



MINUTES

Minutes of the ANNUAL MEETING of Kingsmead Parish Council
held on Monday 19th May

Present: Cllr Hoey, Cllr Logan, Cllr Martin, Cllr Reed, Cllr Swift, Cllr Weltman
Also present: Mrs W Maddock (Clerk & RFO)

The meeting started at 7.41pm (on the arising of the Meeting of Kingsmead Parish)

001	<p>Chair 2025-26</p> <p>To appoint the Chair of Kingsmead Parish Council for the forthcoming Civic year and for the Chair to sign the Declaration of Office on their appointment. Resolved – that Cllr Weltman be appointed as the Chair of Kingsmead Parish Council for 2025-2026.</p>
002	<p>Vice-Chair</p> <p>To appoint the Vice Chair of Kingsmead Parish Council for the forthcoming Civic year. Resolved – that Cllr Swift be appointed as the Vice Chair of Kingsmead Parish Council for 2025-2026.</p>
003	<p>Apologies Cllr B Boylan (medical), Cllr D Boylan (medical), Cllr Herring (holiday)</p>
004	<p>Code of Conduct</p> <p>To confirm the Code of Conduct adopted by KPC on 27th June 2022. Resolved – that the Code of Conduct should be re-adopted for the next civic year and will continue to be observed by all councillors.</p>
005	<p>Register of Interests</p> <p>To confirm that members have reviewed their Register of Interests and that any updates will be provided to the Parish Clerk within 28-days. Resolved – that no members present at the meeting needed to make any changes to their Register of Interests. Members not present at the meeting should confirm any changes within 28-days of the meeting.</p>
006	<p>Declarations of Interest No declarations of interest were made.</p>
007	<p>Public Forum There were no members of public present at the meeting.</p> <p>007.1 Cheshire West and Chester Councillors – reports and updates There were no CWaC councillors present at the meeting.</p> <p>007.2 PCSO monthly report The PCSO newsletter, covering the period 19th March to 30th April, was circulated prior to the meeting and presented to council by the Kingsmead Mini-Police during the Parish Meeting. It is available on the Council website (Community Policing > PCSO Monthly Reports) or using the following link: 2024-05-PCSO-Newsletter-Covering-19th-March-to-30th-April.pdf</p>
008	<p>Minutes</p> <p>To approve and sign the minutes of the following meetings:</p> <p>008.1 A Full Council meeting held on Monday 28th April 2025. 008.2 A meeting of the Parks and Environment Committee held on Monday 12th May 2025. Resolved – that the minutes were a correct record of each meeting and should be signed by the Chair.</p>

<p>009</p> <p>009.1</p> <p>009.2</p>	<p>Committees & Working Groups</p> <p>To confirm the membership of the committees and working groups for 2025-2026. Resolved – membership of the committees and working groups as follows:</p> <ul style="list-style-type: none"> a) <u>Finance Committee</u> Cllr D Boylan, Cllr Hoey, Cllr Jewitt, Cllr Martin, Cllr Reed b) <u>Parks & Environment Committee</u> Cllr Herring, Cllr Hoey, Cllr Jewitt, Cllr Logan, Cllr Reed, Cllr Swift, Cllr Weltman c) <u>Events Working Group</u> Cllr B Boylan, Cllr Jewitt, Cllr Logan, Cllr Swift, Cllr Weltman d) <u>Communications Group</u> Cllr D Boylan, Cllr Hoey, Cllr Martin, Cllr Weltman <p>To confirm the membership of external bodies. Resolved – membership of external bodies as follows:</p> <ul style="list-style-type: none"> a) Trustee of the Sir John Brunner Foundation Charity. Resolved – that Cllr Reed will attend the next trustee meeting in July, and then Cllr Martin will take over the role representing Kingsmead Parish Council. b) Governor of Kingsmead Primary school. Resolved – that Cllr Reed will continue to represent the parish council on the governing body of Kingsmead Primary school.
<p>010</p>	<p>Terms of Reference</p> <p>To review and confirm as appropriate the Terms of Reference for the Committees and Working Groups:</p> <ul style="list-style-type: none"> a) Finance Committee Resolved – that an amendment be made to point 1 of the Terms of Reference, such that the committee should consist of a <u>minimum of 5 members</u>, and that they then be approved. b) Parks & Environment Committee c) Events Working Group Resolved – that the Terms of Reference for the P&E Committee and Events Working Group should be approved without any amendment. d) Communications Group Resolved – that the Communications Group should consider appropriate Terms of Reference at its next meeting.
<p>011</p>	<p>Meeting Schedule</p> <p>To consider and approve the proposed dates and times of meetings for the forthcoming year. Resolved – that the meeting dates as presented are adopted for 2025-2026 and published for information.</p>
<p>012</p> <p>012.1</p> <p>012.2</p> <p>012.3</p>	<p>Finance & Administration</p> <p>To receive bank statements and to approve the bank reconciliations to the end of April-2025. Resolved – to approve the bank statements and reconciliations to the end of April-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 (screen shot) • Redwood Bank • Hampshire Trust Bank <p>To note the financial position as of 30th April 2025. Noted - The following financial reports that were received:</p> <ul style="list-style-type: none"> • Balance sheet as of 30th April-2025 (showing general reserves of £298,503) • Detailed Income and Expenditure report to 30th April-2025 (showing total expenditure ytd of £10,751, which is 4.3% of the annual budget). <p>To note the receipt of a VAT refund for the sum of £5,139.21 for the period of Q1 2025. Noted – the receipt of the VAT refund claim in April.</p>

