



Kingsmead Parish Council  
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Clerk: Lara Jacob  
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Councillors are summoned to attend the ORDINARY PARISH COUNCIL MEETING to be held online using Zoom video conferencing on Monday 18 January 2021 at 7.30pm

Go to <https://us02web.zoom.us/j/84845658635?pwd=RG9JeHdldmNUR2NwczJ0aTVDOctiZz09>

Meeting ID: 848 4565 8635

Passcode: 335337

*Lara Jacob*

Lara Jacob, Clerk to the Council

Date: 13 January 2021

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## A G E N D A

1. **To receive apologies**
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
3. **Public open forum**
  - a) Members of the public are invited to address Councillors and raise issues of concern
  - b) Transition Northwich have requested to attend and make a presentation on the work of the group.
4. **PCSO**  
To receive a report from PCSO Phil Hambleton (*to follow*)
5. **Approval and receipt of Minutes**
  - a) To approve the minutes of the Ordinary Meeting held 21 December 2021 (*attached*)
6. **Finance and administration**
  - a) To approve the Unity Trust bank reconciliation to 31-12-2020, noting receipts of £100 from Cadent Gas (23 Dec); £1028 from CWAC (16 Dec) and £5141 from Veolia (6 Jan) (*attached*)
  - b) To note that the authority to change the address for the statements for the Nationwide 45 Day bank account and the 125 Day bank account is in hand but not yet complete and the reconciliation presented is correct to end November 2020. (*attached*)
  - c) To note the Yorkshire Bank reconciliation to 15-12-2020 (*attached*)
  - d) To approve accounts for payment in January 2021 (*attached*)

## Ordinary Meeting Agenda (cont.)

- e) To note accounts paid December 2020 (*attached*)
- f) To note financial position/management accounts to end January 2021 (*attached*)
- g) To note that the corporate charge card has now been received by the clerk
- h) To approve that a VAT reclaim of £12,227.27, being VAT paid on purchases from 1-20-20 to 31-12-20 be submitted to HMRC (*attached*)
- i) To consider the transfer of funds from the Nationwide 45-day savings account to cover future payments.
- j) To approve the timesheets submitted by the clerk

### 7. Budget Proposal and Precept Setting 2021-22

To consider the proposed budget and decide on the level of precept to be levied in Financial Year 2021-22 (*attached*)

### 8. Deeds of Variation

To consider the document provided by Chambers Fletcher (*to follow*)

### 9. St George's Way costings

To note that a letter has been sent from CHL Solicitors to progress the matter at St. George's Way.

### 10. Environmental Matters

a) Additional Flower Bed - to discuss the proposed new plans for the flower bed (*photos sent by email*)

b) To note that the tree works at Buckingham Drive have been completed at a cost of £480 (ex VAT).

c) To approve the cost (£200 ex VAT) of additional work to remove a diseased ash tree at Tarvin Close, carried out during the works above to avoid an additional contractor visit and associated costs.

c) To consider the revised quotation of £210 (ex VAT) for repairs to knee rails at Bickley Close.

d) To consider the quotations for tagging trees (*attached*)

e) To note that the contractor has indicated that it is the springer closure at St. George's field that needs replacement and that a suitable contractor should be found.

f) To consider which grit bins the parish council should provide a supply of grit to, following concerns raised by residents that bins were empty.

g) To consider the following items, relating to the Clocktower, identified as requiring attention in the near future and to discuss action:

- Cheshire fencing needs repairing by the clock tower
- Replacing the failing uplighters in by the Kingsmead sign - opposite the clock tower.
- Brickwork repairs are observed as needed to the Clocktower

### 11. Ponds Works

To consider any issues raised regarding ponds, culverts, or drainage.

### 12. Play Parks

a) To note that the first payment of £5141 in respect of the grant awarded by Veolia for equipment at Campbell Close has been received and that Play and Leisure has been advised and

## Ordinary Meeting Agenda (cont.)

a firm order for the manufacture and installation of the equipment has been confirmed.

b) To note that Massey and Harris have confirmed that repairs at Kensington Way are scheduled to take place when a warmer weather period occurs.

c) To consider two quotations received for resurfacing at the multi-goal, Kensington Way Park (*attached*)

d) To consider the additional insurance premium for adding play equipment not currently covered by the insurance schedule (*attached*)

e) To consider the annual playground inspection reports received from Play Inspection and Maintenance Services (*to follow*)

### 13. Road Traffic Survey

a) To consider the response from Cheshire West and Chester (CWAC) regarding the costings of a road traffic survey at the Hilltop Road junction with the A556 (*attached*)

### 14. Newsletter sponsorship

To consider a response to an enquiry about business sponsorship of a parish newsletter.

### 15. Clerk Vacancy

a) To receive an update on the recruitment process.

### 16. Tender Working Group

a) To receive and discuss the recommendation of the Tender Working Group.

### 17. Agenda items for the next meeting

To note agenda items to be considered at the February meeting

### 18. Close of meeting

## Closed session items

Members of the public should be aware that the council may take a vote on any item on the agenda to resolve that the item be dealt with in closed session. The law permits the exclusion of the press and public when the council is discussing matters which may contain sensitive information, such as legal advice or matters pertaining to individuals.

*Public Bodies (Admission to Meetings) Act 1960 s.2*

*A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.*



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Minutes of an ORDINARY PARISH COUNCIL MEETING held Monday 21 December 2020 at 7.30pm via Zoom Video Conferencing

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**Present:** Cllr Bannister (Chairman), Boylan, Jewitt (arrived 7.47pm), Martin, Weltman and Williams

**Also in attendance:** Lara Jacob (Clerk)

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**1. To receive apologies**

Apologies were received from Cllr Chappell (personal), Hoey (personal), Logan (business), Reed (personal).

**2. Disclosure of interest in items on the agenda**

No declarations were made.

**3. Public open forum**

No members of the public were present.

**4. PCSO**

PCSO Phil Hambleton submitted a report which included three incidents of anti-social behaviour; concerns had been received about parking near the school and speed enforcement on Monarch Way resulting in no offences recorded. The report was received and noted.

**5. Approval and receipt of Minutes**

- a) The minutes of the Ordinary Meeting held 16 November 2020

**Resolved** – the minutes were a true record of the meeting held on 16 November 2020.

- b) To approve the minutes of the Extra Full Council Meeting held 14 December 2020

**Resolved** – the minutes were a true record of the meeting held on 14 December 2020.

**6. Finance and administration**

- a) To note that the current account bank reconciliation to 30-11-2020 is not available and that a reconciliation will be presented in January 2021

**Noted** – that a reconciliation will be presented in January 2021.

- b) To note that the transfer of signatories is incomplete for the Nationwide 45 Day bank account and the 125 Day bank account and no reconciliation is available

**Noted** – that a reconciliation for these accounts will be presented in January 2021.

- c) To approve the Yorkshire Bank reconciliation to 01-12-2020

**Resolved** – to approve the Yorkshire Bank reconciliation to 01-12-2020.

d) To approve accounts for payment in December 2020

**Resolved** – to approve the accounts for payment as presented.

**Resolved** - to approve the payment of £156.00 to Time Assured for the annual clock service (invoice received 16 December 2020)

Noted – that the first direct debit payment of £9.31 to Hutchinson 3G UK for the mobile telephone had been debited to the Unity Trust Bank account on 14 December 2020; to note that quarterly bank charges of £26.40 will be debited on 31 December 2020.

