



## MINUTES

Minutes of a meeting of Kingsmead Parish Council held on Monday 30<sup>th</sup> March

Present: Cllrs B Boylan, D Boylan, Herring, Martin, Swift, Syed (after being co-opted), Weltman (Chair)  
Also present: Mrs W Maddock (Clerk & RFO), Cllr Marr (CWaC)

The meeting started at 7.32pm.

262	<b>Apologies</b> Cllr Reed (holiday)
263	<b>Declarations of Interest</b> There were no declarations of interest.
264	<b>Co-option</b> To receive applications for the casual vacancy and to approve a co-option as appropriate. <b>Resolved</b> – to co-opt Ashfak Syed onto the council. Cllr Syed signed a Declaration of Acceptance of Office and was then eligible to participate fully and vote in the remainder of the meeting.
265	<b>Public Forum</b>
265.1	Cheshire West and Chester Councillors – reports and updates. Cllr Marr reported that work is ongoing trying to resolve an issue about the correct spelling of Sterling/Stirling Close. CWaC has a different spelling than that previously used and it was noted that residents believe the spelling should be with an “i”. There are parking issues on Bickley Close, which are being followed up with the regional management company responsible for the adjacent flats. Cllr DM suggested a meeting should be arranged with the clerk, himself and any concerned residents. There was no progress to report about maintenance of the path between Harewood Close and London Road.
265.2	PCSO monthly report. The PCSO was unable to attend the council meeting, but the monthly newsletter, covering the period 1st to 19th Mar-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: <a href="#">2026-04-PCSO-Newsletter-Covering-1st-to-19th-March.pdf</a>  There were no other members of public present.
266	<b>Minutes</b>  To approve and sign the minutes of a meeting of Kingsmead Parish Council held on Monday 9 <sup>th</sup> February 2026. <b>Resolved</b> – that the minutes of the meeting were correct and should be signed as such by the Chair.
267	<b>Finance &amp; Administration</b>
267.1	To receive bank statements and to approve the bank reconciliations to the end of Feb-2026. <b>Resolved</b> – to approve the bank statements and reconciliations to the end of Feb-2026 for the following accounts, which were signed by the Chair: <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>
267.2	To note the receipt of £1,000 from CWaC Members Budget for the purchase of 2x gazebos. <b>Noted</b> – that the Members’ budget had been received and 2x KPC gazebos would now be ordered.
267.3	To note the financial position as of 28 <sup>th</sup> February 2026. <b>Noted</b> - The following financial reports that were received: <ul style="list-style-type: none"> <li>• Balance sheet as of 31st Jan 2026 (showing general reserves of £142,113)</li> </ul>

