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Minutes from the PARISH COUNCIL MEETING held on Monday 19th March 2018 at Kingsmead Primary School

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

PART A

1. To receive Apologies

Resolved: Apologies were received and accepted from Cllr Chappell, Cllr Boylan and Cllr Hoey.

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 interest.

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

4. Police Report

- a) To note report

Noted: PCSO Beth George was unable to attend the meeting and sent a report which was noted (Appendix A).

5. Approval of Minutes

- a) To approve and sign Minutes of the Council Meeting held 15th January 2018

Resolved: It was proposed by Cllr Martin, seconded by Cllr Logan and unanimously agreed to approve and sign the sign Minutes of the Council Meeting held 26th February 2018. Clerk to post on website.

ACTION: JO

6. Finance and Administration

- a) To approve and sign bank reconciliation February 2018

Resolved: It was proposed by Cllr Reed, seconded by Cllr Bannister and unanimously agreed to approve and sign bank reconciliation February 2018 which was presented by the Clerk together with the February bank statement.

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

Signed: _____ Dated: _____

Resolved: It was unanimously agreed to pay £2,196.65 against invoice number 12523 and to query the charge for the clock tower LED nets (£1,738.98 +VAT. Clerk to action. **ACTION: JO**

- b) To approve accounts for payment March 2018

Resolved: It was proposed by Cllr Williams, seconded by Cllr Weltman and unanimously agreed to approve the following accounts for payment:

Payee	Reference	Amt	VAT	Total
B/P to: Salary	KPC	£ 1,050.00	£ -	£ 1,050.00
B/P to: Cheshire Pension Fund	9857092	£ 280.03	£ -	£ 280.03
B/P to: Caddis Ltd	5780	£ 850.00	£ 170.00	£ 1,020.00
B/P to: Caddis Ltd	5781	£ 300.00	£ 60.00	£ 360.00
B/P to: SLCC	125195	£ 198.00	£ 39.60	£ 237.60
B/P to: ChALC	4126	£ 75.00	£ -	£ 75.00
B/P to: WAP Lawton	13392	£ 4,860.00	£ 972.00	£ 5,832.00
B/P to: WAP Lawton	13391	£ 136.00	£ 27.20	£ 163.20
B/P to: Caddis Ltd	5812	£ 300.00	£ 60.00	£ 360.00
B/P to: Caddis Ltd	5815	£ 2,333.00	£ 466.60	£ 2,799.60
B/P to: Adele	243	£ 253.00	£ -	£ 253.00
TOTAL		£10,635.68	£1,795.40	£12,431.08

- c) To note progress against budget

Noted: The Clerk circulated the budget report which was noted (Appendix B)

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

Noted: It was noted that all actions from the previous meeting have been actioned although the issue of the title deeds CH378458 has still not been resolved by CFP Solicitors. Clerk agreed to follow-up. **ACTION: JO**

- e) To note activity tracking sheet

Noted: The activity tracking sheet was noted.

- f) To agree a date for the next Finance Committee Meeting

Resolved: The Finance Committee Meeting will take place on Monday 9th April at 7.30pm.

7. Pathways and Structures

- a) To receive report from Cllr Reed regarding bridge structures and adoption

Noted: It was noted that following discussions between CWAC and Cllr Weltman it has been confirmed that the bridges (Monarch Drive CB2904, Bickley Close CB2905, Headworth Close CB2906) have not been adopted by Cheshire West and are the responsibility of Kingsmead Parish Council although the footpaths have been adopted. The last inspections were carried out in 2015 and at that time there was no sign of disrepair.

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

Noted: The item was deferred to the next meeting.

Signed: _____ Dated: _____

- c) To agree action to be taken

Resolved: It was agreed that Cllr Logan will carry out an assessment to determine the cost of replacement bridges for insurance purposes.

8. Clerk Report

- a) To receive report from J O'Donoghue

Noted: It was noted that: there has been an increase in requests for documents from Land Registry under Clerk's Power of Attorney in respect of a £5 yearly charge in favour of KLMC which is on some but not all title deeds; only 1 entry for the garden competition has been received to date; a local student has requested grant funding; the Clerk will be attending ChALC Finance & VAT training on 22/03/18, General Data Protection Regulation training on 18/04/18 (new regulations to be implemented from May 2018) and Appraisals and Motivation training on 23/04/18; a complaint has been received regarding maintenance on Stretton Walk; a quotation has been received to plant a hawthorn hedge along the fence line with the fire station.

- b) To agree actions to be taken

Resolved: It was unanimously resolved to: respond to student request for grant funding explaining that as a previous grant has been provided it will not be possible to provide further funding; Cllr Weltman to circulate information to local schools regarding grant funding for young citizens; Cllr Reed to liaise with Cllr Hoey regarding maintenance on Stretton Walk; instruct Caddis Ltd to plant new hedge on Stretton Walk. **ACTION: JO/HW/CR**

9. Monarch Drive

- a) To receive report from Cllr Reed regarding no-through-road

Noted: It was noted that a response has been received from CWAC Highways in response to a request for a survey to consider making Monarch Drive a no-through road and noted that the original road design did not include provision for the apartments.

- b) To agree action to be taken

Resolved: It was unanimously agreed to seek a meeting with CWAC Highways and invite Sgt Gary Weaver to attend. **ACTION: JO**

10. Newsletter

- a) To agree date for distribution

Noted: 2000 newsletters have been delivered and councilors agreed to distribute over the coming week, Cllr Weltman provided maps of delivery areas. The newsletter is available on the website.

