



Minutes from the Parish Council Meeting held on Monday 18th January at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

Attended by: Cllr Hoey (Chair), Cllr Reed, Cllr Weltman, Cllr Bannister, Cllr Done, Cllr Channon
Jo O'Donoghue (Clerk)

Also attended by: Cllr Harris & Cllr Bowie (Moulton Parish Council)
Gina Bebington (Northwich Guardian)

PART A

1. To receive Apologies

Noted: Apologies were received and accepted from Cllr Broome, Cllr Salmon and Cllr Boylan

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: Cllr Hoey declared an interest in Item 14 and did not take part in discussion.

3. Public Open Forum

Members of the public are invited to address Councillors and raise issues of concern.

Noted: 2 Councillors from Moulton Parish Council attended the meeting to ask Councillors to consider sharing PCSO with Davenham Parish Council and Moulton Parish Council and it was noted that the item was on the agenda for consideration.

4. Approval of Minutes

a) To approve and sign Minutes of the Council Meeting held 21st December 2015

Resolved: The Minutes of the Council Meeting held 21st December 2015 were approved and signed.

5. Finance and Administration

a) To approve and sign the accounts January 2016

Resolved: It was proposed by Cllr Weltman, seconded by Cllr Reed and agreed to approve and sign the accounts January 2016 as follows:

b) To approve and sign bank reconciliation December 2015

Resolved: It was unanimously agreed to approve and sign bank reconciliation December 2015.

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

Noted: The actions from the previous meeting were noted and the Clerk will now write to Year 5 pupils at Kingsmead Primary School following their concerns raised in relation to speeding traffic.

d) To note budget requests from working groups

Noted: Budget requests were noted and agreed.

e) To approve budget for 2016 – 2017

Resolved: The budget for 2016 – 2017 was unanimously agreed as follows:

Charge Group	Code	Item	Bdgt 16-17
Staff Costs	101	Salary	10,302
	102	HMRC	3,502
Admin Costs	201	Audit Fees	714
	202	Legal Fees	1,020

	203	Subscriptions	898
	204	Insurance	510
	206	Training	306
	207	Bank charges	0
	208	PC Office	5,100
	209	ALTO pre paid card	510
Maintenance	301	Trees/Survey	4,000
	302	Routine Maintenance	61,264
	303	Additional Maintenance	30,000
	304	Minor Repairs	12,240
	306	Play Areas	20,000
	307	Monuments/Clocktower	1,000
	308	Ponds & Culvert	30,000
	309	Play Area Inspections	1,597
	310	Paths	15,000
	312	Bridges	0
Annual Payments	401	Grants S137	1,020
	402	Tree Plant & Xms Tree	6,000
	403	Newsletter/Prizes	1,020
Events	501	Open Day/Events	3,000
TOTAL BUDGET			£209,003

6. PCSO

- a) To note report from Moulton Parish Council

Noted: The report was noted.

- b) To agree action to be taken

Resolved: Clerk to contact Sgt Gary Weaver (Northwich Local Policing Unit) to discuss practicalities of sharing a PCSO with Davenham Parish Council and Moulton Parish Council.

7. Operation Shield

- a) To receive report

Noted: It was noted that there has been no further progress

- b) To agree action to be taken

Resolved: Clerk to contact Sgt Gary Weaver (Northwich Local Policing Unit) to discuss progress.

8. Communications Policy

- a) To consider adopting a formal communications policy

Noted: It was agreed to defer the item to the February meeting to enable Councillors to consider the circulated document.

9. Working Groups

- a) To consider current arrangements and review

Noted: It was agreed to add working groups, natural environment and IT

- b) To agree membership of working groups

Resolved: Estates and structures (Cllrs Boylan and Done); Natural Environment (Cllr Reed and Hoey); Parks and Playgrounds (Cllr Bannister & Broome); Paths and Fences (Cllr Done); Events (Cllrs Weltman, Done, Salmon & Hoey); IT (Cllr Bannister, Channon & Boylan); Finance Committee (Cllr s Hoey, Done, Boylan and Bannister).

