KINGSMEAD
PARISH COUNCIL

MINUTES

Minutes of a meeting of Kingsmead Parish Council held on
Monday 21st September 2026 at 7.30pm

Present: Cllr B Boylan, Cllr Martin, Cllr Murphy (after item 089), Cllr Oredugba, Cllr Reed, Cllr Swift (Chair)
Also present: Mrs W Maddock (Clerk & RFO), Cllr Sinar (CWaC), PCSO Hambleton and three members of the public.

The meeting started at 7.34pm

087	**Apologies** Cllr D Boylan (work), Cllr Herring (family), Cllr Logan (work), Cllr Syed (family)
088	**Declarations of Interest** There were no declarations of interest.
089	**Co-option** To receive applications for the casual vacancy and to approve a co-option as appropriate. **Resolved –** after interviewing the two applicants who had applied, it was resolved to co-opt Oksana Murphy onto the council. Cllr Murphy signed a Declaration of Acceptance of Office and was then eligible to participate fully and vote in the remainder of the meeting.
090	**Public Forum** 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. The following will also be included in the public forum: Two members of public attended the meeting to discuss the ongoing issue of parking in areas around SJD college and the progress that has been made to date. This includes a CWaC highways survey being carried out and the purchase of additional parking cones for the college to use. It was noted that only one of the parking banners purchased by KPC is being displayed, and it was agreed that the Chair would write to residents who have concerns about the banners. 090.1 Cheshire West and Chester Councillors – reports and updates Cllr Sinar confirmed the highways survey being carried out around the college and the approval of members budget for the purchase of the additional parking cones. It is intended that Cllrs Sinar and Marr (CWaC) will update residents on Wyndham Close about the progress being made regarding the parking issue. Monarch Drive residents will also be canvassed for feedback. Cllr Sinar commented that residents have been complimentary about the improved maintenance of the crown roundabout, but also highlighted concerns raised about weeds in gutters. It had also been suggested that trees need cutting back around signs on Monarch Drive. 090.2 PCSO monthly report PCSO Hambleton summarised the latest monthly report confirming that one of the culprits involved in ASB at the Kensington Way play area has been identified and spoken to. A person has been charged following several incidents of shop lifting at Tesco on Kingsmead Square. A routine road safety check identified an unaccompanied provisional driver who was charged with driving without insurance and had their car seized. The next PCSO surgery in Kingsmead will be on 20th October outside Tesco. The full PCSO report is available on the Council website (Community Policing > PCSO Monthly Reports).
091	**Minutes** To approve and sign the minutes of the following meetings: 091.1 A meeting of Kingsmead Parish Council held on 20th July 2026. 091.2 A meeting of the Parks and Environment Committee held on Monday 7th September 2026. **Resolved** – that the minutes were a correct record of each meeting and should be signed by the Chair.

092	**Finance & Administration**
092.1	To receive bank statements and to approve the bank reconciliations to the end of Aug-2026. **Resolved** – to approve the bank statements and reconciliations to the end of Aug-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.
092.2	To note the receipt of monies to the Unity Trust Current account during July and Aug-2026: a) Bank interest from the Hampshire Trust account of £3,010.58. b) Receipt of £10,863.69 from HMRC for reclaimed VAT. c) Receipt of £382.62 from CWaC for crown roundabout maintenance. d) Receipt of a £300.00 grant from CWaC Members' Budget. ***Noted*** – the receipt of monies as detailed.
092.3	To note the financial position as of 31st Aug 2026. ***Noted*** - The following financial reports that were received: • Balance sheet as of 31st Aug 2026 (showing general reserves of £229,077) • Detailed Income and Expenditure report to 31st Aug 2026 (showing total expenditure ytd of £94,184, which is 34.9% of the annual budget).
092.4	092.4. **To consider and approve** the following payments: a) Payments made in Aug-2026 in line with council resolution 2026/07/20 – 071.4. b) Payments to be made in Sept-2026. **Resolved** – to approve the payments made in August under resolution 2026/07/20 – 071.4. totalling £26,945.62 and to approve payments of £26,943.31 to be made in September. The list of payments is appended to the minutes.
092.5	To note the LGS Pay Award for 202-27 and to approve a salary increase for the Clerk/RFO with effect from 1st April 2026, to be confirmed by the Chair with the KPC payroll provider. **Resolved** – to approve the pay award as recommended by LGS, which will be back dated to 1st April. This will be confirmed in writing by the Chair to the payroll provider.
092.6	To approve expenses for the Clerk for the period of July and August-2026. **Resolved** - to approve the clerk's expenses for July and August, which will be paid in September.
092.7	To receive the External Auditors report as follows: a) **To approve** any further actions as indicated. ***Noted*** – the External Auditors report dated 10th September 2026, which concluded that KPC meets all necessary legislation and regulatory requirements. Three "other matters" were identified, which are already being addressed. **Resolved** – to defer a decision about the appointment of the internal auditor to the next meeting of the Finance Committee, who will review the external auditors comments and make a recommendation back to Full Council. b) **To note** the conclusion of audit for the financial year 2025-2026. ***Noted*** – that the "Notice of Conclusion of Audit" will be published on 29th September, in accordance with statutory requirements.
092.8	To approve a change of mobile provider and cancellation of the VOIP system. **Resolved** – to approve a contract with One Com for the provision of a new mobile phone and service with Vodafone. The Three mobile contract and Telecoms World VOIP contract will be cancelled.
092.9	To approve adopting a PO Box address for the council. **Resolved** – to approve adopting a PO Box address (with delivery) for the council, which will provide better privacy and security for the Clerk.
093	**Planning**
093.1	To note any planning applications received since the last meeting: • Land Adjoining Greenways 13 Graingers Road (25/02782/FUL) Erection of 2 no. detached 4-bedroom dwellings with integral garage. The closing date on this application was 19th August. It was reviewed by the Planning Working Group (Cllrs Logan, Martin & Syed) - no comments were submitted. • 1 Bickley Close (26/02564/FUL)

