

# MINUTES FROM THE KINGSMEAD PARISH COUNCIL MEETING HELD ON MONDAY 19<sup>th</sup> SEPTEMBER 2016 AT 7.30PM AT KINGSMEAD PRIMARY SCHOOL

**Attended by:** Cllr Reed (Chair), Cllrs Weltman, Done, Bannister, Broome, Hoey, Logan, Boylan, Millar and Martin and Jo O'Donoghue (Clerk)

## PART A

### 1. To receive Apologies

**Resolved:** Apologies were received and accepted from Cllr Bannister.

### 2. Disclosure of interest in items on the agenda

- a) 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

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

**Noted:** 2 members of the public attended to raise concerns regarding Barnardos displaying items for sale on the public footpath and it was agreed that the Clerk will pass on these concerns to the manager of the Kingsmead store. **ACTION: JO**

### 4. Approval of Minutes

- a) To approve and sign Minutes of the Council Meetings held 18<sup>th</sup> July and 25<sup>th</sup> August 2016

**Resolved:** It was unanimously agreed to approve and sign the Minutes of the Council Meetings held 18<sup>th</sup> July and 25<sup>th</sup> August 2016

### 5. Finance and Administration

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

**Resolved:** It was proposed by Cllr Reed, seconded by Cllr Hoey and unanimously agreed to approve and sign the accounts for payment September 2016 as follows:

B/P to: J O'Donoghue	747.78	(under LGA 1972 s143)
B/P to: HMRC	257.13	(under LGA 1972 s143)
B/P to: WAPLAWTON	7800.00	(GPC) monthly maintenance
B/P to: JIM MOWING	480.00	(GPC) Poors Wood
B/P to: JIM MOWING	440.00	(GPC) edge and hedge trimming
B/P to: PIMS	594.00	(GPC) play area annual inspections
B/P to: JIM MOWING	485.00	(GPC) Wheelock Cl hedge
B/P to: CADDIS LTD	660.00	(GPC) Burwardsley treework
B/P to: D BOYLAN	27.00	(GPC) anti virus software
B/P to: JIM MOWING	480.00	(GPC) Stretton & Moor Park Way
B/P to: WAPLAWTON	406.80	(GPC) Monarch Way bin
B/P to: CADDIS LTD	696.00	(GPC) Coronet pond maintenance
TOTAL	£13,073.71	

**ACTION: JO/LH**

- b) To approve and sign bank reconciliation July & August 2016

**Resolved:** It was unanimously agreed to approve and sign bank reconciliation July & August 2016.

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

**Noted:** It was noted that: all actions have been carried out from the previous meeting; the spine road gate closure has still not been fitted as it is on order from France and has been followed up on a weekly basis, assured it will be fitted week beginning 26<sup>th</sup> September; Clerk to circulate internal audit report. **ACTION: JO**

- d) To approve required policies under Cheshire Pension Scheme (info provided)

**Resolved:** It was proposed by Cllr Reed, seconded by Cllr Done and unanimously agreed to adopt the LGPS Discretionary Scheme for Kingsmead Parish Council and Contribution Banding Policy. Clerk to forward all information to Cheshire Pension Fund. **ACTION: JO**

## 6. Clerks Report

- a) To receive report and agree any action to be taken

**Noted:** It was noted that no report has been received for Campbell park and it was agreed that the Clerk will follow this up. **ACTION: JO**

## 7. Maintenance Contract from April 2017

- a) To agree process and procedures

**Resolved:** It was unanimously agreed: to advertise the contract for tender in line with Financial Standing Orders<sup>i</sup> with a closing date to be agreed; specification to be agreed at the October meeting of Council; Cllrs Reed and Hoey to update the grounds works specification to be circulated prior to the next meeting. **ACTION: LH/CR**

- b) To agree length of contract

**Noted:** It was agreed to defer the item to the October meeting.

## 8. Grounds and Maintenance

- a) To note request for works from residents in Dales Road, Lavister Close & Moreville Close

**Noted:** Cllr Reed reported that a resident in Dales Road has requested pruning of laurels, a residents in Lavister Close has requested tree works and a quote has been received to remove willow and chestnut tree and crown lift maple, remove ivy from trees.

