



MINUTES

Minutes of a meeting of Kingsmead Parish Council
held on Monday 28th April

Present: Cllr Herring, Cllr Martin (arrived at 8.05pm), Cllr Reed, Cllr Swift, Cllr Weltman (Chair)
Also present: Mrs W Maddock (Clerk & RFO), Cllr Marr (CWaC) and two members of public.

The meeting started at 7.30pm.

265	<p>Apologies Cllr B Boylan (holiday), Cllr D. Boylan (holiday), Cllr Hoey (holiday), Cllr Jewitt (work), Cllr Logan (work)</p>
266	<p>Declarations of Interest No declarations of interest were made.</p>
267	<p>Public Forum</p> <p>Two members of the public attended the meeting to ask whether a final decision has been made about closing off a short-cut at the end of Earl's Way. The council explained that it has been undertaking a review of all short-cuts and encroachments around Kingsmead and the findings of this review have not yet been presented for discussion. A decision about Earl's Way specifically has been deferred pending this review. The members of the public reiterated their previous statements that the short-cut at Earl's Way has been used for many years without any issue, and further added they thought that others around the estate will be concerned if other short-cuts are to be closed.</p> <p>267.1 Cheshire West and Chester Councillors – reports and updates Cllr Marr explained that CWaC officers are currently working under “heightened sensitivity” rules due to the by-election being held in the Runcorn and Helsby constituency on 1st May. The government's consultation on devolution for Cheshire West, Cheshire East and Warrington has now closed and an update is expected in the next 2-3 months, however, there does seem to be little specific information currently available about what devolution will mean for the area.</p> <p>267.2 PCSO monthly report The PCSO was unable to attend the council meeting, but a report covering the period 1st to 18th April was circulated to councillors. The report is available on the Council website (Community Policing > PCSO Monthly Reports) or using the following link: 2025-04-PCSO-Newsletter-Covering-1st-to-18th-March.pdf</p>
268	<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 24th March 2025. Finance Committee meeting held on Monday 7th April 2025. <p>Resolved – that the minutes of both meetings were correct and should be signed by the Chair.</p>
269	<p>Finance & Administration</p> <p>269.1 To note and approve the following matters from the minutes of a Finance Committee meeting held on Monday 7th April:</p> <ol style="list-style-type: none"> Financial position as of 31st March 2025 (2025/04/07 – 261.1) Recommendations for changes to the 2025-2026 budget (2025/04/07 – 261.2) Transfer of funds to deposit accounts (2025/04/07 – 262.2) Cllr Jewitt to be added as an additional bank signatory (2025/04/07 – 262.3) <p>Noted – the council's financial position as of 31st March 2025 as follows:</p> <ul style="list-style-type: none"> KPC has cash deposits totalling £92,736.40, which includes a contingency reserve of £58,539.36. The balance sheet has general reserves of £94,671, representing all income and expenditure during the year. A total of £215,315 was spent during the year, equivalent to 92% of the set budget.

