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Minutes of the ORDINARY PARISH COUNCIL MEETING held 15th October 2018 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

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

1. To receive Apologies

Resolved: It was unanimously agreed to accept apologies from Cllrs Boylan & Martin

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

Noted: No member of the public attended the meeting

4. PCSO

a) To receive report from PCSO Phil Hambleton

Noted: PCSO Hambleton attended the meeting and reported that: a corrosive substance has been through over a car in Capesthorpe Close; there has been a theft of beauty products from Tesco; a toilet has been damaged at Sir John Deane's College. Passing attention has been shown to the parks and there has been no evidence of solvent abuse. The Police have been out on Monarch Drive with the speedgun for 3 sessions and 3 offenders were caught.

5. Approval of Minutes

- a) To approve the minutes of the Ordinary Monthly Meeting held 17th September 2018 (circulated with agenda)

Resolved: It was proposed by Cllr Hoey, seconded by Cllr Jewitt and unanimously agreed to approve and the minutes of the Ordinary Monthly Meeting held 17th September 2018.

- b) To approve the minutes of the Finance Committee Meeting held 17th September 2018 and approve recommendations of the committee

Resolved: It was proposed by Cllr Reed, seconded by Cllr Bannister and unanimously agreed to approve and the minutes of the Finance Committee Meeting held 17th September 2018 and approve recommendations of the committee.

6. Audit 2017-2018

- a) To note external audit report from PK Littlejohn (circulated with agenda)

Noted: It was noted that the Council has received a qualified audit report due to the low level of reserves. The notice has been posted according to statutory obligations.

- b) To note advice from JDH Business Services following internal audit and recommendation that the Council should have a minimum of 3 months' running costs as reserves.

Noted: The advice was noted together with the statement that JDH were unable to advise as to increasing levels of reserves as they were the Council's internal auditor. It was noted that the only way Kingsmead Parish Council could increase the level of reserves was to increase the precept over the next 3 years to an acceptable level and include this figure within the budget figures earmarked against reserves.

- c) To agree action to be taken

Resolved: It was proposed by Cllr Bannister, seconded by Cllr Hoey and unanimously agreed to increase the precept/budget by £15,000 per year over the next 3 years to achieve £45,000 reserves within a 3 year period. Full information to be provided to residents in the next newsletter once the budget and precept for 2019-2020 have been set.

7. Finance and administration

- a) To approve and sign accounts for payment October 2018

Resolved: It was proposed by Cllr Spencer, seconded by Cllr Bannister and unanimously agreed to: write to Jim's Mowing to formally thank them for the work done to date on Stretton Walk however no further work will be required in this area in the future; approve and sign the accounts for payment October 2018 and retrospective accounts already paid as follows:

Payee	Amt	VAT	Total
Jo O'Donoghue	£ 40.00	£ -	£ 40.00
WAP Lawton	£ 4,860.00	£ 972.00	£ 5,832.00
WAP Lawton	£ 160.00	£ 32.00	£ 192.00
Jo O'Donoghue	£ 1,005.48	£ -	£ 1,005.48
HMRC	£ 101.29	£ -	£ 107.07
SLCC ENTERPRISES	£ 90.00	£ 18.00	£ 108.00
Cheshire Pension Fund	£ 299.28	£ -	£ 299.28
Zurich Insurance	£ 436.20	£ 52.34	£ 488.54
PKF Littlejohn LLP	£ 600.00	£ 120.00	£ 720.00

Caddis Ltd	£ 1,330.00	£ 266.00	£ 1,596.00
Caddis Ltd	£ 660.00	£ 132.00	£ 792.00
Caddis Ltd	£ 1,300.00	£ 260.00	£ 1,560.00
Jims Mowing	£ 365.00	£ -	£ 365.00
Jo O'Donoghue	£ 17.80	£ -	£ 17.80
PIMS	£ 297.00	£ 59.40	£ 356.40
Suddenstrike Ltd	£ 145.00	£ 29.00	£ 174.00
Jo O'Donoghue	£ 39.99	£ -	£ 39.99
Jims Mowing	£ 385.00	£ -	£ 385.00
Caddis Ltd	£ 600.00	£ 120.00	£ 720.00
TOTAL	£12,732.04	£2,060.74	£14,798.56

ACTION: JO/LH

- b) To approve and sign September bank reconciliation

Resolved: It was unanimously agreed to approve and sign the September bank reconciliation

- c) To note current financial position

Noted: The Clerk presented an overview of the accounts (Appendix A) and each budget item was reviewed.

