



Kingsmead Parish Council  
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Councillors are summoned to attend the ORDINARY PARISH COUNCIL MEETING to be held online using Zoom video conferencing on Monday 21<sup>st</sup> September 2020 at 7.30pm

Go to <https://us02web.zoom.us/j/89458608444?pwd=eTc0akhKclNkWHhXU0VqSFp3bXZSZz09> or use meeting ID 894 5860 8444 to join, entering the password 361399 to access the waiting room.

Sarah Morgan, Clerk to the Council

Date: 14<sup>th</sup> September 2020

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## A G E N D A

1. **To receive apologies**
2. **Disclosure of interest in items on the agenda**
  - a) 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
3. **Public open forum**
  - a) Members of the public are invited to address Councillors and raise issues of concern
4. **PCSO**
  - a) To receive a report from PCSO Phil Hambleton (*to follow*)
5. **Approval and receipt of Minutes**
  - a) To approve the minutes of the Ordinary Meeting held 20<sup>th</sup> July 2020 (*attached*)
6. **Finance and administration**
  - a) To approve the current account bank reconciliation to 31-08-2020 (*attached/in file*)
  - b) To approve the 45 Day Saver account reconciliation to 01-09-2020 (*attached/in file*)
  - c) To consider a response to the LGPS consultation (*attached*)
  - d) To note the National Salary Award agreement to be backdated to April 1<sup>st</sup> 2020 (*attached*)
  - e) To approve accounts for payment in September 2020 (*attached*)
  - f) To note accounts paid in July and August 2020 (*attached*)
  - g) To note financial position/management accounts to end September 2020 (*attached*)
7. **Planning**
  - a) To consider a response to planning applications: -

[20/03072/FUL](#)

Northwich Fire Station, Braddon  
Close

Single storey rear extension,  
external alterations including

## Ordinary Meeting Agenda (cont.)

		facade treatments, replacement windows and doors, new external access door and external hard and soft landscaping works.
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### 8. Finance Committee Membership

- a) To approve Cllr Reed as a new member of the finance committee to replace Cllr Hoey

### 9. Parish council land

- a) To consider a report on the removal of the rent charges and agree actions in relation to the rent charge removal (*attached*)
- b) To approve a policy on the sale of parish council land and estate rentcharges (*attached*)

### 10. Contract Renewals

- a) To approve contract support costs to prepare the updated grounds maintenance contract (*attached*)

### 11. Membership of Cheshire Community Action

- a) To consider renewal of membership of [Cheshire Community Action](#) for 2020-2021 (£50pa)

### 12. Internal Auditor Terms and Conditions

- a) To approve the updated Terms and Conditions for JDH Business Services Ltd and annual year end fee for 2020-2021 (*terms attached - £328*)

Please note: Item 13a will be discussed following a resolution to exclude the public and press due to the consideration of confidential correspondence. Those excluded will be readmitted following this item.

### 13. Land at St George's Way

- a) To agree a response to legal correspondence and consider further actions in relation to Land at St George's Way (*attached - CONFIDENTIAL*)
- b) To consider approval of a budget to acquire a formal valuation for the strip of land based on the change of access required for the proposed development (est £2250 plus disbursements)

### 14. Land Transfers

- a) To approve terms of engagement for Butcher Barlow Solicitors (*in file*)
- b) To approve two member signatories in addition to the Chairman and Vice Chairman (to provide certified ID to meet the requirements of the solicitor).

### 15. Community Awards

- a) To consider when and how to award the certificates as agreed at the July meeting

### 16. Website Accessibility

- a) To approve an accessibility statement to be published on the website by 23rd September 2020 (*to follow*)

### 17. Highways Safety Concerns

- a) To consider resident correspondence in relation to safety concerns at the Hill Top Grange junction with the A556 (Cllr Weltman/Clerk update)

## Ordinary Meeting Agenda (cont.)

- b) To consider resident correspondence regarding wildlife warning sign installation (*in file*)
- c) To consider locations for wildlife signs in Kingsmead (CWAC installation free of charge)
- 18. **Christmas Decorations**
  - a) To consider a quotation for decorating the clocktower at Christmas (*in file*)
  - b) To consider quotations for the installation of Christmas lighting around Kingsmead Square (*in file*)
- 19. **Parking**
  - a) To note correspondence about the introduction of parking charges at Kingsmead Square
  - b) To consider actions in relation to parking matters in and around Kingsmead Square
- 20. **Walk Ride & Thrive - Hartford Plan**
  - a) To consider correspondence from Hartford Parish Council in relation to the Hartford Plan submission detailing local cycling and walking strategy (*in file*)
- 21. **Gate replacement and repairs**
  - a) To consider a quotation to replace the wooden gates at the Capesthorpe Close play area and park (*in file*)
  - b) To consider a quotation to replace the wooden gate at the Burwardsley Way play area with a metal 'playsafe' RoSPA standard gate (*in file*)
- 22. **Environment**
  - a) To note the lead member of the Environment working group (Cllr Logan)
  - b) To consider quotations for tree works at Headworth Close/Regency Way roundabout (*in file*)
  - c) To amend the terms of reference for the wildflower working group to include up to four members of the council (currently two members)
  - d) To receive minutes from the meeting of the wildflower working group (*attached*)
  - e) To consider recommendations regarding existing and new wildflower areas as detailed in the minutes from the wildflower group
  - f) To consider the use of herbicide to remove mare's tail on the Memorial footpath
  - g) To approve the removal and replanting of hedge plants from the Regency Way roundabout/Headworth Cl to Monarch Drive /cut through over pipe (£210 - Cllr Reed/Clerk to update)
  - h) To consider a quotation to repair the level and grass around a grid on the grass by the memorial (£160 - *pictures in file*)
  - i) To note the additional removal of two larch trees from land adjacent 7 Lavister Cl.
  - j) To consider a quote to extend the contract for trees and wetland management to March 2022 (*in file*)
- 23. **Agenda items for next meeting**
  - a) To note agenda items to be considered at the October meeting
- 24. **Close of meeting**

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Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 20<sup>th</sup> July 2020 at 7.30pm via Zoom Video Conferencing

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**Present:** Cllrs Hoey (Chairman), Bannister, Boylan, Reed, Martin, Weltman and Williams.

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

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1. **To receive Apologies**

**Noted:** Apologies were received from Cllrs Logan (holiday) and Chappell (business)

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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.

**Noted:** No interests were declared

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3. **Public Open Forum**

**Noted:** A member of public was in attendance in relation to agenda items 12a and 19d re Waystead Close. The resident advised the council that he is interested in applying to register to land adjacent to his property which is for consideration for transfer and maintenance by the parish council. The resident also stated that he is speaking with his neighbours regarding the land attached which runs adjacent to their properties to see if there is further interest in acquiring the remaining section of land owned by a dissolved company which runs to the rear of Waystead Close.

