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Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 27th January 2020 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

Present: Cllrs Reed, Bannister, Weltman, Jewitt, Chappell, Boylan and Williams.

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Resolved: It was resolved to receive apologies from Cllrs Martin, Logan and Hoey

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 participated in this item.

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 parking issues at the school had been raised through social media but were not on the report. Other items highlighted included the slashing of tyres and a theft from the rear of a takeaway.

5. **Approval of Minutes**

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

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

6. **Finance and administration**

a) To approve and sign December bank reconciliation

Resolved: It was resolved to approve the December bank reconciliation for the current account which was checked to the bank statement and signed by two members.

b) To approve and sign accounts for payment January 2020¹

Resolved: It was resolved to approve and sign accounts for payment December 2020. The invoice for Christmas lights on the clocktower was approved following a reduction in cost.

¹ Cllr Boylan arrived during this item

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount
<u>Transaction Details</u>								
16/01/2020	Lloyds	DD	35.97		5.50	4510	150	10.82 Xmas decoration
						4510	150	16.65 Light bulbs
						4205	120	3.00 Card fee
20/01/2020	SLCC	BACS	339.00		40.00	4200	120	299.00 SLCC Conference
20/01/2020	SLCC	BACS	350.00			4200	120	350.00 CILCA course fee
20/01/2020	Play Inspection & Maint Svcs	BACS	356.40		59.40	4410	140	297.00 Inspections for 9 sites
20/01/2020	WAP Lawton & Son Ltd	BACS	252.00		42.00	4305	130	210.00 Extra litter bin emptying
20/01/2020	WAP Lawton & Son Ltd	BACS	5,832.00		972.00	4300	130	4,860.00 Contract maintenance
20/01/2020	The Christmas Decorators	BACS	600.00		100.00	4510	150	500.00 Balance clocktower lights
20/01/2020	WAP Lawton & Son Ltd	BACS	1,104.00		184.00	4400	140	920.00 Play bark Pulford and Burwardsley Way
20/01/2020	Caddis Ltd	BACS	2,799.60		466.60	4340	130	2,333.00 Culvert management
21/01/2020	S MORGAN	BACS	33.08			4050	110	33.08 Travel expenses - pensions
21/01/2020	Nationwide 45 Day Saver for Bu	VAT ref	7,039.53				210	7,039.53 VAT to savings account transfer
22/01/2020	Barnardo's	BACS	95.64			4510	150	95.64 Fundraising xmas event
22/01/2020	Caddis Ltd	BACS	720.00		120.00	4340	130	600.00 Coronet Pond Weed Control
31/01/2020	S MORGAN	BACS	1,383.03			4000	110	1,383.03 Salary 01-20
31/01/2020	Cheshire Pension Fund	BACS	474.10			4030	110	474.10 January pension
31/01/2020	HMRC	BACS	372.94			4010	110	372.94 Tax and NI

ACTION:SM

c) To approve and sign accounts paid in December 2019

Resolved: The accounts paid in December 2019 were approved and signed.

d) To note financial position/management accounts to end January 2020

Noted: The financial position/management accounts to end January 2020 was reviewed and noted.

e) To note the new employer contribution rate to the Cheshire Pension Fund as of 1st April

Noted: It was noted that the new employer rate from 1st April 2020 would be 22.6%, an increase of 0.8%. This rate is effective for three financial years until the next valuation.

7. Planning

a) To consider a response to an application to fell a protected sycamore tree in Poors Wood, application ref 20/00173/TPO

Resolved: It was resolved to submit a comment raising no objections to the removal of the tree.

ACTION: SM

8. Consultations

a) To consider a response to the CWAC Local Cycling and Walking Infrastructure Plan

Resolved: It was resolved to make no comments on the plan which had been shared to the website and social media for residents to view.

- b) To consider a response to the consultation on LJA Airspace Change Proposal

Resolved: It was resolved to make no comments on the proposal which had been shared to the website and social media for residents to view.

9. Risk Assessment

- a) To approve and sign the reviewed risk assessment

Resolved: The document was reviewed and it was resolved to approved the updated risk assessment

ACTION: SM

10. Asset Management

- a) To consider quotes for the replacement of pier cap stones (attached)

Resolved: It was resolved to defer decision until later in the year.

- b) To approve and sign the terms of a Deed of Variation for removal of the fixed rentcharge on a residential property (attached – confidential)

Resolved: It was resolved to approve and sign the Deed of Variation which was signed by Cllrs Reed and Jewitt and witnessed by the Clerk as Proper Officer.

ACTION:SM

- c) To approve a quotation for the repair of railings on the spine road (attached -to be covered by insurance)

Resolved: It was resolved to approve the quotation for referral to the insurance company to pay costs for repair.

ACTION:SM

- d) To approve the instruction for Chafes Hague Lambert Solicitors to act in relation to land valuations and Deeds of Easement works for Land at St George’s Way (attached)

Resolved: It was resolved to approve the instruction for Chafes Hague Lambert Solicitors to act in relation to land valuations and Deeds of Easement works for Land at St George’s Way with fees to be covered by the developer, Amor Homes.

