



## Minutes

Minutes of a meeting of Kingsmead Parish Council held on  
Monday 15<sup>th</sup> April at 7:30pm

Present: Cllrs Boylan, Hoey, Jewitt, Martin, Reed, Swift, Van Gordon, Weltman (Chair)  
Also present: Mrs W Maddock (Clerk & RFO) and Cllr Marr (CW&C Cllr)

The meeting started at 7.30pm.

304	<b><u>Apologies</u></b> Cllr Bannister (work), Cllr Logan (work)
305	<b><u>Declarations of Interest</u></b> There were no declarations of interest made relevant to any of the agenda items.
306	<b><u>Public Forum</u></b> There were no members of public present.
307	<b><u>PCSO Update</u></b> <b>To note the April Davenham &amp; Moulton PCSO newsletter covering the period 1<sup>st</sup> – 31<sup>st</sup> April 2024.</b> <b><u>Noted</u></b> – receipt of the PCSO newsletter, which was circulated prior to the meeting. The newsletter is available on the Council website at the following link: <a href="https://www.kingsmeadpc.org.uk/2024-04-PCSO-Newsletter-March24.pdf">2024-04-PCSO-Newsletter-March24.pdf (kingsmeadpc.org.uk)</a>
308	<b><u>Minutes</u></b> <b>To approve and sign the minutes of a meeting held on Monday 18<sup>th</sup> March 2024</b> <b><u>Resolved</u></b> – that the minutes were a correct record of the meeting and should be signed by the Chair.
309	<b><u>Finance &amp; Administration</u></b>
309.1	<b>To receive bank statements and to approve the bank reconciliations to the end of Mar-2024.</b> <b><u>Resolved</u></b> – to approve the bank statements and reconciliations to the end of Mar-2024 for the following accounts: <ul style="list-style-type: none"> <li>• Unity Trust Bank (cashbook)</li> <li>• Nationwide 45-day saver account.</li> <li>• Nationwide 125-day saver account</li> </ul>
309.2	<b>To note the financial position at year end to 31<sup>st</sup> March 2024.</b> <b><u>Noted</u></b> - The following year end financial reports that were received: <ul style="list-style-type: none"> <li>• Rialtas YE reports</li> <li>• 2024-03 Detailed Income &amp; Expenditure by Budget Heading Report</li> <li>• Balance Sheet as at 31-03-24</li> </ul>
309.3	<b>To consider and approve the payments for Apr-2024.</b> <b><u>Resolved</u></b> - that the list of payments circulated to all councillors prior to the meeting for review should be approved for payment in Apr-2024.
309.4	<b>To approve expenses for the Clerk for the period of Mar-2024.</b> <b><u>Resolved</u></b> – to approve the expenses presented for Mar-2024, which will be paid in May.
309.5	<b>To receive a report from an extraordinary meeting of the Finance Committee held on Thursday 28<sup>th</sup> March and to approve its recommendation.</b> <b><u>Resolved</u></b> – to approve the Finance Committee's recommendation to open an account with Hampshire Bank.
309.6	<b>To consider and approve documents for submission to the internal auditor:</b> <ul style="list-style-type: none"> <li>• the draft AGAR accounting statements</li> <li>• 2024 asset register</li> <li>• any other documents identified by the RFO.</li> </ul> <b><u>Resolved</u></b> – that the documents presented were accurate and could be submitted to the internal auditor.

309.7	<p><b>To consider and approve the following variable direct debit and recurring payments (quoted exclusive of VAT):</b></p> <ul style="list-style-type: none"> <li>• ICO registration fee (£35.00 pa)</li> <li>• Telecoms World VOIP phone service (£20.58 pm)</li> <li>• 3 Mobile phone (£17.85 pm)</li> <li>• New Cheshire Business Park (£104.00 pm)</li> <li>• Lloyds charge card fee (£3.00 pm service fee/max £500 spend pm).</li> </ul> <p><b>Resolved</b> – to approve all variable direct debit and recurring payments.</p>
<p><b>310</b> 310.1</p>	<p><b>Planning</b></p> <p><b>To note any planning applications received since the last meeting:</b></p> <p>a) <u>25 Blakemere Drive - 24/00643/FUL</u> Erection of single storey detached garage, replace existing fencing with brick wall</p> <p><b>Resolved</b> – that a consultee comment should be submitted against this planning application.</p> <p>310.2 <b>To note any planning decisions received since the last meeting.</b></p> <p>a) <u>1 Bowfell Close (23/03692/FUL)</u> - Approved Proposed side single story extension for utility room with pitched roof.</p> <p>b) <u>2 Pulford Close (22/03778/FU)</u> – Refused Proposed single and first floor front extension and single storey side extension.</p> <p><b>Noted</b> – the planning decisions received</p> <p>310.3 <b>To receive any other updates and to approve actions as appropriate.</b> There were no further updates to note.</p>
<p><b>311</b> 311.1</p>	<p><b>Parks and Environment</b></p> <p><b>To receive an update from Countrywide.</b></p> <p><b>Noted</b> – the March report from Countrywide and an update from 8<sup>th</sup> April regarding grass cutting. Council members acknowledged the problems with adverse weather conditions that had hampered the start of the grass cutting season. Countrywide was asked to confirm in its scheduling that the correct number of grass cuts were carried out over the season and also to review the contract for other types of work to be done when grass cutting is not viable.</p> <p>311.2 <b>To consider a response CW&amp;C regarding lighting of the Kingsmead wall and to approve a response.</b> <b>Resolved</b> – that the cost of lighting was prohibitive and that no further action be taken.</p> <p>311.3 <b>To note the response from BEL regarding the works completed on the cenotaph and clocktower and to approve any actions.</b> <b>Noted</b> – that the work carried out by BEL has a 5-year guarantee and the coating used on the cenotaph has a 2-year manufacturer’s warranty.</p> <p>311.4 <b>To receive any other updates and to approve actions as appropriate.</b> There were no further updates to note.</p>
<p><b>312</b> 312.1</p>	<p><b>Events</b></p> <p><b>To consider an application from St Luke’s Hospice to use St George’s field for a “Family Dog Show” on Sunday 9<sup>th</sup> June.</b></p> <p><b>Resolved</b> – to grant permission to St Luke’s Hospice to run its event on St George’s field, on the condition that it secures an agreement with Sir John Deane’s College to use its car parks for event parking. St Luke’s Hospice would also need to provide evidence of its marshalling/parking plan, receipt of a CW&amp;C Temporary Events Notice and that it has a minimum of £5M public liability insurance.</p> <p>312.2 <b>To receive any other updates and to approve actions as appropriate.</b> <b>Noted</b> – that quotes should be sought to have all Christmas lights sourced from a single supplier; to include tree lights at Kingsmead Square, garlands and a star on the clock tower and festoons on the Kingfisher roundabout.</p>
<p><b>313</b></p>	<p><b>Resident Matters</b></p> <p><b>To note resident communications and to consider any actions as appropriate.</b></p> <p><b>Noted</b> – a summary of resident communications since the last meeting. It was <b>resolved</b> to take the following actions:</p> <ul style="list-style-type: none"> <li>• A letter to be sent to residents at Campbell Close regarding damage to the PC’s grass verge</li> <li>• To confirm that no planting will be carried out at the rear of Priory Avenue; the area will be allowed to naturally regenerate after trees with ash dieback were removed.</li> <li>• To confirm that the land between Kensington Way park and Simmonds Close is not owned by the PC and therefore no tree maintenance will be carried out in this area.</li> </ul>

