



MINUTES

Minutes of a meeting of Kingsmead Parish Council
held on Monday 9th February

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

The meeting started at 7.30pm

248	Apologies Cllr D Boylan (medical), Cllr Lynch (work)
249	Declarations of Interest There were no declarations of interest made.
250	Public Forum
250.1	<u>Cheshire West and Chester Councillors – reports and updates.</u> The CWaC councillors were unable to attend the meeting as they had been summoned to extraordinary meetings in Wyvern House. Cllr Sinar provided an update about a litter issue along the A533 spine road, which has been reported to Street Scene and also various potholes which have been reported to CWaC's Highways team. Unfortunately, whilst these potholes might be quite big they do not fit the CWaC criteria in terms of depth, and Cllr Sinar will monitor them.
250.2	<u>PCSO monthly report.</u> The PCSO was unable to attend the council meeting, but the monthly newsletter, covering the period 21st Dec to 31 st Jan-2026, was circulated to all councillors prior to the meeting. It is available on the Council website (Community Policing > PCSO Monthly Reports) or using the link: 2026-02-PCSO-Newsletter-Covering-21st-Dec-to-31st-Jan.pdf There were no other members of public present.
251	Minutes
251.1	<u>To approve and sign the minutes of the following meetings:</u> A meeting of Kingsmead Parish Council, held on Monday 19 th January 2026.
251.2	An extraordinary meeting of Kingsmead Parish Council, held on Monday 26 th January 2026.
251.3	A meeting of the Parks and Environment Committee, held on Monday 2 nd February 2026. Resolved – that the minutes of the meetings listed were correct and should be signed as such by the Chair.
252	Casual Vacancy
	<u>To receive an update about the casual vacancy and to agree next actions.</u> Noted – that an expression of interest about the vacancy had been received, but this was too late to be added to the agenda as a co-option item. This will be carried over to the next meeting.
253	Finance & Administration
253.1	<u>To receive bank statements and to approve the bank reconciliations to the end of Jan-2026.</u> Resolved – to approve the bank statements and reconciliations to the end of Jan-2026 for the following accounts, which were signed by the Chair: <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

253.2	To note the receipt of £765.24 from CWaC for Crown Roundabout Maintenance covering the period of July-Dec 2025. Noted – the payment received from CWaC that partially funds the maintenance of the crown roundabout.
253.3	To note the financial position as of 31 st January 2026. Noted - The following financial reports that were received: <ul style="list-style-type: none"> • Balance sheet as of 31st Jan 2026 (showing general reserves of £156,009) • Detailed Income and Expenditure report to 31st Jan 2026 (showing total expenditure ytd of £160,442, which is 64.3% of the annual budget).
253.4	To consider and approve payments to be made in Feb-2026. Resolved - that payments to the sum of £16,847.49 (circulated to all councillors prior to the meeting for review) should be approved for payment in Feb-2026. The list of payments is appended to the minutes and available to view on the website: 2026-02-List-of-Payments-made-between-1st-to-28th-February-2026.pdf
253.5	To approve expenses for the Clerk for the period of Jan-2026. Resolved – to approve the Clerk’s expenses, which will be paid in March.
253.6	To approve the purchase of 2x KPC gazebos, to be funded primarily by CWaC Members Budget (an application has been submitted for £500 from both Cllr Marr and Cllr Sinar to cover this expenditure). Resolved – to approve the purchase of 2x gazebos at an approximate cost of £1250 (plus VAT). The final cost will be confirmed on placing the order when the printing of the gazebos is agreed. The order will be placed when CWaC confirms approval of the application for £1,000 of members budget.
254	Planning
254.1	To consider any planning applications received since the last meeting. Noted – that no planning applications had been received since the last meeting.
254.2	To note any planning decisions received since the last meeting. <ul style="list-style-type: none"> • <u>16 Monarch Drive (25/03798/FUL)</u> – Approved Single storey rear extension and conversion of existing garage Noted – the approval of the planning application for 16 Monarch Drive.
255	Parks and Environment
255.1	To receive feedback from a P&E Committee meeting held on Monday 02-Feb and to note the following decisions: <ul style="list-style-type: none"> • Approval granted for access into the buffer strip from 20 Ellingham Way (by the home owner only) for maintenance of the boundary fence. • Approval granted for pruning shrubbery at the back of 24 Moreville Close to allow access when the fence is replaced. • Agreement that weekly visual inspections of the play areas should be reinstated. Noted – that the approvals listed above have been given with specific caveats about their application and that the play area inspections will be carried out by nominated councillors using an agreed inspection checklist.
255.2	To receive an update about the Grounds Maintenance contract and to approve signing the 2026-2029 contract. Noted – that the contract award notice had been published on “Find a Tender” on 27 th January and that the stand-still period had expired on 6 th February; no challenges had been received to the award. Resolved – to approve signing the 3-year contract with Countrywide Grounds Maintenance, which was duly done by Mrs W Maddock as the Proper Officer of the Parish Council.
255.3	To consider feedback regarding the installation of signs along Top Path (asking for short-cuts not to be used) and to approve any actions. Noted – an update from Cllr Swift detailing the concerns raised by a number of residents at the P&E Committee meeting (see minutes for 2 nd February) about the installation of a particular short-cut sign. Further information was also received from councillors who had inspected the path, and again from Cllr Swift who had visited the area with the Clerk afterwards to talk with the residents whilst reviewing the short-cut and the sign. A lengthy discussion ensued whereby the residents concerns and rationale for maintaining the short-cut were weighed against the council’s objectives in maintaining the woodland strip along top-path. It was also noted that advice had been sought from the P&E Office at CWaC, and this feedback was still to be received. Resolved – to defer any decision pending feedback from CWaC and also further legal advice from ChALC. The parish council agreed that the sign should stay in-situ whilst this is ongoing.

