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Minutes of the ORDINARY PARISH COUNCIL MEETING held 17th September 2018 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

Attended by: Cllr Reed (Chair), Cllr Hoey, Cllr Logan, Cllr Weltman, Cllr Martin, Cllr Chappell, Cllr Jewitt & Jo O'Donoghue (Clerk)

1. To receive Apologies

Resolved: It was unanimously agreed to accept apologies from Cllrs Bannister, Boylan & Williams

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

Noted: No member of the public attended the meeting

4. PCSO

a) To receive report from PCSO Phil Hambleton

Noted: PCSO Hambleton was unable to attend the meeting

5. Approval of Minutes

a) To approve the minutes of the ordinary monthly meeting held 16th July 2018

Resolved: It was proposed by Cllr Hoey, seconded by Cllr Martin and unanimously agreed to approve the minutes of the ordinary monthly meeting held 16th July 2018. Clerk to post on website. **ACTION: JO**

- b) To approve the minutes of the extra ordinary meeting held 29th August 2018

Resolved: It was proposed by Cllr Jewitt, seconded by Cllr Chappell and unanimously agreed to approve the minutes of the extra ordinary monthly meeting held 29th August 2018. Clerk to post on website. **ACTION: JO**

- c) To approve the minutes of the Finance Committee Meeting held 18th June 2018

Resolved: It was unanimously agreed to approve the minutes of the finance committee meeting held 18th June 2018. Clerk to post on website. **ACTION: JO**

6. Finance and administration

- a) To approve and sign accounts for payment September 2018

Resolved: It was proposed by Cllr Hoey, seconded by Cllr Martin and unanimously approved to approve and sign accounts for payment September 2018 as follows: **ACTION: JO/LH**

Payee	Reference	Amt	VAT	Total
Jo O'Donoghue	KPC-EXP	£ 40.00	£ -	£ 40.00
WAP Lawton	13560	£ 4,860.00	£ 972.00	£ 5,832.00
Jo O'Donoghue	KPC	£ 1,005.48	£ -	£ 1,005.48
HMRC	120PX00311696	£ 107.07	£ -	£ 107.07
Cheshire Pension Fund	9857092	£ 299.28	£ -	£ 299.28
Caddis Ltd	6111/POEWT-01	£ 1,250.00	£ 250.00	£ 1,500.00
TOTAL		£ 7,556.05	£1,222.00	£ 8,783.83

- b) To approve and sign August bank reconciliation

Resolved: It was proposed by Cllr Jewitt, seconded by Cllr Chappell and unanimously approved to approve and sign August bank reconciliation as circulated.

7. IT Systems

- a) To receive report from Cllr Boylan with recommendations as to improvements to website and archive of data

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

- b) To note/approve recommendation of Finance Committee Meeting held 17/09/18 re purchase of RBS Alpha Financial Software

Resolved: Following the Finance Committee Meeting held 6.45pm on Monday 17th September 2018 it was proposed by Cllr Chappell, seconded by Cllr Jewitt and unanimously resolved to purchase RBS Alpha Financial Software and associated support. It was noted that this will incur additional work from the Clerk to transfer figures from April 2018 to date into the new system and continue to operate both systems until year end (March 2019) and that additional hours will be paid at hourly rate.

8. St George's Field

- a) To note quotation received to secure the access to the field

Noted: It was noted that a quotation has been received for improved secure gated access to the field which is in excess of £5,000.

- b) To agree action to be taken

Resolved: It was unanimously agreed to take no further action

9. Path works

- a) To note date for commencement of path works around memorial

Noted: The works will commence on 12th November 2018, risk assessment, method statement and insurance doc received.

10. Xmas lighting

- a) To note quotation received from Northwich Town Council for lighting of the nursery tree

Noted: The quote was noted and it was agreed to source quotes for 2019

- b) To agree action to be taken

Resolved: It was unanimously agreed to accept the quotation from Northwich Town Council and instruct works.

ACTION: JO

11. To note correspondence from residents and agree further response/action

Noted: It was noted that all correspondence has been circulated and that there is no further action to be taken

12. Kingsmead Youth Council

- a) To receive a report from Cllr Jewitt

Noted: Cllr Jewitt provided a report which will be circulated to all Cllrs

ACTION: SJ

- b) To agree actions to be taken

Noted: Members of the working group will attend a meeting and report to the next council meeting in October 2018

13. Clerk Report

- a) To receive report from J O'Donoghue

Noted: There was no further report

- b) To agree actions to be taken

Noted: There was no further report

14. Play Areas

- a) To receive a report from the Clerk

Noted: The 9 annual inspections will be carried out within the next month by PIMS at a cost of £55/play area. The net on Dukes's Way park has been repaired.

15. Pathways and Structures

- a) To receive report from Cllr Logan

Noted: Cllr Logan provided a thorough breakdown of costs for rebuild of stone wall structures throughout Kingsmead in the sum of £85,500.

- b) To agree action to be taken

Resolved: It was unanimously agreed to add to insurance schedule

ACTION: JO

16. Landscaping and Trees

- a) To receive report from Cllr Reed

Noted: Cllr Reed reported that a resident has an issue with an oak tree Regency/Coronet which is subject to a TPO and that an inspection and quotation has been requested from Caddis Ltd.

- b) To note progress with memorial garden

Noted: Cllrs met on Sunday and carried out planting

- c) To agree action to be taken

Noted: Further planting will take place Sunday 23rd September from 10.30am

17. Events

- a) To discuss Xmas 2018 arrangements

Noted: It was noted that the budget is stretched this year and that costs need to be minimized. It was confirmed that Santa will be making an appearance courtesy of Northwich Rotary Club and that reindeer will be in attendance. The events working group will be holding a meeting prior to the next council meeting to finalise the arrangements.

- b) To agree actions to be taken

Resolved: It was proposed by Cllr Hoey, seconded by Cllr Reed and unanimously agreed to: cancel Barnton Silver Band; approve delegated power for the Clerk to authorize up to £1,500 additional expenditure on Xmas arrangements following advice from the working group.

18. Any other business

There was no other business and the meeting closed at 8.20pm.
