



Kingsmead Parish Council  
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Davenham  
Northwich  
Cheshire  
CW9 8JT

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**Minutes of the ORDINARY PARISH COUNCIL MEETING held 21<sup>st</sup> January 2019 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead**

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**Attended by:** Cllr Reed (Chair), Cllr Hoey (Vice Chair), Cllr Logan, Cllr Weltman, Cllr Williams, Cllr Chappell & Jo O'Donoghue (Clerk)

**Also attended by:** PCSO Philip Hambleton, PCSO Ang Richardson

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**1. To receive Apologies**

**Resolved:** It was unanimously agreed to accept apologies from Cllrs Bannister, Martin, Boylan & Jewitt

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**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.

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**3. Public Open Forum**

**Noted:** No member of the public attended the meeting

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**4. PCSO**

a) To receive report from PCSO Phil Hambleton

**Noted:** PCSO Hambleton attended the meeting and reported that: there has been 1 incident of antisocial behavior relating to noise on Blakemere Drive; a car has been damaged in Kingsmead Square; there have been 2 thefts of alcohol from Tesco.

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**5. Approval of Minutes**

a) To approve the minutes of the Ordinary Monthly Meeting held 17<sup>th</sup> December 2018

**Resolved:** It was proposed by Cllr Hoey seconded by Cllr Chappell and unanimously agreed to approve the minutes of the Ordinary Monthly Meeting held 17<sup>th</sup> December 2018.

b) To approve the minutes of the Finance Committee Meeting held 8<sup>th</sup> January 2019

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**Resolved:** It was proposed by Cllr Hoey seconded by Cllr Reed and unanimously agreed to approve the minutes of the Finance Committee Meeting held 8<sup>th</sup> January 2019.

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**6. Recommendations of the Finance Committee Meeting held 8th January 2019**

- a) To increase Clerk's working hours to 20 flexible hours per week from 1st April 2019 on Scale 38 (capped) following evaluation by J Weaver, Chief Executive, Cheshire Association of Local Councils

**Resolved:** It was proposed by Cllr Chappell seconded by Cllr Hoey and unanimously agreed to increase Clerk's working hours to 20 flexible hours per week from 1st April 2019 on current Scale 38 (capped) following evaluation by J Weaver, Chief Executive, Cheshire Association of Local Councils. It was noted that the current salary scales will change in April following a review by the National Joint Council for Local Government Services and Scale 38 will become Scale 32 from 1<sup>st</sup> April 2019.

- b) To amend Clerk's contract to reflect change in working hours by 1st April 2019 following evaluation by J Weaver, Chief Executive, Cheshire Association of Local Councils

**Resolved:** It was proposed by Cllr Chappell seconded by Cllr Hoey and unanimously agreed to amend Clerk's contract to reflect change in working hours by 1st April 2019 following evaluation by J Weaver, Chief Executive, Cheshire Association of Local Councils. Contract to be circulated. **ACTION: CR/JO**

- c) To accept the recommendation that the budget be set at £184,054

**Resolved:** It was proposed by Cllr Hoey, seconded by Cllr Reed and unanimously agreed to set the budget at £179,054 (Appendix A).

- d) To accept the recommendation that the precept be set at £185,000 which would represent an increase of £1.93 per month on the previous year and an average Band D charge of £97.47 per year

**Resolved:** It was proposed by Cllr Weltman seconded by Cllr Hoey and unanimously agreed to set the precept at £185,000 which would represent an increase of £1.93 per month on the previous year and an average Band D charge of £97.47 per year. This would enable to Council to earmark £15,000 contingency with the intention of building a £45,000 contingency over 3 years in accordance with the internal audit report.

- e) To approve the asset register

**Resolved:** It was proposed by Cllr Reed seconded by Cllr Weltman and unanimously agreed to approve the asset register (Appendix B).

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**7. Finance and administration**

- a) To approve and sign December bank reconciliation

**Resolved:** It was proposed by Cllr Reed seconded by Cllr Weltman and unanimously agreed to approve and sign the December bank reconciliation.

- b) To approve and sign accounts for payment January 2019

**Resolved:** It was proposed by Cllr Reed, seconded by Cllr Hoey and unanimously agreed to make payments as follows:

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<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Cheshire Pension Fund	BACS	299.28	KPC	emp 237.86 empee 61.42
HMRC	BACS	107.07	HMRC	PAYE
Jo O'Donoghue	BACS	1,004.08	KPC	Salary
Play Inspection & Maint Svcs	BACS	356.40	KIN039	Operational insp x 9
Jo O'Donoghue	BACS	80.00	KPC-EXP	Phone 8-12-2018-7-02-2019
CC	DD	3.00	KPC	Monthly fee
Tarvin Sands Fishery	BACS	700.00	2018109	Reindeer hire
WAP Lawton & Son Ltd	BACS	5,832.00	13686	Maintenance contract Dec 2018
Caddis Ltd	BACS	5,640.00	A2257	Contract, ditch draining
<b>Total Payments</b>		14,021.83		

- c) To note financial position/management accounts to end January 2019

**Noted:** The Clerk provided a written report detailing receipts and payments by budget headings to end January 2019 to be filed in accounts.

