



Kingsmead Parish Council
PO Box 448
Knutsford
WA16 1FJ

Clerk: Sarah Morgan
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Councillors are summoned to attend the ORDINARY PARISH COUNCIL MEETING to be held online using Zoom video conferencing on Monday 19th October 2020 at 7.30pm

Go to <https://us02web.zoom.us/j/84351183706?pwd=SnJYcEhhTIRCZVRwOURIT0FVVHZidz09> or use meeting ID 843 5118 3706 to join, entering the password 467039 to access the waiting room.

Sarah Morgan, Clerk to the Council

Date: 14th October 2020

A G E N D A

1. **To appoint a new Chairman following the resignation by Cllr Hoey from the position of Chairman**
2. **To appoint a new Vice Chairman (if required)**
3. **To receive apologies**
4. **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
5. **Public open forum**
 - a) Members of the public are invited to address Councillors and raise issues of concern
6. **PCSO**
 - a) To receive a report from PCSO Phil Hambleton (*to follow*)
7. **Approval and receipt of Minutes**
 - a) To approve the minutes of the Ordinary Meeting held 21st September 2020 (*attached*)
8. **Finance and administration**
 - a) To approve the current account bank reconciliation to 30-09-2020 (*attached/in file*)
 - b) To approve the Nationwide 45 Day bank reconciliation to 01-10-2020 (*attached/in file*)
 - c) To approve the Yorkshire bank account reconciliation to 01-10-2020 (*attached/in file*)
 - d) To approve accounts for payment in October 2020 (*attached*)
 - e) To note accounts paid September 2020 (*attached*)
 - f) To note financial position/management accounts to end October 2020 (*attached*)
9. **Chairman's Allowance**
 - a) To approve payment of a Chairman's Allowance of £250pa (pro rata for 2020-21)

Ordinary Meeting Agenda (cont.)

10. **Training Policy**
 - a) To approve a training policy for members and employees of the council (*attached*)
11. **Membership of the SLCC**
 - a) To approve the annual membership of the SLCC (£202)
12. **Parish council land**
 - a) To consider additional quotation to support the removal of the rent charges and agree actions in relation to the rent charge removal (*in file*)
13. **Contract Renewals**
 - a) To approve a grounds maintenance contract for 2021-2024 (*final version to follow*)
 - b) To approve an advertisement and awarding process for the contract (*attached*)

Please note: Item 12 may 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.
14. **Land at St George's Way**
 - a) To consider the formal valuation for the strip of land based on the change of access required for the proposed development (*to follow*)
 - b) To consider any further actions in relation to the valuation and legal correspondence re Land at St George's Way
15. **Land Transfers**
 - a) To approve two member signatories in addition to the Chairman and Vice Chairman (to provide certified ID to meet the requirements of the solicitor) (update due to change of Chairman)
 - b) To approve updated terms of engagement for Butcher Barlow Solicitors (*in file*)
16. **Environment**
 - a) To approve the creation of an additional ornamental flower bed on Kingsmead (*in file*)
 - b) To consider additional winter maintenance works (*in file*)
 - c) To approve the reduction in height of the Headworth Close woodland boundary hedge to 5ft (£960 - image in file)
 - d) To receive an update on the woodland surveys (*to follow*)
17. **Poppy display on the spine road**
 - a) To consider deferring the display until 2021 (Clerk to update)
18. **Draft budget 2021-2022**
 - a) To note any requests for items to be included in the draft budget
19. **Agenda items for the next meeting**
 - a) To note agenda items to be considered at the October meeting
20. **Close of meeting**

Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 21st September 2020 at 7.30pm via Zoom Video Conferencing

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

Absent: Cllrs Weltman, Martin and Logan

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

Noted: Apologies were received from Cllrs Weltman (holiday) and Martin (business)

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

3. **Public Open Forum**

Noted: Members of the public in attendance did not participate during the public open forum.

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, the removal of a parcel and parking issues outside the school. The report was reviewed and noted.

The Clerk also advised that the council had been contacted by several residents with concerns about social distancing breaches and that the Clerk had provided guidance on how to make reports to the police or had referred these matters on to the police as required.