	<ul style="list-style-type: none"> <li>Detailed Income and Expenditure report to 31st Jan 2026 (showing total expenditure ytd of £175,362, which is 70.2% of the annual budget).</li> </ul>
267.4	<p>To consider and approve payments to be made in Mar-2026.  <b>Resolved</b> – that payments to the sum of £48,801.73 (circulated to all councillors prior to the meeting for review) should be approved for payment in Mar-2026. The list of payments is appended to the minutes and available to view on the website: <a href="#">2026-03-List-of-Payments-made-between-1st-to-31st-March-2026.pdf</a></p>
267.5	<p>To note the transfer of the following funds to cover payments in Mar-2026:  a) £20,000 transferred from Redwood Bank on 16<sup>th</sup> March under the Clerk/RFO's authorisation.  b) £25,000 to be transferred on 31<sup>st</sup> March from Hampshire Trust Bank  <b>Resolved</b> – to approve the transfer of all monies to cover the payments in Mar-2026.</p>
267.6	<p>To approve expenses for the Clerk for the period of Feb-2026.  <b>Resolved</b> – to approve the Clerk's expenses, which will be paid in April.</p>
267.7	<p>To approve the ongoing use of Shires Accountants for the provision of payroll services.  <b>Resolved</b> – to continue using Shires Accountants for payroll services and to approve that the clerk should sign the continuing letter of engagement.</p>
267.8	<p>To approve JDH Business Services to carry out the council's internal audit for the 2025-2026 financial year.  <b>Resolved</b> – that JDH Business Services be approved as the internal auditor for the 2025-2026 audit.</p>
267.9	<p>To consider the latest correspondence from Cadent and to approve any actions.  <b>Resolved</b> – to progress a separate easement agreement with Cadent to cover the additional land being used and to include provision for increases in the lease value.</p>
267.10	<p>To note an increase of £1.90 per month for the Hutchison 3G mobile phone contract with effect from 1<sup>st</sup> April.  <b>Noted</b> – the council noted the annual increase for the KPC mobile and it was agreed to review other options for telephone services.</p>
<b>268</b>	<p><b>Asset Register</b>  To review and confirm the asset register is correct for the 2025-2026 financial year.  <b>Resolved</b> – that the register is a correct record of the assets held by KPC and should be signed off as such for the 2025-2026 financial year.</p>
<b>269</b>	<p><b>Policy Review</b></p>
269.1	<p>To consider the adoption of a KPC IT Policy  <b>Resolved</b> – to approve the IT policy to be adopted by KPC.</p>
269.2	<p><b>To approve</b> any amendments to policies to ensure compliance with Assertion 10.  <b>Noted</b> – that the website is to be reviewed in terms of its accessibility compliance in the short term and that the council is intending to outsource the management of the website to a third party.</p>
<b>270</b>	<p><b>Planning</b></p>
270.1	<p>To consider any planning applications or decisions received since the last meeting.  <b>Noted</b> – that that no planning applications or decisions had been received since the last meeting.</p>
270.2	<p>To receive feedback from Cllr Martin following his attendance on an “introduction to Town Planning” course.  <b>Noted</b> – Cllr Martin commented it had been a useful course and highlighted that planning applications are now carried out using a “tilted balance”, i.e. that there is a presumption for planning to be approved. It was also noted that KPC does not have a neighbourhood plan and that this can be a useful tool to manage future development as well as providing access to additional funding. It was discussed that KPC owns all the undeveloped land within the parish boundary and therefore does not need the additional safeguards of a neighbourhood plan.</p>
<b>271</b>	<p><b>Parks and Environment</b></p>
271.1	<p>Countrywide  a) To receive monthly reports and to approve any actions as appropriate.  b) To receive feedback following a meeting to review the new contract, which will start from 1<sup>st</sup> April 2026.  c) To approve adding the maintenance 2x new bins (installed in the field area of Kensington Way) to the contract at a cost of £104 (plus VAT) pa.  <b>Noted</b> – that grass cutting started w/c 23<sup>rd</sup> March and all shrub work has been completed. Also, that Countrywide are aware of the additional requirements of the new contract. Cllr Swift commented there had been a very positive</p>

	<p>contract review meeting and was pleased to see the additional reporting facility that it is being introduced. It was agreed that with the new reporting system, the council should allow some days grace before raising any issues with CW, in order for them to identify and action these themselves.</p> <p><b>Resolved</b> – to approve an amendment to the contract to include the maintenance of two additional bins. It was confirmed the new contract price will be £6097.01 (+VAT) per month.</p>
271.2	<p>To review quotes received for the maintenance of Kingsmead’s ponds and drainage ditch and to approve a 3-year contract to start 1<sup>st</sup> April 2026.</p> <p><b>Resolved</b> – to defer a decision about the ponds contract pending meetings with the two contractors who submitted contract prices. This would be carried out by the P&amp;E Committee at its next meeting.</p>
271.3	<p>To receive inspection reports from Up and Under for the bridges and jetty and to consider any further actions.</p> <p><b>Noted</b> – that the inspection reports show the bridges and jetty to be structurally sound, with recommendations only being made for remedial works to be undertaken to extend the life span of each structure.</p> <p><b>Resolved</b> – that the P&amp;E Committee should review the reports in detail and prepare a schedule of works.</p>
271.4	<p>To note concerns raised about the duck house on the pond at Duke’s Way and to consider any actions to be taken.</p> <p><b>Noted</b> – the council noted the concerns that the duck house is rotten and agreed that it should be replaced once the mating season is over later in the year.</p>
271.5	<p>To consider feedback regarding the installation of signs along Top Path (asking for short-cuts not to be used) and to approve any actions.</p> <p><b>Resolved</b> – that this item should be discussed in confidence, with the exclusion of press and public and would be considered at the end of the meeting – see agenda item 280.</p>
271.6	<p>To consider any actions needed regarding a cut-through at Capesthorne Close (Cllr BB).</p> <p><b>Resolved</b> – that the clerk should review the issue created by people forcing a way through the hedge at the end of Capesthorne Close and should look at measures to be taken.</p>
271.7	<p>To consider if play inspection reporting can be managed by exception.</p> <p><b>Resolved</b> – that the routine play area inspections can be carried out using exception reporting and that the policy for play area inspections and maintenance should be updated to reflect this change. The amended policy should be reviewed by the P&amp;E Committee for formal adoption.</p>
<b>272</b>	<b>Events</b>
272.1	<p>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><b>Noted</b> – that the proposed plan presented to council in January is delayed because the organisers are still waiting for a response from SJD about parking. Cllr Herring agreed to help with the issue.</p>
272.2	<p>To receive feedback from Cllr B Boylan regarding a proposed “Inter-Village Olympics”.</p> <p><b>Noted</b> – that Cllr B Boylan had attended a meeting with representatives from Davenham and Moulton Parish Councils to discuss ideas for a proposed inter-village summer Olympics. Suggested events include a pub quiz, football, bowling, darts, rounders, running dominoes and bridge. Further planning is required to confirm dates, etc.</p>
<b>273</b>	<b>Community</b>
273.1	<p>To consider a request from Jazz@Davenham to hang a banner on KPC railings to advertise its Summer Festival.</p> <p><b>Resolved</b> – to approve the request for Jazz@Davenham to hang a banner for 2-weeks prior to its event on the weekend of 4<sup>th</sup> July.</p>
273.2	<p>To consider publication of the next newsletter and to approve contents and a timeline.</p> <p><b>Resolved</b> – to prepare a newsletter to be published in May. It was agreed the newsletter should include a finance section (HW/WM), an introduction from the new councillor (ASy), an article about wildflowers (NM) and an update about the upkeep of the play areas(DH).</p>
273.3	<p>To receive an update from the Asst Chief Constable of Cheshire Police regarding the changes to PCSOs within the region.</p> <p><b>Noted</b> – the letter received from the Asst CC detailing that 57 PCSOs have been retained (vs the original proposal to keep only 27), which will still mean some re-organisation in the community policing model. It is expected that once these changes have been finalised the Local Policing Unit Chief Inspector will be in contact to provide further details.</p>