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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 which detailed incidents of ASB and damage to a vehicle. The report was reviewed and noted. Cllr Reed also raised items which had required the fire service to attend and whether a report could be provided with these incidents in future.

**ACTION: SM**

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5. **Approval and Receipt of Minutes**

- a) To approve the minutes of the Ordinary Meeting held 15th June 2020

**Resolved:** It was resolved to approve the minutes of the Ordinary Meeting held 15<sup>th</sup> June 2020

- b) To approve the minutes of the Extra Ordinary Meeting held 6th July 2020

**Resolved:** It was resolved to approve the minutes of the Extra Ordinary Meeting held 6<sup>th</sup> July 2020

- c) To receive the minutes of the Finance Committee Meeting held 6th July 2020

**Noted:** The minutes of the Finance Committee Meeting held 6th July 2020 were reviewed and noted.

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d) To receive the minutes of the Play Area Committee Meeting held 2nd June 2020

**Noted:** The minutes of the Play Area Committee Meeting held 2nd June 2020 were reviewed and noted.

6. **Finance and administration**

a) To approve the current account bank reconciliation to 30-06-2020

**Resolved:** It was resolved to approve the current account bank reconciliation to 30-06-2020

b) To approve the Nationwide 45 Day Saver account reconciliation to 01-07-2020

**Resolved:** It was resolved to approve the 45 Day Saver account bank reconciliation to 01-07-2020

c) To approve the bank reconciliation for the Yorkshire Bank savings account to 30-06-2020

**Resolved:** It was resolved to approve the Yorkshire Bank savings account reconciliation to 30-06-20

d) To approve accounts for payment July 2020

**Resolved:** It was resolved to approve the payments listing for July 2020 for a total of £15,423.96 including £2113.33 of VAT:-

16/07/2020	Lloyds Bank	DD	258.98	33.56	423 6	120	39.00 Land Registry Searches
					423 6	120	47.48 Laminator, office supplies
					430 5	130	95.67 Litter picking hoops
					420 5	120	3.00 Card fee
					430 5	130	4.16 Sanitiser
					423 0	120	15.60 Stamps
					423 6	120	11.99 Zoom Video Service
					440 0	140	8.52 Barrier tape for play area
21/07/2020	WAP Lawton & Son Ltd	BACS	206.40	34.40	430 5	130	172.00 Stone for back entry to SGF
21/07/2020	Caddis Ltd	BACS	504.00	84.00	434 0	130	420.00 Dukes Way Little Pond Contract
21/07/2020	Caddis Ltd	BACS	792.00	132.00	434 0	130	660.00 Dukes Way Duck Pond Contract
21/07/2020	New Cheshire Business Park Ltd	BACS	104.00	17.33	423 7	120	86.67 Storage unit rent
21/07/2020	AK Rubber & Industrial Supplie	BACS	138.24	23.04	425 5	150	115.20 Washers for poppy display
21/07/2020	Caddis Ltd	BACS	120.00	20.00	434 0	130	100.00 Sluice pond drainage grid
21/07/2020	WAP Lawton & Son Ltd	BACS	60.00	10.00	430 5	130	50.00 Supply bedding plants at Memor
21/07/2020	Pear Technology Services Ltd	BACS	228.00	38.00	423 6	120	190.00 Prints of Land Title Maps
21/07/2020	Northwich Town Council	BACS	148.80	24.80	440 0	140	124.00 Locks and chains for play area
21/07/2020	Pear Technology Services Ltd	BACS	228.00		4236	120	228.00 Digital Mapping fee

21/07/2020	Derbyshire Association Local C	BACS	100.00		4200	120	100.00	Councillor Essentials Training
21/07/2020	Derbyshire Association Local C	BACS	50.00		420	120	50.00	Law and Good Practice training
21/07/2020	Northwich Town Council	BACS	368.40	61.40	440	140	307.00	Gate adjust DW1
21/07/2020	WAP Lawton & Son Ltd	BACS	3,600.00	600.00	440	140	3,000.00	Play bark x 30 m2
21/07/2020	WAP Lawton & Son Ltd	BACS	5,832.00	972.00	430	130	4,860.00	Maintenance contract June
21/07/2020	Play Inspection & Maint Svcs	BACS	356.40	59.40	441	140	297.00	Quarterly Inspections play
24/07/2020	Telecoms World Plc	DD	20.40	3.40	423	120	17.00	VOIP June
31/07/2020	S MORGAN	BACS	1,422.60		400	110	1,422.60	Salary
31/07/2020	HMRC	BACS	384.07		401	110	384.07	Tax and NI
31/07/2020	Cheshire Pension Fund	BACS	501.67		403	110	501.67	Pension July
<b>Total Payments:</b>			15,423.96	0.00	2,113.33		13,310.63	

**ACTION: SM**

- e) To note accounts paid in June 2020

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

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

**Noted:** The financial position/management accounts to end July 2020 was reviewed and noted

- g) To consider recommendations from the Finance Committee in relation to current budgets

**Resolved:** It was resolved to accept the recommendation from the finance committee to consider virements for the footpath works from events budgets which would be unused or underspent due to the limitations of Covid-19 and the speedgun budget which is not required this year. Budgets required to be determined under item 9a.

- h) To agree a process for the approval of payments in August 2020

**Resolved:** It was resolved that the Clerk contacts Cllrs Martin, Hoey and Bannister to pre-authorise the payment list for August, a list of which will be included on the September agenda.

**ACTION: SM/NM/LH/EB**

## 7. Annual Meeting of the Council

- a) To agree when the Annual Meeting will be held

**Resolved:** It was resolved that the Annual Meeting of the Council be deferred until May 2021

## 8. Rent charges

- a) To approve costs for the removal of rent charges from resident title deeds (estimate £850 legal fees plus disbursements of £3 per document/property - est.2000)

**Resolved:** It was resolved to approve the removal of rent charges by Butcher and Barlow LLP Solicitors and fixed costs for the disbursements, for a total approved spend of the entire rent charge removal budget to prevent any unnecessary delays.

9. **Coronet Pond Path**

- a) To approve a quotation for resurfacing of the path

**Resolved:** The three quotations were considered, and it was resolved to approve the quotation 2 for Approved Resin Driveways to complete the works at a cost of £10,700. In accordance with the finance committee recommendation, the £4,700 over budget would be taken from the speed gun budget (£300), open day (£1000), Best Kept Garden (£350) and £3050 from the Christmas event budget.

ACTION: SM

10. **Planning**

- a) To consider response to planning applications

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

<a href="#">20/01894/FUL</a>	15 Stretton Walk	First floor side extension. Single storey rear extension to include demolition of existing conservatory.	It was resolved to make no comment on the application.
<a href="#">20/01957/FUL</a>	16 Royal Gardens	Single storey extensions to front and rear. Demolition of rear conservatory.	It was resolved to make no comment on the application.

