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Minutes from the PARISH COUNCIL MEETING held at **KINGSMEAD PRIMARY SCHOOL**
on Monday 15th May 2017 at 7.30pm

Attended by: Cllrs Reed, Hoey, Bannister, Boylan, Logan, Martin, Weltman & Jo O'Donoghue, Clerk

Also attended by: 3 members of the public

PART A

1. To receive Apologies

Noted: There were no apologies

2. Disclosure of interest in items on the agenda

To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

Noted: There were no disclosures of interests

3. Public Open Forum

- a) Members of the public are invited to address Councillors and raise issues of concern (15 minutes)

Noted: 1 member of the public raised concern regarding a hedge on Monarch Drive and it was agreed that the Clerk will request action by Cheshire West and Chester Council.

ACTION: JO

4. Police Report

- a) To receive report (PC Neil Wharmby)

Noted: No report was available for the meeting and the Clerk agreed to follow this up and ensure a report is made available for the next meeting.

ACTION: JO

5. Approval of Minutes

- a) To approve and sign Minutes of the Council Meeting held 10th April 2017

Resolved: It was unanimously agreed to approve and sign Minutes of the Council Meeting held 10th April 2017 with the following revisions:

Attended by: Cllr Reed, Cllr Hoey, Cllr Bannister, Cllr Martin & Cllr Boylan. Cllr Hoey took the meeting minutes

Ref: 10/04/2017/1: Apologies were received and accepted from Cllrs Weltman & Logan and Jo O'Donoghue, Parish Clerk.

6. Finance and Administration

- a) To approve and sign the accounts for payment May 2017

Signed: _____ Dated: _____

Resolved: It was proposed by Cllr Hoey, seconded by Cllr Reed and unanimously agreed to approve the following payments:

B/P to: J O'Donoghue	£ 760.76	(under LGA 1972 s143)
B/P to: HMRC	£ 312.05	(under LGA 1972 s143)
WAP Lawton	£ 5,832.00	GPC Monthly
B/P to: J O'Donoghue	£ 74.43	GPC BT 03-04
B/P to: Jims Mowing	£ 240.00	GPC pruning Stretton
B/P to: Jims Mowing	£ 475.00	GPC
B/P to: Peak Pursuits	£ 285.00	GPC climbing wall
B/P to: Caddis	£ 780.00	GPC trees St Georges
B/P to: Cheshire Pension Fund	£ 211.73	auto enrol
TOTAL	£ 8,970.97	

- b) To approve and sign bank reconciliation April 2017

Resolved: It was unanimously agreed to approve and sign bank reconciliation April 2017

- c) To note action taken from the previous meeting and any outstanding actions to be processed

Resolved: Clerk to arrange for balloon and gas cannisters to be made available for the Kingsmead Primary School Fair.

ACTION: JO

7. Annual Financial Report

- a) To approve Annual Governance Statement

Resolved: It was unanimously agreed to approve the Annual Governance Statement

- b) To approve Annual Accounting Statement

Resolved: It was unanimously agreed to approve the Annual Accounting Statement

8. Events

- a) To receive report – Dog Show

Noted: The Clerk provided a report and it was noted that: the grass on St Georges Field will need to be cut before 11th June; the council require confirmation of public liability insurance from the organisers; Clerk to contact organisers to ensure they make attendees aware of the lack of car parking.

ACTION: JO

- b) To receive report – Kingsmead Primary School Summer Fair

Noted: It was noted that: the Police will be attending with DNA bike marking kits; tokens are required for the climbing wall.

ACTION: JO

- c) To receive report – Xmas market

Noted: It was noted that: a generator and sound equipment will be required although it was not agreed who would organize this; Clerk to contact potential stall holders and a refundable deposit of £25 will be required.

ACTION: JO

- d) To agree action to be taken

Signed: _____ Dated: _____

Noted: As above

9. Noticeboard

- a) To receive report from Cllr Hoey

Noted: Cllr Hoey provided a report and it was noted that 2 quotations have been received.

- b) To agree action to be taken

Resolved: It was proposed by Cllr Hoey, seconded by Cllr Reed and unanimously agreed to order 1 x noticeboard from Noticeboards Online at a cost of £1,460 exc VAT.

