



Kingsmead Parish Council
231 Hartford Road
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Cheshire
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Minutes from the PARISH COUNCIL MEETING held at **Kingsmead Primary School**
on Monday 18th December 2017 at 7.30pm

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

PART A

1. To receive Apologies

Noted: Apologies were received and accepted from Cllrs Bannister, Logan & Boylan

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: Sgt Gary Weaver from Northwich Neighbourhood Policing Unit called both the Clerk and Chair to give apologies for the meeting. It was reported that there have been no incidents of note and that a new PCSO for Leftwich and Kingsmead has been appointed and will attend the next meeting.

5. Approval of Minutes

- a) To approve and sign Minutes of the Council Meeting held 20th November 2017

Resolved: It was proposed by Cllr Reed, seconded by Cllr Weltman and unanimously agreed to approve and sign Minutes of the Council Meeting held 20th November 2017

- b) To approve and sign Minutes of the Council Meeting held 16th October 2017

Resolved: It was unanimously agreed to approve and sign Minutes of the Council Meeting held 16th October 2017 with amendment to item 7c resolved to read: It was unanimously agreed to approve the Vexatious Policy, Media Policy and Disciplinary Policy. Clerk to add to website.

ACTION: JO

- c) To approve and sign Minutes of the Finance Committee Meeting held 28th November 2017

Resolved: It was proposed by Cllr Martin, seconded by Cllr Hoey and unanimously agreed to approve and sign Minutes of the Council Meeting held 28th November 2017

Signed: _____ Dated: _____

6. Finance and Administration

- a) To approve the recommendations of the Finance Committee Meeting held 28th November 2017 with the exception of budget and precept

Resolved: It was unanimously agreed to approve the recommendations of the Finance Committee Meeting held 28th November 2017: to remove laptop bought in August 2012 from the assets register and add laptop bought November 2017 cost £700; to add clock mechanism bought June 2017 to the assets register cost £2,590; to add noticeboard bought May 2017 to the assets register cost £1,460; to move budget item 402 (Xmas) out of Annual Payments and into new budget item 502 under Events, budget figure £4,500. Assets register appended to minutes (Appendix A).

ACTION: JO

- b) To approve and sign bank reconciliation November 2017

Resolved: It was unanimously agreed to approve and sign bank reconciliation November 2017

- c) To approve accounts for payment December 2017

Resolved: It was unanimously resolved to approve the accounts for payment and to contact contractors to remind them that no work must be carried out without order from Clerk. Cllr Reed agreed to check that log retainers have been installed before the invoice for the work is authorized. Accounts for payment authorized and noted as follows:

		Cost	VAT	Total
B/P to: Salary	KPC	£ 760.76	£ -	£ 760.76
B/P to: CHESHIRE PEN FUND	9857092	£ 280.03	£ -	£ 280.03
B/P to: WAPLAWTON	13329	£ 4,860.00	£ 972.00	£ 5,832.00
B/P to: J O'Donoghue	KPC-PHONE	£ 78.10	£ -	£ 78.10
B/P to: CADDIS LTD	A5387	£ 2,125.00	£ 425.00	£ 2,550.00
B/P to: N Martin	KPC-EXP	£ 136.46	£ -	£ 136.46
B/P to: WAPLAWTON	13279	£ 220.00	£ 44.00	£ 264.00
B/P to: CFP Solicitors	K1073	£ 420.00	£ 84.00	£ 504.00
B/P to: M J Iddon	y82017_0028	£ 2,775.00	£ 555.00	£ 3,330.00
B/P to: M J Iddon	y82017_0029	£ 219.00	£ 43.80	£ 262.80
B/P to: E Bannister	KPC-EXP	£ 31.98	£ -	£ 31.98
B/P to: HMRC	120PX00311696	£ 321.05	-	£ 321.05
B/P to: Playdale	29617	£ 3,120.20	£ 624.04	£ 3,120.20
B/P to: Marquees.com	4289	£ 70.00	£ 14.00	£ 70.00
B/P to: The Market Company	2017/1/12	£ 435.00	£ -	£ 435.00
B/P to: PIMS	KIN031	£ 478.50	£ 95.70	£ 574.20
B/P to: J O'Donoghue	KPC-EXP	£ 30.00	£ -	£ 30.00
B/B to: WAP Lawton	13341	£ 420.00	£ 84.00	£ 504.00
TOTAL		£ 16,781.08	£ 2,941.54	£ 18,580.58

- d) To note progress against budget

Noted: The Clerk reported that to date the budget stands at total expenditure of £141,972.70 against a projected expenditure of £179,722 with £37,749 remaining in budget to 31st March 2018. The VAT return from 1/12/2016 to 30/11/2017 has been submitted to HMRC in the sum of £27,380.74. The bank balance on 31/11/2017 was £37,486.62. Remaining known costs to 31/03/18 are £7,184.84 per month (grounds maintenance and ongoing salary costs) which would result in a balance on 31st March 2018 of £26,228.15 based on VAT reclaim. Clerk advised that other than essential works and contract obligations no further expenditure is authorized for the period 1/01/2018 to 31/03/2017. Budget to date appended to minutes (Appendix B).

