



Kingsmead Parish Council  
PO Box 448  
Knutsford  
WA16 1FJ

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

---

Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 15<sup>th</sup> July 2019 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

---

**Present:** Cllrs Reed, Bannister, Boylan, Hoey, Jewitt, Logan, Martin, Weltman and Williams

**Also in attendance:** Sarah Morgan (Clerk)

---

**1. To receive Apologies**

**Resolved:** It was unanimously agreed to accept apologies from Cllr Chappell

---

**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 via email which detailed two incidents of ASB, one bicycle theft (CCTV evidence being sought) and reports re door to door sales.

---

**5. Approval of Minutes**

a) To approve the minutes of the Annual Parish Council Meeting held 17<sup>th</sup> June 2019

**Resolved:** It was unanimously agreed to approve the minutes of the Annual Parish Council Meeting held 17<sup>th</sup> June 2019.

---

**6. Finance and administration**

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

**Resolved:** It was unanimously agreed to approve the June bank reconciliation which was checked to the bank statement and signed by the Chairman.

b) To approve and sign accounts for payment July 2019

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

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/07/2019	WAP Lawton & Son Ltd	BACS	583.20		Additional hedge cutting
16/07/2019	WAP Lawton & Son Ltd	BACS	5,832.00		June contract
16/07/2019	HMRC	BACS	129.00		PAYE/NI
16/07/2019	Cheshire Pension Fund	BACS	379.27		July pension

---

17/07/2019	Caddis Ltd	BACS	72.00	Root spraying
31/07/2019	S MORGAN	BACS	1,165.49	July salary
31/07/2019	HMRC	BACS	90.39	Employer NI July
<b>Total Payments</b>			<b>8,251.35</b>	

**ACTION: SM**

c) To approve and sign accounts paid in June 2019

**Resolved:** It was proposed by Cllr Hoey, seconded by Cllr Jewitt and unanimously agreed to sign accounts paid in June 2019

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

**Noted:** The reports were reviewed and noted. No concerns were raised with the accounts however it was raised that one supplier had charged VAT without providing registration details. A final request will be made for the VAT ref with no further services being approved if this is not provided.

e) To agree a process for pre-authorisation of payments to be made in August 2019

**Resolved:** It was resolved that the Clerk contacts Cllrs Martin and Hoey to pre-authorise the payment list for August, a list of which will be included on the September agenda.

**ACTION: SM/LH/NM**

f) To approve a recommendation from the finance committee for delegated spending for minor play area improvements

**Resolved:** It was resolved to approve the Terms of Reference for the Play Area Committee to include a delegation of the play area budgets. Membership will be the same as the working group which will be dissolved.

**ACTION: SM**

## 7. Public Participation

The Chairman suspended standing orders to allow for the participation of a resident who had arrived to speak. The resident spoke in relation to concerns about anti-social behaviour at Pulford Close, asking the Council what the plan is to address the problem of teenagers congregating at the (toddler) play area. The resident stated that the problem had been raised before, however this predated the Parish Council and it was requested that reports are made to the PCSO at the time of the incidents as no reports of ASB in this area had been received. Members of the Council also responded to concerns about the size of the unit and its suitability for toddlers and the proximity of the play area to residential properties. It was suggested that publishing the police reports may demonstrate the lack of reports received and encourage reporting. The Chairman reconvened the meeting.

**ACTION: SM**

## 8. Planning

To consider a response to planning applications: -

a) [19/02116/FUL](#) 3 Regal Close Single Storey Side Extension

**Resolved:** It was resolved to raise no objection to application 19/02116/FUL for 3 Regal Close

**ACTION: SM**

## 9. Dog Warden Services

a) To consider a response to the CWAC consultation on proposals relating to changes to the Dog Warden Service across the Borough.

**Resolved:** It was resolved to submit no comments on the consultation and to share the link for residents to respond.

**ACTION: SM**

## 10. Asset Management

a) To consider a quotation for clocktower lighting

**Resolved:** It was resolved to accept the quotation for works, subject to no further costs (for a cherry picker) and the making good of the areas where items are being removed.

