



Minutes

Minutes of a meeting of Kingsmead Parish Council held on Monday 19th June

Present: Cllrs Bannister, Boylan, Hoey (abstained from voting), Jewitt, Martin, Swift, Weltman (Chair)

Also Present: Mrs W Maddock (Clerk & RFO), Cllr Sinar (CWaC Councillor) and 9 members of public.

The meeting started at 7.30pm.

32	Apologies Cllr Logan (work), Cllr Reed (medical), Cllr Van Gordon (work)
33	Declarations of Interest No declarations of interest were made.
34	In Memory Kingsmead Parish Council would like to pay their respects to ex-Councillor Bill Simpson, who has recently passed.
35	Public Forum Nine members of the public attended the meeting to express their concerns about a proposal for the installation of a 20m high 5G mast (plus antennae and equipment boxes) on Moor Park Way. Standing orders were suspended at 7.38pm to allow agenda item 41(a) to be brought forward and discussed by council.
41	<p>Planning</p> <p>a) <u>Moor Park Way</u> Erection of 20 meter high slim-line monopole, 6 antennas, 2 equipment cabinets, 1 electric meter cabinet and installation of 1 GPS module</p> <p>It was confirmed that several councillors had visited the proposed installation site and agreed that the installation would have an unacceptable adverse effect on the character of the residential area. A vote was taken on whether the council should submit a planning objection, and this was passed unanimously.</p> <p>Resolved – that the council (as a consultee) submit an objection to the planning application before the closing date of 28th June.</p> <p>Standing orders were re-started at 7.52pm and nine members of the public left the meeting.</p>
36	<p>PCSO Report</p> <p>The PCSO was unable to attend the meeting, but a report was received that was circulated to all members. The report listed six incidences of anti-social behaviour, one issue with parking and one incident of bicycle theft. In addition to the official reports logged, a number of concerns were raised on social media concerning parking in various locations. Patrols continue to be carried out regularly at Duke’s Way, Regal Close and Coronet Avenue (re ASB) and on Buckingham Drive (re parking). The next police surgery will be on Tuesday 27th June (11am – 12pm) at TESCO, Kingsmead Square. Parking operations will be carried out at all schools - FIXED PENALTY FINES are now being issued.</p>
37	<p>Bench at Dukes Way Pond</p> <p>To receive further updates about the bench and to approve any actions as appropriate.</p> <p>The council discussed the emails received since the last meeting (primarily from one resident) and noted that only one issue had been reported to the PCSO. It was agreed that the trial should continue to the end of August.</p>
38	<p>Minutes</p> <p>To approve and sign the minutes of the following meetings:</p> <ul style="list-style-type: none"> • Annual Meeting of the Parish held on 15th May 2023 • Annual Meeting of Kingsmead Parish Council held on Mon 15th May 2023. <p>Resolved – to approve the minutes of both meetings as a correct record, which were then signed by the Chair.</p>

39	<p>Review of KPC Policies</p> <p>To review and update as appropriate the following policies:</p> <ul style="list-style-type: none"> a) Standing Orders b) Risk Management Register <p>Resolved – to retain the Standing Orders as currently written and to amend the Risk Management Register, to include supplier fraud, structures and events management. Both policies to be annotated appropriately.</p>
40	<p>Finance & Administration</p> <p>40.1. To receive bank statements and to approve the bank reconciliations to the end of May-23. Resolved – to approve the bank reconciliations to the end of May-2023 for the following accounts:</p> <ul style="list-style-type: none"> • Unity Trust Bank (cashbook) • Nationwide 45-day saver <p>40.2. To receive financial reports to the end of May-23. Resolved – to receive and note the following financial reports to the end of May-2023:</p> <ul style="list-style-type: none"> • Cashbook summary • Summary Income and Expenditure by Budget Heading • Detailed Income and Expenditure by Budget Heading • Trial Balance <p>40.3. To consider and approve the payments for June 2023. Resolved – to approve the payments as listed for June-2023.</p> <p>40.4. Internal Auditors Report for the financial Year 2022/23 To receive the report of the internal auditor and to discuss any proposed changes. The internal auditor commented on two issues; one of which has already been addressed under agenda item 39(b). The second item was caused by the External Auditor failing to complete its audit within the statutory time frame and as such there is no remedial action that the council can take.</p> <p>40.5. Annual Governance and Accountability Return 2022/23 To review the Annual Governance Statement and the Accounting Statements for the financial year to 31 March 2023, Part 3 Section 1 and 2 by:</p> <ul style="list-style-type: none"> a) Considering and responding to the nine statements in Section 1 – The Annual Governance Statement 2022/23 The Council responded to the Annual Governance Statements 2022/23 as part of its AGAR return. b) Considering and confirming the figures entered in Section 2 – The Accounting Statements 2022/23 The Council confirmed the Accounting Statements 2022/23 as part of its AGAR return. c) To note the arrangements for the Public Right to View of the unaudited accounts. It was noted that the PRTV would run from 26th June 2023 to 4th August 2023. <p>40.6. To consider and approve a quote for the Kingsmead Parish Council insurance for 2023-24.</p> <ul style="list-style-type: none"> a) To confirm that the proposed policy schedule meets requirements. Resolved – to accept a quote from BHIB (at an annual premium of £1659.40) based on an equivalent schedule to that currently in place, which the council confirmed meets requirements. b) To consider and approve a 1-year or 3-year agreement. Resolved – to approve a 1-year policy pending a full valuation of all assets and amendment of the asset register. <p>40.7. To approve expenses for the Clerk for the period of May 2023. Resolved – to approve the Clerk’s expenses for May 2023, which will be paid in July 2023.</p>
41	<p>Planning</p> <p>To consider any planning applications received since the last meeting.</p>

