



MINUTES

Minutes of a meeting of Kingsmead Parish Council held on
Monday 20th January

Present: Cllr B Boylan, Cllr D Boylan, Cllr Martin, Cllr Swift, Cllr Weltman
Also present: Mrs W Maddock (Clerk & RFO), Cllr Sinar (CWaC) and one member of public.

The meeting started at 7.32pm.

206	<p>Apologies Cllr Hoey (medical), Cllr Jewitt (work), Cllr Logan (work), Cllr Reed (family)</p>
207	<p>Declarations of Interest Cllr Weltman declared she is a member of Cheshire Wildlife Trust (ref. item 215.5).</p>
208	<p>Public Forum One member of the public attended the meeting and introduced himself as an applicant for the vacant council seat; he stayed to observe the whole meeting to understand more about the workings of the parish council.</p>
208.1	<p>Cheshire West and Chester Councillors – reports and updates Cllr Sinar reported that the budgeting process is due to start in February. Lots of work is being done with the Care Quality Commission (Cllr Sinar sits on the Shadow Cabinet for Social Care), e.g. looking at the management of local housing care and improving the services provided by the regions hospitals. A scheme has been put in place to provide funding to bridge the gap for pensioners in fuel poverty who do not meet the criteria to receive pension credit. Also funding has been received by the council to repair potholes.</p>
208.2	<p>PCSO monthly report The PCSO newsletter covering the period 1st to 31st December was circulated prior to the meeting. The report is available on the Council website (Community Policing > PCSO Monthly Reports) or using the following link: 2025-01-PCSO-Newsletter-Covering-1st-to-31st-Dec-2024.pdf The council noted the use of community resolutions during the previous month, which they thought was a positive way to deal with ASB issues.</p>
209	<p>Minutes</p> <p>To approve and sign the minutes of the following meetings:</p> <ol style="list-style-type: none"> Full Council meeting held on Monday 16th December 2024 Finance Committee meeting held on Monday 6th January 2025 Parks & Environment Committee meeting held on Monday 13th January 2025 <p>Resolved – to accept the minutes of all the meetings listed, which were then signed by the Chair.</p>
210	<p>Finance & Administration</p>
210.1	<p>To receive bank statements and to approve the bank reconciliations to the end of Dec-2024. Resolved – to approve the bank statements and reconciliations to the end of Dec-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
210.2	<p>To note the financial position as of 31st Dec-2024. Noted - The following financial reports that were received:</p>

	<ul style="list-style-type: none"> Balance sheet as of 31st Dec-2024 Detailed Income and Expenditure to 31st Dec-2024
210.3	<p>To note the receipt or transfer of the following funds in Dec-2024:</p> <ul style="list-style-type: none"> Transfer of £20,000 from Redwood Bank to Unity Trust account Receipt of £795 from CW&C – Members budget from Cllr Dan Marr Receipt of £690.08 from the Christmas event – a net income of £676.08 after payment of expenses. <p>Noted – the transfer of money between accounts to cover the monthly expenditure in Dec-2024 and the receipt of income as listed.</p>
210.4	<p>To consider and approve the payments to be made to be made in Jan-2025.</p> <p>Resolved - that the list of payments (circulated to all councillors prior to the meeting for review) should be approved for payment in Jan-2025.</p>
210.5	<p>To approve expenses for the Clerk.</p> <p>Resolved - to approve the mileage expenses presented for December-2024, which will be paid in February 2025.</p>
210.6	<p>To consider and approve a proposal from LCC to provide consultancy support for future large scale procurement exercises.</p> <p>Resolved – to approve a quote from LCC for consultancy support at a maximum cost (for 11.5 days work) of £4255 plus VAT and expenses. The cost will reduce if the council does not use all of the days allocated.</p>
210.7	<p>To receive any other updates and to approve actions as appropriate.</p> <p>There were no other updates to note.</p>
211	Budget Proposal and Precept for 2025-26
211.1	<p>To consider and approve the recommendation of the Finance Committee to adopt the proposed budget for 2025-2026 with a projected spend of £256,635.00.</p> <p>Resolved – to approve the budget for 2025-2026 with a projected spend of 256,350.00.</p>
211.2	<p>To note the Finance Committee’s recommendation to set the following ear-marked reserves as part of the 2025-2026 budget:</p> <ul style="list-style-type: none"> Play equipment: opening reserve of £2000. Asset repairs/replacement: opening reserve of £5000. Events: opening reserve of £676 (and all income received from future KPC managed events). Crown roundabout maintenance: opening reserve of £637.30 (and future payments received from CWaC from the roundabout advertising scheme). <p>Resolved – to approve the ear-marked reserves for 2025-2026 as listed above.</p>
211.3	<p>To consider and approve the precept for 2025-2026, to be set at a balancing sum of £223,601.00 giving a Band D charge of £116.90, which is a 45p per month (or 4.9%) increase on last year’s charge.</p> <p>Resolved – to approve a precept request of £223,601.00.</p>
212	Planning
212.1	<p>To consider or note any planning applications received since the last meeting:</p> <ul style="list-style-type: none"> <u>Poors Wood</u> – adjacent to play area at Hilltop Grange (24/03716/TPO) Removal of mature ash tree group of three to ground level <p>The closing date on this application for consultee comments was 10th January. It was reviewed by the Planning WG (Cllr HW & Cllr AL) and no comments were submitted.</p> <p>Noted – that the above application had been reviewed by the Planning working group and no comments submitted.</p>
212.2	<p>To note any planning decisions received since the last meeting:</p> <ul style="list-style-type: none"> <u>27 Blenheim Drive</u> (24/01076/FUL) – Appeal Upheld Proposed family room and additional bedroom <p>Noted – that the appeal for this application has been upheld.</p>
213	CW&C Locality Office
	<p>To approve 2x representatives of KPC to attend a Connections Locality meeting on Tuesday 11th February and to agree any topics to be raised.</p>

