



## Minutes

Minutes of the ANNUAL MEETING of Kingsmead Parish Council  
held on Monday 20<sup>th</sup> May

Present: Cllr Boylan, Cllr Hoey, Cllr Jewitt, Cllr Martin, Cllr Reed, Cllr Van Gordon, Cllr Weltman

Also present: Mrs W Maddock (Clerk & RFO), Cllr Dan Marr (CW&C), PCSO Lee Robertson (and representatives of the Kingsmead Mini-Police). The PCSO and Mini-Police left the meeting at 8.00pm.

The meeting started at 7.41pm

001	<p><b>Chair 2024-25</b> To appoint the Chair of Kingsmead Parish Council for the forthcoming Civic year. On appointment, the Chair will sign the Declaration of Office. <b>Resolved</b> – that Cllr Weltman be appointed as Chair of Kingsmead Parish Council.</p>
002	<p><b>Vice-Chair</b> To appoint the Vice Chair of Kingsmead Parish Council for the forthcoming Civic year. <b>Resolved</b> – that Cllr Hoey be appointed as Vice Chair of Kingsmead Parish Council.</p>
003	<p><b>Apologies</b> Cllr Logan (work), Cllr Swift (family)</p>
004	<p><b>Code of Conduct</b> To confirm the Code of Conduct adopted by KPC on 27<sup>th</sup> June 2022. <b>Resolved</b> – that the Code of Conduct is observed for the next civic year.</p>
005	<p><b>Register of Interests</b> To confirm that members have reviewed their Register of Interests and that any updates will be provided to the Parish Clerk within 28-days. <b>Resolved</b> – that any changes in member's Register of Interests will be confirmed within 28-days of the meeting.</p>
006	<p><b>Declarations of Interest</b> Cllr Van Gordon declared a non-pecuniary interest regarding agenda item 016.2.</p>
007	<p><b>Public Forum</b></p> <p>007.1 Cheshire West and Chester Councillors – reports and updates N3 bus service - contract to run until 29 March 2025, with an option to extend for a further year. 37 late night bus services are now running, which has been funded through BSIP. Updates to Cheshire West Petitions Scheme have been agreed and are now online. The council voted through a LGA Peer Challenge for SEND accountability, which will be reviewed within 18 months. Ward councillors have had no update about the crown hedge.</p> <p>007.2 PCSO monthly report The PCSO newsletter, covering the period 1<sup>st</sup> to 30<sup>th</sup> April, was circulated prior to the meeting. It is available on the Council website (Community Policing &gt; PCSO Monthly Reports) or using the following link: <a href="https://www.kingsmeadpc.org.uk/2024-05-PCSO-Newsletter.pdf">2024-05-PCSO-Newsletter.pdf (kingsmeadpc.org.uk)</a></p>
008	<p><b>Vote of Thanks</b> To note a vote of thanks for ex-Cllr Emma Bannister for her many years of service to both the Kingsmead Resident's Association and the Parish Council. The council agreed that a vote of thanks should be recorded to recognise ex-Cllr Bannister's many years of service to the community. A small presentation will be made at the next Full Council meeting.</p>
009	<p><b>Minutes</b> To approve and sign the minutes of a Full Council meeting held on Monday 15<sup>th</sup> April 2024. <b>Resolved</b> – that the minutes were a correct record of the meeting and should be signed by the Chair.</p>
010	<p><b>Co-Option</b></p> <p>010.1 To note the response from CW&amp;C regarding a petition for election.</p>

