



## MINUTES

Minutes of a meeting of Kingsmead Parish Council held on  
Monday 24<sup>th</sup> February

Present: Cllr B Boylan, Cllr D Boylan, Cllr Herring (after co-option), Cllr Martin, Cllr Reed, Cllr Swift, Cllr Weltman (Chair)  
Also present: Mrs W Maddock (Clerk & RFO) and Cllr Marr (CWaC)

The meeting started at 7.31pm.

222	<p><b>Co-option</b>  <b>To receive applications for the casual vacancy and to approve a co-option as appropriate</b>  <b>Resolved</b> – after interviewing the two applicants who had applied, it was resolved to co-opt David Herring to fill the casual vacancy. Cllr Herring signed a Declaration of Acceptance of Office and was then eligible to participate fully and vote in the remainder of the meeting.</p>
223	<p><b>Apologies</b>  Cllr Hoey (medical), Cllr Jewitt (work), Cllr Logan (work)</p>
224	<p><b>Declarations of Interest</b>  No declarations of interest were made.</p>
225	<p><b>Public Forum</b></p>
225.1	<p><b>Cheshire West and Chester Councillors – reports and updates</b>  Cllr Marr reported that CWaC had carried out 4-days of litter picking and cleaning along main roads. The council has agreed a budget for 2025-2026, which will mean a 4.9% increase in council tax. Funding has been approved to introduce 20 mph limits around schools, but a new road safety officer will not be appointed. Possible changes to the National Planning Policy Framework are being monitored as this might result in more house building in the Northwich area. Devolution is being progressed, which will mean a new combined authority sitting above CWaC, Cheshire East and Warrington Borough Council with powers to look at cross-region priorities such as transport. A mayoral election will be held in 2026.</p>
225.2	<p><b>PCSO monthly report</b>  The PCSO newsletter covering the period 1st to 31st January was circulated prior to the meeting. The report is available on the Council website (Community Policing &gt; PCSO Monthly Reports) or using the following link:  <a href="#">2025-02-PCSO-Newsletter-Covering-1st-to-31st-Jan-2025.pdf</a>  The PCSO also reported that the Kingsmead Mini-Police have been nominated by the High Sheriff of Cheshire for a National Crime Beat award; a group of mini-police will be attending the awards ceremony on 18<sup>th</sup> March. Another mini-police court has been held targeting speeding motorists in Kingsmead and parking patrols are ongoing.</p>
226	<p><b>Minutes</b>  <b>To approve and sign the minutes of a Full Council meeting held on Monday 20<sup>th</sup> January 2025.</b>  <b>Resolved</b> – to approve the minutes of the meeting held on 20<sup>th</sup> January, which were then signed by the Chair.</p>
227	<p><b>Finance &amp; Administration</b></p>
227.1	<p><b>To receive bank statements and to approve the bank reconciliations to the end of Jan-2025.</b>  <b>Resolved</b> – to approve the bank statements and reconciliations to the end of Jan-2025 for the following accounts, which were signed by the Chair:</p> <ul style="list-style-type: none"> <li>• Unity Trust Bank (cashbook)</li> <li>• Unity Trust Deposit account</li> <li>• Nationwide 125-day saver account</li> <li>• Redwood Bank</li> <li>• Hampshire Trust Bank</li> </ul>
227.2	<p><b>To note the financial position as of 31<sup>st</sup> Jan-2025.</b>  <b>Noted</b> - The following financial reports that were received:</p> <ul style="list-style-type: none"> <li>• Balance sheet as of 31<sup>st</sup> Jan-2025 (showing general reserves of £117,598)</li> <li>• Detailed Income and Expenditure to 31<sup>st</sup> Jan-2025 (showing total expenditure ytd of £187,751, which is 80.6% of the annual budget).</li> </ul>