	Resolved – that Cllr Weltman and Mrs W Maddock will attend the meeting, where the issue of CWaC’s general maintenance schedules will be raised.
214	<p>KPC Policy Review</p> <p>To review (and update as appropriate) the following Kingsmead policies:</p> <p>a) Co-option Policy Resolved – to approve the Co-option policy in its current format, which was then signed by the Chair and Clerk.</p> <p>b) Training Policy Resolved – that changes should be made to the current Training policy to more correctly reflect KPC’s practices and a recommended training matrix for members be added.</p>
215	<p>Parks and Environment</p> <p>215.1 To consider and approve the following recommendations from the Parks and Environment Committee:</p> <p>a) To sign a section 115e licence enabling KPC to maintain the crown roundabout Resolved – to approve the section 115e licence, which was then signed by the Chair and witnessed by the Clerk.</p> <p>b) To adopt the following revised policies:</p> <ul style="list-style-type: none"> - Climate Emergency Declaration and Action Plan - Play Area Inspection & Maintenance Policy <p>Resolved – to adopt the revised policies as recommended by the P&E Committee, which were signed by the Chair.</p> <p>215.2 To receive communications from CW&C regarding unadopted paths and to consider actions to be taken. Resolved – to defer a decision pending further investigative work about the unadopted paths, which will be reviewed at the next P&E Committee meeting.</p> <p>215.3 To consider and approve a plan for installing bird/owl/bat boxes. Resolved – that a plan is drawn up following advice being sought from relevant groups (e.g. Cheshire Wildlife Trust) about the best approach for the council to take.</p> <p>215.4 To receive an update about grit boxes in Kingsmead and to consider any actions to be taken. Resolved – that 2x grit bins should be purchased and sited at Monarch Drive (next to the bridge) and on Kensington Way (near to the park). It was noted that the in-situ bins are mostly full, following requests to CWaC for top-ups; this can be done using the following link: Tell us about a winter maintenance request - Self</p> <p>215.5 To consider a response to a consultation request from Cheshire Wildlife Trust regarding a 10-year plan for local woodland management. Resolved – to defer any response pending further review by the P*&E Committee.</p> <p>215.6 To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>
216	<p>Community</p> <p>216.1 To consider a request for a memorial bench at Coronet pond and to approve a policy for any future requests. Resolved – that the request could unfortunately not be approved due to the limited amount of space at Coronet pond. It was noted that the memorial already in place is unique in that it recognises the significant contributions made by the resident in creating the original Kingsmead Resident’s Association and being the first Chairman of the parish council. It was further agreed that open spaces in Kingsmead are generally limited and therefore memorial benches will not be approved at any location; as such, a policy is not required.</p> <p>216.2 To consider any actions to be taken regarding the adoption of the roads and pathways at Hilltop Grange. Resolved – that Cllr Sinar and the council will contact CWaC for an update about the adoption of the roads at Hilltop Grange.</p> <p>216.3 To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>
217	<p>Events</p> <p>217.1 To receive any feedback about an event to mark the 80th anniversary of VE-Day</p>

