



MINUTES

Minutes of a meeting of Kingsmead Parish Council held on Monday 15th September

Present: Cllr B Boylan, Cllr D Boylan, Cllr Herring, Cllr Hoey, Cllr Martin, Cllr Reed, Cllr Swift, Cllr Weltman (Chair)
Also present: Mrs W Maddock (Clerk & RFO), Cllr Marr (CWaC), PCSO Lee Robertson, Mr M Harrison (Countrywide)

The meeting started at 7.31pm.

093	<p>Apologies Cllr Jewitt (holiday)</p>
094	<p>Declarations of Interest No declarations of interest were made.</p>
<p>095</p> <p>095.1</p> <p>095.2</p>	<p>Public Forum</p> <p>Cheshire West and Chester Councillors – reports and updates. Cllr Marr confirmed that a report has been submitted to COLAS for the community led project on highways improvements. It has been noted that a number of Union Jack and St. George's flags are being put up around the CWaC area; the policy is to remove them if they are causing problems and members of the public should report them if they have any concerns. The proposed Combined Mayoral Authority under regional devolution has been approved. Following a query submitted by Cllr Marr, it has been confirmed that any unspent s106 monies designated for biodiversity net gain cannot be released for alternative projects, but there are alternative funding avenues that KPC can explore with CWaC. A comment will be submitted to the planning department confirming that Saint George's field is owned by KPC and cannot be included within the proposed Local Plan for future development.</p> <p>PCSO monthly report. PCSO Robertson commented that the two main areas of concern recently have been anti-social behaviour at the Kingsmead Square shops and complaints regarding noisy children in Kensington Way play area in the evenings. Patrols are monitoring the situation. The monthly newsletter from the PCSO is available to view on the Council website (Community Policing > PCSO Monthly Reports) or using the following link: 2025-09-PCSO-Newsletter-Covering-1st-to-31st-August.pdf</p> <p>The meeting was also attended by Mr M Harrison of Countrywide who gave an update about hedge cutting (planned to be completed by the first week of October) and the general grounds maintenance. He detailed concerns about maintenance of the play areas and requested permission for a suitable weed killer to be used in these areas; it was agreed to discuss this during the P&E section of the meeting. Mr Harrison left the meeting at approx. 8pm.</p>
<p>096</p> <p>096.1</p> <p>096.2</p>	<p>Minutes</p> <p>To approve and sign the minutes of the following meetings: A meeting of Kingsmead Parish Council, held on Monday 21st July 2025. A meeting of the Parks and Environment Committee, held on Monday 8th September 2025.</p> <p>Resolved – that the minutes of the meetings were correct and should be signed by the Chair.</p>
097	<p>Finance & Administration</p> <p>To receive bank statements and to approve the bank reconciliations to the end of Aug-2025. Resolved – to approve the bank statements and reconciliations to the end of Aug-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