Cllr. Jewitt joined the meeting.

e) To note accounts paid November 2020

Noted – that a double entry payment to Strike Fencing Contractors appears on the November payments, entered to correct an inputting error – the payment shown on the December payment schedule is the correct payment. Payments for November were reviewed and noted.

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

Noted – the financial position at the end of December 2020.

g) To approve the timesheets submitted by the clerk

**Resolved** – to approve timesheets submitted by the clerk.

h) To approve changes to the registered address and to named individuals, including level of access to the banking accounts held by the parish council at the Yorkshire Bank and the Nationwide Building Society

**Resolved** – that Cllr. Bannister will be named as the administrator for the Yorkshire bank app to facilitate the change of registered address for the receipt of statements; that the signatories of the Nationwide Building Society accounts will remain unchanged and that, to facilitate the change of registered address this minute will be referenced and an accompanying letter signed by all signatories will be emailed to the relevant department of the building society.

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

**Resolved** – the Finance Committee will, at their January meeting, discuss and recommend the level of employer contribution to be made under the Nest Pension Scheme.

It was agreed that the pension scheme to be offered might be a point of negotiation with a future employee if they had recently been a member of the Cheshire Pension Scheme.

## 7. **Budget Proposal and Precept Setting 2021-22**

To consider the proposed budget and decide on the level of precept to be levied in Financial Year 2021-22

**Resolved** – that as the tax base on which the precept calculation depends had not been received from Cheshire West and Chester (CWAC) this item would be deferred to the next meeting.

## 8. **Deeds of Variation**

To consider the document provided by Chambers Fletcher.

**Resolved** – that as the required document had not been received this item would be deferred to the next meeting.

## 9. **St George's Way costings**

To consider the costings received from CHL Solicitors to progress the matter at St. George's Way.  
**Resolved** – that the solicitor would be informed of the agreed price that the parish council would consider accepting to agree a Deed of Easement over the land at St. George's Way.

10. **Tree Management Report**

- a) To discuss the contents of the tree management report
- b) To consider the quotations for tagging trees

**Resolved** – that in the absence of Cllr. Reed this item would be deferred to the to the next meeting.

11. **Additional Flower Bed**

To discuss the proposed new flower bed by the Kingsmead sign (Northwich town end) following the receipt of information which necessitates reconsidering the proposed size of the bed.

Following the decision to move forward with the quotation received for the flower bed, during the landscaping meeting it had become apparent that the desired impact would not be achieved with size of the bed and the planting initially discussed and quoted for.

It was agreed that councillors would view the area informally, share ideas and that Cllr. Williams would consult the contractor again, with options presented at the January 2021 meeting.

12. **Quotation for tree works at Buckingham Drive**

- a) To consider the quotation received for the tree works recommended.

**Resolved** – that the quotation of £480 be agreed in principle, with clarification regarding the proposed removal of trees to be raised with Cllr. Reed, who had attended the initial site visit.

- b) To consider any other issues regarding tree maintenance that have been raised.

**Resolved** – that the quotation of £320 be agreed in principle, with clarification on whether the works should be a part of the monthly contract raised with Cllr. Reed.

13. **Landscaping works**

To consider if all requested landscaping works have been completed by the contractor.

It was agreed that Cllrs Hoey and Reed should be consulted to ascertain if all works requested had been satisfactorily completed. It was also agreed that a quarterly sign-off would be a useful inclusion on future agendas.

14. **Ponds Works**

To consider any issues raised regarding ponds, culverts, or drainage.

Noted – that the sluice pond had been cleared by the contractor.

It was agreed that, following CWAC Highways advice that the flooding on Dobells Way at its junction with St. George's Field was caused by water run-off from parish council land, a communication should be sent to inform Highways that the run-off water originates from the land belonging to Leftwich Farm and that an advisory notice should be sent to the owner of the land.

15. **Play Parks**

To consider any issues raised regarding play parks.

Noted – that the annual inspection had taken place; that there were no immediate issues of concern and that

the full report would be issued by the inspection company for the January meeting.

**16. Newsletter sponsorship**

To consider a response to an enquiry about business sponsorship of a parish newsletter.

**Resolved** – that as Cllr. Logan was absent and wished to speak to this item it would be deferred to the next meeting.

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

To note agenda items to be considered at the January meeting

Noted that the following items will be placed on the agenda for January:

Budget Proposal and Precept Setting 2021-22;

Deed of Variation;

Tree Management Report;

Additional flower bed;

Annual Inspection Report on Play Areas;

Newsletter Sponsorship;

Tender Working Group Recommendation report;

Update on Recruitment

In addition, a Finance Committee meeting will be held on Monday 11 January 2021 and the Tender Working Group will convene a meeting when they have concluded their individual scoring of the tender documents.

**18. Close of meeting**

The meeting closed at 8.58pm.

At the close of the meeting the Chairman Cllr. Bannister thanked councillors and the clerk for their contributions and commitment during a particularly unusual year and wished everyone a peaceful holiday.

**Bank Reconciliation Statement as at 31/12/2020  
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	31/12/2020	135	17,566.44
			<u>17,566.44</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
20/11/2020 CHQ300065 The Royal British Legion		100.00	
			<u>100.00</u>
			17,466.44
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
20/11/2020 nov 20		3,000.00	
16/12/2020 BACS		1,028.00	
23/12/2020 BACS		100.00	
			<u>4,128.00</u>
			21,594.44
		<b>Balance per Cash Book is :-</b>	<b>17,466.44</b>
		<b>Difference is :-</b>	<b>4,128.00</b>

**Bank Reconciliation Statement as at 01/11/2020  
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	12	27,079.77
			<u>27,079.77</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			27,079.77
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			27,079.77
		<b>Balance per Cash Book is :-</b>	<b>27,079.77</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 02/11/2020  
for Cashbook 3 - Nationwide 125 Day Contingency**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business 125 Day Saver Issue 1	01/05/2020	6	37,738.27
			<u>37,738.27</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			37,738.27
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			37,738.27
		<b>Balance per Cash Book is :-</b>	<b>37,738.27</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 15/12/2020  
for Cashbook 4 - Yorkshire Bank Business Saving**

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Yorkshire Cash Management Acco	01/12/2020	3	4,001.35
			<hr/> 4,001.35
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			4,001.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			4,001.35
		<b>Balance per Cash Book is :-</b>	<b>4,001.35</b>
		<b>Difference is :-</b>	<b>0.00</b>

