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Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 21st October 2019 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

Present: Cllrs Reed, Boylan, Chappell, Hoey, Jewitt, Martin, Weltman and Williams

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Resolved: It was resolved 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: Cllr Jewitt declared an interest in item 16a due to knowing the supplier of the bar and grotto
Cllr Reed declared an interest in item 7a as a neighbour of the applicant for application 19/03417/FUL
All members declared an interest in item 8c as residents of properties affected

3. **Public Open Forum**

Noted: A resident was in attendance to speak further about wildflowers, having provided maps of suggested areas for trials in advance of the meeting. Maintenance of the areas was discussed, and it was advised that an early Springtime planting would result in a display next summer. With compost removal taking place each year, the ground nutrients would remain low and a varied display of flowers would be seen each year.

4. **PCSO**

a) To receive a report from PCSO Phil Hambleton

Noted: PCSO Hambleton was not in attendance but had provided a written report prior to the meeting. The report was reviewed, and it was noted that an abandoned vehicle was still on the corner of Capesthorne Close but would be removed over the coming week. One incident of ASB was noted at Sir John Dean's College and three speeding offences had been reported.

It was advised that two volunteers had withdrawn from the speedwatch group with only two now remaining. Interest was expressed in the speeding statistics and it was requested that a breakdown of offences be requested in terms of those committed by residents and those from out of area/college attendees.

ACTION:SM

5. **Approval of Minutes**

a) To approve the minutes of the Parish Council Meeting held 16th September 2019

Resolved: It was resolved to approve the minutes of the Parish Council Meeting held 16th September 2019.

6. **Finance and administration**

a) To approve and sign September bank reconciliation

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

b) To approve and sign accounts for payment October 2019

Resolved: It was resolved to approve and sign accounts for payment October 2019:-

<u>Payee Name</u>	<u>Reference</u>	<u>Amount</u>	<u>Transaction Detail</u>
Lloyds	DD	36.01	Card payments – card fee, office costs, post, survey monkey
Time Assured	BACS	156.00	Annual service - clocktower
Rialtas Business Software	BACS	145.20	Alpha Software Annual Support
WAP Lawton & Son Ltd	BACS	504.00	Fence and railing repairs
WAP Lawton & Son Ltd	BACS	5,832.00	September contract
Play Inspection & Maint	BACS	514.80	9 x inspections and repairs
Caddis Ltd	BACS	1,596.00	Dukes Way duck pond Autumn
Caddis Ltd	BACS	792.00	Dukes Way little pond Autumn
Staff Expenses	BACS	41.80	Mileage and parking - CILCA
Telecoms World Plc	DD	27.41	VOIP Service
Salary	BACS	1,165.49	October salary
Cheshire Pension Fund	BACS	379.27	October pension
HMRC	BACS	219.39	October NI/PAYE
Total Payments		11,409.37	

ACTION:SM

c) To note accounts paid in September 2019

Noted: The accounts paid in September 2019 were noted

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

Noted: The accounts were reviewed and the financial position to the end of October 2019 was noted. The play area budgets were highlighted as a problem in terms of the spend still required. Other unspent budgets will be reviewed by the finance committee for virement approvals to be brought to the next meeting of the full council for consideration. It was advised that the new savings accounts were now active and that transfers will either be completed as per the financial regulations or brought back for approval to ensure the accounts are brought to below the £85,000 limit protected by the FSCS.

ACTION:SM/FC

e) To approve an annual direct debit to Information Commissioner’s Office for the registration fee (£35)

Resolved: It was resolved to approve the setting up of a direct debit for the payment of the ICO registration fee. It was noted that a GDPR policy was required and this will be sought from NALC for the Council’s approval.

ACTION:SM

f) To note the date of the finance committee meeting (11th November)

Noted: The date of the next finance committee meeting was noted

g) To approve the Council’s annual membership of the SLCC (£175)

Resolved: It was resolved to approve the Council’s annual membership of the SLCC

7. Planning

a) To consider a response to planning applications: -

Resolved: It was resolved to submit the following comments: -

19/03580/FUL	1 Harthill Close	Single storey rear and side extension (resubmission of 19/01684/FUL)	No objections were raised
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19/03420/FUL	12 Moulton Close	Demolition of existing conservatory and erection of single storey rear and side extension, first floor extension over existing garage including garage conversion and new rear garden gate access	No objections were raised
19/03417/FUL	53 Monarch Drive	Proposed single storey rear extension and associated alterations	No objections were raised to the principle of the development but it was questioned whether the blue colour of render was an appropriate choice of colour.

ACTION:SM

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

Noted: A response has been received from Andrew Lewis, Chief Executive of Cheshire West and Chester. Cllr Weltman is following up on matters relating to the incorrect drawings of the existing structure submitted by the applicant.

- c) To consider further actions in relation to correspondence to residents regarding planning matters and the Council's land at London Road

Resolved: It was resolved to monitor progress of the development and to retain the item on the agenda for further updates upon completion. It was noted that the enforcement officer had been advised that replanting of the removed bushes would be taking place.

8. Asset Management

- a) To consider storage arrangements for small assets

Noted: Cllr Jewitt is currently storing some of the council's small assets as well as the Christmas lights being stored by Northwich Town Council. A suitable storage unit has been viewed in Wincham for £20pcm and a formal quotation and terms and conditions of rental will be sought by Cllr Jewitt.

