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Minutes of the
PARISH COUNCIL MEETING held at Kingsmead Primary School on
Monday 18th June at 7.30pm

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

1. To receive Apologies

Resolved: It was unanimously agreed to accept apologies from Cllr Bannister & Cllr 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

Members of the public are invited to address Councillors and raise issues of concern (15 minutes)

Noted: No member of the public attended that meeting.

4. Police Report

- a) To note report

Noted: PCSO Nicola Smith was unable to attend the meeting and no report was received.

- b) To agree action to be taken

Noted: Clerk to request report

ACTION: JO

5. Approval of Minutes

- a) To approve and sign Minutes of the Council Meeting held May 2018

Resolved: It was unanimously resolved to approve and sign the Minutes of the Council Meeting held 21st May 2018

with the following amendments:

Ref: 21/05/18/7g: Following the recent pay settlement notification to Kingsmead Parish Council implemented the pay settlement of 2% for the period April 2018 to March 2019 with a further 2% for the period April 2019 to March 2020.

Ref: 21/05/18/18: Cllr Williams to provide information on a Kingfest event.

6. Finance and Administration

- a) To approve and sign bank reconciliation May 2018

Resolved: It was proposed by Cllr Weltman and seconded by Cllr Hoey to approve and sign the bank reconciliation. The bank balance on 31st May 2018 was £118,052.33.

- b) To approve accounts for payment June 2018

Resolved: It was proposed by Cllr Reed and seconded by Cllr Boylan to approve and sign the following accounts for payment:

Payee	Reference	Amt	VAT	Total
Jo O'Donoghue	KPC	£ 1,005.48	£ -	£ 1,005.48
HMRC	120PX00311696	£ 101.29	£ -	£ 107.07
Cheshire Pension Fund	9857092	£ 299.28	£ -	£ 299.28
Jo O'Donoghue	KPC-exp	£ 80.00	£ -	£ 80.00
Jo O'Donoghue	KPC-exp	£ 3.00	£ -	£ 3.00
Caddis	A2128	£ 750.00	£ 150.00	£ 900.00
Caddis	A2127	£ 850.00	£ 170.00	£ 1,020.00
Jo O'Donoghue	KPC-exp	£ 12.95	£ -	£ 12.95
Jo O'Donoghue	KPC-exp	£ 31.99	-	£ 31.99
PIMS	KIN035	£ 237.55	£ 47.51	£ 285.06
CHALC	Affiliation fee	£ 1,205.64	£ -	£ 1,205.64
CHALC	50	£ 13.50	£ -	£ 13.50
Jo O'Donoghue	KPC-exp	£ 300.00	£ -	£ 300.00
JDH Business Services	3197	£ 228.00	£ 45.60	£ 273.60
WAP Lawton	13465	£ 4,860.00	£ 972.00	£ 5,832.00
TOTAL		£ 9,978.68	£1,385.11	£11,369.57

- c) To note progress against budget

Noted: It was noted that the Finance Committee Meeting took place prior to the full council meeting and it was resolved to leave the budget unchanged. Committee noted that the budget is on track in the 2nd month of the year, details Appendix A.

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

Noted: There were no outstanding actions to be processed.

- e) To note activity tracking sheet

Noted: The tracking sheet was noted.

7. 2017 – 2018 Annual Internal Audit

- a) To note completion of internal audit carried out by JDH Business Services Ltd

Noted: The completion of internal annual audit was noted together with the following comments:

- All payments to be included on authorization lists and signed by 2 members
- General reserves should be maintained between 3 and 12 months of the precept
- August payments must be pre-authorized and signed by 2 members

b) To approve response to audit report

Resolved: It was unanimously agreed to write to JDH Business Services to request advice on: authorizing August payments when there is no council meeting in August; how to achieve reserves of between £34,000 and £137,000 without drastically increasing the precept; details where the sector guidance can be found with regard to reserve levels.

8. Clerk Report

a) To receive report from J O'Donoghue

Noted: There was no further report

b) To agree actions to be taken

Noted: No further action

9. Report from Cllr Spencer

a) To consider events to improve the profile of Kingsmead Parish Council

Noted: Cllr Spencer provided a report and suggested that one way of getting more involvement with the PC would be to set up a youth council with the support of Kingsmead Primary School and it was agreed to discuss this further at the next parish council meeting. Cllr Hoey agreed to contact the school to see if they would wish to be involved.

ACTION: LH

10. Sir John Deane's College

a) Appointment of governor to SJD College Foundation Board

Resolved: Following a request from Sir John Deane's College for representation on the Foundation Board it was proposed by Cllr Martin, seconded by Cllr Hoey and unanimously agree to appoint Cllr Reed as governor. Clerk to contact the college.

ACTION: JO

11. Play Areas

a) To receive a report from the Clerk

Noted: The Clerk reported that there are issues with the roof of the structure on Burwardsley Way park and that the panels need immediate attention and it was noted that the Clerk has already instructed the works at cost of £150.

