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Minutes of the
PARISH COUNCIL MEETING held at Kingsmead Primary School on
Monday 16th July 2018

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

Also attended by: 2 members of the public

1. To receive Apologies

Resolved: It was unanimously agreed to accept apologies from Cllr Logan

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.

Resolved: It was unanimously agreed that no member, present at the meeting, disclosed 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.

3. Public Open Forum

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

Noted: 1 resident attended to observe proceedings & 1 residents attended to query why residents had not been informed by the Parish Council as to the introduction of parking restrictions in Kingsmead Square. It was noted that: the car park is run by a private management company and that a consultation was carried out with leaseholders before introduction of parking fines/enforcement; the Parish Council were not aware of the restrictions until it was raised by a resident and then immediately sought advice from the managing agents and posted information on the council website and resident's Facebook page; any appeals against parking fines should be taken up with the issuer of the fines.

4. Police Report

a) To note report

Noted: PCSO Nicola Smith was unable to attend the meeting and a report was received (Appendix A)

b) To agree action to be taken

Noted: No action

5. Approval of Minutes

- a) To approve and sign Minutes of the Annual Parish Council Meeting held 21st May 2018

Resolved: It was unanimously agreed to approve and sign Minutes of the Annual Parish Council Meeting held 21st May 2018 with the following amendment to minute reference 21/05/2018/6:

Resolved: It was unanimously resolved that membership be approved as follows:

Committees & Working Groups	Members 2018-2019
Finance Committee	Cllrs Bannister, Hoey, Boylan, Reed & Martin
Estate Structures/Paths & Fences	Cllrs Boylan, Reed, & Logan
Landscaping & Trees/Ponds	Cllrs Reed, Hoey & Martin
Parks & Playgrounds	Cllrs Bannister, Weltman & Logan
Events/Xmas	Cllrs Weltman, Williams, Logan & Martin
Newsletter	Cllrs Bannister & Hoey

- b) To approve and sign Minutes of the Council Meeting held 18th June 2018

Resolved: It was unanimously agreed to approve and sign Minutes of the Council Meeting held 18th June 2018

6. Finance and Administration

- a) To note response received from JHD Business Services following internal audit

Noted: The previously circulated response was noted and it was agreed that the Clerk will contact JDH to request a full copy of the guidance note from NALC relating to reserves. **ACTION: JO**

- b) To approve process for making August 2018 payments

Resolved: It was unanimously agreed that the Clerk will be given delegated authority to make August payments having followed the following procedure: all accounts for payment in August to be circulated to all Cllrs by email; 2 councillors to authorize payments by email (wherever possible the authorizing councilors should be 1 of the authorized signatories to Unity Trust Bank and the Chair); Clerk to then set up BACS payments; authorized signatory to approve BACS payments. The list of approved payments to be signed at the September meeting of Council.

- c) To approve and sign bank reconciliation June 2018

Resolved: It was proposed by Cllr Bannister seconded by Cllr Hoey and unanimously agreed to approve and sign bank reconciliation June 2018.

- d) To approve accounts for payment July 2018

Resolved: It was proposed by Cllr Hoey seconded by Cllr Weltman and unanimously agreed approve the accounts for payment July 2018 as follows:

Jim's Mowing	308	£ 475.00	£ -	£ 475.00
PIMS	KIN036	£ 414.00	£ 82.80	£ 496.80
SLCC	SLCC/18/006	£ 30.00	£ -	£ 30.00

Jo O'Donoghue	KPC-EXP	£ 40.00	£ -	£ 40.00
Jo O'Donoghue	KPC-EXP	£ 21.99	£ -	£ 21.99
WAP Lawton	13494	£ 4,860.00	£ 972.00	£ 5,832.00
WAP Lawton	13493	£ 1,160.00	£ 232.00	£ 1,392.00
Jo O'Donoghue	KPC	£ 1,005.48	£ -	£ 1,005.48
HMRC	120PX00311696	£ 101.29	£ -	£ 107.07
Cheshire Pension Fund	9857092	£ 299.28	£ -	£ 299.28
Jo O'Donoghue	KPC-OT	£ 214.75	£ -	£ 214.75
TOTAL		£ 8,621.79	£1,286.80	£ 9,914.37

ACTION: JO/LH

- e) To note progress against budget

Noted: The Clerk provided a written report prior to the meeting which was considered and noted (Appendix B)

- f) To agree date for Finance Committee Meeting

Resolved: It was unanimously resolved to hold the next finance committee meeting on Monday 17th September at 6.45pm.

