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Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 17<sup>th</sup> February 2020 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

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**Present:** Cllrs Reed, Hoey, Logan, Martin, Weltman, Jewitt and Williams.

**Also in attendance:** Sarah Morgan (Clerk)

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**1. To receive Apologies**

**Noted:** Apologies were received from Cllrs Chappell, Boylan and Bannister.

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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:** No members declared interests in any items on the agenda

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**3. Public Open Forum**

**Noted:** No members of public participated in this item. Residents were in attendance in relation to item 8 and it was agreed that they would be permitted to speak during the item if questions were raised.

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**4. PCSO**

a) To receive a report from PCSO Phil Hambleton

**Noted:** PCSO Hambleton was not in attendance but had provided a written report prior to the meeting. The report was reviewed, and it was noted that there were no parking offences recorded at the school although some had been reported to the school when the area was not monitored by the PCSO. Registration plates had been stolen from several vehicles and 3 speeding offences had been recorded on Monarch Drive. Speed monitoring on the spine road had recorded no offences.

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**5. Approval of Minutes**

a) To approve the minutes of the Parish Council Meeting held 27<sup>th</sup> January 2020

**Resolved:** It was resolved to approve the minutes of the Parish Council Meeting held 27<sup>th</sup> January 2020.

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**6. Finance and administration**

a) To approve and sign the current account bank reconciliation to 31-01-2020

**Resolved:** It was resolved to approve and sign the current account bank reconciliation to 31-01-2020

b) To approve and sign the 45 Day Saver account bank reconciliation to 01-02-2020

**Resolved:** It was resolved to approve and sign the 45-day saver account bank reconciliation to 01-02-2020

c) To approve and sign accounts for payment February 2020

**Resolved:** It was resolved to approve and sign accounts for payment in February 2020:-

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Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount Transaction Details
17/02/2020	Lloyds Bank	DD	6.00			4205	120	3.00 Card fee
						4236	120	3.00 Land Registry search
18/02/2020	WAP Lawton & Son Ltd	BACS	1,104.00		184.00	4400	140	920.00 Play area bark 10m3 BW and PC
18/02/2020	Playdale Playgrounds Ltd	BACS	814.39		135.73	4400	140	678.66 Burwardsley Way repairs
18/02/2020	Play Inspection & Maint Svcs	BACS	594.00		99.00	4410	140	495.00 Annual Inspections x 9
18/02/2020	Play Inspection & Maint Svcs	BACS	768.60		128.10	4400	140	640.50 Repairs to play areas KW MD
18/02/2020	WAP Lawton & Son Ltd	BACS	336.00		56.00	4305	130	280.00 Extra bin emptying
18/02/2020	WAP Lawton & Son Ltd	BACS	5,832.00		972.00	4300	130	4,860.00 January contract maintenance
18/02/2020	Play and Leisure Ltd	BACS	955.44		159.24	4420	140	796.20 T Rex Springer - Pulford Close
18/02/2020	S MORGAN	BACS	43.20			4050	110	43.20 Travel expenses
24/02/2020	Telecoms World Plc	DD	27.41		4.57	4235	120	22.84 VOIP Service
29/02/2020	S MORGAN	BACS	1,383.03			4000	110	1,383.03 February salary
29/02/2020	Cheshire Pension Fund	BACS	474.10			4030	110	474.10 February pension costs
29/02/2020	HMRC	BACS	372.94			4010	110	372.94 Tax and NI
29/02/2020	Apse	BACS	399.72		66.62	4215	120	333.10 Contract renewal consultancy
<b>Total Payments:</b>			13,110.83	0.00	1,805.26			11,305.57

**ACTION: SM**

d) To note accounts paid in January 2020

**Noted:** The accounts paid in January 2020 were reviewed and noted.

e) To note financial position/management accounts to end February 2020

**Noted:** The financial position/management accounts report to end February 2020 was reviewed and noted.

## 7. Consultations

a) To consider a response to the DRAFT Cheshire Fire Authority Integrated Action Plan

**Resolved:** It was resolved to respond the DRAFT Cheshire Fire Authority Integrated Action Plan highlighting the alarming figures for RTA deaths and the need for additional focus on road safety education by the Cheshire Fire Authority, given that they are attending many road traffic accidents.

