



Kingsmead Parish Council
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Minutes of the
PARISH COUNCIL MEETING held at Kingsmead Primary School on
Monday 21st May 2018 at 7.50pm

Attended by: Cllr Reed (Chair), Cllr Bannister, Cllr Martin, Cllr Williams, Cllr Jewitt (from item 7a) & Jo O'Donoghue (Clerk)

1. To receive Apologies

Resolved: It was unanimously agreed to accept apologies from Cllr Weltman, Cllr Hoey, Cllr Boylan, Cllr Logan & Cllr Chappell.

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.

Resolved: It was unanimously agreed that no member, present at the meeting, disclosed 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.

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 that meeting.

4. Police Report

a) To note report

Noted: PCSO Karen Nixon was unable to attend the meeting and no report was received.

b) To agree action to be taken

Noted: Clerk to request report

ACTION: JO

5. Approval of Minutes

- a) To approve and sign Minutes of the Council Meeting held April 2018

Resolved: It was proposed by Cllr Bannister, seconded by Cllr Reed and unanimously agreed to approve and sign Minutes of the Council Meeting held April 2018.

- b) To approve and sign Minutes of the Finance Committee Meeting held 14th May 2018

Resolved: It was proposed by Cllr Reed, seconded by Cllr Bannister and unanimously agreed to approve and sign Minutes of the Finance Committee Meeting held 14th May 2018.

6. Councillor Co-option

- a) To note application for current councillor vacancy

Noted: It was noted that there is one applicant for the current vacancy.

- b) To approve action/co-option

Resolved: It was proposed by Cllr Reed, seconded by Cllr Bannister and unanimously agreed to co-opt Spencer Jewitt as Kingsmead Parish Councillor. Clerk and Chair to arrange meeting to complete paperwork and Register of Interests. Cllr Jewitt agreed to abide by Kingsmead Parish Council's Code of Conduct and immediately joined the Council.

ACTION: JO

7. Finance and Administration

- a) To approve and sign bank reconciliation April 2018

Resolved: The bank reconciliation was checked against the April bank statement and it was unanimously agreed to approve and the sign bank reconciliation for April 2018.

- b) To note and approve recommendations from the Finance Committee Meeting held 14th May 2018

Resolved: It was proposed by Cllr Martin, seconded by Cllr Reed and unanimously agreed to: reduce the 2018-2019 budget to £146,116.88; to split the £1,000 award for Young Citizen of the Year between the applicants who have applied by the closing date of 21st May 2018.

ACTION: JO

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

Resolved: It was unanimously agreed to make no further payment, Clerk to inform Prism Ltd.

ACTION: JO

- d) To approve accounts for payment May 2018

Resolved: It was proposed by Cllr Reed, seconded by Cllr Martin and unanimously agreed to approve the following accounts for payment May 2018 as follows:

Payee	Reference	Amt	VAT	Total
Jo O'Donoghue	KPC	£ 987.29	£ -	£ 987.29
HMRC	120PX00311696	£ 101.29	£ -	£ 101.29
Cheshire Pension Fund	9857092	£ 293.25	£ -	£ 293.25
Caddis	A2113/5893	£ 650.00	£ 130.00	£ 780.00
PIMS	KIN034	£ 270.00	£ 54.00	£ 324.00
Jo O'Donoghue	KPC-EXP	£ 3.00	£ -	£ 3.00
WAP Lawton	C703/13443	£ 136.00	£ 27.20	£ 163.20
WAP Lawton	C703/13442	£ 520.00	£ 104.00	£ 624.00

WAP Lawton	C703/13444	£ 4,860.00	£ 972.00	£ 5,832.00
NALC	13834	£ 50.00	£ 10.00	£ 60.00
SLCC	Clerk m/ship	£ 197.00	£ -	£ 197.00
Zurich Insurance PLC	31644272	£ 785.36	£ 94.24	£ 879.60
Jims Mowing	291	£ 365.00	£ -	£ 365.00
Jims Mowing	292	£ 345.00	£ -	£ 345.00
TOTAL		£ 9,563.19	£1,391.44	£10,954.63

ACTION: EB/JO

- e) To note the increase in play area inspections from £30 to £33 per play area per visit (9 in total)

Noted: The increase in play area inspections charge was noted and there was no objection to the increase.

- f) To note progress against budget

Noted: Progress against budget (month 1) was noted and it was agreed to hold a Finance Committee Meeting immediately before the next Parish Council Meeting to discuss further.

- g) To note Local Government Association agreed salary increase 2018-2020

Resolved: Following the recent pay settlement notification Kingsmead Parish Council unanimously resolved to implement the pay settlement of 2% for the period April 2018 to March 2019 with a further 2% for the period April 2019 to March 2020.

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

Noted: It was noted that there are no outstanding actions to be processed.

- i) To note activity tracking sheet

Noted: It was noted that there has been no response from the Police with regard to recent actions taken by residents on Parish Council land and the Clerk agreed to follow this up.

ACTION: JO

8. Standing Orders

- a) To note advice received from National Association of Local Councils with regard to revised Standing Orders

Noted: It was noted that the National Association of Local Councils have revised model Standing Orders to include the General Data Protection Regulations due to come into effect on 25th May 2018. The revised model Standing Orders were circulated to all Cllrs prior to the meeting.

