



Minutes

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

Present: Cllr Bannister, Cllr Boylan, Cllr Reed, Cllr Swift, Cllr Weltman
Also present: Mrs W Maddock (Clerk & RFO) and Cllr Marr (CW&C Ward Councillor)

The meeting started at 7.30pm.

246	<p><u>Apologies</u> Cllr Hoey (work), Cllr Jewitt (work), Cllr Logan (work), Cllr Martin (personal), Cllr Van Gordon (work)</p>
247	<p><u>Declarations of Interest</u> No declarations of interest were made.</p>
248	<p><u>Public Forum</u> There were no members of public present.</p>
249	<p><u>PCSO Update</u> To note the following reports and updates from the PCSO:</p> <ul style="list-style-type: none"> • Feb Davenham & Moulton PCSO newsletter covering the period 1st - 31st Jan 2024. • Kingsmead Mini-Police <p>Noted – receipt of the PCSO newsletter, which was circulated prior to the meeting. The newsletter is available on the Council website at the following link: 2024-01-Newsletter-Jan24.pdf (kingsmeadpc.org.uk). A summary of activity by the Mini Police is provided at the end of the newsletter.</p>
250	<p><u>Minutes</u> To approve and sign the minutes of a meeting held on Monday 15th January 2024 Resolved – that the minutes were a correct record of the meeting and should be signed by the Chair.</p>
251	<p><u>Finance & Administration</u></p>
251.1	<p>To receive bank statements and to approve the bank reconciliations to the end of Jan-2024. Resolved – to approve the bank statements and reconciliations to the end of Jan-2024 for the following accounts:</p> <ul style="list-style-type: none"> • Unity Trust Bank (cashbook) • Nationwide 45-day saver account. <p>Noted – a screenshot taken on 1st February of the Nationwide 125-day saver account, which confirms the current amount deposited is equal to the 2024-01 Bank - Cash and Investment Reconciliation Report.</p>
251.2	<p>To receive financial reports to the end of Jan-2024. Noted - The following financial reports were received:</p> <ul style="list-style-type: none"> • Cashbook Summary YTD • Summary Income and Expenditure to 31-01-2024 • Detailed Income and Expenditure to 31-01-2024
251.3	<p>To consider and approve the payments for Feb-2024. Resolved – that the list of payments circulated to all councillors prior to the meeting for review should be approved for payment in Feb-2024.</p>
251.4	<p>To approve expenses for the Clerk for the period of Jan-2024. Resolved – to approve the expenses presented for Jan-2024, which will be paid in March.</p>
251.5	<p>To approve the appointment of JDH Business Services as the Internal Auditor to KPC for the audit of the 2023-2024 financial year. Resolved – that JDH Business Services should provide internal auditor services for the next year.</p>
251.6	<p>To consider and approve amendments to Council's Financial Regulations. Resolved – to approve the amendments to the Financial Regulations as proposed.</p>

<p>252 252.1 252.2 252.3</p>	<p><u>Planning</u> To note any planning applications received since the last meeting: a) <u>2 Pulford Close - 22/03778/FUL</u> Proposed single and first floor front extension and single storey side extension. (reviewed by Cllrs Weltman and Logan due to the comments deadline of 16.02.24) Resolved – that no comments be submitted against this planning application. To note any planning decisions received since the last meeting. b) <u>16 Priory Avenue (23/03662/FUL) - Approved</u> Single storey extension to ground floor to rear of dwelling Noted – that planning application 23/03662/FUL has been approved. To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>
<p>253 253.1 253.2 253.3</p>	<p><u>Parks and Environment</u> To receive feedback and recommendations from a meeting of the Parks & Env. Committee held on Monday 12th Feb. Noted – the draft minutes from the P&E Committee meeting held on 12th February which were circulated prior to the meeting and were summarised by the Clerk. The P&E Committee draft minutes can be viewed at the following link: 2024-02-12-PandE-Comm-Minutes-DRAFT.pdf (kingsmeadpc.org.uk). The following specific recommendations were made: a) To invite Cllr Boylan to join the Grounds Maintenance Contract working group. Resolved – that Cllr Boylan joins the Grounds Maintenance Contract tender group. b) To consider and approve a quote for additional willow pollarding between The Kingfisher roundabout and Moor Park Way. Resolved – to approve a quote from Caddis at a cost of £2250 (plus VAT) for additional willow pollarding. c) To confirm allocations of areas where Cheshire Railings are to be measured. Resolved – to defer a decision about the allocation of areas pending feedback from Cllr Logan. To consider the proposal to replace signs at Duke’s Way pond based on costs now received. Resolved – that new signs were no longer required. However, the area would be tidied up by removing all of the “no fishing” signs and any signs remaining would be cleaned. To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>
<p>254 254.1 254.2 254.3</p>	<p><u>Community</u> To note the installation of the community defibrillator and to approve a guardian to carry out regular checks. Resolved – that Cllr Boylan and Cllr Swift would act as the parish council’s guardians; to carry out weekly and monthly checks of the defibrillator to ensure its status is correctly maintained on “The Circuit” national database. To consider and approve a further request from Davenham Scouts for grant funding. Resolved – that the Council would pay a one-off grant in this financial year of £100 to the Davenham Scouts. The scouts will also be given the opportunity to attend any future PC events to raise additional funds. To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>
<p>255 255.1</p>	<p><u>Events</u> To receive feedback following a meeting of the Events Group to include: a) Christmas 2023 Event debrief Noted – a summary of the debriefing which highlighted the successful Christmas Event held on 1st Dec 2023, which it was agreed had been well organised and received positive feedback from the community. It had been discussed what elements of the event should be retained for this year and where economies could be sought e.g. by purchasing the lighting from a single supplier. It will also be investigated about having lighting at the SJD end of the parish. The group has proposed that some charges could be levied at future events. b) To approve proposals and a budget for events in 2024. Resolved – to defer any final proposals at this time.</p>

