



## MINUTES

Minutes of a meeting of Kingsmead Parish Council held on  
Monday 17<sup>th</sup> June at 7:30pm

Present: Cllr B Boylan (after co-option), Cllr D Boylan, Cllr Jewitt, Cllr Logan, Cllr Martin, Cllr Reed,  
Cllr Swift, Cllr Van Gordon and Cllr Weltman

Also Present: Mrs W Maddock (Clerk & RFO), Cllr Sinar (CW&C) and PCSO Lee Robertson

The meeting started at 7.31pm.

|       |  |
|-------|--|
| 050   | <b>Apologies</b><br>Cllr Hoey (medical)  |
| 051   | <b>Co-Option</b><br>To receive applications for the casual vacancy and to approve a co-option as appropriate<br><b>Resolved</b> – to co-opt Beverley Boylan to fill the casual vacancy. After signing the Declaration of Acceptance of Office, Cllr Boylan was eligible to participate fully and vote in the remainder of the meeting.   |
| 052   | <b>Declarations of Interest</b><br>Cllr Van Gordon declared an interest in agenda item 066.  |
| 053   | <b>Public Forum</b>  |
| 053.1 | Cheshire West and Chester Councillors – reports and updates<br>Cllr Sinar commented that there was little to report as CW&C is now operating under the heightened sensitivity (or purdah) protocols due to the impending general election.   |
| 053.2 | PCSO monthly report<br>The PCSO newsletter, covering the period 1 <sup>st</sup> to 31 <sup>st</sup> May, was circulated prior to the meeting. It is available on the Council website (Community Policing > PCSO Monthly Reports) or using the following link:<br><a href="https://www.kingsmeadpc.org.uk/2024-06-PCSO-Newsletter-Covering-1st-to-31st-May.pdf">2024-06-PCSO-Newsletter-Covering-1st-to-31st-May.pdf (kingsmeadpc.org.uk)</a><br>PCSO Robertson also confirmed that he would be continuing as the Davenham, Moulton and Kingsmead PCSO.<br><br>There were no other members of public present. |
| 054   | <b>Minutes</b><br>To approve and sign the minutes of the following meetings:<br>a) Annual Council meeting held on Monday 20 <sup>th</sup> May 2024.<br>b) Annual meeting of the parish held on Monday 20 <sup>th</sup> May 2024<br><b>Resolved</b> – to approve the minutes for both meetings and to confirm they could be duly signed by the Chair.   |
| 055   | <b>Committees &amp; Working Groups</b><br>To confirm any amendments to the membership of the committees and working groups for the forthcoming year.<br><b>Resolved</b> – that the membership of the committees and working groups is correct.   |
| 056   | <b>Finance &amp; Administration</b>  |
| 056.1 | To receive bank statements and to approve the bank reconciliations to the end of May-2024.<br><b>Resolved</b> – to approve the bank statements and reconciliations to the end of May-2024 for the following accounts: <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>  |
| 056.2 | To note the financial position as of 31 <sup>st</sup> May 2024.<br><b>Noted</b> - The following financial reports that were received: <ul style="list-style-type: none"> <li>• Balance sheet as at 31<sup>st</sup> May 2024</li> <li>• Detailed Income and Expenditure to 31<sup>st</sup> May 2024</li> </ul>  |
| 056.3 | To consider and approve the payments for June-2024.<br><b>Resolved</b> - that the list of payments (circulated to all councillors prior to the meeting for review) should be approved  |