- d) To note VAT receipts to date

Noted: The Clerk reported that: a claim of £5,839.90 has been received covering the period 1/03/18 to 31/05/18; a claim was received in October of £6,893.03 covering the period 1/06/18 to 30/09/18; the total claim to date is £12,732.93.

- e) To approve evaluation of Clerk's role by Cheshire Association of Local Councils

Noted: The Clerk provided a report and it was noted that the role of Clerk to Kingsmead Parish Council has not been evaluated since the inception of the Council in 2011 and prior to the land and amenity transfer. The PC is a member of Cheshire Association of Local Councils and Jackie Weaver (Chief Executive Officer) is able to carry out an assessment of the role (to include recommendation as to hours of work and pay scale). It was recommended that an assessment is carried out given the period of time since last evaluation. Certain information is required to carry out the assessment and includes:

- Full breakdown of hours worked over a 4-6 week period
- Job description
- Number of scheduled meetings/year
- Responsibility of council for land/amenities/car parks/play areas/ponds etc
- Precept/budget

Resolved: It was unanimously agreed to request an evaluation of the Clerk's role by ChALC.

ACTION: JO

- f) To approve application for Unity Bank Corporate Credit Card <https://www.unity.co.uk/corporate-multipay-card/>

Resolved: It was proposed by Cllr Williams, seconded by Cllr Hoey and unanimously agreed to sign the application forms in accordance with the bank mandate.

ACTION: JO

8. Risk Assessment 2018-2019

- a) To approve risk assessment

Noted: It was agreed to defer the item to the November meeting

9. Elections 2019

- a) To receive report from Clerk and note proceedings

Noted: The Clerk provided a report and it was noted that elections take place on 2nd May 2019 for Kingsmead Parish Council. Individuals will be putting themselves forward for a four year term. There are 10 seats available. If there are 10 or less candidates there will be an uncontested election and all those standing will be elected. If there are 10 or more candidates there will be a contested election. The existing Chairman remains in place until 20th May and will preside over the first agenda item on 20th May 2019 at the Annual Parish Council Meeting. The Clerk will receive nomination forms from Cheshire West and Chester Council on or around 15th March and will provide electoral number to any existing councillor wishing to stand for election. It is the responsibility of the nominee to return the forms to CWAC by the closure date. Further information will be available nearer the time.

10. Remembrance Day 11th November 2018

- a) To confirm arrangements and agree attendance and purchase of 2 wreaths

Noted: The Parade will move off from the Legion HQ, Firthfields Road at 10am and proceed to Church arriving at about 10.20am for a 10.30am start. Following the service the parade will move off to the war memorial for ceremonial proceedings and laying of wreaths. Refreshments will be served in Davenham Royal British Legion. The Council has received 2 wreaths, one of which will be laid at the Davenham Memorial and the other on the Kingsmead Monument. Cllrs Hoey and Bannister agreed to attend, all Councillors are welcome to attend. **ACTION: LH/EB**

11. IT Systems

- a) To receive report from Cllr Boylan with recommendations as to improvements to website and archive of data (report to be circulated by Cllr Boylan prior to the meeting)

Noted: Cllr Boylan was unable to attend the meeting. The Clerk reported that Office 365 is due for renewal however the Clerk does not have admin access to PC laptop so is unable to carry out the procedure and install the software. The Clerk does not have admin access to install the approved RBS Alpha finance software.

- b) To agree action to be taken

Resolved: It was unanimously agreed that: Office 365 be renewed; date to be agreed when Cllr Boylan available for installation of software; Cllr Boylan to provide envelope to Chair containing admin login details for the PC laptop/cloud in the event of an emergency. **ACTION: JO/DB**

12. To note correspondence from residents and agree further response/action

Noted: It was noted that: there has been a hedge query on Mayfair Drive and the Clerk will ask Caddis to consider this; a resident on Hill Top Farm Estate has queried responsibility for grounds maintenance following completion of the estate and has been advised to consult her deeds as to reference to landscape management committee.