ACTION: SMV

11. **Contract Renewals**

- a) To receive an update on progress with the contract renewals

**Noted:** The Clerk gave an update report on progress with the contract renewals and a timeline was agreed for the completion of the work: August: complete final measurement, September meeting: Approval of company to draw up draft spec and submission of measurements to chosen company, October meeting: approval/review of draft documents. November meeting: fully finalised contract documents to be approved, if not given final approval at the October meeting.

ACTION: SM

12. **Land transfers**

- a) To approve areas of land for transfer to the parish council

**Resolved:** It was resolved to apply to transfer the following areas: Land at Wheelock Close/Sandbach Drive (right hand/external section only), Pathway and land on Blakemere Drive, Land to the rear and side of 41 Blakemere Drive, Stanford Close – part verge at end of cul-de sac, Palmer Cl adj no 20, South section of Duke's Way to Monarch Dr path (excluding path surface), Side of 1 Stretton Walk sections x 2, Unregistered land beginning 3 Stretton Walk to fire station, sections of King Edward Cl to Mereworth Drive footpath (KEC side only), Dukes Way 2 play area entry verge, Land

adj to 32 Mayfair Dr. The council agree to defer the application to register Campbell Cl until the matter regarding resident applications for registration of connected sections of the title to the rear of Waystead Cl was resolved. The Clerk will correspond with the resident in relation to the progress for review later in the year.

**ACTION: SM**

- b) To approve legal fees for the transfer applications (£720 for developer land plus £360 for dissolved company land)

**Resolved:** It was resolved to approve the fees for transfer application at £720 with the remaining fees to be approved once the Waystead Cl residents applications have been resolved/completed.

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13. **Community Awards**

- a) To consider recognition for those selected for community awards

**Resolved:** It was resolved to award recognition to all those nominated due to the value of their contributions to the community during the lockdown by providing certificates and giving these at a council meeting when safe to do so. These would also be publicised on the website and through a press release, subject to approval by those receiving the recognition.

- b) To consider Community Award Nominations

**Resolved:** It was resolved to award all those nominated a certificate to be designed and professionally printed with the parish council logo.

**ACTION: SM**

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14. **Website Accessibility**

- a) To consider matters relating to the requirements of the council to meet the 2018 regulations by 23rd September 2020

**Resolved:** Cllr Boylan provided an update on the requirements to comply with the website accessibility regulations and demonstrated the accessibility status of the parish council website in comparison to other parish, town and borough councils using the WAVE tool which highlights areas for attention. DB agreed to complete the draft accessibility statement for review in September and to work on the issues highlighted by the audit tool, with the Clerk to remove unnecessary documents and look to making new documents accessible.

**ACTION: SM/DB**

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15. **Events**

- a) To consider the poppy display plans

**Resolved:** It was resolved to purchase poppies in Red, White and Blue in recognition of the NHS support through the coronavirus with the appropriate timing of the display to be reviewed again at the next meeting.

**ACTION: SM**

- b) To receive an update on the Christmas event plans

**Resolved:** It was resolved to request quotations for the Christmas lights and clocktower display, acknowledging that a Christmas event as previous years was unlikely to go ahead.

**ACTION: SM**

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16. **Request to purchase land**

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Signed:

Date:

- a) To consider in principle a request to purchase land at Shavington Way

**Resolved:** It was resolved to decline the request to purchase of land at Shavington Way following a review of transfer documents which indicated an intention to retain the amenity land for the benefit of all residents. Clerk to write to the resident to thank for the enquiry but decline the offer.

**ACTION: SM**

- b) To consider agreeing policy on the sale of parish council land

**Resolved:** It was resolved to request a policy be drawn up by the clerk for approval at the next meeting which sets out the principles of the transfer agreement and position of the council to retain the land as it was gifted, as custodian of the amenity land for the benefit of the residents of Kingsmead.

**ACTION: SM**

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17. **Purchase Order policy revision**

- a) To consider revisions to the Purchase Order Policy

**Resolved:** It was resolved to approve revisions to the Purchase Order Policy as recommended by the Finance Committee. See [Appendix A](#)

**ACTION: SM**

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18. **Hedge cutting**

- a) To consider the early cutting of the top path hedge from Blandford Drive to Buckingham Drive (usually cut between September and March)

**Resolved:** It was resolved to approve the early cutting of the top path hedge from Blandford Drive to Buckingham Drive due to the overgrown sections of the hedge which have started to encroach on the path.

**ACTION: SM**

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19. **Environment**

- a) To consider the cleaning of road signs by members of the council (Cllr Weltman)

**Resolved:** It was resolved to support Cllr Weltman with the cleaning of road signs, with materials to be provided by Cllr Weltman.

**ACTION: HW/Members**

- b) To consider quotations for tree works at Campbell Close/Stretton Walk and Lavister Close

**Resolved:** It was resolved to approve the quotations for tree works at Campbell Close, Stretton Walk and Lavister Close, to be completed by Caddis at £530 and £250 respectively. It was noted that the tree removals at Moor Park Way would be completed alongside the pond maintenance with charge.

**ACTION: SM**

- c) To approve a quotation for the surveying of woodland areas

**Resolved:** It was resolved to accept the recommendation of the Environment Working group to approve the quotation for surveying and mapping works by Sylvan resources for the woodland areas at a cost of £2950.

**ACTION: SM**

- d) To consider a quotation for works to the rear of Waystead Close

**Resolved:** It was resolved to defer approval of the works to the rear of Waystead Close until the land

ownership was resolved. It was noted that one of the contractors had not fully assessed the site and quotes would need reviewing before further consideration.

20. **Agenda items for next meeting**

- a) To note agenda items to be considered at the September meeting

**Noted:** It was requested that the membership of the Finance Committee be reviewed at the next meeting due to the Chairman stepping down from being a member of the group. No further items were noted in addition to those detailed in the minutes.

**ACTION: SM**

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21. **Close of meeting**

**Noted:** The meeting finished at 9.45pm

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**Appendix A**

# Purchase Order Policy

## How we place orders with our suppliers

Before a supplier provides Kingsmead Parish Council with any goods and/or services, an official Purchase Order (PO) must be received from the Parish Clerk as the Responsible Financial Officer (RFO). This PO is a commitment by the Council to spend the value with a supplier; the PO number must be quoted on all invoices presented to the Council, if no PO number is quoted the invoice will be returned unpaid.

The addresses for both the delivery of the supplies/services and the receipt of invoices are clearly shown on the Purchase Order.

If works cannot be carried out as specified in the purchase order, a new purchase order must be issued. Any changes to specification cannot be authorised without express permission of the council.

