



## Minutes

Kingsmead Parish Council  
231 Hartford Road  
Davenham  
Northwich  
Cheshire  
CW9 8JT

Clerk: Jo O'Donoghue  
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Minutes of the Committee Meeting held at **KINGSMEAD PRIMARY SCHOOL**  
on Monday 27<sup>th</sup> February 2017 at 7.30pm

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

**Also attended by:** 2 residents

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### PART A

#### 1. To receive Apologies

**Noted:** There were no apologies

#### 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 was no disclosure 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 and it was agreed to provide barrier fencing to a property on Lime Avenue to prevent access by dogs being exercised on St Georges Way field.

**ACTION: JO**

#### 4. PCSO

- a) To receive report

**Noted:** No police officer attended the meeting

#### 5. Approval of Minutes

- a) To approve and sign Minutes of the Council Meeting held 16<sup>th</sup> January 2017

**Resolved:** It was unanimously agreed to approve and sign the Minutes of the Council Meeting held 16<sup>th</sup> January 2017

#### 6. Finance and Administration

- a) To agree 2017-2018 budget

**Resolved:** It was unanimously agreed to approve the 2017-2018 budget as follows:

Charge Group	Code	Item	Cost
Staff Costs	101	Salary	£ 10,508.00
	102	HMRC	£ 3,571.00
Admin Costs	201	Audit Fees	£ 728.00
	202	Legal Fees	£ 1,040.00
	203	Subscriptions	£ 915.00
	204	Insurance	£ 520.00

	205	Training	£ 312.00
	206	PC Office	£ 3,000.00
<b>Maintenance</b>	301	Trees/Survey	£ 10,000.00
	302	Routine maintenance	£ 58,530.00
	303	Additional maintenance	£ 15,000.00
	304	Play areas	£ 20,000.00
	305	Monuments/Clocktower/Speedgun	£ 3,000.00
	306	Ponds/culvert	£ 23,500.00
	307	Play area inspections	£ 1,629.00
	308	Paths	£ 20,000.00
<b>Annual Payments</b>	401	Grants S137	£ 1,040.00
	402	Tree plant & Xmas tree	£ 6,120.00
	403	Newsletter/Prizes	£ 1,040.00
<b>Events</b>	501	Open day/Events	£ 3,060.00
	<b>Total budget</b>		<b>£ 183,513.00</b>

- b) To approve and sign the accounts for payment February 2017

**Resolved:** It was unanimously agreed to approve the accounts for payment February 2017 as follows:

B/P to: J O'Donoghue	KPC	£ 747.78
B/P to: HMRC	120PX00311697	£ 257.13
B/P to: WAPLAWTON	13053	£ 720.00
B/P to: CADDIS	A1800	£ 672.00
B/P to: Caddis	A1825	£ 2,160.00
B/P to: C Fulham	KPC	£ 370.00
B/P to: WAPLAWTON	13057	£ 223.20
B/P to: WAPLAWTON	13040	£ 864.00
B/P to: CADDIS	A1827	£ 816.00
B/P to: CADDIS	A1819	£ 3,342.00
<b>TOTAL</b>		<b>£10,172.11</b>

- c) To approve and sign bank reconciliation January 2017

**Resolved:** It was unanimously agreed to approve and sign the bank reconciliation January 2017

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

**Noted:** Actions were noted

- e) To note Clerk's annual appraisal and approve annual increment (effective 1<sup>st</sup> April 2017 to 31<sup>st</sup> March 2018)

**Resolved:** Following successful appraisal it was unanimously agreed to move Clerk to LCP Scale 36 with effect from 1<sup>st</sup> April 2017 and back pay of £554.00.

## 7. Play Areas

- a) To note quotation for refurbishment of Dukes Way play area received from Pentagon

**Noted:** The quotation was noted and it was agreed to discuss further at a future meeting.

- b) Spine Road gate

**Noted:** It was noted that the installers have not responded to requests to repair the self closing gates and Cllr Done agreed to look at the issue.

**ACTION: BD**

- c) Pink chalk spray – dog fouling

**Noted:** It was noted that the spray has arrived and a number of local residents and

councilors are marking the dog mess.

- d) Capethorne update

**Noted:** It was noted that the park will be installed before the end of March. Clerk to confirm installation date.

**ACTION: JO**

- e) To agree actions to be taken

**Noted:** No further action at present

#### 8. Trees and Ponds

- a) To receive report from Cllr Hoey re ponds and annual maintenance

**Noted:** It was noted that quotes have been received which will ensure that the ponds do not get into a poor state of repair in future.

- b) To receive report from Cllr Reed re school woodland and costs

**Noted:** It was noted that quotes have been received for works to the school pond at a cost of £11,870 and that Kingsmead Primary School do not have the funds to carry out the works. Parish Council insurers would not cover public liability on land not owned by the council.

- c) To receive report from Cllr Reed re best garden competition

**Noted:** Cllr Reed suggested that the council should sponsor a Best Kept Garden competition along the lines of Britain in Bloom in 2018.

- d) To agree action to be taken

**Resolved:** It was unanimously agreed to inform the school that the PC are unable to fund pond works on school grounds (CR); it was unanimously agreed to instruct Caddis to carry out routine pond works with power washing of culvert to take place twice yearly.

**ACTION: JO/CR**

#### 9. Bins

- a) To receive report from Cllr Weltman/Clerk

**Noted:** It was noted that CWAC may be prepared to fund larger bins on the walkway by the school from Dukes Way to Monarch Drive and that 2 x dog bins require replacement.

- b) To agree action to be taken

**Resolved:** It was unanimously agreed to replace the dog bins. Clerk to instruct WAP Lawton.

**ACTION: JO**

#### 10. Structures

- a) To receive report from Cllr Done re clock tower electrics

**Noted:** Cllr Done provided a report and it was noted that some work is required. Cllr Done to action.

**ACTION: BD**

- b) To agree action to be taken

**Noted:** As above

#### 11. Trees & Landscaping

- a) To note quotes for hedge pruning Regency Way and replacement of diseased chestnut trees on school path and St Georges field

**Noted:** It was noted that quotes have been received to reduce the Regency Way hedge (£816), fell and replace chestnut trees (£780)

- b) To agree action to be taken

**Resolved:** It was unanimously agreed to instruct Caddis to carry out the above works.

**ACTION: JO**

#### 12. Events

- a) To note date of Kingsmead Primary School Summer Fair

**Noted:** The fair will be held on 24<sup>th</sup> June 2017, PC to attend and provide activity

- b) To note arrangements for Kingsmead xmas market

**Noted:** The market will be held on Friday 1<sup>st</sup> December

- c) To agree action to be taken

**Noted:** No further action at present

**13. Any other business**

Please note that this item is for information only and no decisions can be made. This item is scheduled to last no more than 15 minutes.

- Litter pick, 10am Saturday 18<sup>th</sup> March, meet at noticeboard, Kingsmead Square

**14. Close of meeting**

The meeting closed at 8.55pm