



Kingsmead Parish Council  
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Northwich  
Cheshire  
CW9 8JT

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Minutes from the PARISH COUNCIL MEETING held 15<sup>th</sup> January 2018 at **Kingsmead Primary School**  
on Monday

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Attended by: Cllrs Reed (Chair), Hoey (Vice Chair), Martin, Weltman, Williams, Bannister, Boylan, Logan & Jo O'Donoghue (Clerk)

Also attended by: 1 member of the public

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**PART A**

**1. To receive Apologies**

**Resolved:** Apologies were received and accepted from Cllr Chappell

**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 interest.

**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 attended the meeting to discuss damage to Parish Council land at the rear of a property and it was agreed that no further action would be taken.

**4. Police Report**

- a) To note report

**Noted:** It was noted that a driver who had been disqualified from driving and without insurance has been arrested close to the extra care apartments on Monarch Drive.

**5. Approval of Minutes**

- a) To approve and sign Minutes of the Council Meeting held 18<sup>th</sup> December 2017

**Resolved:** It was unanimously agreed to approve and sign the Minutes of the Council Meeting held 18<sup>th</sup> December 2017.

**6. Finance and Administration**

- a) To approve and sign bank reconciliation December 2017

**Resolved:** It was proposed by Cllr Hoey, seconded by Cllr Reed and unanimously agreed to approve and sign the minutes. Clerk to post on website. **ACTION: JO**

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Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

- b) To approve accounts for payment January 2018

**Resolved:** It was proposed by Cllr Bannister, seconded by Cllr Weltman and unanimously agreed to approve the following accounts for payment.

Payee	Reference	Amt	VAT	Total
B/P to: J O'Donoghue	KPC	£ 760.76	£ -	£ 760.76
B/P to: CHESHIRE PEN FUND	9857092	£ 280.03	£ -	£ 280.03
B/P to: HMRC	120PX00311696	£ 321.05	-	£ 321.05
B/P to: WAP LAWTON	13349	£ 4,860.00	£ 972.00	£ 5,832.00
B/P to: Playdale	0000029617		£ 624.04	£ 624.04
B/P to: Caddis	5570	£ 680.00	£ 136.00	£ 816.00
B/P to: Caddis	5569	£ 2,333.00	£ 466.60	£ 2,799.60
B/P to: Caddis	5571	£ 750.00	£ 150.00	£ 900.00
B/P to: Jo O'Donoghue	KPC-EXP	£ 154.20	£ -	£ 154.20
B/P to: Jo O'Donoghue	KPC-EXP	£ 17.00	£ -	£ 17.00
B/P to: PIMS	KIN033	£ 385.50	£ 77.10	£ 462.60
B/P to: Northwich Town Council	C Shaw	£ 1,166.40	£ 233.28	£ 1,399.68
B/P to: GL Redmond	KPC XMAS DEP	£ 25.00	£ -	£ 25.00
B/P to: J O'Donoghue	KPC-OFFICE	£ 89.12	£ -	£ 89.12
TOTAL		£ 11,822.06	£ 2,659.02	£ 14,481.08

- c) To note progress against budget

**Noted:** The Clerk provided a breakdown of expenditure against budget which was noted. (Appendix A)

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

**Noted:** It was noted that there are no outstanding actions

- e) To note activity tracking sheet

**Noted:** The activity tracking sheet was provided by the Clerk and noted.

- f) To note updated Wildlife Policy and approve publication

**Resolved:** The Wildlife Policy was noted and it was agreed that: once Cllr Boylan has formatted the document the Clerk will publish on the Council website; Clerk to arrange for each councillor to have paper copies of all Council policies.

**ACTION: DB/JO**

#### 7. Grounds & Pond Maintenance

- a) To receive report from Cllrs Reed & Hoey and note quotations received

**Noted:** It was noted that: there is an additional £250 cost from Caddis for use of a digger to remove Cressula from the pond and noted that this cost is an addition to the agreed contracted fee; Caddis will be carrying out the approved works to land owned by Equity Housing on 16<sup>th</sup> January, Cllr Reed has informed the residents on Simmonds Close.

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Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

- b) To agree action to be taken

**Resolved:** It was unanimously agreed to accept the additional £250 cost from Caddis for use of a digger to remove Cressula from the pond and noted that this cost is an addition to the agreed contracted fee.

#### 8. Clerk Report

- a) To receive report from J O'Donoghue

**Noted:** It was noted that: a letter has been received from a Davenham resident requesting funding for Classroom in the Clouds, a project based in Nepal supported by Girlguiding North West.

