



Kingsmead Parish Council  
PO Box 448  
Knutsford  
WA16 1FJ

Clerk: Sarah Morgan  
Telephone: 01606 533 858  
E-mail: clerk@kingsmeadpc.org.uk

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Minutes of the ANNUAL PARISH COUNCIL MEETING held 20<sup>th</sup> May 2019 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

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**Attended by:** Cllr Reed, Cllr Logan, Cllr Weltman, Cllr Williams, Cllr Chappell, & Sarah Morgan (Clerk)

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**1. To elect a Chairman**

**Resolved:** It was unanimously agreed to elect Cllr Reed as Chairman for the Council year 2019-2020

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**2. To receive the Declaration of Acceptance of Office for the Chairman**

**Noted:** The Chairman signed the Declaration of Office of Chairman which was received by the Council.

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**3. To elect a Vice Chairman**

**Resolved:** It was unanimously agreed to elect Cllr Hoey as Vice Chairman for the Council year 2019-2020

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**4. To receive Apologies**

**Resolved:** It was unanimously agreed to accept apologies from Cllrs Bannister, Boylan, Hoey, Jewitt and Martin and to accept the delay for Cllr Martin signing the Declaration of Acceptance, the time being extended for 2 weeks.

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**5. 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:** No member, present at the meeting, disclosed any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests It was unanimously agreed that no as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct.

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**6. Public Open Forum**

**Noted:** No members of the public were in attendance

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**7. Approval of Minutes**

a) To approve the minutes of the Ordinary Monthly Meeting held 15<sup>th</sup> April 2019

**Resolved:** It was unanimously agreed to approve the minutes of the Ordinary Monthly Meeting held 15<sup>th</sup> April 2019.

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**8. Chairman's Allowance**

b) To consider payment of a Chairman's Allowance (under LGA 1972, s1S(5) and 34(5))

**Resolved:** It was unanimously agreed to pay no allowance for the Council year 2019-2020 at the request of the Chairman.

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**9. Membership of Committees and Working Groups 2019-2019**

c) To agree membership of committees and working groups

**Resolved:** It was unanimously agreed to agree the membership as follows: -

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	Members 2019-2020
Finance Committee	Cllrs Bannister, Hoey, Boylan & Martin
Estate Structures/Paths & Fences	Cllrs Boylan, Chappell, Reed, & Logan
Landscaping & Trees/Ponds	Cllrs Reed, Hoey & Jewitt
Parks & Playgrounds	Cllrs Bannister, Weltman & Jewitt
Events/Xmas	Cllrs Weltman, Williams, Jewitt & Logan
Newsletter	Cllrs Bannister & Hoey
Village/Community buildings	Cllrs Hoey, Williams, Jewitt and Logan with one resident and one school representative.

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#### 10. Code of Conduct, Standing Orders and Policies

- a) To review and adopt the Cheshire West and Chester Code of Conduct

**Resolved:** The document was reviewed, and it was unanimously agreed to adopt the new Code of Conduct.

- b) To review and adopt the Standing Orders

**Resolved:** The document was reviewed, and it was unanimously agreed to adopt the Standing Orders.

- c) To review and adopt the Complaints Procedure

**Resolved:** The document was reviewed, and it was unanimously agreed to adopt the Complaints Procedure to be amended to the KPC format.

**ACTION: SM**

- d) To review and adopt the Contact Privacy Notice regarding the handling of DPA/FOI requests

**Resolved:** The document was reviewed, and it was unanimously agreed to adopt the Contact Privacy Notice regarding the handling of DPA/FOI requests to include a front cover in the correct format.

**ACTION: SM**

- e) To review and adopt the Communications and Media Policy

**Resolved:** The document was reviewed, and it was unanimously agreed to adopt the Communications and Media Policy

- f) To review and adopt the Financial Regulations

**Resolved:** The document was reviewed, and it was unanimously agreed to adopt the Financial Regulations with the addition of the level of reserves to be retained and the use of the RBS accounting package.

**ACTION: SM**

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#### 11. Finance and administration

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

**Resolved:** It was proposed by Cllr Reed, seconded by Cllr Logan and unanimously agreed to sign April bank reconciliation which was checked to bank statement.

- b) To approve and sign all payments made in April 2019

**Resolved:** It was proposed by Cllr Williams, seconded by Cllr Chappell and unanimously agreed to approve and sign all payments made in April.