Time: 12:16

## Current Bank A/c

## List of Payments made between 01/01/2021 and 31/01/2021

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/01/2021	Hutchinson 3G Ltd	DD	8.00	FC	Mobile Phone
19/01/2021	L JACOB	BACS	14.39		Reclaim Zoom Payment
19/01/2021	Caddis Ltd	BACS	1,440.00	KPC02	Autumn Maintenance
19/01/2021	Caddis Ltd	BACS	2,799.60	KPC02	Ditch Drainage
19/01/2021	Caddis Ltd	BACS	120.00	KPC02	Sluice pond clearance
19/01/2021	Chafes Hague Lambert Solicitor	BACS	613.44	FC	Leftwich Deed of Easement
19/01/2021	New Cheshire Business Park Ltd	BACS	104.00	FC	Storage Unit
19/01/2021	HMRC	BACS	331.25	FC	Tax and National Insurance
19/01/2021	L JACOB	BACS	878.21	FC	Salary for December
19/01/2021	WAP Lawton & Son Ltd	BACS	5,832.00	FC	Monthly Landscape costs
19/01/2021	SLCC Enterprises Ltd	BACS	220.80	FC	Job Advertising
19/01/2021	Caddis Ltd	BACS	240.00	KPC53	Tree work
19/01/2021	Caddis Ltd	BACS	576.00	KPC51	Tree work - Buckingham
19/01/2021	WAP Lawton & Son Ltd	BACS	384.00	KPC52	Heding Stretton Walk
23/01/2021	Telecoms World Plc	DD	20.40	FC	VOIP Phone Charges

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**Total Payments**      13,582.09

Time: 12:05

## Current Bank A/c

## List of Payments made between 18/11/2020 and 23/12/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/11/2020	The Royal British Legion	CHQ300065	100.00	FC 16-11-20	Donation for wreaths x 2
23/11/2020	Telecoms World Plc	DD	20.40		VOIP Service October
24/11/2020	Strike Fencing Contractors	BACS	3,288.00		Pulford Close fencing
24/11/2020	Strike Fencing Contractors	BACS	-3,288.00	RFO	canx wrong pay date
30/11/2020	S MORGAN	BACS	1,251.95		Final pay
30/11/2020	HMRC	BACS	263.02		Tax and NI
30/11/2020	Cheshire Pension Fund	BACS	412.76		Pension November
30/11/2020	S MORGAN	BACS	44.00		Homeworking allowance Oct-Nov
30/11/2020	S MORGAN	BACS	16.83		Mileage claim
14/12/2020	Hutchinson 3G UK Ltd	DD	9.31		Hutchinson 3G UK Ltd
15/12/2020	Veolia ES (UK)	BACS	1,028.00		Contributing Third Party
16/12/2020	Lloyds Bank	DD	429.65	RFO	card payment
22/12/2020	WAP Lawton & Son Ltd	BACS	216.00	KPC43	Winter Planting Memorial Bed
22/12/2020	WAP Lawton & Son Ltd	BACS	3,024.00	KPC42	Hedging Stretton Headworth
22/12/2020	Hudson Barlow Ltd	BACS	900.00		Valuation Leftwich Farm
22/12/2020	Caddis Ltd	BACS	870.00		Moor Park Pond A/Main
22/12/2020	Caddis Ltd	BACS	5,640.00		Ditch dredge Annual
22/12/2020	Sylan Resources Ltd	BACS	3,540.00		Woodland management Report
22/12/2020	WAP Lawton & Son Ltd	BACS	984.00	KPC50	Log Edging Repair and Removal
22/12/2020	WAP Lawton & Son Ltd	BACS	192.00	KPC47	Cherry Tree Shevington Way
22/12/2020	WAP Lawton & Son Ltd	BACS	5,832.00		Monthly Maintenance
22/12/2020	New Cheshire Business Park Ltd	BACS	104.00		Container Rent Dec
22/12/2020	Caddis Ltd	BACS	816.00	KPC45	Tree removal
22/12/2020	Shires Pay Services Ltd	BACS	6.00		New employee setup
22/12/2020	Emma Bannister	BACS	52.00		Expense Reimbursement Flowers
22/12/2020	S MORGAN	BACS	12.83		Mileage to Warrington and back
22/12/2020	Strike Fencing Contractors	BACS	3,288.00		Pulford Close Fencing
22/12/2020	Telecoms World Plc	DD	20.40		VOIP Phone charges
22/12/2020	Time Assured	BACS	156.00		Annual clock service
22/12/2020	UNITY TRUST BANK	BACS	-26.40		Bank Charges
23/12/2020	Telecoms World Plc	DD	20.40	FC	Phone services
<b>Total Payments</b>			<b>29,223.15</b>		

## Detailed Receipts &amp; Payments by Budget Heading 13/01/2021

## 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		
Income -Gas Governer Lease	200	0	(200)		
Grants & Donation Received	0	15,000	15,000		
Other Income	1,028	100	(928)		
Income :- Receipts	<b>201,778</b>	<b>215,650</b>	<b>13,872</b>		
<b>Net Receipts</b>	<b>201,778</b>	<b>215,650</b>	<b>13,872</b>		
<u>Staff Costs</u>					
Staff Salary	12,305	18,000	5,695		5,695
PAYE & NI	3,434	4,900	1,466		1,466
Pension	4,021	6,050	2,029		2,029
Staff Mileage & Benefits	30	100	70		70
Staff other Expenses	266	50	(216)		(216)
Staff Costs :- Indirect Payments	<b>20,056</b>	<b>29,100</b>	<b>9,044</b>	<b>0</b>	<b>9,044</b>
<b>Net Payments</b>	<b>(20,056)</b>	<b>(29,100)</b>	<b>(9,044)</b>		
<u>Admin Costs</u>					
Interest Received	32	0	(32)		
Admin Costs :- Receipts	<b>32</b>	<b>0</b>	<b>(32)</b>		
Training - Members and Clerk	165	650	485		485
Bank Charges	105	120	15		15
Audit Fees	889	1,000	111		111
Professional Fees	10,774	8,500	(2,274)		(2,274)
Legal Fees - Estate Rentcharge	0	10,000	10,000	1,200	8,800
Subscriptions & Memberships	1,588	1,500	(88)		(88)
Insurance	1,516	1,600	84		84
Stationery & Postage	166	150	(16)		(16)
Telephone & Broadband	189	300	111		111
PC Office Costs	2,111	1,500	(611)		(611)
Storage Unit Hire	867	1,100	233		233
Website	90	500	410		410
Newsletter Printing	0	500	500		500
Admin Costs :- Indirect Payments	<b>18,461</b>	<b>27,420</b>	<b>8,959</b>	<b>1,200</b>	<b>7,759</b>
<b>Net Receipts over Payments</b>	<b>(18,429)</b>	<b>(27,420)</b>	<b>(8,991)</b>		

