



Clerk: Wendy Maddock Tel: 01606 533858 E: clerk@kingsmeadpc.org.uk

## AGENDA

Notice is hereby given of the ANNUAL MEETING of Kingsmead Parish Council to be held on **Monday 20<sup>th</sup> May on the arising of the Parish Meeting or at 7:30pm** (whichever is the earlier) in Kingsmead School, Dukes Way where the following business will be considered and transacted.

All councillors are hereby summoned to attend.

001	<b>Chair 2024-25</b>	<b>To appoint</b> the Chair of Kingsmead Parish Council for the forthcoming Civic year. On appointment, the Chair will sign the Declaration of Office.
002	<b>Vice-Chair</b>	<b>To appoint</b> the Vice Chair of Kingsmead Parish Council for the forthcoming Civic year.
003	<b>Apologies</b>	<b>To receive</b> , with explanation, apologies for absence.
004	<b>Code of Conduct</b>	<b>To confirm</b> the Code of Conduct adopted by KPC on 27 <sup>th</sup> June 2022.
005	<b>Register of Interests</b>	<b>To confirm</b> that members have reviewed their Register of Interests and that any updates will be provided to the Parish Clerk within 28-days.
006	<b>Declarations of Interest</b>	Members to declare any (a) Disclosable Pecuniary Interests and (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead PC's Code of Conduct.
007	<b>Public Forum</b>	Members of the public are invited to speak with a maximum time limit of fifteen minutes. Parishioners who wish to speak should inform the clerk prior to the commencement of the meeting. 007.1. Cheshire West and Chester Councillors – reports and updates 007.2. PCSO monthly report
008	<b>Vote of Thanks</b>	<b>To note</b> a vote of thanks for ex-Cllr Emma Bannister for her many years of service to both the Kingsmead Resident's Association and the Parish Council.
009	<b>Minutes</b>	<b>To approve and sign</b> the minutes of a Full Council meeting held on Monday 15 <sup>th</sup> April 2024.
010	<b>Co-Option</b>	010.1. <b>To note</b> the response from CW&C regarding a petition for election. 010.2. <b>To confirm</b> if a Notice of Co-Option needs to be advertised and the closing date to be set for any applications.
011	<b>Committees &amp; Working Groups</b>	011.1. <b>To confirm</b> the membership of the committees and working groups for 2024-2025. a) Finance Committee b) Parks & Environment Committee c) Events Working Group d) Communications Group  011.2. <b>To consider and approve</b> any other committees or working groups.
012	<b>Terms of Reference</b>	<b>To review and confirm</b> as appropriate the Terms of Reference for the Committees and Working Groups: a) Finance Committee b) Parks & Environment Committee c) Events Working Group d) Communications Group (to be confirmed at first meeting)
013	<b>Meeting Schedule</b>	<b>To agree</b> the dates and times of meetings for the forthcoming year.