|            |   |
|------------|---|
|            | for payment in June-2024. The list of payments is appended to the minutes.  |
| 056.4      | To approve expenses for the Clerk for the period of May-2024.<br><b>Resolved</b> – to approve the expenses presented for May-2024, which will be paid in July   |
| 056.5      | To approve and sign the minutes of a meeting of the Finance Committee held on Monday 3 <sup>rd</sup> June and to note the following recommendations: <ul style="list-style-type: none"> <li>The adoption of revised NALC Model Financial Regulations</li> </ul> <b>Resolved</b> – that the minutes are a correct record of the meeting and should be signed by the Chair. It was further agreed that the NALC Model Financial Regulations should be adopted by the Parish Council.<br>The full minutes of the Finance Committee meeting are available on the website or by following this link:<br><a href="https://www.kingsmeadpc.org.uk/2024-06-03-Finance-Committee-Minutes-FINAL.pdf">2024-06-03-Finance-Committee-Minutes-FINAL.pdf (kingsmeadpc.org.uk)</a>  |
| 056.6      | <b>Internal auditors report for the financial year 2023/24</b><br>To receive the Internal Auditors Report for the financial Year 2023/24 and to consider any recommendations made. The council noted that the internal auditor had commented on two issues: <ol style="list-style-type: none"> <li>The parish council website should be updated to fully comply with the Local Authority Transparency Code 2015.</li> </ol> <b>Resolved</b> – that the website be updated with the correct information for the 2023/24 financial year and that this be carried forward in future financial years. <ol style="list-style-type: none"> <li>That pay increases are notified to the payroll agent via an email from council officers.</li> </ol> <b>Resolved</b> – that all future changes regarding salary information will be notified to the payroll agent by the Chair of the Parish Council and copied to the Clerk. |
| 056.7      | <b>Annual Governance and Accountability Return 2023/24</b><br>To review the Annual Governance Statement and the Accounting Statements for the financial year to 31 March 2024, Part 3 Section 1 and 2 by: <ol style="list-style-type: none"> <li>Considering and responding to the nine statements in Section 1 – The Annual Governance Statement 2023/24<br/>The Council responded to the Annual Governance Statements 2023/24 as part of its AGAR return.</li> <li>Considering and confirming the figures entered in Section 2 – The Accounting Statements 2023/24<br/>The Council confirmed the Accounting Statements 2023/24 as part of its AGAR return.</li> <li>To note the arrangements for the Public Right to View of the unaudited accounts.<br/>It was noted that the Public Right to View would run from 24<sup>th</sup> June 2024 to 2<sup>nd</sup> August 2024.</li> </ol>                              |
| 056.8      | To consider and approve renewal quotes from CLEAR insurance for the 2024-2025 policy.<br><b>Resolved</b> – that the insurance policy should be renewed with CLEAR insurance on a like-for-like basis to last year at a total cost of £1973.39. It was noted that information requested from CLEAR insurance regarding additions to the policy was not received in time to be circulated prior to the meeting. It was therefore agreed that further discussions will be had to determine if these additions should be made and these will be approved as appropriate by the Chair, Chair of the Finance Committee and the Clerk.   |
| <b>057</b> | <b>Review of KPC Policies</b><br>To consider and update as appropriate the following policies: <ol style="list-style-type: none"> <li>Standing Orders</li> <li>Risk Management Register</li> <li>Model Financial Regulations (see agenda item 056.5)</li> </ol> <b>Resolved</b> – to defer items (a) and (b) for a decision in July pending an update on queries raised. Item (c) the Model Financial Regulations were adopted as per agenda item 056.5 and recommendation by the Finance Committee.  |
| <b>058</b> | <b>Planning</b>   |
| 058.1      | To note any planning decisions received since the last meeting. <ol style="list-style-type: none"> <li><u>25 Blakemere Drive (24/00643/FUL)</u> – Approved<br/>Erection of single storey detached garage, replace existing fencing with brick wall</li> </ol> <b>Noted</b> – that the above application has been approved.  |
| 058.2      | To note the following communications received from CW&C Planning: <ol style="list-style-type: none"> <li>Changes to the current arrangements for requesting extra time to make comments.</li> </ol> <b>Noted</b> – that requests for extra time to consider planning applications will no longer be considered by CW&C. The council already operates a process for applications that cannot be reviewed at a Full Council meeting to be considered by a planning working group, which will mitigate against this change. <ol style="list-style-type: none"> <li>Drop-in invitation regarding the local plan consultation</li> </ol> <b>Noted</b> – the remaining dates for the local plan consultation drop-in sessions.  |