ACTION:SM

11. Personnel

- a) To note the completion of the staff appraisal

Noted: The completion of the staff appraisal by Cllrs Hoey and Bannister was noted.

- b) To approve the automatic increment progression to NJC SCP 28 as of 1st April 2020 based on a satisfactory performance review

Resolved: It was resolved to approve the increment progression to NJC SCP 28 as of 1st April following confirmation of a satisfactory performance review.

ACTION:SM

12. Parks and Play areas

- a) To receive an update from the meeting of the play area committee

Noted: Cllr Bannister gave an update from the meeting highlighting that the committee have deferred non-priority repairs and requested that Cllr Chappell reviews the gate closures for repair. The unit at Campbell Close was highlighted as a priority for replacement in the coming year.

- b) To approve the removal of the basketball and combined goal from Kensington Way (£720)

Resolved: It was resolved to defer approval of the quotation.

- c) To approve expenditure of up to £500 for the wildflower project (Cllr Hoey – attached)

Resolved: It was resolved to approve the plans for the project and to apply for the remaining Members Budget from Cllr Weltman for the funds to cover the costs of the project.

ACTION:SM/LH

- d) To consider a date for a litter pick (15th or 22nd February)

Resolved: It was resolved to go ahead with two litter picks on 15th and 17th February at 10am from the Kingsmead notice board.

ACTION:SM

13. Trees and ponds

- a) To receive an update from the working group

Noted: An update was given in relation to the requirement for chipping to be undertaken of hedge clippings in Pools Wood. Due to urgent projects, it would be necessary to carefully prioritise tree works and defer non-urgent items.

- b) To consider amended quotations to reduce the height of the Weavervale footpath hedge to 1.5m including chipping of waste (attached)

Resolved: It was resolved to approve the amended quotations to reduce the height of the Weavervale footpath hedge to 1.5m including chipping of waste for £4600

ACTION:SM

- c) To consider a quote to crown lift trees on the Weavervale footpath (attached)

Resolved: It was resolved to approve the additional works to crown lift trees for £500

ACTION:SM

- d) To consider a quote for tree works at Burwardsley Way play area (attached)

Resolved: It was resolved to defer the item until a later date due to budgetary constraints.

- e) To consider a quote for tree works at Claremont Close (attached)

Resolved: It was resolved to approve the tree works at Claremont Close for £580.

ACTION:SM

- f) To consider a quote for tree works at Campbell Close play area (attached)

Resolved: It was resolved to defer the item until a later date due to budgetary constraints.

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

Resolved: It was resolved to defer the item until a later date due to budgetary constraints.

- h) To consider a quote for general winter pruning works on the spine road and play areas (attached)

Resolved: It was resolved to approve the quotation for winter pruning works at £2600 for five days work with direction to be given on areas that need works.

ACTION:SM

- i) To consider a quote for 50% of hedge reduction works at St George's Way (£210 – verbal report)

Resolved: It was resolved to decline the quotation for hedge reduction works as it was considered that this work should have been included in the contracted works.

ACTION:SM

- j) To approve a budget of £5000 for repair works to the collapsed culvert on Monarch Drive with the approval

of works to be delegated to the Clerk in conjunction with the Trees and Ponds Working Group on advice of the CWAC flood risk team (attached)

Resolved: It was resolved to approve budget of £5000 for repair works to the collapsed culvert on Monarch Drive with the approval of works to be delegated to the Clerk in conjunction with the Trees and Ponds Working Group on advice of the CWAC flood risk team.

ACTION:SM/WG members

k) To consider the replanting of hedgerow at St George's Way and payment of invoice for works

Resolved: It was confirmed that the invoice for works was for hedge reduction and that the replanting was offered by the contractor to replace the damaged hedge. It was resolved to approve the invoice for payment.

ACTION:SM

14. Storage Facility

a) To approve the licence agreement for the rental of a storage unit at New Cheshire Business Park, Wincham.
Cost - £20pw plus £50 refundable deposit, min term one calendar month

Resolved: It was resolved to approve the licence agreement for the rental of a storage unit, with the remainder of the newsletter budget to be vired for the storage unit for the remainder of the financial year.

ACTION:SM

15. VE Day 75

a) To discuss options for the council's participation in VE Day 75

Noted: A few ideas were discussed and it was agreed to research options for display as part of the celebrations with a suggestion of poppies to be displayed on the spine road. The council will look into what other organisations are planning and support the promotion of these events.

ACTION:SM

16. Village Hall/Community Building Working Group

a) To receive an update from the working group

Noted: The working group has been working on site reviews but has not met since the last meeting.

b) To consider further actions for the working group

Noted: No actions were agreed until the group has met and considered options.

ACTION:SM

17. Close of meeting

Noted: The meeting closed at 9.25pm
