



Minutes

Minutes of a meeting of Kingsmead Parish Council held on
Monday 16th September at 7:30pm

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

The meeting started at 7.31pm.

090	<p>Apologies Cllr Jewitt (holiday) and Cllr Van Gordon (work)</p>
091	<p>Declarations of Interest No declarations of interest were made.</p>
092	<p>Public Forum</p>
092.1	<p>Cheshire West and Chester Councillors – reports and updates Cllr Marr provided an update regarding the high-speed rail bill.</p>
092.2	<p>PCSO monthly report The PCSO newsletters, covering the period 1st to 31st July and 1st to 31st August, were circulated prior to the meeting. They are available on the Council website (Community Policing > PCSO Monthly Reports) or using the following links: 2024-08-PCSO-Newsletter-Covering-1st-to-31st-July.pdf (kingsmeadpc.org.uk) 2024-09-PCSO-Newsletter-Covering-1st-to-31st-August.pdf (kingsmeadpc.org.uk)</p> <p>There were no other members of public present.</p>
093	<p>Minutes To approve and sign the minutes of a Full Council meeting held on Monday 15th July 2024. Resolved - to approve the minutes of a meeting on Monday 17th June, which were then signed by the Chair.</p>
094	<p>Finance & Administration</p>
094.1	<p>To receive bank statements and to approve the bank reconciliations to the end of Aug-2024. Resolved – to approve the bank statements and reconciliations to the end of Aug-2024 for the following accounts:</p> <ul style="list-style-type: none"> • Unity Trust Bank (cashbook) • Unity Trust Deposit account • Nationwide 45-day saver account. • Nationwide 125-day saver account • Redwood Bank • Hampshire Trust Bank <p>It was further noted that the Virgin Bank account has been closed.</p>
094.2	<p>To note the movement of £5,000.00 from the Unity Trust Deposit account to the Unity Trust Current account to cover expenditure in August. Noted – that £5000 was moved by the RFO in line with the council's financial regulations.</p>
094.3	<p>To note the financial position as of 31st Aug 2024. Noted - The following financial reports that were received:</p> <ul style="list-style-type: none"> • Balance sheet as of 31st Aug 2024 • Detailed Income and Expenditure to 31st Aug 2024
094.4	<p>To consider and approve the following payments:</p> <ol style="list-style-type: none"> a) Payments made in Aug-2024 in line with council resolution 2024/07/15 - 080.5 b) Payments to be made in Sept-2024.

	<p>Resolved - that the payments made in Aug-2024 were correct and were made in line with council resolution 2024/07/15 – 080.5 and that the list of payments for Sept-2024 should be approved. The list of payments for both months are appended to the minutes.</p>
094.5	<p>To consider and approve an amendment to the Financial Regulations enabling the Clerk/RFO to move funds from deposit accounts to cover monthly expenditure.</p> <p>Resolved – that Financial Regulation 6.7(iv) be amended to authorise the Clerk/RFO to transfer funds of up to £20,000 from deposit accounts.</p>
094.6	<p>To approve expenses for the Clerk for the period of July & August 2024.</p> <p>Resolved – to approve the expenses presented for July and August 2024, which will be paid in October.</p>
094.7	<p>To confirm the authorised signatories for Cheshire Pension Fund.</p> <p>Resolved – that the authorised signatories should be the Clerk/RFO, Chair of the Council and Chair of the Finance Committee. The form was signed by the three signatories.</p>
094.8	<p>To receive an update regarding the 2024-2025 insurance renewal and to approve this year’s policy schedule and premium if available.</p> <p>Noted – that no update has been provided by the insurance company yet and that the policy remains in force.</p>
094.9	<p>To receive any other updates and to approve actions as appropriate.</p> <p>There were no further updates to note.</p>
095	<p>Review of KPC Policies</p>
095.1	<p>To consider and agree a timetable for updating KPC policies not previously reviewed.</p> <p>Resolved – that the list of policies will be reviewed and updated before the end of the civic year and that each policy will be reviewed by the appropriate committee or working group as detailed in the policy schedule.</p>
095.2	<p>To consider and approve the following policies reviewed by the Clerk:</p> <ul style="list-style-type: none"> a) KPC Contact Privacy Notice b) Kingsmead Parish Council Publication Scheme. <p>Resolved – that the above policies are approved and the website should be updated accordingly.</p>
096	<p>Planning</p>
096.1	<p>To consider or note planning applications received since the last meeting.</p> <ul style="list-style-type: none"> • <u>24 Lime Avenue (24/02259/FUL)</u> Single storey rear extension <p>The closing date on this application for consultee comments was 3rd September. It was reviewed by the Planning WG (Cllr HW & Cllr AL) and no comments were submitted.</p> <ul style="list-style-type: none"> • <u>28 Wyndham Close (24/02321/FUL)</u> Demolition of existing conservatory, erection of single storey rear extension with roof lights, and repositioning of side garden boundary wall. <p>The closing date on this application for consultee comments was 10th September. It was reviewed by the Planning WG (Cllr HW & Cllr AL) and comments were submitted on 27th August relating to the movement of the boundary wall.</p> <p>Noted – that the above applications have been reviewed by the planning working group and that suitable comments have been submitted where appropriate.</p>
096.2	<p>To note any planning decisions received since the last meeting.</p> <ul style="list-style-type: none"> • <u>27 Blenheim Drive (24/01076/FUL)</u> – Refused Proposed family room and additional bedroom <p>Noted – that the above application was refused by the Planning Officer at CW&C.</p>
096.3	<p>To note the consultation request regarding CW&C’s proposed Design Code</p> <p>Noted – that CW&C is starting to develop a design code for the borough in partnership with Create Streets. They are looking to collect people’s views to set community objectives on what this design code should include to ensure future development respects the area’s unique heritage, landscapes and character.</p>
096.4	<p>To receive any other updates and to approve actions as appropriate.</p> <p>There were no further updates to note.</p>

