



MINUTES

Minutes of a meeting of Kingsmead Parish Council held on
Monday 18th March

Present: Cllr Boylan, Cllr Logan, Cllr Martin, Cllr Swift, Cllr Weltman (Chair)
Also Present: Mrs W Maddock (Clerk & RFO) and four members of public.

The meeting started at 7.31pm.

283	<p><u>Apologies</u> Cllr Bannister (work), Cllr Hoey (work), Cllr Jewitt (work), Cllr Reed (family), Cllr Van Gordon (work)</p>
284	<p><u>Declarations of Interest</u> No declarations of interest were made.</p>
285	<p><u>Public Forum</u> Two members of the public attended the meeting to discuss their concerns about a resident using large, white stones on the edge of their garden next to the road. CW&C Highways has confirmed that this area of land was originally a pathway, which had been altered by a previous resident, and also a service strip. It is therefore subject to the perpetuity rules attached to most house deeds and the stones are not permissible. This has been communicated and the stones are to be moved. One member of the public outlined the issues that residents of Hilltop Grange are having with regard to getting the estate's roads adopted by Cheshire West and Chester Council. This has been ongoing for a number of years and could now be complicated by the developer going into administration. There are also concerns about the ongoing maintenance of the amenity land and play areas, but this is managed separately from the developer by Premier Estates. It was confirmed that residents of Hilltop Grange are looking at both issues and that the update was being provided to the PC for information only at this stage.</p>
286	<p><u>Hilltop Grange</u> To receive an update regarding the management of amenity land at Hilltop Grange. The council thanked the resident for providing the update and agreed to stay in communication about developments. Resolved – to write to United Utilities to request a progress update about their s104 agreement, which is required before CW&C can adopt the highways.</p>
287	<p><u>PCSO Update</u> To note the March Davenham & Moulton PCSO newsletter covering the period 1st – 29th Feb 2024. 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: 2024-03-Newsletter-Feb24.pdf (kingsmeadpc.org.uk)</p>
288	<p><u>Minutes</u> To approve and sign the minutes of a meeting held on Monday 19th February 2024. Resolved – that the minutes were a correct record of the meeting and should be signed by the Chair.</p>
289	<p><u>Finance & Administration</u></p> <p>289.1 To receive bank statements and to approve the bank reconciliations to the end of Feb-2024. Resolved – to approve the bank statements and reconciliations to the end of Feb-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 March of the Nationwide 125-day saver account, which confirms the current amount deposited is equal to the “2024-02 Bank - Cash and Investment Reconciliation” report.</p> <p>289.2 To receive financial reports to the end of Feb-2024. Noted - The following financial reports that were received:</p> <ul style="list-style-type: none"> • Cashbook Summary YTD • Summary Income and Expenditure to 01-03-2024 • Detailed Income and Expenditure to 01-03-2024 <p>289.3 To consider and approve the payments for Mar-2024.</p>

	<p>Resolved - that the list of payments circulated to all councillors prior to the meeting for review should be approved for payment in Mar-2024.</p> <p>289.4 To approve expenses for the Clerk for the period of Feb-2024. Resolved – to approve the expenses presented for Feb-2024, which will be paid in April.</p> <p>289.5 To receive a report from a meeting of the Finance Committee held on Monday 4th March and to approve the following recommendations:</p> <ol style="list-style-type: none"> a) The adoption of two new policies and procedures – “Statement of Internal Controls and Checklist” and a “Reserves Policy” b) That new bank accounts are opened with Unity Trust (Instant Access Saver Account), Redwood Bank (35-day Notice Account) and United Trust Bank UK (3-month Fixed Term Bond). c) That delegated authority be given to the Finance Committee to authorise the transfer of money between bank accounts. <p>Noted – the draft minutes from the Finance Committee meeting held on 4th March, which were circulated prior to the meeting and were summarised by Cllr Martin (Chair of the committee). The Finance Committee draft minutes can be viewed using the following link: 2024-03-04-Finance-Committee-Minutes-DRAFT.pdf (kingsmeadpc.org.uk).</p> <p>Resolved – to approve all the recommendations made by the Finance Committee and listed above (a) to (c).</p> <p>289.6 To consider and approve the ongoing engagement of Shires Accountants for the provision of payroll services. Resolved – that Shires Accountants would be engaged for a further year to provide payroll services and that the Clerk/RFO should sign the required engagement documents for 2024-25.</p> <p>289.7 To consider and approve ongoing membership of ChALC. Resolved – that membership of ChALC should be maintained for the next financial year at an increased fee of 38p per elector (a 1% increase on current fees). The fee for 2024-25 will be approx. £1393.</p>
<p>290</p> <p>290.1</p> <p>290.2</p> <p>290.3</p>	<p>Planning</p> <p>To note any planning applications received since the last meeting:</p> <ul style="list-style-type: none"> • 15 Moor Park Way - 24/00431/FUL Single storey rear extension and front porch extension <p>Resolved – that no comments be submitted against this planning application.</p> <p>To note any planning decisions received since the last meeting.</p> <ul style="list-style-type: none"> • 26 Chelford Drive (23/03707/FUL) - Approved Single storey rear, side extension and garage conversion to form extra living accommodation <p>Noted – that planning application 23/03707/FUL has been approved.</p> <p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>
<p>291</p> <p>291.1</p>	<p>Parks and Environment</p> <p>To receive feedback and recommendations from a meeting of the Parks & Env. Committee held on 11th March.</p> <ol style="list-style-type: none"> a) To note an update following a meeting with CW&C’s Communities & Engagement Programme Manager (Northwich, Winsford & Rural Communities) to discuss the ongoing management of the crown hedge. b) To note a campaign to be initiated to minimise dog fouling issues and to approve how the campaign should be run. <p>Noted – the draft minutes from the P&E Committee meeting held on 11th March, 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: 2024-03-11-PandE-Comm-Minutes-DRAFT.pdf (kingsmeadpc.org.uk).</p> <p>Noted – a briefing from CW&C confirming that they will no longer cut the crown hedge in an ornamental style. If CW&C is to continue the maintenance of the SJD roundabout, it would include an annual standard hedge cut only (i.e. the crown shape would be lost) and grass cutting approx. every 4-weeks (weather dependent). The council confirmed its preference to maintain the crown hedge fully and agreed in principle to take over the maintenance of the roundabout pending further, successful discussions and an appropriate agreement with CW&C.</p>

