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Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 20th April 2020 at 7.30pm via Zoom Video Conferencing

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

Also in attendance: Sarah Morgan (Clerk)

1. To receive a meeting notice from the Chairman

Noted: The Chairman read a virtual meeting notice to introduce the use of the Zoom Video Conferencing and how this can be managed most effectively during the meeting.

2. To receive Apologies

Resolved: All members were present

3. 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

4. The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local authority and Police and Crime Panel Meetings) (ENGLAND AND WALES) Regulations 2020

a) To note the new regulations which came into force on 4th April 2020

Noted: The new coronavirus regulations regulations were noted.

5. Public Open Forum

Noted: No members of the public were in attendance. The Clerk confirmed that the meeting remains public and cannot be locked to further access when no public are present for the public open forum.

6. 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 only incidents of anti-social behaviour and a theft from Tesco has been reported. Members had noted reports on social media of bicycle thefts and drone activity that had caused concern. The Clerk advised that all reports relating to concerns about criminal behaviour should be made directly to the Police as soon as possible.

7. Approval of Minutes

- a) To approve the minutes of the Parish Council Meeting held 16th March 2020

Resolved: It was resolved to approve the minutes of the Parish Council Meeting held 16th March 2020, subject to an amendment to resolution 12d to note that the wildflower project would be put on hold for now due to social distancing measures.

8. Finance and administration

- a) To approve the current account bank reconciliation to 31-03-2020

Resolved: It was resolved to approve the current account bank reconciliation to 31-03-2020

- b) To approve the Nationwide 45 Day Saver account reconciliation to 31-03-2020

Resolved: It was resolved to approve the Nationwide 45 Day Saver account bank reconciliation to 31-03-2020

- c) To approve the Nationwide 125 Day Saver account reconciliation to 31-03-2020

Resolved: It was resolved to approve the Nationwide 125 Day Saver account bank reconciliation to 31-03-2020

- d) To approve accounts for payment April 2020

Resolved: It was resolved to approve the payments listing for April 2020 for a total of £61,940.18 (see appendix 1)

ACTION: SM

- e) To note accounts paid in March 2020

Noted: The accounts paid in March 2020 were reviewed and noted.

- f) To note financial position/management accounts to end April 2020

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

- g) To note financial position at year end to 31-03-2020

Noted: The financial position/management accounts at year end to 31-03-2020 was reviewed and noted.

- h) To review and approve the draft AGAR accounting statements 2019-2020 for submission to the internal auditor (attached)

Resolved: It was resolved to defer formal approval of the AGAR until further guidance is issued and it was noted that a draft copy of the AGAR accounting statements has been submitted to the internal auditor.

- i) To approve the updated asset, register 2019-2020 for submission to the internal auditor (attached)

Resolved: It was resolved to approve the updated asset register for 2019-2020 with restated values for the previous financial year. It was noted that the new printer would be added to the updated 2020-2021 register as it was purchased in April.

- j) To note the cancellation of the cheque payment for insurance damages for £857.20 and request for this to be reissued by Admiral Group Plc

Noted: It was noted that the cheque had been returned to Admiral due to a paying in error and a new cheque has now been received.

- k) To approve the opening of an additional savings account with Yorkshire Bank Business Cash Management Account due to the previously chosen account with TSB being unavailable

Resolved: It was resolved to approve the opening of an additional savings account with Yorkshire Bank with Cllrs Hoey, Bannister and Martin as signatories to approve payments submitted by the Clerk.

ACTION: SM

- l) To approve a movement to earmarked reserves of £3680 at year end for the sluice pond clearance which has been delayed to April

Resolved: It was resolved to approve the retention of earmarked reserves for the clearance of the sluice pond that was delayed from the previous financial year.

- m) To approve an increase of the home working allowance from £216pa to £312pa in line with the HMRC increase from April 2020

Resolved: It was resolved to approve an increase of the home working allowance from £216pa to £312pa in line with the HMRC increase from April 2020

ACTION: SM

9. To consider emergency measures to allow the Council to comply with statutory or commercial deadlines in the event that it is not possible to convene a meeting of the council in reasonable time:-

- a) To approve financial paperwork and payment lists by email (minimum four members). The approved payments will be made using internet banking in the usual manner once a month to enable council business to continue.