ACTION: SM

5. **Approval and Receipt of Minutes**

- a) To approve the minutes of the Ordinary Meeting held 20th July 2020

Resolved: It was resolved to approve the minutes of the Ordinary Meeting held 20th July 2020

ACTION: SM/LH

6. **Finance and administration**

- a) To approve the current account bank reconciliation to 31-08-2020

Resolved: It was resolved to approve the current account bank reconciliation to 31-08-2020

- b) To approve the 45 Day Saver account reconciliation to 01-09-2020

Resolved: It was resolved to approve the 45 Day Saver account reconciliation to 01-09-2020

- c) To consider a response to the LGPS consultation

Resolved: It was resolved to make no comment on the LGPS Consultation

- d) To note the National Salary Award agreement to be backdated to April 1st 2020

Noted: The National Salary Award to be backdated to April 1st 2020 was noted

e) To approve accounts for payment in September 2020

Resolved: It was resolved to approved payments for September with the exception of the invoice for Brown Rural which was approved at 5 hours only with an invoice to be prepared for Amor Homes for this to be reimbursed to the council.

			TOTAL	VAT	AMT
16/09/2020	Lloyds Bank	DD	184.92	12.33	49.66 Toner cartridges 107.94 Website backup costs 3.00 Card fee 11.99 Zoom Video conferencing
22/09/2020	WAP Lawton & Son Ltd	BACS	5,832.00	972.00	4,860.00 Contract maintenance August
22/09/2020	Caddis Ltd	BACS	660.00	110.00	550.00 Moor Park pond summer
22/09/2020	Caddis Ltd	BACS	360.00	60.00	300.00 Emerg tree work larch Lavister
22/09/2020	Northwich Town Council	BACS	178.80	29.80	149.00 Play area signage Covid
22/09/2020	Chafes Hague Lambert Solicitor	BACS	3,373.92	562.32	2,811.60 Legal correspondence re SGW
22/09/2020	New Cheshire Business Park Ltd	BACS	104.00	17.33	86.67 Storage unit September 20
22/09/2020	SLCC Cheshire	BACS	15.00		15.00 Stress awareness workshop
24/09/2020	Telecoms World Plc	DD	20.40	3.40	17.00 August VOIP
30/09/2020	Cheshire Pension Fund	BACS	584.46		584.46 September pension and backdate
30/09/2020	S MORGAN	BACS	1,607.46		1,607.46 September pay and backdate
30/09/2020	HMRC	BACS	514.09		514.09 Tax and NI
30/09/2020	S MORGAN	BACS	78.00		78.00 Home working allowance Q2
30/09/2020	Brown Rural Surveyors	BACS	2,336.40	389.40	1,947.00 Invoice for surveying work SGW 11.8 hrs
23/09/2020	Brown Rural Surveyors	BACS	990	165	825 5 hours of surveying work
Total Payments:			14,503.05	1,932.18	12,570.87

ACTION: SM

f) To note accounts paid in July and August 2020

Noted: The accounts paid in July and August were reviewed and noted with the additional out of meeting approval for payments having been given by Cllrs Martin, Hoey and Bannister for the following payments made in August:-

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 Cl 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

- g) To note financial position/management accounts to end September 2020

Noted: The financial position report to end September 2020 was reviewed and noted.

7. Planning

- a) To consider response to planning applications

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

20/03072/FUL	Northwich Fire Station, Braddon Close	Single storey rear extension, external alterations including facade treatments, replacement windows and doors, new external access door and external hard and soft landscaping works.	It was resolved to make no comment on the application.
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ACTION: SM

8. Finance Committee Membership

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

Resolved: It was resolved to approve Cllr Reed as a new member of the finance committee to replace Cllr Hoey

ACTION: SM

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

Resolved: The report was reviewed, and it was agreed to acquire further quotations for the rent charge removals which would be completed on an individual basis rather than as one process for all the rent charges as previously agreed, and that the costs would need to be met by residents rather than the council due to increased costs which could not be met by the precept.

