



MINUTES

Minutes of a meeting of Kingsmead Parish Council
held on Monday 16th December

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)

The meeting started at 7.30pm.

176	<p>Apologies Cllr Hoey (health), Cllr Jewitt (work)</p>
177	<p>Declarations of Interest No declarations of interest were made.</p>
178	<p>Public Forum</p> <p>178.1. Cheshire West and Chester Councillors – reports and updates Cllr Marr reported that there has been an update on the outline planning application for “Land At Grid Ref 365825 372409 St Georges Way” (23/02726/OUT) and it is likely that approval will now be granted. A full planning application still needs to be submitted. Cllr Marr also confirmed that he has approved an application from KPC for member’s budget to fund a new planter.</p> <p>187.2. PCSO monthly report The PCSO newsletter covering the period 1st to 30th November was circulated prior to the meeting. The report is available on the Council website (Community Policing > PCSO Monthly Reports) or using the following link: 2024-12-PCSO-Newsletter-Covering-1st-to-30th-Nov.pdf</p> <p>No other members of public were present at the meeting.</p>
179	<p>Minutes To approve and sign the minutes of a Full Council meeting held on Monday 18th November 2024. Resolved – to approve the minutes of the previous Full Council meeting, which were then signed by the Chair.</p>
180	<p>Finance & Administration</p> <p>180.1. To receive bank statements and to approve the bank reconciliations to the end of Nov-2024. Resolved – to approve the bank statements and reconciliations to the end of Nov-2024 for the following accounts, which were signed by the Chair:</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>180.2. To note the financial position as of 30th Nov-2024. Noted - The following financial reports that were received:</p> <ul style="list-style-type: none"> • Balance sheet as of 30th Nov-2024 • Detailed Income and Expenditure to 30th Nov-2024 <p>180.3. To consider and approve the payments to be made to be made in Dec-2024. Resolved - that the list of payments (circulated to all councillors prior to the meeting for review) should be approved for payment in Dec-2024, with the exception of a payment to Pear Technology which is to be deferred pending re-sourcing of an alternative solution. The list of payments is appended to the minutes.</p>

180.4.	<p>To approve expenses for the Clerk. Resolved - to approve the mileage expenses presented for November-2024, which will be paid in January 2025 and to approve immediate reimbursement of cash expenses at the Christmas event.</p>
180.5.	<p>To approve using Pear Technology for the next financial year. Resolved – to approve in principle using Pear Technology for another year if the alternative solution currently being investigated is not considered suitable.</p>
180.6.	<p>To receive any other updates and to approve actions as appropriate. There were no other updates to note.</p>
181	<p>Casual Vacancy</p> <p>To note that there was no petition for election to fill the casual vacancy and to approve advertising to fill the vacancy by co-option. Resolved – to advertise filling the casual vacancy by co-option, with applications to be received by the end of January 2025 and the co-option to be completed at the February Full Council meeting.</p>
182	<p>Planning</p> <p>182.1. To consider or note any planning applications received since the last meeting. Noted – that changes have been made to the outline planning application for “Land At Grid Ref 365825 372409 St Georges Way” (23/02726/OUT), which have responded to the comments made by council. Approval for the outline application is now likely to be granted after which, a full application for planning approval will need to be submitted.</p> <p>182.2. To note any planning decisions received since the last meeting:</p> <ul style="list-style-type: none"> • <u>28 Wyndham Close</u> (24/02321/FUL) – Approved Demolition of existing conservatory, erection of single storey rear extension with roof lights. <p>Noted – that approval has been granted for an amended application that no longer refers to the boundary wall being moved.</p> <p>182.3. To receive an update on CWaC’s Design Code – Vision Engagement. Noted – the latest update regarding CWaC’s vision engagement for its future Design Code, which will help set out exactly what is expected of future applicants in a clear and visual manner. This should then “lead to the creation of more attractive and sustainable places within existing communities that local residents are more likely to support and treasure.” The survey can be accessed here: CW&C vision engagement</p>
183	<p>Parks and Environment</p> <p>183.1. To approve the minutes of a Parks and Environment committee meeting held on Monday 9th December and to note actions and recommendations as follows:</p> <ol style="list-style-type: none"> a) To approve a request from Countrywide to increase its annual contract fees by 2.1% for the new financial year. b) To pay Countrywide’s November invoice following completion of the hedge cutting. c) A request to be made to the finance committee for the P&E budget in 2025-26. <p>Resolved – to approve the minutes of the P&E committee meeting, which were then signed by the Chair. Resolved – to approve an increase of 2.1% in the contract fees for Countrywide to take effect from 1st April 2025 and that the Nov-2024 invoice should now be paid. Noted – that the P&E Committee has recommended that a budget of £185,050 is required for the next financial year, which is an increase of £22,750 (equivalent to 14%) on the current year.</p> <p>183.2. Crown Hedge Update:</p> <ol style="list-style-type: none"> a) To receive an update regarding latest communications with CWaC. Noted – that the crown hedge contract has been signed by KPC and returned to CW&C, although it cannot be counter-signed until Highways has completed its consultation notice on the S115E. A purchase order has been received to the value of £637.70 (equivalent to 5/12 of the contract value). b) To approve an SLA with Northwich Town Council for the roundabout maintenance Resolved – to approve an SLA with Northwich Town Council to carry out the maintenance of the crown hedge roundabout, which will include 2x hedge cuts (initially) and monthly grass cutting, at a cost of £3200 pa (plus VAT). It was also noted that the box hedge on the roundabout might be showing signs of disease and NTC will be asked to advise about any issues.