Resolved: It was resolved to approve financial paperwork and payment lists by email (minimum four members). The approved payments will be made using internet banking in the usual manner once a month to enable council business to continue if a meeting cannot be convened.

- b) To consider amending the financial regulations as an emergency measure to increase the delegation of approval of spending limits to the Clerk

Resolved: It was resolved to approve an increase to £5000 as an emergency measure in the event that it is not possible to convene a meeting of the council in reasonable time.

- c) To consider contingency plans in case of the suspension of the ground maintenance contracted services

Resolved: It was resolved that the additional bin emptying service would be cancelled and that the bins could be blocked off and grass allowed to grow should the contractors not be able to continue due to government guidance or ill health. Decisions relating to the contract would be delegated to the Clerk in conjunction with the Chairman and Vice Chairman, or two members deputising in their absence upon notification of changes in the service. It was agreed that should the service be reduced for a period of time, the contractual term could be extended for the same period.

- d) To consider matters relating to the potential absence of the Clerk and how this would be managed

Resolved: It was resolved that the council would contact CHALC in case of the Clerk's extended absence for support by an interim clerk.

- e) To consider matters relating to Year End and approval of the Annual Governance and Accountability Return

Resolved: It was resolved that the year-end approval will be completed by full council zoom video

conferencing with emails by the Chairman and Vice Chairman as written approval until such time as the AGAR can be signed.

- f) To approve the payment of the Clerk's salary by standing order with calculations provided by the payroll provider and verified by two members prior to set up

Resolved: It was resolved to approve the payment of the Clerk's salary by standing order with calculations provided by the payroll provider and verified by two members prior to set up.

ACTION: SM

- g) To consider approval of an additional signatory for the Unity current account

Resolved: It was resolved to approve Cllr Martin as an additional signatory for the Unity current account

ACTION: SM

- h) To approve the execution of all legal deeds which (only) remove fixed and variable rentcharges from title deeds, to be signed two members and witnessed by the Clerk.

Resolved: It was resolved to approve execution of all legal deeds which (only) remove fixed and variable rentcharges from title deeds, to be signed two members and witnessed by the Clerk.

- i) To reapprove the variable Direct Debit payments: -

- Telecoms World VOIP phone service – £27.85 for February 2020
- Payment of Lloyds Bank Card fee (Max £500)
- ICO Registration Fee (£35pa as of 18th March 2020)

Resolved: It was resolved to approve the ongoing payment of direct debits to Telecoms World, Lloyds Bank Card repayments and the ICO Registration Fee.

- j) To approve a High Consequences Infectious Disease Policy (attached)

Resolved: It was resolved to approve the High Consequences Infectious Disease Policy subject to the removal of the reference to holidays in section 6.3.3 and the inclusion of Zica Virus.

ACTION: SM

- k) To approve the suspension of all committee meetings with all business being carried out at monthly full council meetings until the social distancing measures are ended.

Resolved: It was resolved to continue with the regular committee meetings using the Zoom Video Conferencing system.

ACTION: SM

10. Planning

- a) To consider a response to planning applications: -

20/00940/FUL	14 Wheelock Close Northwich Cheshire CW9 8TQ	Rear Single Storey Extension
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Resolved: It was resolved to submit no comments on application 20/00942/FUL

ACTION: SM

11. Garden competition

- a) To consider arrangements for an alternative garden celebration (Cllr Hoey)

Resolved: It was resolved to request pictures of residents gardens through the Facebook page and linked via

the website as part of a garden celebration.

ACTION: SM

12. **VE Day 75**

- a) To note the postponement of the poppy display for VE Day 75

Noted: It was noted that the materials had been ordered for the display which may now go ahead in August, depending on the coronavirus restrictions.

13. **Asset Management**

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

Noted: The Clerk updated members that no correspondence had been received in response to the letter from the landowner's legal representative and it was agreed that no further response should be pursued at this time.

14. **Parks and play areas**

- a) To receive an update from the working group

Noted: It was noted that the grounds workers were keeping an eye on the play areas and updating with any issues.

- b) To note the closure of play areas and suspension of inspections during the closures

Noted: It was noted that the play areas have been closed due to the Government guidance and inspections of equipment have been suspended until the play areas reopen.