ACTION: SM

- b) To approve a policy on the sale of parish council land and estate rent charges

Resolved: It was resolved to approve a policy on the sale of parish council land and estate rent charges with an amendment proposed to the final paragraph regarding parish council land. See [Annex A](#)

ACTION: SM

10. Contract Renewals

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

Resolved: It was resolved to approve the contact support costs from APSE for 4.5 days at £545 per day.

ACTION: SM

11. Membership of Cheshire Community Action

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

Resolved: It was resolved to renew the membership of Cheshire Community Action for 2020-21 at £50.

ACTION: SM

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 (£328)

Resolved: It was resolved to approve the updated Terms and Conditions for JDH Business Services Ltd and the annual year end audit fee for 2020-2021 of £328.

Resolved: It was resolved to defer the agenda re Land at St George's Way to the end of the meeting.

13. **Land Transfers**

- a) To approve terms of engagement for Butcher Barlow Solicitors

Resolved: It was resolved to approve the terms of engagement for Butcher Barlow Solicitors.

ACTION: SM

- 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)

Resolved: It was resolved to approve Cllrs Hoey, Bannister, Jewitt and Reed as signatories for Butcher Barlow Solicitors

ACTION: SM/LH/EB/SJ/CR

14. **Community Awards**

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

Resolved: It was resolved to issue the professionally printed and hand calligraphed certificates by post due to the inability to give the awards in person at this time.

ACTION: SM

15. **Website Accessibility**

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

Resolved: It was resolved to approve the accessibility statement to be published on the website by 23rd September and noted that the accessibility of the website will require ongoing review to meet the requirements.

ACTION: SM

16. **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)

Noted: The costs for the required safety assessments had not been provided by CWAC although the Clerk had been advised that costs would need to be met partially or fully depending on the assessment outcome and it was agreed that these would be requested for further consideration.

- b) To consider resident correspondence regarding wildlife warning sign installation (*in file*)

Noted: The resident correspondence in relation to wildlife warning signs was reviewed and noted

- c) To consider locations for wildlife signs in Kingsmead (CWAC installation free of charge)

Resolved: It was resolved to request two duck crossing signs subject to CWAC Highways approving the requested locations of Dukes Way and Regency Way, adjacent to the ponds.

ACTION: SM

17. **Christmas Decorations**

- a) To consider a quotation for decorating the clocktower at Christmas

Resolved: It was resolved to approve the quotation from the Christmas Decorators to decorate the clocktower for £1500. The design will be the same as in 2019.

ACTION: SM

- b) To consider quotations for the installation of Christmas lighting around Kingsmead Square

Resolved: It was resolved to approve the quotation from the Christmas Decorators to install the Christmas tree lights and lamp post motifs for £1100. Due to the budget virements approved in July, £225 now remains in the

Christmas budget. It was considered that no public event could take place this year due to the Coronavirus pandemic.

ACTION: SM

18. Parking

- a) To note correspondence about the introduction of parking charges at Kingsmead Square

Noted: The resident correspondence in relation to parking charges was noted. Cllr Reed gave an update that the introduction of parking charges was on hold pending the resolution of legal matters.

- b) To consider actions in relation to parking matters in and around Kingsmead Square

Noted: Parking matters were discussed, and it was agreed to take no actions at this time other than to refer on matters to the police as appropriate.

19. 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

Resolved: It was resolved to support the Hartford Plan submission

20. Gate replacement and repairs

- a) To consider a quotation to replace the wooden gates at the Capesthorne Close play area and park

Resolved: It was resolved to approve the quotation from Suddenstrike to replace two wooden gates at £660 each.

ACTION: SM

- b) To consider a quotation to replace the wooden gate at the Burwardsley Way play area with a metal 'playsafe' RoSPA standard gate.

Resolved: It was resolved to approve the quotation to replace the wooden gate at Burwardsley Way with a metal 'playsafe' gate.

ACTION: SM

21. Environment

- a) To note the lead member of the Environment working group (Cllr Logan)

Noted: The lead member of the Environment working group was noted.

