



MINUTES

Minutes of a meeting of Kingsmead Parish Council held on
Monday 21st October 2024

Present: Cllr Hoey, Cllr Jewitt, Cllr Logan, Cllr Reed, Cllr Swift, Cllr Van Gordon, Cllr Weltman (Chair)
Also present: Mrs W Maddock (Clerk & RFO) and PCSO Lee Robertson

The meeting started at 7.30pm.

134	<p>Apologies Cllr B Boylan (Hol), Cllr D Boylan (Hol)</p>
135	<p>Declarations of Interest No declarations of interest were made.</p>
136 136.1 136.2	<p>Public Forum</p> <p>136.1 Cheshire West and Chester Councillors – reports and updates There were no CW&C councillors in attendance.</p> <p>136.2 PCSO monthly report The PCSO newsletter covering the period 1st to 30th September was circulated prior to the meeting. The report is available on the Council website (Community Policing > PCSO Monthly Reports) or using the following link: 2024-10-PCSO-Newsletter-Covering-1st-to-30th-Sept.pdf</p> <p>The PCSO also provided an update about the Kingsmead Mini-Police; 21 new Y5 recruits have been appointed who will graduate in November, members of the KM-P will be helping in the interview process for the Davenham Mini-Police which is now being set up and 5 representatives from Kingsmead recently attended an event with the High Sheriff of Cheshire at Chester Cathedral. Very positive feedback is being received about the Kingsmead Mini-Police and the PCSO thanked the parish council for their ongoing support and funding.</p> <p>There were no other members of public present.</p>
137	<p>Minutes To approve and sign the minutes of a Full Council meeting held on Monday 16th September 2024. Resolved - to approve the minutes of a meeting on Monday 16th September, which were then signed by the Chair.</p>
138 138.1 138.2 138.3 138.4	<p>Finance & Administration</p> <p>138.1 To receive bank statements and to approve the bank reconciliations to the end of Sept-2024. Resolved – to approve the bank statements and reconciliations to the end of Sept-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>138.2 To note the financial position as of 30th Sept 2024. Noted - The following financial reports that were received:</p> <ul style="list-style-type: none"> • Balance sheet as of 30th Sept 2024 • Detailed Income and Expenditure to 30th Sept 2024 <p>138.3 To consider and approve the payments to be made to be made in Oct-2024. Resolved - that the list of payments (circulated to all councillors prior to the meeting for review) should be approved for payment in Oct-2024. The list of payments is appended to the minutes.</p> <p>138.4 To approve the movement of £46,000 to cover expenditure in October. Resolved – to move £46,000 from deposit accounts to cover the October payments.</p>

138.5.	<p>To approve expenses for the Clerk for the period of September 2024. Resolved – to approve the expenses presented for September-2024, which will be paid in November.</p>
138.6.	<p>To approve the minutes of a meeting of the Finance Committee held on 23rd September 2024 Resolved - to approve the minutes of a meeting on 23rd September, which were then signed by the Chair.</p>
138.7.	<p>To approve a formal request to Unity Bank to increase the limit on the Lloyds Bank multi-pay charge card. Resolved – that a request is made to increase the monthly spending limit on the multi-pay charge card to £1500.</p>
138.8.	<p>To receive the External Auditors report and to note the conclusion of audit for the financial year 2023-2024. Noted – that the External Auditors report has been received and that there were no comments for review. The notice of the conclusion of audit, along with the audited accounts, were published on 30th September in line with statutory requirements.</p>
138.9.	<p>To consider making a payment to school to reimburse for costs associated with using the school hall for council meetings. Resolved – that an annual payment of £500 is made to the school, which will be increased each year in line with the base rate. The first payment will be made in November and annually thereafter.</p>
138.10	<p>To consider making a request for members’ budget from Cllrs Marr and Sinar. Resolved – that applications be made to Cllr Marr and Cllr Sinar for £1000 each of member’s budget to cover the following expenditure:</p> <ul style="list-style-type: none"> • Orchard – path laying, pruning of fruit trees and maintenance • Planter – to be installed in front of the cenotaph
138.11	<p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>
139	<p>Review of KPC Policies To consider and approve the following policies:</p> <ol style="list-style-type: none"> a) Co-Option Policy b) Retention of documents policy <p>Resolved – to defer the approval of the above policies pending further review.</p>
140	<p>Planning</p>
140.1.	<p>To consider or note planning applications received since the last meeting.</p> <ul style="list-style-type: none"> • <u>27 Blenheim Close (24/02686/FUL)</u> Single storey side extension <p>The closing date on this application for consultee comments was 21st October. It was reviewed by the Planning WG (Cllr HW & Cllr AL) and no comments were submitted. Noted – that the above application had been reviewed by the Planning working group and no comments submitted.</p> <ul style="list-style-type: none"> • <u>6 Monarch Drive (24/02836/FUL)</u> Amendment to 21/04380/FUL (approved flat roof to rear extension to be changed to pitched roof with glazed apex frame in gable) <p>The closing date for comments is 1st November. Resolved – that no comments be submitted against the above application.</p>
140.2.	<p>To note the following appeal started on 17th September 2024.</p> <ul style="list-style-type: none"> • <u>27 Blenheim Drive (24/01076/FUL)</u> Proposed family room and additional bedroom <p>Noted – that an appeal has been submitted against the refusal of the original planning application for 27 Blenheim Drive.</p>
140.3.	<p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>
141	<p>Parks and Environment</p>
141.1.	<p>To approve the minutes of a meeting of the P&E Committee held on Monday 16th October. Resolved - to approve the minutes of a P&E committee meeting on 16th October, which were signed by the Chair.</p>
141.2.	<p>To receive an update regarding the crown hedge roundabout and to approve a contract to manage its on-going maintenance.</p>

