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Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 16<sup>th</sup> November 2020 at 7.30pm via Zoom Video Conferencing

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

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

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1. **To receive Apologies**

**Noted:** Apologies were received from Cllr Jewitt (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:** Cllr Martin declared an interest in item 11b as resident of Shavington Way.

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3. **Public open forum**

- a) Members of the public are invited to address Councillors and raise issues of concern
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4. **PCSO**

- a) To receive a report from PCSO Phil Hambleton

**Noted:** PCSO Hambleton sent a report which was circulated prior to the meeting detailing several incidents of anti-social behaviour and one burglary of a business premises. The report was reviewed and noted.

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5. **Approval and receipt of Minutes**

- a) To approve the minutes of the Ordinary Meeting held 19<sup>th</sup> October 2020

**Resolved:** It was resolved to approve the minutes of the Ordinary Full Council Meeting held 19<sup>th</sup> October 2020

**ACTION: SM**

- b) To approve the minutes of the Extra Full Council Meeting held 30<sup>th</sup> October 2020

**Resolved:** It was resolved to approve the minutes of the Extra Ordinary Full Council Meeting held 30<sup>th</sup> October 2020

**ACTION: SM**

- c) To receive the minutes of the Play Area Committee Meeting held 21<sup>st</sup> October 2020

**Noted:** The draft minutes of the Play Area Committee Meeting held 21<sup>st</sup> October 2020 were reviewed noted. Cllr Bannister advised that she is due to seek quotations for the gate welding work.

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- d) To receive the minutes of the Finance Committee Meeting held 5<sup>th</sup> October 2020

**Noted:** The minutes of the Finance Committee Meeting held 5<sup>th</sup> October 2020 were reviewed and noted, the Chairman of the Finance Committee confirming that the recommended transfer of £40,000 to the current had now been completed.

- e) To receive the minutes of the Finance Committee Meeting held 9<sup>th</sup> November 2020<sup>1</sup>

**Noted:** The draft minutes of the Finance Committee Meeting held 9<sup>th</sup> November 2020 were reviewed and noted, the Chairman of the Finance Committee confirming that the recommendation of the finance committee that the precept remains the same for the next financial year, with the final budget to be approved once the grounds maintenance contract costs have been agreed in January.

## 6. Finance and administration

- a) To approve the current account bank reconciliation to 31-10-2020

**Resolved:** It was resolved to approve the current account bank reconciliation to 31-10-2020. It was also noted that a statement to 5<sup>th</sup> November had been circulated showing the transfer of £40,000 from the Yorkshire bank account.

- b) To approve the Nationwide 45 Day bank reconciliation to 01-11-2020

**Resolved:** It was resolved to approve the Nationwide 45 Day bank reconciliation to 01-11-2020

- c) To approve the Nationwide 125 Day bank reconciliation to 31-10-2020

**Resolved:** It was resolved to approve the Nationwide 125 Day bank reconciliation to 31-10-2020

- d) To approve accounts for payment in November 2020

**Resolved:** It was resolved to approve the accounts for payment in November 2020 at £30,583.61 plus VAT of £5618.84:-

<u>Payee Name Details</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount Transaction</u>
Lloyds Bank	DD	338.37	54.59	4236	120	128.64 Printing, boxes, 365, Zoom,
				4230	120	10.75 Stamps and labels
				4205	120	3.00 Card fee
				4255	150	85.15 Petals, WD40, spray paint
				4305	130	56.24 Deep water sign
Caddis Ltd	BACS	720.00	120.00	4340	130	600.00 Coronet Pond Autumn Maintenance
Chafes Hague Lambert Solicitor	BACS	2,351.52	391.92	4215	120	1,959.60 Leftwich Farm legal fees
WAP Lawton & Son Ltd	BACS	5,832.00	972.00	4300	130	4,860.00 Contract maintenance October
New Cheshire Business Park Ltd	BACS	104.00	17.33	4237	120	86.67 Storage November
WAP Lawton & Son Ltd	BACS	612.00	102.00	4305	130	510.00 Extra grounds works
Pear Technology Services Ltd	BACS	450.00	75.00	4236	120	375.00 Pear mapping 2/5 years
Approved Resin Driveways	BACS	12,840.00	2,140.00	4350	130	10,700.00 Coronet pond path surfacing
Apse	BACS	2,943.00	490.50	4215	120	2,452.50 Contract support work
PKF Littlejohn	BACS	720.00	120.00	4210	120	600.00 Limited Assurance Review 19-20
Caddis Ltd	BACS	540.00	90.00	4340	130	450.00 Moor Park 2 Autumn

<sup>1</sup> Cllrs Chappell and Williams joined the meeting during item 5e

Caddis Ltd	BACS	444.00	74.00	4340	130	370.00	Bickerton Way pond
Caddis Ltd	BACS	792.00	132.00	4340	130	660.00	Dukes Way little pond
Caddis Ltd	BACS	1,596.00	266.00	4340	130	1,330.00	Dukes Way Duck pond
WAP Lawton & Son Ltd	BACS	568.80	94.80	4305	130	474.00	Wildflower cutting
Shires Pay Services Ltd	BACS	52.20	8.70	4215	120	43.50	3rd quarter payroll
Paul Oakes Painter and Decorators	BACS	490.00		4305	130	490.00	Clocktower face paintwork
Caddis Ltd	BACS	2,799.60	466.60	4340	130	2,333.00	Culvert Management
Telecoms World Plc	DD	20.40	3.40	4235	120	17.00	VOIP Service October
S MORGAN	BACS	1,251.95		4000	110	1,251.95	Final pay
HMRC	BACS	263.02		4010	110	263.02	Tax and NI
Cheshire Pension Fund	BACS	412.76		4030	110	412.76	Pension November
S MORGAN	BACS	44.00		4060	110	44.00	Homeworking allowance Oct-Nov
S MORGAN	BACS	16.83		4050	110	16.83	Mileage claim
<b>Total Payments:</b>		<b>36,202.45</b>	<b>0.00</b>	<b>5,618.84</b>		<b>30,583.61</b>	

**ACTION: SM**

- e) To note accounts paid October 2020

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

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

**Noted:** The financial position to the end of November 2020 was reviewed and noted

- g) To approve a transfer from the Nationwide 45 Day Saver account to the current a/c

**Resolved:** It was resolved to approve a £27,000 transfer from the Nationwide 45 Day Saver and an additional £3000 transfer from the Yorkshire Bank account to the Unity Trust account.