227.3	<p><b>To note the following receipts or transfer of funds:</b></p> <ul style="list-style-type: none"> <li>• Receipt of £965 from CWaC in January – Members budget from Cllr Gaynor Sinar.</li> <li>• Receipt of £100 from Cadent Gas in January.</li> <li>• Transfer of £6,000 in February from Hampshire Trust Bank to Unity Trust current account.</li> </ul> <p><b>Noted</b> – the receipt of two payments in January (totalling £1065) and the transfer of £6,000 worth of funds between accounts to cover February’s payments.</p>
227.4	<p><b>To consider and approve payments to the sum of £12,385.07 to be made in Feb-2025.</b></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 Feb-2025. The list of payments is appended to the minutes and also available to view on the website: <a href="#">2025-02-List-of-Payments-made-between-1st-and-28th-February-2025.pdf</a></p> <p>Following resolution 227.6, an additional payment of £150 (+VAT) was added to the list for Pear Technology.</p>
227.5	<p><b>To approve expenses for the Clerk.</b></p> <p><b>Resolved</b> - to approve the clerk’s mileage expenses presented for January 2025, which will be paid in Mach 2025.</p>
227.6	<p><b>To approve using Pear Technology for mapping services in the next financial year.</b></p> <p><b>Resolved</b> – to approve the ongoing use of Pear Technology mapping at a cost of £150 pa (plus VAT).</p>
<b>228</b>	<p><b>Planning</b></p>
228.1	<p><b>To consider or note any planning applications received since the last meeting:</b></p> <ul style="list-style-type: none"> <li>• <u>9 Chelford Drive</u> (25/00056/FUL) First floor front extension and garage conversion</li> </ul> <p>The closing date on this application for consultee comments was 13<sup>th</sup> February. It was reviewed by the Planning WG (Cllr HW &amp; Cllr AL) and no comments were submitted.</p> <p><b>Noted</b> – that the above application had been reviewed by the Planning working group and no comments submitted.</p>
228.2	<p><b>To receive any other updates and to approve actions as appropriate.</b></p> <p>There were no further planning updates to note.</p>
<b>229</b>	<p><b>Asset Register</b></p> <p><b>To review and confirm the asset register is correct for the 2024-2025 financial year.</b></p> <p><b>Resolved</b> – that an amendment needs to be made to the asset register to reflect the disposal of one-set of gates at Kensington Way park. Apart from this, the asset register is a correct record.</p>
<b>230</b>	<p><b>KPC Policy Review</b></p>
230.1	<p><b>To review (and update as appropriate) the following Kingsmead policies:</b></p> <ol style="list-style-type: none"> <li>Investment Policy</li> <li>Grants Policy</li> <li>Complaints Procedure</li> </ol> <p><b>Resolved</b> – to approve the policies as presented to council.</p>
230.2	<p><b>To approve the KPC Training Policy following the addition of revisions agreed at the last council meeting.</b></p> <p><b>Resolved</b> – to approve the Training Policy following revisions as previously agreed.</p>
<b>231</b>	<p><b>Parks and Environment</b></p>
231.1	<p><b>To receive reports and updates from Countrywide Grounds Maintenance.</b></p> <p><b>Noted</b> – the winter maintenance work carried out over the previous month; there were no comments made.</p>
231.2.	<p><b>A533 Kingsmead spine road sweeping by Northwich Town Council</b></p> <ol style="list-style-type: none"> <li><b>To note</b> the Chair and Clerk approved this to be done on 17<sup>th</sup> Jan at a cost of £175 (+VAT).</li> <li><b>To consider</b> regular quarterly sweeping by NTC at a cost of £200 (+VAT) per clean.</li> </ol> <p><b>Resolved</b> – to confirm with NTC that regular road sweeping should be carried out, which will be done no more than at quarterly intervals, at a cost of £200 (+VAT), and only invoiced when completed. A query was raised about whether NTC is getting any revenue from CWaC for these works and it was discussed about using members budget to cover this expenditure in 2025-26.</p>
231.3	<p><b>Crown Hedge Update</b></p> <ol style="list-style-type: none"> <li><b>To note</b> the completion of the maintenance contract and S115E licence by CWaC.</li> </ol> <p><b>Noted</b> – that all contractual agreements have now been finalised, including the receipt of a purchase order for the works.</p>

