



MINUTES

Minutes of a meeting of Kingsmead Parish Council held on
Monday 15th July

Present: Cllr B Boylan, Cllr D Boylan, Cllr Jewitt, Cllr Reed, Cllr Swift, Cllr Weltman (Chair)
Also present: Mrs W Maddock (Clerk & RFO) and Cllr Marr (CW&C)

The meeting started at 7.30pm.

076	<p>Apologies Cllr Hoey (holiday), Cllr Logan (work), Cllr Martin (holiday), Cllr Van Gordon (family)</p>
077	<p>Declarations of Interest No declarations of interest were made.</p>
078 078.1. 078.2.	<p>Public Forum</p> <p>Cheshire West and Chester Councillors – reports and updates Cllr Marr commented that some progress had been made regarding the maintenance of the crown hedge roundabout and that he had received some complaints about the parish council's wildflowers, which he would forward to the clerk.</p> <p>PCSO monthly report The PCSO newsletter, covering the period 1st to 30th June, was circulated prior to the meeting. It is available on the Council website (Community Policing > PCSO Monthly Reports) or using the following link: PCSO-Newsletter-Covering-1st-to-30th-June.pdf (kingsmeadpc.org.uk). The PCSO will be asked for further information about some of the incidents reported.</p> <p>There were no other members of public present.</p>
079	<p>Minutes To approve and sign the minutes of a Full Council meeting held on Monday 17th June 2024. Resolved - to approve the minutes of a meeting on Monday 17th June, which were then signed by the Chair.</p>
080 080.1. 080.2. 080.3. 080.4. 080.5.	<p>Finance & Administration</p> <p>To receive bank statements and to approve the bank reconciliations to the end of June-2024. Resolved – to approve the bank statements and reconciliations to the end of June-2024 for the following accounts:</p> <ul style="list-style-type: none"> • Unity Trust Bank (cashbook) • Nationwide 45-day saver account. (screenshot) • Nationwide 125-day saver account (screenshot) <p>To note the financial position as of 30th June 2024. Noted - The following financial reports that were received:</p> <ul style="list-style-type: none"> • Balance sheet as of 30th June 2024 • Detailed Income and Expenditure to 30th June 2024 <p>To consider and approve the payments for July-2024. Resolved - that the list of payments (circulated to all councillors prior to the meeting for review) should be approved for payment in July-2024. The list of payments is appended to the minutes.</p> <p>To approve expenses for the Clerk for the period of June-2024. Resolved – to approve the expenses presented for June-2024, which will be paid in August.</p> <p>To consider and approve authorising the Clerk and two bank signatories to process bank payments in August (when there is no scheduled Council meeting) and for these payments to be ratified at the next scheduled meeting in September. Resolved – that the payments in August should be approved by the Clerk and two bank signatories and will then be ratified at the next scheduled meeting in September.</p>

080.6.	<p>To receive an update regarding the 2024-2025 insurance renewal. Noted – that discussions are still ongoing with CLEAR insurance regarding the correct level of cover required by KPC and also the premium for 2024-2025. It was confirmed however, that the policy has been rolled over in the meantime and the council is currently insured on the same basis as last year.</p>
080.7.	<p>To consider and approve a publication schedule for finance information on the website. Resolved – that the following additional information should be published alongside that already available on the website: YTD expenditure by category, separate listing of monthly payments. It was further noted that the council is fully compliant with statutory financial reporting requirements. The new reporting will be added as part of an overhaul being undertaken on the website.</p>
081	<p>Review of KPC Policies To consider and update as appropriate the following policies: a) Standing Orders b) Risk Assessment Resolved – that the above policies should be approved for 2024-2025, and the website updated accordingly.</p>
082	<p>Planning</p>
082.1.	<p>To note any planning decisions received since the last meeting. a) <u>2 Sterling Close</u> (24/01152/FUL) – Approved Front porch and single storey rear/side extension b) <u>5 Sproston Way</u> (24/01236/FUL) – Approved Demolition of existing conservatory. Erection of single storey rear extension. Noted – that the above applications have been approved.</p>
082.2.	<p>To receive any other updates and to approve actions as appropriate. Noted – that no other applications or decisions had been received .</p>
083	<p>Parks and Environment</p>
083.1.	<p>To approve and sign the minutes of a P&E Committee meeting held on Monday 8th July and to approve the following recommendation:</p> <ul style="list-style-type: none"> That the Kensington Way multi-sports play surface project should be approved using Groundwork & Leisure Services to carry out the works on the following amended basis - no line marking, no football net installed and edging to be confirmed as timber or concrete. Also, that there should be no publicity associated with the installation to minimise potential ASB. <p>Resolved – to approve the minutes of the P&E Committee meeting held on 8th July, which were signed by the Chair.</p> <p>Members of the Full Council noted the feedback from the P&E Committee about the proposed Kensington Way project and a lengthy discussion ensued about the recommendations made to amend the project specification. A vote was then held to confirm if the project should be approved and, if so, on what basis it should continue. On a majority vote, the following resolution was passed:</p> <p>Resolved – to approve Groundwork & Leisure Services to install a multi-sports play surface with line marking and concrete edging. No football net is to be installed and some limited publicity will be undertaken (e.g. in the KPC newsletter and Facebook page).</p>
083.2.	<p>To consider and approve a proposal to hold a community volunteer weeding day and to approve appropriate actions. Resolved – that a community volunteer day is held on Sunday 18th August to carry out weeding of paths and road edges around the estate. This will be funded by CW&C members budget.</p>
083.3.	<p>To consider and approve quotes from Caddis for various works scheduled to take part in Autumn. Resolved – to approve the following tree works, which will be carried out later this year: a) Capesthorpe Close at a cost of £2940 plus VAT. b) Claremont Close at a cost of £1280 plus VAT. c) Stretton Walk at a cost of £780 plus VAT. d) St George's field orchard at a cost of £1960 plus VAT.</p>
083.4.	<p>To receive an update following a meeting with United Living regarding installation of equipment on KPC Land and to approve next actions.</p>

