



MINUTES

Minutes of a meeting of Kingsmead Parish Council
held on Monday 24th March

Present: Cllr B Boylan, Cllr D Boylan, Cllr Herring, Cllr Hoey (Chair), Cllr Martin, Cllr Reed, Cllr Swift
Also present: Mrs W Maddock (Clerk & RFO) and three members of the public.

The meeting started at 7.31pm.

244	<p>Apologies Cllr Jewitt (work), Cllr Weltman (holiday)</p>
245	<p>Declarations of Interest There were no declarations of interest made.</p>
246	<p>Public Forum Three members of the public asked to speak about their objections to having the short-cut at the end of Earl's Way blocked off by the parish council and made the following comments:</p> <ul style="list-style-type: none"> • The short-cut provides quick and easy access to top path and is good for dogs in the summer • The short-cut is discrete and not used as a thoroughfare. • The fencing had been previously repaired by one of the members of public present. • Action has been taken by the PC without consulting with all residents in the locality – only in response to one resident asking for the access to be blocked. • Canvassing of residents on Earl's Way and Castlemead Walk had been carried out by one member of the public present and this indicated that 22 out of 30 houses were in favour of the short-cut. • There are other short-cuts along the western plantation boundary giving access to the top path – why is it that action is only being taken at Earl's Way? • Would the PC consider installing a discrete gate to provide suitable access? <p>The Chair thanked the members of public for their comments and confirmed that the matter was on the agenda (item 248.1) for formal discussion by councillors.</p> <p>246.1 Cheshire West and Chester Councillors – reports and updates. There were no CWaC councillors at the meeting.</p> <p>246.2 PCSO monthly report PCSO newsletters covering the periods 1st to 28th February and 1st to 18th March were circulated to councillors prior to the meeting. The reports are available on the Council website (Community Policing > PCSO Monthly Reports) or using the following links: 2025-03-PCSO-Newsletter-Covering-1st-to-28th-Feb.pdf 2025-04-PCSO-Newsletter-Covering-1st-to-18th-March.pdf</p>
247	<p>Minutes To approve and sign the minutes of the following meetings:</p> <ol style="list-style-type: none"> a) Full Council meeting held on Monday 24th February 2025. b) Parks & Environment Committee meeting held on Monday 10th March 2025. <p>Resolved – to approve the minutes of both meetings, which were then signed by the Chair.</p>
248	<p>Parks and Environment</p> <p>248.1 To receive feedback from a Parks and Environment Committee meeting held on Monday 10th March and to consider the following recommendations:</p> <ol style="list-style-type: none"> a) That the short-cut at Earl's Way is blocked off. b) That new planting is undertaken to make the blocking off permanent and any damage caused to the planting is treated as criminal damage, which should be reported accordingly.

248.2	<p>c) That a review is carried out of other short-cuts along top path and a decision made about whether they should also be closed off.</p> <p>Noted – the comments made by the attending members of public and the summary from the P&E Committee as to any legal status of the short-cut. The following points were raised:</p> <ul style="list-style-type: none"> • Any request to have the short-cut blocked off had been made correctly by approaching the parish council who is the registered landowner. • Installing a gate could lead to increased use of the short-cut as a general thoroughfare, which would lead to a burden of maintenance on the PC. • KPC has a responsibility to maintain the areas of woodland under its ownership and the use of informal short-cuts might lead to long-term damage. <p>Resolved – to defer a final decision about blocking off any short-cuts pending a full review of the entire Kingsmead boundary and all unofficial access routes (and encroachments) currently being used. This is to be communicated in the next newsletter, so that all residents are aware that this exercise is being undertaken.</p> <p>To consider next actions regarding a path at Claremont Close – Capesthorne Close.</p> <p>Resolved – to defer a decision about the path pending further investigation of who owns it.</p>
249	<p>Finance & Administration</p> <p>249.1 To receive bank statements and to approve the bank reconciliations to the end of Feb-2025. Resolved – to approve the bank statements and reconciliations to the end of Feb-2025 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 125-day saver account • Redwood Bank • Hampshire Trust Bank <p>249.2 To note the financial position as of 28th Feb-2025. Noted - The following financial reports that were received:</p> <ul style="list-style-type: none"> • Balance sheet as of 28th Feb-2025 (showing general reserves of £106,551) • Detailed Income and Expenditure report to 28th Feb-2025 (showing total expenditure ytd of £198,831, which is 85.4% of the annual budget). <p>249.3 To note the following receipts or transfer of funds:</p> <ul style="list-style-type: none"> • Receipt of £637.70 from CWaC in February – Crown Hedge Roundabout Contract (Nov-2024 to March-2025 payment). • Transfer of £13,500 in March from Hampshire Trust Bank to Unity Trust current account. • The transfer of funds from the Nationwide 125-day account has been cancelled. <p>Noted – the receipt of one payment in February (totalling £637.70) and the transfer of £13,500 worth of funds between accounts to cover the March payments. As there had been no unexpected expenditure in February or March, the transfer of funds from the Nationwide 125-day saver account (contingency funds) had been cancelled.</p> <p>249.4 To consider and approve payments to the sum of £13,405.71 to be made in Mar-2025. Resolved - that the list of payments (circulated to all councillors prior to the meeting for review) should be approved for payment in Mar-2025. The list of payments is appended to the minutes and also available to view on the website: 2025-03-List-of-Payments-made-between-1st-and-31st-March-2025.pdf</p> <p>249.5 To approve expenses for the Clerk. Resolved - to approve the clerk's mileage expenses for February 2025, which will be paid in April 2025.</p> <p>249.6 To consider and approve a proposal from Cadent Gas for an additional Gas Governor Lease. Resolved – to defer a decision about the proposed Gas Governor Lease pending further talks with Cadent about changing its terms; ideally to include a shorter term and annual increments in line with cpi.</p> <p>249.7 To consider and approve the ongoing engagement of Shires Accountants for payroll services. Resolved - that Shires Accountants would be engaged for a further year to provide payroll services to the council and that the Clerk/RFO should sign the required engagement documents for 2025-2026.</p>