13. Kingsmead Youth Council

- a) To receive a report from Cllr Jewitt

Noted: It was noted that the next meeting will be held on 16th October 2018 and a report will be provided at the November meeting.

- b) To agree actions to be taken

Noted: as above

14. Clerk Report

- a) To receive report from J O'Donoghue

Noted: The Clerk provided a report and it was noted that: Clerk attended SLCC Branch Conference on 27/09/18 is undergoing training on contracts and tendering provided via 3 x SLCC webinars; the Clerk has received the Certificate of Principal Membership of SLCC valid until 31st May 2019 following completion of continuing professional development programme; an updated action log was circulated and it was noted that the speedgun is being collected on Thursday 18th for calibration. The RBS Alpha financial software will be installed and Clerk will undergo training on Friday 26th October.

A B13 Notice of an application to register easements or other rights from Land Registry has been received relating to land and buildings to the north of Dobells Road and if uncontested this would lead to rights of access across land under title to Kingsmead Parish Council. An application was lodged in 2016 for adverse possession which was opposed by Kingsmead Parish Council and rejected by Land Registry. KPC need to respond to the application by 29th October 2018.

A proposed lease with Cadent Gas Ltd for the gas governor beneath land registered to Kingsmead Parish Council title number CH438218 has been received, £100/yr payable 1st January for 999 years. A copy of proposed lease has been delivered to CFP Solicitors for advice and estimated legal costs which Cadent Gas Ltd will meet. If response is not received by 16th October it is intimated that Cadent Gas Ltd will apply for adverse possession.

- b) To agree actions to be taken

Resolved: It was unanimously agreed to: object to the B13 Notice following advice from CFP Solicitors (Clerk and Cllr Reed to formulate response to be sent to Land Registry by 29th October 2018); Clerk to respond to Cadent Gas Ltd requesting that the £100 annual lease is index linked. **ACTION: JO/CR**

15. Play Areas

- a) To receive a report from the Clerk

Noted: The Clerk provided a report and the main findings are appended to the minutes (Appendix B). It was further noted that the closure on Dukes Way (2) park is not working correctly.

- b) To agree actions to be taken

Resolved: It was unanimously agreed to seek advice from PIMS on the gate closure and obtain quotations for all urgent works. **ACTION: JO**

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 works to an oak tree which is subject to a TPO and it was agreed not to make an application for tree works; a quotation has been received for various pruning works to include sections of Regency Way and the overhanging dog roses on the top path following site visit attended by Cllr Reed, Cllr Hoey and WAP Lawton. The quotation is for 2 men x 5 days with chipper at a day rate of £580. The works should ideally be carried out at the beginning of November before the onset of poor weather.

- b) To note progress with memorial garden

Noted: It was noted that Cllrs have met and planted shrubs and flowers in the memorial garden.

- c) To agree action to be taken

Resolved: It was agreed, in principle to accept the quotation once the scope of the works has been clarified.

ACTION: JO

17. Events

- a) To note Xmas 2018 arrangements and confirmation of bookings

Noted: Cllr Weltman provided a report and it was noted that the timings for the event on 7th December 2018 are as follows:

- 4.30pm start photo booth starts until 7.30
- 5pm school band until 5.45pm
- 5pm reindeers (arrive earlier to set up)
- Rotary arrives at 5.45pm
- 6pm Santa from Rotary to switch on the lights
- Music 6.15pm - until finish

Reindeers and photo booth confirmed bookings.

- b) To agree actions to be taken

Resolved: It was agreed that the Events Working group will inform Clerk as to equipment to be hired as soon as possible.