## Detailed Receipts &amp; Payments by Budget Heading 13/01/2021

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>Maintenance</u>					
Grounds Maintenance Contract	48,600	58,320	9,720		9,720
Additional Grounds Maintenance	12,512	10,000	(2,512)	976	(3,488)
Clocktower service	130	130	0		0
Ponds & Culvert	20,471	23,500	3,029		3,029
Paths	10,700	10,700	0		0
Tree Works	8,912	11,000	2,088	2,950	(862)
Woodland tree work	480	0	(480)		(480)
Tree Surveys	2,950	0	(2,950)		(2,950)
Maintenance :- Indirect Payments	<b>104,755</b>	<b>113,650</b>	<b>8,895</b>	<b>3,926</b>	<b>4,969</b>
<b>Net Payments</b>	<b>(104,755)</b>	<b>(113,650)</b>	<b>(8,895)</b>		
<u>Play Areas</u>					
Grants & Donation Received	5,141	0	(5,141)		
Play Areas :- Receipts	<b>5,141</b>	<b>0</b>	<b>(5,141)</b>		
Play Equipment Maintenance	3,890	10,000	6,110	4,079	2,031
Play Equipment Inspections	891	1,500	609		609
Play Equipment Purchases	1,028	15,000	13,972		13,972
Play Areas :- Indirect Payments	<b>5,809</b>	<b>26,500</b>	<b>20,691</b>	<b>4,079</b>	<b>16,612</b>
<b>Net Receipts over Payments</b>	<b>(668)</b>	<b>(26,500)</b>	<b>(25,832)</b>		
<u>Events/S137 Expenditure</u>					
Section 137 Expenditure	897	1,000	103		103
Xmas Lighting and Event	2,725	2,950	225		225
Events/S137 Expenditure :- Indirect Payments	<b>3,622</b>	<b>3,950</b>	<b>328</b>	<b>0</b>	<b>328</b>
<b>Net Payments</b>	<b>(3,622)</b>	<b>(3,950)</b>	<b>(328)</b>		
<u>VAT Data</u>					
VAT on Receipts	18,616	15,000	(3,616)		
VAT Data :- Receipts	<b>18,616</b>	<b>15,000</b>	<b>(3,616)</b>		
VAT on Payments	25,565	15,000	(10,565)		(10,565)
VAT Data :- Indirect Payments	<b>25,565</b>	<b>15,000</b>	<b>(10,565)</b>	<b>0</b>	<b>(10,565)</b>
<b>Net Receipts over Payments</b>	<b>(6,950)</b>	<b>0</b>	<b>6,950</b>		

## Detailed Receipts &amp; Payments by Budget Heading 13/01/2021

## Cost Centre Report

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	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Grand Totals:- Receipts	225,566	230,650	5,084		
Payments	178,266	215,620	37,354	9,205	28,149
<b>Net Receipts over Payments</b>	<u>47,300</u>	<u>15,030</u>	<u>(32,270)</u>		
<b>Movement to/(from) Gen Reserve</b>	<u>47,300</u>				

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Date 13/01/2021

Kingsmead Parish Council 2020/2021

Page 1

Time 11:02

End Date of Assessment 31/01/2021

<u>Date of Invoice</u>	<u>Suppliers VAT Reg No</u>	<u>Description of Supply</u>	<u>To whom addressed</u>	<u>VAT Paid</u>
<b>Cashbook</b>				
01/10/2020	GB 002 923513	Storage unit hire	Kingsmead Parish Council	17.33
01/10/2020	GB 611 7094	Tree work various sites	Kingsmead Parish Council	624.00
05/10/2020	181779370	Christmas lights	Kingsmead Parish Council	520.00
06/10/2020	160 0048 19	Maintenance contract	Kingsmead Parish Council	972.00
08/10/2020	936 2138 26	Headworth Cl tree work	Kingsmead Parish Council	170.00
08/10/2020	936 2138 26	Woburn Cl tree works	Kingsmead Parish Council	50.00
09/10/2020	936 2138 26	Sluice grid clearance	Kingsmead Parish Council	20.00
11/10/2020	132 9867 86	Quarterly inspections	Kingsmead Parish Council	59.40
12/10/2020	722 2732 61	VOIP Service	Kingsmead Parish Council	3.40
16/10/2020	EU528003555	Card payments	Kingsmead Parish Council	2.40
20/10/2020	920 9508 27	Alpha licence and support	Kingsmead Parish Council	24.80
22/10/2020	GB 611 7094	KPC17 Tree works	Kingsmead Parish Council	584.00
22/10/2020	GB 611 7094	Invoice correction	Kingsmead Parish Council	-624.00
02/11/2020	GB 002 923513	Storage November	Kingsmead Parish Council	17.33
02/11/2020	GB797077669	Card payments	Kingsmead Parish Council	1.00
02/11/2020	370 6168 63	Card payments	Kingsmead Parish Council	1.67
02/11/2020	EU528003555	Card payments	Kingsmead Parish Council	2.40
02/11/2020	339350103	Card payments	Kingsmead Parish Council	2.37
02/11/2020	996 8957 15	Card payments	Kingsmead Parish Council	10.99
02/11/2020	315 2899 88	Card payments	Kingsmead Parish Council	11.25
02/11/2020	GB639237322	Card payments	Kingsmead Parish Council	13.33
02/11/2020	GB 302992212	Card payments	Kingsmead Parish Council	8.33
02/11/2020	GB 226596875	Card payments	Kingsmead Parish Council	0.59
02/11/2020	336 7258 81	Card payments	Kingsmead Parish Council	2.66
03/11/2020	160 0048 19	Contract maintenance	Kingsmead Parish Council	972.00
05/11/2020	267680956	3rd quarter payroll	Kingsmead Parish Council	8.70
06/11/2020	157 3073 67	Leftwich Farm legal fees	Kingsmead Parish Council	391.92
12/11/2020	722 2732 61	VOIP Service October	Kingsmead Parish Council	3.40
12/11/2020	160 0048 19	Winter Planting Memorial Bed	Kingsmead Parish Council	36.00
12/11/2020	160 0048 19	Hedging Stretton Headworth	Kingsmead Parish Council	504.00
17/11/2020	936 2138 26	Coronet Pond Autumn Maintenanc	Kingsmead Parish Council	120.00
17/11/2020	160 0048 19	Extra grounds PO KPC29	Kingsmead Parish Council	102.00
17/11/2020	656 4821 15	Pear mapping 2/5 years	Kingsmead Parish Council	75.00
17/11/2020	216 360 139	Coronet pond path surfacing	Kingsmead Parish Council	2,140.00
17/11/2020	519 286 915	Contract support work	Kingsmead Parish Council	490.50
17/11/2020	440 4982 50	Limited Assurance Review 19-20	Kingsmead Parish Council	120.00
17/11/2020	936 2138 26	Moor Park 2 Autumn	Kingsmead Parish Council	90.00

