

**MINUTES**

Minutes of a meeting of Kingsmead Parish Council held on  
Monday 20<sup>th</sup> October

Present: Cllr Herring, Cllr Martin, Cllr Reed, Cllr Swift, Cllr Weltman (Chair)  
Also present: Mrs W Maddock (Clerk & RFO) and Cllr Sinar (CWaC)

The meeting started at 7.30pm.

<b>134</b>	<b>Apologies</b> Cllr B Boylan (Hol), Cllr D Boylan (Hol), Cllr Jewitt (Work)
<b>135</b>	<b>Declarations of Interest</b> No declarations of interest were made.
<b>136</b>	<b>Public Forum</b>  136.1 Cheshire West and Chester Councillors – reports and updates. Cllr Sinar commented on her recent attendance at an anti-fraud seminar and that information was available if required for residents.  136.2 PCSO monthly report. The PCSO was unable to attend the council meeting, but the monthly newsletter, covering the period 1st to 30 <sup>th</sup> Sept, 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: <a href="https://www.kingsmeadpc.org.uk/2025-10-PCSO-Newsletter-Covering-1st-to-30th-September.pdf">2025-10-PCSO-Newsletter-Covering-1st-to-30th-September.pdf</a>  Members also noted the recent news that PCSO Robertson has won the Cheshire Constabulary “PCSO of the Year Award” and passed on their congratulations for this outstanding achievement.  There were no other members of public present.
<b>137</b>	<b>Minutes</b>  To approve and sign the minutes of the following meetings: 137.1 A meeting of Kingsmead Parish Council, held on Monday 15 <sup>th</sup> September 2025. 137.2 A meeting of the Finance Committee, held on Monday 6 <sup>th</sup> October 2025. 137.3 A meeting of the Parks and Environment Committee, held on Monday 13 <sup>th</sup> October 2025.  <b>Resolved</b> – that the minutes of all the meetings listed were correct and should be signed as such by the Chair.
<b>138</b>	<b>Finance &amp; Administration</b>  138.1 To receive feedback from the Finance Committee meeting and to consider and approve the recommendations listed. <b>Noted</b> – that Cllr Martin had reviewed and signed as being correct the bank statements and reconciliations in line with Financial Reg. 2.6, as well as completing a half-year internal audit. This identified that an increase should be made to the council’s insurance cover.  <b>Resolved</b> – to approve all the following recommendations: a) To increase the council’s insurance cover (to include the new play surfaces) at an additional premium of £131.97. This to be carried out immediately. b) That Financial Regulation 5.8 should be amended, increasing the procurement level from £3k to £5k. c) That tender submissions for the grounds maintenance contract should be received by email only, with a dedicated email address created (tenders2025@kingsmeadpc.org.uk). d) To adopt for the following year the current Reserves Policy and Investments Policy without amendment.  138.2 To note the transfer of monies to the Unity Trust Current account: a) Transfer of £16,103.38 from Redwood Bank – movement of interest (as per resolution 2025/07/07 – 050) and additional funds to cover the October payments. b) Transfer of £4,000 from the Unity Trust deposit account to cover the October payments.