	<p>Resolved – to accept the finance committee's recommendations for possible budget changes; this will be monitored and reviewed during the year. That the transfer of funds was carried out in line with the council's investment policy and that adding an additional bank signatory was sensible.</p>
269.2	<p>To note receipt of the parish precept of £223,601 on 4th April. Noted – receipt of the precept monies and the subsequent movement of funds to deposit accounts.</p>
269.3	<p>To approve the council's ongoing affiliation to ChALC. Resolved – that KPC remains affiliated to ChALC (at a cost in 2025-26 of £1429.35), to retain access to their services that include regulatory support, legal advice and training.</p>
269.4	<p>To consider and approve payments to the sum of £17,512.94 to be made in Apr-2025. Resolved - that the list of payments (circulated to all councillors prior to the meeting for review) should be approved for payment in Apr-2025. The list of payments is appended to the minutes and available to view on the website: 2025-04-List-of-Payments-made-between-1st-April-to-30th-April-2025.pdf</p>
269.5	<p>To approve expenses for the Clerk for the period of March-2025. Resolved - to approve the clerk's mileage expenses for March-2025, which will be paid in May 2025.</p>
269.6	<p>To consider and approve JDH Business Services Ltd. for the internal audit of the 2024-2025 financial year and to approve the draft AGAR accounting statements for submission. Resolved – to retain JDH Business Services Ltd. for the internal audit of the year ended 31st March 2025 (and subsequent years, unless changed by resolution) based on their competency and independence from the parish council. It was further resolved that the draft AGAR accounting statements are ready for submission to the internal auditor.</p>
269.7	<p>To consider and approve the following variable direct debit and recurring payments (quoted excl. VAT):</p> <ul style="list-style-type: none"> • ICO registration fee (£35.00 pa) • Telecoms World VOIP phone service (£19.53 pm - estimated) • 3 Mobile phone (£18.06 pm) • KAP Property Holdings (£108.33 pm) • Lloyds charge card fee (£3.00 pm service fee/max £1500 spend pm) • Unity Trust Bank account fees (£9.40 pm – averaged over last 6-months) <p>Resolved – to approve the ongoing payments as listed, apart from the storage facility payment to KAP Property Holdings, which is to be reviewed under item 269.8.</p>
269.8	<p>To consider alternative storage facilities, instead of the ongoing use of KAP Property Holdings (previously New Cheshire Business Park). Resolved – that the PC should terminate its current contract with KAP Property Holdings, which requires notice of 1-month to be provided and that a new contract should be entered into with The Storage Team at Road 6, Winsford Industrial Estate starting 1st June 2025. The monthly cost for the new storage unit is £117 pm.</p>
270	Planning
270.1	<p>To consider or note any planning applications received since the last meeting:</p> <ul style="list-style-type: none"> • <u>12 Mereworth Drive (25/00922/FUL)</u> Alterations to garage to change door to a window, erection of a two-storey rear extension. <p>Resolved – to submit a consultee comment requesting further clarity about the size of this proposed extension, if it has enough parking to support the number of bedrooms being added and the intended purpose of an unnamed room in the converted garage.</p>
270.2	<p>To note any planning decisions received since the last meeting:</p> <ul style="list-style-type: none"> • <u>11 Mayfair Drive (25/00353/FUL)</u> – Approved Single storey rear extension <p>Noted – that the planning application for 11 Mayfair Drive has been approved.</p>
271	KPC Policy Review
	<p>To review (and update if appropriate) the following Kingsmead policies:</p> <ol style="list-style-type: none"> a) Equality Policy b) Staff Disciplinary Policy <p>Resolved – to approve both policies as presented to council.</p>

