KINGSMEAD
PARISH COUNCIL

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

MINUTES

Minutes of the ANNUAL MEETING of Kingsmead Parish Council
held on Monday 18th May 2026

Present: Cllr Herring, Cllr Logan, Cllr Martin, Cllr Swift (Acting Chair for item 1), Cllr Syed
Also present: Mrs W Maddock (Clerk & RFO) and Cllr Marr (CWaC)

The meeting started at 7.58pm (on the arising of the Annual Parish Meeting)

001	**Chair 2026-2027** To appoint the Chair of Kingsmead Parish Council for the forthcoming civic year and for the Chair to then sign the Declaration of Office. **Resolved** – that Cllr Swift be appointed as the Chair of Kingsmead Parish Council for 2026-2027.
002	**Vice-Chair** To appoint the Vice Chair of Kingsmead Parish Council for the forthcoming civic year. **Resolved** – that Cllr Martin be appointed as the Vice-Chair of Kingsmead Parish Council for 2026-2027.
003	**Apologies** Cllr B Boylan (travel delay), Cllr D Boylan (travel delay), Cllr Reed (medical)
004	**Code of Conduct** To confirm the Code of Conduct adopted by KPC on 27th June 2022 and reviewed on 19th May 2025. **Resolved** – that the Code of Conduct should be re-adopted for the next civic year and will continue to be observed by all councillors.
005	**Register of Interests** To confirm that members have reviewed their Register of Interests and that any updates will be provided to the Parish Clerk within 28-days. **Resolved** – that no members present at the meeting needed to make any changes to their Register of Interests. Members not present at the meeting should confirm any changes within 28-days of the meeting.
006	**Declarations of Interest** No declarations of interest were made.
007	**Public Forum** There were no members of public present at the meeting.
007.1	Cheshire West and Chester Councillors – reports and updates Cllr Marr reported the work being undertaken by himself and Cllr Sinar to support residents on Wyndham Close, where parking is an issue due to the overflow from SJD. This work is ongoing. The issue of bins being left out on the street at Bickley Close has now been resolved and CWaC has repaired a broken streetlight at the end of the close. Ownership of a path between London Road and Harewood Close is being reviewed by the highways team, who have now written to Hassall Homes asking to formally adopt the path. It has been noted that the tactile paving at the pedestrian crossing next to The Kingfisher was incorrectly installed and this will be remedied. The CWaC "Report-It" app has been retired and all reports should be made via the website.
007.2	PCSO monthly report The PCSO was unable to attend the council meeting. The monthly newsletter for April was circulated to all councillors prior to the meeting, and it is available on the Council website (Community Policing > PCSO Monthly Reports) or using the link: 2026-05-PCSO-Monthly-Report-Covering-1st-to-30th-April.pdf

