



## MINUTES

### Minutes of a meeting of Kingsmead Parish Council held on Monday 17<sup>th</sup> November

Present: Cllr B Boylan, Cllr Herring, 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.

158	<p><b>Co-option</b> To receive applications for the casual vacancy and to approve a co-option as appropriate <b>Resolved</b> – to defer the co-option to the December meeting, as only one applicant had applied for the vacancy, but they had been unable to attend the meeting for personal reasons.</p>
159	<p><b>Apologies</b> Cllr D Boylan (work), Cllr Logan (work)</p>
160	<p><b>Declarations of Interest</b> No declarations of interest were made.</p>
161	<p><b>In Memory</b> Kingsmead Parish Council would like to pay their respects to ex-Councillor Andrew Murison, who has recently passed away. The parish council sends its condolences to his family and friends at this sad time. It was noted that Mr. Murison was an original member, who helped to set up the parish council, and he was very active in the complaint made to United Utilities. His actions were of great benefit to Kingsmead residents.</p>
162	<p><b>Public Forum</b></p> <p>162.1 Cheshire West and Chester Councillors – reports and updates. Cllr Marr reported that he is waiting for an update from Mark Brazil (Head of Environmental Services – CWaC) about street cleaning, although it was noted that 10x new road sweepers have been purchased that should be available in early 2026. There has been no update from planning about the application to erect new homes on the old Leftwich Farm site.</p> <p>162.2 PCSO monthly report. The PCSO was unable to attend the council meeting, but the monthly newsletter, covering the period 1st to 31st Oct, was circulated to all councillors prior to the meeting. It is available on the Council website (Community Policing &gt; PCSO Monthly Reports) or using the following link: <a href="#">2025-11-PCSO-Newsletter-Covering-1st-to-31st-October.pdf</a></p> <p>There were no other members of public present.</p>
163	<p><b>Minutes</b></p> <p>163.1 To approve and sign the minutes of the following meetings: A meeting of Kingsmead Parish Council, held on Monday 20<sup>th</sup> October 2025. 163.2 A meeting of the Parks and Environment Committee, held on Monday 10<sup>th</sup> November 2025. <b>Resolved</b> – that the minutes of both meetings were correct and should be signed as such by the Chair.</p>
164	<p><b>Finance &amp; Administration</b></p> <p>164.1 To receive bank statements and to approve the bank reconciliations to the end of Oct-2025. <b>Resolved</b> – to approve the bank statements and reconciliations to the end of Oct-2025 for the following accounts, which were signed by the Chair:</p> <ul style="list-style-type: none"> <li>• Unity Trust Bank (cashbook)</li> <li>• Unity Trust Deposit account</li> <li>• Nationwide 125-day saver account (screen shot)</li> <li>• Redwood Bank</li> <li>• Hampshire Trust Bank</li> </ul>

