



Kingsmead Parish Council
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Minutes from the PARISH COUNCIL MEETING held at **Kingsmead Primary School**
on Monday 20th November 2017 at 7.30pm

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

PART A

1. To receive Apologies

Noted: Apologies were received and accepted from 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.

Noted: There were no disclosures of interests

3. Public Open Forum

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

Noted: No member of the public attended the meeting

4. Police Report

- a) To note report

Noted: PCSO Cameron Muir sent a report which was noted and is appended to the minutes (APPENDIX A)

5. Approval of Minutes

- a) To approve and sign Minutes of the Council Meeting held 16th October 2017

Noted: It was agreed to defer signing the Minutes of the Council Meeting held 16th October 2017 to the December meeting to enable the Clerk to inset invoice numbers against payments approved.

ACTION: JO

6. Finance and Administration

- a) To approve and sign bank reconciliation October 2017

Resolved: It was unanimously agreed to approve and sign bank reconciliation October 2017

- b) To approve accounts for payment November 2017

Resolved: It was proposed by Cllr Hoey, seconded by Cllr Reed and unanimously agreed to approve accounts for payment November 2017 as follows:

Signed: _____ Dated: _____

B/P to: J O'Donoghue	KPC	£	760.76
B/P to: CHESHIRE PEN FUND	9857092	£	280.03
B/P to: HMRC	120PX00311696	£	321.05
B/P to: WAP LAWTON	13289	£	5,832.00
B/P to: WAP LAWTON	13309	£	3,652.80
B/P to: CADDIS LTD	5278	£	720.00
B/P to: CADDIS LTD	5276	£	2,799.60
B/P to: CADDIS LTD	5277	£	5,640.00
B/P to: CADDIS LTD	5309	£	870.00
B/P to: CADDIS LTD	5334	£	444.00
B/P to: CADDIS LTD	5308	£	540.00
B/P to: BDO	1654345	£	760.00
TOTAL		£	22,620.24

- c) To note progress against budget

Noted: The budget spreadsheet was noted and circulated. It was noted that the current expenditure to 31st October 2017 is £118,199.18 and the remaining budget for the financial year is £67,643.00. The VAT claim has not yet been submitted for this financial year.

- d) To note date for Finance Committee Meetings

Noted: The next Finance Committee Meeting will be held at Kingsmead Primary School on Tuesday 28th November at 7.30pm. **ACTION: JO/FC MEMBERS**

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

Noted: It was agreed that the Clerk will circulate the parks reports and chase Playdale for the uprights for the frame. **ACTION: JO**

- f) To note explanation of audit reports

Resolved: The internal audit report from JDH Business Services was noted and it was agreed to carry out the recommended actions. The external audit report from BDO was noted and it was agreed to carry out the recommended action. It was agreed to review the assets register at the Finance Committee Meeting. **ACTION: JO/FC MEMBERS**

7. Policy Review

- a) To note wildlife policy and agree actions

Resolved: The draft policy was approved and it was agreed to make revisions to the policy in relation to recycling; replacement of trees (where removed) with native species and the addition of the top path. Proposed by Cllr Hoey and seconded by Cllr Bannister, unanimously agreed. Clerk to add to website once formatted. **ACTION: JO/LH**

- b) To approve disciplinary policy

Resolved: It was proposed by Cllr Martin, seconded by Cllr Weltman and unanimously agreed to adopt the Disciplinary Policy as circulated.

8. Grounds Maintenance

- a) To receive report from Cllrs Reed & Hoey and note quotations received

Noted: It was noted that: Equity Housing has agreed for Kingsmead Parish Council to carry out landscaping works on land owned by Equity Housing in Simmonds Close; quotations have been received from specialist tree contract Caddis for the following works:

- (1) Beech Hedge on Earles Way:** Flail the hedge with tractor mounted hedge cutter where access allows; where the tractor cannot get to the hedge will be manually reduced; whole hedge to be manually finished to ensure the hedge is tidy; height to be agreed prior to work commencing.

(2) Fence and topping work next to the fire station: Remove the chain linked fence and concrete posts; removal of litter and any other foreign objects; long grass to be mulched and edges strimmed.

