



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 16th December 2019 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

Present: Cllrs Reed, Logan, Weltman, Chappell, Boylan, Williams, Hoey

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Resolved: It was resolved to receive apologies from Cllrs Martin, Bannister and Jewitt

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 members declared interested in any items on the agenda

3. **Public Open Forum**

Noted: No members of public were present

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 a few tool thefts had taken place around the area. The council was pleased to hear that some of the door to door sellers had been picked up. Members highlighted inconsiderate parking at the school that had included people parking on residents' driveways.

5. **Approval of Minutes**

a) To approve the minutes of the Parish Council Meeting held 18th November 2019

Resolved: It was resolved to approve the minutes of the Parish Council Meeting held 18th November 2019.

6. **Finance and administration**

a) To approve and sign November bank reconciliation

Resolved: It was resolved to approve the November bank reconciliation which was checked to the bank statement and signed by the Chairman and Cllr Weltman

b) To approve and sign the savings account bank reconciliation

Resolved: It was resolved to approve the 125 Day savings account bank reconciliation which was checked to the bank statement and signed by the Chairman and Cllr Weltman

c) To approve and sign accounts for payment December 2019

Resolved: It was resolved to approve and sign accounts for payment December 2019. The invoice for Christmas lights on the clocktower was not approved and it was requested that a full detailed invoice is provided with the breakdown of the costs as not all agreed works were completed. The payment for additional hedge cutting at £504.00 will be delayed until an explanation is given for the additional works to reduce the hedge height which were not agreed in advance: -

Lloyds (card payments)	DD	217.95	4230	120	12.50	Business cards
			4230	120	8.40	Stamps
			4510	150	69.55	Selection boxes
			4510	150	4.16	Wrapping paper
			4510	150	2.62	Raffle tickets
			4510	150	6.62	Money belt
			4205	120	3.00	Card fee
			4510	150	21.00	TEN Notice
			4230	120	3.32	Envelopes
			4245	120	67.00	Newsletter printing
Caddis Ltd	BACS	540.00	90.00	4340	130	450.00 Moor Park pond 2 Autumn
Caddis Ltd	BACS	870.00	145.00	4340	130	725.00 Moor Park Pond 1 Autumn
Buddha Group	BACS	784.20	130.70	4510	150	653.50 Christmas event equipment
Knutsford Town Council	BACS	3.72	0.62	4510	150	3.10 Carol sheet printing
WAP Lawton & Son Ltd	BACS	624.00	104.00	4305	130	520.00 Capesthorne close paving/trees
Mrs L Street	BACS	80.00		4510	150	80.00 Performance by The Avenue
WAP Lawton & Son Ltd	BACS	252.00	42.00	4305	130	210.00 Additional bin emptying Nov
WAP Lawton & Son Ltd	BACS	5,832.00	972.00	4300	130	4,860.00 November contract
WAP Lawton & Son Ltd	BACS	504.00	84.00	4305	130	420.00 Additional hedge work St G Way
Buddha Group	BACS	90.00	15.00	4510	150	75.00 Xmas event equipment hire
The Christmas Decorators	BACS	900.00	150.00	4510	150	750.00 50% xmas lights clocktower
Northwich Town Council	BACS	2,220.00	370.00	4510	150	1,850.00 Tree lights and motifs
Caddis Ltd	BACS	2,799.60	466.60	4340	130	2,333.00 Culvert Clearance
S MORGAN	BACS	1,295.90		4000	110	1,295.90 December salary
HMRC	BACS	311.85		4010	110	311.85 December PAYE/NI
Cheshire Pension Fund	BACS	436.17		4030	110	436.17 December pension
S MORGAN	BACS	41.80		4050	110	37.80 Travel to CILCA training
				4060	110	4.00 Parking CILCA training
Mack's Music	BACS	389.00		4510	150	389.00 Xmas event support

ACTION:SM

d) To note accounts paid in November 2019

Noted: The accounts paid in November 2019 were noted and signed.

- e) To note financial position/management accounts to end December 2019

Noted: The financial position/management accounts to end December 2019 was reviewed and noted.