Date 13/01/2021

Kingsmead Parish Council 2020/2021

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Time 11:02

End Date of Assessment 31/01/2021

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
17/11/2020	936 2138 26	Bickerton Way pond	Kingsmead Parish Council	74.00
17/11/2020	936 2138 26	Dukes Way little pond	Kingsmead Parish Council	132.00
17/11/2020	936 2138 26	Dukes Way Duck pond	Kingsmead Parish Council	266.00
17/11/2020	160 0048 19	Wildflower cutting	Kingsmead Parish Council	94.80
17/11/2020	936 2138 26	Culvert Management	Kingsmead Parish Council	466.60
23/11/2020	936 2138 26	Moor Park Pond A/Main	Kingsmead Parish Council	145.00
23/11/2020	936 2138 26	Ditch dredge Annual	Kingsmead Parish Council	940.00
24/11/2020	990866270	Pulford Close fencing	Kingsmead Parish Council	548.00
24/11/2020	556949680	Woodland management Report	Kingsmead Parish Council	590.00
24/11/2020	990866270	canx wrong pay date	Kingsmead Parish Council	-548.00
24/11/2020	990866270	Pulford Close Fencing	Kingsmead Parish Council	548.00
26/11/2020	160 0048 19	Log Edging Repair and Removal	Kingsmead Parish Council	164.00
26/11/2020	160 0048 19	Cherry Tree Shevington Way	Kingsmead Parish Council	32.00
01/12/2020	160 0048 19	Monthly Maintenance	Kingsmead Parish Council	972.00
01/12/2020	GB 002 923513	Container Rent Dec	Kingsmead Parish Council	17.33
02/12/2020	GB708876591	card payment	Kingsmead Parish Council	2.77
02/12/2020	339350103	card payment	Kingsmead Parish Council	-2.37
02/12/2020	GB238041917	card payment	Kingsmead Parish Council	1.92
02/12/2020	GB727255821	card payment	Kingsmead Parish Council	33.75
02/12/2020	GB727255821	card payment	Kingsmead Parish Council	25.10
02/12/2020	370616853	card payment	Kingsmead Parish Council	2.67
02/12/2020	EU528003555	card payment	Kingsmead Parish Council	2.40
05/12/2020	936 2138 26	Tree removal	Kingsmead Parish Council	136.00
05/12/2020	267680956	New employee setup	Kingsmead Parish Council	1.00
11/12/2020	722 2732 61	VOIP Phone charges	Kingsmead Parish Council	3.40
22/12/2020	168662078	Annual clock service	Kingsmead Parish Council	26.00
			<b>Total VAT Detail from Cashbook</b>	<b>12,223.14</b>

**Journal**

31/10/2020	GB 162793192	Transfer to VAT	Kingsmead Parish Council	4.13
			<b>Total VAT Detail from Journal</b>	<b>4.13</b>

Date 13/01/2021

Kingsmead Parish Council 2020/2021

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Time 11:02

End Date of Assessment 31/01/2021

Date of Invoice	Suppliers VAT Reg No	Description of Supply	To whom addressed	VAT Paid
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I .....  
(Full name in BLOCK LETTERS)

am claiming a refund of twelve thousand, two hundred and twenty seven pounds and 27 pence  
(Pounds in words pence in figures)

<b>£ 12,227.27</b>
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which is the VAT charged on goods and services bought for non-business activities. \*The tax claimed includes VAT incurred for exempt business activities which can be reclaimed under paragraph 5.5 of Notice 749 (April 2002).

The body named above makes no taxable supplies and is not registered for VAT, if requested I will produce tax invoices to support this claim.

Signature .....Date  
(Designated responsible officer)

\*Delete as appropriate

**Data Protection Act 1998**

HM Revenue & Customs collects information in order to administer the taxes for which it is responsible (such as VAT, insurance premium tax, excise duties, air passenger duty, landfill tax), and for detecting and preventing crime.

Where the law permits we may also get information about you from third parties, or give information to them, for example in order to check its accuracy, prevent or detect crime or protect public funds in other ways. These third parties may include the police, other government departments and agencies.

## Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
<b>100 Income</b>						
1076 Precept	200,550	200,550	0	0	0	0
1090 Interest Received	0	50	0	0	0	0
1095 Income -Gas Governer Lease	0	100	0	0	0	0
1100 Grants & Donation Received	15,000	15,000	0	0	0	0
1990 Other Income	100	0	0	0	0	0
Total Income	<b>215,650</b>	<b>215,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Income - Net Expenditure	<b>-215,650</b>	<b>-215,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>110 Staff Costs</b>						
4000 Staff Salary	18,000	18,200	0	0	0	0
4010 PAYE & NI	4,900	5,300	0	0	0	0
4030 Pension	6,050	6,400	0	0	0	0
4050 Staff Mileage & Benefits	100	200	0	0	0	0
4060 Staff other Expenses	50	312	0	0	0	0
Total Overhead Expenditure	<b>29,100</b>	<b>30,412</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Staff Costs - Net Expenditure	<b>29,100</b>	<b>30,412</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>120 Admin Costs</b>						
4200 Training - Members and Clerk	650	1,500	0	0	0	0
4205 Bank Charges	120	150	0	0	0	0
4210 Audit Fees	1,000	1,000	0	0	0	0
4215 Professional Fees	8,500	7,500	0	0	0	0
4216 Legal Fees - Estate Rentcharge	10,000	0	0	0	0	0
4220 Subscriptions & Memberships	1,500	1,600	0	0	0	0
4225 Insurance	1,600	1,600	0	0	0	0
4230 Stationery & Postage	150	500	0	0	0	0
4234 Software fees	0	675	0	0	0	0
4235 Telephone & Broadband	300	250	0	0	0	0
4236 PC Office Costs	1,500	500	0	0	0	0
4237 Storage Unit Hire	1,100	1,100	0	0	0	0
4238 Video Conferencing	0	150	0	0	0	0
4240 Website	500	600	0	0	0	0
4245 Newsletter Printing	500	200	0	0	0	0
Total Overhead Expenditure	<b>27,420</b>	<b>17,325</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Admin Costs - Net Expenditure	<b>27,420</b>	<b>17,325</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>130 Maintenance</b>						
4300 Grounds Maintenance Contract	58,320	60,000	0	0	0	0
4305 Additional Grounds	10,000	6,000	0	0	0	0