	Single storey side extension, porch extension and solar panels to rear roof **Resolved** – that no comments be submitted about this application.
093.2	To note any planning decisions received since the last meeting: • 15 Seagrave Close (26/01926/FUL) - Approved Replacement and change of colour to existing windows and doors ***Noted*** – that the planning application has been approved.
093.3	To receive an update from CWaC about the Local Plan and to note the scoping consultation. ***Noted*** – that the scoping consultation is live until 5pm on 28th September. It was further noted that Cllr Sinar would investigate if planning permission was needed/had been granted for the erection of a digital sign in Kingsmead Square.
094	**IT Update & Comms**
094.1	To note the new parish council website is now live at www.kingsmeadparishcouncil.gov.uk ***Noted*** – that the new website is live, although there needs to be some tidying up completed following the transition from the previous .org.uk platform.
094.2	To confirm that all new email addresses are active (new format is name.surname@kingsmeadparishcouncil.gov.uk). ***Noted*** – that the new email domain is active and all councillors have new email addresses. It was noted there is a problem with emails to the old ".org.uk" addresses being forwarded correctly and this is being investigated.
094.3	**To confirm** the next newsletter and further resident communications. **Resolved** – that a newsletter should be published in early November to include a notice about the Christmas event, an update about community policing, an introduction to the council's new members, information about the new web-site, the litter picking schedule and a request for volunteers. Other articles may be added to this list. • It was further agreed that the IT & Communications group should meet before Christmas.
095	**Parks and Environment**
095.1	To receive feedback from a meeting of the P&E Committee held on Monday 7th September. ***Noted*** - a summary of the P&E committee meeting provided by the clerk. The minutes of this meeting can be viewed on the website using this link: 2026-09-07_PandE_Comm_Minutes_-_FINAL.pdf
095.2	To consider a request from the owners of 1 Wheelock Close to adopt land at the rear of the property. **Resolved** – that after a discussion concerning the actual ownership of the small piece of land in question, the resident should be allowed to assume responsibility of the land for maintenance purposes. The resident will be allowed to move their fence line to encompass the land and local neighbours will be informed by letter. The council makes no judgement on the ownership of the land.
095.3	To consider actions to be taken regarding fly tipping on St George's field. ***Noted*** – a considerable amount of fly tipping in the woodland area between SGF and the gardens of houses on Lime Avenue. This has been reported to CWaC and the council awaits feedback before considering next actions.
095.4	To receive an update about the Wilton Close short-cut and to approve any actions. ***Noted*** – the response received from the resident to the personal licence proposed by the council's solicitors. **Resolved** – to consider with the council's solicitors how a licence could be made more amenable to both parties and the strength of any challenge to an application for an easement. It was agreed that this should be considered at an extraordinary meeting rather than waiting for the next council meeting.
096	**Community**
096.1	To consider a request for funding to supply hats for the new Mini-Police recruits. **Resolved** – to approve funding for new Mini-Police hats.
096.2	To note the next community litter pick on Sunday 27th September. ***Noted*** – the date of the next community litter pick, which will be managed by Cllrs B. Boylan and D. Boylan.
097	**Events**
097.1	To receive an update from the Events WG regarding planning for the Christmas event. ***Noted*** – the plans confirmed for the Christmas event and any outstanding actions still needing to be completed.