274	<p><b>ChALC Updates</b>          To note the following updates / training events circulated by ChALC:</p> <ul style="list-style-type: none"> <li>• Benefits of membership in 2026</li> <li>• Social Value for Parish &amp; Town Councils</li> <li>• Town &amp; Parish Council Nature Recovery</li> </ul> <p><b>Noted</b> – the updates received from ChALC and that Cllr Swift would attend the Town &amp; Parish Council Nature Recovery meeting on 28<sup>th</sup> April.  <b>Resolved</b> – to renew the KPC affiliation with ChALC for 2026-2027.</p>							
275	<p><b>Resident Matters</b>          To note resident communications and to consider any actions as appropriate.  <b>Noted</b> – that a request had been made to occasionally park a horse box on the car park at the end of Bickley Close. The council agreed that this was acceptable on the proviso that it was not a permanent arrangement and the vehicle was parked discretely so as not to be visually intrusive to neighbours. Two requests had also been received for tree work, which the clerk was progressing. A resident had also highlighted that a bin was not being emptied regularly and this was followed up with Countrywide. The Clerk had received a thank you note for the work done by Countrywide on Burwardsley Way.</p>							
276	<p><b>Clerk's Report</b>          To receive an update on issues not covered elsewhere on the agenda and to note any actions.  <b>Noted</b> – the remedial works that have recently been completed on several play areas, including new safety surfacing at Campbell Close and Monarch Drive, 2x replacement benches installed at Duke's Way 1, ropes taped up at Kingslawn, Kensington Way and Duke's Way 2, fencing repaired at Duke's Way 1 and Pulford Close, path repairs completed at Capesthorne Close and timber replacement works completed as per the resistograph report. The bin at Coronet has been moved into a more open area, to help minimise any ongoing vandalism. A request had been received to link a local business to our website, which the council did not approve.</p>							
277	<p><b>AOB</b>          Items to be placed on the agenda for future meetings.  <b>Noted</b> - There were no items of AOB requested for future meetings.</p>							
278	<p><b>Next Meetings</b></p>	<table border="1"> <tr> <td data-bbox="815 1077 1134 1122">Finance Committee</td> <td data-bbox="1134 1077 1535 1122">Monday 13<sup>th</sup> April at 7.30pm in Kingsmead School</td> </tr> <tr> <td data-bbox="815 1122 1134 1167">Parks and Environment Committee</td> <td data-bbox="1134 1122 1535 1167">Monday 20<sup>th</sup> April at 7.30pm in Kingsmead School</td> </tr> <tr> <td data-bbox="815 1167 1134 1205">Kingsmead Parish Council</td> <td data-bbox="1134 1167 1535 1205">Monday 27<sup>th</sup> April at 7.30pm in Kingsmead School</td> </tr> </table>	Finance Committee	Monday 13 <sup>th</sup> April at 7.30pm in Kingsmead School	Parks and Environment Committee	Monday 20 <sup>th</sup> April at 7.30pm in Kingsmead School	Kingsmead Parish Council	Monday 27 <sup>th</sup> April at 7.30pm in Kingsmead School
Finance Committee	Monday 13 <sup>th</sup> April at 7.30pm in Kingsmead School							
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Kingsmead Parish Council	Monday 27 <sup>th</sup> April at 7.30pm in Kingsmead School							
279	<p><b>Exclusion of Press and Public</b>          To consider if members of the press and public should be asked to leave the meeting, by reason of the confidential nature of the business about to be transacted.  <b>Resolved</b> – to exclude members of the press and public for the remainder of the meeting.</p>							
280	<p><b>Short-cuts on Top Path</b>          To consider feedback regarding the installation of signs along Top Path (asking for short-cuts not to be used) and to approve any actions.  <b>Resolved</b> – that the Clerk should arrange for legal advice from a local solicitor to provide further clarity following feedback from some residents. The Clerk is authorised to make all necessary arrangements including signing any legal forms and making initial payments.</p>							