	<ul style="list-style-type: none"> Hampshire Trust Bank
097.2	<p>To note the receipt or transfer of monies to the Unity Trust Current account during July and Aug-2025:</p> <ol style="list-style-type: none"> Bank interest from the Hampshire Trust account of £2,637.14. Transfer of £31,500 from the Unity Trust deposit account. Receipt of £7,499.34 from HMRC for reclaimed VAT. <p>Noted – the receipt of monies into the Unity Trust current account totalling £41,636.48.</p>
097.3	<p>To note the financial position as of 31st Aug 2025.</p> <p>Noted - The following financial reports that were received:</p> <ul style="list-style-type: none"> Balance sheet as of 31st Aug 2025 (showing general reserves of £246,094) Detailed Income and Expenditure report to 31st Aug 2025 (showing total expenditure ytd of £68,317, which is 27.4% of the annual budget).
097.4	<p>To consider and approve the following payments:</p> <ol style="list-style-type: none"> Payments made in Aug-2025 in line with council resolution 2025/07/21 – 067.4. Payments to be made in Sept-2025. <p>Resolved – to approve the payments made in August under resolution 2025/07/21 – 067.4. totalling £17,993.98 and to approve payments of £14,920.83 to be made in September. The list of payments is appended to the minutes and also available to view on the website: 2025-08-List-of-Payments-made-between-1st-to-31st-August-2025.pdf 2025-09-List-of-Payments-made-between-1st-to-30th-September-2025.pdf</p>
097.5	<p>To note the LGS Pay Award for 2025-26 and to approve a salary increase for the Clerk/RFO with effect from 1st April 2025, to be confirmed by the Chair with the KPC payroll provider.</p> <p>Resolved – to approve the pay award of 3.2% (recommended by LGS), back dated to 1st April, which will be confirmed in writing by the Chair.</p>
097.6	<p>To approve expenses for the Clerk for the period of July and August-2025.</p> <p>Resolved - to approve the clerk's mileage expenses for July and August, which will be paid in September.</p>
097.7	<p>To receive the External Auditors report and to note the conclusion of audit for the financial year 2024-2025.</p> <p>Noted – the External Auditors report dated 8th September 2025, which concluded that KPC meets all necessary legislation and regulatory requirements with no areas identified as being of concern. The “Notice of Conclusion of Audit” was published on the KPC website on 12th September 2025.</p>
097.8	<p>To note an amendment being made to the Annual Governance Statements in 2026 covering proper practices in digital and data compliance (Assertion 10)</p> <p>Resolved - to approve a working group to ensure KPC is fully compliant with the new assertion by the end of Mar-2026. The members of the working group will be the clerk, Cllr Boylan, Cllr Herring and Cllr Hoey.</p>
097.9	<p>To note the audit carried out by CWaC for members' budget allocated in the last financial year and to confirm actions regarding outstanding unspent budget.</p> <p>Resolved – that the P&E Committee should review any unspent members' budget from 2025, which was intended to be used for planters around the war memorial.</p>
097.10	<p>To approve the annual renewal of the Clerk's membership to SLCC.</p> <p>Resolved – that the clerk's membership of SLCC should be renewed at an annual cost of £300.</p>
098	<p>Planning</p> <p>To note any planning applications or decisions received since the last meeting. No planning applications or decisions have been received since the last meeting.</p>
099	<p>Parks and Environment</p>
099.1	<p>To receive feedback from a P&E Committee meeting held on Monday 8th September and to approve or note the actions listed.</p> <ol style="list-style-type: none"> Instructions to be given to Groundwork & Leisure Services for refurbishment of the play area surfaces at Campbell Close and Monarch Drive, at a cost of £12,200 (plus VAT) and £5,840 (plus VAT) respectively. <p>Resolved – to approve the quotes from Groundwork and Leisure Services for the refurbishment of play surfaces.</p>

	<p>b) An extraordinary meeting to be held on Monday 29th September to review the Grounds Maintenance tender documentation. Noted – that further review of the Grounds Maintenance tender will be carried out at a meeting on the 29th of September.</p> <p>c) Councillors to be nominated to attend a ½ day training session with Pear Technology. Resolved – that Cllr Herring, Cllr Hoey, Cllr Reed and the clerk will attend the training.</p>
099.2	<p>To note any actions regarding Countrywide (an update is to be provided by the Operations Manager, who will be attending the meeting) and to receive the September work schedule. Resolved – to defer a decision about using weed killer in the play areas to the next P&E Committee meeting.</p>
099.3	<p>To consider and approve quotes (if received) for repair or replacement of a damaged fence at Duke's Way 1 play area. Resolved – to approve a quote from Tatton Fencing for £880 (+VAT) to replace the entire length of wooden fence adjacent to Woburn Way.</p>
100	Community
100.1	<p>To approve a proposal for a newsletter to be published and distributed in October, and for councillors to confirm suitable articles. Resolved – to approve the newsletter, with articles being provided by Cllrs B. Boylan and D. Boylan (volunteering), Cllr Herring (a new councillors perspective), Cllr Swift (short-cuts and Coronet pond) and Cllr Weltman (Chair's introduction)..</p>
100.2	<p>To consider and approve a request from PCSO Lee Robertson to fund uniform items for the new intake of Kingsmead Mini Police. Resolved – to approve a payment of £172 to fund new uniform for the Kingsmead Mini Police.</p>
100.3	<p>To receive an update about the Friends of Kingsmead volunteer group, following a meeting held on 1st August. Resolved – to follow up the meeting with a letter detailing the events to the end of the year, where volunteer support will be requested.</p>
100.4	<p>To note the removal of a flag from the clock tower. Noted – that a Queen Elizabeth Platinum Jubilee flag was hung from the face of the clock tower overnight between the 30th and 31st August. No permission had been sought for the flag to be hung on KPC property and the council had concerns that it may have damaged the face of the clock. For these reasons, the flag was removed at the council's request by NTC at a cost of £75 (+VAT).</p>
100.5	<p>To note the next Community Litter Pick on Sunday 28th September. Noted – the date for the next Community Litter Pick, which will be supervised by Cllr Herring.</p>
101	Events
	<p>To receive an update from the Events working group about the Christmas event and to review the allocated budget. Noted – that the Events working group will be meeting on Thursday 25th September to discuss the event, which will be held on Friday 5th December, and plan activities, etc. The remaining budget for the event is approx. £6500.</p>
102	CWaC Comms
102.1	<p>To note the following CWaC Connections events: a) On-line meeting: Highways on Thursday 25th September from 6pm to 7pm. b) Locality Meeting to be held on Weds 29 October 2025, from 5:30pm, at Lion Salt Works, Ollershaw Lane, Northwich, CW9 6ES – two KPC representatives may attend. Resolved – that Cllr Hoey and Cllr Swift will represent KPC at the Locality meeting on 29th October.</p>
102.2	<p>To note the update received from CWaC about the proposed devolution.</p>