097.2	To approve the following expenditure for Christmas: a) Hire of equipment (Santa's Grotto, Snow Globe and Hook-a-Duck stall) from The Fun Experts **Resolved** – to approve a quote from The Fun Experts at a cost of £2,840 (plus VAT). b) Event management package from Mack's Music (including live band) **Resolved** – to defer a decision pending receipt of a quote from Mack's Music. c) Hire of donkeys from Alwood Donkeys **Resolved** – to approve a quote of £400 for hire of the donkeys. d) Christmas Lights (clocktower and roundabout) from The Christmas Decorators **Resolved** – to approve a quote from The Christmas Decorators of £3,000 (plus VAT) – this cost has been held at last year's prices.		
098	**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.		
099	**Clerk's Report** To receive an update on issues not covered elsewhere on the agenda and **to note** any actions. ***Noted*** - A complaint has been received regarding an advertising sign at 3 Buckingham Drive and has been reported to the planning enforcement team. Hedge cutting will be started w/c 21st, starting with top path and school path. New litter pick hoops and pond waders have been purchased. Parking banners have been purchased and provided to residents on Wyndham Close to help discourage college traffic parking on the side streets. Vandalism at Kensington Way continues to occur in the play area and appropriate remedial works have been carried out. Several areas have been identified where foot paths and cycle paths are being encroached on by trees, hedging, weeds and ivy. Our contractors have been instructed to deal with the issues. Complaints have been received about the siting of a digital advertising sign on Kingsmead Square – these have been passed to the managing agent who is responsible for managing the area.		
100	**Future Agenda Items** Items to be placed on the agenda for future meetings. • Consideration be given to amending the risk register to include an assessment of the impact of heatwave events and possible risks from wildfires.		
101	**Next Meetings**	Finance Committee	Monday 5th October at 7.30pm in Kingsmead School
		Parks & Environment Committee	Monday 12th October at 7.30pm in Kingsmead School
		Kingsmead Parish Council	Monday 19th October at 7.30pm in Kingsmead School

Current Bank A/c

List of Payments made between 01/08/2026 and 31/08/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/08/2026	The Storage Team	DD	142.57	Ongoing Contract	Aug-2026 Storage Rental
12/08/2026	Hutchinson 3G	DD	23.56	July-2026 Mobile	23.56
17/08/2026	Lloyds Bank Charge Card	TRANSFER	361.68		July-2026 Card Purchases & Fee
21/08/2026	Wendy Maddock	BACS	64.63	2026/07/20 - 071.5	June-2026 Staff Expenses
21/08/2026	Cheshire Tree & Garden Care	0210	350.00	2026/07/13 - 061.2h	Dead Tree Removal at Harewood
21/08/2026	Caddis Ltd	SI-43074	2,112.00	PO 26-019	Cutting Back on Bridges
21/08/2026	Caddis Ltd	SI-43075	1,826.40	PO 26-.36	Coronet - Raising Water Level
21/08/2026	Caddis Ltd	SI-43078	1,176.00	PO 26-032	SGF - Dead Tree Removal x2
21/08/2026	Caddis Ltd	SI-43077	816.00	PO 26-035	Tree Work - Spine Road
21/08/2026	Caddis Ltd	SI-43079	816.00	PO 26-030	Tree Work - Dukesway
21/08/2026	Caddis Ltd	SI-43076	336.00	PO 26-031	Tree Work - Monarch Park
21/08/2026	Northwich Town Council	9707	120.00	PO 25-001	July-2026 Grass Cut x1
21/08/2026	Northwich Town Council	9707	1,500.00	PO 25-001	Crown Rabout Hedge Cutting
21/08/2026	Northwich Town Council	9684	1,380.00	PO 26-013	Install 2x Benches
21/08/2026	Countrywide Grounds Maint.	704462	7,361.15	PO 26-040	Aug-2026 Contract
21/08/2026	Caddis Ltd	SI-43088	2,348.40	PO 26-006	July-2026 Ponds Contract
21/08/2026	Caddis Ltd	SI-43089	1,176.00	PO 26-019	Wildflower Cut & Collect
21/08/2026	Countrywide Grounds Maint.	705542	114.00	PO 26-039	Ad-hoc Maint. Jobs
21/08/2026	Morral Play Services	2467	540.00	Ongoing Contract	June-2026 Quarterly Insp.
21/08/2026	Northwich Town Council	9722	270.00	Chair & Clerk	Weed Spraying Spine & Regency
24/08/2026	Telecoms World Plc	DD	22.43	Ongoing Contract	July-2026 VOIP Charges
31/08/2026	UNITY TRUST BANK	DD	10.15	Ongoing Contract	July-2026 Bank Charges
31/08/2026	Staff Costs	BACS	4,078.65	Contract	Aug-2026 Staff Costs