010.2	<p><b>Noted</b> – that it has been confirmed by CW&amp;C that no petition for election has been made by Parish electors and the council can fill its current vacancy by co-option.</p> <p>To confirm if a Notice of Co-Option needs to be advertised and the closing date to be set for any applications.</p> <p><b>Resolved</b> – that a Notice of Co-Option can be published, with applications to be received by 12<sup>th</sup> June for review at the next Full Council meeting on Monday 17<sup>th</sup> June.</p>
011 011.1        011.2	<p><b>Committees &amp; Working Groups</b></p> <p>To confirm the membership of the committees and working groups for 2024-2025.</p> <p><b>Resolved</b> – membership of the committees and working groups as follows:</p> <ol style="list-style-type: none"> <li>a) <u>Finance Committee</u> Cllr Boylan, Cllr Martin, Cllr Reed</li> <li>b) <u>Parks &amp; Environment Committee</u> Cllr Hoey, Cllr Jewitt, Cllr Logan, Cllr Reed, Cllr Swift, Cllr Van Gordon, Cllr Weltman</li> <li>c) <u>Events Working Group</u> Cllr Jewitt, Cllr Logan, Cllr Weltman</li> <li>d) <u>Communications Group</u> Cllr Boylan, Cllr Hoey, Cllr Martin, Cllr Van Gordon, Cllr Weltman</li> </ol> <p>To consider and approve any other committees or working groups.</p> <p><b>Resolved</b> – that Cllr Reed continues to represent the parish council as a member of the Sir John Deane’s College Foundation Charity.</p>
012	<p><b>Terms of Reference</b></p> <p>To review and confirm as appropriate the Terms of Reference for the Committees and Working Groups:</p> <ol style="list-style-type: none"> <li>a) Finance Committee</li> <li>b) Parks &amp; Environment Committee</li> <li>c) Events Working Group</li> <li>d) Communications Group (to be confirmed at first meeting)</li> </ol> <p><b>Resolved</b> – to approve all the terms of reference with regard to content, although it was agreed that a document control cover sheet should be also added. Terms of reference need to be confirmed for the Communications Group.</p>
013	<p><b>Meeting Schedule</b></p> <p>To agree the dates and times of meetings for the forthcoming year.</p> <p><b>Resolved</b> – that the meeting dates as presented are adopted and now published for information.</p>
014 014.1        014.2        014.3   014.4  014.5	<p><b>Finance &amp; Administration</b></p> <p>To receive bank statements and to approve the bank reconciliations to the end of April-2024.</p> <p><b>Resolved</b> – to approve the bank statements and reconciliations to the end of April-2024 for the following accounts:</p> <ul style="list-style-type: none"> <li>• Unity Trust Bank (cashbook)</li> <li>• Nationwide 45-day saver account. (screenshot)</li> <li>• Nationwide 125-day saver account (screenshot)</li> </ul> <p>To note the financial position as of 30<sup>th</sup> April 2024.</p> <p><b>Noted</b> - The following financial reports that were received:</p> <ul style="list-style-type: none"> <li>• Cashbook Summary YTD</li> <li>• Summary Income and Expenditure to 30-04-2024</li> <li>• Detailed Income and Expenditure to 3-04-2024</li> </ul> <p><b>Noted</b> – it was further noted that the precept was not received until 18<sup>th</sup> April, which was 2-weeks later than normal. Council will write to CW&amp;C to ask why this happened and to request it does not happen again next year.</p> <p>To consider and approve the payments for May-2024.</p> <p><b>Resolved</b> - that the list of payments (circulated to all councillors prior to the meeting for review) should be approved for payment in May-2024. The list of payments is appended to the minutes.</p> <p>To approve expenses for the Clerk for the period of April-2024.</p> <p><b>Resolved</b> – to approve the expenses presented for April-2024, which will be paid in June</p> <p>To receive the Internal Auditors Report for the financial Year 2023/24 and to consider any recommendations made.</p> <p><b>Resolved</b> – to defer this agenda item to the June meeting.</p>

