



## MINUTES

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

Present: Cllr B Boylan, Cllr D Boylan, Cllr Martin, Cllr Reed, Cllr Swift, Cllr Weltman (Chair)  
Also present: Mrs W Maddock (Clerk & RFO), Cllr Marr (CW&C) and one member of the public.

The meeting started at 7.30pm.

154	<p><b>Apologies</b> Cllr Hoey (work), Cllr Jewitt (work), Cllr Logan (work)</p>
155	<p><b>Declarations of Interest</b> No declarations of interest were made.</p>
156	<p><b>Public Forum</b></p> <p>One member of the public attended to ask that the council maintains a laurel hedge at the end of Waverton Close and it was noted that this would be discussed at agenda item 160.6.</p> <p>156.1. Cheshire West and Chester Councillors – reports and updates Cllr Marr reported that the council is in contact with United Living about the grey telecoms boxes that are being installed in the region. It was requested that a report be submitted to CW&amp;C about the phasing of traffic lights in The Bull Ring.</p> <p>156.2. PCSO monthly report The PCSO newsletter covering the period 1st to 31st October was circulated prior to the meeting. The report is available on the Council website (Community Policing &gt; PCSO Monthly Reports) or using the following link: <a href="#">2024-11-PCSO-Newsletter-Covering-1st-to-31st-Oct.pdf</a></p> <p>The clerk reported a telephone conversation with the PCSO regarding possible ASB in Kensington Way park, which the resident attributed to the new play area. The PCSO confirmed that no reports of ASB have been received by telephone on 101 or through the on-line portal. A councillor commented that there has been positive feedback from parents at Kingsmead school about the addition of the new play area.</p>
157	<p><b>Minutes</b></p> <p><b>To approve and sign the minutes of the following meetings:</b></p> <p>157.1 A Full Council meeting held on Monday 21st October 2024. 157.2 A meeting of the Parks and Environment committee held on Monday 4th November.</p> <p><b>Resolved</b> – to approve the minutes of both meetings which were then signed by the Chair.</p>
158	<p><b>Finance &amp; Administration</b></p> <p>158.1 <b>To receive bank statements and to approve the bank reconciliations to the end of Oct-2024.</b> <b>Resolved</b> – to approve the bank statements and reconciliations to the end of Oct-2024 for the following accounts:</p> <ul style="list-style-type: none"> <li>• Unity Trust Bank (cashbook)</li> <li>• Unity Trust Deposit account</li> <li>• Nationwide 45-day saver account.</li> <li>• Nationwide 125-day saver account</li> <li>• Redwood Bank</li> <li>• Hampshire Trust Bank</li> </ul> <p>158.2 <b>To note the financial position as of 31st Oct-2024.</b> <b>Noted</b> - The following financial reports that were received:</p>