<p>138.3</p> <p>138.4</p> <p>138.5</p> <p>138.6</p> <p>138.7</p>	<p><b>Noted</b> – the council noted the transfer of money to cover the October payments.</p> <p>To note the financial position as of 30<sup>th</sup> September 2025.  <b>Noted</b> - The following financial reports that were received:</p> <ul style="list-style-type: none"> <li>• Balance sheet as of 30<sup>th</sup> September 2025 (showing general reserves of £233,428)</li> <li>• Detailed Income and Expenditure report to 30<sup>th</sup> September 2025 (showing total expenditure ytd of £81,362, which is 32.6% of the annual budget).</li> </ul> <p>To consider and approve payments for the sum of £19,943.26 to be made in Oct-2025.  <b>Resolved</b> - that payments to the sum of £19,943.26 (circulated to all councillors prior to the meeting for review) should be approved for payment in Oct-2025. The list of payments is appended to the minutes and available to view on the website: <a href="#">2025-10-List-of-Payments-made-between-1st-to-31st-October-2025.pdf</a></p> <p>To note the increase in the ICO data protection fee from £40pa to £52pa (less a direct debit reduction of £5pa), which will be payable in November.  <b>Noted</b> – that the fee had increased; this is a statutory expense and as data controllers will continue to be paid.</p> <p>To consider and approve a payment to Kingsmead Primary School for expenses incurred when using the school building for meetings.  <b>Resolved</b> – to approve a payment of £520 to the school for use of it’s facilities. It was noted that the minimum number of meetings held in the school is 26 per annum, and this fee equates to £20 per meeting for heating and lighting, etc.</p> <p>To approve expenses for the Clerk for the period of Sept-2025.  <b>Resolved</b> – to approve the Clerk’s expenses, which will be paid in November.</p>
<p><b>139</b></p> <p>139.1</p> <p>139.2</p>	<p><b>Casual Vacancy</b></p> <p>To note the casual vacancy created by the resignation of Cllr Hoey, which was notified to CWaC and then posted on the parish council's website and noticeboard on 10<sup>th</sup> October.  <b>Noted</b> – that the casual vacancy has been notified to CWaC and published in line with statutory requirements. The deadline for a petition for election to be made is 5pm on 30<sup>th</sup> October. If no petition is made, the council can look to co-opt a new member; it was agreed that if this happens a co-option notice should be posted as soon as possible after 30<sup>th</sup> October and the council will seek to appoint a councillor at its November meeting.</p> <p>To approve replacements for Cllr Hoey as follows:</p> <ul style="list-style-type: none"> <li>• New bank signatory and/or member of the finance committee.</li> </ul> <p><b>Resolved</b> – that Cllr Herring would be the new bank signatory. A further member of the Finance Committee is still to be confirmed.</p> <ul style="list-style-type: none"> <li>• A new member of the IT working group.</li> </ul> <p><b>Resolved</b> – to defer a decision about the IT working group to the next Full Council meeting.</p> <ul style="list-style-type: none"> <li>• Attendees for the CWaC Locality Meeting (29<sup>th</sup> Oct) and Pear Training (30<sup>th</sup> Oct).</li> </ul> <p><b>Resolved</b> – that Cllr Weltman will attend the Locality Meeting and Cllr Swift will attend the Pear training.</p>
<p><b>140</b></p> <p>140.1</p>	<p><b>Planning</b></p> <p>To consider any planning applications received since the last meeting.</p> <p>a) <u>12 Dobells Road (25/02691/FUL)</u>  Demolition of existing rear conservatory and detached garage to side of dwelling, erection of two storey side and single storey rear extensions.  The closing date on this application was 8<sup>th</sup> October. It was reviewed by the Planning WG (Cllr HW &amp; Cllr AL); comments could not be submitted as the notice was for information only.</p> <p>b) <u>4 Knightsbridge Avenue (25/02806/FUL)</u>  Erection of front porch and single storey rear extension</p> <p>c) <u>9 Coronet Avenue (25/02681/TPO)</u>  1x Oak – Crown reduce by 1.5m. Crown thin by 10% and maintain a healthy balanced shape.</p> <p><b>Resolved</b> – that no comments be submitted for any of the applications received.</p>

140.2	To note any planning decisions received since the last meeting. <b>Noted</b> – that there had been no planning decisions received.
<b>141</b>	<b>Parks and Environment</b>  To consider a recommendation from the P&E Committee that the tender for the grounds maintenance contract be approved for publication on the Gov.uk “Find a Tender” portal on Monday 3 <sup>rd</sup> November. <b>Resolved</b> – to approve the tender for publication, with the addition of a caveat in the Invitation to Tender notice that all measurements provided in the schedules are for indicative purposes only, and that those measurements provided be finalised with Cllr Reed and Cllr Swift.  <b>Resolved</b> – it was further agreed that a tender evaluation panel would review the submissions made after the closing date and would make recommendations to Full Council regarding the winning contractor. This panel will consist of Cllr D Boylan (tbc), Cllr Herring, Cllr Swift and the Clerk/RFO
<b>142</b>	<b>Community</b>
142.1	To approve a draft newsletter and to confirm any outstanding actions. <b>Resolved</b> – that the draft newsletter presented was ready for publication once the Christmas event information had been added; this is to be provided by Cllrs Jewitt and Logan. It was further agreed that the newsletter should be printed in A5 format.
142.2	Banners and Advertisements: a) To approve a request from KFA for a banner to promote their laser event on 21 <sup>st</sup> November. <b>Resolved</b> – to approve the request from KFA and to agree that the banner could be hung from 7 <sup>th</sup> November.  b) To consider the terms on which the banner for “Karate at Kingsmead” can be displayed. <b>Resolved</b> – that the “Karate at Kingsmead” banner should now be removed and, as per the council’s policy, further permissions requested if it is to be displayed again
142.3	To approve arrangements for Remembrance Sunday. <b>Resolved</b> – that Cllr Jewitt be asked if he can represent KPC at the Remembrance Sunday service in Davenham and that wreaths be purchased for laying at the cenotaph in Davenham and also Kingsmead. The poppy display will be installed on Sunday 26 <sup>th</sup> October.
142.4	To note the next Community Litter Pick on Sunday 26 <sup>th</sup> October. <b>Noted</b> – that the community litter pick on the 26 <sup>th</sup> would be managed by Cllrs Weltman and Herring.
<b>143</b>	<b>Events</b>
143.1	To receive an update from the Events working group about the Christmas event and to note feedback from the supplier about installing lights on the St. George’s Way roundabout. <b>Noted</b> – that planning continues for the event, with the school band and a number of stalls confirmed, permission granted from the managing agent to use the square and volunteers happy to help out on the night. It was also noted that there may be a problem with the lights on the “Busy Bees” tree and further investigations will be carried out. <b>Resolved</b> – following feedback from the supplier about installing additional motif lights, it was agreed that this plan would be postponed to next year’s event.
143.2	To consider and approve the following expenditure: a) Equipment hire from The Fun Experts at a cost of £2,390 (+VAT) b) Donkey hire from Alwood Donkeys at a cost of £350 c) Event marquee and stage from Mack’s Music Promotions – budget cost of £1200 (+VAT) d) Licence fee payment to CWaC of £495. <b>Resolved</b> – to approve all expenditure as noted in 143.2 a) to d).
<b>144</b>	<b>CWaC Comms</b>  To note a further update received from CWaC about the proposed devolution. <b>Noted</b> – a presentation provided by CWaC about the proposed devolution for Cheshire West, Cheshire East and Warrington. Government has now confirmed over £650million funding is available for a Cheshire and Warrington

