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Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 18th November 2019 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

Present: Cllrs Hoey, Boylan, Bannister, Chappell and Weltman

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Resolved: It was resolved to receive apologies from Cllrs Martin, Williams, Jewitt, Logan and Reed

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: No interests were declared.

3. **Public Open Forum**

Noted: In attendance were representatives of Amor Homes who addressed the council in relation to the proposed development at the former Leftwich Farm site. It was explained that the developer needs the permission for access to be updated and that an offer is now being made for the parish council to allow for this change in the title deeds of the access land. An additional offer to tarmac an adjacent area was made. The developer confirmed that valuation fees would be paid if the council wished to proceed with the land valuation.

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 incidents of antisocial behaviour were being reported through social media sites rather than directly to the police, which meant that the police were unable to respond. An abandoned vehicle had been removed, a door theft had been reported and parking issues had been reported around the school. Fewer issues of speeding were noted.

The Clerk raised that CWAC can provide H bars for residents' driveways should obstructions occur. Detail of how to apply will be put on the website.

ACTION:SM

5. **Approval of Minutes**

- a) To approve the minutes of the Parish Council Meeting held 21st October 2019

Resolved: It was resolved to approve the minutes of the Parish Council Meeting held 21st October 2019.

6. **Finance and administration**

a) To approve and sign October bank reconciliation

Resolved: It was resolved to approve the October bank reconciliation which was checked to the bank statement and signed by the Chairman.

b) To approve and sign accounts for payment November 2019

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

Lloyds Bank	196.28	Card payments – stationery, land registry searches, office software and hi-vis vests
WAP Lawton & Son Ltd	1,412.40	Multiple repairs to play areas
Pear Technology Services Ltd	552.00	Digital mapping service
Caddis Ltd	660.00	Waystead Close tree works
Caddis Ltd	816.00	Blakemere Drive tree works
Caddis Ltd	1,440.00	Autumn contract – Western Boundary
APSE	72.72	Contract advice expenses
Cuddington and Sandiway PFA	40.00	Hire of hall for training
WAP Lawton & Son Ltd	5,832.00	October contract
WAP Lawton & Son Ltd	864.00	Rotavate 6 play areas
Caddis Ltd	5,640.00	Autumn Main ditch draining
Caddis Ltd	444.00	Bickerton Way pond
The Christmas Decorators	900.00	50% deposit Clock decorations
Northwich Town Council	106.20	Hire and removal of heras fencing
SLCC	175.00	Membership fee
Hollywood Selfie Mirror	270.00	90% final balance for event
Telecoms World Plc	27.41	VOIP contract
S MORGAN	1,165.49	Salary
HMRC	219.39	PAYE and NI
Cheshire Pension Fund	379.27	Pension
DDH Electrical	1237.56	Works to clocktower

ACTION:SM

c) To note accounts paid in October 2019

Noted: The accounts paid in October 2019 were noted

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

Noted: The accounts were reviewed and the financial position to the end of November 2019 was noted

e) To note the cheque payment made to the Royal British Legion for £100

Noted: The cheque payment was noted.

f) To note the cancellation of the 11th November finance committee

Noted: It was noted that the finance committee meeting had been cancelled due to being inquorate and that this is now rescheduled for 25th November

g) To appoint an additional member to the finance committee and to update to the terms of reference accordingly

Resolved: It was resolved to approve Cllr Chappell as the extra member of the finance committee and to update the terms of reference for the committee to reflect the increase in membership.

ACTION: SM

- h) To approve the transfer of £15,000 from current a/c to the Business 125 Day Saver a/c

Resolved: It was resolved to approve the transfer of £15000 from the current a/c to the Business 125 Day Saver a/c

7. Personnel

- a) To consider a recommendation in relation to increasing the Clerk's hours

Resolved: It was resolved to approve an increase from 20 to 23 hours up to Christmas and 25 hours thereafter as a permanent contract change.

ACTION: SM

- b) To approve a process for the appraisal for the Clerk and agree a date

Resolved: It was agreed that Cllrs Hoey and Bannister would complete the appraisal with the clerk and that a template document should be located, requesting one from CHALC if none is available on the Clerk's computer.

ACTION: SM/EB/LH

8. Planning

- a) To consider a response to planning applications

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

19/00107/FUL	358 London Road	REVISED PLANS: Change of use of outbuilding (former abattoir) to residential for dependent relatives apartment with side extension	The Council restated its previous objections and awaits a decision by the planning committee at CWAC.
19/03608/FUL	342 London Road	Dropped kerb and vehicle crossing at the front of the property	No objections were raised

ACTION: SM

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

Noted: No further updates had been received and the Clerk has received back the letter sent by recorded delivery in relation to damage to council land. Cllr Weltman considers that no further action will be taken by CWAC. The completion of the works is awaited to determine further actions.

