



Kingsmead Parish Council  
PO Box 448  
Knutsford  
WA16 1FJ

Clerk: Lara Jacob  
Telephone: 01606 533 858  
E-mail: clerk@kingsmeadpc.org.uk

---

Minutes of an ORDINARY PARISH COUNCIL MEETING held Monday 18 January 2021 at 7.30pm via Zoom Video Conferencing

---

**Present:** Cllr Bannister (Chairman), Boylan, Chappell, Hoey, Logan, Martin (arrived 7.37pm), Reed, Weltman and Williams

**Also in attendance:** Lara Jacob (Clerk); 2 members of the public

---

**1. To receive apologies**

Apologies were received from Cllr Jewitt (personal)

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

No disclosures were made.

**3. Public open forum**

a) Members of Transition Northwich attended, introducing the group which is a community environmental group encouraging grassroots action to combat the climate change emergency. The group wish to be involved in a partnership conversation with the parish council and representative groups in Kingsmead. The group asked the parish council to consider the impact each decision they make might have on bringing about beneficial change. Councillors outlined the environmental decisions, such as the reduction of herbicide use, the planning and planting of wildflowers areas to increase biodiversity and the successful Black Poplar planting project, that demonstrate their commitment to careful and considered action. The members of the group asked the council to consider ways in which more active communication and participation of the public could be accommodated to encourage wider conversations.

**4. PCSO**

PCSO Phil Hambleton submitted a report which detailed several anti-social behaviour incidents including the gathering of youths on the "Fishermans" car park. Concerns about parking to access vaccination clinics had been recorded, with the situation easing following the resolution of initial problems. Speed enforcement had been activated on Monarch Way.

The report was received and noted.

**5. Approval and receipt of Minutes**

a) The minutes of the Ordinary Meeting held 21 December 2020

**Resolved** – the minutes were a true record of the meeting held on 21 December 2020.

**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)

**Resolved** – approval of the Unity Trust bank reconciliation to 31-12-2020. Receipts noted.

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.

Noted – the reconciliation for these accounts to 30-11-2020.

c) To note the Yorkshire Bank reconciliation to 15-12-2020

Noted – the Yorkshire Bank reconciliation to 015-12-2020

d) To approve accounts for payment in January 2021, the sum of £13,582.09

**Resolved** – approval of the accounts for payment as presented.

e) To note accounts paid December 2020

Noted – the payments made in December 2020

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

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

g) To note that the corporate charge card has now been received by the clerk

Noted - the corporate charge card has been received.

h) To approve that a VAT reclaim of £12,227.27, being VAT paid on purchases from 1-10-20 to 31-12-20 be submitted to HMRC

**Resolved** - a VAT reclaim for £12,227.27 will be submitted to HMRC

i) To consider the transfer of funds from the Nationwide 45-day savings account to cover future payments.

**Resolved** - that no transfer was necessary immediately and that invoices received would be monitored carefully with a transfer to be placed on the February agenda if considered necessary.

j) To approve the timesheets submitted by the clerk

**Resolved** – to accept 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

**Resolved** – that the precept will remain at £104.69, which, on a tax base of 1895.9 Band D equivalent, will raise £198,482 for the financial year 2021/22.

## 8. **Deeds of Variation**

To consider the document provided by Chambers Fletcher.

This item was deferred to a future agenda.

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

Noted - that a letter had 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

**Resolved** - Option A, with permanent shrub planting (suggested juniper) on the outer edges and a smaller area of annual planting in front of the sandstone Kingsmead sign, was the preferred option, costed at £500 for the shrub planting and £180 for annual planting.

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

Noted

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

**Resolved** - the cost of the works at £200.

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

**Resolved** - to accept the quotation and request the work to be carried out as soon as possible by the contractor

e) To consider the quotations for tagging trees

**Resolved** - that the option for tags with information capture barcodes was preferred and that a quotation should be obtained for consideration at the next meeting.

f) 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.

**Resolved** -that Cllr. Chappell will investigate the viability of obtaining the springer mechanism from a high street retailer.

A member of the public left the meeting at 8.47pm

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. Advice had also been obtained from the insurance company with regard to the parish council's risk and liability in providing grit.

**Resolved** - that Cheshire West and Chester will be asked to fill the grit bins and that a request for new "guardians" to disperse grit when needed will be made through the Kingsmead Residents Facebook group.

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 by the Kingsmead sign - opposite the clock tower.
- Brickwork repairs are observed as needed to the Clocktower

**Resolved** - that quotations will be sought for consideration in the next financial year (2021/22)

## 11. Ponds Works

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

The sluice gate continues to be monitored and action requested from the contractor if water flow is impeded by tree debris.

## 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 had been advised and a firm order for the manufacture and installation of the equipment had been confirmed.

Noted - the receipt of the payment and confirmation of the order placed.

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

Noted - that the work is scheduled.

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

**Resolved** - that a third quotation will be sought and brought to a future meeting; that the drainage report for the area should be considered.

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

**Resolved** - that the additional value of the play equipment is £29,830 and that the additional premium of £102.62 is accepted, with a pro-rata payment due until the renewal of the policy on 30 June 2021 and that an

inquiry is made on the level of insurance cover provided for the equipment.

A member of the public left the meeting.

- e) To consider the annual playground inspection reports received from Play Inspection and Maintenance Services

**Resolved** - that the reports will be considered in detail by the Play Area Committee, who will bring recommendations to a future full council meeting.

**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

**Resolved** - that the neighbouring parishes of Davenham and Hartford will be approached to gather their viewpoint on the junction and that further consideration will be given to the survey at the April meeting of the parish council.

**14. Newsletter sponsorship**

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

**Resolved** - that, in principle commercial sponsorship is acceptable, that further research will be undertaken to investigate the legal position of making a charge for the service and that a group will be convened to draft a sponsorship policy.

**15. Clerk Vacancy**

- a) To receive an update on the recruitment process

**Resolved** - that this item be considered in closed session and taken after Item 16 and 17.

The clerk left the meeting before this item was discussed.

**16. Tender Working Group**

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

**Resolved** - that this item be considered in closed session and taken after Item 17.

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

- To note agenda items to be considered at the February meeting

**Resolved** - the following items to be placed on a future agenda:

Deed of Variation document; quotation for barcode tree tags; quotation for works to and at the Clocktower; third quotation for resurfacing at Kensington Way Park; recommendations from Play Area Committee following consideration of the annual inspection reports; consider advice on newsletter sponsorship and draft sponsorship policy.

**Items considered in closed session:**

**15. Clerk Vacancy**

- a) To receive an update on the recruitment process

Five applications had been received in response to the job advertisement placed, with four considered suitable to progress to interview.

**Resolved** - Cllrs Chappell, Hoey, Martin, Weltman and Williams will form the Interview Panel, which is delegated to interview the candidates and bring a recommendation to full council of the preferred options for filling the vacancy.

**16. Tender Working Group**

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

The Tender Working Group gave their recommendation and provided their scoring spreadsheet.

A vote was taken and was unanimous.

**Resolved** - to accept the recommendation of the Tender Working Group, and for the preferred contractor to be appointed pending the request of references.

Thanks were expressed to the members of the Tender Working Group.

**18. Close of meeting**

The meeting closed at 9.53pm