## How we pay our suppliers

The standard payment terms for Kingsmead Parish Council are 30 days from receipt of a correct invoice and after works have been quality checked. To ensure that payment is dealt with efficiently and to avoid delays we ask that the invoice:

- quotes a valid Purchase Order (PO) number
- is addressed to Kingsmead Parish Council
- be submitted to the postal or email address quoted on the order
- adds up correctly, particularly the VAT amount
- includes as much information as possible about what the payment is for
- only includes requests for payment of supplied goods, services or works.
- Includes a valid VAT number where applicable, which will be verified by the RFO before payment.

The Council makes payment by BACS in order to ensure that the payment is credited directly into the contractor's/supplier's bank account.

Any invoice that does not quote a valid PO number will be returned, unpaid to the supplier.

Enquiries regarding orders placed by the council should be made to the Parish Clerk at [clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk) or by calling 01606 533858

DRAFT

**Bank Reconciliation Statement as at 31/08/2020  
for Cashbook 1 - Current Bank A/c**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current T2	31/08/2020	129	63,066.85
			<hr/> 63,066.85
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			63,066.85
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			63,066.85
		<b>Balance per Cash Book is :-</b>	<b>63,066.85</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/08/2020  
for Cashbook 2 - Nationwide 45 Day Saver for Bu**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business 45 Day Saver Issue 1	01/09/2020	9	27,070.72
			<u>27,070.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,070.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,070.72
		<b>Balance per Cash Book is :-</b>	<b>27,070.72</b>
		<b>Difference is :-</b>	<b>0.00</b>

## McCloud judgement - Government Consultation Published

The Government have published a consultation on proposed change to the Local Government Pension Scheme (LGPS) to remove age discrimination following what has become known as the McCloud judgement.

### What is the McCloud judgement?

When the LGPS changed from a final salary to a Career Average Revaluated Earning (CARE) scheme on 1 April 2014, additional protection was put in place for members who were within ten years of their normal retirement age on 1 April 2012. This protection is known as the underpin. Protected members currently receive the better of their CARE pension or one calculated under the previous scheme rules. Similar protections were provided in other public sector pension schemes.

The McCloud judgement refers to the Court of Appeal's ruling that the public sector pension reforms unlawfully treated existing members differently based upon their age on the 1 April 2012. In light of the McCloud judgement, the government has confirmed there will be changes to all main public sector schemes, including the LGPS, to remove this age discrimination.

### What is in the consultation?

There are two separate consultations, one for the LGPS and one for the other, unfunded public pension schemes (NHS, teachers, civil service, firefighters, police etc). This briefing note focuses on the consultation on the LGPS.

The proposals seek to ensure that members who have been discriminated against are placed in an equivalent position to the protected members. The benefits of unprotected members will be raised rather than the benefits of protected members being reduced.

The main elements of the LGPS consultation are: -

- Qualifying members would be protected by the application of a revised underpin
- Eligibility is restricted to members who were active in the LGPS on 31 March 2012 and have accrued benefits since 1 April 2014
- The extended underpin period applies between 1 April 2014 and 31 March 2022, but ceases when the member leaves active membership or dies in service
- The final salary for assessing which scheme an eligible member is better off under will be the final salary at the point the member leaves active status or reaches age 65
- The changes will be retrospective and will apply to anyone who has left, retired or died and who didn't meet the old underpin criteria but meets the new one. In some cases, this will mean retrospectively recalculating benefits for pensioners, and paying arrears and interest
- Members must meet the qualifying criteria in a single membership for underpin protection to apply – so where a member has had a break in service or a period of concurrent employment, they must aggregate the benefits for the underpin to apply
- Members who have previously chosen not to aggregate scheme employments will be given a further 12 months to reverse that decision where failure to aggregate would mean they would not meet the revised underpin qualification criteria

- Revised underpin protection will cease in respect of membership after 31st March 2022, however final salary protection will continue after that date in respect of membership before that date.
- Annual Benefit Statements should contain information on the potential impact of the revised underpin.

## When would any changes to the LGPS be effective from?

The remedy would be backdated to the commencement of the revised LGPS which was introduced on 1 April 2014. This may mean the recalculation of some benefits already paid.

**Please note: The Government has confirmed that members who qualify for the protection do not need to make a claim for the changes.**

If members qualify for the protection it will apply automatically.

The consultation runs **until 8 October 2020** after which the nature and timing of the primary legislation necessary to implement changes to the schemes will be developed. It is government's intention for this legislation to be in place by April 2022.

The LGPS consultation documents can be found here:

- <https://www.gov.uk/government/consultations/local-government-pension-scheme-amendments-to-the-statutory-underpin>

The Administering Authority and its advisers are assessing the impact the consultation will have on Cheshire Pension Fund members and employers. We will issue a response to the consultation by 8 October 2020 which will be published on our website and shared with employers and other key stakeholders.

Employers may also want to assess the impact the changes will have on their own organisation and consider submitting their own written response to the consultation.

## Data Required from Employers

Implementing the remedy means that we will need to hold information on hours worked and salary details for all eligible employees to assess which scheme they are better off under. Since the scheme changed in 2014 we have not required employers to provide this information. However, we will now need to collect this information dating back to 1 April 2014.

**It is vitally important that employers retain contractual hours history and salary details for all employees, past and present who were members of the LGPS on 1 April 2014.**

Data required includes contractual hours per week, effective dates and the pensionable earnings during that period. Employers will also be required to record breaks in service due to authorised unpaid absence.

Please don't destroy any of this data. If you've changed your payroll provider since 1 April 2014, you must make sure you still have access to this information.

Issued 11 August 2020

We will issue employers with an Excel Spreadsheet template containing a list of employees and ex-employees who qualify for the protection. Employers will then be required to provide the Fund with the additional information set out in the template.

Separate communications and an FAQ about this additional data capture will be issued to support employers through this exercise. These are being developed and are expected to be available within the next few weeks.

## Next steps for the Cheshire Pension Fund

The proposed remedy will require a significant amount of administration and communication, both to employers and members. We will provide a dedicated 'McCloud' area of the Fund's website with regular updates.

We will set up a dedicated McCloud project team.

We will respond to the consultation having taken on board the views of the Pension Fund Committee and the Local Pension Board.

As well as the obvious impact on administration workload, the remedy may have an impact on valuations and accounting disclosures, and these will also have to be worked through and communicated to employers.

Government has confirmed that the national cost cap mechanism, paused due to the uncertainty caused by the McCloud case will recommence. The cost cap mechanism aims to ensure the costs of a pension scheme remain affordable and sustainable in the long term.

We will keep employers informed with a regular series of briefings as we work through this complicated multi-faceted project.

## Further information and questions and answers

More information can be found on the LGPS Scheme Advisory Board web page:  
<https://www.lgpsboard.org/index.php/structure-reform/mccloud-page>

26 AUGUST 2020

## E01-20 | 2020-21 NATIONAL SALARY AWARD

The National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020.

The annex below lists the new pay scales for clerks and other employees employed under the terms of the model contract including SCPs 50 and above. These calculations have been checked by the ALCC and are based on the changes agreed by the NJC. These should be applied from 1 April 2020.