- b) To agree actions to be taken

**Resolved:** It was unanimously agreed to contact the resident suggesting she contact Davenham Parish Council for funding. **ACTION: JO**

#### 9. Events

- a) To agree date for litter pick

**Resolved:** It was agreed to hold the next litter pick on Saturday 17<sup>th</sup> February from 10am meeting at the noticeboard in Kingsmead Square, Cllr Weltman agreed to contact Cheshire Wets and Chester Council to obtain additional litter picks. Clerk to advertise on website. **ACTION: JO**

- b) To agree date for garden competition

**Resolved:** It was agreed to judge the competition during the last week of June and to invite Cat Stewart (Headmistress, Kingsmead Primary School) and Paul Kellett (Caddis Ltd) to carry out the judging. **ACTION: JO**

#### 10. Newsletter

- a) To agree date for next newsletter and content

**Resolved:** It was agreed to publish the next newsletter at the beginning of March. Councillors and Clerk to provide information to Cllr Bannister as soon as possible. **ACTION: ALL**

#### 11. Christmas lighting

- a) To consider new lighting provider and agree action to be taken

**Resolved:** It was unanimously agreed to approach Northwich Town Council to provide additional Christmas lighting on the clocktower. **ACTION: JO**

#### 12. Structures

- a) To receive update from Cllr Logan

**Noted:** Cllr Logan provided a report and it was noted that the replacement cost of the clocktower would be £95,900.21. A report from a structural engineer regarding the spine road wall and memorial replacement cost has not yet been received.

- b) To agree action to be taken

**Resolved:** It was agreed to insure the clocktower for the replacement cost of £95,900.21. **ACTION: JO**

**13. Damage to Parish Council land**

- a) To receive report from Cllr Reed

**Noted:** Cllr Reed reported that there has been no further response following the letter sent from the solicitor to a resident.

- b) To agree actions to be taken

**Resolved:** Cllr Reed agreed to contact solicitor to chase up prior to the next meeting.

**ACTION: JO**

**14. Footpaths**

- a) To receive report from Cllr Boylan

**Noted:** Cllr Boylan provided a report and it was noted that 3 quotations have been sought for footpath improvements around Coronet pond, clock tower and memorial.

- b) To agree actions to be taken

**Resolved:** Cllr Boylan agreed to pursue the quotations and present for approval at the next council meeting.

**ACTION: DB**

**15. Play Areas**

- a) To note report

**Noted:** The play area report was circulated by the Clerk and noted.

- b) To agree action to be taken

**Noted:** No further action to be taken

**16. Bins**

- a) To receive report from Cllr Weltman and agree action to be taken

**Noted:** Cllr Weltman provided a report and agreed to follow up with Cheshire West and Chester Council.

**ACTION: HW**

**17. Any other business**

Please note that this item is for information only and no decisions can be made.

**Noted:** Cllr Williams suggested holding a competition for the best Christmas lights and it was agreed to discuss further at the next Parish Council meeting. It was agreed that the Clerk will seek alternative quotes for broadband and phone provision.

**ACTION: JO**

**18. Close of meeting**

**Noted:** The meeting closed at 9pm

APPENDIX A  
BUDGET

Year	2017-2018	ANNUAL BUDGET	EXP TO DATE	REMAINDER TO DATE
<b>Month No</b>		<b>9</b>		
<b>Staff Costs</b>				
101	Salary	10,508	7,638.35	2,870
102	HMRC	3,571	3,129.52	441
103	Cheshire Pension Fund	2,329	2,171.94	157
<b>Total Employee Costs</b>		16,408	12,939.81	3,468
<b>Admin Costs</b>				
201	Audit Fees	728	988.80	-261
202	Legal Fees	1,040	504.00	536
203	Subscriptions	915	1,232.15	-317
204	Insurance	520	787.81	-268
205	Training	312	0.00	312
206	PC Office	3,000	2,419.68	580
<b>Total Admin Costs</b>		6,515	5,932	583
<b>Maintenance</b>				
301	Trees/Survey	10,000	14,115.60	-4,116
302	Grounds Maintenance Contract	58,530	47,376.00	11,154
303	Additional Maintenance	15,000	19,271.43	-4,271
304	Play Areas	20,000	35,784.80	-15,785
305	Monuments/Clocktower/Speedgun	3,000	3,328.80	-329
306	Ponds & culvert	23,500	15,471.60	8,028
307	Play Area Inspections	1,629	2,580.00	-951
308	Paths	20,000	1,208.33	18,792
<b>Total Maintenance Costs</b>		151,659	139,137	12,522
<b>Annual Payments</b>				
401	Grants S137	1,040	250.00	790
403	Newsletter/Prizes	1,040	875.49	165
<b>Total Annual Payments</b>		2,080	1,125.49	955
<b>Events</b>				
501	Open Day/Events	3,060	700.69	2,359
502	Xmas tree & lighting	6,120	655.46	5,465
<b>Total Events Costs</b>		3,060	700.69	2,359
<b>TOTAL EXPENDITURE</b>		179,722	159,834.99	19,887
<b>INCOME</b>				
	Precept	134,873	133,469	
	Interest	0	0.00	

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

VAT reclaim	20,000	27,380.74
Grant funding	0	1,404.00
Misc	0	760.76
<b>TOTAL INCOME</b>	<b>154,873</b>	<b>163,015</b>

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Signed: \_\_\_\_\_ Dated: \_\_\_\_\_