014.6	<p>To review the Annual Governance Statement and the Accounting Statements for the financial year to 31 March 2023, Part 3 Section 1 and 2 by:</p> <ol style="list-style-type: none"> <li>a) Considering and responding to the nine statements in Section 1 – The Annual Governance Statement 2023/24</li> <li>b) Considering and confirming the figures entered in Section 2 – The Accounting Statements 2023/24</li> <li>c) To note the arrangements for the Public Right to View of the unaudited accounts.</li> </ol> <p><b>Resolved</b> – to defer this agenda item to the June meeting.</p>
<p><b>015</b> 015.1</p> <p>015.2</p> <p>015.3</p>	<p><b>Planning</b></p> <p>To note any planning applications received since the last meeting:</p> <ol style="list-style-type: none"> <li>a) <u>27 Blenheim Close</u> - 24/01076/FUL Proposed family room and additional bedroom</li> <li>b) <u>2 Sterling Close</u> - 24/01152/FUL Front porch and single storey rear/side extension</li> </ol> <p><b>Resolved</b> – that no comments be submitted against either of these applications.</p> <p>To note any planning decisions received since the last meeting.</p> <ol style="list-style-type: none"> <li>a) <u>2 Pulford Close</u> (22/03778/FUL) – Planning appeal submitted Proposed single and first floor front extension and single storey side extension.</li> <li>c) <u>15 Moor Park Way</u> (24/00431/FUL) – Approved Single storey rear extension and front porch extension.</li> </ol> <p><b>Noted</b> – the updates received from CW&amp;C Planning Department</p> <p>To receive any other updates and to approve actions as appropriate.</p> <p><b>Resolved</b> – that an application for 5 Sproston Close (24/01236/FUL), which was received immediately prior to the meeting, be reviewed by Cllrs Weltman and Logan, as the date for any comments is 8<sup>th</sup> June.</p>
<p><b>016</b> 016.1</p> <p>016.2</p> <p>016.3</p> <p>016.4</p> <p>016.5</p>	<p><b>Parks and Environment</b></p> <p>To approve and sign the minutes of a Parks and Environment Committee meeting held on Monday 13<sup>th</sup> May 2024 and to note the following:</p> <ol style="list-style-type: none"> <li>a) that the next litter picking date will be moved to Sunday 2<sup>nd</sup> June.</li> </ol> <p><b>Resolved</b> – that the minutes were a correct record of the meeting and should be signed by the Chair. Also that litter picking equipment does not need to be organised with CW&amp;C and that a councillor will organise collection of the litter bags through the CW&amp;C “Report-It” portal on the day.</p> <p>To consider and approve next actions for Kensington Way Field.</p> <p><b>Resolved</b> – to progress a project to install a multi-sports play surface at Kensington Way. An extraordinary meeting of the Parks and Environment Committee is to be held on Thursday 30<sup>th</sup> May to consider and approve a specification for quotes.</p> <p>Crown Hedge</p> <ol style="list-style-type: none"> <li>a) To receive any update from CW&amp;C regarding the crown hedge maintenance</li> </ol> <p><b>Noted</b> – that there has been no progress made with a potential agreement, although discussions between the C&amp;E Engagement Manager and relevant service departments have been positive.</p> <ol style="list-style-type: none"> <li>b) To consider and approve a quote from NTC for the maintenance of the crown hedge roundabout (assuming acceptable terms are agreed with CW&amp;C)</li> </ol> <p><b>Resolved</b> – to approve a quote in principle from NTC, pending an agreement on the cutting specification.</p> <ol style="list-style-type: none"> <li>c) To consider and approve a media campaign regarding the current state of the crown hedge.</li> </ol> <p><b>Resolved</b> – to communicate with the artist and relevant newspaper outlets who recently featured the crown hedge and to inform CW&amp;C that the council is doing this.</p> <p>To consider and approve any actions required regarding the management of Coronet Pond.</p> <p><b>Resolved</b> – to defer this agenda item to the June meeting.</p> <p>To consider and approve quotes for carrying out play area remedial works.</p> <p><b>Resolved</b> – the following actions:</p> <ul style="list-style-type: none"> <li>• that Groundwork and Leisure Services be instructed to carry out the play area remedial works, except for those required at Campbell Close (pending an overhaul of the park)</li> <li>• that a refurbishment of Campbell Close be carried out to include: <ul style="list-style-type: none"> <li>○ replacement of the rubber shred with a bark surface</li> </ul> </li> </ul>

016.6	<ul style="list-style-type: none"> <li>○ complete removal of the mushrooms</li> <li>○ replacement of the posts on the toddler swing</li> <li>● that quotes are obtained for the work at Campbell Close.</li> </ul> <p>To receive any other updates and to approve actions as appropriate.  <b>Noted</b> – that an area adjacent to 452 London Road needs to be cleared.</p>
<b>017</b> 017.1  017.2  017.3	<p><b>Community</b></p> <p>CW&amp;C Roundabout Sponsorship Signs</p> <ul style="list-style-type: none"> <li>a) To receive any correspondence from residents as appropriate.</li> <li>b) To consider and approve a reply to CW&amp;C's consultation request.</li> </ul> <p><b>Resolved</b> – comments to be added to the clerk's interim response to be provided to CW&amp;C as the parish council's final reply to the request for feedback.</p> <p>KPC Advertising Agreements</p> <ul style="list-style-type: none"> <li>a) To review the KPC Banners and Advertisements Policy.  <b>Resolved</b> – that the policy should be amended to include an escalation process when the conditions of the policy are not met. Banners will be removed by KPC if any conditions are contravened and if 3-banners have to be removed by KPC in a 12-month rolling period, the organisation will be banned from advertising for the following 12-months.</li> <li>b) To consider the ongoing agreement with Harlequin Theatre.  <b>Resolved</b> – that Harlequin be allowed to continue advertising on the roundabout, but to be made aware of the updated advertising policy.</li> <li>c) To consider and approve a request from Davenham Carnival Committee to hang a banner between 25<sup>th</sup> May and 9<sup>th</sup> June (carnival date is 8<sup>th</sup> June).  <b>Resolved</b> – that Davenham Carnival Committee be allowed to hang a banner between the dates stated.</li> </ul> <p>To note information regarding Operation Park Safe.  <b>Noted</b> – the principles of Operation Park Safe, which enables residents to report concerns about parking issues on-line through the Cheshire Police portal. The link for reporting can be found on the KPC website (Report a Problem) and here: <a href="#">Operation Park Safe rolled out across Cheshire Constabulary   Cheshire Constabulary</a></p> <p>017.4. To receive any other updates and to approve actions as appropriate.  There were no other updates to note.</p>
<b>018</b> 018.1  018.2  018.3	<p><b>Events</b></p> <p>To receive an update from St Luke's Hospice regarding the proposed "Family Dog Show" on Sunday 9<sup>th</sup> June.  <b>Noted</b> – that St Luke's Hospice is unable to run its event as it could not secure suitable parking facilities at SJD college.</p> <p>D-Day Anniversary Celebrations</p> <ul style="list-style-type: none"> <li>a) To consider and approve the purchase of a "Tommy Silhouette" and flower planter to commemorate the D-Day anniversary.  <b>Resolved</b> – to purchase 1x Tommy Silhouette and 1x Women in War Silhouette to be displayed at the Kingsmead cenotaph to commemorate the D-Day anniversary.</li> <li>b) To consider any other options for marking the event.  <b>Resolved</b> – that the council cannot mark the event in other ways due to the short time frame now available.</li> </ul> <p>To receive any other updates and to approve actions as appropriate.  There were no other updates to note.</p>
<b>019</b>	<p><b>Resident Matters</b></p> <p>To note resident communications and to consider any actions as appropriate.  Noted – communications received and actions already in progress by the clerk. A request for tree cutting at Simmonds Close will be considered at the next P&amp;E Committee meeting.</p>
<b>020</b>	<p><b>Clerk's Report</b></p> <p>To receive an update on issues not covered elsewhere on the agenda and to note any actions.  <u>Grass cutting</u> – confirmed that the daffodil areas could now be mowed.  <u>SGF Orchard Update</u> – to be added to the agenda of the next council meeting to confirm a date for an orchard "tidy-up". Mid-Cheshire Beekeeper's Association contacted regarding siting beehives in the area.</p>