- c) To approve and sign accounts for payment May 2019

**Resolved:** It was proposed by Cllr Reed, seconded by Cllr Logan and unanimously agreed to approve and sign accounts due for payment in May 2019:-

Play Inspection & Maint Svcs	BACS	240.60	Repairs to Dukes Way 1
Approved Resin Driveways	BACS	6,420.00	Clock Tower Footpath
Caddis Ltd	BACS	420.00	Tree works 32 Coronet
Caddis Ltd	BACS	420.00	Tree works - Cherry Wheelock C
Royal Mail Group Ltd	BACS	342.00	PO Box
Zurich Insurance	BACS	1,472.69	2019-2020 Insurance
CHALC	BACS	1,211.40	Subscription Fee CHALC
Caddis Ltd	BACS	120.00	Tree clearance footpath
Telecoms World PLC	BACS	46.69	Telecoms World PLC
Adele Design and Print	BACS	65.00	ID cards and lanyards x 4
WAP Lawton & Son Ltd	BACS	5,832.00	April Contract
S MORGAN	BACS	186.03	Reimbursement Filing Cabinet
WAP Lawton & Son Ltd	BACS	552.00	Fence/Gate repairs, tree works
S MORGAN	BACS	60.40	Expenses - Off/Stationer/Post/
S MORGAN	BACS	956.89	May Salary
Cheshire Pension Fund	BACS	379.27	May pension
HMRC	BACS	427.99	PAYE/NI May
<b>Total Payments</b>		<b>19,152.96</b>	

**ACTION: SM/LH/EB**

- d) To note financial position/management accounts to end May 2019

**Noted:** The reports were reviewed and noted.

- e) To approve the bank signatories for the year 2019-2020

**Resolved:** It was unanimously agreed to retain Cllrs Hoey, Bannister and the Clerk as bank signatories for Unity Trust and to add Cllr Martin as administrator to the Lloyds card with the Clerk as the cardholder.

**ACTION: SM/NM/LH**

- f) To approve the meeting dates to May 2020

**Resolved:** It was unanimously agreed to approve the full and annual council meeting dates for the coming year with the finance committee dates tbc: -

17 <sup>th</sup> June 2019	Full Council Meeting	7.30pm
July 2019	Finance Committee Meeting	TBC
15 <sup>th</sup> July 2019	Full Council Meeting	7.30pm
16 <sup>th</sup> September 2019	Full Council Meeting	7.30pm
21 <sup>st</sup> October 2019	Full Council Meeting	7.30pm
November 2019	Finance Committee Meeting (budget setting)	TBC
18 <sup>th</sup> November 2019	Full Council Meeting	7.30pm
16 <sup>th</sup> December 2019	Full Council Meeting	7.30pm
January 2019	Finance Committee Meeting (budget setting)	TBC
20 <sup>th</sup> January 2020	Full Council Meeting	7.30pm
17 <sup>th</sup> February 2020	Full Council Meeting	7.30pm
March 2019	Finance Committee Meeting	TBC
16 <sup>th</sup> March 2020	Full Council Meeting	7.30pm
20 <sup>th</sup> April 2020	Full Council Meeting	7.30pm
18 <sup>th</sup> May 2020	Annual Parish Meeting	7.00pm
18 <sup>th</sup> May 2020	Annual Parish Council Meeting	7.30pm

- g) To consider subscription to the quarterly Local Council Review (LCR) at £17 per year

**Resolved:** It was unanimously agreed to subscribe to the Local Council Review for one year for the Chairman at £17.

**ACTION: SM**

- h) To receive the minutes of the 8<sup>th</sup> January Finance Committee Meeting

**Noted:** The minutes of the 8<sup>th</sup> January Finance Committee meeting were received.

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#### 12. General Power of Competence

- a) To consider arrangements for the Council to become eligible to exercise the general power of competence in the future (Note: CILCA course fee - £350, Portfolio training - £340 plus VAT)

**Resolved:** It was unanimously agreed to approve the course fee and training course for the Clerk to complete CILCA in order to become eligible to exercise the general power of competence in the future.

**ACTION: SM**

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#### 13. Planning

To agree a response to planning applications: -

- a) 19/01684/FUL 1 Harthill Close CW9 8UU  
Proposal: Single storey rear extension

**Resolved:** It was unanimously agreed to raise no objections to application 19/01684/FUL

- b) 19/01177/FUL 32 Mayfair Drive CW9 8GF  
Proposal: First floor rear extension and new velux windows to roof (Retrospective)

**Resolved:** It was unanimously agreed to raise no objections to application 19/01177/FUL

- c) 19/01083/FUL 452 London Road CW9 8EF  
Proposal: Part two storey, part single storey extension to side and rear

**Resolved:** It was unanimously agreed to raise concerns to application 19/01083/FUL:-

The Parish Council raises concerns about the proximity of the development to the boundary with Parish Council land which is not publicly accessible.

The Council has not been approached for permission to access this land for the purposes of the development and it is noted that Party Wall consent may be required prior to the commencement of works.

The windows on the side elevation may not be accessible for external cleaning within the property boundary and the design should allow for internal cleaning if this is the case.