217.2	<p>Noted – that the Events Working Group is still to meet to discuss / propose ideas for this celebration. It was further noted that budget has been allocated for the event and a low-noise firework display is being considered.</p> <p>To receive any other updates and to approve actions as appropriate. There were no further updates to note.</p>		
218	<p>Resident Matters</p> <p>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. It was agreed that Land Registry should be contacted to confirm the ownership of the common land adjacent to 2 Waystead Close.</p>		
219	<p>Clerk’s Report</p> <p>To receive an update on issues not covered elsewhere on the agenda and to note any actions. Noted - that VMO2 has been asked to help resolve the issue with the telecoms box installed by United Living in front of the lych gate at Kensington Way park. This is ongoing but further updates are expected w/c 20th Jan. Further investigation is still required regarding the sluice pond, and the correct contact is being chased up at United Utilities. Cadent Gas has been contacted regarding a review of the wayleave agreement; this is currently with their legal team. Norton security has been renewed for another year at the discounted fee of £29.99. Kingsmead Electrical has been asked to quote for providing a locked socket box at the Busy Bees tree and also if solar lighting is viable for the wall opposite SJD. Cllr Beverley Boylan has agreed to lead the orchard pruning workshop, which has been scheduled for Tuesday 11th Feb at 10am – any volunteers should contact the Clerk for more details. Information was circulated regarding the Police & Crime Commissioner’s precept consultation, which had a closing date of 20th Jan. CWaC has been contacted for clarity regarding the approval of a planning application for 28 Wyndham Close and information was received, and circulated, confirming the joint letter sent by CWaC, Cheshire East and Warrington Town Council regarding proposed devolution.</p>		
220	<p>AOB</p> <p>Items to be placed on the agenda for future meetings.</p> <ul style="list-style-type: none"> • Newsletter • Costs for newsletter delivery 		
221	<p>Next Meetings and Other Dates</p>	Community Litter Pick	Sunday 26 th January at 10.00am in Kingsmead Square
Parks & Environment Committee		Monday 10 th February at 7.30pm in Kingsmead School	
Kingsmead Parish Council		Monday 24 th February at 7.30pm in Kingsmead School	

The meeting closed at 8.52pm.

Current Bank A/c

List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/01/2025	Hutchinson 3G	DD	20.74	Ongoing Contract	Dec-2024 Mobile
16/01/2025	Lloyds Bank Charge Card	TRANSFER	3.00		Jan-2025 Charge Card Fee
24/01/2025	Expenses	BACS	38.66	2024/12/16 - 180.4	Nov-2024 Staff Expenses
24/01/2025	Time Assured Limited	24304	180.00	Clerk	2024 Annual Service of Clock
24/01/2025	Rialtas Business Software Ltd	32342	84.00	Clerk	Rialtas Report Training
24/01/2025	Countrywide Grounds Maint.	611371	6,590.72	Ongoing Contract	Jan-2025 Contract
24/01/2025	New Cheshire Business Park Ltd	3537	104.00	Ongoing Contract	Jan-2025 Storage Rental
24/01/2025	Caddis Ltd	42348	936.00	PO 24-047	Tree Works - 23 Castlemead
24/01/2025	Caddis Ltd	42347	756.00	Ongoing Contract	Coronet Pond - Autumn Maint.
24/01/2025	Countrywide Grounds Maint.	612221	576.00	PO 24-021	Removal of Spine Road Saplings
24/01/2025	Telecoms World Plc	DD	22.43	Ongoing Contract	Dec-2024 VOIP Charges
24/01/2025	Cheshire Tree & Garden Care	107	1,000.00	PO 24-053	Tree Removal - Pulford Close
24/01/2025	Caddis Ltd	SI-42376	2,939.58	Ongoing Contract	Culvert Clearance Autumn Maint
31/01/2025	UNITY TRUST BANK	DD	10.65	Ongoing Contract	Dec-2024 Bank Charges
31/01/2025	Staff Costs	BACS	3,386.92	Contract	Jan-2025 Staff Costs

Total Payments 16,648.70

Lloyds Bank Charge Card

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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>
16/01/2025	Lloyds Bank	DD	3.00	Ongoing Contract	Jan-2024 Charge Card Fee

Total Payments 3.00