- d) To agree dates for Finance Committee Meetings 2019

**Resolved:** It was agreed to hold Finance Committee Meetings on 9<sup>th</sup> April 2019, 9<sup>th</sup> July 2019, 15<sup>th</sup> October 2019 and 14<sup>th</sup> January 2019.

**ACTION: FINANCE COMMITTEE**

## 8. Activity log

- a) To note activity log

**Noted:** The activity log was noted

- b) To agree action to be taken

**Noted:** No further action

## 9. Action Plan 2019-2020

- a) To note and approve action plan

**Noted:** It was agreed to produce an action plan for 2019-2020 detailing planned activity throughout the year. Clerk to prepare document and circulate prior to the next meeting.

**ACTION: JO**

## 10. Planning

- a) To note current planning applications

**Noted:** No current applications

- b) To note response from CWAC following query regarding use of residence as commercial property

**Noted:** It was noted that CWAC has carried out an investigation, the advertising hoarding has been removed and no further action will be taken at this time.

## 11. Maintenance Contracts

- a) To note grounds maintenance contract (1st April 2017 to 31st March 2020)

**Noted:** It was noted that WAP Lawton has agreed to extend the contract by 1 year to 2021 at the current contract price. There has been no increase in fees since 2017.

- b) To note ponds maintenance contract (1st April 2017 to 31st March 2020)

**Noted:** It was noted that Caddis Ltd has agreed to extend the contract by 1 year to 2021 at the current contract price. There has been no increase in fees since 2017.

- c) To agree action to be taken

**Resolved:** It was proposed by Cllr Logan, seconded by Cllr Williams and unanimously agreed to extend both contracts by 1 year to 31<sup>st</sup> March 2021. Clerk to inform contractors.

**ACTION: JO**

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## 12. Play Areas x 9

- a) To note play area reports

**Noted:** The Clerk reported that reports have been received indicating works required in 6 of the 9 play areas.

- b) To agree action to be taken

**Noted:** Clerk to consider reports and obtain quotes for works required and report back at the next meeting.

**ACTION: JO**

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## 13. Elections 2019

- a) To receive update from Jo O'Donoghue (Clerk)

**Noted:** The Clerk provided a report and it was noted that nomination forms can be returned to Winsford, Chester or Ellesmere Port. Councillors will need to personally deliver forms and make an appointment with the returning officer to do so.

- b) To note Councillor Election Briefing Meeting to be held by Cheshire Association of Local Councils on 27<sup>th</sup> February 2019 (time and venue to be confirmed)

**Noted:** Noted

- c) To note Councillor Election Briefing Meeting to be held by Cheshire West and Chester Council at Wyvern House, Winsford on 4<sup>th</sup> March at 6pm

**Noted:** Noted

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## 14. Quality Parish Council Awards

- a) To receive an update from Jo O'Donoghue (Clerk)

**Noted:** The Clerk provided a full report and it was agreed that the Council will aim to complete the application for Quality Council. There will be an update at the February meeting for the Clerk to report on progress. **ACTION: JO**

- b) To approve the following policy documents deferred from the meeting held 17<sup>th</sup> December 2018: communication and media policy, community engagement policy; equality policy; grants policy; training policy

**Resolved:** It was proposed by Cllr Williams, seconded by Cllr Hoey and unanimously agreed to accept the policy documents. Clerk to indicate in communication and media policy that Cllrs may use electronic media during a meeting to access Council documents. **ACTION: JO**

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## 15. IT Report

- a) To receive report from Cllr Boylan
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**Noted:** Cllr Boylan was unable to attend the meeting however it was noted that Wordpress has been updated together with Outlook.

- b) To agree action to be taken

**Noted:** No further action at present

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16. **Landscaping and Trees**

- a) To receive report from Cllr Reed

**Noted:** Cllr Reed provided a report and it was noted that a resident has requested a meeting with Councillors to consider additional hedge cutting. It was noted that Cllr Reed had previously met with the resident and the hedge was cut 18 months ago to a height agreed with the resident.

- b) To agree action to be taken

**Noted:** Cllr Hoey agreed to consider the grounds maintenance contract to identify whether this has been included in the contract. Should a meeting be necessary Cllrs Weltman and Logan agreed to perform this function.

**ACTION: LH/HW/AL**

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17. **Newsletter**

- a) To agree content of February 2019 newsletter and date for publication

**Noted:** Cllr Reed to write article on precept, Cllr Hoey to provide article on grounds and ponds, Cllr Bannister to provide report on play areas, Cllr Williams to write article on events, Cllr Weltman to write report on the history of Kingsmead, Clerk to provide finance report.

