KINGSMEAD
PARISH COUNCIL

MINUTES

Minutes of a meeting of Kingsmead Parish Council held on
Monday 20th July 2026

Present: Cllrs B Boylan, D Boylan, Herring, Logan, Martin, Oredugba (after co-option), Reed, Swift, Syed
Also present: Mrs W Maddock (Clerk & RFO), Cllr D Marr (CWaC) and 7x members of public.

The meeting started at 7.33pm.

065	**Apologies** All members were present
066	**Co-option** To receive applications for the casual vacancy and to approve a co-option as appropriate. **Resolved –** to co-opt Abimbola Oredugba onto the council. Cllr Oredugba signed a Declaration of Acceptance of Office and was then eligible to participate fully and vote in the remainder of the meeting.
067	**Declarations of Interest** No declarations of interest were made.
068	**Public Forum**
068.1	A presentation to be made to ex-Cllr Helen Weltman in recognition of her service to the community. The Chair thanked ex-Cllr Weltman for her many and varied contributions to the Kingsmead community; working on the original resident's association, serving on the parish council from its original start-up, representing Kingsmead as a ward councillor and more recently guiding the parish council in the role of Chair. A small gift was presented and well wishes expressed from the whole council. Three members of public attended the meeting to discuss the issue of parking in areas around SJD college. It was confirmed that the council approved purchasing banners to discourage parking and these had been ordered – they will be used in September at the start of the new college term. Cllr Marr confirmed that funding has been approved for the purchase of additional parking cones and Cllr Sinar is continuing to work with the highways team to look at painting a single yellow line between the college and Monarch Drive roundabout. One of the residents expressed their ongoing frustration that the college is not trying to solve the core problem and it was agreed by Cllr Martin to provide this feedback at the next SJD Foundation trustees meeting. Two residents attended the meeting to ask if any further action has been taken about maintaining the path between Harewood Close and London Road. The clerk explained that this path is currently owned by the original developer, but that CWaC has applied for it to be formally transferred to them. In the meantime, the KPC P&E committee has agreed to take responsibility for maintaining the "green spaces" of the path; grass cutting will start immediately and hedge cutting will be added to the annual schedule. The residents also raised concerns about the lack of street lighting along the path and Cllr Marr agreed to follow up on this with CWaC. The residents further commented about paths around Kingsmead being overgrown with ivy and weeds, and they were asked to notify the clerk of specific issues. It was noted that some of the areas of concern (e.g. by the old art college) are not within the Kingsmead parish boundary and therefore not maintained by the parish council.
068.2	Cheshire West and Chester Councillors – reports and updates Cllr Marr reported that all issues should now be reported via the CWaC website as the mobile app has been retired. The on-line version of "Report-It" should have the same functionality as the mobile version. There had been a Full Council meeting on 16th July, at which a discussion was held about the problems associated with new developments being adopted. CWaC is to lobby central government to encourage developers to resolve outstanding issues. It was also noted that there had been mention of Honorary Alderman Helen Weltman for her work with hedgehog highways and being part of the re-organisation of KRA into KPC, which is used as an example of best practice within the borough.

068.3	PCSO monthly report The PCSO was unable to attend the council meeting. The monthly newsletter for June was circulated to all councillors prior to the meeting, and is available on the Council website (Community Policing > PCSO Monthly Reports) or using the link: 2026-07-PCSO-Monthly-Report-Covering-1st-to-30th-June.pdf
069	**Minutes** To approve and sign the minutes of the following meetings: 069.1 A meeting of Kingsmead Parish Council held on 15th June 2026. 069.2 An extraordinary meeting of Kingsmead Parish Council held on Monday 29th June 2026. 069.3 A meeting of the Finance Committee held on Monday 6th July 2026. 069.4 A meeting of the Parks and Environment Committee held on Monday 13th July 2026. **Resolved** – that the minutes were a correct record of each meeting and should be signed by the Chair.
070	**Casual Vacancies** To confirm the outstanding casual vacancies and next actions to be taken. ***Noted*** – that following the co-option of Cllr Oredugba, there is an outstanding vacancy to be filled. It was agreed to advertise this with an open end-date until the vacancy is filled.
071	**Finance & Administration**
071.1	To note and approve the following matters from the minutes of a Finance Committee meeting held on Monday 6th July: a) Confirmation of bank reconciliations at the end Q1-2026 (agenda item 063). b) Financial position as of 31st March 2026 (agenda item 064.1). c) The committee recommends that no amendments be made to the budget at this time. ***Noted*** – that the bank reconciliations had been approved for the first quarter of the financial year and signed off by Cllr Herring 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 064.1), which can be found here: 2026-07-06-Finance-Committee-Minutes-FINAL.pdf **Resolved** – to accept the recommendation that no amendments are made to the budget.
071.2	To approve a recommendation from the Finance Committee that the following policies be adopted for the next civic year without amendment: a) KPC Financial Regulations b) Investments Policy c) Reserves Policy **Resolved** – to approve the named policies for the next civic year.
071.3	To consider and approve the payments for June-2026. **Resolved** – that payments to the sum of £21,062.54 (circulated to all councillors prior to the meeting for review) should be approved for payment in July-2026. The list of payments is available to view on the website: 2026-07-List-of-Payments-made-between-1st-to-31st-July-2026.pdf
071.4	To consider and approve authorising the Clerk and two bank signatories to process bank payments in August (when there is no scheduled Council meeting) and for these payments to be ratified at the meeting in September. **Resolved** – that payments should be processed as detailed above, to ensure prompt payment of contractors, etc.
071.5	To approve expenses for the Clerk for the period of June-2026. **Resolved** – to approve the Clerk's June expenses, which will be paid in August.
071.6	To note that a price increase will be effective for the council's storage unit from 1st August. ***Noted*** – that the storage unit cost has had an annual increase applied, but that the parish council continues to benefit from a 10% reduction on the monthly fee.
071.7	To consider the council's insurance cover, the minimum value at which assets should be included on the policy and when assets should be marked down. **Resolved** – to undertake an exercise to evaluate the replacement value for all play equipment before completing the insurance review.
072	**Planning**