012.4	<p>To consider and approve payments to the sum of £12,227,69 to be made in May-2025. Resolved - that the list of payments (circulated to all councillors prior to the meeting for review) should be approved for payment in May-2025. The list of payments is appended to the minutes and available to view on the website: 2025-05-List-of-Payments-made-between-1st-May-to-31st-May-2025.pdf</p>
012.5	<p>To approve expenses for the Clerk for the period of April-2025. Resolved - to approve the clerk's mileage expenses for April-2025, which will be paid in May 2025.</p>
012.6	<p>To note that the contract with KAP Property Holdings has been cancelled and the storage unit needs to be emptied by 31st May 2025. Noted – that the contract with KAP Property Holdings has been cancelled in line with resolution 2025/04/28 – 269.8. Cllr Hoey agreed to help with transferring the contents of the storage unit to the new facility on 31st March.</p>
012.7	<p>To receive the Internal Auditors Report for the financial Year 2024-25 and to consider any recommendations made. Noted – that the internal auditor had commented on the excellent submission made by the Clerk/RFO this year, and that there was one comment to be reviewed regarding claiming a refund of VAT on mileage expenses. The Clerk/RFO agreed to review this process and report back at the next meeting.</p>
012.8	<p>To review the Annual Governance Statement and the Accounting Statements for the financial year to 31 March 2025, Part 3 Sections 1 and 2 by:</p> <ol style="list-style-type: none"> a) Considering and responding to the nine statements in Section 1 of The Annual Governance Statement 2024/25. The Council responded to the Annual Governance Statements 2024/25 as part of its AGAR return. b) Considering and confirming the figures entered in Section 2 – The Accounting Statements 2024/25. The Council confirmed the Accounting Statements 2024/25 as part of its AGAR return. c) To note the arrangements for the Public Right to View of the unaudited accounts. Noted - that the Public Right to View will run from Tuesday 3rd June to Monday 14th July 2025.
013	<p>Planning</p> <p>To note any planning applications or decisions received since the last meeting. Noted – that no planning applications or decisions have been received since the last meeting.</p>
014	<p>Parks and Environment</p>
014.1	<p>To note the recommendations of the Parks and Environment Committee meeting held on Monday 12th May 2025 and to approve the following: Noted – the recommendations of the P&E Committee.</p> <ol style="list-style-type: none"> a) Letters to be issued to residents regarding short-cuts and encroachments. Resolved – to defer sending out letters pending quotes for the re-instatement of short-cuts and encroachments. It was further agreed to obtain a quote for the removal of fly-tipped rubbish at St. George's field. b) A letter to be sent to residents on Claremont Close regarding the access path. Resolved – to issue the letter, presented for Council approval, to residents before any action is taken regarding the path. c) A quote for the installation of solar lights on the wall opposite SJD. Resolved – to defer this agenda item to the next meeting.
014.2	<p>To consider and approve a quote from Northwich TC for additional road sweeping of Regency Way. Resolved – to approve a quote from Northwich Town Council for sweeping of the A533 (Kingsmead) and Regency Way roads at a cost of £325 (plus VAT). To be carried out no more often than quarterly.</p>
015	<p>Community</p>
015.1	<p>To consider the creation of a “Friends of Kingsmead” volunteer group to help with community issues (events, litter picking, weeding, etc). Resolved – to prepare a joint flyer to promote setting up a volunteer group and the summer event on 28th June (see agenda item 016). A meeting date is to be confirmed by the Events Group for interested residents to meet with the</p>