097	Parks and Environment
097.1	To receive an update from Countrywide Grounds Maintenance and to consider any actions:
	<p>a) Measures to be taken to reflect recent performance Resolved – that Countrywide should be asked to start hedge cutting as soon as possible and instructed to ensure all the parks are weeded. The quote provided by Countrywide for cutting down the wildflower area was not approved due to cost and Caddis will be asked to quote. No further actions were discussed.</p>
	<p>b) Quotes received for various works</p> <p>a. Removal of ivy at Tatton Close and adjacent to the Kingsmead wall</p> <p>b. Digging out and treating saplings along spine road (£480 plus VAT)</p> <p>Resolved – that Countrywide be instructed to complete the work on the saplings. However, no quote had been received for the removal of ivy and this work was deferred.</p>
097.2	To receive an update from CW&C regarding maintenance of the crown hedge roundabout and to approve, if available, a contract to manage its ongoing maintenance.
	<p>The contract for the crown hedge maintenance was only received on the afternoon of this council meeting and had not been fully reviewed by all members. It therefore could not be properly debated. Resolved – to ask ChALC to review the contract and to advise the PC of any concerns.</p>
097.3	To receive an update regarding the installation of equipment by United Living and to approve a wayleave agreement.
	<p>Resolved – that the wayleave agreement be approved in principle pending the inclusion of a fee structure for the wayleaves. It was agreed that a fee of £100 per box should be charged with an annual increment of CPI plus 3.9%.</p>
097.4	To consider quotes received from Caddis for the following works as appropriate:
	<p>a) Wheelock Close – management of boundary trees/hedge and removal of bamboo</p> <p>b) Regency Way – oak opposite 15 Mayfair Drive</p> <p>c) Coronet Avenue – maintenance of woodland strip / hedge line</p> <p>d) Play areas – management of trees adjacent to play equipment</p>
	<p>Resolved – to hold an extraordinary meeting of the P&E committee on 23rd October to review all tree works.</p>
097.5	To note works carried out at Coronet pond and communications regarding its management.
	<p>Noted – that the work to the overflow of the pond has been completed, which should help to maintain satisfactory water levels in the future and that information has been published on the KPC website explaining how the pond is managed. It was also confirmed by the Environment Agency that water can be extracted from the River Weaver, which is part of the management plan should levels fall to a dangerously low level.</p>
097.6	To receive any other updates and to approve actions as appropriate.
	<p>Noted – that the Cadent wayleave agreement has never been reviewed and this should be addressed.</p>
098	Community
098.1	To receive an update from the Communications WG following a meeting on 27th August.
	<p>Noted – several actions agreed by the Comms WG, including newsletters to be published twice a year, a revamp of the KPC website and a new KPC dedicated Facebook page to be created. It is intended to publish the next newsletter before the beginning of November.</p>
098.2	To consider a request from Mid-Cheshire MTC to hang a banner on Kingfisher roundabout.
	<p>Resolved – to approve that Mid-Cheshire MCT can hang a banner as long as it complies with KPC’s “Banners and Advertisements” policy.</p>
098.3	To receive information regarding the Manchester Airport Draft Noise Plan and to confirm a point of contact for future liaison.
	<p>Resolved – that Cllr Martin will represent KPC on the Manchester Airport PC Forum.</p>
098.4	To receive an update regarding the High-Speed Rail Bill.
	<p>Noted – Cllr Marr’s update about the high-speed rail bill and the Government’s commitment to improving the rail infrastructure in the North of England. Recent meetings suggest this is likely to make use of the original route planned for HS2, following the reintroduction the High-Speed Rail (Crewe - Manchester) Bill on 25th July.</p>
098.5	To receive any other updates and to approve actions as appropriate.
	<p>There were no further updates to note.</p>

