



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

Clerk: Jo O'Donoghue
Telephone: 01606 41862
E-mail: clerk@kingsmeadpc.org.uk

Minutes from the PARISH COUNCIL MEETING held at **Kingsmead Primary School**
on Monday 16th October 2017 at 7.30pm

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

PART A

1. To receive Apologies

Noted: Apologies were received and accepted from Cllr Boylan & Cllr Bannister

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: No member of the public attended the meeting

4. Police Report

- a) To note report

Noted: It was noted that PCSO Cameron Mair has returned from sick leave and will be covering Kingsmead. PCSO Mair was unable to attend the meeting and provided a report prior to the meeting. It was noted that: there has been a reduction in crime and anti-social behavior compared with previous months although there have been some incidents of anti social behavior regarding parking issues on Monarch Drive; Police will be present at future Sir John Deane's open evenings to address any issues; the Police are encouraging all residents to use the Cheshire Police Alert system which can be accessed through www.cheshirepolicealert.co.uk

5. Approval of Minutes

- a) To approve and sign Minutes of the Council Meeting held 18th September 2017

Resolved: The Minutes of the Council Meeting held 18th September 2017 were unanimously approved and signed.

- b) To approve and sign the Minutes of the extra Council Meeting held 2nd October 2017

Resolved: The Minutes of the extra Council Meeting held 2nd October 2017 were unanimously approved and signed.

Signed: _____ Dated: _____

6. Finance and Administration

- a) To approve and sign the retrospective accounts for payments made July/August 2017

Resolved: It was unanimously agreed to approve and sign the following accounts for July and August 2017:

JULY

B/P to: Time Assured Ltd	17112	£ 1,813.00	£ 362.60	£ 2,175.60
B/P to: ADELE DESIGN	216	£ 496.00	£ -	£ 496.00
B/P to: PIMS	KIN030	£ 812.00	£ 162.40	£ 974.40
B/P to: J O'Donoghue	HPC-EVENTS	£ 190.11	£ -	£ 190.11
B/P to: CADDIS LTD	A1941	£ 580.00	£ 116.00	£ 696.00
B/P to: CADDIS LTD	A1938	£ 480.00	£ 96.00	£ 576.00
B/P to: WAPLAWTON	13197	£ 1,672.00	£ 334.40	£ 2,006.40
B/P to: PENTAGON	INV-4526	£ 20,600.00	£4,120.00	£24,720.00
B/P to: J O'Donoghue	HPC-EVENTS	£ 76.11	£ -	£ 76.11
B/P to: CADDIS LTD	A1944	£ 680.00	£ 136.00	£ 816.00
B/P to: CADDIS LTD	A1943	£ 580.00	£ 116.00	£ 696.00
B/P to: CHESHIRE PEN FUND	9857092	£ 280.03	£ -	£ 280.03
B/P to: JIMS MOWING	190	£ 475.00	£ -	£ 475.00
B/P to: JIMS MOWING	191	£ 475.00	£ -	£ 475.00
B/P to: J O'Donoghue	HPC	£ 760.76	£ -	£ 760.76
B/P to: HMRC	120PX00311697	£ 312.05	£ -	£ 312.05
TOTAL £		£ 30,282.06	£ 5,443.40	£ 35,725.46