255.2 255.3	<p>It was noted however, that the budget for events in 2024/25 has been set at £9000. The group will be looking at ways to reduce Christmas spending in 2024 to fund a smaller summer event to mark the D-Day commemoration celebrations.</p> <p>To note information received from Kingsmead Friend's Association about the Summer Fair (to be held on Sat 8th June) Noted – that KFA confirmed on 13th February that the school is now looking at alternative dates for its summer fair so as not to coincide with the Parish Council's D-Day Commemoration event. The council thanked KFA and the school for this action.</p> <p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>							
256	<p>Hilltop Grange To receive any update regarding the current situation and management of amenity land at Hilltop Grange. Resolved – to defer any discussion in the absence of Cllr Martin, who raised this agenda item.</p>							
257	<p>Resident Matters To note resident communications and to consider any actions as appropriate. Noted – a summary of resident communications since the last meeting. No actions were identified.</p>							
258	<p>Clerk's Report To receive an update on issues not covered elsewhere on the agenda and to note any actions.</p> <p><u>Kensington Way Play Area – Consultation</u>. Survey letters were delivered on Saturday 17th Feb (but not to nos. 4-6 Trafalgar Close and 19-25 Kensington Way - houses not immediately adjacent to the park). 3 responses received to date.</p> <p><u>Defibrillator</u> - Installed on 23rd Jan. Details have been added to the national database "The Circuit" and a photograph sent to London Hearts as per their grant requirements.</p> <p><u>Litter Picking</u> - Organised CWaC dropping off equipment and picking up litter for the Jan event. Followed up about why the litter wasn't collected after 4 days and there is a new process to be followed in future. Updated noticeboard and website re cancellation of the February litter pick and change of date in March. Post also needed on Facebook.</p> <p><u>Pointing of Structures</u> - Date confirmed with BEL for start of works on 4th March. Specified working restrictions to minimise disruption and inconvenience to neighbours.</p> <p><u>Bill Simpson Memorial</u> - Plaque installed on the bench at Coronet Avenue in January. A resident asked that the PC be thanked for making this happen.</p> <p><u>Cadent</u> - Works completed at the clock tower – cannot tell if the concrete retaining wall has been correctly re-instated. This has been notified to Cadent, and further feedback awaited. This has been further followed up, but no satisfactory response has been received yet.</p> <p><u>ChALC</u> - Place booked for Cllr Hoey at the next West Cheshire Town & Parish Council Conference on Weds 6th March (5.15pm to 9pm) at Double Tree Hilton, Chester. Request received for nominations to a Buckingham Palace Garden Party circulated. Cllr Reed was nominated but asked that his name is not put forward.</p> <p><u>Northwich Allotments</u> - Information passed to residents who previously enquired about allotments that plots may be coming available at the Vickersway Park site.</p> <p><u>CW&C</u> - Contacted the Highways team reference lighting the Kingsmead wall. Contacted the Streetcare team about the crown hedge (completion of the maintenance carried out last year and the possibility of taking over its ongoing maintenance). Contacted David Taylor for an update regarding the advertising signs trial.</p> <p>Actions – that CW&C should be contacted regularly for feedback to the information requested. The ward councillors to be copied into all communications. Specific information required in relation to the advertising signs:</p> <ul style="list-style-type: none"> • What revenue has been raised? • Where has the revenue been spent? 							
259	<p>AOB Items to be placed on the agenda for future meetings.</p> <ul style="list-style-type: none"> • Hilltop Grange (if requested again by Cllr Martin) • Deed of Variation 							
260	<p>Next Meetings</p> <table border="1" data-bbox="357 1823 778 1957"> <tr> <td>Finance Committee</td> <td>Monday 4th March at 7.30pm in Kingsmead School</td> </tr> <tr> <td>Parks & Env. Committee</td> <td>Monday 11th March at 7.30pm in Kingsmead School</td> </tr> <tr> <td>Kingsmead Parish Council</td> <td>Monday 18th March at 7.30pm in Kingsmead School</td> </tr> </table>	Finance Committee	Monday 4 th March at 7.30pm in Kingsmead School	Parks & Env. Committee	Monday 11 th March at 7.30pm in Kingsmead School	Kingsmead Parish Council	Monday 18 th March at 7.30pm in Kingsmead School	
Finance Committee	Monday 4 th March at 7.30pm in Kingsmead School							
Parks & Env. Committee	Monday 11 th March at 7.30pm in Kingsmead School							
Kingsmead Parish Council	Monday 18 th March at 7.30pm in Kingsmead School							
261	<p>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</p>							

	following items on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted. Resolved – that the remainder of the meeting be conducted without any press and public present.
262	<u>Deed of Variation</u> To receive an update regarding the Deed of Variation process and to approve next actions. Resolved – that further consideration is given to how the Deeds of Variation are managed. It was approved that back pages could be signed for use by Chambers Fletcher, which was duly done.

The meeting closed at 8.56pm.