072.1	To note any planning applications received since the last meeting: • 50 Hill Top Grange (26/01719/LDC) Existing Lawful Development Certificate for the lawfulness of the existing ancillary above the existing garage associated with the main dwelling house • 15 Seagrave Close (26/01926/FUL) Replacement and change of colour to existing windows and doors **Resolved** – that no comments be submitted for the above applications.
072.2	To note any planning decisions received since the last meeting: • 10-12 Kingsmead Sq. (25/03991/FUL) Installation of party wall, shopfront and rear fire exit along with removal of existing ancillary areas. • 14 Seagrave Close (26/01375/FUL) Single storey rear extension and front porch extension ***Noted*** – that the above planning applications had both been approved.
072.3	To receive an update from CWaC about Neighbourhood Planning. ***Noted*** – that CWaC did not complete its review of the Neighbourhood Plan by its deadline and consultations are now ongoing again. The housing proposals in the current system will be reviewed under the government's "tilted balance" policy and it is expected that CWaC will need to deliver circa 1200 new houses per annum.
073	**Members Training** To review members training and to consider how frequently training should be completed. ***Noted*** – the recommended training courses for all councillors, which are detailed in KPC's Training Policy, and for which budget is available for councillors to attend. It was agreed that councillors should confirm with the clerk any courses previously attended, so that a record can be maintained.
074	**Parks and Environment**
074.1	To receive feedback from a meeting of the P&E Committee held on Monday 13th July. ***Noted*** – a summary of the P&E committee meeting provided by Cllr Herring (Chair of the P&E). The minutes of this meeting can be viewed on the website using this link: 2026-07-13-PandE-Comm-Minutes-FINAL.pdf
074.2	To approve the purchase of the following: a) Hi-Viz jackets and bag hoops for use on litter picks b) Waders for maintenance of the ponds **Resolved** – to purchase 10x Hi-Viz jackets, 10x litter picking bag hoops and 3x sets of waders (of varying sizes). Cllr Marr agreed to cover the cost of these purchases with Members Budget.
074.3	To receive an update about the Wilton Close short-cut and to approve any actions. **Resolved** – to instruct Butcher & Barlow to take next steps in progressing the agreement of a licence to use the short-cut. It was further resolved to give the Clerk and the Chair authority to act on behalf of the council to keep the process moving over the summer break. It was confirmed that any final agreement could only be resolved by Ful Council.
074.4	To consider the wording of a Facebook post to stop parking on verges and to approve any other actions. **Resolved** – the wording for a Facebook post advising residents of the possible implications of parking on grass verges. It was further agreed to deliver letters to specific houses in Capesthorne Close where parking on a verge had become an issue.
074.5	To consider if the practice of leaving grass uncut around trees should be continued. Resolved – that grass should not be strimmed next to trees to prevent damage to the trunks, which can lead to disease. The grounds maintenance team will be instructed to continue with its current practices.
075	**Community**
075.1	To consider a request from "The Thirsty Magpie" to have a pitch on the Bickley Close car park on a number of agreed days per week. ***Noted*** – the council discussed a number of concerns about the car park being used by "The Thirsty Magpie" to pitch their pop-up coffee shop, including the impact on nearby residents and the also how it might affect the café located at Anderton Place. **Resolved** – not to approve giving permission for the car park to be used by "The Thirsty Magpie".

