



Kingsmead Parish Council
231 Hartford Road
Davenham
Northwich
Cheshire
CW9 8JT
Cll

Clerk: Jo O'Donoghue
Telephone: 01606 41862
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Minutes from the PARISH COUNCIL MEETING held on Monday 16th April 2018 at Kingsmead Primary School

Attended by: Cllr Reed (Chair), Cllr Boylan, Cllr Logan, Cllr Weltman, Cllr Chappell & Jo O'Donoghue (Clerk)

PART A

1. To receive Apologies

Resolved: Apologies were received and accepted from Cllr Hoey, Cllr Bannister, Cllr Martin and Cllr Williams.

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: No member of the Council, present at the meeting, declared an interest in any item on the agenda.

3. Public Open Forum

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

Noted: No member of the public attended the meeting

4. Police Report

- a) To note report

Noted: It was noted that Nicola Smith has been appointed as PCSO for Leftwich & Kingsmead from 1st April 2018. PCSO Smith was unable to attend the meeting and provided a report which is appended to the minutes (Appendix A). PC Cameron Mair also provided a report which is appended to the minutes (Appendix B).

5. Approval of Minutes

- a) To approve and sign Minutes of the Council Meeting held 19th March 2018

Resolved: It was proposed by Cllr Reed seconded by Cllr Boylan and unanimously agreed to approve and sign Minutes of the Council Meeting held 19th March 2018. Clerk to post minutes on website.

ACTION: JO

6. Finance and Administration

- a) To approve and sign bank reconciliation March 2018

Resolved: It was unanimously agreed to approve and sign bank reconciliation March (Appendix C).

- b) To note response received from Prism Ltd in respect of clock tower lights and agree action

Resolved: It was unanimously agreed to make a payment of £869.49 plus VAT in respect of invoice number 12523 which represents half the invoiced cost for the roof nets which did not cover the entire roof of the clock tower

Signed: _____ Dated: _____

as agreed under order number PO/XL2016.

ACTION: JO

- c) To approve accounts for payment April 2018

Resolved: The Clerk provided a detailed breakdown of the payments and it was proposed by, seconded by and unanimously agreed to approve the following payments:

Payee	Total	Purpose
Office	£ 80.80	Broadband & phone (8th March to 7th May)
Training (Clerk)	£ 14.40	Finance training CW9 8JT to CH3 9PX (32m @ 45p/m) 22/03/18
Training ChALC (Clerk)	£ 35.00	GDPR workshop 18/04/18
Training Zurich Insurance (Clerk)	£ 36.00	Risk assessment seminar 1/02/18
WAP Lawton	£ 163.20	Additional litter pick March 2018
WAP Lawton	£ 5,832.00	Monthly maintenance contract
Caddis Ltd	£ 534.00	Hedge planting Stretton Walk
Jo O'Donoghue	£ 987.29	Salary (1094.60 - 47.11 NI - 60.20 Pension)
Cheshire Pension Fund	£ 293.25	Emp contrib 233.15 + Employee 60.20
HMRC	£ 101.29	Emp contrib 54.18 + Employee 47.11
Training ChALC (Clerk)	£ 135.00	Effective appraisals training (23/04/18)
Office	£ 720.00	Annual office 231 Hartford Road
TOTAL	£ 8,932.23	

- d) To note progress against budget

Noted: The Clerk presented a report detailing progress against budget and it was noted that the closing balance as at 31st March 2018 stands at £4,141.78 (Appendix D)

- e) To approve Clerk annual salary increment

Resolved: It was noted that the pay agreement from 1st April 2018 has not yet been announced however there is an expectation of an increase of 2% for the period 1st April to 31st March 2019 with a further 2% from 1st April 2019 to 31st March 2020 and a change to pay grades. It was proposed by Cllr Reed, seconded by Cllr Logan and unanimously agreed to approve Clerk annual salary increment to Grade 37 from 1st April 2018 and to implement the percentage increase and change to salary grade once approved by Joint Councils. **ACTION: JO**

- f) To note increases in Cheshire Pension Fund Pension payments from April 2018 to March 2019

Noted: It was noted that the pension payments for April 2018 to March 2019 have increased to 5.5% (employee contribution) of pensionable pay and 21.3% (employer contribution).

