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Minutes of the ORDINARY PARISH COUNCIL MEETING held 15th April 2019 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

Attended by: Cllr Reed (Chair), Cllr Hoey, Cllr Boylan, Cllr Logan, Cllr Weltman, Cllr Williams, Cllr Chappel, Cllr Jewitt & Sarah Morgan (Clerk)

Also attended by: PCSO Hambleton and colleague.

1. To receive Apologies

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

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 members of the public were in attendance

4. PCSO

- a) To receive report from PCSO Phil Hambleton

Noted: PCSO Hambleton advised that there had been a vehicle damaged on King Edward Close and a report of anti-social behaviour regarding parking issues on private land.

The police have monitored parking at Sir John Deane's College following complaints about on street parking and have also responded to complaints regarding speeding on Duke's Way, which has just reduced to a 20mph zone. It is also noted that the painted speed limits on the road will not be provided unless ongoing speeding issues occur.

A couple of incidents of recreational drug use had been dealt with by the police and were considered to be resolved.

5. Approval of Minutes

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

Resolved: It was unanimously agreed to approve the minutes of the Ordinary Monthly Meeting held 18th March 2019.

6. Finance and administration

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

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

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

Resolved: It was proposed by Cllr Jewitt, seconded by Cllr Boylan and unanimously agreed to make payment as follows:

Payee	Reference	Amt	VAT	Total	Purpose
WAP Lawton and Son Ltd	Cheque	£4,860.00	£ 972.00	£5,832.00	Landscape Maintenance - March 18
Play Inspection and Maintenance Services	Cheque	£ 316.50	£ 63.30	£ 379.80	Play area inspections and repairs
TOTAL		£5,176.50	£1,035.30	£6,211.80	

ACTION: SM/LH/EB

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

Noted: The reports were reviewed and noted. A request was made for the Clerk to include the general reserves on the spreadsheet next month.

ACTION: SM

- d) To note the assets register, approved by the Finance Committee on 8/1/19

Noted: The report was noted with reference to the completion of the AGAR.

- e) To note the appointment of the Clerk at 15 hours per week at salary scale SCP 27, with a temporary increase to 20 hours for the first 3 months, subject to review at the end of this period

Noted: The appointment, hours and salary were noted.

- f) To note the change of telephone service provider and new contact number

Noted: The new contact details and service provider were noted.

7. 2018-2019 Annual Audit

- a) To note arrangements for internal audit which will be carried out by JDH Business Services Ltd from 22nd May 2019

Noted: The internal audit arrangements were noted

- b) To note arrangement for external audit which will be carried out by Littlejohn LLP with submission by 1st July 2019

Noted: The external audit arrangements were noted.

8. 2018-2019 Annual Financial Report

- a) To note, approve and sign the Annual Financial Report (Receipts and Payments Account)

Resolved: It was unanimously agreed to approve the Annual Financial Report (Receipts and Payments Account) which was signed by the Chairman and Clerk/RFO.

9. 2018-2019 Annual Governance and Accountability Return

- a) To consider Section 1, Annual Governance Statement 2018/19

Noted: Section 1, Annual Governance Statement 2018/19 was considered.

- b) To approve, sign and date Section 1, Annual Governance Statement 2018/19

Resolved: It was unanimously agreed to approve Section 1 of the Annual Governance Statement 2018/19 which was signed and dated by the Chairman.

- c) To consider Section 2, Accounting Statements 2018/19

Noted: Section 2, Accounting Statements 2018/19 was considered.

- d) To approve, sign and date Section 2, Accounting Statements 2018/19

Resolved: It was unanimously agreed to approve Section 2 of the Annual Governance Statement 2018/19 which was signed and dated by the Chairman and Clerk.

10. Planning

- a) To agree response to planning application:
Site Address: 12 Registry Close Northwich Cheshire CW9 8UZ
Proposal: Construction of front porch and partial conversion of garage
Reference Number: 19/00843/FUL

Resolved: It was unanimously agreed to raise no objections to application 19/00843/FUL

11. Asset Management

- a) To consider action to be taken over possible trespass and damage to council land and bushes at the rear of 22 Moreville Close

Resolved: Photographs were shown to the Council of the area in question and it was unanimously agreed to write to the owner of the property requesting reinstatement of the damaged area. A letter will be drafted for approval by the Chairman and sent by recorded delivery requesting a written response within 14 days.