008	**Minutes** To approve and sign the minutes of the following meetings:
008.1	A Full Council meeting held on Monday 27th April 2026.
008.2	A meeting of the Parks and Environment Committee held on Monday 11th May 2026. **Resolved** – that the minutes were a correct record of each meeting and should be signed by the Chair.
009	**Casual Vacancies**
009.1	To note the resignation of Cllr Lynch and Cllr Weltman, and that CWaC has been informed of the resulting casual vacancies. A notice was published for the 2x casual vacancies on 8th May. ***Noted*** – that the resignations have been correctly notified to CWaC and the casual vacancies published.
009.2	**To confirm** next actions. **Resolved** – that in the event of no election being called (closing date is 28th May), the co-option notice should be published as soon as possible after notification is received from CWaC. The council will seek to fill the vacancies in its July meeting.
010	**Committees & Working Groups**
010.1	To confirm the membership of the committees and working groups for 2026-2027. **Resolved** – membership of the committees and working groups as follows: a) Finance Committee Cllr D Boylan, Cllr Herring, Cllr Logan, Cllr Martin, Cllr Reed b) Parks & Environment Committee Cllr B Boylan, Cllr Herring, Cllr Logan, Cllr Reed, Cllr Swift c) Events Working Group Cllr B Boylan, Cllr Herring, Cllr Swift d) Communications Group That membership of this committee be deferred pending resolution of IT changes being implemented. e) IT Working Group Cllr D Boylan, Cllr Herring, Cllr Syed
010.2	To consider and approve any other committees or working groups. **Resolved** – to maintain a Planning Working Group, who are authorised to make comments when applications are received that cannot be reviewed at a monthly meeting. (Note - comments must be submitted within 3-weeks of the consultee being made aware of the application, and CWaC will no longer extend the consultation period). It was further resolved that the members of the Planning Working Group are as follows: Cllr Logan, Cllr Martin, Cllr Syed.
010.3	To confirm the membership of external bodies. **Resolved** – membership of the external bodies as follows: a) Trustee of the Sir John Brunner Foundation Charity Cllr Martin b) Governor of Kingsmead Primary School Cllr Martin and Cllr Reed
011	**Terms of Reference** To consider the Terms of Reference for the Committees and Working Groups in agenda item 010.1. **Resolved** – that the Terms of Reference for the Finance Committee, P&E Committee and Events Working Group should be approved without any amendment. ***Noted*** – that there are no Terms of Reference for the Communications or IT Working Groups. However, these groups are likely to be merged and the Terms of Reference will then be agreed. It was confirmed that these groups are advisory only and decisions will be made by Full Council based on their recommendations.
012	**Meeting Schedule** **To agree** the dates and times of meetings for the forthcoming year. **Resolved** – that the meeting dates as presented are adopted for 2026-2027 and published for information on the KPC noticeboard and website: Council Meetings Schedule – Kingsmead Parish Council
013	**Finance & Administration**
013.1	To receive bank statements and to approve the bank reconciliations to the end of April-2026.

	Resolved – to approve the bank statements and reconciliations to the end of April-2026 for the following accounts, which were duly signed by the Chair: Unity Trust Bank (cashbook), Unity Trust Deposit account, Nationwide 125-day saver account, Redwood Bank and Hampshire Trust Bank
013.2	To note the financial position as of 30th April 2026. ***Noted*** - The following financial reports that were received: • Balance sheet as of 30th April-2026 (showing general reserves of £301,972) • Detailed Income and Expenditure report to 30th April-2026 (showing total expenditure ytd of £16,705, which is 6.2% of the annual budget).
013.3	To consider and approve the payments for May-2026. **Resolved** - that payments to the sum of £17,221.64 (circulated to all councillors prior to the meeting for review) should be approved for payment in May-2026. The list of payments is available to view on the website: 2026-05-List-of-Payments-made-between-1st-to-31st-May-2026.pdf
013.4	To approve expenses for the Clerk for the period of April-2026. **Resolved** – to approve the expenses for April, will be paid in June.
013.5	To receive the Internal Auditors Report for the financial Year 2025/26 and to consider any recommendations made. ***Noted*** - that the Internal Auditor had made the following recommendation: "*The council needs to ensure the Accessibility Statement is updated and that the website is compliant with the Web Content Accessibility Guidelines 2.2 AA".* **Resolved** – following a recommendation from the IT Working Group, it was agreed that the council should procure a third-party to provide a suitable website that meets the requirements of the guidelines. The IT WG will now review sector specific providers and make a recommendation at the next meeting. Once the new website is available, the accessibility statement will be updated.
013.6	To review the Annual Governance Statement and the Accounting Statements for the financial year to 31st March 2026, AGAR Part 3 - Sections 1 and 2 by: a) Considering and responding to the ten statements in Section 1 – The Annual Governance Statement 2025/26 **Resolved** - The Council responded to the Annual Governance Statements for 2025/26. b) Considering and confirming the figures entered in Section 2 – The Accounting Statements 2025/26. **Resolved** - The Council confirmed the Accounting Statements for 2025/26 as part of its AGAR return. c) To note the arrangements for the Public Right to View of the unaudited accounts. ***Noted*** - that the Public Right to View will run from Wednesday 3rd June to Tuesday 14th July 2026.
013.7	To approve an additional person with authorisation to submit bank payments. **Resolved** – that Cllr Martin be authorised to submit bank payments.
013.8	To consider the latest feedback from Cadent regarding a second wayleave agreement. **Noted** – that Cadent has responded that it will not enter into a second agreement for an additional wayleave but would agree to a supplemental lease under the same terms as the original agreement. Advice received from NALC is that Council should take proper legal advice if it wishes to take further action on the matter. **Resolved** – to defer any agreement to the next meeting pending a draft response to Cadent being proposed by Cllr Syed.
014	**Planning**
014.1	To note any planning applications received since the last meeting: • 323 London Road - 26/00713/FUL Single story rear extension (retrospective) Notified for information only as this is in an adjoining parish. ***Noted*** – that no comments be submitted for the above application. It was further noted that the following application had been received after the agenda was published, and which requires comments to be submitted before 5th June. • 14 Seagrave Close - 26/01375/FUL Single storey rear extension and front porch extension. **Resolved** – that following a review by the Planning WG, no comments be submitted for this application.
014.2	To note any planning decisions received since the last meeting.