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

Noted: It was noted that a meeting needs to be arranged with Cheshire West Highways to discuss speeding issues on Monarch Drive. **ACTION: JO**

- h) To note activity tracking sheet

Noted: The activity tracking sheet was noted and up to date.

- i) To agree a date for the next Finance Committee Meeting following postponement of meeting due to school closure

Resolved: It was agreed to hold the meeting prior to the next Council meeting on a Monday evening. Clerk to circulate dates to committee members. **ACTION: JO**

Signed: _____ Dated: _____

7. Smaller Authorities (Transparency Requirements) (England) Regulations 2015/494

- a) To note compliance with the regulations and publication of online publication of certain information which the Government requests to provide taxpayers with a clear picture of the authority's activities, spending and governance to improve the ability of communities to hold local public bodies to account <http://www.kingsmeadpc.org.uk/wp-content/uploads/2013/01/KPC-Transparency-Requirements.pdf>

Resolved: It was noted that the above regulations apply to authorities with a turnover of less than £25,000 and that the Council have a turnover in excess of £100,000. The Clerk noted that it is good practice to comply and it was unanimously resolved that Kingsmead Parish Council comply with the above regulations and the information will be published on the website. **ACTION: JO**

8. 2017 – 2018 Annual Audit

- a) To note arrangements for internal audit which will be carried out by JDH Business Services Ltd from Thursday 11th May 2018

Noted: The arrangements were noted

- b) To note arrangement for external audit which will be carried out by Littlejohn LLP from 11th June 2018

Noted: The arrangements were noted

9. 2017 – 2018 Annual Financial Report

- a) To note Annual Financial Report (Receipts and Payments Account) circulated to all clls prior to the meeting

Noted: The report was noted

- b) To sign and approve Annual Financial Report (Receipts and Payments Account) circulated to all Councillors prior to the meeting

Resolved: It was proposed by Cllr Weltman, seconded by Cllr Reed and unanimously agreed to approve and sign the Annual Financial Report (Receipts and Payments Account). Clerk to post on website. **ACTION: JO**

10. Annual Governance and Accountability Return 2017/18 Part 3

- a) To consider Section 1, Annual Governance Statement 2017/18 circulated to all clls prior to the meeting

Noted: The Clerk provided a report explaining the statements to be approved.

- b) To approve, sign and date Section 1, Annual Governance Statement 2017/18

Resolved: It was proposed by Cllr Reed, seconded by Cllr Boylan and unanimously agreed to approve, sign and date Section 1, Annual Governance Statement 2017/18.

- c) To consider Section 2, Accounting Statements 2017/18 circulated to all clls prior to the meeting

Noted: The Clerk provided a report explaining the statements to be approved.

- d) To approve, sign and date Section 2, Accounting Statements 2017/18

Resolved: It was proposed by Cllr Reed, seconded by Cllr Boylan and unanimously agreed to approve, sign and date Section 2, Accounting Statements 2017/18.

11. Clerk Report

- a) To receive report from J O'Donoghue

Noted: It was noted that a quotation has been received for purchase, installation and emptying of an additional dog bin at the access to Dukes Way.

- b) To agree actions to be taken

Resolved: It was proposed by Cllr Weltman, seconded by Cllr Reed and unanimously agreed to accept the quotation as above. Clerk to instruct. **ACTION: JO**

12. General Data Protection Regulations May 2018

- a) To note data audit <http://www.kingsmeadpc.org.uk/wp-content/uploads/2013/01/KPC-Data-Audit-Schedule-2018.pdf>

Noted: It was noted/approved that the Clerk has completed a data audit in preparation for the regulations which come into effect on 25th May 2018. The document is available on the website following the above link.

- b) To note email privacy notice <http://www.kingsmeadpc.org.uk/wp-content/uploads/2013/01/KPC-email-contact-privacy-notice.pdf>

Noted: It was noted/approved that the Clerk has completed an email privacy notice following guidelines provided by NALC/SLCC in preparation for the regulations which come into effect on 25th May 2018. The document is available on the website following the above link.

