



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

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

Minutes of the ORDINARY PARISH COUNCIL MEETING held 18th March 2019 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

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

Also attended by:

1. To receive Apologies

Resolved: It was unanimously agreed to accept apologies from Cllr Logan

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: 2 members of the public attended to discuss Planning Application (19/00107/FUL) for change of use of outbuilding (former abattoir) to residential for dependent relatives apartment with side extension, express their objection and request the support of the Parish Council in their objection. Cllrs Reed and Weltman previously visited the site and shared their concerns with residents. Cllr Reed proposed to bring item 8a forward and this was approved.

4. PCSO

a) To receive report from PCSO Phil Hambleton

Noted: PCSO Hambleton was unable to attend the meeting and sent a written report which noted: there was a report of youths walking across a frozen lake and PCSO Hambleton attended and spoke with a number of youths; patrols have been taking place around the school at collection/drop off times and there have been no issues; assembly talk given on staying safe online as part of Internet Safety Week; there was a report of a vehicle being driven in a dangerous manor however an incorrect registration number was provided so this could not be progressed; speed enforcement has been

carried out on Monarch Drive and 3 offences were captured and reported; a vehicles has been seized for not having insurance.

5. Approval of Minutes

- a) To approve the minutes of the Ordinary Monthly Meeting held 21st January 2019

Resolved: It was proposed by Cllr Williams, seconded by Cllr Jewitt and unanimously agreed to approve and sign the minutes of the Ordinary Monthly Meeting held 21st January 2019.

6. Finance and administration

- a) To approve and sign January bank reconciliation (checked to bank statement)

Resolved: It was proposed by Cllr Reed, seconded by Cllr Logan and unanimously agreed to approve and sign January bank reconciliation (checked to bank statement)

- b) To approve and sign accounts for payment February 2019

Resolved: It was proposed by Cllr Jewitt, seconded by Cllr Williams and unanimously agreed to approve and sign accounts for payment February 2019 as follows:

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
Jo O'Donoghue	BACS	24.99	KPC-EXP	Storage boxes
WAP Lawton & Son Ltd	BACS	233.40	13710	Fence repair Trafalgar Close
Lloyds Bank	DD	3.00	DD	Corporate CC
Cheshire Pension Fund	BACS	299.28	9857092	Clerk pension
Jo O'Donoghue	BACS	45.00	Contract	Phone & broadband to 7/03/2019
Play Inspection & Maint Svcs	BACS	594.00	KIN040	Annual insp x 9
Caddis Ltd	BACS	300.00	A2270	Caddis Ltd
Caddis Ltd	BACS	2,799.60	A2269	Caddis Ltd
Jo O'Donoghue	BACS	21.14	KPC-EXP	Adobe software
WAP Lawton & Son Ltd	BACS	5,832.00	13708	Monthly contract
Jo O'Donoghue	BACS	1,004.28	KPC	Salary
HMRC	BACS	107.07	KPC	HMRC Jan
Total Payments		<u>11,263.76</u>		

- c) To note financial position/management accounts to end January 2019

Noted: The circulated accounts were approved and it was noted that the bank balance as of 31st January was £27,315.26 with total expenditure for January of £14,021.83.

- d) To agree dates for Annual Parish Meeting and Annual Council Meeting 2019

Resolved: The Annual Parish Meeting will be held on 20th May 2019 at 7pm followed by the Annual Council Meeting then the Ordinary Monthly Meeting.

- e) To note resignation of Clerk to take up position as Frodsham Town Clerk and final working day 31st March 2019

Resolved: It was proposed by Cllr Reed, seconded by Cllr Logan and unanimously agreed to pay the outgoing Clerk accrued holiday of 21 hours and noted that the Clerk's last working day will be 31st March 2019.

- f) To approve purchase of Post Office Box Number at a cost of £300

Resolved: It was proposed by Cllr Logan, seconded by Cllr Reed and unanimously agreed to purchase Post Office

Box Number for the official address of the Council once a Clerk has been appointed.

7. Clerk Vacancy

- a) To approve job description, person specification, and Clerk contract

Resolved: It was proposed by Cllr Reed, seconded by Cllr Logan and unanimously agreed to approve the job description and person specification. Clerk contract to be confirmed on appointment.

- b) To approve advertisement of vacancy

Resolved: It was unanimously agreed to advertise the vacancy on the website, resident's facebook page and ChALC website and newsletter.

- c) To request support of Jackie Weaver (Cheshire Association of Local Councils) in the selection and interview process

Resolved: It was unanimously agreed to request the support of ChALC in the selection and interview process

- d) To agree selection and interview panel

Resolved: It was proposed by Cllr Jewitt, seconded by Cllr Williams and unanimously agreed that the interview panel will comprise Cllrs Reed, Jewitt, Williams and Hoey and noted that Cllr Martin would like to be involved subject to work commitments.

- e) To agree delegated authority for members of the selection and interview panel to make appointment

Resolved: It was proposed by Cllr Reed, seconded by Cllr Williams and unanimously agreed that members of the selection and interview panel be given delegated authority to make appointment.