	Combined Authority, with a Mayoral Investment Fund of £21.7million per annum over the next 30 years. The funding, with £10.85million to be received in the first year until a Mayor is elected in May 2027, is subject to the three councils approving the establishment of a Mayoral Combined Authority.		
<b>145</b>	<b>Resident Matters</b>		
	To note resident communications and to consider any actions as appropriate. <b>Noted</b> – that an issue of anti-social behaviour and vandalism of a bin at the Duke’s Way 1 play area had been reported and the resident was requested to make a police report using the non-emergency phone line (101) or via the Cheshire Police website. Comments had also been received from several residents praising the recent hedge cutting work. A telephone report had been received on the evening of the meeting informing the council that gates had collapsed at the Simmonds Close entrance to Kensington Way play area; this was to be investigated by Cllr Herring and further action taken as necessary.		
<b>146</b>	<b>Clerk’s Report</b>		
	To receive an update on issues not covered elsewhere on the agenda and to note any actions. There were no further updates reported by the clerk.		
<b>147</b>	<b>AOB</b>		
	Items to be placed on the agenda for future meetings. It was requested that ex-Cllr Hoey be invited to the next meeting so that she could be formally thanked for her many years of service to the parish council.		
<b>148</b>	<b>Next Meetings</b>	Parks and Environment Committee	Monday 10 <sup>th</sup> November at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 17 <sup>th</sup> November at 7.30pm in Kingsmead School

The meeting closed at 8.28pm

## Current Bank A/c

## List of Payments made between 01/10/2025 and 31/10/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2025	PCC for Cheshire	300069	172.00	2025/09/15 - 100.2	Grant - Kingsmead Mini Police
01/10/2025	The Storage Team	DD	129.60	Ongoing Contract	Oct-2025 Storage Rental
13/10/2025	Hutchinson 3G	DD	21.66	Ongoing Contract	Sept-2025 Mobile
16/10/2025	Lloyds Bank Charge Card	TRANSFER	337.29		Charge Card Purchases & Fee
24/10/2025	Staff Expenses	BACS	22.41	2025/09/15 - 097.6	July-2025 Staff Expenses
24/10/2025	Staff Expenses	BACS	37.76	2025/09/15 - 097.6	Aug-2025 Staff Expenses
24/10/2025	Cheshire Tree & Garden Care	0156	200.00	PO 25-033	Orchard Path Strimming
24/10/2025	SLCC	MEM255679	300.00	PO 25-044	2025-2026 Membership Fee
24/10/2025	The Fun Experts	INV-14912	2,581.20	2025/10/20 - 143.2a	Event Hire - Grotto & Globe
24/10/2025	Caddis Ltd	SI-42696	456.00	PO 25-040	Wyndham Close Crown Lift
24/10/2025	Caddis Ltd	SI-42697	816.00	PO 25-041	Moor Park Way - Crown Lift
24/10/2025	Caddis Ltd	SI-42695	90.00	Clerk	Remove Damaged Fence at DW1
24/10/2025	Caddis Ltd	SI-42694	936.00	PO 25-029	Wildflower Cut & Collect
24/10/2025	Countrywide Grounds Maint.	654603	6,729.12	PO 24-051	Oct-2025 Contract
24/10/2025	Northwich Town Council	8842	240.00	PO 25-001	Sept-2025 Grass Cutting x2
24/10/2025	Shires Accountants	SHI-3004	248.40	Ongoing Contract	Oct25 - Mar26 Payroll Services
24/10/2025	SLCC Enterprises Ltd	SD2522-1	2,335.02	PO 24-056	GM Tender - Interim Payment
24/10/2025	SLCC	SLCC/25-28	35.00	Clerk	SLCC Cheshire Branch Conf.
24/10/2025	Telecoms World Plc	DD	22.43	Ongoing Contract	Sept-2025 VOIP Charges
31/10/2025	UNITY TRUST BANK	DD	8.55	Ongoing Contract	Sept-2025 Bank Charges
31/10/2025	Staff Costs	BACS	4,224.82	Contract	Oct-2025 Staff Cost

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**Total Payments**      19,943.26

**Lloyds Bank Charge Card**

**List of Payments made between 01/10/2025 and 31/10/2025**

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/10/2025	Amazon EU	CARD	47.49	Clerk	Toner Cartridges
16/10/2025	The Fun Experts	CARD	286.80	Clerk	Event Hire - Deposit
16/10/2025	Lloyds Bank	CARD	3.00	Ongoing Contract	Sept-2025 Charge Card Fee

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**Total Payments**      337.29