



MINUTES

Minutes of a meeting of Kingsmead Parish Council
held on Monday 16th June 2025

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

The meeting started at 7.30pm.

030	<p>Apologies Cllr Hoey (holiday), Cllr Jewitt (holiday)</p>
031	<p>Declarations of Interest No declarations of interest were made.</p>
032	<p>Public Forum</p> <p>032.1 Cheshire West and Chester Councillors – reports and updates Cllr Marr discussed the information he'd circulated detailing the allocation of s106 money in the ward over the last 10-years, where it had been spent and any outstanding unspent sums. It was asked if KPC might be able to share some of the unspent money that has been allocated for "biodiversity net gain" and Cllr Marr agreed to investigate this. He also outlined the ongoing government consultation on planning, which is looking at reducing the oversight required for sites with <10 houses. The link for this consultation will be circulated to all councillors.</p> <p>032.2 PCSO monthly report The PCSO was unable to attend the council meeting, but the monthly newsletter, covering the period 1st to 31st May, was circulated to all councillors prior to the meeting. It is available on the Council website (Community Policing > PCSO Monthly Reports) or using the following link: 2024-06-PCSO-Newsletter-Covering-1st-to-31st-May.pdf</p> <p>There were no other members of public present.</p>
033	<p>Minutes</p> <p>To approve and sign the minutes of the following meetings:</p> <p>033.1 The Annual Meeting of the Parish, held on Monday 19th May 2025. 033.2 The Annual Council meeting, held on Monday 19th May 2025. 033.3 A meeting of the Parks and Environment Committee, held on Monday 9th June 2025.</p> <p>Resolved – that the minutes of all the meetings listed were correct and should be signed as such by the Chair.</p>
034	<p>Finance & Administration</p> <p>034.1 To receive bank statements and to approve the bank reconciliations to the end of May-2025. Resolved – to approve the bank statements and reconciliations to the end of May-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>034.2 To note the financial position as of 31st May 2025. Noted - The following financial reports that were received:</p> <ul style="list-style-type: none"> • Balance sheet as of 31st May 2025 (showing general reserves of £287,970) • Detailed Income and Expenditure report to 31st May 2025 (showing total expenditure ytd of £21,567, which is 8.6% of the annual budget).

034.3	<p>To consider and approve payments to be made in June-2025. Resolved - that payments to the sum of £18,585.24 (circulated to all councillors prior to the meeting for review) should be approved for payment in June-2025. The list of payments is appended to the minutes and available to view on the website: 2025-06 List of Payments made between 1st and 30th June 2025.pdf</p>
034.4	<p>To approve expenses for the Clerk for the period of May-2025. Resolved - to approve the clerk's mileage expenses for May-2025, which will be paid in July 2025.</p>
034.5	<p>To note receipt of the storage unit deposit (£50) from KAP Property Holdings. Noted – that the deposit for the storage unit at New Cheshire Business Park had been returned on 3rd June.</p>
034.6	<p>To confirm the new storage details at “The Storage Team”, Winsford Industrial Estate: a) Access requirements Resolved – that all councillors will be provided with the access details for the unit.</p> <p>b) That the rental fees will be paid by monthly direct debit. Resolved – that a direct debit be set up for the sum of £117pm to be paid on the first of the month.</p>
034.7	<p>To consider and approve the 2025-2026 insurance renewal with Clear Councils. Resolved – to approve the insurance renewal for 2025-2026 at a cost of £1,942.23, which will be paid in the June payments to ensure continuity of cover.</p>
034.8	<p>To note the Clerk's personal review is to be carried out on 24th June. Noted – the date of the Clerk's personal review, which is to be carried out by Cllr Weltman as Chair of the Council. Other councillors are welcome to take part or to provide comments prior to the meeting and should let the Clerk or Chair know before the meeting.</p>
034.9	<p>To note the Clerk will be on annual leave from 9th July to 25th July inclusive, and to confirm arrangements for meetings, etc during this period. Noted – the period when the Clerk will be on annual leave and to confirm that the P&E and Full Council meetings will proceed as scheduled on the 14th and 21st July respectively, with Cllr Weltman and Cllr Swift taking the minutes.</p>
035	KPC Policy Review
035.1	<p>To consider and update a) Standing Orders b) Risk Management Register Resolved – to approve both policies without amendment for 2025-2026.</p>
036	Planning
036.1	<p>To consider or note planning applications received since the last meeting. Noted – that no planning applications have been received since the last meeting.</p>
036.2	<p>To note any planning decisions received since the last meeting.</p> <ul style="list-style-type: none"> • <u>15 Seagrave Close (25/01021/FUL)</u> – Approved Erection of single storey rear and single storey side extension <p>Noted – the approval of the above planning application.</p>
037	Parks and Environment
037.1	<p>To receive last month's reports and updates from Countrywide Grounds Maintenance and to approve any actions as appropriate. Noted – the work carried out by Countrywide last month, which was generally to a good standard. It was noted that the daffodils were flailed as requested, the flower beds planted up on 29th May and kerb lines were sprayed with weed killer (done FOC). It was noted that a dead fern needs to be removed from school path and some bins are not being emptied as per the schedule – this will be raised with Countrywide.</p>
037.2	<p>To receive feedback from the P&E Committee meeting and to note the following: a) Final approval needed regarding the contractor to be appointed for the tree survey. Resolved – to approve a quote from Feeney Woodlands at a cost of £925 (plus VAT). This is to include tagging of trees where required (i.e. those that require remedial work or future monitoring) and provision of the report with a .DXF file to allow mapping.</p>

