
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_____

Annex B

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 trialled.
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