**ACTION: CR/LH/EB/LW/HW/JO**

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18. **Any other business**

There was no other business

19. **Close of meeting**

The meeting closed at 8.25pm

**APPENDIX A – 2019-2020 BUDGET**

		Current Year Budget	Next Year Budget
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<b>100 Income</b>			
1076	Precept	136,634	185,000
1100	Grants & Donation Received	936	468
1990	Other Income	0	100
	Total Income	<b>137,570</b>	<b>185,568</b>
		<hr/>	<hr/>
	Income - Net Expenditure	<b>-137,570</b>	<b>-185,568</b>
		<hr/>	<hr/>
<b>110 Staff Costs</b>			
4000	Staff Salary	13,135	15,210
4010	PAYE & NI	1,215	3,000
4030	Pension	3,520	4,937
4050	Staff Mileage & Benefits	0	100
	Total Overhead Expenditure	<b>17,870</b>	<b>23,247</b>
		<hr/>	<hr/>
	Staff Costs - Net Expenditure	<b>17,870</b>	<b>23,247</b>
		<hr/>	<hr/>
<b>120 Admin Costs</b>			
4200	Training	300	1,000
4205	Bank Charges	0	100
4210	Audit Fees	1,000	1,000
4215	Legal Professional Fees	1,000	1,000
4220	Subscriptions & Memberships	1,500	1,500
4225	Insurance	1,000	1,500
4230	Stationery & Postage	0	100
4235	Telephone & Broadband	0	480
4236	PC Office Costs	2,300	840
4240	Website	0	1,500
4245	Newsletter	1,000	500
4250	Grants Paid	1,000	1,000
4260	Elections	1	2,337
	Total Overhead Expenditure	<b>9,101</b>	<b>12,857</b>
		<hr/>	<hr/>
	Admin Costs - Net Expenditure	<b>9,101</b>	<b>12,857</b>
		<hr/>	<hr/>
<b>130 Maintenance</b>			
4300	Grounds Maintenance Contract	69,984	58,320
4305	Additional Grounds	11,500	15,000
4310	Monuments	300	0
4320	Clocktower	0	130
4330	Speedgun	0	300
4340	Ponds & Culvert	23,500	23,500
4350	Paths	5,000	5,350

		Current Year Budget	Next Year Budget
4360	Tree Works	1	10,000
	Total Overhead Expenditure	<b>110,285</b>	<b>112,600</b>
	Maintenance - Net Expenditure	<b>110,285</b>	<b>112,600</b>
<b>140 Play Areas</b>			
4400	Maintenance	2,700	3,000
4410	Inspections	1,662	1,000
4420	Equipment	0	10,000
	Total Overhead Expenditure	<b>4,362</b>	<b>14,000</b>
	Play Areas - Net Expenditure	<b>4,362</b>	<b>14,000</b>
<b>150 Events</b>			
4500	Open Day	1,000	1,000
4505	Best Kept Garden	0	350
4510	Xmas Lighting	2,500	5,000
	Total Overhead Expenditure	<b>3,500</b>	<b>6,350</b>
	Events - Net Expenditure	<b>3,500</b>	<b>6,350</b>
<b>999 VAT Data</b>			
515	VAT on Payments	18,000	10,000
	Total Overhead Expenditure	<b>18,000</b>	<b>10,000</b>
115	VAT on Receipts	18,000	10,000
	Total Income	<b>18,000</b>	<b>10,000</b>
	<b>Total Budget</b>	163,118	179,054
	<b>Income :</b>	155,570	195,568
	<b>Net Expenditure</b>	<b>7,548</b>	<b>-16,514</b>

APPENDIX B – ASSETS REGISTER 2019-2020

Acquisition				Valuation	Comment	Disposal		
Date of Aquisition	Description	Location	Cost or Value	Method		Date	Amount	Reason
<b>Land</b>								
Apr-12	Amenity land/stuctues	Kingsmead Estate	1	a	no sale value			
<b>Furniture &amp; Fittings</b>								
Nov-17	Laptop/Clerk	231 Hartford Road (Clerk)	700	c	laptop bought Aug 12 value 734 disposed	Nov-17	0	replaced
Jun-13	Gates	Spine Road park	515	c				
<b>Play equipment</b>								
Jul-13	Park benches	Spine Road park	735	c				
Jul-13	Play equipment	Kingslawn Close	15000	c				
Jul-13	Play equipment	Spine Road park	11345	c				
May-14	Play equipment	Dukes Way park	4418	c				
Jul-15	Play equipment	Kensington Way park	13110	c				
Nov-15	Play equipment	Kensington Way park	8606	c				
Jul-16	Play equipment	Campbell/Monarch	347	c				
Mar-17	Play equipment	Capesthorpe Cl	7145	c				
<b>Other</b>								
Jul-13	Chain of Office	231 Hartford Road (Clerk)	661	c				
Jul-14	3 x waste bins	Amenity land	1,000	c				
Mar-15	Memorial Bench	A556	1,000	c				
Mar-16	Xmas lights	Northwich Town C	7623	c				
Mar-16	Speedgun	25 Monarch Drive (Chair)	1258	c				
Mar-17	2 x dog bins		500	c				
Mar-17	2 x duck houses	Dukes Way ponds	1,200	c				
May-17	Noticeboard	Kingsmead Square	1,460	c				
Jun-17	Clock movement & Master Clock	Spine Road	2,590	c				

£  
Total 79,214