<p>141.3.</p>	<p>Resolved – that following a review of the proposed contract by ChALC, the parish council now seeks a meeting with appropriate CW&C managers to agree the payments and specification of the contract prior to its approval.</p> <p>To receive an update regarding the installation of equipment by United Living and,</p> <p>a) To approve a wayleave agreement. b) To consider making a request for grant funding from the VMO2 Community Give Back scheme.</p> <p>Noted – that United Living has moved all its boxes off parish council land, onto CW&C pathways, and therefore a wayleave agreement is no longer required. Also that the boxes are now unlikely to be painted green (as agreed with KPC) as this was not a stipulation made by CW&C.</p> <p>Resolved – that following a poll of councillors, the most popular items to be requested from VMO2's Community Give Back scheme are:</p> <ul style="list-style-type: none"> • Funding and/or manpower to paint the Cheshire railings • Funding and/or manpower to help with the regeneration of the orchard • Funding and/or manpower to paint the telecoms boxes green <p>141.4. To consider quotes for the removal of ash saplings in the orchard area of St George's field. Resolved – that an instruction is given by the clerk for this work after additional quotes have been received from the nominated contractors (Caddis, Cheshire Tree & Garden Care Ltd and NorthHort).</p> <p>141.5. To consider quotes to restore the corner of Kensington Way field. Resolved – that the quote received from Cheshire Tree and Garden Care Ltd. to re-turf a section of Kensington Way be approved (at a cost of £600 plus £220 for fencing) unless the additional quotes requested are better value. The Clerk to review the additional quotes received and place instructions accordingly.</p> <p>141.6. To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>
<p>142</p> <p>142.1.</p> <p>142.2.</p> <p>142.3.</p> <p>142.4.</p>	<p>Community</p> <p>To receive an update regarding a proposed newsletter. Noted – that it is intended to publish a newsletter at the beginning of November, although some articles still need to be completed by councillors and submitted to the clerk.</p> <p>To consider a request from Mid-Cheshire MTC for ongoing approval to hang their banners on the Kingfisher roundabout to promote future productions. Resolved – to approve a request from Mid-Cheshire MTC to hang its banners on the Kingfisher roundabout for future productions, without seeking prior permission each time.</p> <p>To receive an update regarding the Hy-Net Hydrogen pipeline. Noted – that a consultation is running from 14th October until 19th November 2024. A local event will be held in Davenham Methodist Church Hall on 24th October (5.30pm to 8.30pm) and two on-line events will be happening on 7th and 12th November (both from 6pm to 7pm). More information can be found on the Council website under Council News or by following this link: https://www.kingsmeadpc.org.uk/wp-content/uploads/2024/10/CADENT-HNWHP-POSTCARD-2024.pdf</p> <p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>
<p>143</p> <p>143.1.</p> <p>143.2.</p> <p>143.3.</p>	<p>Events</p> <p>To receive an update about the Christmas event and to consider any additional expenditure. Noted – that all the necessary bookings have been made for the event, the proposed spending is within budget and six stalls have registered to attend. A meeting of the Events Working Group is to be arranged for final preparations in November. Resolved – that an additional budget of up to £100 should be allocated for the purchase of KPC logo pens, which will be given away from the KPC stand at the event.</p> <p>To consider how the parish council marks Remembrance Sunday. Resolved – that Cllrs Jewitt and Swift will represent the parish council at a Remembrance service in Davenham on Sunday 10th November and will subsequently lay a wreath at the cenotaph in Kingsmead. It was further discussed and agreed that it is not practical to hold an event in Kingsmead in the future because of the proximity of the cenotaph to the busy A533 and because the cenotaph is not a registered monument.</p> <p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>