|            |   |
|------------|---|
| 058.3      | To receive any other updates and to approve actions as appropriate.<br>There were no further updates to note.   |
| <b>059</b> | <b>Parks and Environment</b>  |
| 059.1      | To approve and sign the minutes of a meeting of the P&E Committee held on Monday 10 <sup>th</sup> June and to note the following recommendations:<br>a) That a more detailed consultation with residents local to Kensington Way park is now carried out to share details of the proposed project.<br>b) That a full refurbishment of Campbell Close park is deferred to the new financial year and only remedial works to the swing and removal of the mushrooms is undertaken now.<br><b>Resolved</b> – that the minutes were a correct record of the meeting and could be signed by the Chair. The full minutes of the P&E Committee meeting are available on the website or by following this link:<br><a href="https://www.kingsmeadpc.org.uk/2024-06-10-PandE-Comm-Minutes-FINAL.pdf">2024-06-10-PandE-Comm-Minutes-FINAL.pdf (kingsmeadpc.org.uk)</a><br>The council noted the recommendations made by the P&E Committee as follows:<br>a) A final letter was agreed to be sent to residents most impacted by the project, with a consultation meeting to be held on 8 <sup>th</sup> July.<br>b) Remedial works only to be carried out at Campbell Close in this financial year. |
| 059.2      | Crown Hedge<br>a) To receive any update from CW&C regarding the crown hedge maintenance<br><b>Noted</b> – that no update has been received from CW&C. Cllr Sinar confirmed she would raise this at the next CW&C Full Council meeting.<br>b) To consider and approve letters to be sent regarding the current state of the crown hedge.<br><b>Resolved</b> – that a letter be sent to the CEO of CW&C and the Leader of the Council regarding the lack of progress about the crown hedge. A letter was also agreed that could be sent to the newspaper journalists who ran a story earlier this year that included pictures of the hedge.   |
| 059.3      | To consider and approve any actions required regarding the management of Coronet Pond.<br><b>Resolved</b> – that the overflow outlet should be raised to help minimise loss of water from the pond. It was agreed that Cllr Logan would carry out the work when the weather is dry. A review of the condition of Coronet pond will be added as a recurring agenda item for the Parks and Environment Committee.   |
| 059.4      | To consider and approve quotes from Caddis for various tree work.<br><b>Resolved</b> – to approve the following works to be carried out by Caddis:<br>a) Tree work to the rear of 24 Moreville Close at a cost of £780.00 (plus VAT)<br>b) Monarch bridge alder and tree work at 17 Calveley Close at a cost of £680.00 (plus VAT)  |
| 059.5      | To consider and approve any request received from United Living to allow installation of equipment on KPC Land.<br><b>Resolved</b> – an agreement in principle to allow United Living to install equipment on Parish Council land pending a meeting and full approval of the sites being used, the appearance of the equipment, etc.  |
| 059.6      | To consider a further request for work to be carried out at Simmonds Way.<br><b>Resolved</b> – that no works be carried out at Simmonds Way as the land is not owned by the Parish Council.   |
| 059.7      | To confirm the dates for an orchard community volunteer day and next litter picking.<br><b>Noted</b> – the following dates:<br><ul style="list-style-type: none"> <li>• Orchard community volunteer day on Thursday 1<sup>st</sup> August 2024</li> <li>• Community litter picking on Sunday 30<sup>th</sup> June 2024</li> </ul>   |
| 059.8      | To receive any other updates and to approve actions as appropriate.<br>Cllr Jewitt suggested that the cenotaph silhouettes should be mounted on the cobbles surrounding the memorial and this was agreed. Countrywide has volunteered to carry out this work.   |
| <b>060</b> | <b>Community</b>  |
| 060.1      | To note the response from CW&C regarding the PC's submission to its consultation request regarding the roundabout sponsorship signs<br><b>Noted</b> – the stock-issue email received from CW&C to the comprehensive submission provided by the parish council.  |
| 060.2      | To note the school Summer Fair will be held on Saturday 22 <sup>nd</sup> June.<br><b>Noted</b> – the date of the school summer fair, which Cllr Martin agreed to attend on behalf of the parish council.  |
| 060.3      | To receive any other updates and to approve actions as appropriate.<br>There were no further updates to note.   |