ACTION: CR/SM

- b) To consider a date for a litter pick

Resolved: The date of Sunday 19th May was agreed, 10am to 12pm, meeting at the noticeboard. Note: Under 16s must be accompanied. Clerk to request tools from the Toolbank at Cheshire West and Chester.

ACTION: SM

- c) To consider matters related to the clock tower: -
- Replacement of downlighters (3 of 4 have failed)
 - Replacement of security lights with LEDs (2 required)
 - Removal of the lighting bands and making good any damage caused by removal

Noted: Cllrs Boylan and Chappell will assess the tower and seek quotations for the proposed works for further consideration by the Council.

ACTION: DB/SC

- Festive lighting – purchase or rental of lighting

Noted: A discussion was held about the high costs of the Christmas tree and whether having the tree at a different site might be an option. Clerk to seek quotations from Northwich Town Council for options for festive lighting on the

clocktower. Cllr Jewitt agreed to look into connecting the lights to make a longer string. A Christmas plan will be added to the next agenda for consideration.

ACTION: SM/SJ/Xmas Working Group

12. Youth Council

- a) To receive a report from Youth Working Group

Noted: Cllr Jewitt considers that the information regarding the Youth Council may not have reached far enough to generate adequate interest. He is due to arrange a meeting with Simon Skidmore from CWAC to consider how to take this forward.

- b) To agree actions to be taken

Noted: There were no further actions agreed.

ACTION: SJ

13. Parks and Playgrounds

- a) To receive an update from the working group

Noted: The reports from the Playground Inspection Services and email feedback from the working group were noted.

- b) To agree a plan for repairs to the Dukes Way 1 play area

Noted: The Clerk gave an update that an estimate of £1000 had been given to replace the whole the rope bridge and that a further quote is being obtained for repairs, rather than replacement. Due to the overall wear to the structure, replacement of the entire structure could be considered by the working group.

ACTION: SM/P and P WG

- c) To consider other actions to be taken in response to the play area inspection reports

Noted: The Clerk reported that a recommendation had been received to provide a schedule of replacement/replenishment for the bark which is low in a number of areas. Alternative surfaces to be considered and quotes to be sought.

ACTION: SM

14. Trees and Ponds

- a) To receive an update from the working group

Noted: It was advised that essential works approved in March are due to be completed shortly. The contact from residents of Lime Avenue was discussed in relation to trees blocking light at their property. The residents have now been provided with a copy of the Questions about Trees document and the trees will be monitored routinely. Concern about rubbish being dumped behind the houses at Lime Avenue was also discussed.

- b) To agree actions to be taken

Resolved: It was unanimously agreed that St George's field be assessed in relation to rubbish dumped behind the properties and any damage to trees. Letters to be written to residents as required.

ACTION: CR/SM

15. Events and Christmas

- a) To receive an update from the working group

Noted: Update provided in relation to the Best Kept Garden competition.

- b) To agree a plan for the Best Kept Garden Competition

Resolved: It was agreed hold the event with 4 categories: Child Friendly Garden, Best Traditional, Best Modern and Best Wildlife or Ecological Garden. The prize will be £75 per category. Clerk to liaise with the school regarding the date of the fair for prize giving and contact the previous judges to request their support at this year's event.

ACTION SM

- c) To agree actions to be taken

Noted: No further actions were agreed.

16. Clerk Report

- a) To receive report and agree actions

Noted: The Clerk gave a brief update on matters relating to the transitional arrangements. No further actions were agreed.

17. Elections 2019

- a) To note the receipt of the Statement of Persons Nominated and Notice of Uncontested Election

Noted: The receipt of the Statement of Persons Nominated and Notice of Uncontested Election were noted. Members highlighted the requirement to return the requested spending return and declaration forms to the Returning Officer, as provided by CWAC.

ACTION: ALL MEMBERS

18. Any other business

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

Noted: It was noted that some members do not have ID cards. These are to be updated along with a new ID card for the Clerk.

ACTION: SM/Members requiring ID cards

Noted: It was noted that the chemist shop no longer has a key for the community notice board. The Clerk can provide a new key to the chemist which can be obtained by Councillors with an ID card to post suitable announcements.

ACTION: SM

Noted: Cllr Jewitt reported that photographs of damages at Kingsmead Square had been sent through to the Clerk. These had not yet come through but will be passed to the LCP Group once received.

ACTION: SM/SJ

19. Close of meeting

Noted: The meeting closed at 8.42pm