<p>272</p> <p>272.1</p> <p>272.2</p> <p>272.3</p> <p>272.4</p>	<p>Parks & Environment</p> <p>To receive an update from Countrywide Grounds Maintenance and to approve any actions as appropriate. Noted – the high standard of grounds maintenance carried out during March, which also included extra works, such as cleaning road nameplates, at no extra charge. The council asked that Countrywide be thanked for their efforts. It was noted that the Kingsmead wall opposite SJD needs cleaning and Cllr Herring agreed to test possible ways to do this.</p> <p>To consider next actions regarding a path at Claremont Close – Capesthorpe Close. Resolved – to obtain quotes for re-routing the path so that it avoids the tree roots that are causing it to lift.</p> <p>To consider and approve the following regarding the pond on Coronet Avenue:</p> <p>a) A request to install two signs, with new advisory messages, to replace four existing signs. Resolved – to retain all the current signs but to make a new sign about not feeding the ducks, which will be attached to the legs of the information board.</p> <p>b) A request to install a duck house. Resolved – that a duck house will not be installed at Coronet Pond as it is not a designated duck pond. The presence of large numbers of ducks could affect the biodiversity of the pond and as such, whilst they do currently use the pond, the council does not want to encourage further roosting here. Duck houses have already been installed on the ponds at Duke’s Way and Moor Park Way.</p> <p>To consider repairing or removing the fence on the path between the end of Buckingham Drive and top path. Resolved – that the fence should be repaired by Tatton Fencing at a cost of £250 (plus VAT).</p>
<p>273</p> <p>273.1</p> <p>273.2</p>	<p>Community</p> <p>To approve a letter of commendation for PCSO Robertson in recognition of his ongoing work with the mini-police and to consider a suitable presentation gift. Resolved – to approve the draft letter of commendation presented, which will be sent to the Chief Constable of Cheshire Police and the Police and Crime Commissioner. It was further resolved to purchase a “Police Lantern” and to create a plaque to recognise the work of both PCSO Robertson and the mini police, which will be presented at the Annual Parish meeting.</p> <p>To note the next litter pick on Sunday 27th April – to be managed by Cllr Herring. Noted – that the litter pick had been well attended by volunteers on the 27th.</p>
<p>274</p>	<p>Events</p> <p>To receive feedback from the Events Working Group about proposed activities to commemorate the 80th anniversary of VE Day:</p> <p>a) To approve plans for lighting the beacon and fireworks on Thursday 8th May. Resolved – to approve the plans for a commemoration event on Thursday 8th May; the beacon will be lit by Cllr Weltman (Chair) at 8.45pm and low noise fireworks (2x “Spirit-in-the-Sky”) will be purchased at a cost of £280 to be let off after the beacon is lit. The details of this event will be circulated on Facebook.</p> <p>b) To approve an outline plan for a “picnic-in-the-park” on Saturday 28th June. Resolved – that the Events Working Group would meet w/c 5th May to prepare a plan for the council’s summer “picnic-in-the-park”.</p>
<p>275</p>	<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 a sign should be made for the fence at the end of the wildlife corridor in Stretton Walk to deter people using this as a short-cut.</p>
<p>276</p>	<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 the spring newsletters have been printed and are ready for delivery by councillors. The socket box for the lights on the Busy Bees tree has been replaced with a lockable one, and a padlock will now be purchased for security. A meeting has been agreed with Cheshire Wild Trust (CWT) on Thursday 1st May to walk the paths around Poors Wood to review concerns about possible erosion and encroachments. CWT has also been invited to attend a</p>

	<p>council meeting in June to discuss how the parish council can support wildlife in the area. The Manchester Airport Community Engagement team has confirmed the date of the next Parish Council Forum on 7th May at 2pm. They have also provided details regarding their new barrierless system for drop-off and pick-up zones, which went live at the end of March. Time Assured has been contacted again about a return maintenance visit to check the timings of the clock; no date has been agreed yet. United Utilities has been chased up about their outstanding actions from a meeting in March. LCP Property Management has been contacted about a resident's concern regarding the overgrown shrubbery adjacent to The Kingfisher; the property manager has contacted the tenant about taking corrective action. Marshall's Arm Local Nature Reserve has provided details of their next events – their AGM on Friday 2nd May at 7pm in Hartford Village Hall and Bird and Bluebell Walks in the reserve on Monday 5th May. ChALC briefings have been received about Cheshire Police's "Hotspot Policing" proposals and their training session for the CWaC Code of Conduct on 20th May. That the following communications have been had with CWaC:</p> <ul style="list-style-type: none"> • New dates have been confirmed for previously postponed meetings <ul style="list-style-type: none"> ○ Northwich South Town & Parish Council Connections Event, which will now be held on Weds 14th May; Cllr Weltman and the Clerk will attend. ○ The West Cheshire Town & Parish Council Conference will be held on Weds 16th July; Cllr Herring has agreed to attend. • An enquiry was received about overgrown hedges on Bridgemere Way, and the council confirmed it was not responsible for any land in this location. • An invitation has been received from the Lord Mayor to the borough's "Civic Sunday" on 25th May in Chester Cathedral. • The Highways Dept. has been chased up about feedback following concerns raised with them about a road traffic incident near to the college in January. 		
277	<p>AOB</p> <p>Items to be placed on the agenda for future meetings.</p> <p>There were no items requested for the next agenda, but Cllr Herring noted that he is unavailable for the Annual Parish and Full Council meetings on 19th May.</p>		
278	Next Meetings	Parks & Environment Committee	Monday 12 th May at 7.30pm in Kingsmead School
		Annual Parish Meeting	Monday 19 th May at 7.00pm in Kingsmead School
		Annual Meeting of Kingsmead PC	Monday 19 th May in Kingsmead School – to start on the arising of the Annual Parish meeting.