- b) To consider quotations for tree works at Headworth Close/Regency Way roundabout

Resolved: It was resolved to approve the quotation for Caddis to carry out tree works at Headworth Close (£850) and Woburn Close (£250 – *included on same quote for removal of dead trees and cut back from lamp post*).

ACTION: SM

- c) To amend the terms of reference for the wildflower working group to include up to four members of the council (currently two members)

Resolved: It was resolved to amend the terms of reference for the wildflower working group to include up to four members and that the membership would be updated to include Cllrs Hoey, Bannister, Jewitt and Reed.

ACTION: SM

- d) To receive minutes from the meeting of the wildflower working group

Noted: The minutes from the wildflower working group meeting were reviewed and noted.

- e) To consider recommendations regarding existing and new wildflower areas as detailed in the minutes from the wildflower group

Resolved: It was resolved to approve the recommendation of the wildflower working group subject to confirmation of costs which will be brought to the next meeting – see [Annex B](#)

ACTION: WFWG/SM

- f) To consider the use of herbicide to remove mare's tail on the Memorial footpath

Resolved: It was resolved to approve the use of mare's tail specific herbicide on the Memorial footpath

ACTION: SM

- 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)

Resolved: It was resolved to approve the removal and replanting of hedge plants to Monarch Drive at £210

ACTION: SM

- h) To consider a quotation to repair the level and grass around a grid on the grass by the memorial (£160)

Resolved: It was resolved to approve the quotation to repair the level and grass around a grid on the grass by the memorial

ACTION: SM

- i) To note the additional removal of two larch trees from land adjacent 7 Lavister Cl.

Noted: The removal of two larch trees adjacent to 7 Lavister Cl by Caddis was noted.

- j) To consider a quote to extend the contract for trees and wetland management to March 2022 (*in file*)

Resolved: It was resolved to approve the one-year extension to the contract with Caddis with the removal of the clearance of the access track as this will be included in the new woodland management contract.

ACTION: SM

Resolved: It was resolved to exclude press and public due to the consideration of confidential legal correspondence.

22. 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

Resolved: It was resolved that the Clerk respond to the adjacent landowner's solicitor declining the offer until a formal valuation has been carried out.

ACTION: SM

- 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)

Resolved: It was resolved to approve a budget of £5000 for surveyor and legal fees with an estimate of £900 being approved for Hudson Barlow to complete pre-valuation and valuation reports in relation to access over the parish council's land.

ACTION: SM

Resolved: It was resolved to readmit press and public.

23. Agenda items for next meeting

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

Noted: It was noted that the wildflower quotes and tree survey reports would be brought to the next meeting.

ACTION: SM

24. Close of meeting

Noted: The meeting finished at 9.45pm

Land owned by the parish council

Under the transfer agreement dated 9th 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.

The land was gifted to the parish council stipulating that it should only be used as woodlands, public open space, and amenity land for the benefit of the owners and occupiers. In the spirit of this agreement, the council agreed at the meeting of the Full Council on 20th July 2020, that it will not approve the sale of any sections of this gifted land.

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 is 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 21st 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 C Reed_____

Vice Chairman: Cllr E Bannister_____

Cllr H Weltman_____

Cllr L Williams_____

Cllr S Jewitt_____

Cllr D Boylan_____

Cllr A Logan_____

Cllr S Chappell_____

Cllr N Martin_____

1. A survey of wildflowers will be published (S to collate the list and send to the Chairman) 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 trialed.
3. Cllrs Hoey and Reed will provide quotes for the costs of the seed and rotavating 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

**Bank Reconciliation Statement as at 30/09/2020
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	30/09/2020	131	48,489.20
			<hr/> 48,489.20
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			48,489.20
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			48,489.20
		Balance per Cash Book is :-	48,489.20
		Difference is :-	0.00

**Bank Reconciliation Statement as at 01/10/2020
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	01/10/2020	11	27,075.17
			<u>27,075.17</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,075.17
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,075.17
		Balance per Cash Book is :-	27,075.17
		Difference is :-	0.00