	Noted – that no planning decisions have been received since the last meeting.
015	**Working Groups** To receive feedback from the following working groups and to approve actions as appropriate:
015.1	IT Working Group ***Noted*** – that the IT Working Group had considered the options for updating the current KPC website (which runs on a WordPress platform and is managed in-house) or outsourcing to a sector specific third-party provider. It was agreed that the latter option provided a better solution for futureproofing (i.e. ensuring the council is fully compliant with regulations and best practice) and providing enhanced security. **Resolved** – that the website should be outsourced and the IT WG makes a recommendation at the next meeting.
015.2	Events Working Group ***Noted*** – that the Events group needs to meet to confirm any events for the rest of the year and that the proposed dog show (to be run by a third-party in St. Georges field) is now unlikely to happen in 2026.
016	**Parks and Environment**
016.1	To receive feedback from a meeting of the P&E Committee held on Monday 11th May. ***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: 2026-05-11-PandE-Comm-Minutes-FINAL.pdf
016.2	To consider further actions to be taken about short-cuts along Top Path, following legal advice being received. **Resolved** – that following a review of the legal advice, a decision about further actions should be deferred whilst additional legal costs are obtained.
017	**Community**
017.1	To consider the following banner and advertising requests: a) Davenham Carnival – to display a banner from Sat 20th June to Sunday 5th July **Resolved** – that a banner can be hung by Davenham Carnival for the dates given. b) Fun Fest Holiday Club – to display an advertising notice in the PC noticeboard. **Resolved** – that this is of community interest and approval was given for the notice to be posted when space allows in the noticeboard.
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. ***Noted*** – the council firstly expressed its sympathy for the people involved in the accident. It was noted that this location is outside the boundaries of the parish however, and as such KPC has no authority to act. Cllr Marr further confirmed that the incident has not been escalated by CWaC, which considers there are already reasonable safe means of access across the A556 via the underpass and the traffic lights by Hill Top Grange. **Resolved** – that there is no further action to be taken.
017.3	To consider any actions to be taken to support residents with parking concerns around SJD. ***Noted*** – the points raised by four members of the public in the Annual Parish Meeting, about the problems caused by inconsiderate/illegal parking in the vicinity of SJD. Cllr Marr confirmed that he and Cllr Sinar are supporting the residents in their discussions with SJD and also directly with CWaC with regard to looking at parking restrictions being imposed in the area. It was confirmed that illegal parking issues are dealt with by the police and residents are strongly encouraged to report all breaches that occur directly to the police (online or by using 101). **Resolved** – that, whilst the parish council sympathises with this escalating problem, it has no powers to act in issues related to highways or parking. However, the parish council will continue to monitor the situation and keep the CWAC councillors informed of any future incidents.
017.4	To note the next community litter pick on Sunday 31st May. ***Noted*** – the next community litter pick, which will be managed by Cllr Herring.
018	**Resident Matters** To note resident communications and to consider any actions as appropriate. ***Noted*** – the communications received since the last meeting and the actions being taken to resolve any issues.
019	**Clerk's Report**

