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Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 16<sup>th</sup> March 2020 at 7.30pm at Kingsmead Primary School, Dukes Way, Kingsmead

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**Present:** Cllrs Reed, Hoey, Bannister, Weltman and Chappell.

**Also in attendance:** Sarah Morgan (Clerk)

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**1. To receive Apologies**

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

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**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

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**3. Public Open Forum**

**Noted:** A resident attended in relation to the setting up of a coronavirus community support initiative to request financial support for the purchase of phones and printing costs. The resident was advised that as this was not on the agenda for this meeting, no funding could be agreed at this time and further consideration of the council's support options for printing leaflets would take place following the meeting, with the potential for this to be considered at the extra meeting to be held on 23/03/20.

A representative of Transition Northwich (TN) attended to speak in support of the council's proposed action plan and proposed declaration of climate emergency. The representative also spoke in relation to the work of the TN group in encouraging further action from CWAC and the co-ordinated effort with councils around Northwich to build stronger communities.

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**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 there were some incidents of youth ASB, a tricycle theft and some parking/highway issues.

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**5. Approval of Minutes**

a) To approve the minutes of the Parish Council Meeting held 17<sup>th</sup> February 2020

**Resolved:** It was resolved to approve the minutes of the Parish Council Meeting held 17<sup>th</sup> February 2020

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**6. Finance and administration**

a) To approve and sign the current account bank reconciliation to 29-02-2020

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**Resolved:** It was resolved to approve and sign the current account bank reconciliation to 29-02-2020

b) To approve and sign the Nationwide 45 Day Saver account reconciliation to 01-03-2020

**Resolved:** It was resolved to approve and sign the Nationwide 45 Day Saver account reconciliation to 01-03-2020

c) To approve and sign accounts for payment March 2020

**Resolved:** It was resolved to approve and sign the accounts for payment March 2020:-

Lloyds Bank	324.64	52.11	85.42 Wildflower seeds 3.00 Card charge 41.66 Binding machine 9.00 Land Registry searches 133.45 Measuring wheels for contract
WAP Lawton & Son Ltd	336.00	56.00	280.00 Extra bin emptying
WAP Lawton & Son Ltd	5,832.00	972.00	4,860.00 Landscape Maintenance February
CHALC	70.00		70.00 Chairmanship training EB/LH
Caddis Ltd	6,120.00	1,020.00	5,100.00 Hedge reduction work top path
WAP Lawton & Son Ltd	3,120.00	520.00	2,600.00 5 days of pruning works
New Cheshire Business Park Ltd	154.00	17.33	136.67 Deposit and hire to 16-04-2020
Pear Technology Services Ltd	102.00	17.00	85.00 Land Registry Mapping Data
S MORGAN	94.95		94.95 Mileage to conference
Caddis Ltd	696.00	116.00	580.00 Claremont Close
Changing Lives	168.00	28.00	140.00 Payroll Service 19-20
Rhoderic Taylor	757.60		757.60 Tree surveys of high risk area
Caddis Ltd	690.00	115.00	575.00 Flagging at Coronet Pond
Caddis Ltd	2,799.60	466.60	2,333.00 Culvert Management
S MORGAN	1,383.03		1,383.03 March salary
Cheshire Pension Fund	474.10		474.10 March Pension
HMRC	372.94		372.94 March Tax and NI
S MORGAN	36.00		36.00 HAllowance Dec 19 to March 20
<b>Total Payments:</b>	<b>23,530.86</b>	<b>3380.04 (VAT)</b>	<b>20,150.82</b>

**ACTION: SM**

d) To note accounts paid in February 2020

**Noted:** The accounts paid in February 2020 were reviewed and noted

e) To note financial position/management accounts to end March 2020.

**Noted:** The financial position/managements accounts to end March 2020 were reviewed and noted. It was advised that the payment for the repair to the culvert and income from Cadent Gas had not yet been received.

f) To note the cancellation of the Finance Committee on 9th March due to inquoracy.