Due to the introduction of the national living wage, the NJC agreement included the introduction of a new pay spine on 1 April 2019. Reference to the former pay scales has been removed. However, if you wish to see how the old spinal column points and scale ranges translated to the new scales, these are set out in E02-18.

SCP	1 April 2019		1 April 2020		Scale ranges
	£ per annum	£ per annum	£ per annum	* £ per hour	Based on SCP
1	£17,364	£9.02	£17,842	£9.27	Below LC Scale (for staff other than clerks)
2	£17,711	£9.21	£18,198	£9.46	
3	£18,065	£9.39	£18,562	£9.65	
4	£18,426	£9.58	£18,933	£9.84	
5	£18,795	£9.77	£19,312	£10.04	
5	£18,795	£9.77	£19,312	£10.04	LC1 (5-6) (below substantive range)
6	£19,171	£9.96	£19,698	£10.24	LC1 (7-12) (substantive benchmark range)
7	£19,554	£10.16	£20,092	£10.44	
8	£19,945	£10.37	£20,493	£10.65	
9	£20,344	£10.57	£20,903	£10.86	
10	£20,751	£10.79	£21,322	£11.08	
11	£21,166	£11.00	£21,748	£11.30	
12	£21,589	£11.22	£22,183	£11.53	LC1 (13-17) (above substantive range)
13	£22,021	£11.45	£22,627	£11.76	
14	£22,462	£11.67	£23,080	£12.00	
15	£22,911	£11.91	£23,541	£12.24	
16	£23,369	£12.15	£24,012	£12.48	

17	£23,836	£12.39	£24,491	£12.73	
18	£24,313	£12.64	£24,982	£12.98	LC2 (18-23) (below substantive range)
19	£24,799	£12.89	£25,481	£13.24	
20	£25,295	£13.15	£25,991	£13.51	
21	£25,801	£13.41	£26,511	£13.78	
22	£26,317	£13.68	£27,041	£14.05	
23	£26,999	£14.03	£27,741	£14.42	
24	£27,905	£14.50	£28,672	£14.90	LC2 (24-28) (substantive benchmark range)
25	£28,785	£14.96	£29,577	£15.37	
26	£29,636	£15.40	£30,451	£15.83	
27	£30,507	£15.86	£31,346	£16.29	
28	£31,371	£16.31	£32,234	£16.75	
29	£32,029	£16.65	£32,910	£17.10	LC2 (29-32) (above substantive benchmark range)
30	£32,878	£17.09	£33,782	£17.56	
31	£33,799	£17.57	£34,728	£18.05	
32	£34,788	£18.08	£35,745	£18.58	
33	£35,934	£18.68	£36,922	£19.19	LC3 (33-36) (below substantive range)
34	£36,876	£19.17	£37,890	£19.69	
35	£37,849	£19.67	£38,890	£20.21	
36	£38,813	£20.17	£39,880	£20.73	
37	£39,782	£20.68	£40,876	£21.25	LC3 (37-41) (substantive benchmark range)
38	£40,760	£21.19	£41,881	£21.77	
39	£41,675	£21.66	£42,821	£22.26	
40	£42,683	£22.18	£43,857	£22.79	
41	£43,662	£22.69	£44,863	£23.32	
42	£44,632	£23.20	£45,859	£23.84	LC3 (42-45) (above substantive benchmark range)
43	£45,591	£23.70	£46,845	£24.35	
44	£46,732	£24.29	£48,017	£24.96	
45	£47,896	£24.89	£49,213	£25.58	
46	£49,101	£25.52	£50,451	£26.22	LC4 (46-49) (below substantive range)
47	£50,318	£26.15	£51,702	£26.87	
48	£51,429	£26.73	£52,843	£27.47	
49	£52,869	£27.48	£54,323	£28.23	
50	£54,194	£28.17	£55,684	£28.94	LC4 (50-54) (substantive)
51	£55,544	£28.87	£57,071	£29.66	
52	£57,397	£29.83	£58,975	£30.65	

53	£59,244	£30.79	£60,873	£31.64	benchmark range)
54	£61,099	£31.76	£62,779	£32.63	
55	£62,967	£32.73	£64,699	£33.63	LC4 (55-62) (above substantive benchmark range)
56	£64,812	£33.69	£66,594	£34.61	
57	£66,679	£34.66	£68,513	£35.61	
58	£68,510	£35.61	£70,394	£36.59	
59	£70,246	£36.51	£72,178	£37.51	
60	£72,019	£37.43	£74,000	£38.46	
61	£73,835	£38.38	£75,865	£39.43	
62	£75,701	£39.35	£77,783	£40.43	

\* Hourly rates

As per the national agreement, hourly rates are calculated by dividing annual salary by 52 weeks and then by 37 hours.

© NALC 2020

## Current Bank A/c

## Payments made between 01/09/2020 and 30/09/2020

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Details</u>
16/09/2020	Lloyds Bank	DD	184.92		12.33	4236	120	49.66	Toner cartridges
						4240	120	107.94	Website backup costs
						4205	120	3.00	Card fee
						4236	120	11.99	Zoom Video conferencing
22/09/2020	WAP Lawton & Son Ltd	BACS	5,832.00		972.00	4300	130	4,860.00	Contract maintenance August
22/09/2020	Caddis Ltd	BACS	660.00		110.00	4340	130	550.00	Moor Park pond summer
22/09/2020	Caddis Ltd	BACS	360.00		60.00	4360	130	300.00	Emerg tree work larch Lavister
22/09/2020	Northwich Town Council	BACS	178.80		29.80	4400	140	149.00	Play area signage Covid
22/09/2020	Chafes Hague Lambert Solicitor	BACS	3,373.92		562.32	4215	120	2,811.60	Legal correspondence re SGW
22/09/2020	New Cheshire Business Park Ltd	BACS	104.00		17.33	4237	120	86.67	Storage unit September 20
22/09/2020	SLCC Cheshire	BACS	15.00			4200	120	15.00	Stress awareness workshop
24/09/2020	Telecoms World Plc	DD	20.40		3.40	4235	120	17.00	August VOIP
30/09/2020	Cheshire Pension Fund	BACS	584.46			4030	110	584.46	September pension and backdate
30/09/2020	S MORGAN	BACS	1,607.46			4000	110	1,607.46	September pay and backdate
30/09/2020	HMRC	BACS	514.09			4010	110	514.09	Tax and NI
30/09/2020	S MORGAN	BACS	78.00			4060	110	78.00	Home working allowance Q2
30/09/2020	Brown Rural Surveyors	BACS	2,336.40		389.40	4215	120	1,947.00	Invoice for surveying work SGW
<b>Total Payments:</b>			15,849.45	0.00	2,156.58			13,692.87	