	<ul style="list-style-type: none"> <li>• Balance sheet as of 31<sup>st</sup> Oct-2024</li> <li>• Detailed Income and Expenditure to 31<sup>st</sup> Oct 2024</li> </ul>
158.3	<p><b>To consider and approve the payments to be made to be made in Nov-2024.</b>  <b>Resolved</b> - that the list of payments (circulated to all councillors prior to the meeting for review) should be approved for payment in Nov-2024. The list of payments is appended to the minutes.</p>
158.4	<p><b>To note an invoice paid in Oct-2024 to The Fun Experts for £1304.</b>  <b>Noted</b> – that the invoice was correctly paid and the list of payments for Oct-2024 has been correctly updated.</p>
158.5	<p><b>To consider the movement of funds from the Nationwide 125-day Notice account.</b>  <b>Resolved</b> – that the required 125-days’ notice should be given to Nationwide to transfer £25,000 to the Unity Trust cashbook account before the end of March.</p>
158.6	<p><b>To note the LGS Pay Award for 2024-25 and to approve a salary increase for the Clerk/RFO with effect from 1st April 2024.</b>  <b>Resolved</b> – to increase the Clerk’s salary in line with the LGS pay award. The Chair should now notify the payroll provider of the salary increment and related back-pay for April to November (as per resolution 2024/06/17 – 055.6b).</p>
158.7	<p><b>To consider and approve an overtime payment to the Clerk.</b>  <b>Resolved</b> – to pay overtime equivalent to 20-hours for additional work done by the clerk on updating the grounds maintenance contract.</p>
158.8	<p><b>To approve expenses for the Clerk for the period of October 2024.</b>  <b>Resolved</b> - to approve the expenses presented for October-2024, which will be paid in December.</p>
158.9	<p><b>To approve the revised insurance premium for 2024-25.</b>  <b>Resolved</b> – to approve and pay the revised insurance premium of £1801.20.</p>
158.10	<p><b>To receive any other updates and to approve actions as appropriate.</b>  There were no further updates to note.</p>
<b>159</b>	<p><b>Planning</b></p> <p><b>To consider any planning applications and to note any planning decisions received since the last meeting.</b>  <b>Noted</b> – that no planning applications had been received since the last meeting.</p>
<b>160</b>	<p><b>Parks and Environment</b></p>
160.1	<p><b>To receive feedback from the Parks and Environment Committee about the proposed tender documentation for the grounds maintenance contract.</b>  Noted – that the contract continues to be reviewed and revised for future tendering.</p>
160.2	<p><b>To agree a meeting of the Parks and Environment Committee to review its budget for the next financial year.</b>  <b>Resolved</b> – to agree a recommended budget at the next meeting of the P&amp;E Committee on 9<sup>th</sup> December.</p>
160.3	<p><b>Crown Hedge Update:</b></p> <ol style="list-style-type: none"> <li><b>To receive</b> an update regarding latest communications with CW&amp;C</li> <li><b>To approve</b> a contract from CW&amp;C for the crown hedge maintenance</li> <li><b>To confirm</b> next actions for engagement with Northwich Town Council.</li> </ol> <p><b>Resolved</b> – that the draft contract received from CW&amp;C should be signed on behalf of the council by the Chair.  <b>Noted</b> – that CWaC has confirmed a pro-rata payment equivalent to 5/12 of the annual amount if KPC signs the contract in November. Also, that the Clerk has a meeting arranged with Northwich Town Council on Wednesday 27<sup>th</sup> November to confirm the roundabout maintenance.</p>
160.4	<p><b>To receive the monthly report from Countrywide and to agree any actions as appropriate.</b>  <b>Resolved</b> – following a discussion about several areas of grounds maintenance works that are still outstanding, it was agreed that Countrywide’s November invoice should be withheld pending completion of the works. This would be reviewed again by the Parks &amp; Environment Committee at its next meeting.</p>
160.5	<p><b>To consider quotes for the following works:</b></p> <ol style="list-style-type: none"> <li>Tree works in the park area adjacent to 23 Castlemead Walk.</li> </ol>

