

MINUTES

Minutes of a meeting of Kingsmead Parish Council held on Monday 27th April

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

The meeting started at 7.30pm.

297	Apologies No apologies were received before the meeting.
298	Declarations of Interest There were no declarations of interest made.
299	Public Forum
299.1	Cheshire West and Chester Councillors – reports and updates. Cllr Sinar reported that the new Local Plan is still being scrutinised and that concerns have been raised by CWaC about the Government's plan to increase new housing targets substantially across the area. This puts further pressure on the Local Plan to be finalised asap. A new dial-a-ride service (Your Bus) is available but some problems have been identified; Cllr Sinar is looking to see how this can be improved. Cllr Reed asked Cllr Sinar to confirm if the correct planning consent had been approved for the introduction of parking charges on Kingsmead Square.
299.2	PCSO monthly report. The PCSO was unable to attend the council meeting. A monthly newsletter, covering the period 1st to 19th March 2026, was provided last month and reviewed at a meeting on 30 th March. It is available on the Council website (Community Policing > PCSO Monthly Reports) or using the link: 2026-04-PCSO-Newsletter-Covering-1st-to-19th-March.pdf . There have been no further PCSO reports.
300	Minutes To approve and sign the minutes of the following meetings:
300.1	A meeting of Kingsmead Parish Council held on Monday 30 th March 2026.
300.2	A meeting of the Finance Committee held on Monday 13 th April 2026.
300.3	A meeting of the P&E Committee held on Monday 20 th April 2026. Resolved – that the minutes of the above meetings were correct and should be signed as such by the Chair.
301	Finance & Administration
301.1	To note and approve the following matters from the minutes of a Finance Committee meeting held on Mon 13 th April: a) Confirmation of bank reconciliations at the end of the 2025-2026 financial year (284.1) b) Financial position as of 31st March 2026 (284.2) c) Transfer of funds to deposit accounts (285.2) d) Cllr B Boylan to be added as an additional bank signatory (285.3) Noted – that the bank reconciliations had been approved for the YE and signed off by Cllr Martin in accordance with Financial Regulation 2.6. Also the balance sheet and expenditure for the year which are detailed in the minutes of the Finance Committee meeting – agenda item 284.2, which can be found here - 2026-04-13-Finance-Committee-Minutes-FINAL.pdf Resolved – to agree with the proposed transfer of funds being made to deposit accounts, and to approve Cllr B Boylan as an additional bank signatory.
301.2	To note receipt of the parish precept of £223,115 on 13 th April.