	<p>Noted – the latest update provided by CWaC, which outlined that Cheshire and Warrington has passed the statutory tests for devolution. Progress to a Mayoral Combined Authority, which would be voted on in May-2027, is now subject to formal decisions by the three councils in September 2025.</p>		
103	<p>Resident Matters</p> <p>To note resident communications and to consider any actions as appropriate.</p> <p>Noted – emails received from several residents praising the hedge cutting work done by Countrywide this year. There had also been some feedback about short-cuts and this would be reviewed at the next P&E Committee meeting. A concern had been raised about the lack of maintenance on the path from Harewood Close to London Road; this should be maintained by CWaC but Countrywide is to be asked to cut back when necessary.</p>		
104	<p>Clerk’s Report</p> <p>To receive an update on issues not covered elsewhere on the agenda and to note any actions.</p> <p>Noted – that an untaxed vehicle has been moved from Bickley Close car park to Buckingham Drive car park. This is causing an obstruction for the hedge cutting and Cllr Herring will put a notice on the vehicle asking it to be removed. The PCSO will advise KPC about next steps if the vehicle is not removed. Cadent is to be approached again about the easement we have with them at the clock tower. Davenham players apologised for putting up a banner too early on the Kingfisher roundabout and agreed to be more careful in the future. Equipment was purchased by the clerk to be loaned to volunteers to carry out weeding on communal paths. Letters have been delivered to a number of residents confirming that the council does not own a path at the end of Claremont Close and is therefore not able to carry out any remedial works. Letters have also been delivered to a number of residents who have short-cut access to top path; this will now be followed with a general note in the next newsletter. The Kingsmead Friends Association has confirmed its Laser Event will be held on 21st November.</p>		
105	<p>AOB</p> <p>Items to be placed on the agenda for future meetings.</p> <p>Cllr Reed requested that an item be placed on the next P&E Committee agenda to consider work to eradicate bamboo in a hedgerow at the end of Wheelock Close.</p>		
106	Next Meetings	P&E Committee (EM)	Monday 29 th September at 7.30pm in Kingsmead School (TBC)
		Finance Committee	Monday 6 th October at 7.30pm in Kingsmead School
		Parks & Environment Committee	Monday 13 th October at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 20 th October at 7.30pm in Kingsmead School

The meeting ended at 9.13pm.