255.4	<p>To consider the recommendation from the P&E Committee that the revised Ponds and Maintenance Contract be adopted for the period of 1st April 2026 to 31st March 2029, and that a minimum of three contractors be invited to quote for the contract.</p> <p>Resolved – to approve the Ponds and Maintenance Contract, which will be tendered by invitation due to the specialist nature of the work required.</p>
255.5	<p>To approve a quote from Northwich Town Council for a replacement bench (or benches) at Duke’s Way 1 play area.</p> <p>Resolved – to approve a quote from Northwich Town Council to remove both benches from Duke’s Way 1 play area and to replace with 2x benches made of recycled materials at a cost of £1195 (plus VAT).</p>
256	<p>Community</p> <p>256.1 To note any update regarding a request to hold a community dog show to raise money for Christies Charity and the Manchester Dogs Home in Saint George’s field.</p> <p>Noted – that Cllr Reed has spoken to the college about the possibility of their car parks being used for the proposed event and this will be formally considered when a request is received. The Clerk agreed to contact the organisers to offer any help that might be needed.</p> <p>256.2 To consider a request from St Luke’s Hospice to hang a correx board notice on The Kingfisher roundabout advertising its Midnight Walk on 21st March.</p> <p>Resolved – to approve the request for the board to be hung, which in compliance with the parish councils “Banners and Advertisements” policy should be for no more than 2-weeks before the event.</p> <p>256.3 To confirm the next community litter pick on Sunday 22nd February.</p> <p>Resolved – that Cllr Herring will supervise the next litter pick on Sunday 22nd February. It was confirmed that gloves have been purchased for use by volunteers.</p>
257	<p>ChALC Updates</p> <p>To note the following updates / training events circulated by ChALC:</p> <ul style="list-style-type: none"> • Update re Chester & Warrington Combined Authority. • Online training – Induction for Councillors and Clerks. • Introduction to Town Planning for Town and Parish Councils. <p>Noted – the events listed; Cllr Martin confirmed that he would like to attend the “Introduction to Town Planning” event.</p>
258	<p>Resident Matters</p> <p>To note resident communications and to consider any actions as appropriate.</p> <p>Noted – concerns raised about issues with ASB, poor parking and dog fouling. Actions were noted where these have been taken and advice given if the parish council has no authority to act. The council acknowledged a note of thanks received for work done by the clerk and Countrywide at Burwardsley Way. A report received about a broken piece of equipment at Kingslawn play area had been actioned and a repair carried out in the same week. Queries had been received about shrubbery that still needed cutting back and it was confirmed that this is being actioned by Countrywide before the end of February.</p>
259	<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 signs have been installed by NTC at Coronet Pond and Stretton Walk as previously agreed and the orchard pruning carried out by Cheshire Tree & Garden Care. Countrywide have been instructed to move the bin at Coronet to a more open area and a contract meeting will be arranged for w/c 16th March. They have also been advised to carry out early grass cutting in March (weather dependent) if they think it’s appropriate. A nomination form has been submitted to ChALC for Cllr Weltman to attend a Buckingham Palace garden party on 6th May. Confirmed with Moulton Parish Council our continued interest for their proposed inter-village summer Olympics; Cllr B Boylan will act as the lead on this. Further enquiries have been made about the LANTRA 1-day “Basic Tree Survey” course, which will support councillors in the succession planning for managing the KPC environment. The next training day is Weds 23rd Sept and Cllr Swift has confirmed he would like to attend. A request has been received from Jazz@Davenham to hang a banner on the roundabout in the run up to their summer festival (4th July). Permission has been given in principle and this will be formally approved in March. A request for 2x pines to be cut back on Regency Way was reviewed by Cllr Reed who agreed with the tree survey report from last year that there is no reason to carry out any</p>