249.8	<p>To approve the following IT expenditure:</p> <p>a) WordPress plug-in to manage site attacks (costs vary depending on plug-in capabilities)</p> <p>b) Norton upgrade (at a cost of £39.99 pa)</p> <p>Resolved – to approve upgrading the WordPress plug-in at a cost of £229.99 (lifetime cover) and to upgrade to Norton Utilities at a cost of £39.99pa.</p>
249.9	<p>To note the increase, with immediate effect, for monthly storage hire from £86.67 to £108 (plus VAT).</p> <p>Noted – the increase in monthly storage hire, which has gone up by 25% - alternative storage locations will be investigated.</p>
249.10	<p>To note the annual increase of 4.5% for the Hutchison 3G mobile phone, giving a new monthly cost of £18.06 (plus VAT), effective from 1st April 2025.</p> <p>Noted – the increase in costs for the PC mobile phone.</p>
249.11	<p>To note the instruction given by the Clerk to Tatton Fencing to replace a rotten gate post at Pulford play area at a cost of £170 (plus VAT). Work to be completed 26th March.</p> <p>Noted – that instructions were given for necessary repairs to be carried out, which is in line with the Clerk's remit and level of authorisation.</p>
250	<p>Planning</p> <p>To consider or note any planning applications received since the last meeting.</p> <p>No planning applications have been received since the February meeting.</p>
251	<p>KPC Policy Review</p> <p>To review (and update as appropriate) the following Kingsmead policies:</p> <p>a) Reserves Policy</p> <p>b) Email and Internet Usage Policy</p> <p>c) Retention of Documents Policy</p> <p>d) Vexatious Policy</p> <p>Resolved – to approve the policies without amendment.</p>
252	<p>Community</p> <p>252.1 To note the recent achievement of the Kingsmead Mini-Police on winning the Richard Walduck award at the National Crimebeat Awards and to approve the following actions:</p> <p>a) To commend PCSO Robertson to the Chief Constable of Cheshire and the Cheshire Police and Crime Commissioner for his commitment and dedication to community policing.</p> <p>Resolved – that a suitable letter should be drafted for approval by council members.</p> <p>b) To consider a small presentation to the Mini-Police and PCSO Robertson.</p> <p>Resolved – that a presentation of an appropriate type should be made if possible, but this should be confirmed with the school and its governors and also Cheshire Police.</p> <p>252.2 To approve the spring newsletter for publication.</p> <p>Resolved – to approve the newsletter, pending final amendments for items from this meeting, for publication and distribution in April.</p> <p>252.3 To consider and approve actions to improve council communications with the community:</p> <p>a) Noticeboard – refurbishment or replacement</p> <p>Resolved – that council members look to see what repairs can be carried out to the noticeboard in the short term. Cllr Herring confirmed he would be happy to regularly wipe the noticeboard windows to improve visibility.</p> <p>b) Website review – to be co-ordinated by Cllr Herring.</p> <p>Resolved – that the website is reviewed and recommendations are made for how it can be improved; this will be co-ordinated by Cllrs Herring and D. Boylan.</p> <p>252.4 To note the next litter pick on Sunday 30th March – to be managed by Cllr Hoey.</p> <p>Noted – that the litter pick will run as scheduled on Sunday 30th March.</p>