**Bank Reconciliation Statement as at 01/10/2020
for Cashbook 4 - Yorkshire Bank Business Saving**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Yorkshire Cash Management Acco	01/10/2020	2	47,001.35
			<hr/> 47,001.35
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			47,001.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			47,001.35
		Balance per Cash Book is :-	47,001.35
		Difference is :-	0.00

Current Bank A/c

Payments made between 01/10/2020 and 31/10/2020

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>
11/10/2020	Caddis Ltd	BACS	120.00		20.00	4340	130	100.00	Sluice grid clearance
12/10/2020	Play Inspection & Maint Svcs	BACS	356.40		59.40	4410	140	297.00	Quarterly inspections
16/10/2020	Lloyds Bank	DD	82.35		2.40	4255	150	64.96	Flower petals for display
						4236	120	11.99	Zoom
						4205	120	3.00	Card payments
20/10/2020	Telecoms World Plc	BACS	20.40		3.40	4235	120	17.00	VOIP Service
20/10/2020	Caddis Ltd	BACS	1,020.00		170.00	4360	130	850.00	Headworth CI tree work
20/10/2020	Caddis Ltd	BACS	300.00		50.00	4360	130	250.00	Woburn CI tree works
20/10/2020	WAP Lawton & Son Ltd	BACS	5,832.00		972.00	4300	130	4,860.00	Maintenance contract
20/10/2020	New Cheshire Business Park Ltd	BACS	104.00		17.33	4237	120	86.67	Storage unit hire
20/10/2020	The Christmas Decorators	BACS	3,120.00		520.00	4510	150	2,600.00	Christmas lights
20/10/2020	Arboricultural Services Treewo	BACS	3,744.00		624.00	4360	130	3,120.00	Tree work various sites
20/10/2020	Rialtas Business Software Ltd	BACS	148.80		24.80	4236	120	124.00	Alpha licence and support
31/10/2020	S MORGAN	BACS	1,453.55			4000	110	1,453.55	Salary
31/10/2020	HMRC	BACS	405.61			4010	110	405.61	Tax and NI
31/10/2020	Cheshire Pension Fund	BACS	515.46			4030	110	515.46	Pension
Total Payments:			17,222.57	0.00	2,463.33			14,759.24	

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	Brown Rural Partnership	BACS	990.00		165.00	4215	120	825.00	5 hours of invoice 11647
24/09/2020	Cheshire Community Action	BACS	50.00			4220	120	50.00	Membership fee
24/09/2020	Telecoms World Plc	DD	20.40		3.40	4235	120	17.00	August VOIP
24/09/2020	UNITY TRUST BANK	DD	24.60			4205	120	24.60	Service charge for current acc
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
30/09/2020	Brown Rural Surveyors	BACS	-2,336.40		-389.40	4215	120	-1,947.00	Remove invoice 11.8 hours
Total Payments:			14,577.65	0.00	1,932.18			12,645.47	

Detailed Receipts & Payments by Budget Heading 31/10/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Income</u>					
Precept	200,550	200,550	0		
Grants & Donation Received	0	15,000	15,000		
Other Income	0	100	100		
Income :- Receipts	200,550	215,650	15,100		
Net Receipts	200,550	215,650	15,100		
<u>Staff Costs</u>					
Staff Salary	10,175	18,000	7,825		7,825
PAYE & NI	2,839	4,900	2,061		2,061
Pension	3,608	6,050	2,442		2,442
Staff Mileage & Benefits	0	100	100		100
Staff other Expenses	156	50	(106)		(106)
Staff Costs :- Indirect Payments	16,778	29,100	12,322	0	12,322
Net Payments	(16,778)	(29,100)	(12,322)		
<u>Admin Costs</u>					
Interest Received	27	0	(27)		
Admin Costs :- Receipts	27	0	(27)		
Training	165	650	485		485
Bank Charges	73	120	47		47
Audit Fees	289	1,000	711		711
Professional Fees	4,719	8,500	3,781		3,781
Legal Fees - Estate Rentcharge	0	10,000	10,000		10,000
Subscriptions & Memberships	1,386	1,500	114		114
Insurance	1,516	1,600	84		84
Stationery & Postage	99	150	51		51
Telephone & Broadband	121	300	179		179
PC Office Costs	1,256	1,500	244		244
Storage Costs	607	1,100	493		493
Website	90	500	410		410
Newsletter	0	500	500		500
Admin Costs :- Indirect Payments	10,320	27,420	17,100	0	17,100
Net Receipts over Payments	(10,293)	(27,420)	(17,127)		