AUGUST

B/P to: ZURICH	27064837	£ 672.16	£ 80.65	752.81
B/P to: JIMS MOWING	204	£ 380.00	£ -	380
B/P to: JIMS MOWING	205	£ 255.00	£ -	255
B/P to: WAPLAWTON	13162	£ 872.00	£ 174.40	1,046.40
B/P to: C REED	KPC-EXP	£ 27.72	£ -	27.72
B/P to: JIMS MOWING	203	£ 475.00	£ -	475
B/P to: WAPLAWTON	13180	£ 4,860.00	£ 972.00	5,832.00
B/P to: CADDIS LTD	A1907		£ 167.60	167.6
B/P to: JDH BUS SERV	3015	£ 194.00	£ 38.80	232.8
B/P to: J O'Donoghue	KPC-EXP	£ 42.92	£ -	42.92
B/P to: J O'Donoghue	KPC-EXP	£ 24.00	£ -	24
B/P to: J O'Donoghue	KPC-EXP	£ 71.94	£ -	71.94
B/P to: J O'Donoghue	KPC-EXP	£ 4.50	£ -	4.5
B/P to: J O'Donoghue	KPC-EXP	£ 38.42	£ -	38.42
B/P to: WAPLAWTON	13210	£ 4,860.00	£ 972.00	5,832.00
B/P to: SCORPIO SIGNS	18773	£ 57.60	£ 14.40	72
B/P to: JIMS MOWING	215	£ 320.00	£ -	320
B/P to: JIMS MOWING	214	£ 485.00	£ -	485
B/P to: J O'Donoghue	KPC-EXP	£ 69.00	£ -	69
B/P to: J O'Donoghue	KPC-EXP	£ 78.00	£ -	78
B/P to: UNIPAR SERV LTD	23506	£ 176.64	£ 44.16	220.8
B/P to: CHESHIRE PEN FUND	9857092	£ 312.07	£ -	280.03
B/P to: HMRC	120PX00311697	£ 312.07	£ -	312.07
B/P to: HMRC	120PX00311697	£ 312.05	£ -	312.05
B/P to: J O'Donoghue	KPC	£ 760.76	£ -	760.76

Signed: _____ Dated: _____

B/P to: J O'Donoghue	KPC	£ 747.23	£ -	747.23
B/P to: JIMS MOWING	231	£ 480.00	£ -	480
B/P to: JIMS MOWING	221	£ 495.00	£ -	495
B/P to: JIMS MOWING	212	£ 495.00	£ -	495
TOTAL £		£ 17,878.08	£ 2,464.01	£ 20,310.05

- b) To approve and sign bank reconciliation September 2017

Resolved: It was unanimously agreed to approve and sign the bank reconciliation for September 2017

- c) To approve accounts for payment October 2017

Resolved: It was noted that the payment schedule was unavailable at the meeting however it was unanimously agreed to approve the accounts for payment October 2017 as follows. The payment schedule will be signed at the November meeting.

Service Charge	ADMIN	£ 28.20	£ -	£ 28.20
B/P to: J O'Donoghue	KPC	£ 760.76	£ -	£ 760.76
B/P to: HMRC	120PX00311697	£ 312.05	£ -	£ 312.05
B/P to: WAPLAWTON	13180	£ 4,860.00	£ 972.00	£ 5,832.00
B/P to: J O'Donoghue	KPP-EXP	£ 12.00	£ -	£ 12.00
B/P to: J O'Donoghue	KPC-EXP	£ 75.36	£ -	£ 75.36
B/P to: CADDIS LTD	A1958	£ 680.00	£ 136.00	£ 816.00
B/P to: David Boylan	KPC-ANTI VIRUS	£ 25.99	£ -	£ 25.99
B/P to: CHESHIRE PEN FUND	9857092	£ 280.03	£ -	£ 280.03
B/P to: NALC	13777	£ 60.00	£ -	£ 60.00
B/P to: WAPLAWTON	13221	£ 520.00	£ 104.00	£ 624.00
B/P to: ChALC	3910	£ 35.00	£ -	£ 35.00
TOTAL £		£ 7,649.39	£ 1,212.00	£ 8,861.39

- d) To note progress against budget

Noted: It was noted that: the total budgeted expenditure for the year is £185,842 and that to date the expenditure is £104,848.40; monthly ground maintenance costs are considerably reduced for the remainder of the financial year.

- e) To note dates for Finance Committee Meetings

Noted: The next Finance Committee Meeting will be held on Tuesday 14th November at 7.30pm. Venue to be confirmed.

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

Noted: It was noted that actions have been completed and that there are no outstanding actions to be processed.

Signed: _____ Dated: _____

- g) To note Clerk's appraisal

Noted: It was noted that the Clerk's appraisal has been successfully completed. Cllrs Bannister and Hoey carried out the appraisal. The next appraisal will be carried out in April 2018.