- c) To note retention of documents <http://www.kingsmeadpc.org.uk/wp-content/uploads/2013/01/KPC-Retention-of-Documents.pdf>

Noted: It was noted/approved that the Clerk has compiled a retention of documents policy following guidelines provided by NALC/SLCC in preparation for the regulations which come into effect on 25th May 2018. The document is available on the website following the above link.

13. Pathways and Structures

- a) To receive report from Cllr Logan regarding bridge insurance and valuation

Noted: It was agreed to defer this item to the May meeting

- b) To receive report from Cllr Boylan and note quotations received for path works

Noted: It was noted that 3 quotations have been received for pathworks around the clock tower, duck pond and A533 monument.

- c) To agree action to be taken

Noted: It was agreed that one quote was too expensive in comparison with the others and was rejected. It was agreed that the Clerk will write to one of the other 2 companies requesting confirmation of guarantee and to consider remaining 2 quotes at the May meeting. **ACTION: JO**

14. Play Areas

- a) To note play area reports

Noted: The play area reports were noted

- b) To agree action to be taken

Resolved: It was unanimously agreed to carry out actions as required. **ACTION: JO**

15. Landscaping and Trees

- a) To note quotations received from Caddis for: tree works on large oak and sycamore in the small woodland on Burwardsley Close; removal of ash, crown lift and prune cherry, remove old hedge behind fence, plant gap with dogwood.

Noted: Cllr reed provided a report and it was noted that quotations have been received for the above works.

- b) To agree action to be taken

Resolved: It was unanimously agreed to instruct the above works. **ACTION: JO**

16. Young Citizen of the Year Award

- a) To note applications received

Noted: It was noted that 2 further applications have been received.

- b) To agree action to be taken

Resolved: It was unanimously agreed to delegate decision regarding closing date to the Finance Committee Meeting due to be held prior to the May meeting.

17. Best Kept Garden Competition 2018

- a) To note applications received

Noted: The Clerk reported that only 2 applications have been received and that the event has been advertised on the website, in the noticeboard and in the Northwich Guardian.

- b) To agree action to be taken

Resolved: It was unanimously agreed to cancel the competition with immediate effect and inform the residents who have entered. **ACTION: JO**

18. Highways

- a) To receive report from Cllr Reed

Noted: Cllr Reed provided a report and it was noted that a meeting needs to be arranged with CWAC Highways to consider issues on Monarch Drive in relation to speeding. It was further noted that a closure notice has been erected on Regency Way although the Council has not been notified.

- b) To agree action to be taken

Resolved: Clerk to arrange meeting and request notification of road closure from CWAC. **ACTION: JO**

19. Damage to Parish Council land

- a) To receive report from Cllr Reed

Noted: Cllr Reed provided a report which was noted.

- b) To agree actions to be taken

Resolved: It was agreed to contact Cheshire Police with further information as requested. **ACTION: JO**

20. Any other business

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

Noted: It was noted that Cheshire Development Trust will be providing payroll services from 1st April 2018 and that Cllr Welman has agreed to provide funds to provide a further square bin out of CWAC Member's Budget.

21. Close of meeting

Noted: The meeting closed at 8.40pm

**APPENDIX A
PCSO REPORT
NICOLA SMITH PCSO 20403**

As of the 1st April 2018 I have taken over the area of Leftwich, Kingsmead, Davenham and Moulton as Beth has gone to Work in Chester. I have been a PCSO Working in Northwich for the past 11 years and look forward to using my experience in my new area.

I spent a week with Beth before she left to handover and introduce me to her key contacts, schools and businesses. I have some Schools talks booked and I will keep you updated on the work I do in the area. Kingsmead has been Quiet Crime wise. I have had a few complaints of speeding and 1 of dangerous driving. All Community Speed watch results have been processed and warning letters have been sent.

Signed: _____ Dated: _____

Anti-Social Behaviour.

No relevant anti-social behaviour reports have been made in the past month for the Kingsmead area.

