



Kingsmead Parish Council
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Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 20th July 2020 at 7.30pm via Zoom Video Conferencing

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

Also in attendance: Sarah Morgan (Clerk)

1. **To receive Apologies**

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

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

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 15th 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 6th 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.

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
Total Payments:			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:-

20/01894/FUL	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.
20/01957/FUL	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.

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

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

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

16. **Request to purchase land**

- 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

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

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

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

21. **Close of meeting**

Noted: The meeting finished at 9.45pm

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 or by calling 01606 533858