ACTION:/SJ

- b) To consider actions following the meeting with AMOR homes regarding the proposed development at Land at St George's Way

Noted: The Chairman and Deputy Chairman gave a verbal report on the meeting with AMOR home and other interested parties. Matters including design of the properties, the retention and removal of trees, the property boundary and waste storage were discussed. Parking and access requirements were also discussed, and the Parish Council is now seeking quotes for valuations for the access to the proposed development.

ACTION:SM/CR/LH

- c) To consider actions in relation to the transfer of the Estate Rentcharges to the Parish Council and the ongoing requirements of the Parish Council.

Noted: The quotations for legal fees were considered and it was agreed that the full costs would be reviewed by the Finance Committee for potential budgeting over a few years to complete the remaining work, with potential consideration to a public consultation on the expenditure proposed. Old records will also be reviewed to locate evidence of previous decisions and actions in relation to these matters.

ACTION:SM/FC

- d) To consider correspondence regarding issues with access into the woodland by the Dukes Way 2 play area.

Resolved: It was resolved to seek quotes to restrict access over the pipe within the area of woodland.

ACTION:SM

9. Consultation on proposed changes to the CWAC Enforcement Policy

- a) To consider a response regarding the proposal to increase delegation for enforcement to town or parish councils to build stronger communities

Resolved: It was resolved to strongly disagree with the proposal for increased delegation for enforcement to town and parish councils as members felt uncomfortable about the parish council taking enforcement actions.

ACTION:SM

- b) To consider general feedback on changes to the Enforcement Policy

Resolved: No further comments were made.

ACTION:SM

10. Grounds Maintenance and Wetland management Contract renewals

- a) To receive an update on the meeting held with APSE regarding the contract renewals

Noted: It was noted that the current contract has been extended to March 2021. Having reviewed the current contract with APSE, it was considered that the measurements and quantities needed to be recorded and included in the tender and new contract to allow for accurate costings. Options of renewing the contract or employing grounds staff directly were considered and APSE have advised that they can support with either option should the Parish Council require further support.

- b) To consider next steps in relation to the renewal of the contracts

Resolved: It was resolved to set up a working group to review the pros and cons of the contract renewal vs self-managing grounds staff, with members of the group agreed as Cllrs Reed, Hoey, Boylan and Jewitt.

11. Remembrance Day 11th November 2019

- a) To confirm arrangements and agree attendance and purchase of 2 wreaths

Resolved: Cllrs Weltman and Hoey will attend the service at Davenham on 10th November with wreaths to be purchased for a donation of £100 for both.

ACTION:SM/HW

12. Youth Council

- a) To receive an update from the working group

Noted: It was noted that there were no updates from the working group.

- b) To agree actions for the working group

Resolved: It was agreed that Holmes Chapel Parish Council should be contacted with a view to arranging a meeting to learn about how their recently formed Youth Council.

ACTION:SM/SJ

13. Plastic Free Communities

- a) To consider supporting a journey towards achieving Plastic Free Community status in Kingsmead (attached - Community Toolkit)

Resolved: It was agreed that a decision on achieving Plastic Free community status in Kingsmead be deferred for consideration at the next meeting.

ACTION: SM

14. Parks and Playgrounds

- a) To receive an update

Noted: It was noted that the play area budgets are low and that additional funds will be required for recommended works.

- b) To consider trial areas for wildflower meadows (Cllr Hoey)

Resolved: It was agreed that 4 trial areas be planned for planting in early March 2020. Strips around St George's field and on the brow of the hill on Kingsmead/St George's Way junctions will be left to grow naturally and an area on the roadside by Coronet Avenue and near Monarch Drive/SJD college will be seeded for more clearly defined roadside displays. Grants for the purchase of seeds will be researched by the Clerk.

ACTION:SM/LH

- c) To consider actions in relation to resident correspondence regarding litter

Resolved: It was agreed that the Clerk would write to takeaway businesses in Kingsmead Square and Sir John Dean's college regarding the issues of littering caused by takeaway packaging and that prices for additional emptying of two parish council bins be sought from the contractor. Littering will also be included as an item in the newsletter.

15. **Trees and Ponds**

- a) To receive an update from the working group

Noted: It was noted that the pond works had been completed and that the culvert clearance would be left to the end of the seasonal works.

16. **Events and Christmas**

- a) To note arrangements made and confirmation of bookings

Noted: Bookings made for the Christmas event were noted

- b) To agree a charity for donations received from the event

Resolved: It was agreed that Barnardos would receive donations from the Christmas event

- c) To agree actions to be taken

Noted: Additional contacts would be pursued for musical performances at the Christmas event with a poster to be designed and displayed in due course.

ACTION:SM/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. The Clerk reported that contact has been made with Cheshire West and Chester and that an update is awaited regarding the school land use calculation. This will determine the next steps in relation to the use of the land.

18. **Newsletter**

- b) To agree a date for publication and format/content of the newsletter

Resolved: It was agreed that the newsletter content should be submitted to Cllr Bannister by 4th November for publication on 18th November. Content will include litter and poster competition (Cllr Reed), wildflowers (Cllr Hoey), village hall survey results (Lynne) and the Christmas event (Cllr Jewitt) and Helen (Permitted development guidance)

19. **Clerk Report**

- a) To receive a verbal report

Noted: No further items were noted

20. **Any other business**

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

Noted: Cllr Williams raised the matter of fraudulent emails which had been sent to all members in the guise of the Chairman. It was noted that these emails were not the result of a security breach and were to be ignored/blocked with vigilance by members and the Clerk to be given to further emails of this type.

21. **Close of meeting**

Noted: The meeting closed at 9.40pm
