



Kingsmead Parish Council  
PO Box 448  
Knutsford  
WA16 1FJ

Clerk: Sarah Morgan  
Telephone: 01606 533 858  
E-mail: clerk@kingsmeadpc.org.uk

---

Minutes of the ORDINARY PARISH COUNCIL MEETING held Monday 19<sup>th</sup> October 2020 at 7.30pm via Zoom Video Conferencing

---

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

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

---

1. **To appoint a new Chairman following the resignation by Cllr Hoey from the position of Chairman**

**Resolved:** It was resolved to appoint Cllr Bannister as the new Chairman to the council. The acceptance of office form to be completed later this week with the Clerk.

**ACTION: SM/EB**

---

2. **To appoint a new Vice Chairman (if required)**

**Resolved:** It was resolved to appoint Cllr Reed as Vice Chairman to the council.

---

3. **To receive Apologies**

**Noted:** Apologies were received from Cllrs Boylan (holiday) and Jewitt (holiday)

---

4. **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

---

5. **Public Open Forum**

**Noted:** No members of the public were present

---

6. **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 detailed reports of ASB and concerns about social distancing, which had been addressed with extra guidance and would be reinforced with additional patrols.

**ACTION: SM**

---

7. **Approval and Receipt of Minutes**

a) To approve the minutes of the Ordinary Meeting held 21<sup>st</sup> September 2020

**Resolved:** It was resolved to approve the minutes of the Ordinary Meeting held 21<sup>st</sup> September 2020

**ACTION: SM/EB**

---

8. **Finance and administration**

a) To approve the current account bank reconciliation to 30-09-2020

**Resolved:** It was resolved to approve the current account bank reconciliation to 30-09-2020

- b) To approve the Nationwide 45 Day bank reconciliation to 01-10-2020

**Resolved:** It was resolved to approve the Nationwide 45 Day bank reconciliation to 01-10-2020 and noted that a statement had been circulated for the 125 Day Saver account following a request for an additional statement. The statement and reconciliation can be formally approved at the next meeting.

- c) To approve the Yorkshire bank account reconciliation to 01-10-2020

**Resolved:** It was resolved to approve the Yorkshire Bank account reconciliation to 01-10-2020

- d) To approve accounts for payment in October 2020

**Resolved:** It was resolved to approve the payments to be made in October 2020 along with a transfer of £40,000 from the Yorkshire account to the Unity Current account to ensure adequate funds are available, with a further transfer to be considered at the November meeting from the Nationwide 45 Day Saver account: -

Caddis Ltd	BACS	120.00	20.00	4340	130	100.00	Sluice grid clearance
Play Inspection & Maint Svcs	BACS	356.40	59.40	4410	140	297.00	Quarterly inspections
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 fee
Telecoms World Plc	BACS	20.40	3.40	4235	120	17.00	VOIP Service
Caddis Ltd	BACS	1,020.00	170.00	4360	130	850.00	Headworth CI tree work
Caddis Ltd	BACS	300.00	50.00	4360	130	250.00	Woburn CI tree works
WAP Lawton & Son Ltd	BACS	5,832.00	972.00	4300	130	4,860.00	Maintenance contract
New Cheshire Business Park Ltd	BACS	104.00	17.33	4237	120	86.67	Storage unit hire
The Christmas Decorators	BACS	3,120.00	520.00	4510	150	2,600.00	Christmas lights
Arboricultural Services Treewo	BACS	3,744.00	624.00	4360	130	3,120.00	Tree work various sites
Rialtas Business Software Ltd	BACS	148.80	24.80	4236	120	124.00	Alpha licence and support
S MORGAN	BACS	1,453.55		4000	110	1,453.55	Salary
HMRC	BACS	405.61		4010	110	405.61	Tax and NI
Cheshire Pension Fund	BACS	515.46		4030	110	515.46	Pension

**Total Payments:** 14,759.24 Plus VAT 2,463.33

**ACTION: SM/EB**

- e) To note accounts paid September 2020

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

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

**Noted:** The financial management accounts statement to the end of October 2020 was reviewed and noted.

---

Cllr Reed took over as Chairman for item 9 as Cllr Bannister declared an interest and went to the virtual waiting room until the item was considered.

## 9. Chairman's Allowance

- a) To approve payment of a Chairman's Allowance of £250pa (pro rata for 2020-21)

**Resolved:** It was resolved not to approve the payment of the Chairman's allowance, but to reconsider this at future annual meetings of the council.

Cllr Bannister rejoined the meeting and resumed the Chairing of the meeting.