|     |   |                               |  |
|-----|---|-------------------------------|--|
| 061 | <b>ChALC AGM Motions</b><br>To consider and approve if Kingsmead Parish Council will submit a motion to be heard at the Annual General Meeting of ChALC.<br><u>Resolved</u> – that the Parish Council would not submit any motions for this year’s ChALC AGM.   |                               |  |
| 062 | <b>Resident Matters</b><br>To note resident communications and to consider any actions as appropriate.<br><u>Noted</u> – the communications received since the last meeting and the actions that are being taken to resolve any issues.   |                               |  |
| 063 | <b>Clerk’s Report</b><br>To receive an update on issues not covered elsewhere on the agenda and <b>to note</b> any actions.<br><u>Noted</u> – there were no other issues raised by the Clerk.   |                               |  |
| 064 | <b>AOB</b><br>Items to be placed on the agenda for future meetings.<br>There were no items requested for the next meeting.  |                               |  |
| 065 | <b>Next Meetings</b>  | Parks & Environment Committee | Monday 8 <sup>th</sup> July at 7.30pm in Kingsmead School  |
|     |   | Kingsmead Parish Council      | Monday 15 <sup>th</sup> July at 7.30pm in Kingsmead School |
| 066 | <b>Exclusion of Press &amp; Public</b><br>It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of the remaining items.<br><u>Resolved</u> – that the remainder of the meeting be conducted without any press and public present. Cllr Sinar and PCSO Robertson left the meeting before the final agenda item was discussed. |                               |  |
| 067 | <b>Deed of Variation</b><br>To consider and approve changes to the management of Deeds of Variation.<br><u>Resolved</u> – that advice be sought from ChALC/NALC regarding the varied format of deeds of variation and that a meeting should be arranged with Chambers Fletcher. It was further approved that an amended deed of variation could be signed by two councillors.   |                               |  |

The meeting closed at 9.41pm.

## Current Bank A/c

## List of Payments made between 01/06/2024 and 30/06/2024

| <u>Date Paid</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u>      |
|------------------|--------------------------------|------------------|--------------------|-----------------------|--------------------------------|
| 12/06/2024       | Hutchinson 3G                  | DD               | 20.74              | Ongoing Contract      | May-2024 Mobile                |
| 17/06/2024       | Lloyds Bank Charge Card        | TRANSFER         | 428.97             |                       | June-2024 Card Purchases & Fee |
| 21/06/2024       | Expenses                       | BACS             | 12.51              | 2024/05/20 -<br>014.4 | April-2024 Expenses            |
| 21/06/2024       | Caddis Ltd                     | SI-41946         | 558.00             | PO 24-002             | Duck house installation        |
| 21/06/2024       | Caddis Ltd                     | SI-41945         | 1,176.00           | PO 24-001             | Trees - Dukes Way Duck Ponds   |
| 21/06/2024       | Rialtas Business Software Ltd  | 31447            | 990.00             | Ongoing Contract      | Year End Closedown             |
| 21/06/2024       | New Cheshire Business Park Ltd | 2714             | 104.00             | Ongoing Contract      | June-2024 Storage Rental       |
| 21/06/2024       | Caddis Ltd                     | SI-41963         | 1,176.00           | PO 24-003             | Tree Work - Lavister Close     |
| 21/06/2024       | Countrywide Grounds Maint.     | 575930           | 6,590.72           | PO 22-175             | June-2024 Contract             |
| 21/06/2024       | Caddis Ltd                     | SI-41981         | 216.00             | PO 24-007             | Regency Way - Crown Lifting    |
| 21/06/2024       | Caddis Ltd                     | SI-41980         | 696.00             | PO 24-006             | Wheelock Close - Hedge Cutting |
| 21/06/2024       | Caddis Ltd                     | SI-41979         | 540.00             | PO 24-005             | 19 Buckingham - 2m Buffer Zone |
| 21/06/2024       | JDH Business Services Ltd      | 4963             | 660.00             | 2024/02/19 -<br>251.5 | Internal Audit 2023-2024       |
| 24/06/2024       | Telecoms World Plc             | DD               | 22.44              | Ongoing Contract      | May-2024 VOIP Charges          |
| 30/06/2024       | UNITY TRUST BANK               | DD               | 25.05              |                       | Apr - June 2024 Bank Charges   |
| 30/06/2024       | Staff Costs                    | BACS             | 3,268.99           | Contract              | June-2024 Staff Costs          |

---

**Total Payments**      16,485.42

**Lloyds Bank Charge Card**

**List of Payments made between 01/06/2024 and 30/06/2024**

---

| <u>Date Paid</u> | <u>Payee Name</u>         | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u>  | <u>Transaction Detail</u> |
|------------------|---------------------------|------------------|--------------------|------------------------|---------------------------|
| 17/06/2024       | Royal British Legion Ind. | CARD             | 375.00             | 2024/05/20 -<br>018.2a | D-Day Statues             |
| 17/06/2024       | Keep It Personal          | CARD             | 50.97              | Chair                  | Retiring Gift for EB      |
| 17/06/2024       | Lloyds Bank               | DD               | 3.00               | Ongoing Contract       | June-2024 Charge Card Fee |

---

**Total Payments**      428.97