



Minutes from the Parish Council Meeting held on Monday 18th April at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

Attended by: Cllr Hoey, Cllr Reed, Cllr Weltman, Cllr Channon, Cllr Broome, Cllr Done, Jo O'Donoghue (Clerk)
 Also attended by: Gina Bebington (Northwich Guardian)

PART A

1. To receive Apologies

Resolved: Apologies were received and accepted from Cllr Salmon and 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 declarations of interest.

3. Public Open Forum

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. Approval of Minutes

- a) To approve and sign Minutes of the Council Meeting held 21ST March 2016

Resolved: It was unanimously agreed to approve and sign the Minutes of the Council Meeting held 21ST March 2016.

5. Finance and Administration

- a) To approve and sign the accounts for payment April 2016

Resolved: It was proposed by Cllr Reed, seconded by Cllr Hoey and unanimously agreed to approve and sign the following accounts for approval:

| | |
|--------------------|------------------|
| Clerks salary | £ 707.26 |
| HMRC | £ 314.71 |
| Annual Office cost | £ 720.00 |
| Clerk back pay | £ 576.94 |
| WAP Lawton (12742) | £ 720.00 |
| Jim's Commercial | £ 410.00 |
| Caddis (A1625) | £ 171.60 |
| PIMS (KIN022) | £ 324.00 |
| ChALC subscription | £1,172.15 |
| Unipar (22312) | £1,093.20 |
| Office cost (BT) | £ 66.88 |
| Land Reg fee | £ 6.00 |
| Caddis (A1614) | £2,220.00 |
| Jim's Commercial | £1,265.00 |
| TOTAL | £9,767.74 |

- b) To approve and sign bank reconciliation March 2016

Resolved: It was unanimously agreed to approve and sign the bank reconciliation March 2016

- c) To note action taken from the previous meeting and any outstanding actions to be processed (5 mins)

Noted: The actions were noted, Clerk to follow up quotation for repair of spine road gate.

- d) To adopt Vexatious Policy (5 mins)

Noted: The Policy was noted and Cllr Boylan agreed to make revisions to be approved at the next council meeting.

- e) To agree date for Annual Parish Meeting

Resolved: The meeting will be held prior to the Annual Parish Meeting at 7pm on Monday 16th May 2016.

- f) To agree date for Annual Parish Council Meeting

Resolved: The meeting will be held prior to the Annual Parish Council Meeting at 7.30pm on Monday 16th May 2016.

- g) To approve end of year accounts (10 mins)

Resolved: It was unanimously agreed to approve and sign the end of year accounts 2015-2016.

- h) To approve the Annual Return (5 mins)

Resolved: It was unanimously agreed to approve the Annual Return.

- i) To note dates of both internal and external audit 2015-2016

Noted: It was noted that the internal audit will take place from Tuesday 10th May 2016 and the external audit will be carried out from 25th July 2016.

6. Grounds and Maintenance

- a) To receive report from Cllr Reed and note quotations received (5 mins)

Noted: Cllr Reed provided a thorough report and it was noted that works along Stretton Walk are 80% complete and that a quote is awaited for tree works on Burwardsley Way.

- b) Broken fencing near F/men's CP (Cllr Boylan)

Noted: Cllr Boylan reported broken knee rail fencing on the car park and Cllr Reed agreed to take a look with a view to removing the knee rail. It was further reported that dogs are getting through the fencing from the top path on Wilton Close. **ACTION: CR**

- c) Path installation near F/men's CP (Cllr Boylan)

Noted: Cllr Boylan reported that works are required to the footpath flare out.

- d) Encroachment on to paths around Kingsmead (Cllr Boylan)

Noted: It was noted that ivy is growing along many of the footpaths, particularly around the bus

stops and that it is thought that this is the responsibility of Cheshire West and Chester Council.

- e) To agree action to be taken (10 mins)

Resolved: It was unanimously agreed to: report the ivy to CWAC Streetscene; request WAP Lawton to quote for footpath improvements on the Fisherman's car park; request WAP Lawton to install chicken wire along the Wilton Close path; request WAP Lawton to quote for repair of the missing horizontal fencing on Ellingham Way.

ACTION: CLERK

7. Play Areas

- a) To receive report from the Clerk (5 mins)

Noted: It was noted that the latest inspection report shows that the bark levels are low at Capesthorpe Close, Burwardsley Way, Campbell Close, Mereworth Drive and Monarch Drive. The deck plate on the slide unit on Dukes Way (2) has deteriorated and the unit requires fencing off for safety reasons. 2 new cradle swing seats are required, 1 on Monarch Drive and the other on Campbell Close. The cost to top up the bark to the recommended depth of 20m3 is £1,600 per site and the quote for new swings and installation is £312.00.

- b) To agree actions to be taken

Resolved: It was unanimously agreed to top up the bark in the recommended way, replace the swing seats and to barrier off the slide unit on Dukes Way (2) park.

8. Dog fouling

- a) To note complaint from resident regarding fouling along Monarch Drive/Wyndham Close

Noted: The complaint was noted.

- b) To agree actions to be taken

Resolved: It was unanimously agreed to put signage along the walkway.

ACTION: EB

9. Encroachment/Fly tipping

- a) To receive report from Cllr Reed/Cllr Hoey/Clerk (10 mins)

Noted: It was noted that residents have been contacted and that most equipment etc has been removed.

- b) To agree action to be taken

Noted: No further action to be taken at present.

10. Clock Tower

- a) To receive report from Cllr Boylan

Noted: It was noted that new lighting is required and Cllrs Boylan and Done will consider the best options.

- b) To agree action to be taken

Resolved: It was unanimously agreed to give the Clerk delegated power to authorize expenditure on the clock tower lighting up to a value of £1,000.

PART B

11. Clerk's Appraisal

- a) To note completion of appraisal and recommendation of incremental pay scale to scale 33 and resulting back pay of £576.94.

Resolved: It was proposed by Cllr Hoey, seconded by Cllr Boylan and unanimously agreed that the Clerk will progress to scale 33 and that payment of back pay will be made with immediate effect.

- b) To note addition of 5 days holiday (pro rata) following 5 years' continuous service

Noted: The additional holiday entitlement was noted.

12. Close of meeting

Noted: The meeting closed at 8.25pm