**ACTION: SM**

- h) To consider matters regarding the pension scheme provider and new employee contracts

**Resolved:** It was resolved that Cllrs Bannister and Reed investigate alternative pension schemes in more detail for consideration by the council in advance of recruiting a new permanent clerk.

**ACTION: EB/CR**

## 7. Locum Clerk

- a) To approve the employment of a locum clerk and terms of employment

**Resolved:** It was resolved to appoint Lara Jacob as the interim Clerk on SCP 28 up to a maximum of 15 hours a week from Monday 23<sup>rd</sup> November. Timesheets will be approved by Cllrs Bannister and Martin in advance of being submitted to payroll. The Clerk will enquire about timing of paysheet submission and will complete a new starter form.

**ACTION: SM**

## 8. Royal British Legion

- a) To approve a donation (under S137) for two poppy wreaths with cheque payment

**Resolved:** It was resolved to make a donation of £100 to The Royal British Legion Poppy Appeal to cover the two wreaths provided for Remembrance Sunday.

**ACTION: SM**

## 9. Land at St George's Way

- a) To note legal fees to date

**Noted:** The Clerk advised that £5156.20 had been spent in legal fees for the land at St George's Way. It was noted that the fees cover the council for all work to date and that the council is now awaiting a further response

from the other landowner's solicitor.

- b) To consider any further actions in relation to the valuation and legal correspondence re Land at St George's Way<sup>2</sup>

**Resolved:** The current position was noted with recent correspondence having been sent on 3<sup>rd</sup> November following the receipt of the valuation report. It was resolved to take no further action until further correspondence is received.

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#### 10. Retention and back up of emails

- a) To consider the retention period for emails and the location of the backup

**Resolved:** It was resolved to set no fixed retention period for the retention of emails and that members would use their discretion for the removal of emails. The Clerk will retain documents as required.

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#### 11. Environment

- a) To consider additional winter maintenance works

**Resolved:** It was resolved not to cut the shrubs and trees at Burwardsley Way as these are included within the new contract and to speak to residents about the works due next year.

- b) To approve the purchase and planting costs of a replacement tree on Shavington Way

**Resolved:** It was resolved to approve the purchase and planting costs of the new tree on Shavington Way for £160

- c) To approve costs for wildflower meadow maintenance and to create a new wildflower area on the Kingsmead spine road

**Resolved:** It was resolved to approve the costs for the development of a new wildflower meadow on Kingsmead from the Kingslawn park entrance to the Regency Way roundabout and to harrow, roll and sew the existing areas in St George's field and on Kingsmead. Total cost - £976. The Clerk requested that the areas are measured and mapped by the working group to ensure these are correctly accounted for in the new grounds contract.

**ACTION: WFWG/Clerk**

- d) To receive and consider the woodland management plan reports

**Noted:** The woodland management plan was circulated in advance of the meeting for consideration and it was noted that some areas had been omitted from the plan, but a new version will be provided to include these. Following challenges in locating some of the trees on the plan, a quote has been requested for the tagging of the trees and this will be available for consideration at the next meeting. The next stage is for the Environment Working group to review the final plan for a new contract and to consider the costs of a full management plan and grant applications as recommended by Sylban Resources.

- e) To consider quotes for tree work specified for completion asap in the woodland plan

**Resolved:** It was resolved to approve the quote for Caddis to remove tree 56 for £680. The Clerk advised that the other tree highlighted for urgent attention was on Cheshire Wildlife Trust land and that the trust had been made aware of the survey results.

- f) To consider actions in relation to drainage issues on the Coronet Pond path

**Resolved:** It was resolved to monitor the drainage on the Coronet pond path and to request works under the warranty if required. It was noted that no further issues had been seen since the very heavy rainfall left puddles on the path.

- g) To consider additional bin emptying on Monarch Drive (£70 a week for two bins)

**Resolved:** It was resolved to approve additional bin emptying on an ad-hoc basis. The bins are currently not

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<sup>2</sup> Cllr Boylan joined the meeting during item 9b

overflowing due to the lockdown restrictions.

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12. **Play areas**

- a) To approve quotation for play area repairs

**Resolved:** It was resolved to approve quotations for the play area repairs: £180 to replace damaged edging at Capesthorne Close, £640 to remove damaged edging from DW2 play area and fill void with bark (WAP Lawton), and to purchase 5 replacement play area signs at £238.45 (PKM Design).

- b) To consider updates on the fencing works at Pulford Close

**Noted:** It was noted that works to replace the fencing had commenced and would be completed this week.

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13. **Agenda items for the next meeting**

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

**Noted:** It was noted that further updates on the woodland survey, draft budget and draft deed and power of attorney documents would be put forward for the next agenda.

**ACTION: Clerk**

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14. **Close of meeting**

**Noted:** The meeting closed at 9.06pm

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