	<p><b>Resolved</b> – to defer a decision about 23 Castlemead Walk pending additional quotes</p> <p>b) Pruning guidance for the orchard at St. George's field.</p> <p><b>Resolved</b> – to approve a quote for £200 from Heathfield Orchards for a pruning day at St. George's field.</p>
160.6	<p><b>To consider any action to be taken regarding a laurel hedge opposite 11 Waverton Close.</b></p> <p><b>Resolved</b> – that KPC would maintain this hedge, which will now be added to the Grounds Maintenance contract.</p>
160.7	<p><b>To consider a request to plant conifers on the corner of Tatton Close opposite no.6.</b></p> <p><b>Resolved</b> – that conifers should not be planted in this area as it is KPC's policy to only plant native species and conifers would not be appropriate. It was also expected that this area would fill-in naturally.</p>
160.8	<p><b>To receive any other updates and to approve actions as appropriate.</b></p> <p>There were no further updates to note.</p>
<b>161</b>	<b>Community</b>
161.1	<p><b>To receive an update from Cllr Swift regarding a recent town and parish council event held by the Police and Crime Commissioner.</b></p> <p><b>Noted</b> – a summary of the Police and Crime Commissioner's meeting provided by Cllr Swift and the following recommendations:</p> <ul style="list-style-type: none"> <li>• KPC should explore how it might benefit from the PCC's SWAP fund</li> <li>• That a KPC representative should attend future meetings.</li> </ul>
161.2	<p><b>To receive the annual report from Cheshire Fire and Rescue Service.</b></p> <p><b>Noted</b> – the annual report received from the Cheshire Fire and Rescue Service.</p>
161.3	<p><b>To receive any other updates and to approve actions as appropriate.</b></p> <p>There were no further updates to note.</p>
<b>162</b>	<b>Events</b>
162.1	<p><b>Christmas 2024 Planning</b></p> <p>a) <b>To receive</b> an update regarding the Christmas event and expenditure YTD.</p> <p><b>Noted</b> – that the expenditure YTD for the Christmas event is under budget.</p> <p>b) <b>To approve</b> any actions or changes to the budget if required.</p> <p><b>Resolved</b> – to request the loan of traffic cones from Countrywide.</p>
162.2	<p><b>To note communications received about proposed VE Day 80<sup>th</sup> Anniversary Celebrations.</b></p> <p><b>Noted</b> – that the 80th anniversary of VE Day is 8<sup>th</sup> May 2025; it was agreed that the Events Group should consider how this anniversary might be celebrated.</p>
162.3	<p><b>To note that the Finance Committee requires budget proposals from the Events Working Group by the end of December.</b></p> <p><b>Noted</b> – that the Events Group should meet to consider what budget it requires for 2025-2026.</p>
162.4	<p><b>To receive any other updates and to approve actions as appropriate.</b></p> <p>There were no further updates to note.</p>
<b>163</b>	<b>Consultation Request</b>
	<p><b>To consider a response from KPC to the Ministry of Housing, Communities &amp; Local Government open consultation: "Enabling remote attendance and proxy voting at local authority meetings"</b></p> <p><b>Resolved</b> – to defer making a response on behalf of the council until the meeting in December, but that individual councillors should make their own responses in the meantime.</p>
<b>164</b>	<b>Resident Matters</b>
	<p><b>To note resident communications and to consider any actions as appropriate.</b></p> <p><b>Noted</b> – the communications received since the last meeting and the actions being taken to resolve any issues.</p>
<b>165</b>	<b>Clerk's Report</b>
	<p><b>To receive an update on issues not covered elsewhere on the agenda and to note any actions.</b></p>

	<p><b>Noted</b> – that following the resignation of Cllr Van Gordon on 4<sup>th</sup> November, the “Notice of a Casual Vacancy” was published on 11<sup>th</sup> November and the deadline for any petition for election is Friday 29<sup>th</sup> November. Lloyds Bank has confirmed that the monthly spend limit on the council charge card has been increased in line with resolution 2024/10/21 – 138.7. That information had been circulated during the previous month for the following events.</p> <ul style="list-style-type: none"> <li>• Cheshire West Town and Parish Online Connections Events <ul style="list-style-type: none"> <li>○ A Design Code for Cheshire West and Chester - 14th November</li> <li>○ Climate Change Consultation – 10<sup>th</sup> December</li> </ul> </li> <li>• Stakeholder Consultation <ul style="list-style-type: none"> <li>○ Engineering the Future Project - Anderton Boat Lift and Visitor Centre – 26<sup>th</sup> November</li> </ul> </li> </ul>		
<b>166</b>	<p><b>AOB</b></p> <p><b>Items to be placed on the agenda for future meetings:</b></p> <ul style="list-style-type: none"> <li>• United Utilities to be contacted about the operation and maintenance of the sluice pond and discharge pipe to the River Weaver.</li> </ul>		
<b>167</b>	<b>Next Meetings</b>	Parks & Environment Committee	Monday 9 <sup>th</sup> December at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 16 <sup>th</sup> December at 7.30pm in Kingsmead School

The meeting closed at 9.02pm.