164.2	<ul style="list-style-type: none"> <li>• To note the following transfers of money to the Unity Trust Current account that have been arranged by the clerk under resolution 2024/09/16 – 094.5: <ul style="list-style-type: none"> <li>a) Transfer of £20,000 from Redwood Bank scheduled for 17-Nov.</li> <li>b) Three scheduled transfers of £20,000 each from Hampshire Trust Bank to be completed on 15-Dec, 19-Jan and 16-Feb.</li> </ul> </li> </ul> <p><b>Noted</b> – that the transfer of monies had been completed or arranged by the Clerk under the relevant delegated authority in order to meet the council’s payment schedule.</p>
164.3	<p>To approve the transfer of an additional £15,000 from Redwood Bank on 18th November to cover all the payments to be made in November.</p> <p><b>Resolved</b> – to approve the transfer of an additional £15,000 in November to cover all payments being made.</p>
164.4	<p>To note the financial position as of 31<sup>st</sup> October 2025.</p> <p><b>Noted</b> - The following financial reports that were received:</p> <ul style="list-style-type: none"> <li>• Balance sheet as of 31st Oct 2025 (showing general reserves of £216,211)</li> <li>• Detailed Income and Expenditure report to 31st Oct 2025 (showing total expenditure ytd of £98,816, which is 39.6% of the annual budget).</li> </ul>
164.5	<p>To consider and approve payments to be made in Nov-2025.</p> <p><b>Resolved</b> - that payments to the sum of £30,395.79 (circulated to all councillors prior to the meeting for review) should be approved for payment in Nov-2025. The list of payments is appended to the minutes and available to view on the website: <a href="https://www.warwick.gov.uk/2025-11-List-of-Payments-made-between-1st-to-30th-November-2025.pdf">2025-11-List-of-Payments-made-between-1st-to-30th-November-2025.pdf</a></p>
164.6	<p>To approve expenses for the Clerk for the period of Oct-2025.</p> <p><b>Resolved</b> – to approve the Clerk’s expenses, which will be paid in December.</p>
165	<p><b>Meeting Schedule</b></p> <p>To note the following changes to the meeting dates in 2026:</p> <ul style="list-style-type: none"> <li>• February meetings to be held on the first and second Mondays of the month, i.e. 2-Feb (P&amp;E) and 9-Feb (Full Council)</li> <li>• March meetings to be held on the fourth and fifth Mondays of the month, i.e. 23-March (P&amp;E) and 30-March (Full Council).</li> </ul> <p><b>Noted</b> – that the February and March meetings will be changed as listed; the schedule of meetings will now be updated on the council's website and noticeboard.</p>
166	<p><b>Casual Vacancy</b></p> <p>To note a casual vacancy has arisen following the resignation of Cllr Jewitt and to approve the next actions to be taken.</p> <p><b>Noted</b> – the council noted Cllr Jewitt’s resignation and agreed that this should be notified immediately to CWaC in order that the process of electing a new councillor can start.</p>
167	<p><b>Committees &amp; Working Groups</b></p>
167.1	<p>To approve additional members of the following committees and working groups:</p> <ul style="list-style-type: none"> <li>• Finance Committee (a minimum number of 5 councillors is required)</li> <li>• IT Working Group</li> </ul> <p><b>Resolved</b> – that Cllr Swift will join the Finance Committee. It was further resolved to defer a decision about a fifth member of the finance committee and an additional member of the IT committee to the next meeting.</p>
167.2	<p>To agree a meeting of the IT Working Group.</p> <p><b>Resolved</b> – that the IT working Group will meet at 4pm on Monday 24<sup>th</sup> November.</p>
168	<p><b>Planning</b></p>
168.1	<p>To consider any planning applications received since the last meeting.</p> <p><b>Noted</b> – that there had been no planning applications received since the last meeting.</p>
168.2	<p><b>To note</b> any planning decisions received since the last meeting:</p> <ul style="list-style-type: none"> <li>• <u>9 Coronet Avenue (25/02681/TPO)</u> - Approved</li> </ul>