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

Signed: _____ Dated: _____

Noted: It was noted that the Wildlife Policy is in the process of being updated and formatted.

7. Budget 2018-2019

- a) To approve budget

Resolved: It was proposed by Cllr Hoey, seconded by Cllr Williams and unanimously agreed to set a budget of £168,604 for the period 2018-2019. Budget appended to minutes (Appendix C).

8. Precept 2018-2019

- a) To approve precept

Resolved: It was proposed by Cllr Reed, seconded by Cllr Weltman and unanimously agreed to request a precept of £137,570 for the period 2018-2019. This represents an increase of 2% on the precept set for 2017-2018.

9. Grounds Maintenance

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

Noted: It was noted: that a quotation has been received from Caddis Ltd for works in the small woodland in Burwardsley Close to remove a split willow, crown lift a hazel, clear trees cut down by a resident and remove willow stool next to the dogwoods; a quotation has been received from Caddis Ltd for additional pond works to Coronet Way pond to help control the invasive Crassula weed although it was noted that it would not be possible to eradicate; a quotation has been received from WAP Lawton to carry out additional monthly litter picks in January 2018, February 2018 and March 2018 on grassed areas which are only litter picked prior to mowing during cutting season as per contract.

- b) To agree action to be taken

Resolved: It was proposed by Cllr Hoey, seconded by Cllr Reed and unanimously agreed to: approve works to the small woodland in Burwardsley Close as above at a cost of £680; instruct WAP Lawton to carry out additional litter picks as above at a cost of £136/month; to thank Caddis Ltd for their quotation for additional pond works and request that they continue to hand pull Crassula weed as per current contract.

ACTION: JO

10. Clerk Report

- a) To receive report from J O'Donoghue

Noted: It was noted that: the works schedule from WAP Lawton for grounds maintenance work for December under the maintenance contract has been received and circulated; a resident has reported an issue on Royal Gardens where the cycle path exits onto the highway; a resident has requested a grit bin at the bottom of Blandford Drive; a resident has reported that the grit in the bin at Buckingham Drive has not been used; a resident has reported that there is no grit in the bin on Registry Close; a resident has reported water run off from St Georges Way onto Spine Road which freezes in cold weather.

- b) To agree actions to be taken

Resolved: It was unanimously agreed to: report the concerns regarding the exit of the cycle path onto Royal Gardens to CWAC Highways; email residents regarding grit bins to explain that the bins were provided by Kingsmead Parish Council, with an initial supply of grit and residents were requested to help distribute grit and thereafter ensure there was grit available and that there is no money in the 2017-2018 budget to purchase further bins; report water run off to CWAC Highways.

ACTION: JO

11. Events

- a) To agree arrangements for Christmas 2018

Noted: It was agreed to hold the Xmas lighting event on 7th December 2018.

- b) To agree action to be taken

Resolved: It was resolved to: confirm Barnton Silver Band; contact Sir John Deanes College to see if their band and choir would be able to attend; contact Leftwich High School to see if their band would be able to attend.

ACTION: JO

12. Spine Road wall

- a) To receive update

Noted: It was agreed to defer the item to the January meeting as Cllr Logan was unable to attend the December meeting.

- b) To agree action to be taken

Noted: It was agreed to defer the item to the January meeting as Cllr Logan was unable to attend the December meeting.

13. Damage to Parish Council land

- a) To receive report from Cllr Reed

Noted: Cllr Reed reported that: CFP Solicitors have sent a letter to Resident A following damage to Parish Council woodland in the west boundary plantation together with a quotation for replacement planting (4 native hardwoods and 6 hollies); Resident B has cut down ash trees and dumped garden waste in woodland between Burwardsley Way and Stapely Close and has been asked by Cllr Reed to provide an explanation to the Clerk as why the action has been taken on land owned by Kingsmead Parish Council; the contractor acting on behalf of a resident to replace a fence has returned to the site to remove waste materials and complete tidy of the area, no further action to be taken.

- b) To agree actions to be taken

Resolved: It was agreed to: request CFP Solicitors to follow up Resident A in the new year; Clerk to contact Resident B to request a response as to why the actions have been carried out.

ACTION: JO

14. Play Areas

- a) To receive report

Noted: It was noted that there are no urgent actions required following play area reports however it was reported today by PIMS that there has been some vandalism to the platform on Dukes Way 1 park and a panel has been removed. The cost of replacement is minimal and will be completed on Wednesday 20/12/17 (works instructed by Clerk) in the meantime the park will be closed off.

- b) To agree action to be taken

Resolved: Clerk to inform Council once works for repair have been completed.