**Noted:** The cancellation of the Finance Committee on 9<sup>th</sup> March due to inquoracy was noted.

g) To approve the opening of a new savings account

**Resolved:** It was resolved to approve the opening of an instant access TSB account to ensure all funds were covered by the Financial Services Compensation Scheme.

h) To approve a plan for the transfer of funds

**Resolved:** It was resolved to approve the proposed plan for the transfer of funds: -  
Upon receipt of the precept, investment in other accounts as follows:

- Remaining funds at year end plus £15,000 transferred to Nationwide 125 Day Saver
- £20,000 transferred to Nationwide 45 Day Saver
- Remainder to be paid into a new account, leaving £85,000 in the current account.

ACTION: SM

i) To consider an Employer Pension Discretions Policy Statement for Employees

**Resolved:** The template policy document from Cheshire Pension Fund was reviewed and the policy was agreed as follows: -

1. Kingsmead Parish Council will not consider contributing to a shared cost Additional Pension Contribution Scheme.
2. Kingsmead Parish Council will consider granting flexible retirement but will not contribute any additional costs in relation to any requested. Flexible retirement applications will be individually considered.
3. Kingsmead Parish Council will not waive any reduction to members benefits if a member takes their benefits before the National Pension Age.
4. Kingsmead Parish Council will not switch on the 85-year rule for members who wish to draw their pension between the ages on 55 and 60.
5. No additional pension will be awarded to members as per Regulation 31

In summary, the council resolved to provide no additional funds towards the employer pension scheme.

ACTION: SM

j) To review and approve costs for the payroll service

**Resolved:** The costs and services were reviewed, and it was resolved to change the payroll provider to Shire Pay Services from 1<sup>st</sup> April 2020. The costs for the first year are £174 plus £50 for set up and pension delegation.

k) To note that members may not issue an official order or make any contract on behalf of the council as per Financial Regulation 10.4

**Noted:** The circumstances for bringing this agenda item were discussed and it was noted that members may not issue an official order or make any contract on behalf of the council as per Financial Regulation 10.4.

l) To approve the purchase of Good Councillor Guides for all members without copies (£45.90 for 10 copies)

**Resolved:** It was resolved to approve the purchase of Good Councillor Guides as required.

ACTION: SM

m) To consider increasing the Clerk's home working allowance from £108pa to £216pa as per the HMRC flat rate expense.

**Resolved:** It was resolved to approve the increase in the Clerk's home working allowance to £216pa as per the HMRC flat rate.

ACTION:SM

## 7. Planning

a) To consider a response to an application to build a single storey rear extension and rear dormer extension to the second floor at 1a Blakemere Drive, application ref 20/00173/TPO

**Resolved:** It was resolved to submit a comment raising no objections in principle to the proposed extensions but requesting that a site visit is carried out to confirm that there are adequate distances to prevent overlooking onto neighbouring properties from the rear dormer extension to the second floor.

ACTION: SM

## 8. Community Engagement Policy

a) To review and approve the Community Engagement Policy

**Resolved:** It was resolved to reapprove the Community Engagement Policy with amendments of changing 'town' to

'parish' in paragraph in section 4 and to include neighbouring residents who wish to engage in community activities under section 2.

**ACTION: SM**

#### 9. Climate Emergency Declaration

- a) To consider a request to the council to declare a climate emergency

**Resolved:** It was resolved to declare a climate and ecological emergency

- b) To consider the adoption of a Climate Emergency action plan

**Resolved:** It was resolved to adopt the Climate Emergency action plan which would remain a work in progress to demonstrate the council's commitment to working hard within the limit of its powers to improve the environment. The action plan will be reviewed every 6 months for progress on each action and the council will continue to collaborate with Transition Northwich.

**ACTION: SM**

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#### 10. VE Day 75

- a) To consider a proposal to display up to 1000 silk poppies for VE Day 75

**Resolved:** It was resolved to approve up to £400 for the display of 1000 silk poppies and £450 for the display fencing which can be reused for other events or remain in situ around the display at the memorial on Kingsmead.

**ACTION: SM**

- b) To consider the cost of purchasing a VE Day Bench

**Resolved:** It was resolved not to proceed with the purchase of a VE Day bench.

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#### 11. Asset Management

- a) To receive an update on matters relating to Land at St George's Way

**Noted:** The Clerk gave an update the no response had been received in relation to legal correspondence with the landowner, but that Amor Homes had been in contact to enquire about updates.

