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Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 16th September 2019 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

Present: Cllrs Reed, Bannister, Hoey, Logan, Weltman and Williams

Also in attendance: Sarah Morgan (Clerk)

1. To receive Apologies

Resolved: It was resolved to accept apologies from Cllrs Boylan and Martin

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 resolved 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: A member of the public attended to speak in relation to the importance of wildflower meadows, providing information to members on the benefits and costs along with images of other schemes. It was suggested that the Parish Council identifies areas and leaves the areas uncut, adding seeds if none come naturally. It was also suggested by members that other local groups could support the scheme and possibly provide hay cut from local meadows.

Another resident was in attendance re planning application 19/02990/FUL for 25 Chelford Drive. The applicant advised that there were no objections from the neighbours regarding this proposal and that his neighbours were amending a previous proposal for the former abattoir site.

4. PCSO

a) To receive a report from PCSO Phil Hambleton

Noted: No report was received prior to the meeting and the PCSO was not in attendance. The Council would like to know if anti-social behaviour highlighted on social media has been reported to the police.

ACTION:SM

5. Approval of Minutes

a) To approve the minutes of the Parish Council Meeting held 15th July 2019

Resolved: It was resolved to approve the minutes of the Parish Council Meeting held 15th July 2019.

6. Finance and administration

a) To approve and sign July bank reconciliation

Resolved: It was resolved to approve the July bank reconciliation which was checked to the bank statement and signed by two members.

b) To approve and sign August bank reconciliation

Resolved: It was resolved to approve the August bank reconciliation which was checked to the bank statement and

signed by two members.

c) To approve and sign accounts for payment September 2019

Resolved: It was resolved to approve and sign accounts for payment September 2019, however it was requested that the payment to the contractor was delayed pending confirmation of works completion:-

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid Authorized Ref</u>	<u>Transaction Detail</u>
Play and Leisure	BACS	13,468.80	Spectrum unit – DW1
WAP Lawton & Son Ltd	BACS	1,104.00	Play bark - Capesthorne Close
Playdale	BACS	126.00	Unit assessment - Burwar/Camp
Northwich Town Council	BACS	90.00	Hire of heras fencing
WAP Lawton & Son Ltd	BACS	5,832.00	August contract
S MORGAN	BACS	6.00	Reimbursement passport photos
WAP Lawton & Son Ltd	BACS	993.60	Remove trim trail and rep KW
Cheshire West and Chester	BACS	229.00	Uncontested Election Recharge
Consortium	BACS	10.91	Document walllets
S MORGAN	BACS	6.00	Reimbursement for Land Reg doc
Lloyds Bank	DD	153.93	Card purchases (Amazon, Hostpapa, Surveymonkey, card fee)
Playdale Playgrounds Ltd	BACS	622.13	Pulford Close repl leg
PKF Littlejohn	BACS	480.00	Limited Assurance Review
Telecoms World Plc	DD	27.41	VOIP August
S MORGAN	BACS	1,165.49	September Salary
HMRC	BACS	219.39	September NI/Tax
Cheshire Pension Fund	BACS	379.27	September Pension
UNITY TRUST BANK	DD	24.15	Commission Charges
WAP Lawton & Son Ltd	BACS	1,104.00	Monarch Dr bark
Total Payments		26,042.08	

ACTION:SM

d) To approve and sign accounts paid in July 2019

Resolved: It was resolved to approve and sign accounts paid in July 2019.

e) To approve and sign accounts paid in August 2019 (as pre-authorised)

Resolved: It was resolved to approve and sign accounts for payment August 2019 which had been preauthorised by Cllrs Hoey and Martin:-