- c) To approve the strimming of weeds around obstacles in lieu of use of glyphosate herbicide

Resolved: It was resolved to approve the careful strimming of weeds around obstacles in lieu of use of glyphosate herbicide. It was noted that this should be included in the environmental action plan and that an environmental status could be sought for the area.

ACTION: SM

15. **Contract renewals**

- a) To note the delays in preparations for the contract renewals and the Clerk's review of updated legislation regarding the retendering process and potential extension of contracts

Noted: It was noted that the social distancing restrictions could lead to delays in preparing the contract renewal information in time and that the clerk was looking into updates in relation to procurement legislation relating to the coronavirus.

ACTION: SM

16. **Trees and Ponds**

- a) To receive an update from the working group

Noted: It was noted that fly tipping of green waste had occurred in several areas including Dukes Way/Woburn Close and Monarch Drive.

- b) To note letters sent in relation to fly tipping on Monarch Drive

Noted: It was noted that the general fly tipping letters had been sent to houses close to where fly tipping had occurred on Monarch Drive.

- c) To consider a quotation of £200 to crown lift crab apple trees on Wilton Close

Resolved: It was resolved to decline the quotation for the crown lift the crab apple trees to reduce apple drop as the works were not considered essential.

ACTION: SM

- d) To note the suspension of tree survey works until social distancing measurements are ended.

Noted: It was noted that non-essential tree survey works had been put on hold until social distancing measurements are ended.

17. **Community Awards**

- a) To consider recognition of community effort with a community award proposal (Cllr Hoey)

Resolved: It was resolved to launch a community awards scheme at the end of May to recognise community members who have offered their help in the community during the coronavirus. No expense or award format was agreed.

ACTION: SM/LH

18. **Councillor emails**

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

Noted: It was noted that all members were now using the official emails and that the auto forwarders would be turned off with the policy on email usage now being activated.

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

- a) To receive an update from the working group

Noted: It was noted that the group had met to consider the sites and that if the transfer deeds would require review as it was thought that no building was permitted on the open spaces.

ACTION: SM

20. **Close of meeting**

Noted: The meeting closed at 8.44pm

Appendix 1

16/04/2020	Lloyds Bank	DD	432.55	Card purchases
21/04/2020	WAP Lawton & Son Ltd	BACS	984.00	Additional grounds works
21/04/2020	Northwich Town Council	BACS	298.80	RFO/Chairman Signage for play area closures
21/04/2020	Play Inspection & Maint Svcs	BACS	396.00	Inspections and repairs
21/04/2020	Paul Oakes Painter and Decorat	BACS	690.00	Painting of lychgate
21/04/2020	Caddis Ltd	BACS	4,632.00	Removal of culvert Monarch Dr
21/04/2020	Strike Fencing	BACS	822.00	Repair of Cheshire railings
21/04/2020	Rich the Postman	BACS	411.00	Fencing for poppy display
21/04/2020	Royal Mail	BACS	352.50	PO Box renewal
21/04/2020	Rialtas Business Software Ltd	BACS	672.00	Year end closedown
21/04/2020	Rhod Taylor	BACS	445.00	Tree surveys
21/04/2020	WAP Lawton & Son Ltd	BACS	336.00	Extra bin emptying March
21/04/2020	WAP Lawton & Son Ltd	BACS	5,832.00	March contract
21/04/2020	ASD Electrical Services Ltd	BACS	125.00	Connection of festoon lights
21/04/2020	Nationwide 45 Day Saver for Bu	1603206h	20,000.00	Transfer to savings
21/04/2020	Nationwide 125 Day Contingency	March20	22,669.95	Transfer to reserves
21/04/2020	Techno Type	DD	270.00	Techno Type
21/04/2020	New Cheshire Business Park Ltd	BACS	104.00	Storage Unit rent
21/04/2020	The Somerset Poppies	BACS	136.30	Poppies for display
24/04/2020	Telecoms World Plc	DD	22.74	March VOIP Service
30/04/2020	HMRC	BACS	383.87	Tax and NI April
30/04/2020	S MORGAN	BACS	1,422.80	April salary SCP28
30/04/2020	Cheshire Pension Fund	BACS	501.67	April Pension

Total Payments	61,940.18
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