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Minutes from the PARISH COUNCIL MEETING held on Monday 26th February 2018 at 7.30pm at
Kingsmead Primary School

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

PART A

1. To receive Apologies

Resolved: Apologies were received and accepted from Cllr Chappell, Cllr Boylan, Cllr Weltman 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 Bannister, seconded by Cllr Logan and unanimously agreed to approve and sign the sign Minutes of the Council Meeting held 15th January 2018. Clerk to post on website.

ACTION: JO

6. Finance and Administration

- a) To approve and sign bank reconciliation January 2018

Resolved: It was proposed by Cllr Bannister, seconded by Cllr Martin and unanimously agreed to approve and sign bank reconciliation January 2018.

Signed: _____ Dated: _____

- b) To approve accounts for payment February 2018

Resolved: It was proposed by Cllr Reed, seconded by Cllr Williams and unanimously agreed to approve the accounts for payment in February 2018 as follows:

Payee	Reference	Total	Purpose
B/P to: Northwich Town Council	2580	£ 4,350.00	Tree and lighting
B/P to: J O'Donoghue	KPC-PHONE	£ 84.95	retro payment Sky broadband and set up fee
B/P to: WAP LAWTON	13371	£ 5,832.00	Maintenance contract
B/P to: WAP LAWTON	13374	£ 163.20	Litter pick
B/P to: Caddis	A2055	£ 936.00	Retro payment, tree work next to Ken Park
B/P to: Northwich Town Council	2299	£ 273.00	Graffiti removal (July 2017)
B/P to: WAP LAWTON	13376	£ 144.00	Wheel ruts, Bickerton Way
B/P to: SLCC Enterprises Ltd	124758	£ 237.60	SLCC Conference
B/P to: DDH Electrical Ltd	7582	£ 1,311.60	lighting
B/P to: J O'Donoghue	KPC	£ 966.50	Salary
B/P to: HMRC	120PX00311696	£ 84.15	
B/P to: Cheshire Pension Fund	9857092	£ 280.03	
B/P to: J O'Donoghue	QH494077	£ 121.00	Accommodation SLCC conference
B/P to: J O'Donoghue	KPC-TRAVEL	£ 111.15	Mileage 245m @ 0.45/m
B/P to: Caddis	5723	£ 4,416.00	Sluice pond annual de-silt
B/P to: Caddis	5744	£ 1,140.00	Hedge reduction Earls Way
B/P to: Jim's Mowing	271	£ 396.00	Clear pathway Coronet pond
B/P to: Viking	998505	£ 45.60	Office order
TOTAL		£20,892.78	

ACTION: JO/EB

- c) To note progress against budget

Noted: Progress against budget was noted (Appendix B)

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

Noted: There were no outstanding actions to be process.

- e) To note activity tracking sheet

Noted: The activity tracking sheet was noted and it was agreed to add damage to PC land to the sheet.

- f) To note updated Wildlife Policy and approve publication

Noted: It was noted that the policy is currently being formatted by Cllr Boylan and will be uploaded to the website once completed.

ACTION: JO/DB

- g) To approve Risk Assessment

Resolved: It was unanimously agreed to approve and sign the circulated risk assessment. Clerk to post on website.

ACTION: JO

Signed: _____ Dated: _____

- h) To approve appointment of Cheshire Community Development Trust to provide payroll function

Resolved: It was unanimously agreed to appoint Cheshire Community Development Trust to provide payroll function from April 2018. Clerk to instruct. **ACTION: JO**

7. Pathways and Structures

- a) To receive report from Cllr Reed regarding valuation of bridge structures

Noted: Cllr Boylan provided a report regarding 3 bridges, Monarch Drive, Monarch sluice and Moor Park Way.

- 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 deferred to the March meeting.

- c) To agree action to be taken

Resolved: It was unanimously agreed that Cllr Logan will provide a structural report and estimate of replacement cost. **ACTION: AL**

8. Clerk Report

- a) To receive report from J O'Donoghue

Noted: It was noted that phone and broadband charges have been greatly reduced by switching supplier.