	<p>Noted – that the precept had been received from CWaC, and has now been moved to deposit accounts, which will maximise the council’s return on investment as well as protecting the deposited funds.</p>
301.3	<p>To note that the following transfers of money have been scheduled to cover future payments:</p> <ul style="list-style-type: none"> a) Redwood Bank - £20k on 19th June, £15k on 17th July and 14th August b) Nationwide Building Society - £20k on 14th September and 12th October <p>Noted – that scheduled transfers have been confirmed, which will ensure funds are available in the current account each month to cover payments to be made.</p>
301.4	<p>To consider and approve payments to be made in Apr-2026.</p> <p>Resolved - that payments to the sum of £17,507.80 (circulated to all councillors prior to the meeting for review) should be approved for payment in April-2026. This sum does not include the bank transfers being made, which were agreed separately. The list of payments is appended to the minutes and available to view on the website using this link: 2026-04-List-of-Payments-made-between-1st-to-30th-April-2026.pdf</p>
301.5	<p>To approve expenses for the Clerk for the period of Mar-2026.</p> <p>Resolved – to approve the expenses for March, will be paid in May.</p>
301.6	<p>To consider and approve the following variable direct debit and recurring payments (quoted exclusive of VAT):</p> <ul style="list-style-type: none"> • ICO registration fee (£47.00 pa – inclusive of £5 DD discount) • Telecoms World VOIP phone service (£19.25 pm - estimated) • 3 Mobile phone (£19.95 pm) • The Storage Company (£129.60 pm) • Lloyds charge card fee (£3.00 pm service fee/max £1500 spend pm) • Unity Trust Bank account fees (£7.00 standing charge plus 15p per BACS transaction) <p>Resolved – to approve the recurring payments and direct debits for the coming year.</p>
301.7	<p>To consider the latest correspondence from Cadent and to approve any actions.</p> <p>Noted – that Cadent has been contacted again and a proposal made to implement a second contract with amended ts&cs, but no feedback has been received yet.</p>
302	<p>Policy Review</p> <p>To consider and approve the council's Data Protection policy.</p> <p>Resolved – to approve the Data Protection policy as presented.</p>
303	<p>Planning</p>
303.1	<p>To consider any planning applications or decisions received since the last meeting.</p> <p>Noted – that that no planning applications or decisions had been received since the last meeting.</p>
303.2	<p>To receive an update from CWaC regarding the outline planning application for land off Leftwich Farm</p> <p>Noted – that CWaC has written to confirm there will be no s106 money due to KPC if the above build is approved, and it has therefore removed the PC from the consultation process.</p>
304	<p>Parks and Environment</p>
304.1	<p>To receive feedback from a meeting of the P&E Committee held on Monday 20th April.</p> <p>Noted – a summary of the P&E committee meeting provided by Cllr Alex Swift (Chair of the P&E). The minutes of this meeting can be viewed on the website using this link: 2026-04-20-PandE-Comm-Minutes-FINAL.pdf</p>
304.2	<p>To consider and approve a recommendation from the P&E Committee to award a 3-year contract for the maintenance of Kingsmead’s ponds and drainage ditch to Caddis Ltd, to run from 1st April 2026 at a cost of £23,484 (plus VAT) per annum.</p> <p>Resolved – to award the 3-year “Ponds, Drainage System and West Boundary Plantation Access Track” contract to Caddis Ltd, based on the fullness of their bid, their experience of the site and their expertise in this area.</p>
304.3	<p>To consider advice received from Butcher & Barlow solicitors regarding the use of short-cuts along Top Path and to approve next actions.</p>

	<p>Noted – the feedback received from the Clerk and councillors who had met with a local solicitor to obtain formal advice about actions being taken along Top Path regarding the use of short-cuts.</p> <p>Resolved – to defer a decision about next actions pending written advice being received.</p>							
305	<p>Events</p> <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>Noted – there was no update regarding this event, as a response has not been received about possible parking at SJD. Cllr Martin and Cllr Herring agreed to see if they could help progress this. The Events WG agreed to meet to look at options for KPC events to the end of the year.</p>							
306	<p>Community</p> <p>306.1 To consider a proposal for a community owned fuel station (Cllr Syed). Resolved – to defer consideration of this proposal as KPC does not have General Power of Competence at this time.</p> <p>306.2 To consider a draft newsletter to be published in May. Noted – that a draft was not yet available as proposed articles had only recently been received. The Clerk agreed to circulate a first draft by the beginning of May for review and comment.</p>							
307	<p>Resident Matters</p> <p>To note resident communications and to consider any actions as appropriate.</p> <p>Noted – that issues have been raised regarding overhanging trees and hedges creating an obstruction; these have been passed to relevant parties where applicable or are being progressed by KPC. A report was made about damage to the climbing wall in Kingslawn play area – remedial work was immediately actioned by the clerk and NTC. A concern has been raised about ASB in Kensington Way play area, associated with the picnic bench. This will be monitored by the PC and details are to be passed to the PCSO if future incidents occur.</p>							
308	<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 – the work carried out by Countrywide to tidy up the vandalism at Capesthorpe Close. That the Clerk has spoken to Time Assured about the clock in the tower that has not automatically adjusted for BST; the manufacturer has admitted responsibility for a faulty mechanism and a visit will be made to remedy the problem once the manufacturer has confirmed a solution. Kingsmead Electrical has completed the installation of solar lights to illuminate the Kingsmead wall opposite SJD and an instruction has been issued to install 3x LED back lights in the clock faces of the tower. An instruction has been issued to Groundwork Leisure Services for repairs at Capesthorpe Close play area (replacement of timber posts and retaining boards). They have also agreed to replace the recently vandalized posts and board FOC. CWaC has provided an update about the adoption of the path adjacent to Priory Avenue, confirming that it is privately owned and they still need to consider whether to take it forward for adoption. The Annual Meeting of the Parish will be held on Monday 18th May at 7pm; invitations will be sent to the Kingsmead mini police and PCSO Lee Robertson, PCSO Phil Hambleton/PC Box, Chris Atherton(SJD Principle), Lisa Rutter (Kingsmead Head Teacher)</p>							
309	<p>AOB</p> <p>Items to be placed on the agenda for future meetings.</p> <ul style="list-style-type: none"> • To review the recent accident at Davenham roundabout and actions that might be taken. • Town and Parish Conference on 17th June. 							
310	Next Meetings	<table border="1"> <tr> <td>Parks and Environment Committee</td> <td>Monday 11th May at 7.30pm in Kingsmead School</td> </tr> <tr> <td>Annual Parish Meeting</td> <td>Monday 18th May at 7.00pm in Kingsmead School</td> </tr> <tr> <td>Annual Meeting of KPC</td> <td>Monday 18th May – immediately following the Annual Parish meeting.</td> </tr> </table>	Parks and Environment Committee	Monday 11 th May at 7.30pm in Kingsmead School	Annual Parish Meeting	Monday 18 th May at 7.00pm in Kingsmead School	Annual Meeting of KPC	Monday 18 th May – immediately following the Annual Parish meeting.
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The meeting closed at 8.50pm.