ACTION: EWG/JO

18. Any other business

- a) For information only. No decisions can be made under this agenda item

Noted: There was no other business

19. Close of meeting

The meeting closed at 9.04pm

Year	2018-2019	ANNUAL BUDGET	BUDGET TO DATE	EXP TO DATE	REMAINING BUDGET
	Month No	6			
Staff Costs					
101	Salary	13,135.20	6,567.60	5,996.50	7,138.70
102	HMRC	1,215.48	607.74	630.86	584.62
103	Cheshire Pension Fund	3,520.20	1,760.10	1,783.62	1,736.58
	Total Employee Costs	17,870.88	8,935.44	8,410.98	9,460
Admin Costs					
201	Audit Fees	1,000.00	500.00	273.60	726.40
202	Legal Fees	1,000.00	500.00	0.00	1,000.00
203	Subscriptions	1,500.00	750.00	1,402.64	97.36
204	Insurance	1,000.00	500.00	879.60	120.40
205	Training	300.00	150.00	249.50	50.50
206	PC Office	2,300.00	1,150.00	2,018.63	281.37
	Total Admin Costs	7,100.00	3,550.00	4,823.97	2,276.03
Maintenance					
302	Grounds Maintenance Contract	69,984.00	34,992.00	34,992.00	34,992.00
303	Additional Grounds Maintenance	11,500.00	5,750.00	9,205.40	2,294.60
304	Play Areas	2,700.00	1,350.00	781.86	1,918.14
305	Monuments/Clocktower/Speedgun	300.00	150.00	156.00	144.00
306	Ponds & culvert	23,500.00	11,750.00	6,252.00	17,248.00
307	Play Area Inspections	1,662.00	831.00	324.00	1,338.00
308	Paths	5,000.00	2,500.00	0.00	5,000.00
	Total Maintenance Costs	114,646.00	57,323.00	51,711.26	62,935
Annual Payments					
401	Grants S137	1,000.00	500.00	999.99	0.01
403	Newsletter	1,000.00	500.00	0.00	1,000.00
	Total Annual Payments	2,000.00	1,000.00	999.99	1,000.01
Events					
501	Open Day/Events	1,000.00	500.00	344.94	655.06
502	Xmas & lighting	2,500.00	1,250.00	1,043.39	1,456.61
	Total Events Costs	3,500.00	1,750.00	1,388.33	2,111.67
	TOTAL EXPENDITURE	145,116.88	72,558.44	67,334.53	
INCOME		Annual Income		Income to date	
	Precept	136,634		136,634	
	Interest	0		0	
	VAT reclaim	30,000		5,840	
	Grant funding	936		936	
	Misc	0		0	
	TOTAL INCOME	167,570		143,410	

Capesthorne Close

- Concrete base of timber support log exposed on one end of trapeze swing traverse item.
- 1/2 dozen approx. bark retaining logs missing from section nearest the 2nd access gate.
- No glass or litter seen or removed.

Pulford Close

- Concrete base exposed around mid-point slide support post.
- Litter only seen and removed during inspection. No glass.

Kensington Way

- No litter or glass seen or removed.
- Play area gate closer broken. Gate does not close properly.
- Solid Bench within play area requires a new top. Split has opened up through natural weathering leaving a potential finger trap. Risk assessment will be updated to reflect this change.

Burwardsley Way

- No litter or glass seen or removed during inspection.
- Roof structures over both platforms of unit have been removed.
- Site generally looks very sad and offers very little attraction to Children wishing to play there.

Dukes Way 1

- One torx screw bolt fixing missing on short red hand hold that is fixed between two of the timber support posts at platform level.
- No litter or glass seen or removed during inspection.
- 'L' shaped hand hold now replaced on decking by low level net.

Dukes Way 2

- No litter or glass seen or removed during inspection.
- Litter bin full.

Campbell Close

- Litter only. No glass. PD removed.
- Lookout section of platform of unit continues to have problems with natural timber split where torx screw bolts secure lookout to support post. These torx screw bolts will probably need to be changed to something bigger to prevent repetition of the fixings pulling out.

Mereworth Drive / Kingslawn Close

- No Litter or glass seen or removed during inspection.

Monarch Drive

- No litter or glass seen or removed during inspection.

- damaged fixing of climb rope identified. Replacement rope on order as fixings and ropes redesigned from when multiunit was originally installed. This rope issue is classed as low risk (4) as damage fixing is almost at ground level