	work at this time. The clerk confirmed she would be on leave from Friday 13 th Feb to Friday 13 th March (inclusive) and it was agreed that any urgent issues would be dealt with by Cllr Weltman (for general issues) and Cllr Reed (for tree and pond issues). Email details for both councillors are available on the website.		
260	AOB		
	Items to be placed on the agenda for future meetings.		
	<ul style="list-style-type: none"> • Painting needs to be carried out in the following locations: <ul style="list-style-type: none"> ○ The jetty at Duke's Way pond ○ The gates to the play areas at Monarch Drive and Duke's Way 1 / Duke's Way 2 • Cllr Reed provided apologies for the next Full Council meeting on Monday 30th March. 		
261	Next	Parks and Environment Committee	Monday 23 rd March at 7.30pm in Kingsmead School
	Meetings	Kingsmead Parish Council	Monday 30 th March at 7.30pm in Kingsmead School

The meeting closed at 8.40pm.

Current Bank A/c

List of Payments made between 01/02/2026 and 28/02/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/02/2026	The Storage Team	DD	129.60	Ongoing Contract	Feb-2026 Storage Rental
12/02/2026	Hutchinson 3G	DD	21.66	Ongoing Contract	Jan-2026 Mobile
13/02/2026	Staff Expenses	BACS	39.33	2026/19/01 - 224.4	Dec-2025 Staff Expenses
13/02/2026	Cllr Expenses	BACS	5.49	Clerk	Rope for Maintenance
13/02/2026	Tatton Fencing Ltd	5302	828.00	PO 25-053	Gate Posts - Simmonds Close
13/02/2026	Northwich Town Council	9126	1,074.00	PO 25-055	Supply and Install 8x Signs
13/02/2026	SLCC Enterprises Ltd	SD2819-1	1,332.00	PO 24-056	GM Tender - Final Payment
13/02/2026	Countrywide Grounds Maint.	674431	6,729.12	PO 24-051	Feb-2026 Contract
13/02/2026	Kingsmead Electrical Services	BACS	1,450.00	PO 25-031	Materials for Solar Lighting
13/02/2026	Macks Music Promotions	BACS	600.00	2025/12/15 - 196.1	Xmas Event Add Ons
13/02/2026	Cheshire Tree & Garden Care	0183	800.00	PO 25-032	SGF Orchard - Tree Pruning
16/02/2026	Lloyds Bank Charge Card	TRANSFER	237.99		Charge Card Purchases and Fee
23/02/2026	Telecoms World Plc	DD	22.43	Ongoing Contract	Jan-2026 VOIP Charges
28/02/2026	UNITY TRUST BANK	DD	8.85	Ongoing Contract	Jan-2026 Bank Charges
28/02/2026	Staff Costs	BACS	3,569.02	Contract	Feb-2026 Staff Costs
Total Payments			16,847.49		

Lloyds Bank Charge Card

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16/02/2026	Cheshire Wildlife Trust	CARD	200.00	2026/01/12 - 216.3b	Donation - Work at Poors Wood
16/02/2026	Amazon Media EU	CARD	34.99	Clerk	Norton 360 & Utilities
16/02/2026	Lloyds Bank	DD	3.00	Ongoing Fee	Jan-2026 Charge Card Fee

Total Payments 237.99