<p>099 099.1 099.2 099.3</p>	<p>Events To consider and approve quotes received for Christmas lighting. <u>Resolved</u> – to approve a quote from The Christmas Decorators for the supply and installation of lighting at the clock-tower, Kingfisher roundabout and Busy Bees tree at a cost of £5850 plus VAT. To receive an update from the Events Working Group regarding the Christmas event and to consider any additional expenditure requirements. <u>Noted</u> – that the working group is due to meet later in September to finalise plans for the event. To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>		
<p>100</p>	<p>ChALC Update To note the ChALC Report - 2023 Motions Outcome Update July 24 <u>Noted</u> – that the motion presented by KPC in 2023 resulted in the following actions “ChALC has met with Delyth Curtis, Chief Executive at Cheshire West and Chester, and agreed a series of face-to-face sessions with town and parish councils across the borough, to be supported by appropriate officers. Dates and details to be confirmed.”</p>		
<p>101</p>	<p>Resident Matters To note resident communications and to consider any actions as appropriate. <u>Noted</u> – the communications received since the last meeting and the actions being taken to resolve any issues.</p>		
<p>102</p>	<p>Clerk’s Report To receive an update on issues not covered elsewhere on the agenda and to note any actions. <u>Noted</u> – that the website has been updated to make navigation easier, with more information added about council meetings and finances and the Kingsmead AO map added to the environment section so that residents can clearly see which areas the PC is responsible for. Countrywide has been instructed not to strim against trees but to allow the grass to grow longer, which will protect the trees. Painting of the lych gate has been completed. CW&C Highways has confirmed it is responsible for the verge on Duke’s Way and it will be added to the CW&C grass cutting schedule. A repair was carried out to the junction box for the uplighters on the Kingsmead wall; Countrywide has been instructed to carry out works to minimise it being damaged again and to ensure the uplighters remain visible. An update was requested from SJD regarding their parking assessment but this is still to be carried out. Members were reminded of the following ChALC updates previously circulated:</p> <ul style="list-style-type: none"> • NALC Survey on MHCLG proposed reforms to the NPPF and other planning reforms • Town and Parish Connections Online Event: Highways 18th September 2024 6pm to 7pm • Consultation re Sandstone Ridge – closing date 30th Sept. 		
<p>103</p>	<p>AOB Items to be placed on the agenda for future meetings.</p> <ul style="list-style-type: none"> • Items to be requested from the VMO2 Community Give-Back Fund • Newsletter • Update regarding the Cadent Wayleave 		
<p>104</p>	<p>Next Meetings</p>	<p>Parks & Environment Committee Finance Committee Parks & Environment Committee Kingsmead Parish Council</p>	<p>Monday 23rd September at 7.00pm in Kingsmead School Monday 23rd September at 7.30pm in Kingsmead School Monday 14th October at 7.30pm in Kingsmead School Monday 21st October at 7.30pm in Kingsmead School</p>
<p>105</p>	<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 following items. <u>Resolved</u> – that the press and public be excluded for the remainder of the meeting.</p>		
<p>106</p>	<p>Deed of Variation To consider and approve changes to the management of Deeds of Variation. <u>Resolved</u> – that no changes be made to the way that Deeds of Variation are handled. This decision was unanimous with all councillors present at the meeting.</p>		

The meeting closed at 9.25pm.