183.3.	To consider advice received from Caddis about removing a tree or trees in Pulford Park. Resolved – to defer a decision pending further information being received.
183.4.	To receive any other updates and to approve actions as appropriate. Noted – that Countrywide has carried out path cleaning at the clock tower and cenotaph at no charge to the council.
184	Community
184.1.	To receive the Cheshire Police and Crime Commissioner’s newsletter and a request for feedback on the Police and Crime plan (closes Friday 20th December). Noted – that the newsletter had been received and it was agreed that KPC did not have any feedback to make on the Police and Crime plan.
184.2.	To receive any other updates and to approve actions as appropriate. There were no further updates to note.
185	Events
185.1.	To receive feedback following the 2024 Christmas Event. Noted – that the Christmas Event came in under the agreed budget, with an additional £676.08 being raised as a result of charging for the attractions. It has been requested that this money is put into an ear-marked reserve for next year’s events and this will be discussed at the next finance committee meeting. It was agreed that the event was another success with positive feedback on the night and no incidents occurring. Council discussed and agreed that the lights on the Busy Bees tree could be left in-situ, which will save £600 of take-down costs.
185.2.	To note that the Finance Committee requires budget proposals from the Events Working Group for a meeting on 6th January 2025. Noted – that the Events working group needs to meet to discuss a budget proposal for 2025-2026.
185.3.	To receive any other updates and to approve actions as appropriate. There were no other updates to note.
186	Consultation Request
	To consider KPC making a response to the Ministry of Housing, Communities & Local Government open consultation: “Enabling remote attendance and proxy voting at local authority meetings”. Resolved – following a discussion of the issues associated with remote attendance, it was agreed that councillors have very different views about these proposals and a KPC consensus of opinion could not be reached. It was therefore agreed that councillors should make personal responses to the consultation.
187	Resident Matters
	To note resident communications and to consider any actions as appropriate. Noted – the communications received since the last meeting and the actions being taken to resolve any issues. Members confirmed that walls at Mereworth Drive (opposite the entrance to Monarch Drive) are not owned by KPC and are the responsibility of the residents to maintain.
188	Clerk’s Report
	To receive an update on issues not covered elsewhere on the agenda and to note any actions. Noted – <ul style="list-style-type: none"> • Norton subscription is being organised as the automatic renewal fee was much more expensive than last year’s fee • United Living has been contacted several times about removing the telecoms box in front of the lych gate at Kensington Way, but no response has been received. Members requested that they be contacted again and asked to pay a wayleave agreement. • 2x Report-It notifications have been logged with CW&C – for the phasing of the traffic lights at the Bull Ring (that can cause tailbacks into Kingsmead) and the raised area of pavement near to the pedestrian crossing. Feedback has been received that the traffic lights issue has been resolved. • Applications have been submitted for CW&C members budget - £795 from Cllr Dan Marr (for a new planter) and £965 from Cllr Gaynor Sinar (for new gates at Kensington Way). • United Utilities has been contacted about the maintenance and functionality of the sluice pond but have referred it to the Canal and River Trust as being their responsibility. C&RT has been contacted.