ACTION: JO

15. Planning

- a) To agree response to the following applications

Noted: No planning applications were considered

16. Bins

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

Noted: Cllr Weltman reported that Cheshire West and Chester Council were having issues with bin suppliers and an update would be available in the new year.

17. Any other business

Noted: Cllr Williams noted that a resident has asked if the Council would consider organizing a "Best Xmas Lights" competition and it was agreed that this could be considered.

18. Close of meeting

The meeting closed at 8.50pm

Signed: _____ Dated: _____

COMMUNITY ASSETS 18th DECEMBER 2017

Acquisition				Valuation
Date of Aquisition	Description	Location	Cost or Value	Method
Land				
Apr-12	Amenity land	Kingsmead Estate	1	a
Furniture & Fittings				
Nov-17	Laptop/Clerk	231 Hartford Road (Clerk)	700	c
Jun-13	Gates	Spine Road park	515	c
Play equipment				
Jul-13	Park benches	Spine Road park	735	c
Jul-13	Play equipment	Kingslawn Close	15,000	c
Jul-13	Play equipment	Spine Road park	11,345	c
May-14	Play equipment	Dukes Way park	4,418	c
Jul-15	Play equipment	Kensington Way park	13,110	c
Nov-15	Play equipment	Kensington Way park	8,606	c
Jul-16	Play equipment	Campbell/Monarch	347	c
Mar-17	Play equipment	Capesthorne Cl	7,145	c
Other				
Jul-13	Chain of Office	231 Hartford Road (Clerk)	661	c
Jul-14	3 x waste bins	Amenity land	1,000	c
Mar-15	Memorial Bench	A556	1,000	c
Mar-16	Xmas lights	Northwich Town Council	7,623	c
Mar-16	Speedgun	25 Monarch Drive (Chair)	1,258	c
Mar-17	2 x dog bins		500	c
Mar-17	2 x duck houses	Dukes Way ponds	1,200	c
May-17	Noticeboard	Kingsmead Square	1,460	c
Jun-17	Clock movement & Master Clock	Spine Road	2,590	c
Total			79,214	

Signed: _____ Dated: _____

Year	2017-2018	ANNUAL BUDGET	EXP TO DATE	REMAINDER TO DATE
Month No		8		
Staff Costs				
101	Salary	10,508	6,877.59	3,630
102	HMRC	3,571	2,808.47	763
103	Cheshire Pension Fund	2,329	2,171.94	157
Total Employee Costs		16,408	11,858.00	4,550
Admin Costs				
201	Audit Fees	728	988.80	-261
202	Legal Fees	1,040	0.00	1,040
203	Subscriptions	915	1,232.15	-317
204	Insurance	520	787.81	-268
205	Training	312	0.00	312
206	PC Office	3,000	2,256.20	744
Total Admin Costs		6,515	5,265	1,250
Maintenance				
301	Trees/Survey	10,000	11,565.60	-1,566
302	Grounds Maintenance Contract	58,530	41,544.00	16,986
303	Additional Maintenance	15,000	18,240.63	-3,241
304	Play Areas	20,000	29,334.60	-9,335
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
Total Maintenance Costs		151,659	123,274	28,385
Annual Payments				
401	Grants S137	1,040	0.00	1,040
403	Newsletter/Prizes	1,040	875.49	165
Total Annual Payments		2,080	875.49	1,205
Events				
501	Open Day/Events	3,060	700.69	2,359
Total Events Costs		3,060	700.69	2,359
TOTAL EXPENDITURE		179,722	141,972.70	37,749
INCOME				
	Precept	134,873	133,469	
	Interest	0	0.00	

Signed: _____ Dated: _____

VAT reclaim	20,000	0.00
Grant funding	0	1,404.00
Misc	0	760.76
TOTAL INCOME	154,873	135,634

APPENDIX C
BUDGET 2018-2019

			2018-19
Charge Group	Code	Item	Budget (£)
Staff Costs	101	Salary	10,810.00
	102	HMRC	3,642.00
	103	Cheshire pension fund	3,360.00
Admin Costs	201	Audit Fees	1,000.00
	202	Legal Fees	1,000.00
	203	Subscriptions	1,300.00
	204	Insurance	3,000.00
	205	Training	300.00
	206	PC Office	3,000.00
	Maintenance	301	Trees/Survey
302		Grounds Maintenance Contract	58,530.00
303		Additional maintenance	12,000.00
304		Play areas	10,000.00
305		Monuments/Clocktower/Speedgun	1,000.00
306		Ponds/culvert	23,500.00
307		Play area inspections	1,662.00
308		Paths/fences	15,000.00
Annual Payments	401	Grants S137	1,000.00
	402	Tree plant & Xmas tree	New budget code 502
	403	Newsletter/Prizes	1,000.00
Events	501	Open day/Events	2,000.00
	502	Xmas & lights	4,500.00
			£168,604.00

Signed: _____ Dated: _____