



Kingsmead Parish Council  
231 Hartford Road  
Davenham  
Northwich  
Cheshire  
CW9 8JT

Clerk: Jo O'Donoghue  
Telephone: 01606 41862  
E-mail: clerk@kingsmeadpc.org.uk

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

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**Attended by:** Cllr Reed (Chair), Cllr Logan, Cllr Weltman, Cllr Boylan, Cllr Williams, Cllr Jewitt & Jo O'Donoghue (Clerk)

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**1. To receive Apologies**

**Resolved:** It was unanimously agreed to accept apologies from Cllrs Bannister, Chappell, Martin & Hoey

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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:** 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.

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**3. Public Open Forum**

**Noted:** No member of the public attended the meeting

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**4. PCSO**

a) To receive report from PCSO Phil Hambleton

**Noted:** PCSO Hambleton was unable to attend the meeting and sent the following report: the vehicle on Moor Park Way had broken down and was recovered by the owner; concerns have been raised regarding parking around the college and school in the mornings and afternoons however when Police attended there were no issues; a presentation have been given on personal safety to Kingsmead Primary School pupils; following speed enforcement on Monarch Drive, 3 offences have been captured and reported. PCSO surgeries are continuing at Weaver Hall Museum and dates are available on the Cheshire Police Website and Davenham and Moulton Police twitter and facebook pages.

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5. **Approval of Minutes**

- a) To approve the minutes of the Ordinary Monthly Meeting held 20th November 2018

**Resolved:** It was proposed by Cllr Reed, seconded by Cllr Boylan and unanimously agreed that the minutes of the Ordinary Monthly Meeting held 20th November 2018 be approved and signed.

6. **Finance and administration**

- a) To approve and sign November bank reconciliation (reports pack)

**Resolved:** It was proposed by Cllr Boylan, seconded by Cllr Weltman and unanimously agreed to approve and sign the November bank reconciliation.

- b) To approve and sign accounts for payment December 2018 (reports pack)

**Resolved:** It was proposed by Cllr Boylan, seconded by Cllr Jewitt and unanimously agreed to approve and sign the accounts for payment December 2018 as follows:

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
S Jewitt	BACS	44.95	SJ/XE	EXP Xmas event
L Hoey	BACS	270.00	LH/XE	Selfie mirror
Caddis Ltd	BACS	3,300.00	6393/A2245	Ash Tree Stretton Walk
Northwich Town Council	BACS	5,130.00	3230	Xmas tree,lights,maint
Marquees.com	BACS	63.00	005844	Chair hire
WAP Lawton & Son Ltd	BACS	5,832.00	13658	Monthly maintenance Nov 18
Play Inspection & Maint Svcs	BACS	259.10	KIN038	Repairs to multiunit Mon Dr
Jo O'Donoghue	BACS	9.00	KPC-EXP	Land Reg searches x3
Jo O'Donoghue	BACS	1,005.48	Salary	Salary
HMRC	BACS	107.07	120PX00311697	emp 57.27 empee 49.80
Cheshire Pension Fund	BACS	299.28	9857092	emp 237.86 empee 61.42
<b>Total Payments</b>		<u>16,319.88</u>		

- c) To note financial position to end December 2018 (reports pack)

**Noted:** The Clerk provided a thorough breakdown of accounts and forecast to 31<sup>st</sup> March 2018 based on current projections and committed expenditure and advised that no further spending should take place other than that which is committed or essential due to health and safety issues (grounds/tree maintenance). The projected bank balance on 31<sup>st</sup> March 2019 is £1,119 which takes account of the payments listed above. Reports were provided to Councillors.

- d) To note activity log (reports pack)

**Noted:** The activity log was noted and it was agreed that Cllr Weltman will look at the application for land to north of Dobells Lane with regard to planning permission and report at the January meeting. **ACTION: HW**

7. **Quality Parish Council Awards**

- a) To receive an update from Jo O'Donoghue (Clerk)

**Noted:** The Clerk reported that the Council is registered and committed to the Quality Parish Council Awards Scheme which exists to celebrate the success of the very best local councils and to provide a framework to support all local councils to meet their full potential. There are 3 levels, Foundation, Quality and Quality Gold. The Quality Award demonstrates that a council achieves good practice in governance, community engagement and council improvement. Certain criteria/documentation needs to be met/provided to demonstrate the above. The Clerk has been working on policies which are required/need updating to meet the requirements for award of the Quality Parish Council. Further reports as to progress will be provided at future Parish Council meetings. Full information regarding the awards is

provided on the Parish Council website. It was noted that the council are fully committed to achieving Quality Council.

- b) To approve the following policy documents: community engagement policy; equality policy; grants policy; training policy; communications policy (reports pack)

**Noted:** It was noted that the Clerk was disappointed that not all Cllrs present at the meeting had read the reports contained within the reports pack (sent 11<sup>th</sup> December 2018) with regard to policy documents (community engagement policy; equality policy; grants policy, training policy; communications policy) and the item was deferred to the January meeting to enable Cllrs to read the documents.

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#### 8. Landscaping and Trees

- a) To receive report from Cllr Reed regarding: fly tipping, unauthorized tree works on PC land, request from resident to prune hedge on Mayfair Drive

**Noted:** Cllr Reed provided a full report and it was noted: WAP Lawton have removed the fly tipping adjacent to Bickerton Way pond at a cost to the Parish Council; unauthorized tree works adjacent to Arley Court have been reported to the managing agents of the flats; the hedge on Mayfair Drive was pruned and reduced in height by Caddis Ltd last year and that no further works are required; the canes supporting the saplings on Manor Way have been removed by vandals and will be replaced.

- b) To agree action to be taken

**Resolved:** It was proposed by Cllr Reed, seconded by Cllr Weltman and unanimously agreed that no further hedge/tree works will take place in the current financial year on Mayfair Drive. Clerk to inform resident. **ACTION: JO**

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#### 9. Events

- a) To review Xmas event held 7th December 2018

**Noted:** Cllr Reed thanked the events working group and it was noted that the event was a success. It was agreed to hold a meeting with the area manager of the Kingfisher and the events working group to discuss future Xmas arrangements at the Kingfisher.

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#### 10. Newsletter

- a) To agree a date for publication and format/content of 2019 newsletter

**Noted:** It was agreed that the next newsletter should be published in February 2019

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#### 11. Any other business

- The PC Office will be closed from 24th December 2018 to 3rd January 2019
  - The Finance Committee Meeting will be held on Tuesday 8<sup>th</sup> January at 7.30pm at Kingsmead Primary School
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#### 12. Close of meeting

The meeting closed at 8.10pm

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