- f) To approve the revised Financial Regulations

Resolved: It was resolved to approve the updated financial regulations with the recommended changes made by the Finance Committee.

ACTION: SM

- g) To appoint a member to approve the bank reconciliation statements

Resolved: It was resolved to appoint Cllrs Weltman and Logan to approve the bank reconciliation statements.

- h) To receive the minutes of the 25th November Finance Committee Meeting (attached)

Noted: The minutes of the 25th November Finance Committee Meeting were reviewed and noted.

- i) To consider and approve the 2020-2021 budget and precept (attached)

Resolved: It was resolved to approve the budget and precept for 2020-2021 with a precept set at £200,550 to include a 3% increase from the current year plus a £10,000 budget for the removal of estate Rentcharges.

ACTION: SM

- j) To approve the recommendation of the Finance committee to use RBS for Year end close down (£560 plus mileage – payable in FY 20-21)

Resolved: It was resolved to approve the payment for year end close down.

ACTION: SM

- k) To approve a payment of £20 to the clerk for the purchase of computer glasses

Resolved: It was resolved to make the payment of £20 to the clerk towards the purchase of computer glasses.

ACTION: SM

7. Planning

- a) To consider current planning applications

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

19/03107/FUL	Land at St Georges Way Northwich	Erection of 5 detached dwellings with associated servicing, drainage, access and landscaping	The council repeats its comments on the application as submitted on 18 th September and awaits the decision of the planning committee.
19/04303/FUL	Kingsmead Square	Installation of 2 rapid electric vehicle charging stations (existing parking spaces will become 2 EV charging bays, along with associated equipment)	No objections were raised.

- 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 updates were available. Members to continue to observe/monitor site and report back

- c) To consider attendance at the CWAC planning committee on 23rd January at 4pm re the determination of application 19/00107/FUL for 358 London Road

Resolved: It was resolved that Cllr Weltman attends the planning committee as representative of the parish council.

8. Asset Management¹

- a) To receive an update in relation to Land at St George's Way

Noted: Cllr Reed gave an update from the meeting and explained ways suggested for valuing eg percentage of property sale. The surveyor advised that 5 hours of work was enough to establish position for proceeding with an agreement.

- b) To approve a payment to Brown Rural surveyors for 5 hours of land valuation works

Resolved: The fees were considered, and it was resolved to pay initial fees, if required, for up to 5 hours of work

ACTION: SM

- c) To approve the terms of engagement for Brown Rural surveyors (attached)

Resolved: It was resolved to approve the terms of engagement for Brown Rural Surveyors

ACTION: SM

- d) To approve the terms and conditions of business for Brown Rural surveyors (attached)

Resolved: It was resolved to approve the terms and conditions of business for Brown Rural surveyors

ACTION: SM

- e) To consider further quotes for the replacement of pier cap stones (Cllr Logan)

Resolved: It was resolved to defer the item until next month

ACTION: SM/AL

- f) To consider a policy of approval to complete deeds to extinguish Estate Rentcharges at the expense of the applicant until the financial year end

Resolved: It was resolved to approve a policy as follows: -

Having been made aware of the potential detrimental impact of Estate Rentcharges on sales of properties in Kingsmead, Kingsmead Parish Council has budgeted for the removal of the Estate Rentcharges in the next financial year, 2020-2021. Requests received before this time will be approved but not funded by the parish council due to budgetary constraints.

ACTION: SM

9. SLCC Practitioner's Conference

- a) To approve the Clerk's attendance at the SLCC Practitioner's conference (£299 plus £82 travel)

Resolved: The council was advised that this would cause an overspend on the training budget for this year. It was resolved to approve the Clerk's attendance at the SLCC Practitioner's conference.

¹ Cllr Chappell left the meeting during item 8a

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

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

Noted: The working group had considered the options of taking on staff vs renewing contract and agreed it was best to renew contract at this time due to the lack of facilities in Kingsmead that would be required. The building of a village hall may change this and make increased employment viable for next contract

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

Noted: The mapping of areas to complete bills of quantities has now been started following the completion of the Pear Mapping training.