The meeting closed at 9.01pm.

Time: 10:40

Current Bank A/c

List of Payments made between 01/04/2025 and 30/04/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/04/2025	Unity Trust Deposit	TRANSFER	66,000.00		Funds Moved to Deposit Account
11/04/2025	HTB - Instant Access	TRANSFER	63,500.00		Funds Moved to Deposit Account
11/04/2025	Redwood Bank - 35 Day Notice	TRANSFER	74,000.00		Funds Moved to Deposit Account
14/04/2025	Hutchinson 3G	DD	20.74	Ongoing Contract	Mar-2025 Mobile
16/04/2025	Lloyds Bank Charge Card	TRANSFER	3.00		Mar-2025 Charge Card Fee
24/04/2025	Telecoms World Plc	DD	22.43	Ongoing Contract	Mar-2025 VOIP Charges
29/04/2025	Expenses	BACS	38.66	2025/03/24 - 249.5	Feb-2025 Staff Expenses
29/04/2025	Morral Play Services	2157	540.00	Ongoing Contract	Nov-2024 Annual Play Inspctn.
29/04/2025	Northwich Town Council	8335	120.00	Ongoing Contract	Mar-2025 Grass Cut #1
29/04/2025	Countrywide Grounds Maint.	625595	6,729.12	Ongoing Contract	Apr-2025 Contract
29/04/2025	KAP Property Holdings Ltd	1291	130.00	Ongoing Contract	Apr-2025 Storage Rental
29/04/2025	Tatton Fencing Ltd	4773	252.00	PO 24-060	Pulford - Gate Repairs
29/04/2025	Morral Play Services	2157	-540.00	Ongoing Contract	Nov-2024 Annual Play Inspctn.
29/04/2025	Morral Play Services	2157	540.00	PO 23-199	Nov-2024 Annual Play Inspctn.
29/04/2025	Countrywide Grounds Maint.	625595	-6,729.12	Ongoing Contract	Apr-2025 Contract
29/04/2025	Countrywide Grounds Maint.	625595	6,729.12	PO 24-051	Apr-2025 Contract
29/04/2025	Caddis Ltd	SI-42477	2,939.58	Ongoing Contract	Culvert Clearance
29/04/2025	Caddis Ltd	SI-42478	90.00	PO 24-048	Ivy Removal - 14 Registry
29/04/2025	Kingsmead Electrical Services	0579	200.00	PO 24-061	Socket Box - Busy Bees Tree
29/04/2025	CHALC	BACS	1,429.35		2025-2026 Affiliation Fees
29/04/2025	Rialtas Business Software Ltd	SM31938	243.60	Ongoing Contract	2025-2026 Annual License
29/04/2025	Rialtas Business Software Ltd	32677	1,036.80	2023/12/13 - 187.4	Apr-2025 YE Closedown
29/04/2025	Staff Costs	BACS	3,459.71	Contract	Apr-2025 Staff Costs
29/04/2025	Graphish	049	250.00	PO: 25-002	Newsletter Printing x2000
30/04/2025	UNITY TRUST BANK	DD	7.95	Ongoing Contract	Mar-2025 Bank Charges
Total Payments			<u>221,012.94</u>		

Actual payments to be made £17,512.94