**ACTION: SM**

## 8. Climate Emergency Correspondence

a) To consider a request to the council to declare a climate emergency

**Resolved:** It was resolved to suspend standing orders for members to address residents who had submitted correspondence requesting this agenda item. The residents reported that that represented Transition Northwich, a group that is part of a wider network concerned with building sustainable communities. In requesting the declaration, it is considered that this would have an impact on the council's actions as well as making a clear statement.

The meeting was reconvened, and it was further resolved defer the decision to draw up an action plan for consideration at the next meeting as part of the resolution.

**ACTION: SM**

## 9. Asset Management

a) To receive an update on matters relating to Land at St George's Way

**Noted:** The council received a verbal update on the planning application for the site and updates received

from Amor Homes in relation to the purchase of the land. The Clerk provided details of the timeline of events which had led to legal correspondence from the landowner.

- b) To consider correspondence and agree a response in relation to Land at St George's Way

**Resolved:** It was resolved to appoint CHL Solicitors to respond the legal correspondence in relation to Land at St George's Way with draft responses to be approved by the Clerk in consultation with the Chairman.

**ACTION: SM/CR**

- c) To appoint members to measure the hedges for the contract renewal

**Resolved:** It was resolved to appoint Cllrs Reed, Hoey, Weltman, Jewitt and Logan to measure the hedge and shrub bed areas for the contract renewal. Clerk to provide lists of areas for measurement.

**ACTION: SM/Appointed members**

- d) To consider resident correspondence in relation to dog fouling, speeding and highway matters

**Resolved:** It was resolved to provide the resident with contacts to report problems directly to Cheshire West and Chester Council and to advise re updates on matters already being addressed. It was further agreed that information would be sought to allow resident to participate in the speedwatch scheme.

**ACTION: SM**

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#### 10. Parks and play areas

- a) To receive minutes of the play area committee meeting of 13th January 2020 (attached)

**Noted:** The council received the minutes of the play area committee meeting of 13<sup>th</sup> January 2020, highlighting the bench and gate repairs that were required.

- b) To receive an update on the routine play area inspections

**Noted:** It was noted that the members were not always available to complete the routine inspections and that whilst these should be continued on a regular basis, the routine inspections would be considered for inclusion as part of the new grounds contract.

- c) To approve the removal of the basketball and combined goal from Kensington Way (£720)

**Resolved:** It was resolved to defer the decision pending receipt of costs to resolve the drainage around the goal and to replace the damaged backboard.

**ACTION: SM**

- d) To note the approval of the CWAC Members Budget application from Cllr Weltman for the wildflower project

**Noted:** It was noted that the application for the funds had been approved.

- e) To agree a date to commence the wildflower project

**Resolved:** It was resolved to commence the project in March with a date to be agreed with Cllr Hoey and supporting volunteer.

**ACTION: SM/LH**

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#### 11. Trees and Ponds

- a) To receive an update from the working group

**Noted:** It was noted that tree surveys had been commenced on areas that were highlighted as high risk and quotations to continue to the works would be brought for approval at the next meeting. It was also noted that the culvert works would be commencing once CWAC had approved the methodology statement from the chosen contractor.

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#### 12. Councillor emails

- a) To consider the report by ICO on the use of personal emails

**Noted:** The report was reviewed and noted.

- b) To approve an Email and Internet Usage policy

**Resolved:** It was resolved to approve the Email and Internet Usage Policy from 1<sup>st</sup> April 2020

- c) To agree a date to end the use of the forwarding function on the Kingsmead Parish Council emails, after which time emails can only be sent using the council's email for council business

**Resolved:** It was resolved to end use of the forwarding function to personal emails from the end of March with only Kingsmead Parish Council emails to be used for correspondence thereafter.

**ACTION: SM**

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13. **Village Hall/Community Building Working Group**

- a) To receive an update from the working group

**Noted:** An update was given by the working group members about the site options for the hall that are currently being assessed including awaited correspondence from a landowner in relation to using alternative land or premises for the hall.

- b) To consider further actions for the working group

**Noted:** It was noted that the working group will complete the site assessments including potential location plans for consideration by the council.

**ACTION: SM/WG Members**

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14. **Close of meeting**

**Noted:** The meeting closed at 9.10pm

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