(3) Hedgecutting and tree removal in west plantation: Flail the hedges with tractor mounted hedge cutter; tidy area once flailing is complete; remove 3 trees within the plantation (one split in the last storm, so needs removing to make safe for future. The other two are dead alders that are near a properties driveway and to make safe the only way is to take down).

b) To agree action to be taken

Resolved: It was proposed by Cllr Reed, seconded by Cllr Hoey and unanimously agreed to: instruct Caddis to carry out works noted in item (3) above at a cost of £750.00 plus VAT; instruct grounds maintenance works to Simmonds Close on land owned by Equity Housing. Items (2) and (3) to be deferred until after the Finance Committee Meeting to be held on 28th November.

ACTION: JO

9. Clerk Report

a) To receive report from J O'Donoghue

Noted: It was noted that the cost of insurance for £1,000,000 to cover the clock tower, memorial and retaining walls would be £2,758.75 plus insurance premium tax for all risk cover. This could be done as a block policy however it was agreed with Zurich that it would be preferable for each item to be listed individually.

b) To agree actions to be taken

Resolved: It was agreed to obtain estimates for replacement of the above items.

ACTION: JO

10. Events

a) To note arrangements for Christmas lighting and Christmas market

Noted: Cllrs Martin and Weltman provided a report and it was noted that the working group continued to meet to finalise arrangements and that an invoice will be received for £108 for hire of a generator. The Kingfisher fully supports the event.

b) To agree action to be taken

Noted: All Cllrs to attend where possible and provide Cllr Weltman with details of their availability for assistance with setting up and dismantling the event. Cllr Reed to do countdown to light switch-on.

ACTION: CLLRS

11. Spine Road wall

a) To receive update

Noted: Cllr Logan provided a report and it was noted that an engineer from Cheshire West and Chester Council attended the site, took measurements, confirmed the wall was not dangerous/unlikely to collapse and suggested that the PC engage a structural engineer to access the wall and the cause of movement. Cllr Logan has obtained a quotation from a firm of structural engineers for inspections and reports and the cost would be in the region of £720 plus VAT. The report from Cheshire West and Chester Council is appended to the minutes (APPENDIX B).

b) To agree action to be taken

Resolved: It was resolved that Cllr Logan will request further quotes for a structural survey to be considered at the next council meeting.

ACTION: AL

12. Damage to Parish Council land

a) To receive report from Cllr Reed

Noted: Cllr Reed provided a report and it was noted that: CFP Solicitors has sent a letter (dated 17th November 2017) to a resident on Knightsbridge regarding damage to Council land which included addition of hardstanding and removal of trees and shrubs; the Clerk has written to a resident on Hatherton Close who has removed ancient hedging on Council land to install a fence requesting details of the contractor in order to discuss

Signed: _____ Dated: _____

reinstatement.

- b) To agree actions to be taken

Resolved: Clerk to contact fence contractor once information is received and obtain quotations from Caddis for reinstatement of the 2 damaged areas and will consider pursuing compensation for costs if not reimbursed.

ACTION: JO

13. Play Areas

- a) To receive report

Noted: It was noted that the contractor has not yet started work on the play area at Kensington Way; the Playdale uprights have not been received; there have been issues with youths on mini mopeds on the Kensington Way play area, incidents have been reported via 101 and the issue is at night time after 10pm.

- b) To agree action to be taken

Resolved: It was agreed that Cllr Hoey will check on progress on Kensington Way play area and the Clerk will chase up Playdale.

ACTION: LH/JO

14. Sir John Deane's College

- a) To receive report from Cllr Reed

Noted: Cllr Reed provided a report following a meeting with Kerry Kirwood, Principal, Andy Sumner, Deputy Principal and Greg Murphy, Estates Manager. Discussion centered around issues during open evenings relating to car parking and litter and the college agreed to do all they can to alleviate the problems. A termly meeting with the college was discussed.

- b) To agree actions to be taken

Resolved: It was agreed to invite the college choir and band to attend the Xmas 2018 celebrations/light switch on.