083.5.	<p>Resolved – that the PC approves the siting of equipment boxes in 3x locations in Kingsmead (on Regency Way close to Kensington Way park, in front of Burwardsley Way and in front of Styal Close). Approval is given on the proviso that all boxes are painted green and remain in the agreed locations. A wayleave agreement will now be put in place.</p> <p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>		
084	<p>Community</p>		
084.1.	<p>To consider and approve (in principle) a grant payment to Kingsmead Mini-Police for the purchase of additional uniform. Resolved – that the council will fund all additional uniform required for the new cohort of 2024.</p>		
084.2.	<p>To agree a meeting of the Communications Working group. Resolved – that Cllr Weltman will confirm a meeting date in August.</p>		
084.3.	<p>To note a communication from Davenham PC re MAG Noise Action Plan. Noted – that MAG is carrying out consultations with relevant parish councils that Kingsmead has not been involved with previously, although a noise plan was forwarded by Davenham PC for information. Cllr Marr agreed to advise about the forum.</p>		
084.4.	<p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>		
085	<p>Events</p>		
085.1.	<p>To consider and approve quotes received for Christmas lighting. Resolved – to defer a decision about Christmas lighting until September pending additional information.</p>		
085.2.	<p>To agree a meeting of the Events Group to begin planning the Christmas event. A meeting is to be confirmed for the beginning of September. Cllr B Boylan agreed to join the Events Group.</p>		
085.3.	<p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>		
086	<p>Resident Matters To note resident communications and to consider any actions as appropriate. Noted – the communications received since the last meeting and the actions being taken to resolve any issues.</p>		
087	<p>Clerk’s Report To receive an update on issues not covered elsewhere on the agenda and to note any actions. Noted – that a meeting has been arranged with Chambers Fletcher to discuss Deeds of Variation on 30th August. Cllr D Boylan and Cllr Weltman to also attend. Also that CW&C has been in contact about the crown hedge roundabout and an S115E application has been made as requested. Information was also requested about the contractor to be used (Northwich Town Council) and the amount of income the PC will be looking to receive from the advertising sign sponsorship.</p>		
088	<p>AOB Items to be placed on the agenda for future meetings. There were no items requested for the next meeting.</p>		
089	Next Meetings	Parks & Environment Committee	To be combined with the Full Council meeting on 16 th Sept.
		Kingsmead Parish Council	Monday 16 th September at 7.30pm in Kingsmead School
		Finance Committee	Monday 23 rd September at 7.30pm in Kingsmead School

The meeting closed at 9.11pm

Current Bank A/c

List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/07/2024	Hutchinson 3G	DD	20.74	Ongoing Contract	June-2024 Mobile
16/07/2024	Lloyds Bank Charge Card	TRANSFER	169.81		July-2024 Card Purchases & Fee
19/07/2024	Expenses	BACS	43.02	2024/06/17 - 055.4	May-2024 Expenses
19/07/2024	Caddis Ltd	SI-42004	730.80	Ongoing Contract	Coronet Pond - Summer Maint.
19/07/2024	Caddis Ltd	SI-42003	936.00	PO 24-008	Moreville Close
19/07/2024	Groundwork & Leisure Services	G5683	1,860.00	PO 24-004	Play Area Remedial Works
19/07/2024	CHALC	2024/044	25.00		Training - Cllr Swift
19/07/2024	Countrywide Grounds Maint.	580770	6,590.72	PO 22-175	July-2024 Contract
19/07/2024	Caddis Ltd	SI-42014	816.00	PO 24-011	Crown Lifting on Cycle Paths
19/07/2024	New Cheshire Business Park Ltd	2828	104.00	Ongoing Contract	July-2024 Storage Rental
24/07/2024	Telecoms World Plc	DD	22.44	Ongoing Contract	June-2024 VOIP Charges
31/07/2024	Staff Costs	BACS	3,268.99	Contract	July-2024 Staff Costs
Total Payments			14,587.52		

Lloyds Bank Charge Card

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/07/2024	Norton Lifelock Ireland Limite	CARD	29.91	Clerk	Norton Driver Updater
16/07/2024	Amazon	CARD	19.99	Clerk	KPC Letter Stamp
16/07/2024	Amazon	CARD	7.99	Clerk	Envelopes
16/07/2024	Amazon	CARD	41.49	Clerk	Printer Cartridges
16/07/2024	ASDA Stores	CARD	9.30	Clerk	Printer paper & envelopes
16/07/2024	B&M Retail Ltd	CARD	12.00	Clerk	Office - Storage Boxes
16/07/2024	Screwfix	CARD	27.96	2024/06/17- 058.1(a)	White Line Marking Paint
16/07/2024	GoMySoftware.com	CARD	18.17	Clerk	PDF Suite
16/07/2024	Lloyds Bank	DD	3.00	Ongoing contract	July-2024 Charge Card Fee

Total Payments 169.81