	<p>b) <u>9 Coronet Avenue</u> Oak tree (T1) at back of garden - Crown thin by 40% to allow light to pass through and reduce wind resistance. Crown reduction in height by approx. 3.5m and lateral spread by 2m all round to finish crown dimension of approximately 8m in height by 6m in spread. Crown lift to give 5.5m clearance above ground level.</p> <p>Resolved – that no comments be submitted for this planning application.</p>
42	<p>Parks and Environment</p> <p>42.1. To receive a report from a meeting of the Parks and Environment Committee (held on Monday 12th June). The draft minutes from the Parks and Environment Committee meeting were summarised.</p> <p>42.2. To consider a report (if received) regarding an investigation of drainage at Kensington Way and to agree next actions as appropriate.</p> <p>Resolved – to approve excavation works by Caddis (at a cost of £580) to further investigate a possible solution for the drainage problems at Kensington Way play area.</p> <p>42.3. To approve actions to be taken regarding the security of benches in the parish.</p> <p>Resolved – that Cllr Jewitt should carry out some minor works to minimise the risk of benches being removed.</p>
43	<p>Community</p> <p>43.1. To receive a report following a meeting with CWaC Highways and to approve further actions. Cllr Weltman summarised the meeting held with CWaC Highways, confirming that an assessment is to be made on whether additional crossing places are needed. The Parish Council will continue to follow up its concerns about the advertising signs on roundabouts.</p> <p>43.2. To note the latest update from Cadent HyNet North West Hydrogen Pipeline Project. The Council noted the latest project update.</p>
44	<p>Events</p> <p>44.1. To consider and approve a budget for the KPC Christmas event (as per the Events Working Group Terms of Reference)</p> <p>Resolved – to approve a total budget for the Christmas event of £9500 (to include previously committed expenditure that amounts to approx. £4500). It was noted that the Events Working Group will next meet on Weds 21st June.</p> <p>44.2. To receive the D-Day 80th Anniversary Guide and to consider if Kingsmead Parish Council will participate in this event in 2024.</p> <p>Resolved – that the Parish Council will hold a D-Day celebration on 8th June 2024.</p>
45	<p>ChALC AGM Motions</p> <p>To consider and approve if Kingsmead Parish Council will submit a motion to be heard at the Annual General Meeting of ChALC.</p> <p>Resolved – to approve in principle a motion asking that ChALC supports a request for CWaC to work more closely with the borough's parish councils. It was agreed that the wording of the motion should be presented for approval at the next meeting in order to meet the submission deadline of Friday 28th July.</p>
46	<p>Clerk's Report & Resident Issues</p> <p>To consider issues not covered elsewhere on the agenda and to note any actions to be taken.</p> <p>The clerk reported the following:</p> <ul style="list-style-type: none"> • LCP Management has approved in principle the installation of an AED on a unit at Kingsmead Square. • An enquiry has been received from Huntington PC (Chester) re participation in ½ days training for routine play inspections - suitable for councillors. • The Play inspector has confirmed that bins do not need to be within the boundary of the play area to comply with EN-1176. • A request has been received to hire St George's Field - See resident's enquiry. • It was confirmed there are no restrictions regarding the use of the Chair's Allowance. • An initial draft of a summer newsletter has been compiled and will be circulated after final content pieces are received.

	<ul style="list-style-type: none"> • The ChALC Bulletin (dated Fri 16th June) detailed the following event, which will be held on Weds 5th July from 6-7pm. <ul style="list-style-type: none"> ○ Town & Parish Council Online Event with CWaC Highways Team (incl. Jayne Black – Head of Dept) 	
47	AOB There were no matters raised for inclusion on the agenda of the next meeting.	
48	Next Meetings	Kingsmead Parish Council Monday 24 th July at 7.30pm in Kingsmead School
49	Exclusion of Press & Public 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 the following items on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted. Resolved – to exclude the press and republic for agenda items 50 and 51. As a result of the resolution, the remaining members of public left the meeting at 9.01pm.	
50	Planning Enforcement To note a complaint raised with CWaC planning enforcement. A planning enforcement complaint has been raised and a response is awaited.	
51	Deed of Easement To consider the latest communication from CHL and to approve any instruction to be given. Resolved – to approve an instruction to CHL solicitors for a minor amendment to the Deed of Easement.	

The meeting closed at 9.12pm.