ACTION: FC MEMBERS/CLERK

7. IT Systems

- a) To note current system and discuss issues arising

Noted: It was noted that: the website has almost reached its storage limit and Cllr Boylan has been working on this; there is a need to archive data which is no longer relevant; Cllr Reed provided information on a software accounting package provided by RBS with an initial set up charge of £639 (to include training for the Clerk) and ongoing cost of £100/yr which would provide all the financial reports required by the Parish Council and enable more effective budget setting and review; Cllr Reed to circulate information on RBS to members of the Finance Committee/Clerk.

ACTION: CR

- b) To agree action to be taken

Resolved: It was unanimously resolved that: Cllr Boylan will consider improvements to the website and provide a report and recommendation to the council meeting to be held on 17th September 2018

ACTION: DB/FC MEMBERS

8. Activity tracking

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

Noted: All actions following the previous meeting have been implemented and noted on the activity tracking sheet.

- b) To note activity tracking sheet and agree further action to be taken

Leaning wall added to sheet. Kingsmead school, community council, no response, not contacted SJD, clerk to resent details. Delay ivy cutting, this has been agreed, 1 day held back. Memorial flower bed chase up with WAP., dead, dying and dig over for cll to plant in September.

9. To note correspondence from residents and agree response/action

- a) Complaint regarding overhanging trees and squirrels in loft from Ashton Close

Noted: Cllr Reed has asked Caddis Ltd to consider the issue and make recommendation/report to be discussed at the council meeting to be held on 17th September.

- b) Request to use St Georges Field for boot camp over the summer holidays

Resolved: Following consideration of the request and receipt of public liability insurance it was proposed by Cllr Hoey, seconded by Cllr Williams and unanimously agreed to permit a trial boot camp for summer 2018 subject to

notification of times and dates of operation, no permission to erect advertising banner. Clerk to confirm with applicant.

ACTION: JO

- c) Complaint regarding trees and hedges from Calveley Close

Resolved: It was unanimously agreed not to carry out any action following a site visit by Cllr Reed and noted that the hedge does contain trees and is parallel with the public footpath. Clerk to contact resident giving permission for them to access PC land to trim branches overhanging their garage and confirm that the Council do not wish to retain the cut branches.

ACTION:JO

10. Clerk Report

- a) To receive report from J O'Donoghue

Noted: It was noted that: 3 properties have been referred to Land Registry with regard to restrictions on deeds in favour of Kingsmead Landscape Management Company under Clerk's Power of Attorney; National Grid is claiming Adverse Possession with Land Registry on title number CH438218 which is registered to Kingsmead Parish Council and this has been disputed by the Clerk as Clause 1 of the deeds state that utilities have free and unfettered access to the land. School and letter of thanks

- b) To agree actions to be taken

Noted: Letter of thanks to school

11. Bins

- a) To note issues regarding grit bin on Sproston Way (Cllr Jewitt)

Noted: Cllr Jewitt provided a report and it was noted that the grit bin on Sproston Way would be better located on the opposite side of the road.

- b) To note action regarding replacement bin (Cllr Weltman)

Noted: Cllr Weltman provided a report and it was noted that CWAC has still not responded although Cllr Weltman has offered to pay for the bin from Members Budget.

- c) To agree actions to be taken

Resolved: Clerk to contact resident Sproston Way who currently is "guardian" of the bin to ask if they would continue to maintain the bin on the opposite side of the road and Cllr Jewitt will arrange relocation. Cllr Weltman to follow up with CWAC.