15. Planning

- a) To agree response to the following application:

Site Address: 18 Knightsbridge Avenue Davenham Northwich Cheshire CW9 8GE

Proposal: Conversion of garage including addition of a bay window and demolition of existing conservatory and erection of a single storey rear extension

Reference Number: 17/04564/FUL

Resolved: There was no objection to the proposal

16. Clocktower

- a) To note quotation for electrical works

Noted: It was noted that Cllr Chappel has received a quotation for works as follows: replace 3' fluorescent to clock; supply and fit 10 x new lamps and remove/move faulty lamp holders if possible; supply and fit 2 x uplighters to the Kingsmead sign, these to be concreted into the ground and fixed to deter vandalism at a cost of £808.00 + VAT plus labour £285.00 + VAT. It was noted that the new clocktower lighting has been installed on the roof and does not cover the whole area as instructed.

- b) To agree actions to be taken

Resolved: It was proposed by Cllr Chappell, seconded by Cllr Boylan and unanimously agreed to instruct the works as stated above.

ACTION: JO

17. Any other business

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

Noted: Cllr Reed noted that Cheshire Community Development Trust can handle payroll.

18. Close of meeting

Noted: The meeting closed at 9.06pm

APPENDIX A

Kingsmead Parish Council meeting. 20/11/2017

Signed: _____ Dated: _____

Anti-Social Behaviour

Over the past month we have had a few reports of anti-social behaviour mainly around the key Halloween dates. These include reports of youths on the Kensington Way park and other groups of youths in possession of fireworks found in the area. Those that were spoken to had their details recorded and incidents reviewed/progressed by our Anti-Social Behaviour unit.

We have also had contact regarding the manner of driving around Kingsmead Primary School. Our PCSO's have been present at pick-up/drop-off times to monitor this and the school have sent out letters to the parents. We will continue to monitor this.

Crimes of note

The only crimes of note this month occurred outside of the Kingsmead area. These relate to domestic burglaries which occur in the day time hours. Offenders force entry at the rear of properties and make an untidy search of the home looking for cash and valuables. The most recent offence happened on 17/11/2017 (at the time of writing this report 18-11-17). We have no specific information or intelligence to suggest that the Kingsmead area may be targeted however it is important that residents are aware in order to review their home security. Our burglary team based at Northwich are currently investigating these offences and we will be putting out social media posts informing the community.

Cheshire Police Alert

The division is currently trying to increase the use of our Cheshire Police Alert system.

This includes crimes/incidents of note within the area. This is an opportunity to get frequent and relevant updates from us.

Please visit www.cheshirepolicealert.co.uk to register.

1. Forename and Surname
2. House name or number with the postcode
3. Email address

Following your addition to the scheme you will receive an email to the address provided asking you verify the account so please keep one eye on your emails.

APPENDIX B

REPORT FROM CHESHIRE WEST AND CHESTER COUNCIL – NEIL TASKER

Following my visit on the 19th October 2017 I viewed the wall adjacent/between no.19 Mereworth Drive and the A533 Spine Road.

It was clear the wall acts as a retaining wall 300mm depth measuring at a height approximately 5metres on the A533 side. Mereworth Drive ground level approx. 1.8m up.

It did have a lean at the top of the wall measuring at approx. 37-42mm on the top left side with a lesser lean to the other end approximately 25mm out.

There was no clear damage to the wall at the base nor was there any significant bulging to the wall which would suggest a lateral load pressing up against the wall.

The design of wall due to its height and span looks to have been undertaken by a specialist as weep holes were also visible along the whole wall along that road.

Signed: _____ Dated: _____

The lean may be caused below ground, potentially due to the foundation rotating over time pushing/twisting the wall outwards, although I cannot be certain unless further investigation is undertaken.

I can clarify however that the wall is **not imminently dangerous** to members of the public or users of the A533 Spine Road.

I would advise that the applicable owner of the wall(s) should employ a Structural Engineer to assess the condition of the wall, and where necessary apply a solution to ensure the overall stability of the wall so that any further lean is minimised/ceased.

Mr Neil Tasker

Assistant Building Consultancy Surveyor

Regulatory Services

Cheshire West and Chester Council

Signed: _____ Dated: _____