	<p>1x Oak – Crown reduce by 1.5m. Crown thin by 10% and maintain a healthy balanced shape.  <b>Noted</b> – the approval for the tree works at 9 Coronet Avenue.</p>
<b>169</b>	<b>Parks and Environment</b>
169.1	<p>To receive feedback from a P&amp;E Committee meeting held on Monday 10<sup>th</sup> November and to approve or note the following actions:</p> <ul style="list-style-type: none"> <li>a) The Grounds Maintenance tender was published on Friday 7<sup>th</sup> November, with a submission deadline date of 22<sup>nd</sup> December.</li> <li>b) An amendment was made to the hedge maintenance schedule prior to publication.</li> </ul> <p><b>Noted</b> – that the tender has been published with an agreed amendment to the submission deadline date and the hedge schedule.</p> <ul style="list-style-type: none"> <li>c) That signs will now be erected at various points along top-path requesting that short-cuts are no longer used.</li> </ul> <p><b>Resolved</b> – to approve the wording of the short-cut signs to be erected along top path.</p>
169.2	<p>To receive feedback from Cllr Marr about the ownership of a path between Harewood Close and London Road, and to note actions being taken.</p> <p><b>Noted</b> – it has been identified that the path between Harewood Close and London Road has not been adopted by CWaC and its ownership is still retained by Hassall Homes. However, there appear to be services under the path and there are also 2x streetlights clearly indicated on CWaC’s definitive map. It was agreed that Cllr Marr would continue to discuss with CWaC the process for adopting / maintaining the path, as well as identifying the PC’s liability should it wish to take on the maintenance of the hedges, etc along the path.</p>
<b>170</b>	<b>Events</b>
170.1	<p>To receive an update from the Events working group about the Christmas event and to note the following costs:</p> <ul style="list-style-type: none"> <li>a) Mack’s Music costs confirmed at £810 (previously budgeted at £1200)</li> <li>b) 130x selection boxes purchased at a total cost of £167.70.</li> </ul> <p><b>Noted</b> – the costs of the listed items and the final planning being done by the Events Working Group. It is proposed to have a last briefing meeting for the event on Weds 3<sup>rd</sup> December to which all councillors and volunteers will be invited. The Christmas Decorators will check the lights on the Busy Bee tree on 22-Nov and will confirm if they need to be replaced ahead of the event.</p>
170.2	<p>To consider and approve charges to be made for the event attractions.</p> <p><b>Resolved</b> – to approve charging £2 per person for each of the attractions (Santa Grotto, Snow Globe and Donkey rides) and £1 per tombola ticket.</p>
170.3	<p>To consider and approve the following expenditure:</p> <ul style="list-style-type: none"> <li>a) Purchase of KPC branded merchandise</li> <li>b) Purchase of additional Hi-Viz jackets for volunteers to use at events.</li> </ul> <p><b>Resolved</b> – to purchase branded pens at a cost of £69.04 and branded Hi-Viz jackets at a cost of £54.50.</p>
<b>171</b>	<b>Community</b>
171.1	<p>To agree who will attend the KFA event being run on Friday 22<sup>nd</sup> November.</p> <p><b>Resolved</b> – that Cllr Reed will represent KPC at the school event on the 22<sup>nd</sup>.</p>
171.2	<p>To note the last Community Litter Pick of 2025 will be held on Sunday 30<sup>th</sup> November.</p> <p><b>Noted</b> – the date of the community litter pick on Sunday 30-Nov.</p>
<b>172</b>	<b>CWaC Comms</b>
	<p>To receive a report from Cllr Swift about the recent CWaC Locality Connections meeting and to note any actions to be taken.</p> <p><b>Noted</b> – a report circulated by Cllr Swift summarising the Locality meeting, which he attended with Cllr Martin on 29-Oct. The councillors commented on the funding that other PCs have been able to apply for and which KPC could consider for future projects, along with a discussion held about road sweeping. Cllr Marr was asked to provide feedback to CWaC, suggesting that future meetings would benefit from having council officers in attendance. This would facilitate discussions about specific issues and help foster closer relationships between the different parties.</p>

173	<p><b>Resident Matters</b></p> <p>To note resident communications and to consider any actions as appropriate.  <b>Noted</b> – that there has been an issue with boys fishing at Coronet pond, which the resident was advised to report to the PCSO. A gate has failed at Kensington Way play area due to a rotten gate post; this will be investigated and repaired as necessary. The council noted the actions taken by the reporting resident to make safe the gate and a councillor will follow up to see if further action is required. Concerns have been raised about the condition of a path in Poors Wood – the resident was asked to report this to Cheshire Wildlife Trust who are responsible for this area. A resident has asked for additional work to be carried out on a hedge at the rear of their property and this will be investigated with Countrywide.</p>		
174	<p><b>Clerk’s Report</b></p> <p>To receive an update on issues not covered elsewhere on the agenda and to note any actions.  <b>Noted</b> – that a proposal has been received from Moulton PC regarding a “Village Olympics” next summer; the council agreed this was a good idea and will support the plan in principle. The council’s insurance has been increased to cover the additional value of new play surfacing. The high priority tree work identified in the tree survey earlier this year has all been completed. An untaxed vehicle on a KPC car park has been reported again to DVLA and CWaC; further action may now need to be taken by the parish council to remove the vehicle. The Christmas lighting on the Busy Bees tree is to be inspected on the 22<sup>nd</sup>. An enquiry was made to LCP Management regarding the Barnardos unit; it has been reported that they are close to closing tenancy agreements with two potential clients and no information has been received about the actual rents.</p>		
175	<p><b>MAN Update</b></p> <p>To receive the latest presentation from Manchester Airport Group to the Parish Council forum.  <b>Noted</b> – the presentation received from MAG, which did not highlight anything of significance affecting Kingsmead. It was agreed that KPC should remain part of this group in order to receive future updates.</p>		
176	<p><b>AOB</b></p> <p>Items to be placed on the agenda for future meetings.  To make a presentation to Cllr Hoey for her years of service to the Parish Council.</p>		
177	<b>Next Meetings</b>	Parks and Environment Committee	Monday 8 <sup>th</sup> December at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 15 <sup>th</sup> December at 7.30pm in Kingsmead School