Current Bank A/c

List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	Redwood Bank - 35 Day Notice	Red 001	1.00		Movement of Funds
05/08/2024	Unity Trust Deposit	Unity 001	40,000.00		Movement of Funds
09/08/2024	HTB - Instant Access	HTB 001	1.00		Transfer of Funds
09/08/2024	Redwood Bank - 35 Day Notice	Red 002	44,999.00		Transfer of Funds
12/08/2024	Hutchinson 3G	DD	20.74	Ongoing Contract	July-2024 Mobile
13/08/2024	HTB - Instant Access	HTB 002	84,999.00		Movement of Funds
16/08/2024	Lloyds Bank Charge Card	TRANSFER	49.65		Aug-2024 Card Purchases & Fee
23/08/2024	Expenses	BACS	50.09	2024/07/15 - 080.4	June-2024 Expenses
23/08/2024	Expenses	BACS	10.00	2024/07/15 - 080.4	June-2024 Expenses
23/08/2024	Northwich Town Council	7734	456.00	PO 24-010	Dog bin - top of Blandford
23/08/2024	Caddis Ltd	SI-42037	696.00	PO 24-013	Dobell's Road - Line Clearance
23/08/2024	Caddis Ltd	SI-42036	693.00	Ongoing Contract	Moor Park Pond - Summer Maint
23/08/2024	Paul Oakes Painter & Decorator	BACS	790.00	PO 24-014	Kensington Way Lych Gate
23/08/2024	Caddis Ltd	SI-42051	1,080.00	PO 22-165	Ash Dieback Work - 19th July
23/08/2024	Caddis Ltd	SI-42052	1,380.00	PO 22-165	Ash Dieback Work - 25th July
23/08/2024	Caddis Ltd	SI-42053	1,080.00	PO 22-165	Ash Dieback Work - 26th July
23/08/2024	Countrywide Grounds Maint.	585837	6,590.72	PO 22-175	Aug-2024 Contract
23/08/2024	New Cheshire Business Park Ltd	2955	104.00	Ongoing Contract	Aug-2024 Storage Rental
23/08/2024	Morrall Play Services	2065	540.00	PO 23-199	Mar-2024 Quarterly Inspection
23/08/2024	HostPapa	BACS	122.39	Clerk & Chair of Fin	Aug-2024 Website Backup
23/08/2024	Telecoms World Plc	DD	22.43	Ongoing Contract	July-2024 VOIP Charges
23/08/2024	Caddis Ltd	SI-42077	816.00	2024/06/17 - 059.4	Monarch Bridge & Calveley
23/08/2024	Caddis Ltd	SI-42076	2,352.00	2024/07/15 - 083.3d	Orchard Tree Work
23/08/2024	Northwich Town Council	7802	894.00	PO 24-015	Supply and Install Planter
30/08/2024	Staff Costs	BACS	3,268.99	Contract	Aug-2024 Staff Costs

Total Payments	191,016.01
-----------------------	-------------------

Lloyds Bank Charge Card

List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/08/2024	Udemy	CARD	12.99	Clerk	WordPress for Beginners
16/08/2024	Screwfix	CARD	24.38	2024/07/08 - 072.6	Bits for Coronet Pond
16/08/2024	Toolstation	CARD	9.28	2024/07/08 - 072.6	Bits for Coronet Pond
16/08/2024	Lloyds Bank	DD	3.00	Ongoing Contract	Aug-2024 Charge Card Fee
Total Payments			<u>49.65</u>		

Current Bank A/c

List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/09/2024	Hutchinson 3G	DD	20.74	Ongoing Contract	Aug-2024 Mobile
16/09/2024	Lloyds Bank Charge Card	TRANSFER	404.85		Sept-2024 Card Purchases & Fee
20/09/2024	Caddis Ltd	SI-42088	1,080.00	PO 22-165	Ash Dieback Work - 16th Aug
20/09/2024	Caddis Ltd	SI-42086	529.20	Ongoing Contract	Dukes Way Little Pond Maint.
20/09/2024	Caddis Ltd	SI-42087	831.60	Ongoing Contract	Dukes Way Pond Summer Maint
20/09/2024	Kingsmead Electrical Services	0529	215.89	Clerk	Repair to Wall Uplighters
20/09/2024	SLCC Cheshire	SLCC/24-27	35.00	Clerk	SLCC Ches. Branch Conference
20/09/2024	Caddis Ltd	SI-42095	3,528.00	PO 24-017	Treework - Capesthorpe Close
20/09/2024	Countrywide Grounds Maint.	590866	6,590.72	PO 22-175	Sept-2024 Contract
20/09/2024	New Cheshire Business Park Ltd	3073	104.00	Ongoing Contract	Sept-2024 Storage Rental
24/09/2024	Telecoms World Plc	DD	22.43	Ongoing Contract	Aug-2024 VOIP Charges
30/09/2024	UNITY TRUST BANK	DD	26.70		Q2 2024 Bank Charges
30/09/2024	Staff Costs	BACS	3,268.99	Contract	Sept-2024 Staff Costs
Total Payments			<u>16,658.12</u>		

Lloyds Bank Charge Card

List of Payments made between 01/09/2024 and 30/09/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/09/2024	HostPapa	CARD	388.66	Ongoing Contract	Web Hosting 2024-25
16/09/2024	HostPapa	CARD	13.19	Ongoing Contract	Domain Registration 2024-25
16/09/2024	Lloyds Bank	DD	3.00	Ongoing Contract	Sept-2024 Charge Card Fee

Total Payments 404.85