



Clerk: Wendy Maddock Tel: 01606 533858 E: clerk@kingsmeadpc.org.uk

## AGENDA

Notice is hereby given of the ANNUAL MEETING of Kingsmead Parish Council  
**to be held on Monday 18<sup>th</sup> May 2026**  
**on the arising of the Parish Meeting (starts at 7pm – see separate agenda)**  
 in Kingsmead School, Dukes Way where the following business will be considered and transacted.

All councillors are hereby summoned to attend.

001	<b>Chair 2026-27</b>	<b>To appoint</b> the Chair of Kingsmead Parish Council for the forthcoming civic year and for the Chair to sign the Declaration of Office on their appointment.
002	<b>Vice-Chair</b>	<b>To appoint</b> the Vice Chair of Kingsmead Parish Council for the forthcoming civic year.
003	<b>Apologies</b>	<b>To receive</b> , with explanation, apologies for absence.
004	<b>Code of Conduct</b>	<b>To confirm</b> the Code of Conduct adopted by KPC on 27 <sup>th</sup> June 2022 and reviewed on 19 <sup>th</sup> May 2025.
005	<b>Register of Interests</b>	<b>To confirm</b> that members have reviewed their Register of Interests and that any updates will be provided to the Parish Clerk within 28-days.
006	<b>Declarations of Interest</b>	Members to declare any (a) Disclosable Pecuniary Interests and (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead PC's Code of Conduct.
007	<b>Public Forum</b>	Members of the public are invited to speak with a maximum time limit of fifteen minutes. Parishioners who wish to speak should inform the clerk prior to the commencement of the meeting.  007.1. Cheshire West and Chester Councillors – reports and updates 007.2. PCSO monthly report
008	<b>Minutes</b>	<b>To approve and sign</b> the minutes of the following meetings:  008.1. A Full Council meeting held on Monday 27 <sup>th</sup> April 2026. 008.2. A meeting of the Parks and Environment Committee held on Monday 11 <sup>th</sup> May 2026.
009	<b>Casual Vacancies</b>	009.1. <b>To note</b> the resignation of Cllrs Lynch and Weltman, and that CWaC has been informed of the resulting casual vacancies. A notice was published for the 2x casual vacancies on 8 <sup>th</sup> May. 009.2. <b>To confirm</b> next actions.
010	<b>Committees &amp; Working Groups</b>	010.1. <b>To confirm</b> the membership of the committees and working groups for 2026-2027. <ul style="list-style-type: none"> <li>a) Finance Committee</li> <li>b) Parks &amp; Environment Committee</li> <li>c) Events Working Group</li> <li>d) Communications Group</li> <li>e) IT Working Group</li> </ul> 010.2. <b>To consider and approve</b> any other committees or working groups.  010.3. <b>To confirm</b> the membership of external bodies: <ul style="list-style-type: none"> <li>a) Trustee of the Sir John Brunner Foundation Charity</li> <li>b) Governor of Kingsmead Primary School</li> </ul>
011	<b>Terms of Reference</b>	<b>To consider</b> the Terms of Reference for the Committees and Working Groups in agenda item 011.1.

012	Meeting Schedule	To agree the dates and times of meetings for the forthcoming year.	
013	Finance & Administration	<p>013.1. To receive bank statements and to approve the bank reconciliations to the end of April-2026.</p> <p>013.2. To note the financial position as of 30<sup>th</sup> April 2026.</p> <p>013.3. To consider and approve the payments for May-2026.</p> <p>013.4. To approve expenses for the Clerk for the period of April-2026.</p> <p>013.5. To receive the Internal Auditors Report for the financial Year 2025/26 and to consider any recommendations made.</p> <p>013.6. To review the Annual Governance Statement and the Accounting Statements for the financial year to 31<sup>st</sup> March 2026, AGAR Part 3 - Sections 1 and 2 by:</p> <ul style="list-style-type: none"> <li>a) Considering and responding to the ten statements in Section 1 – The Annual Governance Statement 2025/26.</li> <li>b) Considering and confirming the figures entered in Section 2 – The Accounting Statements 2025/26.</li> <li>c) To note the arrangements for the Public Right to View of the unaudited accounts.</li> </ul> <p>013.7. To approve an additional person with authorisation to submit bank payments.</p> <p>013.8 To consider the latest feedback from Cadent regarding a second wayleave agreement.</p>	
014	Planning	<p>014.1. To note any planning applications received since the last meeting:</p> <ul style="list-style-type: none"> <li>• <u>323 London Road - 26/00713/FUL</u> Single story rear extension (retrospective) Notified for information only as this is in an adjoining parish.</li> </ul> <p>014.2. To note any planning decisions received since the last meeting.</p>	
015	Working Groups	To receive feedback from the following working groups and to approve actions as appropriate:	
		<p>015.1. IT Working Group</p> <p>015.2. Events Working Group</p>	
016	Parks and Environment	<p>016.1. To receive feedback from a meeting of the P&amp;E Committee held on Monday 11<sup>th</sup> May.</p> <p>016.2. To consider further actions to be taken about short-cuts along Top Path, following legal advice being received.</p>	
017	Community	<p>017.1. To consider the following banner and advertising requests:</p> <ul style="list-style-type: none"> <li>a) Davenham Carnival – to display a banner from Sat 20<sup>th</sup> June to Sunday 5<sup>th</sup> July</li> <li>b) Fun Fest Holiday Club – to display an advertising notice in the PC noticeboard.</li> </ul> <p>017.2. To consider, following the recent RTC on Davenham roundabout involving a Leftwich High School pupil, any actions the parish council might take to minimise future incidents.</p> <p>017.3. To consider any actions to be taken to support residents with parking concerns around SJD.</p> <p>017.4. To note the next community litter pick on Sunday 31<sup>st</sup> May.</p>	
018	Resident Matters	To note resident communications and to consider any actions as appropriate.	
019	Clerk's Report	To receive an update on issues not covered elsewhere on the agenda and to note any actions.	
020	AOB	Items to be placed on the agenda for future meetings.	
021	Next Meetings	Parks & Environment Committee	Monday 8 <sup>th</sup> June at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 15 <sup>th</sup> June at 7.30pm in Kingsmead School