- b) To approve Standing Orders as circulated by the Clerk prior to the meeting

Resolved: It was unanimously agreed to adopt the model Standing Orders as recommended by the National Association of Local Councils. Clerk to format and publish on website.

ACTION: JO

9. 2017 – 2018 Annual Internal Audit

- a) To note completion of internal audit carried out by JDH Business Services Ltd from Thursday 11th May 2018

Noted: It was noted that the internal audit has not yet been completed

- b) To approve response to audit report

Noted: It was noted that the internal audit has not yet been completed

10. Clerk Report

- a) To receive report from J O'Donoghue

Noted: There was no further report

- b) To agree actions to be taken

Noted: As above

11. General Data Protection Regulations May 2018

- a) To receive update from J O'Donoghue and note that, following amendment to the Bill, there is no longer a requirement for a Parish Council to appoint a Data Protection Officer.

Noted: The Clerk provided a report and it was noted that there is no requirement for a Parish Council to appoint a Data Protection Officer.

- b) To note information required under the Regulations and delegate compliance with regard to documentation required to J O'Donoghue, Clerk. Regular updates to be provided to Councillors.

Resolved: It was unanimously agreed to delegate compliance to Jo O'Donoghue (Clerk & Kingsmead Parish Council Data Controller). **ACTION: JO**

- c) To approve overtime payments to J O'Donoghue at the usual hourly rate in respect of the above following receipt of hourly work log as provided to the Chair.

Resolved: It was unanimously agreed to approve overtime payments to J O'Donoghue at the usual hourly rate, any request for payment to be presented at a Parish Council Meeting.

12. Pathways and Structures

- a) To receive report from Cllr Logan regarding bridge insurance and valuation

Noted: Cllr Logan was unable to attend the meeting and the item was postponed.

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

Noted: Cllr Boylan was unable to attend the meeting and the item was postponed.

- c) To agree action to be taken

Noted: As above

13. Landscaping and Trees

- a) To receive report from Cllr Reed

Noted: There was no further report.

14. Young Citizen of the Year Award

- a) To note applications received

Noted: It was noted that 3 applications have been received. It was agreed to split the £1,000 award between the 3 applicants. The recipients are: Georgia Smith who is planning to visit the Gambia with Girlguiding Association to support the local community; Lauren Owers who is planning to visit Tanzania to climb Kilimanjaro in order to raise money for Dig Deep, a charity working in Kenya to provide clean, safe drinking water and sanitation to schools and communities; Thomas Forbes who has been selected to represent Mid-Cheshire District Scouts as part of the UK Contingent attending the 24th World Scout Jamboree in July 2019 in West Virginia USA.

- b) To agree action to be taken

Resolved: It was proposed by Cllr Martin, seconded by Cllr Reed and unanimously agreed to split the £1,000 award between the 3 applicants. The recipients are: Georgia Smith who is planning to visit the Gambia with Girlguiding Association to support the local community; Lauren Owers who is planning to visit Tanzania to climb Kilimanjaro in order to raise money for Dig Deep, a charity working in Kenya to provide clean, safe drinking water and sanitation to schools and communities; Thomas Forbes who has been selected to represent Mid-Cheshire District Scouts as part of the UK Contingent attending the 24th World Scout Jamboree in July 2019 in West Virginia USA. Clerk to action payment.

ACTION: JO

15. Events

- a) To agree attendance at Kingsmead Primary School Fair

Noted: It was noted that Cllr Martin, Cllr Reed, Cllr Jewitt, Cllr Hoey and Cllr Weltman have previously agreed to attend on 16th June 2018. Clerk to send reminder to all Cllrs. The winners of the Best Kept Garden Competition will be announced at 2.30pm and awards presented.

ACTION: JO/ALL CLLRS

- b) To discuss Xmas 2018 arrangements

Resolved: It was unanimously agreed that no market will be organized during the Christmas lighting ceremony and that The Kingfisher will be asked to make a contribution to the event. The Council will provide lighting and trees as usual.

16. Best Kept Garden Competition 2018

- a) To note applications received

Noted: It was noted that 7 applications have been received, 3 for traditional garden, 3 for ecological garden and 1 for the modern garden category. Paul Kellett (Caddis Ltd) and Cat Stewart (Head, Kingsmead Primary School) will be carrying out judging on 12th June from 3.30pm and will be accompanied by Jo O'Donoghue. All applicants have agreed for pictures of their garden to be taken and posted on the website.

- b) To agree action to be taken

Resolved: It was unanimously agreed that the Clerk will purchase £300 in garden centre vouchers (to be immediately refunded to the Clerk) and arrange for the shield to be engraved once the overall winner has been identified.

ACTION: JO

17. Highways

- a) To receive report from Cllr Reed

Noted: It was noted that Cllr Reed and Cllr Boylan attended a meeting with representatives of Cheshire West and Chester Highways Team and that: a code has been established for Monarch Drive in order to enforce the 20MPH zone; there are no further monies in the CWAC budget to provide additional traffic calming measures; Monarch Drive will continue to be monitored, particularly during term time; there are 2 options with regard to the crossing by the Kingfisher, to flatten the roundabout or to provide additional signage indicating a crossing is immediately beyond the roundabout; Streetscene will look at the options and provide a quotation for the works, Highways and Kingsmead Parish Council to share costs 50:50.

- b) To agree action to be taken

Noted: No further action at this time

18. 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

19. Close of meeting

Noted: The meeting closed at 8.50pm