	<ul style="list-style-type: none"> Cheshire Wildlife Trust has agreed to carry out repairs at their cost to the path in Poors Wood that runs from the end of Buckingham Drive to the river, which will reduce the steepness of the path and improve drainage. Information has been received from Davenham & Bostock PC regarding communications with Manchester Airport Group about their Noise Action Plan Consultation. This will be monitored by Cllr Martin as the point of contact for KPC. 		
189	AOB Items to be placed on the agenda for future meetings. <ul style="list-style-type: none"> Installation of bat / bird / owl boxes on the estate. The pavement at Claremont Close which is very badly raised Hilltop Grange and its adoption by CW&C. 		
190	Next Meetings	Finance Committee	Monday 6 th January 2025 at 7.30pm in Kingsmead School
		Parks & Environment Committee	Monday 13 th January 2025 at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 20 th January 2025 at 7.30pm in Kingsmead School

The meeting closed at 8.45pm.

Current Bank A/c

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/12/2024	Hutchinson 3G	DD	20.74	Ongoing Contract	Nov-2024 Mobile
16/12/2024	Lloyds Bank Charge Card	TRANSFER	8.94		Dec-2024 Card Purchases & Fee
20/12/2024	Expenses	BACS	41.45	2024/11/18 - 158.8	Oct-2024 Oct Staff Expenses
20/12/2024	Macks Music Promotions	036	510.00	PO 24-036	Xmas Event - Balance of Inv.
20/12/2024	Caddis Ltd	SI-42278	540.00	PO 22-165	Ash Dieback 1/2 day 7th Nov
20/12/2024	Caddis Ltd	SI-42281	466.20	Ongoing Contract	Bickerton Pond - Annual Maint.
20/12/2024	Caddis Ltd	SI-42279	936.00	PO 24-034	Dukes Way 1 - Tree Work
20/12/2024	Caddis Ltd	SI-42280	936.00	PO 24-032	Lavister Close Tree Work
20/12/2024	The Christmas Decorators	240049	3,150.00	PO 24-026	Xmas Lights - Balance
20/12/2024	Expenses	BACS	80.25	Chair & Clerk	Expenses for Christmas Event
20/12/2024	Countrywide Grounds Maint.	606792	6,590.72	PO 22-175	Contract
20/12/2024	NorthHort Ltd	NH941123	684.00	PO 24-037	Turfing at Kensington Way
20/12/2024	NorthHort Ltd	NH931124	840.00	PO 24-027	Saughall Close - Tree Work
20/12/2024	Expenses	BACS	22.10	Clerk	Reimbursement - Xmas Gifts
20/12/2024	New Cheshire Business Park Ltd	3427	104.00	Ongoing Contract	Dec-2024 Storage Rental
20/12/2024	Caddis Ltd	SI-42301	1,080.00	PO 22-165	Ash Dieback - 22nd Nov
20/12/2024	Caddis Ltd	SI-42304	180.00	PO 24-038	Dukes Way 2 - Tree Work
20/12/2024	Caddis Ltd	SI-42302	180.00	PO 24-039	Kensington Park - Tree Work
20/12/2024	Caddis Ltd	SI-42303	120.00	PO 24-040	Kingslawn Park - Tree Work
20/12/2024	Morral Play Services	2124	540.00	Ongoing Contract	Jun-2024 Qrtly Play Inspectn
20/12/2024	Cheshire Tree & Garden Care	097	550.00	Cllerk	Pulford Park - Call Out
20/12/2024	Pear Technology Services Ltd	143974	180.00	Clerk	Annual Support & Updates
20/12/2024	Cheshire Tree & Garden Care	099	150.00	PO 24-049	SGF Entrance - Gravel & Labour
20/12/2024	Cheshire Tree & Garden Care	100	390.00	PO 24-050	Tatton Close - Pyracantha
20/12/2024	Pear Technology Services Ltd	143974	-180.00	Clerk	Annual Support & Updates
23/12/2024	Telecoms World Plc	DD	22.43	Ongoing Contract	Nov-2024 VOIP Charges
31/12/2024	UNITY TRUST BANK	DD	11.70		Nov-2024 Bank Charges
31/12/2024	Staff Costs	BACS	4,849.92	Contract	Dec-2024 Staff Costs

Total Payments 23,004.45

Lloyds Bank Charge Card

List of Payments made between 01/12/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/12/2024	Amazon	CARD	5.94	Clerk	2x Card Holder & Lanyard
16/12/2024	Lloyds Bank	DD	3.00	Ongoing Contract	Dec-2024 Charge Card Fee

Total Payments 8.94