015.2	<p>parish council. Following this meeting, further consideration will be given as to whether a “Friends of Kingsmead” volunteer group is viable.</p> <p>To receive an update about parking concerns around SJD college. Noted – the comments made by concerned residents and the principal of Sir John Deanes college during the Parish meeting (held prior to the Annual Council Meeting). The parish council reiterated that it has no authority to act in a situation involving parking issues but agreed that any information received from CWaC regarding the problem would be passed on to residents.</p>		
015.3	<p>To note the next Community Litter Pick on Sunday 25th May. Noted – that Cllr Hoey will supervise the next litter pick on Sunday 25th May.</p>		
016	<p>Events</p> <p>To receive an update from the Events Group about a summer event on Saturday 28th June, as part of the celebrations for the VE-80 Anniversary, and to approve the following quotes:</p> <p>a) Marquee and stage hire from Macks Music Promotions. Resolved – that a quote up to a maximum of £2000 could be approved by the Clerk once received from Mack’s Music, who should also be advised that a bar is not required at the event.</p> <p>b) Hire of an 8-piece swing band to provide live music. Resolved – to approve the quote agreed in principle by the Chair and Clerk for a sum of £1395 for the hire of a band.</p> <p>c) The hire of toilets and bins from Northwich Town Council. Resolved – to approve the quote from Northwich Town Council for the provision of toilets and bins (along with the disposal of all waste) at the summer event, at a cost of £630 (plus VAT)</p> <p>d) First Aid cover (supplier tbc). Noted – that a supplier for first aid cover still needs to be sourced.</p> <p>Noted – that the flyer should include details of the 40’s sing-along and optional fancy dress at the event. Also, that residents should be advised there is no parking at St. George’s field.</p>		
017	<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>		
018	<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 work will be carried out by Tatton Fencing to repair a fence at the end of Buckingham Drive on 28th May. That a response has been received from United Utilities confirming that a possible leak in the area of Leftwich Farm has been investigated and none could be found. Also, a padlock has been fitted to the socket box for the Christmas lights on the Busy Bees tree. Councillors were reminded about the Police & Crime Commissioner survey, which closes on 31st May. A customer account review is being carried out by Nationwide Building Society and all signatories need to provide additional information before 14th August to prevent the account being closed; the Clerk will liaise with the relevant councillors to complete this process. That there have been the following communications with CWaC:</p> <ul style="list-style-type: none"> • Chased up highways about any feedback following Chris Atherton’s (SJD Principal) concerns following a road traffic incident in Jan. Highways have confirmed there is no reason to review the road safety measures within Kingsmead and will not provide support for any independent action being taken. • Reporting of corroded street furniture on A533 – Kingsmead • Attended Northwich South Town & Parish Councils Locality event on 14th May with Cllr HW. Slides and feedback have been received, and these will be shared in the June meeting. 		
019	<p>AOB</p> <p>Items to be placed on the agenda for future meetings.</p> <ul style="list-style-type: none"> • An update to be sought from the planning team for Leftwich Farm. 		
020	<p>Next Meetings</p>	Parks & Environment Committee	Monday 9 th June at 7.00pm in Kingsmead School
		Kingsmead Parish Council	Monday 16 th June at 7.30pm in Kingsmead School
		Finance Committee	Monday 7 th July at 7.30pm in Kingsmead School

The meeting closed at 8.58pm.

List of Payments made between 01/05/2025 and 31/05/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
13/05/2025	Hutchinson 3G	DD	21.66	Ongoing Contract	Apr-2025 Mobile
16/05/2025	Lloyds Bank Charge Card	TRANSFER	339.14		Apr-2025 Card Purchases & Fee
23/05/2025	Shires Accountants	SHI-2757	236.40	Ongoing Contract	Apr-Oct 2025 Payroll Services
23/05/2025	KAP Property Holdings Ltd	1424	130.00	Ongoing Contract130	May-2025 Storage Rental
23/05/2025	Expenses	BACS	36.93	2025/04/28 - 269.5	Mar-2025 Staff Expenses
23/05/2025	Countrywide Grounds Maint.	630719	6,729.12	PO24-051	May-2025 Contract
23/05/2025	Northwich Town Council	8461	62.40	PO 25-004	Securing Coronet Bench
23/05/2025	Northwich Town Council	8468	360.00	PO 25-001	Apr-2025 Grass Cut x3
23/05/2025	Northwich Town Council	8477	124.80	PO 25-006	Dukes Way 1 - Bench Repairs
23/05/2025	Telecoms World Plc	DD	22.43	Ongoing Contract	Apr-2025 VOIP Charges
23/05/2025	JDH Business Services Ltd	5190	696.00	2025/04/28 - 269.6	Internal Audit 2024-2025
23/05/2025	Staff Costs	BACS	3,459.71	Contract	May-2025 Staff Costs
31/05/2025	UNITY TRUST BANK	DD	9.30	Ongoing Contract	Apr-2025 Bank Charges

Total Payments 12,227.89

Time: 12:15

Lloyds Bank Charge Card

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16/05/2025	ASDA	CARD	5.50	Clerk	Printer Paper
16/05/2025	We Print Gifts Ltd	CARD	16.87	Clerk	Cllr DH - ID Card & Name Badge
16/05/2025	Timpson	CARD	18.00	2025/03/24 - 252.3a	Noticeboard Keys
16/05/2025	Gov.UK	CARD	14.00	2025/03/24 - 248.2	Land Registry Search
16/05/2025	Gov.UK	CARD	7.00	2025/03/24 - 248.2	Land Registry Search
16/05/2025	Custom Card Ltd	CARD	3.28	Clerk	Cllr DH - Lanyard
16/05/2025	Lloyds Bank	DD	3.00	Ongoing Contract	Apr-2025 Charge Card Fee
16/05/2025	The Storage Team	CARD	36.00	2025/04/28 - 269.8	W/ford Storage Unit Deposit
16/05/2025	B and Q	CARD	5.50	Clerk	Padlock for Socket Box
16/05/2025	Limit Login Attempts Reloaded	CARD	229.99	2025/03/24 - 249.8a	Wordpress PlugIn Lifetime Sub

Total Payments	<u>339.14</u>
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