**ACTION: SM**

## 11. Youth Council and Young Citizen Award

- a) To receive an update in relation to the Youth Council

**Noted:** Councillor Jewitt has been corresponding with Simon Skidmore and will be attending events in September for a fresh launch of the youth council

- b) To receive an update in relation to the recipient of the Young Citizen Award 2018

**Noted:** Following the receipt of a report from a recipient of the Youth Citizen Award 2018, it was agreed to promote this on the website and social media as a positive outcome of the awards

**ACTION: SM**

## 12. Parks and Playgrounds

- a) To receive an update from the working group

**Noted:** An update was given that the google forms has been trialled for routine inspections and has worked successfully. There is no charge for this.

- b) To approve costs for minor repairs to play areas (attached)

**Resolved:** It was resolved to approve the list of minor repairs with contributions from S106 and Cllr Weltman's Members budget.

- c) To approve costs to remove the old trim trail at Kensington Way

**Resolved:** It was resolved to approve the removal of the old trim trail at Kensington Way

- d) To consider options for spending S106 monies

**Resolved:** It was resolved to use the S106 monies for the minor repairs as per item 12b

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

**Resolved:** It was resolved to approve the policy for the management of the play areas

- f) To agree a plan for routine play area inspections

**Resolved:** It was resolved to approve the plan for routine play area inspections (Member initials indicate allocation):-

DB	Capesthorpe Close
NM	Pulford Close
LH	Dukes Way 1 and 2
LW/HW	Monarch Drive
SJ/AL	Kensington Way
EB	Kingslawn Close/Mereworth Drive
CR	Burwardsley Way
SC	Campbell Close

- g) To consider a response to resident correspondence in relation to Dukes Way 1

**Resolved:** The resident correspondence in relation to concerns about the Dukes Way 1 play area was considered and it was agreed that a final response should be sent clarifying that it is the role of the PCSO to deal with anti-social behaviour. It will additionally confirm that the Council is unable to enforce signage re age range and ball games which is currently in situ at the site. It is further noted that the majority of residents have supported the new installation and no other complaints have been received.

- h) To consider growing additional wildflower/meadows areas

**Noted:** Cllr Hoey is due to meet with an interested local resident regarding the existing wildflower meadow and will consider additional areas along the spine road where wildflower areas could be grown.

- i) To approve the commencement of hedge cutting in July

**Resolved:** It was resolved not to commence of hedge cutting in July and to await the scheduled date of August.

### 13. Trees and Ponds

- a) To receive an update from the working group

**Noted:** An update was given that quotes are being sought for stump grinding at Wheelock Close. Cllr Jewitt mentioned the cracked paving at the Coronet pond which will be assessed for repair.

- b) To approve actions in relation to the water leak on Capesthorpe Close

**Resolved:** It has been confirmed with UU that there are no pipes causing the leak and it is approved the Council's contractor will conduct an investigative dig to locate the source.

**ACTION: SM**

- c) To approve expenditure for tree works (quotes to be provided at meeting)

**Noted:** No quotations were received prior to the meeting.

---

### 14. Events and Christmas

- a) To receive an update from the working group

**Noted:** The working group had not met since the last meeting

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

**Resolved:** The working group requested that lighting quotations be sought with prices for additional column motifs. A further meeting will be arranged to agree further recommendations.

**ACTION: SM**

---

### 15. Village Hall/Community Building Working Group

- a) To receive an update from the working group

**Noted:** Cllr Williams spoke about her visits to Cuddington and Antrobus halls which were on a larger scale than planned for Kingsmead. It has been suggested that an outline proposal is put together for the scheme and that support could be accessed from Cheshire Community Action. Cuddington hall has a large committee with members with a range of skills to run the hall and this works well. It was suggested that the hall at Whitegate may be a good comparison in terms of size and facilities.

**ACTION: SM**

- b) To approve payment to Survey Monkey for collection/download of survey data (£25 a month)

**Resolved:** It was resolved to approve the survey monkey subscription for 3 months to enable the download and collection of survey data.

**ACTION: SM**

---

### 16. Clerk Report

- a) To receive a verbal report

**Noted:** An update was also given regarding the response to the complaint to CWAC application 19/01083/FUL - the complaint will be escalated and a letter written to the residents re the damage to council property.

**ACTION: SM**

---

### 17. Any other business

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

**Noted:** No further business was discussed.

---

### 18. Close of meeting

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

---