- b) To consider actions in relation to public land in Kingsmead that has not been transferred to Kingsmead Parish Council

**Resolved:** It was resolved to consider public areas not registered to the parish council for automatic registration next year and to speak to CWAC regarding parcels of land that include sections of highway for splitting. Legal costs will be sought for completing the transfers and agreed as required.

**ACTION: SM**

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#### 12. Parks and play areas

- a) To receive an update from the working group

**Noted:** The Clerk advised that the annual play area reports had been received and that quotes were being sought for the recommended repairs.

- b) To consider quotations for grounds maintenance works

**Resolved:** It was resolved to approve the following quotations: -

- Replace the top of the bench at Kensington Way 120.00
- Planting of 12 x pyracantha (4ft) for Monarch Drive stream by the pipe £180.00
- Cutting of all ivy on spine road walls and Regency Way walls at £420.00 per day (cost to be reduced for no spraying of herbicide)
- Removal of cherry trees (2 only) obstructing sign on spine road (direction crown roundabout/College) £110
- Careful removal of hedge on boundary of park at Monarch Drive (thin hedge at resident boundaries) and replant at Dukes Way 2 to block access to pipe. £220.00
- Dig over pathway down to pipe. £42.00

**ACTION: SM**

- c) To note the date of the wildflower seeding (21st March at 10am)

**Noted:** The date of the wildflower seeding was noted

- d) To agree terms of reference for a wildflower working group (Cllr Hoey – to be provided)

**Resolved:** It was resolved to agree the following terms of reference for the wildflower working group: -

- The group will consist of two members (Cllrs Hoey and Bannister)
- Up to six residents may be invited to join the group

- The group provide monthly updates on the progress with the wildflower trial areas
- The group will make recommendations to full council in relation to actions required for the wildflower meadows
- The group will support the promotion of the wildflower project via the clerk

**ACTION: SM**

- e) To consider a date for a litter pick as part of the Great British Spring Clean (Cllr Jewitt)

**Resolved:** It was resolved to delay further litter picks at the current time due to the coronavirus.

- f) To approve the purchase of 12 sets of litter picking equipment and accessories for £400 (Cllr Jewitt)

**Resolved:** It was resolved no to purchase 12 sets of litter picking equipment and accessories as Cllr Weltman states she may have some litter pickers at home. Group equipment can be provided by CWAC.

**ACTION: HW**

- g) To consider payment for hedge works at Rossett Cl and Trafalgar Cl (£125 retrospective)

**Resolved:** It was resolved to approve the invoice payment for hedge works at Rossett Cl and Trafalgar Cl which would be included on this month's payment schedule.

**ACTION: SM**

### 13. Trees and Ponds

- a) To receive an update from the working group

**Noted:** The Clerk gave an update on the high risk tree surveying for which an initial invoice had been received.

- b) To approve further tree survey works for £1000 to high risk areas to include digital mapping (Rhoderic Taylor)

**Resolved:** It was resolved to approve the tree survey works for £1000 to high risk areas to include digital mapping with Rhoderic Taylor to complete the surveys.

**ACTION: SM**

- c) To approve a further £3000 for the completion of tree surveys, with the decision of the tree surveyor to be delegated to the Clerk in conjunction with the working group

**Resolved:** It was resolved to approve a further £3000 for the completion of tree surveys, with the decision of the tree surveyor to be delegated to the Clerk in conjunction with the working group.

**ACTION: SM/WORKING GROUP**

### 14. Councillor emails

- a) To receive an update on the use of personal emails

**Noted:** An update was given that most members had now managed to sign in to the parish council email and were no longer using the personal email addresses. There were a couple of teething issues with email clients and support was available to those who had not yet completed the set up.

**ACTION: ALL MEMBERS**

### 15. Chairmanship 2020-2021

- a) To note the Chairman's offer to give advice and information to anyone interested in becoming Chairman

**Noted:** The Chairman's offer to give advice and information to anyone interested in becoming Chairman was noted.

### 16. Village Hall/Community Building Working Group

- a) To receive an update from the working group

**Noted:** The working group has a meeting scheduled for 30<sup>th</sup> March but this may not be going ahead due to the coronavirus. Meetings and procedures in relation to meetings are due for review on 23/03/20 at the extra meeting.

### 17. Close of meeting

**Noted:** The meeting closed at 9.50pm