	To receive an update on issues not covered elsewhere on the agenda and to note any actions. ***Noted*** – that Countrywide have completed a number of ad-hoc jobs including, planting of pyracantha at the end of Capesthorne Close to close a short-cut, hedge/tree cuttings dumped on school path removed (FOC), cutting back of the pathway between Buckingham Drive and Top path completed (FOC). The time on clock tower will be corrected on 19th May, with a permanent resolution to be made at the next service visit. Northwich Town Council will be asked to quote for the replacement of the LED downlighters on the clock tower. The last status check of the defibrillator was completed and reported on 11th May. The CWaC Local Transport Strategy was circulated to all members. Several communications have been received and circulated from ChALC including information about the next Town & Parish Conference and the latest training schedule.		
020	**AOB** Items to be placed on the agenda for future meetings. • Hi-Viz Jackets • New litter picking bag-hoops (tbc)		
021	**Next Meetings**	Parks & Environment Committee	Monday 8th June at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 15th June at 7.30pm in Kingsmead School

The meeting closed at 9.43pm

Current Bank A/c

List of Payments made between 01/05/2026 and 31/05/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/05/2026	The Storage Team	DD	129.60	Ongoing Contract	May-2026 Storage Rental
13/05/2026	Hutchinson 3G	DD	25.01	Ongoing Contract	Apr-2026 Mobile
19/05/2026	Lloyds Bank Charge Card	TRANSFER	1,450.38		May-2026 Card Purchases & Fee
22/05/2026	Staff Expenses	BACS	39.87	2026/04/27 - 300.5	Mar-2026 Staff Expenses
22/05/2026	JDH Business Services Ltd	5484	756.00	2026/03/30 - 267.8	2025-2026 Internal Audit
22/05/2026	Northwich Town Council	9386	240.00	PO 25-001	Apr-2026 Grass Cut x2
22/05/2026	Shires Accountants	SHI-3402	243.60	2026/03/30 - 267.7	Apr-Oct 2026 Payroll Services
22/05/2026	Shires Accountants	SHI-3355	72.00	2026/03/30 - 267.7	Pension Redeclaration
22/05/2026	Countrywide Grounds Maint.	690154	7,316.41	PO 26-001	May-2026 Contract
22/05/2026	The Landscape Academy	TLA00153	222.30	2026/02/02 - 244.7	1-day LANTRA Basic Tree Survey
22/05/2026	Caddis Ltd	SI-42990	2,348.40	PO 26-006	Apr-2026 Ponds Contract
22/05/2026	Graphish	098	250.00	PO 25-002	May-2026 Newsletter x2000
22/05/2026	Cllr Expenses	BACS	13.99	Clerk	Cllr Expenses
22/05/2026	Telecoms World Plc	DD	22.43	Ongoing Contract	Apr-2026 VOIP Charges
29/05/2026	Staff Costs	BACS	4,078.65	Contract	May-2026 Staff Costs
31/05/2026	UNITY TRUST BANK	DD	13.00	Ongoing Contract	Apr-2026 Bank Charges

Total Payments 17,221.64

Lloyds Bank Charge Card

List of Payments made between 01/05/2026 and 31/05/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
19/05/2026	We Print Lanyards	CARD	16.87	Clerk	Lanyard & ID Badge - Cllr ASd
19/05/2026	Customcard Ltd	CARD	3.61	Clerk	Lanyard for Cllr ASd
19/05/2026	TEMU.com	CARD	7.90	Clerk	Safety Pliers - Cllr DB
19/05/2026	Amazon EU	CARD	8.99	Clerk	Wire Brush Set - Cllr BB
19/05/2026	Amazon EU	CARD	10.99	Clerk	Wire Mesh - Coronet - Cllr DB
19/05/2026	Tools 2U Direct SW Ltd	CARD	8.11	Clerk	Lockwire Twist SafetyWire DB
19/05/2026	Buyer Direct Ltd	CARD	1,390.91	2026/02/09 - 253.6	2x KPC Gazebos
19/05/2026	Lloyds Bank	DD	3.00	Ongoing Contract	Apr-2026 Charge Card Fee
		Total Payments	1,450.38		