest forms within 28-days.</p>
6	<p><b>Public Forum</b></p> <p>Four members of public attended who addressed the council about their ongoing concerns regarding the siting of a bench at Duke’s Way pond and the increase that has occurred in littering in the pond. It was confirmed that the bench is still under 6-month review and that it continues to be a standard agenda item.</p>
7	<p><b>PCSO Report</b></p> <p>The PCSO was unable to attend the meeting, but a report was received that was circulated to all members. The report listed ten incidents of anti-social behaviour and parking issues on Buckingham Drive. Kingsmead police surgeries will be held at Tesco, Regency Way on Weds 31<sup>st</sup> May (14:00 to 15:00) and Tues 27<sup>th</sup> June (11:00 to 12:00). A further surgery will be held on Tues 6<sup>th</sup> June at Kingsmead school – Rose Meadow.</p>

8	<p><b>Bench at Dukes Way Pond</b>  <b>To receive further updates</b> about the bench and <b>to approve any actions</b> as appropriate.  The council discussed the concerns raised again by the residents and it was noted that the PCSO had responded to issues of ASB at the pond. It was confirmed that a bin is to be sited next to the new bench and Caddis will be asked to clean the pond of any litter.  <b>Resolved</b> – to continue the trial period for the remainder of the agreed 6-month trial period.  The members of public left the meeting at the end of this agenda item.</p>
9	<p><b>Minutes</b>  The minutes of a Full Council meeting held on Mon 17<sup>th</sup> April 2023 were confirmed as a true record and duly signed by the Chair.</p>
10	<p><b>Committees and Working Groups</b>  The membership of committees and working groups for 2023-2024 was discussed.  <b>Resolved</b> – the following Committees and Working Groups:</p> <ul style="list-style-type: none"> <li>a) <u>Finance Committee</u>  Cllr Bannister, Cllr Boylan, Cllr Martin, Cllr Reed.</li>   <li>b) <u>Parks and Environment Committee</u> (now including Structures &amp; Maintenance Working Group)  Cllr Bannister, Cllr Hoey, Cllr Jewitt, Cllr Logan, Cllr Reed, Cllr Swift, Cllr Van Gordon, Cllr Weltman.</li>   <li>c) <u>Events Working Group</u>  Cllr Bannister, Cllr Hoey, Cllr Jewitt, Cllr Logan, Cllr Swift, Cllr Weltman.</li> </ul> <p><b>To consider and approve</b> any other committees or working groups.  <b>Resolved</b> – to form a <u>Communications Working Group</u> with the following members:  Cllr Bannister, Cllr Boylan, Cllr Logan, Cllr Martin, Cllr Van Gordon.</p>
11	<p><b>Review of KPC Policies</b>  <b>Resolved</b> – to approve the following policies:</p> <ul style="list-style-type: none"> <li>a) Financial Regulations</li> <li>b) Investment Policy</li> </ul> <p><b>Resolved</b> – to defer approval of the following policies pending further consideration and update.</p> <ul style="list-style-type: none"> <li>c) Standing Orders</li> <li>d) Risk Management Register</li> </ul>
12	<p><b>Training Schedule</b>  <b>To consider</b> available training and <b>to confirm</b> attendance as appropriate.  <b>Resolved</b> – that councillors review the available training and confirm directly with ChALC (or other training body) the courses they wish to attend. Clerk to be informed for invoicing purposes.</p>
13	<p><b>Finance &amp; Administration</b></p> <p>13.1. <b>To receive</b> bank statements and <b>to approve</b> the bank reconciliations to the end of April-2023.  <b>Resolved</b> – to approve the bank reconciliations to the end of April-2023 for the following accounts:</p> <ul style="list-style-type: none"> <li>• Unity Trust Bank</li> <li>• Nationwide 45-day account</li> </ul> <p>13.2. <b>To receive</b> financial reports to the end of April-2023.  <b>Resolved</b> – to receive and note the following financial reports to the end of April-2023:</p> <ul style="list-style-type: none"> <li>• Trial balance for current year</li> <li>• Detailed income and expenditure by budget heading</li> <li>• Special VAT return submission (01-12-2022 to 31-03-2023)</li> </ul> <p>13.3. <b>To confirm</b> membership of ChALC for 2023-24 and <b>to approve</b> payment of the annual affiliate fee of £1356.05.  <b>Resolved</b> – to approve membership of ChALC for 2023-24 and to approve payment of the affiliate fee.</p>