12. General Data Protection Regulations May 2018

a) To receive update from the Clerk

Noted: It was noted that the immediate actions have been taken and information is available on the website.

13. Pathways and Structures

- a) To receive report from Cllr Logan regarding bridge insurance and valuation

Noted: It was agreed to defer this item to a future meeting.

- b) To receive report from Cllr Boylan and note quotations received for path works

Noted: It was noted that 3 quotations have been received.

- c) To agree action to be taken

Resolved: It was unanimously agreed to contact Approved Resin Driveways to break down their quotation to include separate price for the footpath around coronet pond, the footpath around the monument and the footpath around the clock tower. **ACTION: JO**

14. Landscaping and Trees

- a) To receive report from Cllr Reed and note quotations received

Noted: Cllr Reed provided a report and it was noted that: the brick path from Dukes Way to the pond requires jet washing; 240 sapling trees have been ordered from the Woodland Trust; a quote has been received to trim the overhanging ivy over the walls and provision of a two man team with woodchipper to crown lift all trees and shrubbery overhanging paths and grass areas to all areas of Kingsmead in the sum of £1,160; the small garden around the memorial needs of some work; there has been no response from the resident regarding the damaged woodland.

- b) To agree action to be taken

Resolved: It was agreed that: Cllr Reed will seek clarification of the quotation received to clarify that the ivy will not be trimmed until after the growing season, once this has been agreed the work order will be placed; Clerk to request quotation for removal of dead plants from the memorial garden; Cllrs Jewitt and Hoey and the Clerk agreed to meet to dig over the garden and improve planting and the Clerk will contact winners of the garden competition to see if they would like to be involved; Clerk to write to resident to advice that in the autumn the Council will be replanting the area of the damaged woodland and will be seeking reimbursement of costs involved either by mutual agreement or via the courts. **ACTION: SJ, LA, JO**

15. Events

- a) Kingsmead Primary School Fair

Noted: It was noted that; a bigger gas cannister is required next year and gifts are required for the judges of the competition. **ACTION: JO**

- b) Best Kept Garden Competition

Noted: It was noted that the winners were announced at the Kingsmead School Fair and the Clerk will update the website with details of the winners and photos of the gardens. **ACTION: JO**

- c) To discuss Xmas 2018 arrangements

Noted: It was noted that the PC will provide Xmas lights and Barnton Silver Band have agreed to perform and that there will no Xmas market.

16. Highways

- a) To receive report from Cllr Reed

Noted: There was no further report

- b) To agree action to be taken

Noted: No further action

17. Any other business

Please note that this item is for information only and no decisions can be made under this agenda item.

Noted: There was no further council business.

18. Close of meeting

The meeting closed at 8.30pm

Year	2018-2019	ANNUAL BUDGET	BUDGET TO DATE	EXP TO DATE	PROJECTED EXPENDITURE
Month No		2			
Staff Costs					
101	Salary	13,135.20	2,189.20	1,974.58	11,847
102	HMRC	1,215.48	202.58	202.58	1,215
103	Cheshire Pension Fund	3,520.20	586.70	586.50	3,519
	Total Employee Costs	17,870.88	2,978.48	2,763.66	16,582
Admin Costs					
201	Audit Fees	1,000.00	166.67	0.00	1,000
202	Legal Fees	1,000.00	166.67	0.00	0
203	Subscriptions	1,500.00	250.00	197.00	1,403
204	Insurance	1,000.00	166.67	879.60	880
205	Training	300.00	50.00	206.00	300
206	PC Office	1,500.00	250.00	877.40	1,500
	Total Admin Costs	6,300.00	1,050.00	2,160.00	5,082.24
Maintenance					
302	Grounds Maintenance Contract	69,984.00	11,664.00	11,664.00	69,984
303	Additional Grounds Maintenance	12,000.00	2,000.00	2,974.40	17,846
304	Play Areas	3,000.00	500.00	324.00	1,944
305	Monuments/Clocktower/Speedgun	300.00	50.00	0.00	300
306	Ponds & culvert	23,500.00	3,916.67	2,730.00	16,380
307	Play Area Inspections	1,662.00	277.00	0.00	1,662
308	Paths	5,000.00	833.33	0.00	5,000
	Total Maintenance Costs	115,446.00	19,241.00	17,692.40	106,154
Annual Payments					
401	Grants S137	1,000.00	166.67	0.00	1,000
402	Newsletter	1,000.00	166.67	0.00	1,000
	Total Annual Payments	2,000.00	333.33	0.00	2,000
Events					
501	Open Day/Events	1,000.00	166.67	0.00	1,000
502	Xmas & lighting	2,500.00	416.67	1,043.39	6,260
	Total Events Costs	3,500.00	583.33	1,043.39	7,260
	TOTAL EXPENDITURE	145,116.88	24,186.15	23,659.45	137,078.94
INCOME		Annual Income		Income to date	
	Precept	136,634		136,634	
	Interest	0		0	
	VAT reclaim	30,000		0	
	Grant funding	936		936	
	Misc	0		0	
	TOTAL INCOME	167,570		137,570	