## Current Bank A/c

## List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/11/2024	ICO	DD	35.00	Statutory Obligation	2024-25 Data Protection Fee
12/11/2024	Hutchinson 3G	DD	20.74	Ongoing Contract	Oct-2024 Mobile
18/11/2024	Lloyds Bank Charge Card	TRANSFER	191.14		Nov-2024 Card Purchases & Fee
22/11/2024	Expenses	BACS	26.33	2024/10/21 - 138.5	Sept-2024 Staff Expenses
22/11/2024	Allwood Donkeys	BACS	350.00	PO 24-035	Donkey Hire for Xmas Event
22/11/2024	Caddis Ltd	SI-42234	1,512.00	Ongoing Contract	Access Track - Autumn Maint
22/11/2024	Cheshire Tree & Garden Care	BACS	100.00	PO 24-030	Monarch Drive - Tree Removal
22/11/2024	Cheshire Tree & Garden Care	BACS	160.00	PO 24-028	Tatton Close - Ivy - Option 2
22/11/2024	Cheshire Tree & Garden Care	BACS	900.00	PO 24-029	Tatton Close - Tree Work
22/11/2024	Macks Music Promotions	036	510.00	PO 24-036	Xmas Event - 50% Deposit
22/11/2024	SLCC	MEM250770	288.00	Clerk	2024-25 Membership Fee
22/11/2024	New Cheshire Business Park Ltd	3316	104.00	Ongoing Contract	Nov-2024 Storage Rental
22/11/2024	Caddis Ltd	SI-42268	540.00	PO 22-165	Ash Dieback 1/2 Day 31st Oct
22/11/2024	Caddis Ltd	SI-42266	1,176.00	PO 24-033	Calveley Close Tree Work
22/11/2024	Caddis Ltd	SI-42263	1,675.80	Ongoing Contract	Dukes Way Duck Pond Maint
22/11/2024	Caddis Ltd	SI-42262	831.60	Ongoing Contract	Dukes Way Little Pond Maint.
22/11/2024	Caddis Ltd	SI-42259	5,922.00	Ongoing Contract	Main Drain - Annual Dredging
22/11/2024	Caddis Ltd	SI-42261	567.00	Ongoing Contract	Moor Park Way Bottom Pond
22/11/2024	Caddis Ltd	SI-42260	913.50	Ongoing Contract	Moor Park Way Top Pond
22/11/2024	Caddis Ltd	SI-42264	2,256.00	PO 24-023	Regency Way - Oak Tree
22/11/2024	Caddis Ltd	SI-42267	336.00	PO 24-031	Shavington Way - Tree Work
22/11/2024	Caddis Ltd	SI-42265	1,536.00	PO 24-025	Wildflower Strip
22/11/2024	Davenham RBLSC	DRBL24100	44.00	Clerk	2x Poppy Wreaths
22/11/2024	Cheshire Tree & Garden Care	85	150.00	PO 24-041	Burwardsley Way Park Tree Work
22/11/2024	Cheshire Tree & Garden Care	86	155.00	PO 24-042	Campbell Close Park Tree Work
22/11/2024	Cheshire Tree & Garden Care	87	700.00	PO 24-043	St Georges Way Orchard Work
22/11/2024	Printgraphix Northwich	12679	200.00	PO 24-045	Xmas Banners x5
22/11/2024	Telecoms World Plc	DD	22.43	Ongoing Contract	Oct-2024 VOIP Charges
22/11/2024	Staff Costs	BACS	3,268.99	Contract	Nov-2024 Staff Costs
22/11/2024	Clear Councils	LCO03019	1,801.20	2024/11/18 - 158.9	2024-25 Insurance Renewal
22/11/2024	Printgraphix Northwich	12682	570.00	PO 24-045	2024 Newsletter x2000
22/11/2024	Expenses	BACS	218.75	2024/10/21 - 143.1	Xmas Event Gifts x125
22/11/2024	Kingsmead Primary School	BACS	500.00	2024/10/21 - 138.9	2024 - School Hall Costs
30/11/2024	UNITY TRUST BANK	DD	9.15		Oct-2024 Bank Charges
30/11/2024	Countrywide Grounds Maint.	601515	6,590.72	PO 22-175	Nov-2024 Contract

<b>Total Payments</b>	<b>34,181.35</b>
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## Lloyds Bank Charge Card

## List of Payments made between 01/11/2024 and 30/11/2024

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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>
18/11/2024	TEMU.com	BACS	64.65	2024/10/21 - 143.1	KPC Pens x144
18/11/2024	Microsoft	CARD	79.99	Clerk	Office 365 Subscriptn. 2024-25
18/11/2024	We Print Gifts Ltd	CARD	43.50	Clerk	KPC ID Cards & Badges x3
18/11/2024	Lloyds Bank	DD	3.00	Ongoing Contract	Nov-2024 Charge Card Fee

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**Total Payments**      191.14