	<p>b) An update on actions being taken about short-cuts. Noted – that costs are being sought for the re-instatement of short-cuts along top path, although any actions taken are to be considered on a case-by-case basis. Alongside this, an informal approach is also being tried, and a resident with a short-cut adjacent to their house has agreed to it being blocked off, so that the woodland area can fill in again. It was suggested that a media campaign should be started so that people are aware generally of the concerns about the short-cuts and the actions that may be taken by the parish council to protect these woodland buffer zones.</p> <p>c) An update about implementing a strategy plan for the parks and environment. Noted – the work started by ex-Cllr Van Gordon to draft a strategy plan, which will now be reviewed by Cllr Herring before further work to complete the plan is undertaken.</p>
037.3	<p>To consider any actions required regarding bridges. Resolved – to have the bridges and jetty inspected this year to identify if any remedial works are required. The council also asked Cllr Marr if he could help us to find out from CWaC why the bridges were not adopted by them along with the footpaths.</p>
038	Community
038.1	<p>To consider and approve a request from the organisers of Davenham Carnival for a blanket approval to hang their event banners each year (typically for the first 2-weeks of June). Resolved – that permission for hanging the Davenham Carnival banners will need to be requested annually in line with the council's standard policy.</p>
038.2	<p>To note the next Community Litter Pick on Sunday 29th June. Noted – that the community litter pick will be run alongside tidying St. George's field post the summer event on 28th June. Litter picking equipment will need to be collected from the storage unit and at least 1x councillor will be present at the noticeboard for any residents that want to help with the monthly community litter pick.</p>
039	Events
039.1	<p>To receive an update from the Events Group about the summer event on Saturday 28th June, and to approve a quote from Northwest Medical Solutions to provide first aid cover. Noted – that all bookings have been confirmed (8-piece swing band, marquee and stage) and the final pre-event planning will take place on Thursday 26th June at 7pm in The Kingfisher (also the first meeting for the new "Friends of Kingsmead" volunteer group). Notices for the event will be posted on FB, along with copies of the song sheets (provided by the Debonaires), for a 40's themed sing-along. There will be a prize for the best fancy dress on the day. Resolved – to approve a quote from Northwest Medical Solutions for £175 (plus VAT) to provide a first responder at the event.</p>
039.2	<p>To approve a quote from The Christmas Decorators for the supply and installation of this year's Christmas lights. Resolved – to approve a quote from The Christmas Decorators for £3000 (plus VAT) to install the same lighting scheme as last year. The prices quoted have been held at the 2024 prices and the council has benefited from the work done last year by The Christmas Decorators to minimise the amount of installation work. Resolved – to purchase additional motifs at a cost of £1600 (plus VAT) for installation on the SJD college roundabout. This is dependent on obtaining the appropriate permissions for Christmas lighting.</p>
040	CWaC Locality Meeting
	<p>To receive feedback from the Northwich South Connections Event on Weds. 15th May. Noted – the feedback from Cllr Weltman about the topics discussed (CWaC's 2025-26 budget and spending priorities, the planned Cheshire and Warrington devolution, collaboration between CWaC and town & parish councils, priorities identified by those present at the meeting). It is anticipated that further meetings will be scheduled that will help to improve how the parties collaborate to deliver the best services to our residents.</p>
041	Resident Matters
	<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>
042	Clerk's Report
	<p>To receive an update on issues not covered elsewhere on the agenda and to note any actions. Noted – the following issues:</p>