<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid Authorized Ref</u>	<u>Transaction Detail</u>
Lloyds Bank	DD	71.94	Card Purchases
Play Inspection & Maint Svcs	BACS	342.60	Play area inspections and rep
David Boylan	BACS	79.99	Anti-virus software for Clerk
S MORGAN	BACS	18.61	Stamps and Engraving
Caddis Ltd	BACS	360.00	Stump grinding
Northwich Town Council	BACS	142.20	Fencing install and hire - PC
Adele Print and Design	BACS	35.00	ID card and lanyard - S Chappe
WAP Lawton & Son Ltd	BACS	273.60	Play area tree works
WAP Lawton & Son Ltd	BACS	5,832.00	July contract - grounds maint
Caddis Ltd	BACS	504.00	Dukes Way Little Pond summer
Caddis Ltd	BACS	792.00	Dukes Way Duck Pond summer
Caddis Ltd	BACS	660.00	Moor Park Pond 2 summer
Caddis Ltd	BACS	696.00	Landscaping - Coronet Pond
DALC	BACS	110.00	Play Inspection Training Clerk
WAP Lawton & Son Ltd	BACS	1,104.00	Bark - Dukes Way
S MORGAN	BACS	36.45	Travel expenses for training
Telecoms World Plc	DD	27.41	VOIP Service
S MORGAN	BACS	1,165.49	August Salary

HMRC	BACS	219.39	NI and Income Tax
Cheshire Pension Fund	BACS	379.27	August pension

Total Payments 12,849.95

- f) To note financial position/management accounts to end September 2019 (attached)

Noted: The reports were reviewed and noted.

- g) To approve the Finance Committee Terms of Reference

Resolved: It was resolved to approve the Finance Committee Terms of Reference.

ACTION:SM/FC

- h) To approve an Investments Policy

Resolved: It was resolved to approve the Investments Policy.

- i) To approve a recommendation from the finance committee to open two savings accounts

Resolved: It was resolved to approve the recommendation to open two savings accounts as detailed in the Finance Committee minutes of 15th July 2019

ACTION:SM

- j) To note the Finance Committee minutes of the meeting held 15th July 2019

Noted: The Finance Committee minutes of the meeting held 15th July 2019 were noted.

7. Planning

- a) To consider a response to planning applications: -

19/02990/FUL	25 Chelford Drive	Two storey rear extension and single storey side extension
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Resolved: It was resolved to raise no objection to application 19/02990/FUL for 25 Chelford Drive

19/03107/FUL	Land at St George's Way	Erection of 5 detached dwellings with associated servicing, drainage, access and landscaping
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Resolved: It was resolved to **OBJECT** to the application, highlighting that Kingsmead Parish Council was not opposed to the principle of development on the site. It raised objections to the application to build 5 detached dwellings without garages due to its primary concern being lack of parking (inc cycle storage) and the location of the waste collection point. The protection/locations of important trees and wildlife on the site was also a concern. It was also noted that, as the adjacent landowner, the Parish Council is seeking to resolve some of these concerns through meetings with the applicant/agent.

ACTION:SM

- b) To receive updates on complaint to CWAC re the determination of application 19/01083/FUL

Noted: It was noted that CWaC have yet to respond to the escalated complaint and that the residents have not responded to written correspondence in relation to the damage cause to the Parish Council's land. Follow up correspondence will be sent to the resident by recorded delivery.

ACTION: SM

8. IT

- a) To approve the sharing of Council software with Cllr Boylan for the purposes of providing IT support

Resolved: It was resolved to approve the sharing of Council software with Cllr Boylan for the purposes of providing IT support

- b) To approve password access to systems used by Cllr Boylan for the purposes of maintenance and IT support

Resolved: It was resolved to approve password access to systems used by Cllr Boylan for the purposes of maintenance and IT support

- c) To approve the renewal of Office 365 Home software at £79.99 pa

Resolved: It was resolved to approve the renewal of Office 365 Home software at £79.99 pa

ACTION:SM/DB

- d) To agree for the retention of all passwords by the Chairman for emergency use only

Resolved: It was resolved to approve the retention of all passwords by the Chairman for emergency use only. USB to be provided in a secured envelope for retention.

ACTION: SM /EB/Chairman

9. Asset Management

- a) To consider costs relating to an initial consultancy meeting to advise re the renewal of the ground maintenance contract (£85.85)

Resolved: It was resolved to approve the costs of an initial consultancy meeting with APSE regarding the renewal of the ground maintenance contract.

ACTION:SM/CR/LH

- b) To approve the costs of a police search/admin fee for information relating to an incident that caused damage to KPC property (£35.20)

Resolved: It was resolved to approve the costs of a police search/admin fee for information relating to an incident that caused damage to KPC property.

