
Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 15th June 2020 at 7.30pm via Zoom Video Conferencing

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

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Noted: All members were present

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: Cllr Martin declared an interest in item 13b as a resident of the road.

Cllr Logan declared an interest in item 10c as an acquaintance of the resident who had been in touch.

3. **Public Open Forum**

Noted: No members of the public were in attendance.

4. **PCSO**

a) To receive a report from PCSO Phil Hambleton

Noted: PCSO Hambleton was not in attendance but had provided a written report prior to the meeting. The report was reviewed, and it was noted that a burglary had occurred and that the PCSO had been called out in relation to concerns about breaches of government guidelines.

5. **Minutes**

a) To approve the minutes of the Ordinary Meeting held 18th May 2020

Resolved: It was resolved to approve the minutes of the Ordinary Meeting held 18th May 2020

b) To receive the minutes of the Play Area Committee Meeting held 25th May 2020

Noted: The minutes of the Play Area Committee Meeting held 25th May 2020 were received and noted. It was further noted that the grant application for the play area has now reached stage 2.

6. **Finance and administration**

a) To approve the current account bank reconciliation to 31-05-2020

Resolved: It was resolved to approve the current account bank reconciliation to 31-05-2020

b) To approve the Nationwide 45 Day Saver account reconciliation to 01-06-2020

Resolved: It was resolved to approve the 45 Day Saver account bank reconciliation to 01-06-2020

c) To note the opening of the Yorkshire Bank Account for additional savings

Resolved: The opening of the Yorkshire Bank Account was noted.

d) To approve accounts for payment June 2020

Resolved: It was resolved to approve the payments listing for June 2020 for a total of £59,304.76 including £1174.73 of VAT:-

Came and Co Insurance	BACS	1,515.54		4225	120	1,515.54	Annual Insurance Y1/3
WAP Lawton & Son Ltd	BACS	5,832.00	972.00	4300	130	4,860.00	Maintenance contract June
New Cheshire Business Park Ltd	BACS	104.00	17.33	423	120	86.67	Storage unit rental
CHALC	BACS	1,319.40		422	120	1,319.40	CHALC Annual affiliation fee
Chafes Hague Lambert LLP	BACS	462.00	77.00	421	120	385.00	Fees for SG Way letter
CHALC	BACS	17.00		422	120	17.00	Local Council Review Subscr
AST Ltd	BACS	600.00	100.00	436	130	500.00	AST Ltd
Lloyds Bank	DD	48.08	5.00	423	120	9.12	Stamps
				423	120	8.15	Notebooks
				423	120	4.82	Network cable
				423	120	6.00	Land Registry searches
				420	120	3.00	Card fee
				423	120	11.99	Zoom fee
Yorkshire Bank Business Saving	New acc	47,000.00		230		47,000.00	Transfer to savings
Telecoms World Plc	DD	20.40	3.40	423	120	17.00	VOIP Service
S MORGAN	BACS	1,422.80		400	110	1,422.80	June Salary
Cheshire Pension Fund	BACS	501.67		403	110	501.67	June pension
HMRC	BACS	383.87		401	110	383.87	Tax and NI June
S MORGAN	BACS	78.00		406	110	78.00	Quarter 1 home working
Total Payments:		59,304.76	0.00	1,174.73		58,130.03	

ACTION: SM

e) To note accounts paid in May 2020

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

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

Noted: The financial position/management accounts to end June 2020 was noted. Cllr Reed advised that he has the speed gun and that the budget for this may not be required this year.

7. Working Groups

- a) To approve the Terms of Reference for the Environment Working Group

Resolved: The draft Terms of Reference were reviewed and approved to include up to 7 members (see [appendix A](#))

- b) To agree membership of the Environment Working Group

Resolved: Membership of the working group was approved as follows: - Cllrs Hoey, Boylan, Bannister, Logan, Martin, Reed and Williams.

ACTION: SM

8. Land at St George's Way

- a) To consider whether to make final enquiry about whether the legal matter regarding the access over parish owned land will be pursued further

Resolved: It was resolved not to enquire further in relation to the correspondence received about St George's Way, unless further correspondence is received.

9. To approve quotations for works to fencing on Ellingham Way

Resolved: It was agreed to proceed with the quotation for replacement fencing from Suddenstrike.

ACTION: SM

10. Contract renewals

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

Noted: An update on the measuring and requirements for completion by September was given by the Clerk. Members who had agreed to support with the measuring had arranged a date to continue with the measurements and would be carrying out regular measurements over the coming weeks.