10. Speedwatch

- a) To receive report from Cllr Reed following meeting with CWAC Highways 18th January 2016

Noted: It was noted that a meeting had taken place which was attended by Jerry Gibbs (CWAC), Dave Reeves (CWAC), Cllrs Weltman and Reed and the Clerk. It was deemed to be a positive meeting and it was

confirmed that Monarch Drive does not meet the criteria for direct traffic calming measures such as chicanes. Discussion took place as to appropriate signage to reinforce the 20 MPH zone and a relaunch locally. It was further noted that Cllr Weltman has provided a grant from her Cheshire West & Chester members budget to purchase a speed gun.

- b) To agree action to be taken

Resolved: It was unanimously agreed: to relaunch the scheme in the next newsletter; apply for Section 106 funds to provide a speed indicator device with the support of CWAC.

11. Petroleum Exploration and Development Licences

- a) To note award of licence to INEOS Upstream in areas of Cheshire

Noted: The licence was noted

- b) To agree action to be taken

Noted: No further action to be taken.

12. Trees & Ponds

- a) To receive report from Cllr Reed

Noted: Cllr Reed provided a thorough report and it was noted that 2 quotations have been received for culvert drainage. (Specification Appendix A). A quote has also been received for replacing 25m of fencing on Lavister Way and 85m of fencing on Rossett Close

- b) To agree action to be taken

Resolved: It was proposed by Cllr Weltman, seconded by Cllr Bannister and unanimously agreed to instruct Caddis to carry out the culvert works (start date September 2016) as a cost of £22,425 plus VAT and to replace the fencing at on Lavister Way and Rossett Close.

13. Bridges

- a) To receive report from Cllr Reed

Noted: It was noted that the anti-slip strips have been fixed to each of the 3 bridges.

- b) To agree any action to be taken

Noted: No further action to be taken.

14. Retaining Wall – Kingsmead Spine Road

- a) To note concerns relating to the wall

Noted: It was noted that concerns have been raised in relation to apparent movement in a section of the retaining boundary wall of a property on Mereworth Drive.

- b) To agree action to be taken

Resolved: It was unanimously agreed, by those present and voting, to refer the matter to CWAC Highways to investigate.

15. Website

- a) To note progress

Noted: It was noted that the site is now up and running and that further documents will be added over time.

- b) To agree further action to be taken

Resolved: It was agreed that Cllrs will provide information for news updates on the website and that a thank you letter be sent to Neil Armstrong.

16. Close of meeting

The meeting closed at 8.35pm

APPENDIX A SPECIFICATION FOR CULVERT

Main Kingsmead Drainage Ditch Phase Two

The top half of the main drainage ditch has now had the vegetation cleared back from the edges to allow access and has been successfully dredged to allow the efficient drainage of the land running through the estate. The second phase of this project is required below the main road running through Kingsmead down to the Settlement Pond.

Site Preparation

Ditch De-silting

1. Excavate sediment from the ditch and from in front and behind the debris screens on the culvert.
2. Sediment to be graded out and flattened on the bank side. Where bank space is not permissible sediment to be removed from site

Settlement / Sluice Pond

An Important settlement pond for the main waterway running through Kingsmead before entering the Weaver through a culvert. Critical that the culvert remains clear and sediment in the settlement pool is managed to prevent upstream drainage problems and/or flooding over the surrounding banks and footpaths. From site observations it is likely that this pond hasn't been de-silted for 10 to 15 years or even since the estate was created.

Annual Autumn Management - Annual De-Silt

Rather than leaving the sediment to build up over extended periods of time on the first de-silt operation we could create a smaller silt trap at the head of the pond. This could then be excavated on an annual basis. This approach would help spread cost of the operation going forward, but more importantly would reduce the significant disturbance to local residents and wildlife that a major de-silt operation such as is now required will cause.

1. Cut back vegetation surrounding the pond to 1 meter from the water level. Vegetation to be cut to ground level.
2. Suckering and low level pruning to be carried out on the surrounding trees as required.
3. Check culvert, remove debris and silt from in front and behind culvert debris screens.
3. De-silt the entry silt trap.

The First Cut back and de-silt

1. Prune back/remove trees as required for excavator access.
2. Excavate estimated 410 cubic meters of sediment onto bank side to dry out.
3. Excavate
4. Load removal vehicles with sediment.
5. Remove sediment excavated from the pond off site.