144	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.		
145	Clerk's Report To receive an update on issues not covered elsewhere on the agenda and to note any action <u>Noted</u> – that Chambers Fletcher has been advised that the current process in place to assist home owners with Deeds of Variation is to continue with no changes. Warrington Borough Council has been contacted for information about their wildflowers, but no response has been received. A quote has been obtained for help with pruning the fruit trees in the orchard and a request made for quotes to carry out further works. Following attendance at the SLCC Cheshire Branch conference it has been identified that the council needs to have a biodiversity policy. At a CW&C Town and Parish Connections event, the Highways team outlined how it is actively supporting volunteer groups to help carry out weeding along paths and highways. The council will look how this could be used for future community volunteer days.		
146	AOB Items to be placed on the agenda for future meetings. <ul style="list-style-type: none"> • Grounds maintenance contract review 		
147	Next Meetings	Parks & Environment Committee EM	Monday 4 th November at 7.30pm in Kingsmead School
		Parks & Environment Committee	Monday 11 th November at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 18 th November at 7.30pm in Kingsmead School

The meeting closed at 9.39pm.

Current Bank A/c

List of Payments made between 01/10/2024 and 31/10/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/10/2024	Hutchinson 3G	DD	20.74	Ongoing Contract	Sept-2024 Mobile
16/10/2024	Lloyds Bank Charge Card	TRANSFER	253.00		Oct-2024 Card Purchases & Fee
21/10/2024	PCC for Cheshire	300067	190.00	2024/07/15 - 084.1	Grant - Kingsmead Mini Police
24/10/2024	Telecoms WorldPlc	DD	22.43	Ongoing Contract	Sept-2024 VOIP Charges
25/10/2024	Expenses	BACS	30.92	2024/09/16 - 094.6	July 2024 Expenses
25/10/2024	Expenses	BACS	26.24	2024/09/16 - 094.6	Aug-2024 Expenses
25/10/2024	Expenses	BACS	9.00	2024/09/16 - 094.6	Aug-2024 Expenses
25/10/2024	TG Builders	BACS	7.99	Clerk	Gravel for Coronet Pond
25/10/2024	TG Builders	BACS	15.98	Clerk	Gravel for Coronet Pond
25/10/2024	Toolstation Ltd	BACS	31.96	Clerk	Replacement Tools for DB
25/10/2024	Caddis Ltd	SI-42167	540.00	PO 22-165	Ash Dieback - Half Day
25/10/2024	Caddis Ltd	SI-42166	2,352.00	PO 24-024	Burwardsley Way Tree Work
25/10/2024	Caddis Ltd	SI-42165	1,536.00	PO 24-018	Claremont Close Tree Work
25/10/2024	PKF Littlejohn	CH0228	756.00	Statutory Obligation	External Audit YE 31/03/2024
25/10/2024	Countrywide Grounds Maint.	596289	6,590.72	PO 22-175	Oct-2024 Contract
25/10/2024	New Cheshire Business Park Ltd	3189	104.00	Ongoing Contract	Oct-2024 Storage Rental
25/10/2024	Shires Accountants	SHI-2421	238.20	Ongoing Contract	Oct24 - Mar25 Payroll Services
25/10/2024	The Christmas Decorators	INV-240011	3,150.00	PO 24-026	Deposit for Xmas Lights
25/10/2024	B and Q	BACS	13.94	Clerk	Purchase of materials
25/10/2024	B and Q	BACS	13.94	Clerk	Purchase of materials
25/10/2024	Groundwork & Leisure Services	G5960	25,200.00	PO 24-016	Kensington Way Play Surface
25/10/2024	Groundwork & Leisure Services	G5976	960.00	PO 24-012	Campbell Close Mini Refurb
25/10/2024	Caddis Ltd	SI-42217	1,176.00	PO 24-022	Wheelock Close Tree Work
31/10/2024	Staff Costs	BACS	3,268.99	Contract	Oct-2024 Staff Costs
31/10/2024	UNITY TRUST BANK	DD	7.50	Ongoing Contract	Sept-2024 Bank Charges
31/10/2024	The Fun Experts	13677	1,304.00	2024/09/16 - 99.2	Xmas Grotto Hire - Balance
Total Payments			47,819.55		

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>
16/10/2024	The Fun Experts	CARD	250.00	2024/09/16 - 099.2	Xmas Grotto Hire - Deposit
16/10/2024	Lloyds Bank	CARD	3.00	Ongoing Contract	Oct-2024 Charge Card Fee

Total Payments 253.00