---

10. **Training Policy**

- a) To approve a training policy for members and employees of the council

**Resolved:** It was resolved to approve the new training policy for members and employees of the council with an amendment to the Membership of External Organisations to ensure memberships are considered by the council at each renewal. See [Annex A](#)

**ACTION: SM**

---

11. **Membership of the SLCC**

- a) To approve the annual membership of the SLCC (£202)

**Resolved:** It was resolved to approve the annual membership of the SLCC at £202

**ACTION: SM/EB**

---

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

**Resolved:** It was resolved that Chambers Fletcher Solicitors would be appointed to complete a specific Power of Attorney (POA) Document at the estimated cost of up to £1250 plus disbursements, to enable the firm to complete Deeds of Release (for the rent charge removal) for residents on behalf of the council, with the right to cancel the POA if required. The cost of the Deed completion would need to be met by residents and the council will publish information to residents about the rent charge removal process.

**ACTION: SM/EB**

---

13. **Contract Renewals**

- b) To approve a grounds maintenance contract for 2021-2024

**Resolved:** It was resolved to approve the grounds maintenance contract document for 2021-2024

- c) To approve an advertisement and awarding process for the contract

**Resolved:** It was resolved to approve the advertisement and awarding process for the contract which will be advertised on the OJEU and Contracts finder w/c 2<sup>nd</sup> November and awarded in January. Notices will also be placed on the website and Facebook page and a press release will be sent to the local paper. Cllrs Bannister and Reed will conduct site visit requests and Cllrs Williams, Reed and Weltman and the Clerk will be responsible for the scoring of the tenders.

**ACTION: SM/EB**

---

14. **Land at St George's Way**

- a) To consider the formal valuation a) for the strip of land based on the change of access required for the proposed development

**Noted:** The report was reviewed and noted.

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

**Resolved:** It was resolved to request that the solicitor writes to the landowner's solicitor following the receipt of the valuation report with a view to sharing the findings. Cllrs Bannister, Reed, and the Clerk to approve the solicitor's response.

**ACTION:SM/CR/EB**

---

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)

**Resolved:** It was resolved to approve Cllrs Reed, Bannister, Chappell and Williams as signatories to meet the solicitor's requirements.

**ACTION: CR/EB/SC/LW**

- b) To approve updated terms of engagement for Butcher Barlow Solicitors

**Resolved:** It was resolved to approve the updated terms of engagement for Daniel Woodcock of Butcher Barlow Solicitors to act in relation to land transfers which an initial budget of £1000 agreed.

**ACTION: SM**

---

16. **Environment**

- a) To approve the creation of an additional ornamental flower bed on Kingsmead

**Resolved:** It was resolved to approve the creation of an additional ornamental flower bed on Kingsmead road by the Kingsmead wall as entering Kingsmead from Northwich. The budget agreed was £584, subject to confirmation that the summer bedding would be planted prior to the end of the contract term (31-03-20). This will be removed (-£180) if it is later that March, as it is included in the new contract specification.

**ACTION: SM**

- b) To consider additional winter maintenance works

**Resolved:** It was resolved to approve the reduction of the Rowton Cl shrub bed (£520) and the play area pruning works (£780). It was agreed that Cllr Reed would review the area behind the railings backing onto Prestbury Cl to confirm the council's responsibility before approval. The other areas quoted for would be reviewed following the receipt of the woodland management plan to avoid duplication of work.

**ACTION: SM**

- c) To approve the reduction in height of the Headworth Close woodland boundary hedge to 5ft

**Resolved:** It was resolved to reduce the height of the hedge at Headworth Cl to 5ft at a cost of £960

**ACTION: SM**

- d) To receive an update on the woodland surveys

**Noted:** It was noted that the woodland tree surveys had now been completed that the final survey documents would be received in the next week.

---

17. **Poppy display on the spine road**

- a) To consider deferring the display until 2021

**Resolved:** It was resolved to proceed with the display to be installed on 1<sup>st</sup> November around the memorial. Members will be asked to support with the creation of the display and the clerk demonstrated how to put together the flowers.

**ACTION: ALL**

---

18. **Draft budget 2021-2022**

- a) To note any requests for items to be included in the draft budget

**Noted:** It was noted that the following items have been requested for inclusion in the draft budget, with the first draft to be considered on 9<sup>th</sup> November:- 10 year anniversary display/bench/event budget, benches for other locations such as St George's field

---

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

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

**Noted:** The following items are to be included on the next agenda:- costs for the new wildflower area on the spine road, the replacement of a cherry tree on Shavington Way and a quote for the repair of the lights on the Kingsmead sign opposite the clocktower.

20. **Close of meeting**

**Noted:** The meeting closed at 9.15pm

---

**Annex A**

# Training Policy

## Table of Contents

Commitment to Training .....	2
Training and Development of Members.....	2
Training and Development of Employees.....	2
Membership of External Organisations .....	3

## 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 review annually being a 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).