Time: 12:19

## Current Bank A/c

## List of Payments made between 01/07/2020 and 31/08/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/07/2020	Lloyds Bank	DD	258.98		Card payments
21/07/2020	WAP Lawton & Son Ltd	BACS	206.40	Chair/RFO	Stone for back entry to SGF
21/07/2020	Caddis Ltd	BACS	504.00	Contract	Dukes Way Little Pond Contract
21/07/2020	Caddis Ltd	BACS	792.00	Contract	Dukes Way Duck Pond Contract
21/07/2020	New Cheshire Business Park Ltd	BACS	104.00		Storage unit rent
21/07/2020	AK Rubber & Industrial Supplie	BACS	138.24	FC	Washers for poppy display
21/07/2020	Caddis Ltd	BACS	120.00	Chair/RFO	Sluice pond drainage grid
21/07/2020	WAP Lawton & Son Ltd	BACS	60.00	FC	Supply bedding plants at Memor
21/07/2020	Pear Technology Services Ltd	BACS	228.00	Chair/RFO	Prints of Land Title Maps
21/07/2020	Northwich Town Council	BACS	148.80	Chair/RFO	Locks and chains for play area
21/07/2020	Pear Technology Services Ltd	BACS	228.00	FC	Digital Mapping fee
21/07/2020	Derbyshire Association Local C	BACS	100.00	Chair/RFO	Councillor Essentials Training
21/07/2020	Derbyshire Association Local C	BACS	50.00	Chair/RFO	Law and Good Practice training
21/07/2020	Northwich Town Council	BACS	368.40	Play Area Committee	Gate adjust DW1
21/07/2020	WAP Lawton & Son Ltd	BACS	3,600.00	FC	Play bark x 30 m2
21/07/2020	WAP Lawton & Son Ltd	BACS	5,832.00	Contract	Maintenance contract June
21/07/2020	Play Inspection & Maint Svcs	BACS	356.40		Quarterly Inspections
21/07/2020	Pear Technology Services Ltd	BACS	-228.00		Reverse duplicate entry
24/07/2020	Telecoms World Plc	DD	20.40		VOIP June
31/07/2020	S MORGAN	BACS	1,422.60		Salary
31/07/2020	HMRC	BACS	384.07		Tax and NI
31/07/2020	Cheshire Pension Fund	BACS	501.67		Pension July
17/08/2020	Lloyds Bank	DD	74.17	RFO	Card payments
18/08/2020	Suddenstrike Limited	BACS	1,653.30	PO14	Ellingham Way fencing
18/08/2020	New Cheshire Business Park Ltd	BACS	104.00		Storage unit rent
18/08/2020	Shires Pay Services Ltd	BACS	52.20		2nd Quarter payroll
18/08/2020	Rhod Taylor	BACS	490.00		Tree surveys
18/08/2020	Caddis Ltd	BACS	696.00	Contract	Coronet Pond summer maintenanc
18/08/2020	Caddis Ltd	BACS	300.00	PO22	Lavister CI tree works
18/08/2020	WAP Lawton & Son Ltd	BACS	5,832.00		Maintenance contract July
24/08/2020	Telecoms World Plc	DD`	20.40	DD - Full council	VOIP service July
31/08/2020	S MORGAN	BACS	1,422.80		August salary
31/08/2020	Cheshire Pension Fund	BACS	501.67		August pension
31/08/2020	HMRC	BACS	383.87		Tax and NI August
<b>Total Payments</b>			<b>26,726.37</b>		

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<b>RECEIPTS</b>						
<b>Income</b>						
Precept	200,550	200,550	0			100.0%
Grants & Donation Received	0	15,000	15,000			0.0%
Other Income	0	100	100			0.0%
<b>Subtotal</b>	<b>200,550</b>	<b>215,650</b>	<b>15,100</b>	<b>0</b>	<b>0</b>	<b>93.0%</b>
<b>Admin Costs</b>						
Interest Received	22	0	(22)			0.0%
<b>Subtotal</b>	<b>22</b>	<b>0</b>	<b>(22)</b>	<b>0</b>	<b>0</b>	<b>0.0%</b>
<b>VAT Data</b>						
VAT on Receipts	13,098	15,000	1,902			87.3%
<b>Subtotal</b>	<b>13,098</b>	<b>15,000</b>	<b>1,902</b>	<b>0</b>	<b>0</b>	<b>87.3%</b>
<b>TOTAL RECEIPTS</b>	<b>213,669</b>	<b>230,650</b>	<b>16,981</b>	<b>0</b>	<b>0</b>	<b>92.6%</b>
<b>PAYMENTS</b>						
<b>Staff Costs</b>						
Staff Salary	8,721	18,000	9,279		9,279	48.5%
PAYE & NI	2,434	4,900	2,466		2,466	49.7%
Pension	3,093	6,050	2,957		2,957	51.1%
Staff Mileage & Benefits	0	100	100		100	0.0%
Staff other Expenses	156	50	(106)		(106)	312.0%
<b>Subtotal</b>	<b>14,404</b>	<b>29,100</b>	<b>14,696</b>	<b>0</b>	<b>14,696</b>	<b>49.5%</b>
<b>Admin Costs</b>						
Training	165	650	485		485	25.4%
Bank Charges	45	120	75		75	37.9%
Audit Fees	289	1,000	711		711	28.9%
Professional Fees	5,841	8,500	2,659		2,659	68.7%
Legal Fees - Estate Rentcharge	0	10,000	10,000		10,000	0.0%
Subscriptions & Memberships	1,336	1,500	164		164	89.1%
Insurance	1,516	1,600	84		84	94.7%
Stationery & Postage	99	150	51		51	66.1%
Telephone & Broadband	104	300	196		196	34.6%
PC Office Costs	1,120	1,500	380		380	74.7%
Storage Costs	520	1,100	580		580	47.3%
Website	108	500	392		392	21.6%
Newsletter	0	500	500		500	0.0%
<b>Subtotal</b>	<b>11,143</b>	<b>27,420</b>	<b>16,277</b>	<b>0</b>	<b>16,277</b>	<b>40.6%</b>
<b>Maintenance</b>						
Grounds Maintenance Contract	29,160	58,320	29,160		29,160	50.0%
Additional Grounds Maintenance	4,241	10,000	5,759		5,759	42.4%
Clocktower	0	130	130		130	0.0%
Ponds & Culvert	10,450	23,500	13,050		13,050	44.5%
Paths	0	10,700	10,700	10,700	0	100.0%