	<ul style="list-style-type: none"> <li>To grant permission to a resident on Ellingham Way to plant 2x apple trees in the woodland area.</li> </ul>	
<b>314</b>	<p><b>Clerk's Report</b>  <b>To receive an update on issues not covered elsewhere on the agenda and to note any actions.</b>  <u>Caddis</u> – the wildflower preparation, which was delayed due to the wet weather, to now be cancelled as flowers have already started growing  <u>Crown Hedge</u> – no update received from CW&amp;C as staff changes have delayed progress. Quotes have been requested for maintaining the roundabout if an agreement is reached.  <u>Pointing of Clock Tower</u> – Cllr Logan is following up with BEL regarding possible outstanding works.  <u>SGF Orchard Update</u> – Cllr Hoey to confirm a date for a community day and Caddis to advise in the summer of any tree works required.  <u>Storage Facility</u> – alternative storage spaces have been investigated but New Cheshire Business Park provides the lowest cost facility.  <u>Peak Cluster Pipeline</u> – an update to be provided at a meeting on 22<sup>nd</sup> April at The Venue, Rudheath  <u>Local Life Magazine</u> – free advertising space offered, which was declined by council members.</p>	
<b>315</b>	<p><b>AOB</b>  Items to be placed on the agenda for future meetings.</p> <ul style="list-style-type: none"> <li>Coronet pond</li> </ul>	
<b>316</b>	<b>Next Meetings</b>	
	Parks & Environment Committee	Monday 13 <sup>th</sup> May at 7.30pm in Kingsmead School
	Annual Parish Meeting	Monday 20 <sup>th</sup> May at 7.00pm in Kingsmead School
	Annual Meeting of Kingsmead Parish Council	Monday 20 <sup>th</sup> May at 7.30pm in Kingsmead School

The meeting closed at 8.57pm

## Current Bank A/c

## List of Payments made between 01/04/2024 and 30/04/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/04/2024	Hutchinson 3G	DD	19.85	Ongoing Contract	Mar-2024 Mobile
16/04/2024	Lloyds Bank Charge Card	TRANSFER	92.75		Apr-2024 Card Fee & Purchases
19/04/2024	Countrywide Grounds Maint.	563018	144.00	PO 23-235	Hawthorn hedging - Blenheim
19/04/2024	Countrywide Grounds Maint.	563017	144.00	PO 23-236	Pyracantha plants - Earl's Way
19/04/2024	Caddis Ltd	SI-41877	720.00	PO 23-237	Shrub clearance - Burwardsley
19/04/2024	Rialtas Business Software Ltd	SM29655	230.40	Ongoing Contract	Software Licence 2024-25
19/04/2024	New Cheshire Business Park Ltd	2473	104.00	Ongoing Contract	Apr-2024 Storage Rental
19/04/2024	Shires Accountants	SHI-2087	226.20	Ongoing Contract	Apr-Sept 2024 Payroll Services
19/04/2024	Expenses	BACS	29.97	2024/03/18 - 289.4	Feb-2024 Expenses
19/04/2024	CHALC	BACS	1,341.78	2024/03/18 - 289.7	2024-25 Annual Affiliation Fee
24/04/2024	Telecoms World Plc	DD	22.44	Ongoing contract	Mar-2024 VOIP Charges
30/04/2024	Staff Costs	BACS	3,256.30	Contract	Apr-2024 Staff Costs
<b>Total Payments</b>			<b>6,331.69</b>		

## Lloyds Bank Charge Card

## List of Payments made between 01/04/2024 and 30/04/2024

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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>
16/04/2024	Amazon Services Europe	CARD	76.26	2024/03/11 - 277.6	Pink chalk spray x9
16/04/2024	Amazon - GraffCity Ltd.	CARD	13.49	2024/03/11 - 277.6	Pink chalk spray x1
16/04/2024	Lloyds Bank	CARD	3.00	Ongoing Contract	Apr-2024 Charge Card Fee

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<b>Total Payments</b>	<u>92.75</u>
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