The meeting closed at 9.34pm.

## Current Bank A/c

## List of Payments made between 01/03/2026 and 31/03/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/03/2026	The Storage Team	DD	129.60	Ongoing Contract	Mar-2026 Storage Rental
16/03/2026	Hutchinson 3G	DD	21.66	Ongoing Contract	Feb-2026 Mobile
16/03/2026	Lloyds Bank Charge Card	TRANSFER	21.07		Charge Card Purchases & Fee
23/03/2026	Telecoms World Plc	DD	22.43	Ongoing Contract	Feb-2026 VOIP Charges
31/03/2026	Staff Expenses	BACS	43.43	2026/02/09 - 253.5	Jan-2026 Staff Expenses
31/03/2026	Northwich Town Council	9176	128.40	Clerk	Emergency Repairs - DW1
31/03/2026	Time Assured Limited	INV-26036	180.00	Ongoing Contract	Annual Clock Service
31/03/2026	Groundwork & Leisure Services	G7064	14,664.00	PO 25-039	Campbell Close Safety Surface
31/03/2026	Groundwork & Leisure Services	G7063	7,008.00	PO 25-043	Monarch Play Area Surfacing
31/03/2026	Caddis Ltd	SI-42916	648.00	PO 25-062	Monarch Culvert Clearance
31/03/2026	UNITY TRUST BANK	DD	9.40	Ongoing Contract	Feb-2026 Bank Charges
31/03/2026	Countrywide Grounds Maint.	679373	6,729.12	PO 24-051	Mar-2026 Contract
31/03/2026	Up and Under Limited	SI8501154	1,632.00	PO 25-060	Bridge & Jetty Inspections
31/03/2026	Northwich Town Council	9219	1,500.00	PO 25-064	Capesthorpe Path Repair
31/03/2026	Caddis Ltd	SI-42938	4,636.80	PO 24-059	Annual Maint - Sluice Pond
31/03/2026	Northwich Town Council	9230	1,434.00	PO 25-065	Supply & Install Benches DW1
31/03/2026	Countrywide Grounds Maint.	681845	210.00	PO 25-061	Relocate Bin at Coronet
31/03/2026	Countrywide Grounds Maint.	681846	276.00	PO 25-058	Burwardsley Grit Bin
31/03/2026	UNITY TRUST BANK	DD	1.80	Ongoing Contract	Additional Fees - Cash Deposit
31/03/2026	Up and Under Limited	SI8501194	2,382.00	PO 25-060	Bridge & Jetty PI Reports
31/03/2026	Groundwork & Leisure Services	G7328	3,300.00	PO 25-063	Play Equip Timber Replacement
31/03/2026	CHALC	2025/274	105.00	Clerk	Cllr NM Training - Planning
31/03/2026	Staff Costs	BACS	3,569.02	Contract	Mar-2026 Staff Costs
31/03/2026	Cheshire Tree & Garden Care	0190	150.00	PO 25-066	Tree Work - 4 Stretton Walk
<b>Total Payments</b>			<b>48,801.73</b>		

**Lloyds Bank Charge Card**

**List of Payments made between 01/03/2026 and 31/03/2026**

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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>
16/03/2026	Amazon EU	CARD	14.08	Clerk	Gorilla Tape - Play Repairs
16/03/2026	Amazon EU	CARD	3.99	Clerk	Disposable Gloves
16/03/2026	Lloyds Bank	DD	3.00	Ongoing Contract	Feb-2026 Charge Card Fee

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**Total Payments**      21.07