ACTION: JO/HW

12. Planning

- a) To note planning applications received
 - (i) 18/02563/FUL - 5 Bowfell Close Davenham Northwich CW9 8XE - Conservatory to rear

Resolved: No objection, Cllr Weltman to check permissive development rights.

- b) To note planning decisions made by Cheshire West and Chester Council
 - (ii) 18/01622/FUL – 15 Saughall Close Davenham Northwich Cheshire CW9 8GS - single storey rear extension – approval

Noted: The decision was noted

13. Play Areas

- a) To receive a report from the Clerk

Noted: There was no further report

14. Pathways and Structures

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

Noted: Cllr Logan was unable to attend the meeting and the item was deferred to the meeting to be held on 17th September 2018.

- b) To receive report from Clerk regarding quotation for path works

Noted: It was noted that the preferred quotation for path works (resin bound gravel path) with a 12 year guarantee is confirmed as follows: Coronet pond path - £8,500 plus VAT; clock tower path - £5,350 plus VAT; monument path - £4,995 plus VAT.

- c) To agree action to be taken

Resolved: It was proposed by Cllr Boylan, seconded by Cllr Hoey and agreed, in principle, to accept the quotation for works to the monument path in the sum of £4,995 subject to the following being received: proof that 12 year guarantee is underwritten in the event of the collapse of the company; risk assessment for the project; method statement to include proposal to prevent overnight access to the site during works. Once the information is received an extra ordinary meeting of Council will be called to consider the documents and instruct the works.

ACTION: JO/COUNCIL

15. Landscaping and Trees

- a) To receive report from Cllr Reed and note response from resident with regard to damage to Parish Council land

Noted: Cllr Reed provided a report and it was noted that a meeting had been held with PC Cameron Mair and the CPS would not be prepared to go ahead with a prosecution due to the lack of witnesses. PC Mair has agreed to contact Cheshire Police solicitor to obtain a statement to put on the website with regards to future damage to PC land.

- b) To note progress with memorial garden

Noted: See above (Clerk to contact WAP Lawton)

- c) To agree action to be taken

Noted: Clerk to put statement from Cheshire Police once received.

ACTION: JO

16. Events

- a) To discuss Xmas 2018 arrangements

Noted: Cllr Weltman provided a report and it was noted that a meeting of the working group is scheduled for 17th July 2018 and the Clerk has requested a quotation from Northwich Town Council for erection of tree, festoons and lights.

17. Any other business

Note that this item is for information only and no decisions can be made under this agenda item

Noted: Cllr Jewitt provided a report on Coronet pond and the lack of water and depth of the silt and it was agreed to erect 2 signs "Danger, Keep Out, Deep Silt" under Financial Standing Orders (less than £500, Clerk & Chair).

Cllr Boylan to renew anti virus software for PC laptop. Cllr Jewitt provided a report regarding formation of a Youth Council and agreed to circulate the report to all councilors. Cllrs Jewitt, Hoey, Bannister and Weltman expressed an interest in forming a working group to be discussed at the September meeting.

ACTION: JO/DB/SJ

PART B – Exclusion of press and public

- a) To RESOLVE that in accordance with the provision of Schedule 12A of the Local Government Act 1972, Section 5, the public and press be excluded during consideration of the following items.

18. Employees

- a) To note completion of Clerk’s Annual Appraisal

Noted: It was noted that the appraisal has taken place and the Clerk has agreed targets to: issue minutes within 7 working days wherever possible; continue to maintain activity log; record all minutes on voice recorder and delete once minutes have been approved; review working hours (ongoing).

- b) To note Clerk’s annual leave in August 2018

Noted: Clerk to circulate annual leave dates in August to all Cllrs.

- c) To approve Clerk’s revised job description

Resolved: Additions to the job description were noted and unanimously agreed.