- b) To agree action to be taken

**Resolved:** It was proposed by Cllr Reed, seconded by Cllr Weltman and unanimously agreed to: respond to the resident in Dales Road to confirm that no action is proposed; instruct Caddis to carry out tree works at the end of Lavister Close as quoted, cost £696.00. **ACTION: JO**

## 9. Play Areas

- a) To receive report from Cllr Bannister

**Noted:** Cllr Bannister was unable to attend the meeting and a report was provided by Cllr Broome. It was noted that: the park on Capesthorne is in a poor condition and the current unit needs replacing at an estimated cost of £10,000; the Dukes Way (2) park is currently well used during the day and the estimated cost of refurbishment is £9,000; there are doubts as to how well used the park on Burwardsley Way is so it would be useful to consult with residents before deciding whether to remove the play area.

- b) To agree actions to be taken

**Resolved:** It was unanimously agreed that Cllrs Broome and Bannister will obtain quotations for upgrades to Capesthorne park and Dukes Way park. **ACTION: GB/EB**

## 10. Ponds

- a) To receive report from Cllr Hoey

**Noted:** Cllr Hoey provided a report and it was noted that a quote has been received from Caddis for pond management for 2016-2017.

- b) To agree actions to be taken

**Resolved:** It was proposed by Cllr Hoey, seconded by Cllr Done and unanimously agreed to instruct Caddis to carry out the autumn management programme at a total cost of £5,685.

### 11. Events/Newsletter

- a) To agree Christmas arrangements

**Noted:** It was noted that the Events Working Group will meet prior to the next council meeting and provide a report. **ACTION: EVENTS WG**

- b) To agree articles for inclusion in the next newsletter

**Noted:** Cllr Reed agreed to provide a forward and Cllr Boylan to provide an update on the clock tower and memorial. **ACTION: CR/DB**

- c) To note quote received from Northwich Town Council for installation of Christmas tree & lights, erection of Christmas lights and agree action.

**Resolved:** It was unanimously agreed to instruct Northwich Town Council to provide the following: supply, install and remove 1 x 30ft Christmas tree; to install and remove 30 x 10 LED strings to decorate the tree; to install and remove 4 x pole mounted decorations; to supply and install picket fencing around the tree for the duration; to provide maintenance programme throughout the festive period; total cost £2,745. **ACTION: JO**

### 12. Grants

- a) To note request for grant funding from a local school pupil and agree action

**Resolved:** It was unanimously resolved to provide a grant of £500 to enable the local student to take part in community works on The Gunjur Project as a member of Witton Senior Section, Girl Guiding. **ACTION: JO**

- b) To consider introducing a "Young Kingsmead Citizen of the Year Award"

**Noted:** It was agreed to consider introducing an award, further details to be discussed.

### 13. Close of meeting

**Noted:** The meeting closed at 9.10pm

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<sup>i</sup> 11. Contracts 11.1 Where it is intended to enter into a contract exceeding £8,000 but not exceeding £15,000 in value for the supply of goods or materials or for the execution of works, the clerk shall give at least three weeks public notice of such intention in the same manner as public notice of meetings of the Council is given. 11.2 Notice of a contract exceeding £15,000 shall state the general nature of the intended contract and state the name and address of the person to whom tenders are to be addressed and the last date by which those tenders should reach that person in the ordinary course of post. 11.3 Tenders shall be opened by the Clerk or other person to whom tenders are required to be addressed on the date specified pursuant to paragraph (11.2) of this Order and shall be reported by the person who opened them to the Council or, where the tenders have been sought by a committee or sub-committee to that committee or sub-committee. 11.4 Neither the Council nor any committee, or sub-committee is bound to accept the lowest tender. 11.5 If no tenders are received or if all the tenders are identical the Council may make such arrangements for procuring the goods or materials or executing the works as it thinks fit. Ref: <http://www.kingsmeadpc.org.uk/wp-content/uploads/2016/01/Financial-Standing-Orders.pdf>