Detailed Receipts & Payments by Budget Heading 31/10/2020

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Maintenance</u>					
Grounds Maintenance Contract	34,020	58,320	24,300		24,300
Additional Grounds Maintenance	4,241	10,000	5,759		5,759
Clocktower	0	130	130		130
Ponds & Culvert	10,550	23,500	12,950		12,950
Paths	0	10,700	10,700	10,700	0
Tree Works	7,032	11,000	3,968	2,920	1,048
Maintenance :- Indirect Payments	55,844	113,650	57,806	13,620	44,186
Net Payments	(55,844)	(113,650)	(57,806)		
<u>Play Areas</u>					
Maintenance	3,890	10,000	6,110		6,110
Inspections	891	1,500	609		609
Equipment	0	15,000	15,000		15,000
Play Areas :- Indirect Payments	4,781	26,500	21,719	0	21,719
Net Payments	(4,781)	(26,500)	(21,719)		
<u>Events/S137 Expenditure</u>					
Section 137 Expenditure	727	1,000	273		273
Xmas Lighting	2,725	2,950	225		225
Events/S137 Expenditure :- Indirect Payments	3,452	3,950	498	0	498
Net Payments	(3,452)	(3,950)	(498)		
<u>VAT Data</u>					
VAT on Receipts	13,098	15,000	1,902		
VAT Data :- Receipts	13,098	15,000	1,902		
VAT on Payments	13,743	15,000	1,257		1,257
VAT Data :- Indirect Payments	13,743	15,000	1,257	0	1,257
Net Receipts over Payments	(645)	0	645		
Grand Totals:- Receipts	213,675	230,650	16,975		
Payments	104,918	215,620	110,702	13,620	97,082
Net Receipts over Payments	108,757	15,030	(93,727)		
Movement to/(from) Gen Reserve	108,757				



KINGSMEAD

PARISH COUNCIL

Training and Development Policy

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Commitment to Training

Kingsmead Parish Council is committed to the ongoing training and development of members and employees to enable them to make the most effective contribution to the Council's purpose, aims and objectives in providing the highest quality representation and services for Kingsmead.

Where the Council covers the costs of a course it shall also cover any reasonable travel and subsistence costs.

Training and Development of Members

The Parish Clerk may authorise member attendance at any training event relevant to their council/committee roles within the approved budget.

The Parish Council will:

- 1) Encourage all Members to undertake training relevant to their specific roles and to the needs of the Council.
- 2) Ensure that new Members are offered appropriate training and induction at the earliest opportunity.
- 3) Require Members to have undertaken Chairmanship training before being appointed as a committee Chairman or as soon as possible following appointment.
- 4) Require Members to have undertaken training in local council finance to serve on the Finance Committee and general human resources to serve on the Personnel Committee.
- 5) Require all Members to undertake training in Roles and Responsibilities and Meetings and Procedures for local councils (or training courses which cover these topics)
- 6) Provide an annual opportunity for Members to discuss their development, training needs and any issues affecting their role with the Parish Clerk.

Training and Development of Employees

Where applicable, The Parish Clerk may authorise employee attendance at any relevant training or professional development within the approved budget. The Parish Clerk may only authorise his own training and development with the approval of the Chairman who may require the decision to be made by the Personnel Committee or Full Council.

The Parish Council will:

- 1) Encourage all Employees to undertake training relevant to their specific roles and to the needs of the Council.
- 2) Ensure that new Employees are provided with appropriate training and induction at the earliest opportunity.
- 3) Provide regular employee development reviews.