014	Finance & Administration	<p>014.1. <b>To receive</b> bank statements and <b>to approve</b> the bank reconciliations to the end of April-2024.</p> <p>014.2. <b>To note</b> the financial position as of 30<sup>th</sup> April 2024.</p> <p>014.3. <b>To consider and approve</b> the payments for May-2024.</p> <p>014.4. <b>To approve</b> expenses for the Clerk for the period of April-2024.</p> <p>014.5. <b>To receive</b> the Internal Auditors Report for the financial Year 2023/24 and to consider any recommendations made.</p> <p>014.6. <b>Annual Governance and Accountability Return 2023/24</b>  <b>To review</b> 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"> <li>a) Considering and responding to the nine statements in Section 1 – The Annual Governance Statement 2023/24</li> <li>b) Considering and confirming the figures entered in Section 2 – The Accounting Statements 2023/24</li> <li>c) To note the arrangements for the Public Right to View of the unaudited accounts.</li> </ul>
015	Planning	<p>015.1. <b>To note</b> any planning applications received since the last meeting:</p> <ul style="list-style-type: none"> <li>a) <u>27 Blenheim Close</u> - 24/01076/FUL Proposed family room and additional bedroom</li> <li>b) <u>2 Sterling Close</u> - 24/01152/FUL Front porch and single storey rear/side extension</li> </ul> <p>015.2. <b>To note</b> any planning decisions received since the last meeting.</p> <ul style="list-style-type: none"> <li>a) <u>2 Pulford Close</u> (22/03778/FUL) – Planning appeal submitted Proposed single and first floor front extension and single storey side extension.</li> <li>c) <u>15 Moor Park Way</u> (24/00431/FUL) – Approved Single storey rear extension and front porch extension.</li> </ul> <p>015.3. <b>To receive</b> any other updates and <b>to approve</b> actions as appropriate.</p>
016	Parks and Environment	<p>016.1. <b>To approve and sign</b> the minutes of a Parks and Environment Committee meeting held on Monday 13<sup>th</sup> May 2024 and <b>to note</b> the following:</p> <ul style="list-style-type: none"> <li>a) that the next litter picking date will be moved to Sunday 2<sup>nd</sup> June.</li> </ul> <p>016.2. <b>To consider and approve</b> next actions for Kensington Way Field.</p> <p>016.3. Crown Hedge</p> <ul style="list-style-type: none"> <li>a) <b>To receive</b> any update from CW&amp;C regarding the crown hedge maintenance</li> <li>b) <b>To consider and approve</b> a quote from NTC for the maintenance of the crown hedge round-about (assuming acceptable terms are agreed with CW&amp;C)</li> <li>b) <b>To consider and approve</b> a media campaign regarding the current state of the crown hedge.</li> </ul> <p>016.4. <b>To consider and approve</b> any actions required regarding the management of Coronet Pond.</p> <p>016.5. <b>To consider and approve</b> quotes for carrying out play area remedial works.</p> <p>016.6. <b>To receive</b> any other updates and <b>to approve</b> actions as appropriate.</p>
017	Community	<p>017.1. CW&amp;C Roundabout Sponsorship Signs</p> <ul style="list-style-type: none"> <li>a) <b>To receive</b> any correspondence from residents as appropriate.</li> <li>b) <b>To consider and approve</b> a reply to CW&amp;C's consultation request.</li> </ul> <p>017.2. KPC Advertising Agreements</p> <ul style="list-style-type: none"> <li>a) <b>To review</b> the KPC Banners and Advertisements Policy.</li> <li>b) <b>To consider</b> the ongoing agreement with Harlequin Theatre.</li> </ul>

		<p>c) <b>To consider and approve</b> a request from Davenham Carnival Committee to hang a banner between 25<sup>th</sup> May and 9<sup>th</sup> June (carnival date is 8<sup>th</sup> June).</p> <p>017.3. <b>To note</b> information regarding Operation Park Safe.</p> <p>017.4. <b>To receive</b> any other updates and to approve actions as appropriate.</p>	
<b>018</b>	<b>Events</b>	<p>018.1. <b>To receive</b> an update from St Luke's Hospice regarding the proposed "Family Dog Show" on Sunday 9<sup>th</sup> June.</p> <p>018.2. D-Day Anniversary Celebrations</p> <p>a) <b>To consider and approve</b> the purchase of a "Tommy Silhouette" and flower planter to mark the D-Day anniversary</p> <p>b) <b>To consider</b> any other options for marking the event.</p> <p>018.3. <b>To receive</b> any other updates and <b>to approve</b> actions as appropriate.</p>	
<b>019</b>	<b>Resident Matters</b>	<b>To note</b> resident communications and <b>to consider</b> any actions as appropriate.	
<b>020</b>	<b>Clerk's Report</b>	<b>To receive</b> an update on issues not covered elsewhere on the agenda and <b>to note</b> any actions.	
<b>021</b>	<b>AOB</b>	Items to be placed on the agenda for future meetings.	
<b>022</b>	<b>Next Meetings</b>	Finance Committee	Monday 3 <sup>rd</sup> June at 7.30pm in Kingsmead School
		Parks & Environment Committee	Monday 10 <sup>th</sup> June at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 17 <sup>th</sup> June at 7.30pm in Kingsmead School