	Actual Year to Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
Tree Works	2,812	11,000	8,188	2,920	5,268	52.1%
<b>Subtotal</b>	<b>46,664</b>	<b>113,650</b>	<b>66,986</b>	<b>13,620</b>	<b>53,366</b>	<b>53.0%</b>
<b>Play Areas</b>						
Maintenance	3,890	10,000	6,110		6,110	38.9%
Inspections	594	1,500	906		906	39.6%
Equipment	0	15,000	15,000		15,000	0.0%
<b>Subtotal</b>	<b>4,484</b>	<b>26,500</b>	<b>22,016</b>	<b>0</b>	<b>22,016</b>	<b>16.9%</b>
<b>Events/S137 Expenditure</b>						
Section 137 Expenditure	663	1,000	338		338	66.3%
Xmas Lighting	125	2,950	2,825		2,825	4.2%
<b>Subtotal</b>	<b>788</b>	<b>3,950</b>	<b>3,163</b>	<b>0</b>	<b>3,163</b>	<b>19.9%</b>
<b>VAT Data</b>						
VAT on Payments	11,486	15,000	3,514		3,514	76.6%
<b>Subtotal</b>	<b>11,486</b>	<b>15,000</b>	<b>3,514</b>	<b>0</b>	<b>3,514</b>	<b>76.6%</b>
<b>TOTAL PAYMENTS</b>	<b>88,967</b>	<b>215,620</b>	<b>126,653</b>	<b>13,620</b>	<b>113,033</b>	<b>47.6%</b>
<b>Total Receipts</b>	213,669	230,650	16,981			92.6%
<b>Total Payments</b>	88,967	215,620	126,653	13,620	113,033	47.6%
<b>Net Receipts over Payments</b>	<b>124,702</b>	<b>15,030</b>	<b>(109,672)</b>			
less Transfer to EMR	0					
<b>Movement to/(from) Gen Reserve</b>	<b>124,702</b>	<b>15,030</b>	<b>(109,672)</b>			

**Report to:** Full Council  
**Meeting Date:** 21<sup>st</sup> September 2020  
**Agenda Item:** 9a  
**Prepared By:** Parish Clerk  
**Subject:** Removal of rent charges and restrictions from resident title deeds

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## Background

The previous Clerk held a Power of Attorney document which enabled the removal of restrictions relating to rent charges from title deeds with the Land Registry.

It has not been possible to update this document for the current Clerk as Kingsmead Landscape Management Company is no longer in existence to sign the documents.

The Clerk has explored options for the removal of the rent charges and restrictions with Chambers Fletcher Solicitors who dealt with the original transfer and this has resulted in the completion of several Deeds of Variation being signed by the council for the removal of the fixed rent charges only.

When corresponding with Nicholas Ball of Butcher Barlow Solicitors last year it was suggested that a bulk removal of the rent charges could take place, and this was subsequently budgeted for and approved at the July meeting.

## Updates

An update has now been received that due to a change in circumstances and Land Registry guidance, Butcher Barlow Solicitors cannot complete the work that was previously quoted for as it would require each homeowner to sign documents separately and would be a far more onerous task than initially expected. An alternative suggestion has been made that Deeds be drawn up for individual properties to remove rent charges and restrictions on a case by case basis as those completed by Chambers Fletcher Solicitors.

Alternatively, it is suggested that the council circulates a newsletter or update to all residents outlining the issue and advising that the Parish Council is willing to remove the rent charges if residents approach the council and outline a willingness to proceed. The solicitor would assist with the resident correspondence to ensure that legal matters were accurate.

## Costs

The legal costs for dealing with the variation on a case by case basis would be £195.00 plus VAT per property and it is suggested that any resident who wishes to proceed with this agrees to be responsible for these costs. There would also be Land Registry fees of approximately £50.00 per property (inclusive of the registration fee and document fees).

This would far exceed the council's budget and entire annual precept for the costs to remove the rent charges for all properties.

## Decision

The council cannot remove the rent charges 'en masse' as previously agreed and should consider whether to continue to deal with the removal on a case by case basis or advertise that the council can sign deeds to remove the charges and restrictions, therefore inviting a bulk of deeds to be completed. This option would place additional pressure on the Clerk to deal with correspondence with residents and solicitors. This could be reduced by inviting removals by postcode on a schedule rather than all at once.

The council may choose to contribute a small amount to each removal or disbursement or it may choose to retain the funds for other purposes/a reduction in next year's precept.

## Land owned by the parish council

Under the transfer agreement dated 9<sup>th</sup> March 2012 between George Wimpey City 2 Limited and George Wimpey City Limited, HB (NW) Limited and Redrow Homes Limited, Kingsmead Landscape Management and Kingsmead Parish Council, the Amenity Areas now registered under the following titles were transferred to Kingsmead Parish Council:-

CH610376 Land at Kingsmead Estate, London Road, Northwich

CH438218 Amenity Areas, Kingsmead Estate, Northwich

CH603294 Land at Kingsmead, Northwich

Kingsmead Parish Council has maintained these areas of land from the initial funds that were provided as part of the transfer agreement and funds raised through the council's annual precept for the benefit of residents and visitors to the parish.

At the meeting of the Full Council on 20th July 2020, the council agreed its position that it will not approve the sale of any sections of the land owned by the council.

## Estate Rentcharges

As the beneficiary of the estate rent charges that were also transferred from Kingsmead Landscape Management Company to Kingsmead Parish Council, the council agrees it has no requirement to make these charges, and has made a commitment to remove its entitlement to the fixed and variable rent charges from resident title deeds along with restrictions associated with the rent charges.

The council will continue to sign Deeds of Variation to remove the estate rent charges from resident land titles to prevent delay or difficulty with the sale of properties that could occur due to the absence of evidence that rent charges have been paid. The parish council will make no charge for signing of deeds, however legal fees associated with the preparation of the deeds must be met by residents.

At the meeting of the Full Council on 21<sup>st</sup> September, Kingsmead Parish Council confirms that no estate rent charges are due from residents and that it commits to maintaining the amenity areas for the benefit of residents and visitors to the parish with funds raised through the parish council precept.

Chairman: Cllr L Hoey

Cllr H Weltman

Vice Chairman: Cllr E Bannister

Cllr S Jewitt

Cllr C Reed

Cllr D Boylan

Cllr S Chappell

Cllr N Martin

Cllr A Logan

Cllr L Williams

DRAFT

**Report to:** Full Council  
**Meeting Date:** 21<sup>st</sup> September 2020  
**Agenda Item:** 10  
**Prepared By:** Parish Clerk  
**Subject:** Contract support service

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## Background

In November 2019, the council sought advice from APSE Solutions in relation to the production of an updated grounds maintenance contract which is due for renewal in April 2021. APSE have attended two meetings with the parish council in relation to preparing the bill of quantities and specification for the contract, advising on how to measure and assess each area for inclusion in the new contract.

## Updates

Due to the challenges of completing the measurements required for the new contract during the lockdown, further quotations were sought for the completion of the measurements on behalf of the council along with an additional quote for the completion of the contract to allow comparison of costs.

Measurements for the bill of quantities have now been completed by the parish council subject to final review and approval, so only the contract completion work is required.

## Costs and recommendation

Quotations for the contract preparation have been received from two companies and reviewed by the Environment Working Group. A third contractor was approached but was unable to complete the contract documentation required.