	<p>13.4. <b>To consider and approve</b> the payments for May 2023.  <b>Resolved</b> – to approve the payments as presented for May-2023.</p> <p>13.5. <b>To receive</b> a report from a meeting of the Finance Committee held on Tuesday 2<sup>nd</sup> May and <b>to approve</b> its recommendations.  The draft minutes of the Finance Committee were circulated to all councillors and the following recommendations reviewed:</p> <p>a) The transfer of £100,000 from the Unity Trust account to the Nationwide 45-day account.  <b>Resolved</b> – to transfer £100,000 from Unity Trust to the Nationwide 45-day account, to remain in the 45-day account for a period of up to 6-months.</p> <p>b) To extend the Countrywide contract for up to 2-years, on the proviso that the contract is maintained at the 2023-24 fees for a minimum of 1-year.  <b>Resolved</b> – to extend the Countrywide contract for a period of 2-years on the following basis:</p> <ul style="list-style-type: none"> <li>• There is no increase in fees for the at least the first year of the extension.</li> <li>• That Mr M. Harrison is retained as the key contact for the Kingsmead contract.</li> </ul> <p>Resolution 13.5(b) was passed on a show of hands with all councillors in favour.</p> <p>13.6. <b>To consider and approve</b> the Chairman’s Allowance for 2023-24.  <b>Resolved</b> – to approve the Chairman’s Allowance for 2023-24 (budgeted at £500).</p> <p>13.7. <b>To approve</b> expenses for the Clerk for the period of April 2023.  <b>Resolved</b> – to approve the Clerk’s expenses for the period of April-2023, which will be paid in June-2023.</p> <p>13.8. <b>To receive an update</b> on the Parish Council’s data storage and <b>to approve</b> appropriate actions to be taken (DB).  <b>Resolved</b> – to defer a discussion on the PC’s data storage as Cllr Boylan was not present.</p>
14	<p><b>Planning</b></p> <p><b>To consider</b> any planning applications received since the last meeting.</p> <ul style="list-style-type: none"> <li>• <u>1 Bowfell Close</u>  Single storey side extension (part retrospective)</li> <li>• <u>Land Adjacent To Greenways, 13 Graingers Road</u>  Demolition of existing garage, construction of two new dwellings (Resubmission of withdrawn application 22/02301/FUL)</li> </ul> <p><b>Resolved</b> – that no comments be submitted for the planning applications received.</p> <p>A further planning application was received on the day of the meeting, which was also considered because the deadline for comments is 6<sup>th</sup> June (preceding the next council meeting):</p> <ul style="list-style-type: none"> <li>• <u>25 Chelford Drive</u>  Replacement rear fence to east side of boundary</li> </ul> <p><b>Resolved</b> – to defer a decision on whether a comment should be made pending further investigation.</p>
15	<p><b>Parks and Environment</b></p> <p>15.1. <b>To receive a report</b> from a meeting of the Parks and Environment Committee (held on Monday 9<sup>th</sup> May).  The draft minutes of the Parks and Environment Committee were circulated to all councillors and were reviewed.</p> <p>15.2. <b>To consider and approve</b> quotes received from Caddis for tree works.  <b>Resolved</b> – to approve a quote from Caddis for tree work on Burwardsley Way.</p>
16	<p><b>Community</b></p> <p><b>To receive an</b> update from Cllr Martin regarding proposed airspace changes at Liverpool John Lennon Airport.  Cllr Martin confirmed that the proposed changes would not impact Kingsmead.</p>

17	<b>Clerk's Report &amp; Resident Issues</b> <b>To consider</b> issues not covered elsewhere on the agenda and to note any actions to be taken. The Clerk reported the following: <ul style="list-style-type: none"> <li>• The raffle at the Coronation Event raised £695.74 for Joshua Tree. It was agreed the Cllrs Hoey and Jewitt would visit to make a presentation.</li> <li>• All fees have been discharged and administration completed for the Deed of Easement at St. George's Way. It was confirmed that the agreement remains effective only until 2<sup>nd</sup> March 2028.</li> <li>• No planning application has been received for a proposed communications mast at the corner of Moor Park Way. The parish council to confirm its concerns regarding the location.</li> </ul>		
18	<b>Meeting Dates</b> <b>To confirm</b> the statutory meeting dates of the Full Council and the dates for committee/working group meetings as appropriate. <b>Resolved</b> – the meeting dates as circulated to all members.		
19	<b>AOB</b> Items to be placed on the agenda for future meetings.		
20	<b>Next Meetings</b>	Parks & Environment Committee	Monday 12 <sup>th</sup> June at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 19 <sup>th</sup> June at 7.30pm in Kingsmead School

The meeting closed at 9.11pm.