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Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 17th June 2019 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

Present: Cllrs Reed, Bannister, Boylan, Hoey, Martin, Weltman, Williams, Chappell

Also in attendance: Sarah Morgan (Clerk), PCSO Hambleton and colleague, Simon Skidmore

1. To receive Apologies

Resolved: It was unanimously agreed to accept apologies from Cllr Jewitt (business)

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 a report from PCSO Phil Hambleton

Noted: PCSO Hambleton provided a report on recent offences which included a bike theft, theft from a delivery van (Cllr Weltman had reported suspicious activity in this area), a bus driver testing positive on a drug swab, residents parking on and obstructing the footpath and speeding on Monarch Drive. A written report for May also detailed incidents of anti-social behaviour including substance misuse, a car theft and suspicious activity of groups of males trying door handles for which evidence is being sought on CCTV. The Chairman reported concerns relating to traffic at school times on Monarch Drive but no police complaints had been received.

5. Approval of Minutes

a) To approve the minutes of the Annual Parish Council Meeting held 20th May 2019

Resolved: It was unanimously agreed to approve the minutes of the Annual Parish Council Meeting held 20th May 2019.

6. Youth Council

Noted: The item was moved up to agenda to prevent unnecessary delay for the presentation. Simon Skidmore introduced himself and his role as Quality Assurance and Participation Officer at CWAC Youth Service. Simon had met with Cllr Jewitt in order to advise on how to increase engagement with the Youth Council (YC) initiative. Simon offered further guidance and support by offering to link the promotion of the YC in with the Annual Ballot for high school children, which will be taking place at the start of the next school year, when the top 100 priorities will be determined. This could be supplemented with a local needs ballot for Kingsmead. It was considered that the recipients of Kingsmead Parish Council's Community Award would be ideal candidates for the YC and that an invitation should be sent.

ACTION: SM/SJ

7. Finance and administration

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

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

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

Resolved: It was proposed by Cllr Reed, seconded by Cllr Hoey and unanimously agreed to approve and sign accounts for payment June 2019

ACTION: SM/LH/EB

- c) To approve and sign accounts paid May 2019

Resolved: It was proposed by Cllr Reed, seconded by Cllr Hoey and unanimously agreed to approve and sign accounts paid May 2019

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

Noted: The reports were reviewed and noted.

- e) To approve signatories for the Cheshire Pension Scheme

Resolved: It was unanimously agreed that Cllrs Martin and Reed would be added as signatories to the Cheshire Pension Scheme account.

ACTION: SM/NM/CR

- f) To confirm the appointment of the Clerk following the probationary period

Resolved: It was unanimously agreed to confirm the appointment of the Clerk following the probationary period.

- g) To approve updating the Clerk's contract to 20 hours per week

Resolved: It was unanimously agreed to update the Clerk's contract from 15 to 20 hours per week.

ACTION: SM

- h) To approve a Direct Debit to Telecoms World Plc

Resolved: It was unanimously agreed to set up a Direct Debit to Telecoms World Plc for the VOIP phone service.

ACTION: SM

8. 2018-2019 Annual Audit

- a) To note the receipt of the Internal Auditor Report

Noted: The receipt of the report was noted with four issues and recommendations to consider.

- b) To agree a date for the finance committee to review the findings of the Internal Auditor Report

Resolved: It was unanimously agreed to set the date for the Finance Committee meeting as Monday 15th July at 6.45pm, to review the findings of the Internal Auditor Report.

Noted: Agenda items to include - agreeing the arrangements for the general reserve funds.

ACTION: SM

9. Planning

To consider a response to planning applications: -

- a) No applications have been registered since the last meeting

Noted: No applications to consider.

- b) To consider updates on previously considered applications: -

19/01083/FUL 452 London Road

Approval

19/00107/FUL 358 London Road

Awaiting Decision

Noted: The updates on previously considered applications were noted

Resolved: It was agreed to write a letter of complaint to Andrew Lewis, Chief Executive of CWAC, re: application 19/01083/FUL regarding concerns about the lack of consultation of the amended plans, concerns re incorrect plans and the applicant's misleading information regarding the removed bushes.

ACTION: SM/HW

10. Asset Management

- a) To consider a quotation for 6 yearly health and safety inspections of the bridges in Kingsmead

Resolved: It was unanimously agreed to decline the quotation and that Cllr Martin would conduct an inspection of the bridges, gathering visual photographic evidence. Previous report photographs from CWAC would be sought for comparison

ACTION: SM/NM

- b) To consider action in relation to trespass and damage caused by a resident on London Road

Resolved: It was agreed to write a letter of complaint to Andrew Lewis re the planning decision as per item 9b and review thereafter.

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

Resolved: To delegate the review of the inventory of land and assets for insurance purposes to the finance committee for completion by September.

ACTION: FC

- d) To agree a response to a request to purchase land at Picton Close

Resolved: It was agreed to respond to the resident that the Council is unable to sell the land.

ACTION: SM

- e) To agree a response to residents in relation to covenants on neighbouring properties

Resolved: To formally respond to residents that the Council will not be involved in private property matters relating to covenants.

ACTION: SM

- f) To consider a change of solicitor for asset management

Resolved: It was agreed to change solicitor once the current work has been completed, due to a number of delays and difficulties with previous work carried out.