Crimes of note

1 x vehicle interference; Offenders enter insecure vehicle and search through property within before damaging ignition lock. Ongoing investigation into this.

1 x Theft of pushbike chained up on the Leftwich estate. No current lines of enquiry for this offence.

Hoax terror threat email sent to Kingsmead school. This was a national incident and NOT specific to the school itself. The threat was of a general nature sent via a broadcast type email to a number of schools across the UK. A suspect was arrested out of the Cheshire area and dealt with by the relevant police area. This was a confirmed hoax and there are no risks to the school, staff or students.

Cheshire Police Alert

The division is currently trying to increase the use of our Cheshire Police Alert system.

This includes crimes/incidents of note within the area. This is an opportunity to get frequent and relevant updates from us.

Please visit www.cheshirepolicealert.co.uk to register.

1. Forename and Surname
2. House name or number with the postcode
3. Email address

Following your addition to the scheme you will receive an email to the address provided asking you verify the account so please keep one eye on your emails.

**APPENDIX C
Bank reconciliation 31 March 2018**

Kingsmead Parish Council Monthly bank reconciliation

Month March 18

M12

Cash Book

	£
Balance brought forward Unity Trust c/a	30,439.78
Add Income per cash book	7,989.66
Less payments per cash book	34,287.66
Cash Book Balance	4,141.78

Balance at bank

Unity Trust c/a 4,141.78

Uncredited Deposits

Details	Amount £

Signed: _____ Dated: _____

Total Uncredited deposits		0.00
Outstanding Payments	Cheque No.	Amount £
Less outstanding cheques		0.00
Plus uncredited deposits		0.00
Balance at Bank C/F		<u><u>4,141.78</u></u>

**APPENDIX D
PROGRESS AGAINST BUDGET**

Year	2017-2018	ANNUAL BUDGET	EXP TO DATE	REMAINDER TO DATE
Month No	12			
Staff Costs				
101	Salary	10,508.00	10,332.11	175.89
102	HMRC	3,571.00	3,618.87	-47.87
103	Cheshire Pension Fund	2,329.00	3,012.03	-683.03
	Total Employee Costs	16,408.00	16,963.01	-555.01
Admin Costs				
201	Audit Fees	728.00	988.80	-260.80
202	Legal Fees	1,040.00	504.00	536.00
203	Subscriptions	915.00	1,232.15	-317.15
204	Insurance	520.00	787.81	-267.81
205	Training	312.00	544.75	-232.75
206	PC Office	3,000.00	2,836.25	163.75
	Total Admin Costs	6,515.00	6,893.76	-378.76
Maintenance				
301	Trees/Survey	10,000.00	14,835.60	-4,835.60
302	Grounds Maintenance Contract	58,530.00	64,872.00	-6,342.00
303	Additional Maintenance	15,000.00	23,806.83	-8,806.83
				-
304	Play Areas	20,000.00	36,871.44	16,871.44
305	Monuments/Clocktower/Speedgun	3,000.00	4,640.40	-1,640.40
306	Ponds & culvert	23,500.00	26,902.80	-3,402.80
307	Play Area Inspections	1,629.00	2,580.00	-951.00
308	Paths	20,000.00	1,208.33	18,791.67
				-
	Total Maintenance Costs	151,659.00	175,717.40	24,058.40
Annual Payments				
401	Grants S137	1,040.00	250.00	790.00

Signed: _____ Dated: _____

403	Newsletter/Prizes	1,040.00	1,128.49	-88.49
Total Annual Payments		2,080.00	1,378.49	701.51

Events

501	Open Day/Events	3,060.00	725.69	2,334.31
502	Xmas tree & lighting	6,120.00	9,009.79	-2,889.79
Total Events Costs		9,180.00	9,735.48	-555.48

TOTAL EXPENDITURE		185,842.00	210,688.14	24,846.14
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INCOME

Precept	134,873	133,469
Interest	0	0.00
VAT reclaim	20,000	35,370.40
Grant funding	0	1,404.00
Misc	0	760.76
TOTAL INCOME	154,873	171,004

Signed: _____ Dated: _____