291.2	<p>Noted – that pink chalk spray has been purchased for use in a “pink-poo” campaign. Information will be circulated through Facebook and a campaign initiated through the CW&C process.</p> <p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>					
292	<p>Community</p>					
292.1	<p>To note comments received about parking issues around Sir John Deanes College and to consider any actions. Noted – the comments received. The council acknowledged that parking is an issue in this area and agreed to liaise with the PCSO about actions being taken to minimise the problem.</p>					
292.2	<p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>					
293	<p>Events</p>					
293.1	<p>To receive updates regarding proposed events in 2024 and to consider any budget requirements. Noted – a request from St. Luke’s hospice to hold a fund-raising event on St. George’s field on 9th June. It was also discussed that this event could be combined with a low-key commemoration of the D-Day anniversary. Resolved – to defer a decision to the next Full Council meeting.</p>					
293.2	<p>To note further information received from Kingsmead Friend’s Association regarding their proposed events for 2024 and their invitation for KPC to have a presence at events. Noted – the events to be run by KFA to the end of the year. The council agreed that it would like to accept the invitation to attend events with the PC stand, when councillors are available, and thanked KFA for this opportunity to be involved in other community events. It was further agreed that Cllr Martin would explain the council’s proposed decision about its commemoration events and change of date on the weekend of the 8th/9th June.</p>					
293.3	<p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>					
294	<p>Resident Matters</p> <p>To note resident communications and to consider any actions as appropriate. Noted – a summary of resident communications since the last meeting. It was resolved to take the following actions:</p> <ul style="list-style-type: none"> to confirm with a resident that the PC is in communication with Cheshire Wildlife Trust about path repairs in Poors Wood and that any actions are pending their decision about the path ownership. that the PC would write to Europarks in support of a resident’s complaint. 					
295	<p>Clerk’s Report</p> <p>To receive an update on issues not covered elsewhere on the agenda and to note any actions.</p> <p><u>Caddis</u> - Wildflower preparation confirmed for 28th March (weather dependent). <u>Pointing of Structures</u> - Works completed and no issues identified by Cllr Logan. <u>CWaC</u> - Attended CWaC’s Town and Parish Council Conference on Weds 6th March. Support has been requested from Sarah Dobbins regarding lighting the Kingsmead wall. Litter picking equipment ordered for 24th March – Ref. TK597256248. Further communication with David Taylor regarding advertising signs trial. <u>Countrywide</u> - walk round confirmed for Thurs 21st March to discuss grass cutting season.</p>					
296	<p>AOB</p> <p>Items to be placed on the agenda for future meetings.</p> <ul style="list-style-type: none"> Advertising signs update Review of St. Luke’s application to use St. George’s field Review of storage unit costs and possible alternative locations 					
297	Next Meetings	<table border="1"> <tr> <td>Parks & Env. Committee</td> <td>Monday 15th April at 6.15pm in Kingsmead School</td> </tr> <tr> <td>Kingsmead Parish Council</td> <td>Monday 15th April at 7.30pm in Kingsmead School</td> </tr> </table>	Parks & Env. Committee	Monday 15 th April at 6.15pm in Kingsmead School	Kingsmead Parish Council	Monday 15 th April at 7.30pm in Kingsmead School
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The meeting closed at 9.18pm.