- b) To note the current list of areas maintained not owned by the parish council

Noted: A list of the areas maintained but not owned by the parish council was issued for information. An action plan for each area will be brought for a decision at the next meeting.

- c) To note correspondence in relation to grass cutting of private/highway land at Headworth Close and to consider further responses to matters of this type (not included in contract)

Noted: It was noted that the resident who had contacted the council in relation to maintenance had now acknowledged ownership of the land and would be maintaining this as required. No further actions were agreed at this time.

11. Parks and play areas

- a) To approve a quotation for additional bark at Monarch Drive - £1500 for one or £3000 for three at 10m³ each) (Play Area Committee update)

Resolved: It was agreed to proceed with the additional bark for three play areas at £3000 due to the cost saving.

ACTION: SM

12. Litter picking

- a) To consider a quotation for the purchase of litter picking accessories (Cllrs Jewitt/Boylan)

Resolved: It was agreed to proceed with the purchase of 10 x litter picking hoops at a cost of £95.70 from Toolstation.

ACTION: SM

- b) To approve a risk assessment for litter picking activities

Resolved: It was resolved to approve the Covid-19 risk assessment for litter picking activities.

ACTION: SM

- c) To consider whether litter picking equipment may be loaned to residents

Resolved: It was resolved that loaning of equipment was too high risk at this time and will not be loaned to residents.

13. Environment

- a) To consider a quotation for the removal of ivy from the rear of Capesthorpe Close (£360 cut only/£840 full removal)

Resolved: It was resolved to decline the quotation for the removal of ivy to the rear of Capesthorpe Close and advise the resident that they are entitled to cut the ivy back on their side of the fence as required.

ACTION: SM

- b) To consider a resident request to share the cost of a crown reduction of an oak tree on Shavington Way to increase light to the resident's garden

Resolved: It was resolved to decline the request to share the cost of a crown reduction of an oak tree on Shavington Way and noted that the tree was assessed as not requiring works by the tree surveyor earlier this year.

ACTION: SM

- c) To consider a request to approve the purchase of a new duck house for the Coronet Pond (Cllr Martin – est £400 to £700)

Resolved: It was resolved to decline the request to purchase a duck house for the Coronet Pond, and amendment to defer the decision to later in the year, due to advice having been received about the potential detrimental impact on the pond.

- d) To consider quotations for tree works

Resolved: It was resolved to approve the quotations for tree works at Kingsmead, Burwardsley Way, Coronet Avenue, Regency Way and Picton Close for completion by AST Ltd noting that the works to fell dead trees on Lavister Cl and Shavington Way had been approved by the Clerk and Chairman and were now completed.

ACTION: SM

- e) To consider actions in relation to areas where wildflowers have naturally seeded

Resolved:

It was resolved to request that the grounds maintenance contractor now cuts the mound opposite the college and leaves areas around the wild orchids only. These areas had been left to grow longer due to the wildflowers but the areas left were considered too extensive and complaints had been received.

ACTION: SM

14. **Agenda items for next meeting**

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

Noted:

It was noted that Cllr Weltman has requested an item on street sign cleaning and that new planning applications were coming through for consideration. The community awards would also be on the next agenda.

ACTION: SM

15. **Close of meeting**

Noted:

The meeting finished at 9.05pm

Appendix A

Environment Working Group Terms of Reference

1. The Working Group will consist of six to seven councillors, determined by the Council and the Clerk in an advisory capacity.
2. The group shall meet quarterly or more frequently if required.
3. At its first meeting of the council year the working group members shall:
 - a) Review these terms of reference / complete the skeleton Terms of Reference for approval as appropriate.
 - b) Appoint an elected member as Lead Member who should ensure the entire working group's members are kept informed and involved with progress and act as the primary reporting channel back to the parent body.
4. In line with the task set by the [Council / committee], the purpose and remit of the working group is to:
 - a) Review procedures, contracts and policies relating to environment matters.
 - b) Review matters relating to trees, landscaping, and ponds including tree survey results for the planning of works.
 - c) Review estate structures, paths and fences for repairs and works required.
 - d) Work with the clerk to seek quotes as required in accordance with the standing orders.
 - e) Refer all reviews and quotes to the full council.
5. The group does not have delegated powers to make decisions

6. The group may not authorise expenditure on behalf of the Parish Council nor should exceed its purpose and remit (above) without the parent body's sanction to a change to this Terms of Reference
7. The group reports to the council.
8. The group shall provide timely reports to the parent body in the following manner: monthly
9. Meetings of the working group are not usually but may be public meetings.

DRAFT