252.5	<p>To consider and approve a request from Chambers Fletcher for authorisation to act on behalf of Kingsmead Parish Council when home buyers are asked to complete additional forms (in particular the RX3 form) by Land Registry. Resolved – to authorise Chambers Fletcher to complete additional Land Registry requests for homebuyers.</p>		
253	<p>Events</p> <p>To receive feedback from the Events Working Group and to consider a request for funding to the sum of £5,000 to run events on Thursday 8th May and Saturday 28th June. Noted – that the Events Group is planning two summer events to commemorate the 80th Anniversary of VE Day; beacon lighting and (quiet) fireworks on 8th May and a community picnic in the park on 28th June. Resolved – to approve a budget of up to £5000 to provide the commemoration events.</p>		
254	<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.</p>		
255	<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 Time Assured have been contacted and asked to check the accuracy of the clock, a visit is expected in March and this will be chased up again at the end of the month. A purchase order has been placed with Northwich Town Council for regular sweeping of spine road, which will be agreed in advance of any works. NTC has also confirmed that it does not receive any revenue for the road sweeping from CWaC. It was noted that Cheshire Wildlife Trust has completed the work promised to repair the pathway through Poors Wood from the end of Buckingham Drive – this includes a new step and improvements to how water drains to minimise erosion. An invitation has been received (and circulated to councillors) to attend “A Service of Thanksgiving to Commemorate VE Day”, to be hosted by the City of Chester Lord Mayor on Thursday 8th May at Chester Cathedral. That the following communications have been received from CWaC:</p> <ul style="list-style-type: none"> • A complaint was received from a resident on Bridgemere Way about rats in their garden coming from overgrown bushes on the verge, which are not being properly maintained. It was confirmed that neither KPC nor CWaC is responsible for any maintenance on Bridgemere Way. • Notification regarding the next West Cheshire Town & Parish Council Conference, to be held on Wednesday 30th April at McDonald Portal from 5pm - 7.30pm. 		
256	<p>AOB</p> <p>Items to be placed on the agenda for future meetings.</p> <ul style="list-style-type: none"> • To appoint a council representative to sit on the board of governors of Kingsmead Primary School. 		
257	Next Meetings	Finance Committee	Monday 7 th April at 7.30pm in Kingsmead School
Parks & Environment Committee		No meeting in April	
Kingsmead Parish Council		Monday 28 th April at 7.30pm in Kingsmead School	

The meeting closed at 9.29pm.

Current Bank A/c

List of Payments made between 01/03/2025 and 31/03/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
17/03/2025	Hutchinson 3G	DD	20.74	Ongoing Contract	Feb-2024 Mobile
17/03/2025	Lloyds Bank Charge Card	TRANSFER	3.00		Mar-2025 Charge Card Fee
24/03/2025	Telecoms World Plc	DD	22.43	Ongoing Contract	Feb-2025 VOIP Charges
25/03/2025	Expenses	BACS	27.50	2025/02/24 - 227.5	Jan-2025 Staff Expenses
25/03/2025	Countrywide Grounds Maint.	621798	6,590.72	PO 22-175	Mar-2025 Contract
25/03/2025	KAP Property Holdings Ltd	1177	130.00	Ongoing Contract	Mar-2025 Storage Rental
25/03/2025	Northwich Town Council	8259	2,280.00	PO 24-057	2025-02 Crown Hedge Cut
25/03/2025	Caddis Ltd	SI-42444	936.00	PO 24-019	Tree Work - Stretton Walk
25/03/2025	Northwich Town Council	8259	-2,280.00	PO 24-057	2025-02 Crown Hedge Cut
25/03/2025	Northwich Town Council	8259	2,280.00	PO 24-057	2025-02 Crown Hedge Cut
31/03/2025	UNITY TRUST BANK	DD	8.40	Ongoing Contract	Feb-2025 Bank Charges
31/03/2025	Staff Costs	BACS	3,386.92	Contract	Mar-2025 Staff Costs
Total Payments			13,405.71		