19. Close of meeting

The meeting closed at 9:04pm

**APPENDIX A
PCSO REPORT
NICOLA SMITH**

19/6/18 - ASB reported on Dukes Way Park. Loud music played and kids shouting. All quiet on Police arrival. PC Mair and I have kept an eye on this and all seems quite.

20/6/18 – Male reported to be stealing post at the Hollies off Sandbach Drive. Male is described as a black male, 6ft, slim wearing a Grey jumper, Black pants, and white socks with sandals. The male left the area in a vehicle. Statements have been taken from witnesses and checks re the vehicle have been made. The keeper of the vehicle is not associated to the address resisted too so possible it’s on stolen plates. A stop marker has been put on the vehicle, this means if it comes across one of the Police Cars with ANPR (Automatic Number Plate Recognition) camera in, it will be stopped and driver details taken. It is not clear if anything was actually stolen from the post box.

3/7/18 – Male arrested on the river behind Dukes way as female reported a male was flashing his penis. Enquiries are still ongoing.

11/7/18 – member of public reported a suspicious male at the side entrance to the Primary school, male had a camera. School spoken to and no concerns re the male as sports day was on that day and possibly a parent / grandparent waiting.

**APPENDIX B
BUDGET REPORT**

Year	2018-2019	ANNUAL BUDGET	BUDGET TO DATE	EXP TO DATE	PROJECTED EXPENDITURE	REMAINING BUDGET
	Month No	3				
Staff Costs						
101	Salary	13,135.20	3,283.80	2,980.06	11,920	10,155.14
102	HMRC	1,215.48	303.87	309.65	1,239	905.83
103	Cheshire Pension Fund	3,520.20	880.05	885.78	3,543	2,634.42
	Total Employee Costs	17,870.88	4,467.72	4,175.49	16,702	13,695
Admin Costs						
201	Audit Fees	1,000.00	250.00	273.60	1,000	726.40
202	Legal Fees	1,000.00	250.00	0.00	0	1,000.00
203	Subscriptions	1,500.00	375.00	1,402.64	1,403	97.36
204	Insurance	1,000.00	250.00	879.60	880	120.40
205	Training	300.00	75.00	219.50	300	80.50
206	PC Office	1,500.00	375.00	984.55	1,500	515.45
	Total Admin Costs	6,300.00	1,575.00	3,759.89	5,082.24	2,540.11
Maintenance						
302	Grounds Maintenance Contract	69,984.00	17,496.00	17,496.00	69,984	52,488.00
303	Additional Grounds Maintenance	12,000.00	3,000.00	5,369.40	21,478	6,630.60
304	Play Areas	3,000.00	750.00	285.06	1,140	2,714.94
305	Monuments/Clocktower/Speedgun	300.00	75.00	0.00	300	300.00
306	Ponds & culvert	23,500.00	5,875.00	2,730.00	10,920	20,770.00
307	Play Area Inspections	1,662.00	415.50	324.00	1,662	1,338.00
308	Paths	5,000.00	1,250.00	0.00	5,000	5,000.00
	Total Maintenance Costs	115,446.00	28,861.50	26,204.46	104,818	89,242
Annual Payments						
401	Grants S137	1,000.00	250.00	0.00	1,000	1,000.00
403	Newsletter	1,000.00	250.00	0.00	1,000	1,000.00
	Total Annual Payments	2,000.00	500.00	0.00	2,000	2,000.00
Events						
501	Open Day/Events	1,000.00	250.00	344.94	1,000	655.06
502	Xmas & lighting	2,500.00	625.00	1,043.39	4,174	1,456.61
	Total Events Costs	3,500.00	875.00	1,388.33	5,174	2,111.67
	TOTAL EXPENDITURE	145,116.88	36,279.22	35,528.17	133,775.60	
INCOME		Annual Income		Income to date		
	Precept	136,634		136,634		
	Interest	0		0		
	VAT reclaim	30,000		0		
	Grant funding	936		936		
	Misc	0		0		
	TOTAL INCOME	167,570		137,570		