	<ul style="list-style-type: none"> • The deadline for submitting a motion for the ChALC AGM is Friday 4th July; the council confirmed that it did not intend to make any submission. • Following the distribution of the recent flyers, one resident has expressed an interest in joining the “Friends of Kingsmead” volunteer group and a list of all volunteers will be maintained for future use. • A report has been submitted to CWaC about the corroded street furniture on the A533 Kingsmead road; the response received was that it had been investigated and no action is required. • Indicative costs have been obtained from a playground specialist for replacing the safety surface at four play areas. Based on these initial costs, further quotes will now be obtained for new surfacing at Campbell Close and Monarch Drive. 							
043	AOB Items to be placed on the agenda for future meetings. <ul style="list-style-type: none"> • An update regarding the Grounds Maintenance contract and tender process. • Comparative quotes for new safety surfacing. 							
044	<table border="1"> <tr> <td rowspan="3">Next Meetings</td> <td>Finance Committee</td> <td>Monday 7th July at 7.30pm in Kingsmead School</td> </tr> <tr> <td>Parks & Environment Committee</td> <td>Monday 14th July at 7.30pm in Kingsmead School</td> </tr> <tr> <td>Kingsmead Parish Council</td> <td>Monday 21st July at 7.30pm in Kingsmead School</td> </tr> </table>	Next Meetings	Finance Committee	Monday 7 th July at 7.30pm in Kingsmead School	Parks & Environment Committee	Monday 14 th July at 7.30pm in Kingsmead School	Kingsmead Parish Council	Monday 21 st July at 7.30pm in Kingsmead School
Next Meetings	Finance Committee		Monday 7 th July at 7.30pm in Kingsmead School					
	Parks & Environment Committee		Monday 14 th July at 7.30pm in Kingsmead School					
	Kingsmead Parish Council	Monday 21 st July at 7.30pm in Kingsmead School						

The meeting finished at 9.12pm.

Time: 19:21

Current Bank A/c

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/06/2025	Hutchinson 3G	DD	21.66	Ongoing Contract	May-2025 Mobile
16/06/2025	Lloyds Bank Charge Card	TRANSFER	740.54		May-2025 Card Purchases & Fee
20/06/2025	Staff Expenses	BACS	22.55	2025/05/19 - 012.5	Apr-2025 Staff Expenses
20/06/2025	Debonaires	100834	1,200.00	PO 25-007	Summer Event - Swing Band
20/06/2025	Graphish	056	90.00	2025/05/19 - 015.1	A5 Flyers x2000
20/06/2025	Countrywide Grounds Maint.	633303	477.00	PO 24-058	New Bin - Kensington Play Area
20/06/2025	Countrywide Grounds Maint.	635495	6,729.12	PO 24-051	June-2025 Contract
20/06/2025	Caddis Ltd	SI-42536	756.00	PO 24-059	Spring Maint - Coronet Pond
20/06/2025	Northwich Town Council	8521	120.00	PO 25-001	May-2025 Grass Cut x1
20/06/2025	Macks Music Promotions	000043	1,740.00	PO 25-008	June-2025 Marquee & Stage Hire
20/06/2025	Countrywide Grounds Maint.	633302	354.00	PO 24-063	Supply of Grit Bin and Salt
20/06/2025	Clear Councils	LCO03019	1,942.23	2025/06/16 - 034.7	2025-2026 Insurance Renewal
20/06/2025	North West Medical Solutions	1949	210.00	PO 25-015	Summer Event - First Responder
20/06/2025	Cheshire Tree & Garden Care	129	700.00	PO 25-013	Tree Works - Sandringham Close
24/06/2025	Telecoms World Plc	DD	22.43	Ongoing Contract	May-2025 VOIP Charges
30/06/2025	Staff Costs	BACS	3,459.71	Contract	June-2025 Staff Costs

Total Payments	18,585.24
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Time: 19:31

Lloyds Bank Charge Card

List of Payments made between 01/06/2025 and 30/06/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/06/2025	Flextronics	CARD	132.00	Clerk	Laptop Repair: Upfront Payment
16/06/2025	JAF Graphics Ltd	CARD	57.00	2025/04/28 - 273.1	Presentation - Police Lantern
16/06/2025	Fantastic Fireworks	CARD	282.00	2025/04/28 - 274a	VE80 Event - Fireworks
16/06/2025	Signomatic	CARD	55.88	2025/04/28 - 273.1	MP Presentation - Plaque
16/06/2025	Handleys Newsagents	CARD	2.00	Chair & Clerk	Bereavement Card
16/06/2025	Last Minute Musicians	CARD	195.00	2025/05/19 - 016b	Booking for VE80 Summer Event
16/06/2025	ASDA	CARD	1.00	Clerk	Stationery - Envelopes
16/06/2025	Amazon EU	CARD	6.71	Clerk	Stationery: Laminating Pouches
16/06/2025	Houseware Ltd	CARD	5.95	Clerk	Stationery: Laminating Pouches
16/06/2025	Lloyds Bank	CARD	3.00	Ongoing Contract	May-2025 Charge Card Fee

Total Payments 740.54