ACTION: SM/CR/LH

- c) To approve the costs of procurement support for the contract renewals (attached)

Resolved: It was resolved to proceed with a second meeting with APSE to discuss the next stages of work required by the council.

ACTION: SM

11. **Youth Council**

- a) To receive an update from the working group

Noted: The Clerk have an update that a meeting is being planning with Holmes Chapel Parish Council and awaiting a date from Cllr Jewitt to visit HC parish council

ACTION: SM

- b) To agree actions for the working group

Noted: No further actions were agreed at this time.

12. **Parks and Playgrounds**

- a) To receive an update

Noted: The group had not met since the last meeting and the Chairman of the committee was not in attendance. It was noted that the annual inspections had taken place with reports due before Christmas.

- b) To consider quotations for painting of the white sections of the lychgate at Kensington Way park (£190 plus materials) or the entire structure (£690 plus materials)

Resolved: It was resolved to approve the works to paint the entire structure, subject to the woodwork being sound and without rot. It was agreed that Cllr Boylan should assess the lychgate.

ACTION SM/SB

- c) To agree a date for the next meeting of the play area committee

Resolved: It was resolved to book the next meeting of the play area committee on 13th of January at 7.30pm

ACTION: SM

- d) To consider a date for a litter pick

Resolved: It was resolved to book provisional dates 15th or 22nd February – final agreement of date to be made at the January meeting

- e) To approve costs for bark replenishment (to be provided)

Resolved: It was resolved to request that the grounds contractor adds 10m³ to each site that has been

assessed as having very low bark and exposed concrete.

ACTION:SM

13. **Trees and Ponds**

- a) To receive an update from the working group

Noted: The contracted works completed were noted and the Chairman advised that he had an update in relation to a culvert under item 13b.

- b) To receive an update on the collapse of the culvert at Monarch Drive

Noted: The Chairman reported that the pipe has collapsed, and water is backed up following the collapse of the culvert at Monarch Drive. Costs are being sought with options for repairs. Full removal will be considered as it is no longer required with consideration of banking on the school side to prevent flooding.

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

Resolved: It was resolved to proceed with Option 2, subject to CWT agreeing to allow waste to be thrown into the woods (not chipped)

ACTION: SM

- d) To consider a quote to crown lift trees on the Weavervale footpath

Resolved: It was resolved to pay an extra £500 for tree works on the footpath.

ACTION: SM

- e) To consider a quote for general winter pruning works

Resolved: It was resolved not to proceed with the quotation and to request that the contractor identify areas that need clearing for review at the January meeting

ACTION: SM

- f) To consider a quote for tree works at Burwardsley Way play area

Resolved: It was resolved to defer decision until the January meeting.

- g) To consider a quote for tree works at Campbell Close play area

Resolved: It was resolved to defer decision until the January meeting.

- h) To consider a quote for tree works at Capesthorpe Close and Pulford Close play areas

Resolved: It was resolved to defer decision until the January meeting.

14. **Events and Christmas**

- a) To receive an update on the Christmas event

Noted: It was noted that the event went well, and members have had good feedback including that music was really good. The council's gazebos were too light weight for winter weather and the working group would look to hire extras next year instead.

- b) To note the amount raised for Barnardo's from the event

Noted: It was noted that £95.64 was raised from the Christmas event for Barnardo's and that the payment should now be made to the charity as the cash has been banked.

ACTION: SM

- c) To consider a request for an additional payment from Mack's Music (£21)

Resolved: It was resolved to agree to make the payment as a gesture of goodwill, however all costs must be

agreed in advance for future events, in writing with the clerk.

ACTION: SM

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

- a) To receive an update from the working group

Noted: It was noted that there the working group come up with a list of possible ideas for locations and these are being investigated/reviewed by the working group

- b) To consider further actions for the working group

Noted: The school will be advised regarding the update on the use of the school land and the working group will compile summaries of each site considered for further review.

16. **Clerk Report**

- a) To receive a verbal report

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

17. **Close of meeting**

Noted: The meeting closed at 9.35pm