The comparative quotation was £2780 for the production of schedules and form of contract; however, this came with an attached list of assumptions/caveats and limitations which could result in additional costs being incurred.

Having completed the review of the quotations and caveats, it is recommended that the council approves the quote for the preparation of contract documents by APSE using the bill of quantities provided by the parish council at £545 per day for 4.5 days of work, costing a total of £2452.50.

The Clerk will liaise with the chosen company and Environment Working Group in relation to providing the details for the bill of quantities for a draft document to be received by the October Full Council meeting.

Engagement Letter for: **Kingsmead Parish Council**

**JDH Business Services Limited** is pleased to accept appointment as your internal auditor in accordance with the terms and conditions described below.

## **1.) Respective responsibilities of Council and Internal Auditors**

### **i.) The Council – your responsibilities**

- a) As members of the council, you are required to prepare and approve accounts for each financial year in accordance with the requirements of the latest adopted Accounts and Audit regulations and proper accounting practice.
- b) You are responsible for maintaining an adequate system of internal control, including measures designed to prevent and detect fraud and corruption.
- c) You are responsible for undertaking all reasonable steps to assure yourselves that there are no matters of actual or potential non-compliance with laws, regulations and codes of practice which could have a significant financial effect on the ability of the council to conduct its business or on its finances.
- d) You are responsible for carrying out an assessment of the risks facing the council and taking appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

You have undertaken to make available to us, as and when required, all the council's books of account and records and related information necessary to carry out our work. You will make full disclosure to us of all relevant information.

The internal auditor shall have the right of access to any member or officer to discuss and to receive information and explanations in connection with any matter arising from the audit.

As part of our normal procedures we may request you to provide written confirmation of any information or explanations given to us orally during the course of our work.

## ii.) **Internal Audit – Our Responsibilities**

The internal auditor is responsible for reviewing whether the Council's financial management is adequate and effective., and that it has a sound system of internal control. The scope of internal audit is summarised in the AGAR Annual Return for Local Councils as follows:

- Checking that books of account have been properly kept throughout the year
- Checking payment internal controls to ensure that the Council's financial regulations have been met, payments are supported by invoices, expenditure is approved, and VAT is correctly accounted for
- Reviewing the Council's risk assessment and ensuring that adequate arrangements are in place to manage all identified risks
- Verifying that the annual precept request is the result of a proper budgetary process; that budget progress has been regularly monitored and that the council's reserves are appropriate
- Checking income records to ensure that the correct price has been charged, income has been received, recorded and promptly banked and VAT is correctly accounted for
- Reviewing petty cash records to ensure payments are supported by receipts, expenditure is approved and VAT is correctly accounted for
- Checking that salaries to employees have been paid in accordance with Council approvals and that PAYE and NI requirements have been properly applied
- Checking the accuracy of the asset and investments registers
- Testing the accuracy and timeliness of periodic and year-end bank account reconciliation(s)
- Year end testing on the accuracy and completeness of the financial statements
- If the authority certified itself as exempt from a limited assurance review in the previous financial year, it met the exemption criteria and correctly declared itself exempt.
- Ensuring the authority has demonstrated that during the previous summer that it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations
- Where the council is sole trustee to a charity, reviewing whether the council has met its responsibilities as a trustee

## **2.) Reporting**

The internal auditor will report to the Council after all interim and year end internal audits. In the event of a serious issue being identified during the year the internal auditor will also report to Council.

## **3.) Independence and Objectivity**

The internal auditor will inform the Council immediately if the internal auditor becomes aware of any conflict of interest that may adversely affect their ability to carry out the internal audit objectively and independently and will resign from the appointment forthwith.

## **4.) Fees**

Our fees are based on the degree of skill and responsibility involved and the time spent on the work and are fixed on the basis of the responsibilities detailed above for each financial year. If it is necessary to carry out work outside the responsibilities outlined in this letter it will involve additional fees that will be agreed with the Council in advance.

Our terms relating to payment of amounts invoiced are strictly 30 days net. Interest will be charged on all overdue debts at the rate for the time being applicable under the Late Payment of Commercial Debts (Interest) Act 1998.

## **5.) Period of Appointment**

Once it has been agreed, this letter will remain effective until it is replaced. The appointment is therefore for an unspecified period but subject to annual confirmation by the Council.

## **6.) Agreement of terms**

The terms set out in this letter and our general terms of business shall take effect immediately upon your countersigning this letter and returning it to us or upon commencement of the internal audit, whichever is earlier.

Once it has been agreed, this letter will remain effective until it is replaced. We shall be grateful if you could confirm your agreement to these terms by signing the enclosed copy of this letter and returning it to us immediately.

Yours

**JDH Business Services Ltd**

I/We confirm that I/We have read and understood the contents of this letter and agree that it accurately reflects the services that I/We expect you to provide.

Signed.....Dated.....

For and on behalf of the Council

## **Minutes of Wildflower working group held 25<sup>th</sup> August 2020**

Attended by Laura Hoey, Chris Reed, and residents L and S.

We discussed the trials so far and all agreed what a great success they had been, despite the weather. Both, in terms of the increase in wildlife and the resulting reported well-being from people driving along Kingsmead spine road. There has been over 100 positive comments and 700 'likes' posted for an article in Northwich Life about the wildflower trial. As far as we were aware, at the time of the meeting, there had been no complaints and several positive emails from residents.

**Our plan of action for the trial wildflower strips** (both the sown strip and the 'left' strips) is as follows.

1. A volunteer group (following all COVID guidelines and social distancing laws) is being arranged to trim the strips down and rake up the cuttings and bag. These may be stored for future use to seed other areas
2. This action is planned for the last weekend in September. That is, the 26th and 27th September. Times are to be confirmed. This is to be coordinated by Cllrs Laura Hoey and Chris Reed.

### **Our recommendations to council**

1. A survey of wildflowers will be published (S to collate the list and send to Laura) and this will be incorporated into a wildflower article on we can publish on our website)
2. Extension of the sown strip along the spine road from Kingslawn Park up to the Kingsmead/Regency Way roundabout is proposed. This would be a well-defined 2 -3 metres wide strip which will be mowed carefully round its edges to give clear definition. It will be sown with yellow rattle (to suppress the grass) and the same wildflower seed mix as already trialled.
3. Cllrs Hoey and Reed will provide quotes for the costs of the seed and rotavation of the strip. It is believed that we may be able to apply for funding for this project.
4. The current 'un-mowed' trial areas will remain, and it is not our recommendation that they are extended at the moment. It may take several years to enjoy the benefit of leaving nature to regenerate itself. We recommend that these areas remain almost 'hidden' from sight.
5. We would recommend that the signage is changed to the 'Blue Heart campaign' signage which is an instantly recognizable symbol for leaving areas for biodiversity, please see the link <https://bluecampaignhub.com/> for more information