ACTION: JO/LH

10. Consultations

- a) To note boundary review consultation

Noted: The consultation was noted and it was agreed to make no objections to the proposals.

- b) To note licence application 17/00373 Vama Express, 5 Kingsmead Square, Regency Way, Kingsmead, sale of alcohol and the proposed hours, 2am on a Friday and Saturday night.

Noted: It was noted that Cllr Weltman has made an objection to the proposals as Cheshire West and Chester Ward Member.

- c) To agree action to be taken

Noted: No further action to be taken

11. Play Areas

- a) To note quotations received and report from Cllr Bannister

Noted: Cllr Bannister provided a report and it was noted that 2 quotations have been received for refurbishment of the play area on Dukes Way(2) and that a contractor is required to remove the existing equipment. It was further agreed to carry out a survey in regards to the future of Burwardsley Way plan area. It was noted that the hedge around the play area on Kensington Way has now outgrown the wicker fencing and requires a reduction in height and that 2 CCTV cameras will be installed in the play area.

- b) To agree action to be taken

Resolved: It was unanimously agreed to appoint Pentagon to carry out the refurbishment at a quoted price of £18,600 exc VAT and set aside a budget of £2,000 for equipment removal. Clerk to instruct Caddis to remove the wicker fencing and request WAP Lawtons to reduce the height of the hedge around Kensington Way play area.

ACTION: JO/EB

12. Newsletter

- a) To agree format and actions to be taken

Noted: It was noted that a newsletter is due and that a leaflet explaining the work of the Council could be produced in time for the next delivery. Clerk to circulate leaflet produced by Hartford Parish Council.

ACTION: JO

13. Clocktower

- a) To receive report from the Clerk and note quotes received

Noted: It was noted that 2 quotations have been received for a 5-year maintenance programme and

Signed: _____ Dated: _____

replacement of all 4 TAC200 movements and installation of a new master clock controller.

- b) To agree action to be taken

Resolved: It was proposed by Cllr Boylan, seconded by Cllr Logan and unanimously agreed to: appoint Time Assured to replace 4 TAC200 movements and installation of a new master clock controller at a cost of £2,590 plus VAT and enter into a 5-year maintenance contract with Time Assured.

ACTION: JO

14. Bins

- a) To receive report from Cllr Weltman

Noted: It was noted that CWAC has agreed to provide and empty bins on the walkway from Kingsmead Primary School to Monarch Drive.

- b) To agree action to be taken

Resolved: Cllr Weltman to progress with CWAC

ACTION: HW

15. Trees and Open Spaces

- a) To note complaint from resident on Blakemere Drive

Resolved: It was unanimously resolved that the Clerk will make no further comment in response to the complaint regarding Sky reception until such time as a formal complaint has been logged and noted as per complaints policy.

- b) To receive report from Cllr Reed and note quotations received

Resolved: It was unanimously resolved to accept the quotations received from Caddis and carry out stump grinding on St Georges Field (£580 plus VAT) and boundary hedging on Royal Gardens (£838 plus VAT). Clerk to instruct.

- c) To consider reducing hedge height around Kensington Way Park

ACTION: JO

Resolved: Resolved under minute reference 15/05/2017/11b

16. Best Kept Garden

- a) To receive report from the Clerk

Noted: It was noted that there are now entrants to the competition under each category.

- b) To agree action to be taken

Resolved: Clerk to contact all entrants asking for their availability as to judging.

17. Events

- a) To agree involvement with Kingsmead Primary School Fair

Noted: Noted under item 8

- b) To note arrangements for Kingsmead Xmas market

Noted: Noted under item 8

- c) To agree action to be taken

Noted: Noted under item 8

18. Co-option

- a) To note candidates for co-option

Noted: It was noted that there were 2 applicants for the 3 casual vacancies.

- b) To approve co-option

Resolved: It was proposed by Cllr Hoey, seconded by Cllr Bannister and unanimously agreed to co-opt Lynne Williams and Steve Chappell as Kingsmead Parish Councillors. Clerk to arrange induction session with Cllr Reed & Hoey.

ACTION: JO/CR/LH

19. Any other business

Please note that this item is for information only and no decisions can be made. This item is scheduled to last no more than 15 minutes.

Noted: Clerk to arrange date for Finance Committee Meeting.

20. Close of meeting

Noted: The meeting closed at 8.55pm