Current Bank A/c

List of Payments made between 01/04/2026 and 30/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/04/2026	The Storage Team	DD	129.60	Ongoing Contract	Apr-2026 Storage Rental
13/04/2026	Hutchinson 3G	DD	21.66	Ongoing Contract	Mar-2026 Mobile
14/04/2026	HTB - Instant Access	TRANSFER	95,000.00		Transfer to Deposit Account
14/04/2026	Nationwide 125 Day Contingency	TRANSFER	40,000.00		Transfer to Deposit Account
14/04/2026	Redwood Bank - 35 Day Notice	TRANSFER	53,115.00		Transfer to Deposit Account
14/04/2026	Unity Trust Deposit	TRANSFER	20,000.00		Transfer to Deposit Account
16/04/2026	Lloyds Bank Charge Card	TRANSFER	3.00		Apr-2026 Charge Card Fee
20/04/2026	Butcher & Barlow	BACS	1,200.00	2026/03/30 - 280	Payment on account for advice
20/04/2026	Butcher & Barlow	BACS	-1,200.00	2026/03/30 - 280	Payment on account for advice
20/04/2026	Butcher & Barlow	BACS	1,000.00	2026/03/30 - 280	Payment on Account for Advice
23/04/2026	Telecoms World Plc	DD	22.43	Ongoing contract	Mar-2026 VOIP Charges
28/04/2026	Rialtas Business Software Ltd	SM33879	252.00	Ongoing Contract	Annual Software Licence
28/04/2026	CHALC	AFF FEES	1,466.60	2026/03/30 - 274	2026-2027 Affiliation Fees
28/04/2026	Countrywide Grounds Maint.	686117	7,316.41	PO 26-001	Apr-2026 Contract
28/04/2026	Rialtas Business Software Ltd	33637	1,088.40	Ongoing Contract	2025-26 Year End Services
28/04/2026	Staff Expenses	BACS	21.15	2026/03/30 - 267.6	Feb-2026 Staff Expenses
28/04/2026	Staff Costs	BACS	4,078.65	Contract	Apr-2026 Staff Salary
28/04/2026	Kingsmead Electrical Services	0677	2,100.00	PO 25-031	Solar lights installation
30/04/2026	UNITY TRUST BANK	DD	7.90	Ongoing Contract	Mar-2026 Bank Charges

Total Payments	225,622.80
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Lloyds Bank Charge Card

List of Payments made between 01/04/2026 and 30/04/2026

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/04/2026	Lloyds Bank	DD	3.00	Ongoing Contract	Mar-2026 Charge Card Fee

Total Payments 3.00