Membership of External Organisations

The Parish Council recognises that through its membership of external organisations it has access to support, knowledge and discounted training. As such the Council shall be a continuous member of:

- a) Cheshire Association of Local Councils (ChALC)
- b) National Association of Local Councils (NALC) (through membership of CHALC)
- c) any other organisation that a relevant committee deems pertinent.

The Parish Clerk shall be a member of the Society of Local Council Clerks (SLCC).

YOUR 2020 MEMBERSHIP INFORMATION

REASONS TO JOIN

1. Contact our team of experienced advisors by telephone or email for answers to your professional queries
2. Read our bi-weekly news bulletin containing the latest sector news and information
3. Join the online, professional Forum which provides unique, networking opportunities with local council colleagues
4. Access over 600 best practice advice documents on a range of topics in the members' area of our website
5. Review our bi-monthly magazine called 'The Clerk' packed with advice, information and case studies from fellow members
6. Discover the latest legislation and regulation at our conferences and events at a discounted rate
7. Save on a range of council products and services, including office stationery and books
8. Advertise your councils' job on the SLCC website and take advantage of member discount
9. Maintain good practice by studying for a sector qualification or attending a continuous professional development course at a discounted rate
10. Network with fellow clerks and discuss current issues at regular county based branch meetings
11. Access the free confidential 24hr counselling service for any personal issues

JOIN OUR COMMUNITY

The Society of Local Council Clerks (SLCC) is the professional body for local council clerks and senior council employees. Its membership is steadily growing and now represents clerks to over 5,000 councils in England and Wales.

Many councils realise the benefits of having a clerk who is properly trained, fully briefed on the issues of the day and can get fast accurate advice to problems that they may face. In fact, over 90% of members' councils willingly pay for their clerks' subscriptions to the SLCC as encouraged by the Local Government Act.

NOT SURE WHICH MEMBERSHIP YOU SHOULD GET?

Whether you're new to the sector or have years of experience, our range of membership means that there is a level to suit everyone. Choose from:

- **Full membership** - receive all the services the SLCC has to offer, to qualify you must be a clerk or other senior employee in a paid clerking position
- **Principal / Fellow membership** - develop your career and gain recognition with the Professional Development Scheme (PDS). The PDS contains grades of membership which are awarded on a combination of experience, Continuous Professional Development (CPD) and qualifications
- **Affiliate membership** - includes some of the benefits of Full membership, however, members may only attend branch meetings with the agreement of the relevant branch, may not vote and are not eligible to attend the SLCC's Annual General Meeting (AGM). Membership is available to anyone with a role or interest in local councils.
- **Past Service membership** – Left your council? Remain a member at a reduced rate by becoming a Past Service Member. Members have access to all the benefits of a Full Member except for the advisory service.
- **The Clerk Magazine** - Need more copies of The Clerk magazine? The Clerk magazine is included in the price of all the memberships above, although some members like a second copy to share with their council.

2020 MEMBERSHIP SUBSCRIPTION RATES

GROSS ANNUAL SALARY FROM ALL COUNCILS	JOINING FEE (NEW AND LAPSED MEMBERS)	FULL YEAR SUBSCRIPTION
Up to £1,000	£5	£44
£1,001 - £2,000	£5	£65
£2,001 - £3,000	£5	£78
£3,001 - £4,000	£8	£92
£4,001 - £6,000	£8	£109
£6001 - £8,000	£10	£126
£8,001 - £10,000	£10	£140
£10,001 - £15,000	£12	£161
£15,001 - £20,000	£12	£180
£20,001 - £25,000	£15	£202
£25,001 - £30,000	£15	£227
£30,001 - £35,000	£15	£254
£35,001 - £40,000	£20	£281
£40,001 - £45,000	£20	£308
£45,001 - £50,000	£20	£336
£50,001 - £55,000	£20	£368
£55,001 - £60,000	£20	£398
> £60,000	£20	£440
Principal or Principal (Affiliate) Member	£0	£55
Fellow or Fellow (Affiliate) Member	£0	£85
Affiliate Membership	£15	£200
Past Service Member	£0	£41
Clerk Magazine only	£0	£35

"I've just read through the latest edition of The Clerk and wanted to let you know that you've reached a new high. Virtually, every page was useful to me and my staff. And I've booked on the webinar elections training already."