ACTION: SM

10. Internal Auditor 2019-2020

- a) To appoint the internal auditor for the year 2019-2020 at a cost of £259.20

Resolved: It was resolved to reappoint the internal auditor for the year 2019-2020 at a cost of £259.20

ACTION:SM

11. Digital Mapping

- a) To consider a quotation for the purchase of digital mapping software

Resolved: It was resolved to purchase the digital mapping software, training and tech support package at a cost of £375 per year for 5 years plus an initial mapping fee of £85. Maplink software will be considered at a late once the maps have been established.

ACTION:SM

12. Training

- a) To consider attendance at the Being a Good Councillor - The Next Steps' on Wednesday 25th September (£75 each - Middlewich)

Noted: Cllr Hoey would like to attend this training course at a later date. Further dates will be provided when available.

ACTION: SM

- b) To consider attendance at the Introduction to Local Councils training on Wednesday 16th October at 6pm (£35 each - Tarvin)

Noted: No members wished to attend the training.

- c) To consider approval for the Clerk to attend the SLCC Branch conference on Wednesday 9th October (£30)

Noted: The Clerk's place at the SLCC Branch conference will be funded by another employer.

13. Youth Council

- a) To receive an update from the working group

Noted: No updates were received.

14. Parks and Playgrounds

- a) To receive an update from the working group

Noted: It was noted that routine checks are now being carried out by members. Some are being completed weekly and others on a fortnightly basis.

- b) To approve expenditure for repairs to fencing and railings.

Resolved: It was resolved to approve the quotes for repairs at a cost of £420, subject to confirmation that the fencing to be removed will be cleared to ground level.

ACTION:SM

- c) To consider a quotation for hedge reduction at Calveley Close

Resolved: It was resolved to decline the quotation and request the works be carried out as per the contract.

ACTION:SM

- d) To consider quotations to replace a missing pier cap stone
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Resolved: It was resolved to defer a decision for a further quote to be sought by Cllr Logan.

ACTION:AL

- e) To receive an update regarding the routine play area inspections

Noted: It was noted that the Burwardsley Way site is getting no noticeable use and a quote is being sought for the removal of the unit.

ACTION:SM

- f) To approve the fee for annual play area inspections (£55 per site)

Resolved: It was resolved to approve the fee for the annual play area inspections.

ACTION:SM

- g) To consider matters relating to wildflower meadows (Cllr Hoey)

Resolved: It was resolved that Cllr Hoey will work with a member of the public to select areas for wildflower trials for approval by the Council.

ACTION: LH

15. Trees and Ponds

- a) To receive an update from the working group
- b) To approve expenditure for tree and pond works

Resolved: It was resolved to approve the three quotations provided at £680 (Blakemere), £550 (Waystead) and £575 (Coronet Pond – flagging)

ACTION:SM

- c) To consider resident correspondence in relation to trees and hedges

Resolved: Responses were resolved to residents of Waystead Close and St George’s Way regarding fencing matters.

Regarding Prestbury Close, it was noted that the hedges had not yet undergone routine maintenance and this will be followed up with the contractor. The verge at Moreville Close will be reviewed by the Chairman.

ACTION:SM/CR

- d) To note the receipt of a quotation for an updated tree survey (attached)

Noted: It was noted that the cost had been received and that the Council would like to budget for an updated survey in 2020-2021 due to lack of provision in this year’s budget. A member suggested that the Tree and Pond maintenance contractor could be requested to advise regarding the trees. An independent survey was recommended by the Clerk to ensure best value can be sought for the work.

16. Events and Christmas

- a) To receive an update from the working group

Noted: The working group had met to discuss ideas for the Christmas events and resolved a proposal to be considered.

- b) To agree a plan for the Christmas Events in Kingsmead to be organised by the clerk and working group

Resolved: It was resolved to approve the Christmas event plans as outlined to be organised by the clerk and working group within the approved budget of £5000

ACTION:SM/Christmas WG

17. Village Hall/Community Building Working Group

- a) To receive an update from the working group

Noted: Cllr Williams provided an update on the village hall surveys along with data from the surveys recorded.

18. Clerk Report

- a) To receive a verbal report

Noted: An item raised by the Chairman regarding the Cheshire Wildlife Trusts land that is being maintained by the PC was raised by the Clerk and it was agreed to make initial contact with the CWT to discuss possible contributions to this maintenance.

ACTION: SM

19. Any other business

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

Noted: No further business was raised.

20. Close of meeting

Noted: The meeting closed at 9.25pm