231.4	<p>b) <b>To note</b> additional costs for the initial cut of the hedge by NTC.  <b>Noted</b> – that following the long delay in competing the contract, additional costs will be incurred carrying out the first cut because of the overgrown state of the hedge. The additional expense of £650 was approved by the Chair and Clerk in order that works could be completed before the beginning of March and the bird nesting season.</p> <p><b>To consider and approve actions regarding the contract for the “Maintenance of Kingsmead’s Ponds, Drainage System and West Boundary Plantation Access Track”.</b>  <b>Resolved</b> – to approve a 1-year extension to contract with Caddis, which will now run until 31<sup>st</sup> March 2026. This will allow the PC and Caddis (a trusted contractor who understands the complexity of the ponds contract) to assess whether some maintenance work can be done less frequently, which might reduce the cost of the contract when it is re-tendered next year. Prices will be held in 2025-26 at the current contract costs</p>
231.5	<p><b>To consider and approve quotes for the following:</b></p> <p>a) To replace the socket box on the Busy Bees tree at a cost of £200.  b) To install solar lighting on the Kingsmead sign opposite SJD at a cost of £1500.</p> <p><b>Resolved</b> – to approve the replacement of the socket box at a cost of £200. Further investigation will be carried out with Kingsmead Electrical into the feasibility of solar lighting, particularly in respect of how the equipment is installed and the potential for vandalism and/or theft of the equipment.</p>
231.6	<p><b>To consider and approve next actions for the following:</b></p> <p>a) Maintenance of fencing and woodland areas between Stretton Close and Waystead Close.  <b>Resolved</b> – to further investigate ownership of the land, which was not transferred to KPC, before a decision is made about the long-term maintenance of the area.</p> <p>b) Maintenance of gates at the end of Mereworth Close.  <b>Resolved</b> – that no action is taken by KPC as the gates are part of the title deeds for the two adjacent properties and, as a boundary fence, are not the responsibility of the council.</p> <p>c) Maintenance of unadopted paths within Kingsmead.  <b>Resolved</b> – to defer any decision about the path at Capesthorne and Claremont pending advice from Highways.</p>
231.7	<p><b>Orchard Project</b></p> <p>a) <b>To receive</b> an update from Cllr B Boylan following the volunteer day on 11<sup>th</sup> Feb.  <b>Noted</b> – that 2x Kingsmead residents, Cllr Boylan and an orchard expert had carried out some works in the orchard but they were hindered by the very overgrown state of the trees. The trees are in need of serious maintenance, which is beyond the capability of a volunteer group. Caddis will be asked to advise on whether they can assist with the required remedial works.</p> <p>b) <b>To consider and approve</b> next actions, including the possible purchase of suitable pruning equipment (at an approx. cost of £350).  <b>Resolved</b> – that no equipment is purchased yet, pending the completion of the necessary remedial works.</p>
231.8	<p><b>To consider and approve a plan for installing bird/owl/bat boxes.</b>  <b>Resolved</b> – to take further advice from Cheshire Wildlife Trust about how best to implement a plan, which should probably also include consideration for other types of wildlife, including small mammals and insects.</p>
231.9	<p><b>To note the response from VMO<sub>2</sub> regarding KPC’s request for support from their “Community Give-Back” scheme and to consider next actions.</b>  <b>Resolved</b> – to prioritise the maintenance of the Cheshire Railings between the clock tower and Kingfisher roundabout. VMO<sub>2</sub> will be asked about grant funding for materials and also resource provision using their volunteer days.</p>
231.10	<p><b>To consider a response to a consultation request from Cheshire Wildlife Trust regarding a 10-year plan for local woodland management.</b>  <b>Resolved</b> – that a response should be made highlighting the PC’s concerns about erosion along the edge of top path and Poors Wood, and the possible impact this might have on the stability of trees and properties in the area.</p>
232	<p><b>Community</b></p> <p>232.1 <b>To note communications from SJD and CWaC regarding a recent road traffic incident on the A533 Kingsmead spine road and to approve any further actions.</b>  <b>Noted</b> – that the clerk has contacted CWaC about the incident, but no police report has been filed and as a result it is unlikely that Highways will carry out any further investigations. SJD will be advised accordingly.</p>