	<p><u>Chambers Fletcher</u> – meeting attended regarding the deed of variation process and an update will be provided to Full Council in the June meeting.</p> <p><u>Website</u> - “Report a Problem” page added to the website and further work to be done tidying up the “Minutes &amp; Agendas” page. Council confirmed that the meeting pack should not be added to the website.</p> <p><u>CW&amp;C</u> – Contacts continue to be chased. A member of the Flood Risk team may be able to visit w/c 10<sup>th</sup> June to offer possible advice about the problems at Kensington Way.</p> <p><u>CW&amp;C Member Briefings</u> – Provided to members for information.</p>		
<b>021</b>	<b>AOB</b>	Items to be placed on the agenda for future meetings.	
<b>022</b>	<b>Next Meetings</b>	Parks & Environment Committee EM	Thursday 30 <sup>th</sup> May at 7.30pm in Kingsmead School
		Finance Committee	Monday 3 <sup>rd</sup> June at 7.30pm in Kingsmead School
		Parks & Environment Committee	Monday 10 <sup>th</sup> June at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 17 <sup>th</sup> June at 7.30pm in Kingsmead School

The meeting closed at 9.33pm.

## Current Bank A/c

## List of Payments made between 01/05/2024 and 31/05/2024

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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>
13/05/2024	Hutchinson 3G	DD	20.74	Ongoing Contract	Apr-2024 Mobile
16/05/2024	Lloyds Bank Charge Card	TRANSFER	3.00		May-2024 Card Fee
24/05/2024	Expenses	BACS	43.52	2024/04/15 - 309.4	Mar-2024 Expenses
24/05/2024	Countrywide Grounds Maint.	567251	6,590.72	PO 22-175	Apr-2024 Contract
24/05/2024	Caddis Ltd	SI-41906	756.00	Ongoing Contract	Coronet Pond - Spring Maint.
24/05/2024	Caddis Ltd	SI-41907	2,939.58	Ongoing Contract	Main Drain: Culvert Management
24/05/2024	Countrywide Grounds Maint.	571030	6,590.72	PO 22-175	May-2024 Contract
24/05/2024	New Cheshire Business Park Ltd	2603	104.00	Ongoing Contract	May-2024 Storage Rental
24/05/2024	Telecoms World Plc	DD	22.44	Ongoing Contract	Apr-2024 VOIP Charges
24/05/2024	Staff Costs	BACS	3,268.99	Contract	May-2024 Staff Costs

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<b>Total Payments</b>	<u>20,339.71</u>
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**Lloyds Bank Charge Card**

**List of Payments made between 01/05/2024 and 31/05/2024**

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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>
16/05/2024	Lloyds Bank	DD	3.00		Ongoing Contract May-2024 Charge Card Fee

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**Total Payments**      3.00