9. Asset Management

- a) To note the delay in the receipt of insurance information from the Police Commissioner

Noted: It was noted that the insurance information had just been received to enable to claim to proceed for the damage to the railings on Kingsmead caused by the vehicle collision in August.

ACTION: SM

- b) To consider a request to complete a deed of variation in relation to Estate Rentcharges

Resolved: It was resolved to approve the request to complete a deed of variation to remove Estate Rentcharges at the expense of the property vendor.

ACTION: SM

- c) To consider an offer in relation to an adjustment to access rights for Land at St George's Way

Resolved: It was resolved to decline the offer from Amor Homes to make an adjustment to the access rights for Land at St George's Way and to proceed with a valuation before agreeing to the changes.

10. **Grounds Maintenance and Wetland management Contract renewals**

- a) To receive an update on the meeting of the working group

Noted: It was noted that there were no updates due to the cancellation of the meeting.

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

Noted: It was noted that the meeting would be rescheduled.

ACTION: SM

11. **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

12. **Parks and Playgrounds**

- a) To receive an update

Noted: It was noted that that members were unsure about the required frequency of routine inspections. The Clerk confirmed that no less than fortnightly was required to monitor any changes.

- b) To consider a request for budget virements from the play area committee to complete repairs

Resolved: It was agreed to vire the following budgets to enable play area works to proceed: Grants (£1000), Best Kept Garden (£110), Elections (£2108) and Open Day (£1000). Total: £4218

ACTION: SM

- c) To receive a report in relation to trial areas for wildflower meadows (Cllr Hoey)

Noted: It was noted that wildflower hay has now been trampled into an area on the right of St George's Field as one of the trial areas. This will be left uncut with a path cut for walking through it. An area to the top of the hill on the left-hand side as entering Kingsmead on the A533 south will be left natural and cut only once a year. The final area will be on the same side after the crown leading to the substation. This area will be rotavated and seeded. Maps of the areas will be created and provided the grounds contractor.

A suggestion of starting a 'Friends of Kingsmead' group was raised and agreed that this should be brought for consideration on the next agenda.

ACTION: SM

- d) To receive the minutes of the play area committee meeting held 21st October

Noted: The minutes were noted and it was highlighted that Cllr Bannister has been elected as Chairman

13. **Trees and Ponds**

- a) To receive an update from the working group

Noted: It was noted that the Autumn pond works were now nearly completed.

- b) To consider quotations to reduce the height of the Weavervale footpath hedge to 1.5m

Resolved: It was agreed to defer the decision to approve the quotation until a further quote had been received and for the Clerk to contact CWT re approval for throwing cuttings into Poor's wood.

- c) To consider a quote to remove a cherry tree, stump grind and relay paving at Capesthorpe Close

Resolved: It was agreed to proceed with the works to remove and stump grind the cherry tree and to relay the root damaged paving.

ACTION:SM

14. **Events and Christmas**

- a) To note arrangements made and confirmation of bookings

Noted: It was noted that bookings had been confirmed but raffle prizes were still needed. A request would be

put on social media for further prizes and a poster would be put up in the notice board.

ACTION:SM

- b) To agree further actions in relation to the event

Resolved: It was agreed to continue to promote the event on social media and to ensure the electrics were repaired for the event.

ACTION:SM

- c) To receive a report in relation to member attendance at the Remembrance Sunday parade

Noted: It was noted that Cllrs Weltman and Hoey had attended the event where sadness was felt for the recent death of the Davenham RBL Chairman, Glyn Roberts. Glyn had organised previous years' events and the organisation of the event had been challenging without his experience and knowledge. Next year is a significant anniversary year and it was considered that further discussions should be held regarding the 75th anniversary VE Day.

ACTION:SM/WG

15. Village Hall/Community Building Working Group

- a) To receive an update from the working group

Noted: Cllr Williams had provided a final survey results sheet from the survey monkey and paper surveys that had been distributed which showed a breakdown of the activities that residents would like to use a hall for, offers of help and advice during the project and the overall numbers of residents supporting the proposal. 90% of residents responding were in support of a new hall. The Clerk advised that an update had been received from CWAC re the use of the school land and that it was considered extremely unlikely that an application to use the land would be approved, unless the council could offer a piece of land to replace that which would be lost.

- b) To consider further actions for the working group

Resolved: It was agreed to proceed with a further meeting of the working group to look at options.

ACTION: SM/WG

16. GDPR

- a) To consider matters relating to the use of personal email addresses

Noted: The Clerk spoke about matters relating to the use of personal email addresses by members and also about issues of emails not being received by members on the official emails.

- b) To consider a date for a GDPR training/information session.

Resolved: It was agreed to provide an information session where members could review their settings half an hour in advance of the next council meeting. Cllr Boylan will provide member forwarding settings to the Clerk for review.

ACTION: DB/SM

17. Clerk Report

- a) To receive a verbal report

Noted: It was noted that there were no further items for report.

18. Close of meeting

Noted: The meeting closed at 9.00pm