075.2	To receive a briefing about a recent meeting with Inspector Paul Heatley (Northwich Local Policing Unit). ***Noted*** - Cllr Swift and the clerk attended a briefing with Inspector Paul Heatley on Tuesday 7th July to receive an update about community policing. Cllr Swift provided a short summary to councillors emphasising how community policing is now primarily data driven, which increases the need for all incidents to be reported.		
075.3	To note the next community litter pick on Sunday 26th July and that there will be NO litter pick in August. ***Noted*** – that Cllr Herring will manage the litter pick on Sunday 26th July.		
076	**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.		
077	**Clerk's Report** To receive an update on issues not covered elsewhere on the agenda and to note any actions. ***Noted*** – various issues that are being managed by the clerk or are in progress. These include: 1. A meeting with Countrywide to address recent concerns raised by councillors. 2. Communications with LCP Property regarding plans for the old Barnardos unit - email response received that no new tenant has been identified. 3. PCSO communications regarding ASB in Kensington Way park. 4. Members Register of Interests' Forms are now redacted on the website. 5. Letters have been prepared for delivery to the 8x households who were consulted about new benches at Dukes Way 2 play area. These will be delivered w/c 20th July. 6. Defibrillator checks up to date, but a support guardian is to be nominated. 7. Work is ongoing to provide quotes for new play surfacing at the P&E committee meeting in September. 8. Kingsmead JFC have confirmed that they have had to put the team on hold owing to the Mid Cheshire Youth Football League being at capacity. 9. Jazz@Davenham sent a message of thanks for allowing them to display their banner. 10. CWaC Town and Parish Council Conference • New date confirmed – Weds 30th September at 4pm at Hartford Golf Club 11. Information circulated from third parties: • PCC – Police & Crime Plan Refresh Survey • Democratic Services West – Polling Scheme Review 12. Banners have been ordered for display at Wyndham Close to deter inconsiderate/illegal parking.		
078	**Future Agenda Items**	Items to be placed on the agenda for future meetings.	
079	**Next Meetings**	Parks & Environment Committee	Monday 14th September at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 21st September at 7.30pm in Kingsmead School

The meeting ended at 9.44pm

Current Bank A/c

List of Payments made between 01/07/2026 and 31/07/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2026	The Storage Team	DD	129.60	Ongoing Contract	July-2026 Storage Rental
13/07/2026	Hutchinson 3G	DD	23.56	Ongoing Contract	June-2026 Mobile
16/07/2026	Lloyds Bank Charge Card	TRANSFER	36.19		June-2026 Card Purchases & Fee
23/07/2026	Telecoms World Plc	DD	22.43	Ongoing Contract	June-2026 VOIP Charges
24/07/2026	Staff Expenses	BACS	41.64	2026/06/15 - 041.4	May-2026 Staff Expenses
24/07/2026	NALC	INV-01946	42.00	2026/06/15 - 041.6	Training Event - Clerk
24/07/2026	Morral Play Services	2438	540.00	Ongoing Contract	Feb-2026 Play Area Inspections
24/07/2026	Kingsmead Electrical Services	0692	390.00	PO 26-003	Replacing 3x clocktower lights
24/07/2026	Northwich Town Council	9591	120.00	PO 25-001	June-2026 Grass cut x1
24/07/2026	Countrywide Grounds Maint.	699063	7,316.41	PO 26-001	July-2026 Contract
24/07/2026	Cheshire Tree & Garden Care	0209	100.00	PO 26-026	Removal of Cherry Branch
24/07/2026	Cheshire Tree & Garden Care	0209	400.00	PO 26-025	Monarch Dead Tree Removal
24/07/2026	Cheshire Tree & Garden Care	0209	2,000.00	PO 26-018	Tree Survey Work - KPC2
24/07/2026	Northwich Tree Surgery	INV-1317	900.00	PO 26-017	Tree Survey Work - KPC1
24/07/2026	Northwich Tree Surgery	INV-1315	1,680.00	PO 26-016	Tree Survey Work - KPC1
24/07/2026	Caddis Ltd	SI-43049	2,348.40	26-006	June-2026 Ponds Contract
24/07/2026	Butcher & Barlow	22732	883.51	PO 26-002	Land Dispute Fees
24/07/2026	Staff Costs	BACS	4,078.65	Contract	July-2026 Staff Costs
31/07/2026	UNITY TRUST BANK	DD	10.15	Ongoing Contract	June-2026 Bank Charges

Total Payments 21,062.54

Kingsmead Parish Council Current Year

Lloyds Bank Charge Card

List of Payments made between 01/07/2026 and 31/07/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
16/07/2026	Norton Lifelock Ireland Limite	CARD	33.19	Clerk	Norton Driver Updater
16/07/2026	Lloyds Bank	DD	3.00	Ongoing Contract	June-2026 Charge Card Fee

Total Payments 36.19