



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 18<sup>th</sup> 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:** 4 members of the public

---

#### 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:** 4 members of the public attended and it was noted that residents have received council tax notices. Cllr Bannister provided a response and a breakdown of expenditure from Kingsmead Parish Council was provided on the recent newsletter.

---

#### 4. PCSO

a) To receive report from PCSO Phil Hambleton

**Noted:** PCSO Hambleton was unable to attend the meeting and a written report was received from Sgt Weaver. It was noted that: reports have been received regarding drug related activity on the car park on Buckingham Drive and on the Kensington Way play area, extra patrols are in place and residents are urged to report any such activity with as much detail as possible via 101; there has been a theft of a parcel from Eaton Court but there are no lines of enquiry; there is a report of tools stolen from van on Mereworth Drive; reports of parking/highway issues on Monarch Drive during college

---

hours are being monitored and PCSO Hambleton is dealing with offences appropriately; PCSP Hambleton will continue to carry out speed enforcement within the Parish and in particular on Monarch Drive.

---

#### 5. Approval of Minutes

- a) To approve the minutes of the Ordinary Monthly Meeting held 18th February 2019

**Resolved:** It was proposed by Cllr Reed, seconded by Cllr Jewitt and unanimously agreed to approve the minutes of the Ordinary Monthly Meeting held 18th February 2019.

---

#### 6. Finance and administration

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

**Resolved:** It was proposed by Cllr Bannister, seconded by Cllr Hoey and unanimously agreed to sign February bank reconciliation which was checked to bank statement.

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

**Resolved:** It was proposed by Cllr Hoey, seconded by Cllr Chappell and unanimously agreed to make payment as follows:

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/03/2019	Lloyds Bank	DD	3.00	DD	Lloyds Bank
19/03/2019	Cheshire Community Dvp Trust	BACS	168.00	18033	Payroll
19/03/2019	WAP Lawton & Son Ltd	BACS	5,832.00	13731	Monthly contract
19/03/2019	Adele	BACS	295.00	0002565	2000 x A4 newsletters
20/03/2019	Cheshire Pension Fund	BACS	299.28	KPC	Clerk pension
20/03/2019	Jo O'Donoghue	BACS	45.00	KPC	Phone & broadband to 6/04/2019
28/03/2019	Jo O'Donoghue	BACS	1,240.30	Salary	Final Clerk Salary
28/03/2019	Jo O'Donoghue	BACS	720.00	Contract	Office Fees 1/03/18-1/04/19
28/03/2019	HMRC	BACS	107.07	120PX00311697	HMRC
31/03/2019	WAP Lawton & Son Ltd	BACS	576.00	13735	Additional grass cut
31/03/2019	C&SPPFA	BACS	33.00	265	Room hire (interviews)
<b>Total Payments</b>			<u>9,318.65</u>		

**ACTION: JO/LH**

- c) To note financial position/management accounts to 28th February 2019

**Resolved:** The reports were approved.

- d) To note VAT reclaim to 28th February 2019

**Noted:** It was noted that the VAT Return for the period 1/12/2018 to 28/02/2019 in the value of £6, 032.10 has been submitted.

---

#### 7. Clerk Vacancy

- a) To receive update from Cllr Reed (Chair)

**Noted:** Cllr Reed reported that: Cllrs Hoey and Reed met with J Weaver (Chief Executive Cheshire Association of Local Councils) to consider the applications and shortlist 4 candidates for interview, 3 of which are current Council Clerks; interviews will be held on 26<sup>th</sup> March 2019 at Cuddington & Sandiway Village Hall from 6pm.

**Resolved:** It was proposed by Cllr Weltman, seconded by Cllr Hoey and unanimously agreed: the interview panel will be Cllr Reed, Cllr Hoey and Cllr Martin with J Weaver in attendance; the interview panel have delegated authority to make the appointment (Minute ref: 18/02/2019/7e).

---

#### 8. Planning

- a) To agree response to planning application:

Site Address: 9 Graingers Rd Davenham Northwich Cheshire CW9 8EJ

Proposal: Demolition of existing conservatory and garage and erection of single storey front and rear extension

Reference Number: 19/00179/FUL

---

**Resolved:** No objection

---

- b) To agree response to planning application:  
Site Address: 25 Waystead Close Northwich Cheshire CW9 8NN  
Proposal: Demolition of conservatory and erection of single storey rear extension  
Reference Number: 19/00514/FUL

**Resolved:** No objection

---

#### 9. Elections 2019

- a) To receive update from the Clerk

**Noted:** The Clerk provided election packs and reminded Cllrs that they would need to make an appointment with Electoral Services to submit the nominations. A further copy of the election timetable provided by the Clerk was supplied.

---

#### 10. Grounds Maintenance

- a) To receive report from Cllr Reed and agree any action to be taken

**Noted:** Cllr Reed provided a thorough report and it was noted that: a resident on London Road has made a complaint regarding poorly maintained land adjacent to their property which is in the ownership of Cheshire West and Chester Council, Clerk to contact resident and inform to contact CWAC; a quote for essential tree works in Coronet Drive and Wheelock Close has been received from Caddis Ltd.

**Resolved:** It was proposed by Cllr Bannister, seconded by Cllr Hoey and unanimously agreed to accept the quotation in the sum of £750 plus VAT and instruct the works. **ACTION: JO**

---

#### 11. Youth Council

- a) To receive report from Youth Working Group

**Noted:** Cllr Jewitt provided a thorough report and it was noted that: there were only 2 requests for the information pack; 1 completed application was received; the Clerk contacted the 1 applicant to inform that there had been too few responses for the Youth Council to proceed at this point.

- b) To agree actions to be taken

**Resolved:** It was unanimously agreed that Cllr Jewitt will arrange a meeting with Simon Skidmore from CWAC Youth Service to consider ways to take this forward. **ACTION: SJ**

---

#### 12. Clerk Report

- a) To receive report and agree actions

**Noted:** The Clerk provided a report and it was noted that: a document is being prepared for handover to Clerk on appointment; arrangements will be made with Cllr Reed for all documents/laptop/printer etc for delivery to Chair for temporary storage; Clerk's last working day is 29<sup>th</sup> March 2019. **ACTION: JO/CR**

---

#### 13. Newsletter

- a) To receive report from Cllr Bannister

**Noted:** Cllr Bannister provided a report and discussion took place as to whether the newsletter should only be published online with delivery by exception.

---

#### 14. Any other business

For information only, no decisions can be made under this agenda item

**April meeting:** consider date for litter pick  
review clock tower lights

---

#### 15. Close of meeting

**Noted:** The meeting closed at 8.25pm

---