8. Planning (this item was brought forward to enable residents to take part)

- a) To agree response to planning application for 358 London Road Davenham Northwich Cheshire CW9 8EE (19/00107/FUL) for Change of use of outbuilding (former abattoir) to residential for dependent relatives apartment with side extension

Resolved: It was proposed by Cllr Reed, seconded by Cllr Logan and unanimously agreed to object to the proposal on the following grounds:

- The proposal is unacceptable as it goes against planning policy DM2 of Part 2 of the Local Plan. The proposed habitable windows are only 11.5 metres from the neighbouring property at 25 Chelford Drive.
- The location plan is from 1977 and therefore does not show the distance from neighbouring properties.
- The ground levels are higher on this application than that of their neighbours, so has an overbearing impact on the neighbours amenity space as well as their privacy.
- The plans do not seem to be to scale and the application form does not seem to have been uploaded properly onto the website.

ACTION: JO

9. Elections 2019

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

Noted: The Clerk provided an update prior to the meeting which was noted (APPENDIX A).

- b) To note Councillor Election Briefing Meeting to be held by Cheshire West and Chester Council at Wyvern House, Winsford on 4th March at 6pm

Noted: The meeting was noted

10. **Youth Council**

- a) To receive report from Youth Working Group

Noted: Cllr Jewitt reported that the aim of the Youth Council is to:

- To develop a culture of participation in the democratic process and to develop an awareness of citizenship
- Be empowered to take decisions and actions to improve the community they live in
- Form partnerships with local and national organisations
- Promote respect for each other and the community
- Encourage all young people to have a voice and believe their views are valued

An application form has been approved and enhanced DBS checks will need to be undertaken by Cllrs involved in the Council which CWAC will carry out at a cost of £4 per volunteer. Applications will be accepted up until 11th March with a view to holding a first meeting on 18th March.

- b) To agree actions to be taken

Resolved: It was unanimously agreed that: working group members Cllr Jewitt, Weltman, Hoey and Bannister will undergo enhanced DBS checks, Clerk to arrange with CWAC and liaise with Cllrs; Clerk to circulate information to all schools in the local area and publish on noticeboard, website and Northwich Guardian; Clerk to book meeting room for 6.30pm on 18th March 2019. **ACTION: JO**

11. **Clerk Report**

- a) To receive report and agree actions

Noted: Clerk to report poor maintenance of Kingsmead Square car park to LCP Properties

12. **Newsletter**

- a) To distribute and agree delivery areas

Noted: It was noted that the newsletters will be delivered to the Clerk by the end of the week and will be taken to Cllr Weltman to arrange distribution amongst Cllrs. Clerk to deliver to Hilltop Farm estate. All deliveries to take place by Sunday March 3rd.

13. **Any other business**

Bellway Homes installed advertised signs on PC land and these have been removed. Any further signs will be removed and signs posted on CWAC lampposts will be reported as fly posting.

14. **Close of meeting**

The meeting closed at 8.30pm

CLERK ADVICE NOTE TO COUNCILLORS - ELECTION TIMETABLE

- On March 4th I will collect Nomination Packs from CWAC (Winsford). CWAC will provide 10 packs, 1 per seat. This will include the nomination form, the consent form, a request for the Electoral Register and an expenses form.
- I will receive the Notice of Election on Friday 15th March 2019 this will be displayed on the noticeboard in Kingsmead Square and on the parish council website. Once the Notice has been posted the Council is officially in Purdah <https://www.local.gov.uk/purdah-short-guide-publicity-during-pre-election-period>
- Nominations will be accepted from 18th March and all nominations for must be submitted to CWAC by hand no later than 4pm on Wednesday 3 April. They must be delivered to offices in Winsford, Ellesmere Port or Chester by appointment.
- To book an appointment call Electoral Services 01244 977084. Note that appointments cannot be booked until 18th March 2019.
- The last date for withdrawals is 4pm on 3rd April.
- CWAC will publish a Statement of Persons Nominated notice by 4pm on Thursday 4 April.
- On Wednesday 24 April there will either be a Result of Uncontested Election OR a Notice of Poll. An uncontested election is one where there are either 10 candidates for 10 seats or less. A notice of poll is where there are more than 10 candidates for the 10 seats.
- If there is a poll CWAC will liaise with the candidates.
- On 2 May, the polling hours will be 7am to 10pm.
- The Count take place on 3rd May at Ellesmere Port Sports Village. All candidates are eligible to attend the count and further information will be within the Nomination Pack provided by CWAC.
- Councillors officially take office on 7th May and must complete a Declaration of Acceptance of Office form before attending the first meeting of Council which will take place on 20th May 2019.
- Within 28 days of accepting office all councillors are required to complete a Declaration of Interest Form.
- All councillors must send off a completed Election Expenses form (even if it's a nil return) by 30 May. Please note this is not a reimbursement.
- Whether or not the current Chairman has been elected, they remain as Chairman until a successor has been elected at the Annual Council meeting which must be held within 14 days of the Councillors coming into office on 7 May, the date of the Annual Meeting is 20th May 2019.

Completing the Nomination and Consent form

- You will need to fill in your surname, other forenames in full, a commonly used surname (if any), commonly used forenames (if any), a description (which is usually used for political affiliation) and your home address in full. There is an option for you not to include your home address on official published papers.
- You will need to have two people who are on the village Electoral Register to propose and second you. These people can contact KPC Clerk on 01606-41862 for their Electoral Number or can contact CWAC Electoral Services on 01244 977084.
- You will also need to complete a Consent to Nomination form. This form requires your name, address, electoral number and for you to complete a declaration. KPC Clerk can provide your electoral number. This form needs to be witnessed, but not necessarily by anyone in the parish.
- Postal nominations will not be accepted.