11. Damage to Parish Council land

- a) To receive report from Cllr Reed

Noted: It was noted that: a response has been received from a resident on Kensington Way following damage to PC land; a resident on London Road has removed a tree and drastically reduced the height on laurel bushes on land belonging to Kingsmead Parish Council without permission resulting in criminal damage.

- b) To agree actions to be taken

Resolved: It was unanimously agreed to: email the Kensington Way resident asking them to put forward proposals to rectify the damage to be discussed at the next council meeting; report criminal damage to Sgt Gary Weaver and request follow-up. **ACTION: JO**

12. **Any other business**

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

Noted: There was no other business

13. **Close of meeting**

The meeting closed at 8.45pm

**APPENDIX A
PCSO REPORT – BETH GEORGE**

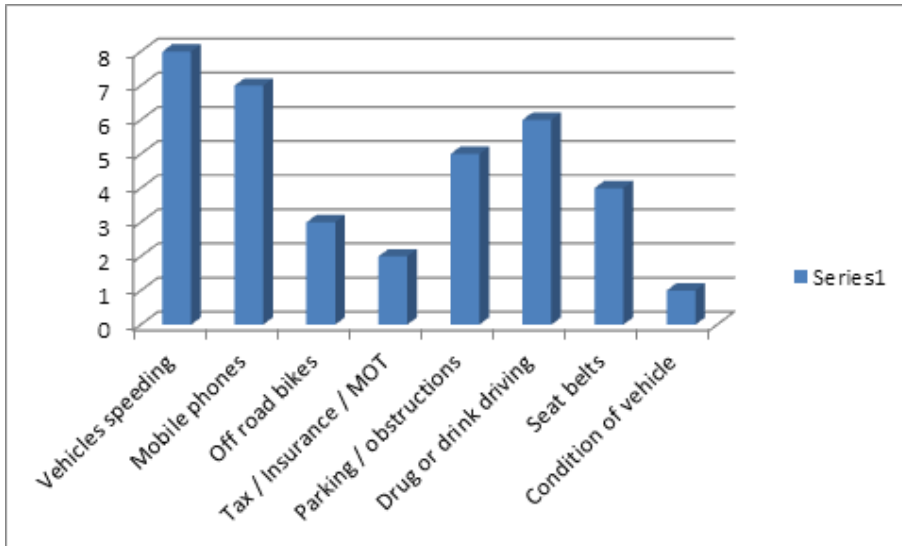
I'm pleased to report that it has been very quiet in relation to reports of crime and ASB and I have nothing to report this month.

This will be my last report and my replacement is Nicola Smith. I have enjoyed covering Kingsmead and getting to know the area and community. Nicola will continue to send over reports. I have asked that Nicola is now included in the community speed watch emails and will attend sessions if she is on shift and not otherwise committed.

Priorities -

Myself and Sergeant Weaver have been working with our roads policing team in order to progress the ongoing Monarch Drive speeding complaint. We will update you and the CSW team of any developments.

We have recently completed a roads policing survey to establish what the priorities are for our individual areas. I thought you'd be interested in the results so please see the graph below. This is now being reviewed by the LPU and will allow us to focus on key priorities set out by the community.



Signed: _____ Dated: _____

**APPENDIX B
BUDGET SUMMARY**

Year	2017-2018	ANNUAL BUDGET	EXP TO DATE	REMAINDER TO DATE
	Month No	11		
Staff Costs				
101	Salary	10,508	8,399.11	2,109
102	HMRC	3,571	3,450.57	120
103	Cheshire Pension Fund	2,329	2,451.97	-123
Total Employee Costs		16,408	14,301.65	2,106
Admin Costs				
201	Audit Fees	728	988.80	-261
202	Legal Fees	1,040	504.00	536
203	Subscriptions	915	1,232.15	-317
204	Insurance	520	787.81	-268
205	Training	312	0.00	312
206	PC Office	3,000	2,764.95	235
Total Admin Costs		6,515	6,278	237
301	Trees/Survey	10,000	14,115.60	-4,116
302	Grounds Maintenance Contract	58,530	53,208.00	5,322
303	Additional Maintenance	15,000	21,923.43	-6,923
304	Play Areas	20,000	36,871.44	-16,871
305	Monuments/Clocktower/Speedgun	3,000	3,328.80	-329
306	Ponds & culvert	23,500	18,271.20	5,229
307	Play Area Inspections	1,629	2,580.00	-951
308	Paths	20,000	1,208.33	18,792
Total Maintenance Costs		151,659	151,507	152
Annual Payments				
401	Grants S137	1,040	250.00	790
403	Newsletter/Prizes	1,040	875.49	165
Total Annual Payments		2,080	1,125.49	955
Events				
501	Open Day/Events	3,060	725.69	2,334
502	Xmas tree & lighting	6,120	2,463.14	3,657
Total Events Costs		9,180	3,189	5,991
TOTAL EXPENDITURE		185,842	176,400	9,442
INCOME				
	Precept	134,873	133,469	
	Interest	0	0.00	
	VAT reclaim	20,000	27,380.74	
	Grant funding	0	1,404.00	
	Misc	0	760.76	
TOTAL INCOME		154,873	163,015	

Signed: _____ Dated: _____