Total Payments 26,945.62

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
07/07/2026	Toolstation Ltd	CARD	16.89	Clerk	Stainless Steel Screws x200
10/07/2026	Keep It Personal Ltd	CARD	63.98	Chair	Gift for HW
16/07/2026	Lloyds Bank	DD	3.00	Ongoing Contract	June-2026 Charge Card Fee
16/07/2026	Norton Lifelock Ireland Limite	CARD	33.19	Clerk	Norton Driver Updater
16/07/2026	Norton Lifelock Ireland Limite	CARD	-33.19	Clerk	Norton Driver Updater
17/07/2026	Avanquest Software	CARD	19.95	Clerk	PDF Suite - Pro
20/07/2026	Signs Direct	CARD	203.96	2026/06/15 - 046.2b	Neighbourhood Parking Signs x3
20/07/2026	Tesco Stores	CARD	15.00	Chair/Clerk	Flowers for HW
23/07/2026	Toolstation Ltd	CARD	16.99	Clerk	Stainless Steel Screws x200
23/07/2026	Toolstation Ltd	CARD	16.99	Clerk	Stainless Steel Screws x200
25/07/2026	Amazon EU	CARD	4.92	Clerk	Safety Sign - Headworth Bridge

Total Payments 361.68

Current Bank A/c

List of Payments made between 01/09/2026 and 30/09/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/09/2026	The Storage Team	DD	142.57	Ongoing Contract	Sept-2026 Storage Rental
14/09/2026	Hutchinson 3G	DD	23.56	Ongoing Contract	Aug-2026 Mobile
16/09/2026	Lloyds Bank Charge Card	TRANSFER	844.60		Aug-2026 Card Purchases & Fee
23/09/2026	Telecoms World Plc	DD	22.43	Ongoing Contract	Aug-2026 VOIP Charges
25/09/2026	SLCC Cheshire	SLCC/26-14	35.00	Clerk	Cheshire Branch Conference
25/09/2026	The Fun Experts	15989	3,067.20	2026/09/21 - 097.2a	Xmas Attractions - Balance
25/09/2026	Northwich Town Council	9808	120.00	PO 25-001	Aug-2026 Grass Cut x1
25/09/2026	Butcher & Barlow	23983	1,800.00	2026/06/08 - 025c	Land Dispute Licence
25/09/2026	Countrywide Grounds Maint.	708995	7,361.15	PO 26-040	Sept-2026 Contract
25/09/2026	Caddis Ltd	SI-43130	2,348.40	PO 26-006	Aug-2026 Ponds Contract
25/09/2026	Caddis Ltd	SI-43131	936.00	PO 26-029	Tree Work - Burwardsley
25/09/2026	Caddis Ltd	SI-43132	1,176.00	PO 26-033	Tree Work - Harewood Close
25/09/2026	Caddis Ltd	SI-43133	936.00	PO 26-028	Tree Work - No2 Kensington
25/09/2026	Caddis Ltd	SI-43134	1,826.40	PO 26-041	Coronet - Raising Water Level
25/09/2026	PKF Littlejohn	CH0228	756.00	Statutory Fee	2025-2026 External Audit
25/09/2026	Caddis Ltd	SI-43152	696.00	PO 26-043	Tree Work - Bishopsgate
25/09/2026	Caddis Ltd	SI-43154	96.00	PO 26-045	Tree Work - Coronet
25/09/2026	Caddis Ltd	SI-43153	96.00	PO 26-044	Tree Work - Kensington Way
25/09/2026	Caddis Ltd	SI-43155	300.00	PO 26-046	Tree Work - KFisher to Monarch
25/09/2026	Staff Costs	BACS	4,078.65	Contract	Sept-2026 Staff Costs
25/09/2026	Countrywide Grounds Maint.	710631	270.00	PO 26-037	Grit bin at Kensington Way
30/09/2026	UNITY TRUST BANK	DD	11.35	Ongoing Contract	Aug-2026 Bank Charges

Total Payments 26,943.31

Lloyds Bank Charge Card

List of Payments made between 01/08/2026 and 31/08/2026

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/08/2026	Lloyds Bank	DD	3.00	Ongoing Contract	July-2026 Charge Card Fee
03/08/2026	SGI Composites	CARD	261.43	Clerk - H&S Issue	Anti-slip Strips for Bridges
05/08/2026	Amazon EU	CARD	32.00	Clerk	Stationery - Binding Folders
11/08/2026	Land Registry	CARD	7.00	Clerk	Title Plan - 1 Wheelock Close
14/08/2026	Land Registry	CARD	7.00	Clerk	Title Register - 2 Priory Av.
19/08/2026	The Fun Experts	CARD	340.80	Clerk	Xmas Attractions - Deposit
25/08/2026	The Helping Hand Co.	CARD	109.90	2026/07/20 - 074.2a	10x Litter Bag Hoops
25/08/2026	Amazon EU	CARD	55.48	2026/07/20 - 074.2b	2x Waders
26/08/2026	Outdoor Value Retail Ltd	CARD	27.99	2026/07/20 - 074.2b	1x Waders
		Total Payments	844.60		