9. Meeting with Cheshire West and Chester Council Highways

- a) To receive report from Cllr Reed

Noted: It was noted that a meeting has taken place with CWAC Highways with regard to additional signage to warn motorists that there is a pedestrian crossing immediately following the roundabout on the A533 spine road. There is little that CWAC can do as the current signage meets legislation and trimming the trees and bank would not improve the situation. Discussion also took place regarding asking CWAC to carry out a survey to establish whether it would be possible to put bollards on Monarch Drive just before Sir John Deane's College.

- b) To agree action to be taken

Resolved: It was unanimously agreed to write to Highways asking for a survey to be carried out. **ACTION: JO**

10. Events

- a) To agree procedure for Best Kept Garden Competition and note 16th June 2018 as date for Kingsmead Primary School Summer Fair

Resolved: It was unanimously agreed to follow the same procedure as last year with 3 classes of entry, 3 prizes of £100 in garden centre vouchers and a shield for the overall winner. Cat Stewart (Headteacher Kingsmead Primary School and Paul Kellett (Caddis Ltd) have agreed to judge the competition. Clerk to advertise. **ACTION: JO**

- b) To agree date for garden competition

Noted: Date for judging to be confirmed with entrants and judges.

11. Newsletter

- a) To agree date for publication and distribution

Resolved: The format was agreed and 1500 copies will be ordered as previous with delivery planned for March. **ACTION: JO**

12. Damage to Parish Council land

- a) To receive report from Cllr Reed following consultation with CFP Solicitors

Noted: Cllr Reed provided a report and it was noted that there has been no response from the resident following solicitor's letter. It was noted that the Council has received conflicting information regarding recovering costs should an action be lodged with the small claims court.

- b) To receive report from J O'Donoghue (Clerk) following complaints regarding parking on verges

Noted: The Clerk provided a report and it was agreed to take no action as the council are unable to protect every verge within the parish.

- c) To agree actions to be taken

Resolved: It was unanimously agreed to write to the resident who has caused damage to PC land requesting response as to what action he proposes to take to rectify the damage caused. Letter to be sent recorded/signed-for.

ACTION: JO

13. Bins

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

Noted: It was noted that Cllr Weltman has agreed to purchase additional bin from 2018-2019 Cheshire West and Chester Council Members Budget.

14. Any other business

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

Noted: There was no other business.

15. Close of meeting

The meeting closed at 8.30pm

**APPENDIX A
BETH GEORGE (PCSO) REPORT**

I'm pleased to report that it has been very quiet in relation to reports of crime and ASB.

ASB – 1

1 report of ASB at the park on Regency Way. I have been providing passing attention at key times – weekends and evenings. On all occasions there were no youths.

I am included in the community speed watch emails and will attend sessions if I am on shift. The last few sessions have been cancelled but I have asked the team to let me know if they are on or off.

After their last session on 17th February the team sent over 6 vehicle registrations of vehicles travelling 30mph and over. These have all been sent advisory letters.

I have conducted a speed survey on Monarch Drive and intend to complete another one shortly.

Anderton Place has welcomed me to use their restaurant area to work from and also hold drop in sessions. You will see these dates and times advertised on Northwich police twitter and facebook page.

Signed: _____ Dated: _____

**APPENDIX B
BUDGET BREAKDOWN**

Year	2017-2018	ANNUAL BUDGET	EXP TO DATE	REMAINDER TO DATE
Month No		10		
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	2,680.00	320
Total Admin Costs		6,515	6,193	322
Maintenance				
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	176,316	9,526
INCOME				
	Precept	134,873	133,469	
	Interest	0	0.00	
	VAT reclaim	20,000	27,380.74	
	Grant funding	0	1,404.00	

Signed: _____ Dated: _____

Misc	0	760.76
TOTAL INCOME	154,873	163,015

Signed: _____ Dated: _____