## Forward Budget Detail - By Centre

Note :- (-) Net Expenditure means INCOME is greater than EXPENDITURE

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
4320 Clocktower service	130	130	0	0	0	0
4340 Ponds & Culvert	23,500	23,124	0	0	0	0
4345 Kingsmead Anniversary	0	1,000	0	0	0	0
4350 Paths	10,700	0	0	0	0	0
4360 Tree Works	11,000	10,000	0	0	0	0
4365 Woodland tree work	0	6,000	0	0	0	0
4370 Tree Surveys	0	1,500	0	0	0	0
4380 Woodland Management Plan	0	1,800	0	0	0	0
Total Overhead Expenditure	<b>113,650</b>	<b>109,554</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Maintenance - Net Expenditure	<b>113,650</b>	<b>109,554</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>140 Play Areas</b>						
4400 Play Equipment Maintenance	10,000	10,000	0	0	0	0
4410 Play Equipment Inspections	1,500	1,700	0	0	0	0
4420 Play Equipment Purchases	15,000	25,000	0	0	0	0
4430 New Play Area Surfacing	0	6,000	0	0	0	0
4435 New Play Area Benches	0	2,000	0	0	0	0
Total Overhead Expenditure	<b>26,500</b>	<b>44,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Play Areas - Net Expenditure	<b>26,500</b>	<b>44,700</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>150 Events/S137 Expenditure</b>						
4255 Section 137 Expenditure	1,000	1,000	0	0	0	0
4500 Open Day	0	1,000	0	0	0	0
4505 Best Kept Garden	0	350	0	0	0	0
4510 Xmas Lighting and Event	2,950	6,000	0	0	0	0
Total Overhead Expenditure	<b>3,950</b>	<b>8,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
Events/S137 Expenditure - Net Expenditure	<b>3,950</b>	<b>8,350</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>999 VAT Data</b>						
515 VAT on Payments	15,000	24,000	0	0	0	0
Total Overhead Expenditure	<b>15,000</b>	<b>24,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
115 VAT on Receipts	15,000	24,000	0	0	0	0
Total Income	<b>15,000</b>	<b>24,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Budget</b>	215,620	234,341	0	0	0	0
<b>Income :</b>	230,650	239,700	0	0	0	0
<b>Net Expenditure</b>	<b>-15,030</b>	<b>-5,359</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>

# Cheshire West & Chester Council

Sarah Morgan  
Kingsmead Parish Council  
Kingsmead Parish Council  
PO Box 448  
Knutsford  
WA16 1FJ

**Financial Planning**  
2<sup>nd</sup> Floor, 4 Civic Way  
Ellesmere Port  
CH65 0BE

[www.cheshirewestandchester.gov.uk](http://www.cheshirewestandchester.gov.uk)

Contact: David Sconce  
Tel: 07747 085831  
[david.sconce@cheshirewestandchester.gov.uk](mailto:david.sconce@cheshirewestandchester.gov.uk)

22 December 2020  
Ref: PP051

## 2021/22 Parish Precept – Kingsmead Parish Council

Dear Sarah Morgan

I am writing to formally request your parish precept information for 2021/22. Through your power to raise a local precept, the money needed for your parish's budgetary requirements is added to the council tax charge in your area. The local precept charge is calculated by dividing the precept you request by the parish tax base. Kingsmead Parish Council's tax base for 2021/22 is **1,895.9**. This has been calculated by taking the number of Band D equivalent properties in your parish from information supplied by the Valuation Officer and making allowances for discounts and exemptions, successful valuation appeals, the cost of the Council Tax Reduction Scheme, non-collection, and housing growth estimates. The number of Band D equivalent properties is calculated by scaling properties in other bands either up or down to convert them to a Band D level.

Please be aware that the Covid-19 pandemic has had a significant downward impact on the levels of house building across the country and has also led to an increase in the number of households claiming support through the Council Tax Reduction Scheme. This has led to tax bases in many areas across the borough falling.

For the Council to include your local precept and set the council tax for 2021/22, please complete the attached form. The form must be signed to confirm that the local precept has been formally approved at a meeting of the local council and then scanned or photographed and emailed to [david.sconce@cheshirewestandchester.gov.uk](mailto:david.sconce@cheshirewestandchester.gov.uk) by **Friday 29 January 2021**. Due to home-working arrangements, any forms posted to the address above will not be received.

The following examples are included to show the impact of two common scenarios on the precept charge for a Band D property in your parish. The charges for properties in other bands can be calculated in relation to this. For example, the charge for a Band C property is 8/9<sup>ths</sup> of the Band D charge; for a Band F property it is 13/9<sup>ths</sup>. A spreadsheet is attached to the email to enable you to see the impact of the precept request on the charges for each band.

**Example 1: Maintaining the same Band D precept charge as 2020/21**

The Band D precept charge for Kingsmead Parish Council in 2020/21 was £104.69. If you want this charge to be the same in 2021/22, you will need to request a precept of **£198,482**.

**Example 2: Requesting the same precept as in 2020/21**

In 2020/21, Kingsmead Parish Council requested a precept of **£200,550**. If you were to request the same precept for 2021/22, this would increase the Band D precept charge by £1.09 to £105.78.

The above examples are just to illustrate two common scenarios. If you wish to raise a different precept, the table below and the attached spreadsheet can be used to calculate your local Band D charge for 2021/22 in alternative scenarios, and to compare it to your local Band D charge in 2020/21.

Ref	Calc			Note
A	-	Local precept request	.....	How much will be raised from residents
B	-	Local tax base	1,895.9	
C	$A \div B$	2021/22 Band D charge	.....	2021/22 charge to a resident in a Band D property
D	-	2020/21 Band D charge	£104.69	
E	$\frac{(C-D)}{D} \times 100$	% change in charge	.....	This is the % change that will show on the Council Tax bill

If you have any questions about setting the local precept and would like support, then please do not hesitate to contact David Sconce using the contact details provided.

Yours sincerely



Mark Wynn  
Chief Operating Officer

**From:** Jonathan Terry <jon@sylvanresources.co.uk>  
**Sent:** 13 November 2020 12:38  
**To:** clerk@kingsmeadpc.org.uk  
**Subject:** RE: Kingsmead

Hi Sarah,

Yes we can mark them up for you. There are a couple of ways to do this.

- 1) With paint
- 2) With plastic tree tags.

It would be a good idea to do this before any work is done rather than now since the paint lasts about 12 months and is very unsightly, and people have great fun removing the tags. Of the two, I favour the tags and putting them up high enough so they are not within hands reach. Using the management plan as the basis for the annual work programme we could tag all the trees in one to two days and walk the rest of the site to check if there is any additional work to do or if there have been changes in the health of the trees over the last twelve months. The cost would be £960 for two days, but we would charge one day (£480) if we could complete it in that time.

I am looking into obtaining tags with bar codes. My thought is to set up annual work programmes in a format which will enable them to be read on a mobile phone. From the bar code it should be possible to obtain all information relevant to the tagged tree. If we can achieve this we will use it when tagging your trees. What you have experienced is very common, I am keen to find a solution.

Regards  
Jonathan

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**From:** clerk@kingsmeadpc.org.uk <clerk@kingsmeadpc.org.uk>  
**Sent:** 13 November 2020 11:52  
**To:** Jonathan Terry <jon@sylvanresources.co.uk>  
**Subject:** RE: Kingsmead

Hi Jonathan,

That's no problem at all and thank you for the update.

We went out to look for the trees requiring urgent works and couldn't find the one near Burwardsley Way, although we think all trees on that side of the path are CWT owned. Could you advise whether you could mark up the trees, say the ones requiring work in the first year, and what the cost would be?