Paul Wynne PSLCC, Town Clerk,
Frome Town Council



Visit www.slcc.co.uk/membership to join today

Making your case for membership

We understand that your council may not realise the benefit of your professional membership and, furthermore, appreciate why the council should subsidise the cost of the subscription. The following information can be used in helping your council to understand the value of SLCC membership:

Under what power may councils pay the subscriptions of their clerk to the Society of Local Council Clerks (SLCC)?

The Local Government Act 1972 s 143 (1) (b) states that, 'a local Authority may pay reasonable subscriptions, whether annually or otherwise, to the funds of any association of officers or members of local authorities which was so formed.'

Do many councils pay the SLCC subscriptions of their clerk under these powers?

The majority of SLCC members have their subscriptions paid by their council under this power.

Well that's all very well but you would say that wouldn't you. Who else agrees with you?

National Association of Local Council (NALC), Local Government Association (LGA) and Department of Communities and Local Government (DCLG) now known as the Ministry of Housing, Communities and Local Government (MHCLG).

'Your clerk (and the council) benefit if the clerk is a member of the SLCC. The SLCC provides legal, financial and other advice, a useful training pack and considerable support and guidance from the clerks' network. Your council may wish to pay the clerk's subscription to the SLCC. There is also information available on the SLCC website www.slcc.co.uk. As stated in the Good Councillors Guide 2018.



Alright I accept that it's perfectly proper and legal for councils to pay their clerk's subscription but why have so many councils wanted to do so?

The SLCC is the professional body for local council clerks and senior council employees in England and Wales. See the list of benefits page one.

Full members of the Society will also benefit from being members of the International Institute of Municipal Clerks (IIMC). This is the international professional body for clerks with members based in a number of countries worldwide, particularly in The USA and Canada.

Clerks work in small organisations or often completely alone. The SLCC provides an important lifeline and support network for clerks in carrying out their day to day tasks. The SLCC advocate best practice and the efficient and effective work of councils. Both clerks and their councils benefit greatly from the clerks' membership of the SLCC.



Okay but isn't the SLCC in competition with NALC and the County Associations which represents councils?

No. The Society and NALC (on behalf of itself and County Associations) signed a Strategic Partnership statement in 2017 which established, among other things, that:

'NALC and SLCC are clear in their support for councils to be members of their county associations and NALC and for clerks to be members of the SLCC and active in their county branches. In that way councils get the best possible support for the professional development of clerks; and training and advice for councils and councillors.'



NALC and SLCC will work together to raise the sector's reputation with the public, with Government, and with other national and local stakeholders and to ensure that government and other policies support local councils to help local communities.'

For more information or to join visit www.slcc.co.uk/join

Are you a new clerk? Or have you been clerking for less than 12 months?

Our New Clerk Events are packed with best-practice advice, tips and information on your new clerking role. Understand how to compile lawful agendas including tips on writing minutes and much more!

Only £10 + VAT to attend.

Visit www.slcc.co.uk/newclerkevent for more information.

Timetable for publication and evaluation of tenders

- Stage 1 - Advertise the contract through the publication of a Notice in O.J.E.U. for a period of 35 days.
By November 2nd 2020
- Stage 2 - 48 hours after the O.J.E.U. Notice is accepted, send to Contract Finder within 24 hours.
By November 4th 2020 or 48 hours after acceptance by O.J.E.U.
- Stage 3 - Evaluate tender returns. There is no specific time stated for the evaluation / award process.
Mid December 2020 after closing date for submission. Group of three members and the Clerk evaluate and score submissions.
- Stage 4 - All Tenderers to be notified of the award decision followed by a 10-day standstill period.
18th January 2021, advise on award by 19th January 2021.
- Stage 5 - A Notice must be published in O.J.E.U within 30 days of the Contract being awarded and in the Contract Finders within 90 days.
To be published by 15th February