Current Bank A/c

List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2025	The Storage Team	DD	129.60	Ongoing Contract	Aug-2025 Storage Rental
12/08/2025	Hutchinson 3G	DD	21.66	Ongoing Contract	July-2025 Mobile
18/08/2025	Lloyds Bank Charge Card	TRANSFER	225.87		Charge Card Purchases & Fee
22/08/2025	Staff Expenses	BACS	49.64	2025/07/21 - 067.5	2025-06 Staff Expenses
22/08/2025	CHALC	2025/076	25.00	Clerk	Training - Cllr DH Induction
22/08/2025	Tatton Fencing Ltd	4965	300.00	PO 25-005	Buckingham - Fence Repair
22/08/2025	Suddenstrike	13562	1,508.40	PO 25-012	Cheshire Railings Repair
22/08/2025	Countrywide Grounds Maint.	645222	6,729.12	PO 24-051	Aug-2025 Contract
22/08/2025	Northwich Town Council	8677	240.00	PO 25-001	July-2025 Grass Cutting x2
22/08/2025	Telecoms World Plc	DD	22.43	Ongoing Contract	July-2025 VOIP Charges
22/08/2025	Caddis Ltd	SI-42607	816.00	PO 25-024	Spine Paths Crown Lifting
22/08/2025	Caddis Ltd	SI-42610	576.00	PO 25-021	Tree Works - Dukes Way
22/08/2025	Caddis Ltd	SI-42609	456.00	PO 25-023	Tree Work Shavington & Pulford
22/08/2025	Caddis Ltd	SI-42611	1,740.00	PO 25-027	Topping Up Coronet Pond
22/08/2025	Caddis Ltd	SI-42608	576.00	PO 25-022	Tree Work - Regecy
22/08/2025	Feeney Woodlands Ltd	INV-0119	1,110.00	PO 25-016	July-2025 Tree Survey
31/08/2025	UNITY TRUST BANK	DD	8.55	Ongoing Contract	July-2025 Bank Charges
31/08/2025	Staff Costs	BACS	3,459.71	Contract	Aug-2025 Staff Costs

Total Payments	<u>17,993.98</u>
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Lloyds Bank Charge Card

List of Payments made between 01/08/2025 and 31/08/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/08/2025	The Helping Hand Co	CARD	54.49	Chair & Clerk	Litter Picking Hoops x5
18/08/2025	Flintoft Ironmongers Ltd	CARD	168.38	2025/07/21 - 069.3	Weeding Equipment
18/08/2025	Lloyds Bank	CARD	3.00	Ongoing Contract	July-2025 Charge Card Fee
Total Payments			<u>225.87</u>		

Current Bank A/c

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/09/2025	The Storage Team	DD	129.60	Ongoing Contract	Sept-2025 Storage Rental
12/09/2025	Hutchinson 3G	DD	21.66	Ongoing Contract	Aug-2025 Mobile
16/09/2025	Lloyds Bank Charge Card	TRANSFER	636.36		Charge Card Purchases & Fee
19/09/2025	Northwich Town Council	8717	390.00	PO 25-011	Road Sweeping
19/09/2025	Northwich Town Council	8718	210.00	PO 25-025	Spine Road Weed Treatment
19/09/2025	Cheshire Tree & Garden Care	144	140.00	Clerk	Clock Tower Pine Removal
19/09/2025	Countrywide Grounds Maint.	649838	6,729.12	PO 24-051	Sept-2025 Contract
19/09/2025	Northwich Town Council	8770	240.00	PO 25-001	Aug-2025 Grass Cutting x2
19/09/2025	Caddis Ltd	SI-42650	730.80	PO 24-059	Coronet Summer Maintenance
19/09/2025	Caddis Ltd	SI-42652	456.00	PO 25-028	Tree Work - Dukes Way Cherry
19/09/2025	Caddis Ltd	SI-42651	900.00	PO 25-020	Oaks - Stretton & Capesthorpe
19/09/2025	PKF Littlejohn	CH0228	756.00	Statutory Fee	2024-2025 External Audit
19/09/2025	Northwich Town Council	8799	90.00	PO 25-036	Remove Flag from Clock Tower
22/09/2025	Telecoms World Plc	DD	22.43	Ongoing Contract	Aug-2025 VOIP Charges
30/09/2025	UNITY TRUST BANK	DD	9.15	Ongoing Contract	Aug-2025 Bank Charges
30/09/2025	Staff Costs	BACS	3,459.71	Contract	Sept-2025 Staff Costs

Total Payments	<u>14,920.83</u>
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Lloyds Bank Charge Card

List of Payments made between 01/09/2025 and 30/09/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/09/2025	HostPapa	CARD	542.14	Ongoing Contract	Web Hosting & Backup
16/09/2025	Just Giving	CARD	51.50	Clerk & Cllrs x7	Donation for Iain Stead
16/09/2025	HostPapa	CARD	13.19	Ongoing Contract	UK Domain Registration
16/09/2025	Norton Lifelock Ireland Limite	CARD	19.53	Clerk	Norton Driver Updater
16/09/2025	Gov.uk Land Registry	CARD	7.00	Clerk	Title Deed Purchase
16/09/2025	Lloyds Bank	CARD	3.00	Ongoing Contract	Aug-2025 Charge Card Fee

	Total Payments		<u>636.36</u>		
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