Many thanks,

Sarah

Sarah Morgan  
Clerk  
Kingsmead Parish Council  
PO Box 448, Knutsford WA16 1FJ  
Tel: 01606 533858  
Office hours: Monday to Thursday, 9:30am to 3:00pm  
[www.kingsmeadpc.org.uk](http://www.kingsmeadpc.org.uk)

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Kingsmead Parish Council at any time). Click here to view email privacy notice: <http://www.kingsmeadpc.org.uk/wp-content/uploads/2019/06/Contact-Privacy-Notice-2019.pdf>

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**From:** Jonathan Terry <[jon@sylvanresources.co.uk](mailto:jon@sylvanresources.co.uk)>  
**Sent:** 13 November 2020 10:21  
**To:** [clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk)  
**Subject:** RE: Kingsmead

Hi Sarah,

Sorry I have not replied to your email before now. The document I sent you last week was in progress, I thought you had the correct one and since sending it I have been having IT problems! I hope these will be resolved today and that I will be able to send you the correct one and the invoice. If not I will send both over next week.

Regards  
Jonathan

---

**From:** [clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk) <[clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk)>  
**Sent:** 06 November 2020 11:02  
**To:** Jonathan Terry <[jon@sylvanresources.co.uk](mailto:jon@sylvanresources.co.uk)>  
**Subject:** RE: Kingsmead

Hi Jonathan,

I've been taking a look through the survey results and maps which are really clear, but it seems that a few areas were not covered from the list I gave you when we met. Is this because no trees are requiring work in these areas?:-

2. **Dukes Way Ponds**  
Regal Close, Bishopgates Drive, Sandringham Close
4. **Kingsmead to the north from Regency Way south junction (between junctions – a section has been covered by parish council)**  
Hatherton Close, Styal Close
6. **Moor Park Way ponds, Campbell Close and Stretton Walk stream plantation**  
Stretton Walk, Waystead Close, Campbell Close, Houghton Close
9. **Kingsmead (west side) - Between Monarch Drive junctions to St George's Way roundabout**
10. **St George's Field wildlife strip and wildlife/wooded area on banks opposite SJD college**  
Lime Avenue, St George's Way
11. **Burwardsley Way woodland by play area**  
Stapeley Close, Burwardsley Way, Moreville Close

Many thanks,  
Sarah

Sarah Morgan  
Clerk  
Kingsmead Parish Council  
PO Box 448, Knutsford WA16 1FJ  
Tel: 01606 533858  
Office hours: Monday to Thursday, 9:30am to 3:00pm  
[www.kingsmeadpc.org.uk](http://www.kingsmeadpc.org.uk)

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Kingsmead Parish Council at any time). Click here to view email privacy notice: <http://www.kingsmeadpc.org.uk/wp-content/uploads/2019/06/Contact-Privacy-Notice-2019.pdf>

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**From:** Jonathan Terry <[jon@sylvanresources.co.uk](mailto:jon@sylvanresources.co.uk)>  
**Sent:** 05 November 2020 16:40  
**To:** [clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk)  
**Subject:** RE: Kingsmead

Hi Sarah

I am glad it all makes sense, it was tricky to think of a way to present it all.

I think it will be worth applying for a management plan. The grant will cover its cost and you will get a ten year felling licence which will give you approval to do felling work. However, it is likely that the volumes of timber harvested will fall below the minimum volume for which a licence is required.

It might also be possible to obtain an annual management grant, particularly as there is so much public access.

I will submit the invoice shortly.

Regards  
Jonathan

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**From:** [clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk) <[clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk)>  
**Sent:** 05 November 2020 14:51  
**To:** Jonathan Terry <[jon@sylvanresources.co.uk](mailto:jon@sylvanresources.co.uk)>  
**Subject:** RE: Kingsmead

Hi Jonathan,

Thank you very much for all the files and management plan.

I have reviewed the maps and can see that tree 58 is very close to the boundary and I'll get someone out to look at these asap in any case.

I know we were going to look at the next stage of this work which included some registrations and possible funding. Do you think that is still worth pursuing?

Regarding payment, are you able to submit an invoice by next week do you think?

Many thanks,

Sarah

Sarah Morgan  
Clerk  
Kingsmead Parish Council  
PO Box 448, Knutsford WA16 1FJ  
Tel: 01606 533858  
Office hours: Monday to Thursday, 9:30am to 3:00pm  
[www.kingsmeadpc.org.uk](http://www.kingsmeadpc.org.uk)

The information you provide (personal information such as name, address, email address, phone number, organisation) will be processed and stored to enable us to contact you and respond to your correspondence, provide information and/or access our facilities and services. Your personal information will be not shared or provided to any other third party. We will only keep your data for the purpose it was collected for and only for as long as is necessary. After which it will be deleted. (You may request the deletion of your data held by Kingsmead Parish

Council at any time). Click here to view email privacy notice: <http://www.kingsmeadpc.org.uk/wp-content/uploads/2019/06/Contact-Privacy-Notice-2019.pdf>

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**From:** Jonathan Terry <[jon@sylvanresources.co.uk](mailto:jon@sylvanresources.co.uk)>

**Sent:** 04 November 2020 15:26

**To:** [clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk)

**Subject:** FW: Kingsmead

Hi Sarah

The zip file contains the Shapefiles for the tree/groups/area points. This has all the information that is in the spreadsheet attached to the points. The wording is a little different from that in the report.

Regards  
Jonathan

**Tennis Courts & Multi Sports Surfaces - Fencing - Lighting - Equipment**

*Regd. Office :*  
*Greencourt,*  
*Hankelow,*  
*Crewe, Cheshire.*  
*CW3 0JB.*

*Telephone : 01270 812112*

*Mobile : 07774 986622*

*e-mail : [info@leisuresurfacesuk.co.uk](mailto:info@leisuresurfacesuk.co.uk)*

*web site : [www.leisuresurfacesuk.co.uk](http://www.leisuresurfacesuk.co.uk)*

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Lara Jacob  
Clerk Kingsmead Parish Council  
PO Box 448, Knutsford WA16 1FJ

Tel: 01606 533858

Email: [clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk)

11<sup>th</sup> December 2020

Our ref: CM/9920

Dear Lara,

Following my visit , we have pleasure in submitting our quotation to extend a multi goal area at Kensington Way Park. I would surface using an all-weather Leisuret看 macadam which is hard wearing and free draining.

The surplus spoil would be removed from site along with the existing tiles

We have included for heras fencing and welfare facilities

### **Specification (Area Size 45 sqm)**

**Preparation** : A tracked machine would strip the turf and top soil from the area. The site would be levelled and consolidated using the cut and fill principle to the correct dimensions, leaving a uniform 1/120 fall to assist drainage. A laser system assists in this operation. The surplus spoil would be loaded into wagons and removed from site.

**Geotextile Membrane** : A geotextile membrane 1000 gauge would be laid over the area to prevent future contamination between the sub base and construction materials and to hinder any future weed growth or sinkage.

**Foundations** : We would lay a foundation of non-frost-susceptible graded aggregate to an average evenly distributed compacted depth of 150mm. This foundation would be thoroughly rolled and compacted with a vibrating roller.

**Edging Kerbs** : Four corner levels would be determined and concrete edging bricks (charcoal coloured) laid to these levels. The bricks which are laid on and neatly haunched with concrete are to retain the construction materials.