- d) 19/00949/FUL 8 Holkam Close Northwich Cheshire CW9 8XW  
Proposal: Detached garage with addition of first floor and conversion and rear extension

**Resolved:** It was unanimously agreed to raise no objections to application 19/00949/FUL

**ACTION: SM**

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#### 14. Village Hall/Community Buildings Working Group

- a) To agree terms of reference for the working group

**Resolved:** It was unanimously agreed to approve the terms of reference for the working group.

- b) To agree initial actions of the working group

**Resolved:** It was unanimously agreed to arrange a meeting of the working group as the first action

**ACTION: SM**

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- c) To consider membership of Cheshire Community Action

**Resolved:** It was unanimously agreed to apply for membership to the Cheshire Community Action at £50

**ACTION: SM**

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#### 15. Asset Management

- a) To receive an update on correspondence with residents

**Resolved:** It was unanimously agreed to accept the resident's offer to reseed the damaged grass at Moreville Close and to contact the police regarding the fly tipping to the rear of Lime Avenue following no response from the resident.

**ACTION: SM**

- b) To consider a review of the inventory of land and assets for insurance purposes.

**Deferred** It was agreed to defer the item to the next agenda

- c) To consider quotations for the clocktower lighting.

**Deferred** It was agreed to defer the item to the next agenda to allow time for the receipt of quotations.

**ACTION: DB/SC**

- d) To agree further actions

**Noted** No further actions were agreed.

**ACTION:**

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#### 16. Youth Council

- a) To receive a report from Youth Working Group

**Noted:** Cllr Jewitt has provided a written summary to the Clerk detailing his meeting with Simon Skidmore from CWAC and the campaigns Simon is involved in to promote youth involvement.

- b) To agree actions to be taken

**Noted:** It was agreed to include an item on the next agenda for the attendance of Simon Skidmore to discuss supporting the Youth Council.

**ACTION: SJ/SM**

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#### 17. Parks and Playgrounds

- a) To receive an update from the working group

**Noted:** The Chairman advised that the Council had not been fully informed about the condition of the playgrounds, two of which have been assessed as very dangerous and requiring closure. Dukes Way and Mereworth/Kingslawn were both fenced off by Northwich Town Council. Cllr Hoey will be attending a routine play inspection course on 28<sup>th</sup> May at Northwich Town Council to allow her to assist with the inspection schedule of the equipment.

- b) To note the removal of the climbing frame at Mereworth Drive/Kingslawn close play area

**Noted:** The urgent removal of the climbing frame at Mereworth Drive/Kingslawn close play area was noted.

- c) To approve the expenditure of the £10000 budget on new play equipment for the Duke's Way 1 play area to replace the current climbing frame, with the choice of equipment being delegated to the Clerk with working group members.

**Resolved:** It was unanimously agreed to seek best quotes and proceed with the removal the equipment at Dukes Way due to the fence being broken through by children, up to the cost of £2000. The decision on play equipment was deferred by the Chairman to the June meeting for decision by full council once further quotations have been received.

**ACTION: SM**

- d) To consider the application of herbicide to the spine road at £620 plus VAT

**Resolved:** It was unanimously agreed to decline the quotation for the application of herbicide to the spine road. The Clerk advised that the roadside weeds have been reported to CWAC.

**ACTION: SM**

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- e) To consider formally permitting resident access from the rear of properties on Lime Avenue to St George's Field.

**Resolved:** It was unanimously agreed to write to the residents to permit access from Lime Avenue to St George's field, noting the financial benefit received by the residents at the time of the development.

**ACTION: SM**

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#### 18. Trees and Ponds

- a) To receive an update from the working group

**Noted:** It was advised that there was some ivy growing on a resident's fence which could cause damage if not cut back. A quote has been sought from the regular contractor.

- b) To consider the quotation for trees works at the rear of Waystead Close at £550 plus VAT

**Resolved:** It was unanimously agreed to proceed with the tree works at Waystead Close at £550 plus VAT

**ACTION: SM**

- c) To agree actions to be taken

**Resolved:** It was unanimously agreed to proceed with the additional quotation for mowing and strimming at £900 following confirmation of the breakdown of the quote.

**ACTION: SM**

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#### 19. Events and Christmas

- a) To receive an update on the Best Kept Garden Competition

**Resolved:** The Clerk advised that there were only a handful of entries to the competition. Due to the lack of entries in each category it was agreed to offer places in one category with prizes for first, second and third places of £100, £75 and £50. Cllr Weltman and Paul Kellett from Caddis will agree a time for judging next week.

**ACTION: SM/HW**

- b) To agree a plan for the Christmas event

**Resolved:** It was unanimously agreed to proceed with the provisional booking of the reindeer for 6<sup>th</sup> December and to defer the decision on the rest of the event to the June meeting.

**ACTION: SM**

- c) To agree actions to be taken

**Noted:** No further actions were agreed.

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#### 20. Clerk Report

- a) To receive report and agree actions

**Noted:** The Clerk gave an update on the election paperwork.

- b) To consider the setting up of a Kingsmead Parish Council Facebook page

**Resolved:** It was unanimously agreed to set up a Kingsmead Parish Council Facebook page

**ACTION: SM**

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#### 21. Any other business

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

**Noted:** Cllr Logan advised that an estate agents board was on Cornet Av on KPC land and that he would call to request removal.

**ACTION: AL**

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#### 22. Close of meeting

**Noted:** The meeting closed at 9.30pm