232.2	<p><b>To consider consulting with Kingsmead School regarding the viability of a shared community building.</b>  <b>Resolved</b> – that KPC approves in principle the idea of a shared community building on the school grounds, pending any necessary approvals being granted by CWaC. It was agreed that a working group should be set up by Cllr Reed to further investigate the feasibility of the project.</p>		
232.3	<p><b>To consider and approve publishing a spring newsletter.</b>  <b>Resolved</b> – to approve the initial draft of a newsletter, which will be published at the end of March/beginning of April</p>		
232.4	<p><b>To note information received from Davenham and Bostock Parish Council regarding proposed construction works on land south west of Gadbrook Park alongside the A556 (Stoford).</b>  <b>Noted</b> – the scope of the construction works proposed and the likely impact on traffic routes in the area.</p>		
232.5	<p><b>To note an invitation from Kingsmead Friends Association for KPC to attend their outdoor laser show on Friday 21<sup>st</sup> November.</b>  <b>Noted</b> – the date of the KFA event, which KPC will be happy to attend and support.</p>		
232.6	<p><b>To consider a request from Davenham Players Theatre to hang advertising banners on The Kingfisher roundabout for future productions.</b>  <b>Resolved</b> – to approve the hanging of banners by Davenham Players Theatre, as long as it is done in accordance with KPC's "Banner and Advertisements" policy.</p>		
233	<p><b>Events</b>  <b>To confirm a date for a meeting of the Events Working Group to start planning for 2025.</b>  <b>Noted</b> – that a meeting date is still to be confirmed.</p>		
234	<p><b>Resident Matters</b>  <b>To note resident communications and to consider any actions as appropriate.</b>  <b>Noted</b> – the communications received since the last meeting and the actions being taken to resolve any issues.</p>		
235	<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>  <b>Noted</b> – that United Living / VMO<sub>2</sub> removed their equipment box from KPC land at Kensington Way on 6th Feb. A quote has been requested from Countrywide to replace grit bins that have disappeared. A meeting is scheduled with representatives of United Utilities on 5th March to discuss the sluice pond discharge, a possible leaking pipe at Leftwich Farm/St. George's Way and what equipment, if any, is underneath the crown hedge roundabout. A review with Cadent Gas about the Gas Governor lease is still being progressed; a new contact is now involved and further updates are awaited. A Freedom of Information Request was received on Friday 14th Feb requesting information about staff salaries, the number of KPC employees and any employees earning &gt;£50k; a response was sent Friday 21st Feb (i.e. within the specified time for FoI requests). HostPapa has identified a back-up storage issue, which is to be investigated by Cllr Boylan. A consultation request was received about The Mersey Forest plan, which closes on 2<sup>nd</sup> March. That the following communications have been had with CWaC:</p> <ul style="list-style-type: none"> <li>• Update regarding the Devolution Process – Cheshire and Warrington have recently been confirmed as an area selected to be part of the government's devolution priority programme (DPP).</li> <li>• Connections Locality Meeting (Northwich South) confirmed for 16<sup>th</sup> April.</li> <li>• Highways has been contacted about the adoption of roads and paths at Hilltop Grange.</li> <li>• Consultation received regarding a Customer Satisfaction survey</li> <li>• A query was received from the Tree Officer regarding a silver birch at Registry Close, which is not on KPC land.</li> </ul>		
236	<p><b>AOB</b>  There were no items requested for the next agenda, but Cllr Weltman noted that she is unavailable for the next Full Council meeting on 24<sup>th</sup> March.</p>		
237	<b>Next Meetings</b>	Parks & Environment Committee	Monday 10 <sup>th</sup> March at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 24 <sup>th</sup> March at 7.30pm in Kingsmead School

The meeting closed at 9.41pm.

## Current Bank A/c

## List of Payments made between 01/02/2025 and 28/02/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/02/2025	Hutchinson 3G	DD	20.74	Ongoing Contract	Jan-2024 Mobile
17/02/2025	Lloyds Bank Charge Card	TRANSFER	44.74		Feb-2025 Card Fee & Purchases
24/02/2025	Telecoms World Plc	DD	22.43	Ongoing Charges	Jan-2025 VOIP Charges
28/02/2025	KAP Property Holdings Ltd	1072	104.00	Ongoing Contract	Feb-2025 Storage Rental
28/02/2025	Countrywide Grounds Maint.	612948	594.00	PO 24-052	Buckingham Car Park Repair
28/02/2025	Northwich Town Council	8180	210.00	Chair & Clerk	Spine Road Sweeping
28/02/2025	Countrywide Grounds Maint.	616676	6,590.72	PO 22-175	Feb-2025 Contract
28/02/2025	CHALC	157	60.00	Clerk	Training - Breakthrough Comms
28/02/2025	UNITY TRUST BANK	DD	9.00	Ongoing Contract	Jan-2025 Bank Charges
28/02/2025	Heathfield Orchards	KPC_FEB25	150.00	PO 24-046	Pruning Workshop - SGF
28/02/2025	Tatton Fencing Ltd	4660	1,158.00	PO 24-054	Kensington Way - Park Gates
28/02/2025	Staff Costs	BACS	3,386.92	Contract	Feb-2025 Staff Costs
28/02/2025	Expenses	BACS	34.52	2025/01/20 - 210.5	Dec-2024 Staff Expenses
28/02/2025	Pear Technology Services Ltd	143974	180.00	2025/02/24 - 227.6	Annual Mapping Licence
<b>Total Payments</b>			<b>12,565.07</b>		

## Lloyds Bank Charge Card

## List of Payments made between 01/02/2025 and 28/02/2025

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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>
17/02/2025	Norton Lifelock Ireland Limite	CARD	29.99	Clerk	Norton 360 Annual Subscription
17/02/2025	ASDA Stores	CARD	4.75	Clerk	Stationery - Paper & Envelopes
17/02/2025	Land Registry	CARD	7.00	Clerk	Land Title Search
17/02/2025	Lloyds Bank	DD	3.00	Ongoing Contract Feb-2025	Charge Card Fee

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<b>Total Payments</b>	<u>44.74</u>
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