**Binder Course Macadam** : The foundation would be trued by screeding a binder course macadam to a compacted depth of 40mm.

**Leisuretex Surface** : We can now lay our special porous macadam Leisuretex surface to The Sports and Play Construction Association Code of Practice standards, the cross falls and level surface being achieved by means of metal screeds and straight edge to a compacted depth of 30mm. The surface would be rolled and consolidated until a uniform well bound surface was obtained all to B.S. 4987. Leisuretex is a specially formulated for sports surfaces, its main characteristics being a medium ball bounce, excellent grip and rapid drainage.

**Quotation** : Our price to carry out the work described including labour, tools and materials would be:

**£ 12,300.00 plus V.A.T. @ 20%**

Access : It is assumed that lorries can tip materials by the court area.

Site Clearance : Upon completion of the work all surplus tools and materials would be removed from the site and the area left clean and tidy. We have not included in this quotation for any landscaping, seeding or re-turfing.

Terms of Payment : We would require a 25% deposit at the start of the work with the remainder payable on completion of the work.

If an interval between stages of construction occurs due to weather conditions, ground settlement requirements or surfacing curing times i.e court colouring- an invoice will be sent for the works completed.

Guarantee : We would replace or make good faulty materials or unsatisfactory workmanship which should become apparent within 3 years from the completion of the court. The acrylic colour coating and line marking is guaranteed for twelve months. Surfaces usually require re-painting between 5 and 10 years depending on usage, maintenance and general court care.

We cannot be responsible for any natural visual defects which occur in the macadam due to iron pyrites/lignite or soft stone

Conditions : If rock or running sand is encountered extra expense may be added. We cannot be responsible for any natural sinkage which occurs after the guarantee finishes. We cannot be responsible for damage to underground cables or drains etc:-

Weeds : We cannot guarantee to kill all weeds or that no subsequent weed growth will occur. To attempt to do so would necessitate the use of herbicides of unacceptable high toxicity – a danger to children, pets, wildlife and surrounding vegetation alike.

We are members of SAPCA and comply with the Code of Practice for the Construction and Maintenance of Tennis Courts which has been produced in consultation with The Lawn Tennis Association and is recognised and supported by the LTA for the construction of tennis courts in the UK.

If you would like more information relating to all aspects of tennis court construction, we can forward you The Code of Practice document.

This quotation is valid for three months.

We would be happy to arrange for you to visit any of our courts in the area or please give me a call if you require any further information or help,

Yours sincerely,

**Carl Mottershead Director**

# QUOTE Q24501



## Invoice Address

Kingsmead Parish Council  
P.O. Box 448  
KNUTSFORD Cheshire  
WA16 1FH GBR

**Date:** 28 Sep 2020

**Expiry Date:** 28 Oct 2020

## Massey & Harris (Engineering) Ltd

Unit 5, The Hollygate  
Albert Street  
Stockport  
Cheshire. SK3 0BD  
UNITED KINGDOM

**Telephone:** +44(0)161 480 5243

**Email:** accounts@masseyandharris.com

**Our Ref:** Q24501 DP 20/471

## Basketball Surfacing options

Sarah Morgan - clerk@kingsmeadpc.org.uk

Description	Quantity	Unit Price	VAT	Amount GBP
Sand Filled Carpet option. - Remove existing tiles 24 sqm (assumed concrete pad underneath) - Excavate 21 sqm to 150mm - Remove spoils from site - Treated timber edge - 100mm of MOT consolidated - 50mm clean angular - Green sand filled carpet with lines	1.00	5,950.00	20%	5,950.00

The second option would be to install black rubber wetpour safety surfacing with the lines as above. The cost for this would also be £5950.00 ex VAT. For green wetpour rubber with colour lines the cost would be £6600.00 ex VAT.

**Subtotal** 5,950.00

**Total VAT 20%** 1,190.00

**TOTAL GBP** 7,140.00

- All prices, unless otherwise stated, are ex-works.
- Structural calculations will be provided on request at an additional cost.
- If equipment is to be installed into loose fill please specify.
- Dates are estimated & can only be confirmed after final design sign off.

Subject to our Standard [Terms and Conditions](#) of Trade. VAT Number 405870652

**THANK YOU FOR YOUR ENQUIRY**

Good evening Sarah,

I hope you are well?

As per your request below, the annual additional premium to increase the Play Equipment Sum Insured by £29,830, would be £102.62 **plus applicable taxes**.

We would pro-rata this premium, once firm instructions are received and in likelihood based on the level of pro rata premium, we may well be able to waive any mid-term premium.

I look forward to hearing from you.

Kind regards,

*Richard*

**Richard Matthews BSc (Hons) Cert CII**  
Client Director, Community



Mobile – 07770 931 630

Email - [Richard.Matthews@cameandcompany.co.uk](mailto:Richard.Matthews@cameandcompany.co.uk)

**Came & Company**

Blenheim House, 1-2 Bridge Street, Guildford, GU1 4RY  
[www.parishinsurance.co.uk](http://www.parishinsurance.co.uk)

Gallagher continue to support our staff by maintaining a home working or agile working environment for those who require it.

As such our working hours may fall outside of the usual 9-5 but we will endeavour to provide our usual excellent service during these unusual times for all and respond as quickly as we are able to.

We at Came & Company, take the protection of your data very seriously and strive to support you in your duty in relation to the control of your data. We therefore ask that you supply data which is only relevant to the renewal being discussed and ensure any personal information is redacted prior to sending. If you have any queries in relation to the data to send us, please do contact us for advice and we will of course ensure the data is checked upon receipt by our teams.

**From:** [clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk) <[clerk@kingsmeadpc.org.uk](mailto:clerk@kingsmeadpc.org.uk)>

**Sent:** 12 November 2020 14:04

**To:** Richard Matthews <[richard.matthews@cameandcompany.co.uk](mailto:richard.matthews@cameandcompany.co.uk)>

**Subject:** Play equipment value

[EXTERNAL]

Good Afternoon Richard,

Would it be possible to get a price for the council to consider adding the replacement value of the following play equipment to the policy please? :-

AXA Master  
Policy number  
RGBDX6962034

Campbell Close

City Loud speakers x 2	2198
Spring Horse	608
Seahorse seesaw	1640
Junior swing frame only with shackles	1199
Junior flat seat and chains for swing	154

Pulford Close

Funk Plus slide unit	6022
City Loud speakers	2198
Junior swing frame only with shackles	1199
Junior flat sear and chains for swing	154

Monarch Drive

Spring horse	608
Shimmy plus slide unit	6995

Kensington Way

Basket goal unit	4346
Embankment slide	2509
<b>Total</b>	<b>29830</b>

Good morning,

With relation to amending the speed limit on the A556 in the vicinity of Hilltop, there would be no charge for the survey providing there is agreement that 50 percent of the cost if it is recommended will be paid by the Parish Council.

If the whole of the current 60 mph section is amended, the cost in total would be in the region of £3100, if only part of it is amended it would be around £5000 in total.

I trust this is of assistance

Regards

Ian