- h) To note completion of internal/external audit reports and note report/recommendations

Noted: The report was noted and it was agreed to carry out all recommendations. Clerk to circulate full report to all members of Council. **ACTION: JO**

7. Policy Review

- a) To note progress of working group and agree actions

Noted: It was noted that the working group have reviewed various policies which will be circulated to all councilors and Clerk. **ACTION: WORKING GROUP**

- b) To note wildlife policy and agree actions

Noted: It was agreed to defer this to the November meeting of Council.

- c) To approve Vexatious Policy

Resolved: It was unanimously agreed to unanimously approve the Vexatious Policy as circulated. Clerk to add to website.

8. Winter Grounds Works

- a) To note quotation for winter grounds works (circulated with agenda)

Noted: It was noted that the following quotation has been received:

1. Entrance to river walk path off Woburn Close

Cut back Hazel and Pine overhanging path chip cuttings into shrub beds.

2. Fishermans car park on Buckingham Drive

Reduce height of hedge to 2m around car park.

3. Sub Station at Kingsmead school entrance .

Clear all rubbish cut back Laurel and Hazel chip into bed.

4. Roundabout at end of dukes Way bed opposite .

Carry out pruning of willow, Cornus and Silver Birch.

5. Bishopgates Drive to Burwardsley Way hedge.

Reduce height of Beech hedge to 2m along Regency way.

6. Regency Way play area Butterfly bed.

Dig over planting bed lift herbaceous plants split and replant with additional planting.

- b) To agree action to be taken

Resolved: It was unanimously agreed to seek a second quotation to be considered at the November meeting of council. **ACTION: JO**

9. Boundary Review

Signed: _____ Dated: _____

- a) To receive report from Cllr Weltman

Noted: Cllr Weltman provided a report

- b) To agree action to be taken

Resolved: It was resolved to make no objection to the changes proposed.

10. Clerk Report

- a) To receive report from J O'Donoghue

Noted: It was noted that a request for funding has been received from Davenham Football Club for establishing a 3rd Under 11's team called Davenham Juniors which will be inclusive for children of all abilities.

- b) To agree actions to be taken

Resolved: It was unanimously agreed to provide a grant of £250 to help pay towards running costs.

ACTION: JO

11. Events

- a) To note arrangements for Remembrance Day and agree attendance

Noted: It was noted that the event will take place on 12th November from 9.45am. Parade to meet at Davenham British Legion at 9.45am and proceed to the Church. Cllr Hoey agreed to attend on behalf of the Parish Council. **ACTION: LH**

- b) To note arrangements for Christmas lighting and Christmas market and agree action to be taken

Noted: It was noted that the working group will meet again before the November meeting and clarify arrangements. It was agreed to request Northwich Town Council to wrap the lights around the nursery tree and carry out PAC testing. The lights will then be stored by Northwich Town Council. **ACTION: JO**

12. Meeting with CFP Solicitors attended by Cllrs Reed, Hoey and J O'Donoghue

- a) To receive report

Noted: Cllr Reed provided a report and it was noted that: the land at Wheelock Close is still in Redrow's ownership and CFP solicitors will pursue to arrange transfer of title to Kingsmead Parish Council as previously agreed; the PC were advised to get a professional opinion on the safety of the boundary wall along the Spine Road and instruct a structural survey if necessary.

- b) To agree action to be taken

Resolved: Cllr Logan agreed to contact Cheshire West and Chester Highways to obtain a report on the safety of the boundary wall. Clerk to contact Zurich Insurance to insure the boundary wall and other structures for replacement value. **ACTION: JO/AL**

13. Play Areas

- a) To receive report from Cllr Bannister

Noted: Cllr Bannister was unable to attend the meeting and the Clerk agreed to circulate inspection report actions.

14. Sir John Deane's College

- a) To note request for meeting with Kerry Kirwood (Principle) to discuss issues including parking and

litter

Noted: It was noted that a meeting has been arranged for 20th November at 10am with Kerry Kirwood, Andy Sumner (Deputy Principal) and Greg Murphy, Estates Manager.

b) To agree attendance

Resolved: It was resolved that Cllrs Hoey and Reed will attend the meeting

ACTION: LH/CR

15. 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: There was no other business

16. Close of meeting

Noted: The meeting closed at 8.50pm

Signed: _____ Dated: _____