ACTION: SM

- g) To note that Cheshire West and Chester have advised they will no longer be trimming the crown on the roundabout on Kingsmead

Noted: Cllr Weltman agreed to push CWAC for action on this and the mowing of the top tier of the roundabout. It was noted that the response had not come directly from the responsible officer and may not be correct. It was considered that this should be done as part of the maintenance scheme for CWAC and has been forgotten.

ACTION: HW

- h) To approve a policy for banners and advertisements (attached)

Resolved: To approve the policy with the additions of 'These must be agreed in advance with the Parish Council, in writing.' to Paragraph 1, the addition of 'attachments' under section 2 to read 'Banners and attachments should be removed...' and to change 'destroyed' to 'disposed of'.

ACTION: SM

- i) To consider quotations for the clocktower lighting.

Deferred It was agreed to defer the approval of expenditure to the next agenda, to allow further time for the receipt of quotations which are expected by the end of the week.

Noted: Quotations to be provided will provide advice that the festive lighting is not vandal proof and it is considered preferable to rent temporary festive lighting. Several suggestions were made for the clocktower to be explored further.

ACTION: DB/SC

11. Parks and Playgrounds

- a) To receive an update from the working group

Noted: An update was given regarding the recommended equipment for Dukes Way 1 to replace the removed multiplay unit. Cllr Hoey has attended the training course in routine play inspections and the Clerk will also be attending a course in July. Cllr Martin also offered support in completing the routine inspections.

- b) To approve a new member to the working group

Resolved: To approve Cllr Hoey as a new member of the working group.

ACTION: SM

- c) To approve a policy for the management of the play areas

Deferred It was agreed to defer the approval of the policy for further consideration by the members.

- d) To consider a budget virement to support the installation costs for Dukes Way 1 (*budget/spend doc attached ref 6d*)

Resolved: Having reviewed the receipts and payments to date and considered additional payments due, it was resolved to approve a budget virement of £5000 to from 130 4360 Tree Works to 140 4420 Equipment. Non-essential tree works will be carefully considered in accordance with the budget revision.

ACTION: SM

- e) To agree the purchase of new equipment for the Dukes Way 1 play area

Resolved: It was agreed to proceed with the purchase of the Spectrum Unit suitable for 7-14 years within the allocated budget of £15000, as recommended by the working group.

ACTION: SM

- f) To approve expenditure in relation to routine play inspections

Deferred It was agreed to defer the approval of additional expenditure in relation to routine play inspections to the next meeting, to allow time for responses to further enquiries about costs of routine inspections and further research into applications and programs which would be suitable for logging inspection data.

ACTION SM/EB/LH

- g) To consider actions in relation to litter accumulating at play areas

Resolved: It was agreed to refer this back to the contractor to complete the litter picks as part of the current contract.

ACTION: SM

12. Trees and Ponds

- a) To receive an update from the working group

Noted: Cllr Reed advised he is seeking a quotation for stump grinding following a tree removal at Wheelock Close. Other quotations requested for the top path rose bushes had not been received and would be followed up by the Clerk.

ACTION: SM

- b) To approve strimming work for June at £385 (Moore Park to Stretton Walk)

Resolved: It was agreed to decline the quotation for strimming and request that the grounds contractor completes this work

ACTION: SM

13. Events and Christmas

- a) To receive an update from the working group

Noted: No updates since the last meeting

- b) To consider a plan for the Christmas Events in Kingsmead

Noted: Cllr Jewitt had provided an additional quotation to connect the strings of lights, however 240v was considered too high and it was agreed to keep them at 110v for health and safety reasons.

Noted: Cllr Weltman proposed considering a road closure for the events such as the closure at Davenham. Further information to be sought.

ACTION:SM

- c) To note the results of the Best Kept Garden Competition

Noted: The results of the competition were noted. Cllrs Reed and Weltman to issue the awards next Tuesday evening as the winners were unable to attend the school fair.

ACTION:CR/HW

- d) To consider support of the Great Get Together organised by Kingsmead Primary School in terms of attendance and publicity

Resolved: It was agreed to support the event by way of promotion, but not to attend in an official capacity due to the short notice given.

ACTION:SM

- e) To note attendance at the Kingsmead Primary School fair on 15th June for the Best Kept Garden Competition prize giving.

Noted: Cllr Reed thanked Cllr Williams for her help at the fair with the surveys. Half the saplings were given away to residents and the remainder were given to the school.

14. Village Hall/Community Building Working Group

- a) To receive an update from the working group

Noted: An update was given on the first meeting of the working group which was attended by the Headteacher of Kingsmead Primary School. Ms Stewart shared brochures for eco-friendly buildings and discussed other matters relating to the proposed site. It was confirmed that the School's Governors are in support of the proposal in principle and a further meeting will be scheduled to review progress.

ACTION:SM

- b) To note the distribution of surveys to gain feedback on proposal

Noted: An update was given on the surveys which are now available on the website and were distributed at the fair. The response has been positive so far and approx. 70 responses have been received online.

15. Clerk Report

- a) To receive a verbal report

Noted: The Clerk gave update on correspondence received re highway matters and it was agreed to pursue the works to improve the safety at the roundabout crossing before pursuing a further crossing on Kingsmead.

16. Any other business

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

Noted: The filming by Redrow in the area this week was discussed, and the mention of a Crow Fair on Facebook was raised by Cllr Bannister.

17. Close of meeting

Noted: The meeting closed at 9.40pm