The meeting closed at 8.53pm

## Current Bank A/c

## List of Payments made between 01/11/2025 and 30/11/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/11/2025	The Storage Team	DD	129.60	Ongoing Contract	Nov-2025 Storage Rental
10/11/2025	ICO	DD	47.00	Statutory Obligation	2025-2026 Data Protection Fee
12/11/2025	Hutchinson 3G	DD	21.66	Ongoing Contract	Oct-2025 Mobile
17/11/2025	Lloyds Bank Charge Card	TRANSFER	297.10		Charge Card Purchases & Fee
21/11/2025	Staff Expenses	BACS	39.06	2025/10/20 - 138.7	Sept-2025 Staff Expenses
21/11/2025	Kingsmead Primary School	BACS	520.00	2025/10/20 - 138.6	2025 - School Hall Costs
21/11/2025	Pear Technology Services Ltd	148140	51.00	PO 25-038	Inspire Land Titles Layer
21/11/2025	Caddis Ltd	SI-42742	1,176.00	PO 25-042	Tree Work - Back of Braddon
21/11/2025	Caddis Ltd	SI-42740	567.00	PO 24-059	Moor Park Bottom Pond
21/11/2025	Caddis Ltd	SI-42744	913.50	PO 24-059	Moor Park Top Pond
21/11/2025	Caddis Ltd	SI-42743	816.00	PO 25-050	Waystead Close Clearance
21/11/2025	Caddis Ltd	SI-42739	1,512.00	PO 24-059	West Boundary Annual Maint.
21/11/2025	Graphish	077	180.00	Clerk	A5 Newsletters x2000
21/11/2025	Pear Technology Services Ltd	13433	192.00	Ongoing Contract	PT-Mapper Pro Annual Support
21/11/2025	Countrywide Grounds Maint.	659619	6,729.12	PO 24-051	Nov-2025 Contract
21/11/2025	Alwood Donkeys	BACS	350.00	2025/10/20 - 143.2b	Donkey Hire for Xmas Event
21/11/2025	Apex ARB Training Ltd	ARB/25089	2,400.00	PO 25-034	Resistograph Testing
21/11/2025	Macks Music Promotions	BACS	405.00	PO 25-051	Xmas Event - 50% Deposit
21/11/2025	Caddis Ltd	SI-42767	5,922.00	PO 24-059	Autumn Ditch Dredging
21/11/2025	Caddis Ltd	SI-42768	466.20	PO 24-059	Bickerton Way Pond Maint.
21/11/2025	Caddis Ltd	SI-42769	1,675.80	PO 24-059	Dukes Way Duck Pond Maint.
21/11/2025	Caddis Ltd	SI-42770	831.60	PO 24-059	Dukes Way Little Pond Maint.
21/11/2025	Caddis Ltd	SI-42771	1,176.00	PO 25-035	Tree Work - Rear of Blakemere
21/11/2025	Davenham RBL Social Club	0069	20.00	2025/10/20 - 142.3	Poppy Wreath
21/11/2025	Graphish	078	190.00	Clerk	Xmas Event Banners x5
21/11/2025	Beverley Boylan	BACS	167.70		Xmas Event - Selection Boxes
24/11/2025	Telecoms World Plc	DD	22.43	Ongoing Contract	Oct-2025 VOIP Charges
30/11/2025	UNITY TRUST BANK	DD	9.00	Ongoing Contract	Oct-2025 Bank Charges
30/11/2025	Staff Costs	BACS	3,569.02	Contract	Nov-2025 Staff Costs

<b>Total Payments</b>	<b>30,395.79</b>
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## Lloyds Bank Charge Card

## List of Payments made between 01/11/2025 and 30/11/2025

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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>
17/11/2025	Microsoft	CARD	104.99	Clerk	Annual 365 Subscription
17/11/2025	Clear Councils	CARD	126.61	2025/10/20- 138.1a	Additional Premium Play Equip
17/11/2025	Fancy Dress Party Ltd	CARD	38.00	Clerk	Xmas Event - Santa Costume
17/11/2025	Wm Morrisons Store	CARD	3.50	Clerk	PC Office - Envelopes
17/11/2025	Land Registry	CARD	21.00	Clerk	Land Title Searches x3
17/11/2025	Lloyds Bank	CARD	3.00	Ongoing Contract	Oct-2025 Charge Card Fee

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<b>Total Payments</b>	<u>297.10</u>
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