

---

Minutes of an ORDINARY PARISH COUNCIL MEETING held Monday 19 April 2021 at 7.30pm via Zoom Video Conferencing

---

**Present:** Cllr Bannister (Chairman), Boylan, Hoey, Jewitt, Martin, Reed, Weltman and Williams.

**Also in attendance:** Lindsey Parton (Clerk); 2 members of the public

---

1. **To receive apologies**

Apologies were received from Cllr Chappell (prior engagement) and Cllr Logan (childcare commitment).

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

No disclosures were made.

3. **Public open forum**

Members of the public were invited to address Councillors and raise issues of concern.

A member of the public spoke in respect of item 7m concerning a request for funding for a local organisation.

A member of the public left the meeting at 7.45pm.

4. **PCSO**

PCSO Lee Robertson was in attendance and submitted a report which outlined numerous Covid 19 breaches, two incidents of parking/highway disruption and one speed enforcement on Monarch Drive. The PCSO also confirmed that he was monitoring anti-social behaviour in Poor's Wood and that he would investigate road safety concerns relating to the pedestrian crossing on the A553 near to the Kingfisher public house.

PSCO lee Robertson left the meeting at 7.55pm.

5. **Approval and receipt of Minutes**

a) **To approve** the minutes of the Ordinary Meeting held on 15 March 2021 (*attached*)

**Resolved** – That the minutes were a true record of the meeting held on 15 March 2021.

6. **Summer Event**

Further to minute no.6 of the last meeting, the possibility of providing support to a summer event to take place within the grounds of Kingsmead Primary School was discussed. The School Head had proposed the date of 9 July 2021 with a focus on games, food, musicians and public displays/information giving.

**Resolved** – That expenditure of up to a maximum £500 be authorised to support the summer event for an

## Ordinary Meeting Minutes (cont.)

ice cream van and that quotations be sought in this respect.

### 7. Finance and administration

- a) **To approve** the Unity Trust bank reconciliation to 31-03-21

**Resolved** – approval of the Unity Trust bank reconciliation to 01-04-2021 with a balance of £32,656.08.

- b) **To approve** bank reconciliations for the Nationwide 45 Day bank account and the 125 Day bank account to 31-03-21

**Resolved** – approval of the Nationwide bank reconciliations (balances £90.30 and £37,924.05 respectively).

- c) **To note** the Yorkshire Bank reconciliation to date

**Resolved** - approval of the Yorkshire Bank reconciliation to date with a balance of £4,001.97.

- d) **To reapprove the following variable Direct Debit payments:-**

- Telecoms World VOIP phone service - £20.40 per month
- 3G Mobile Phone - £8 per month
- Payment of Lloyds Bank Card fee (Max £500)
- ICO Registration Fee (approx. £40pa)
- PO Box - £36.60 per month

**Resolved** - approval of the variable Direct Debit payments as listed above.

- e) **To approve** accounts for payment in April 2021

**Resolved** - approval of the accounts for payment as presented, a total of £13,870.93 (inc VAT); and approval of an additional accounts for payment in respect of the Clerk's salary (£1,149.58; HMRC £187.59; and pension contributions £378.38).

- f) **To note** accounts paid March 2021

**Noted** - the payments made in March 2021, a total of £6847.41 (inc VAT).

- g) **To note** financial position at year end to 31-03-2021

**Noted** - the financial position at year end to 31-03-2021 with Reserve Balances totaling £74,672.40.

- h) **To review and approve** the draft AGAR accounting statements 2020-2021 for submission to the internal auditor

**Resolved** - approval of the draft AGAR accounting statements 2020-2021 for submission to the internal auditor, subject to verification of the Annual precept figures.

- i) **To approve** the asset register 2020-2021 for submission to the internal auditor

**Resolved** - approval of the asset register 2020-21 for submission to the internal auditor, subject to the inclusion of poppies and rope fence at the war memorial (£136.00; and £411.00 respectively).

- j) **To approve** a movement to earmarked reserves of £5141, being the first payment of two of the Veolia grant, for the purchase of play equipment for Campbell Close

**Resolved** - approval of a movement to earmarked reserves of £5141, being the first payment of two of the Veolia grant, for the purchase of play equipment for Campbell Close.

- k) **To approve** the amounts of money to be transferred from the current account to Parish Council's savings accounts now that the precept of £198,482 has been received.

**Resolved** - (a) approval of amounts of money to be transferred from the Unity Trust current account to Parish Council's savings accounts as follows:

- £50,000 to Nationwide 45 Day Account;
- £15,000 to Nationwide 125 Day Account;

## Ordinary Meeting Minutes (cont.)

- £80,000 to the Yorkshire Bank; and

(b) approval of a fourth long term savings account with a different bank/ building society to enable the Council to meet the requirements for FSCS protection of savings.

l) **To approve** the timesheets submitted by the outgoing clerk

**Resolved** - to accept the timesheets submitted by the outgoing clerk.

m) **To consider** a request for funding from a local organisation

**Resolved** – approval of a grant of £325 to Thrive Chronic Pain Support Group, to fund training to deliver “Move it or Lose it” classes for the over 60’s; subject to receipt by the Clerk of information from the organisation in respect of the number of users of the service from within the Kingsmead parish.

### 8. **Planning Applications**

**To consider** a response to the following planning applications:

Reference Number: 21/00969/FUL

10 Waystead Close Northwich Cheshire CW9 8NN

Single storey rear extension, increased off road parking to the front, enclosure of the existing porch space, additional velux to the first floor master en-suite and internal alterations

**Resolved** – that the parish council had no objection to the plans.

### 9. **St George’s Way**

**To consider** the latest response received by CHL Solicitors

Noted – that a response from CHL Solicitors was still awaited and would be circulated to Councillors following the meeting, upon receipt.

### 10. **Environmental Matters**

a) **To consider** the report on maintenance issues at the Clocktower and War Memorial submitted by Cllr Boylan

**Resolved** – that quotations be sought for all works indicated within the report; and that cleaning of the Stonework at the Art College end of the village be completed prior to commencement of work to build the new flower bed at this location.

b) **To consider** any further actions by the Council with regard to fly tipping

**Resolved** – (i) that a reminder letter, of the requirement to remove recently reported fly tipping, be sent to the occupants, with advice that the Council will take any legal action open to it in the event of non-compliance; and

(ii) that further advice be sought from CWAC, ChALC and the Parish Council Insurers on possible future actions.

c) **To receive** an update from Cllr Weltman on the accessibility of the path at the Willows Apartments

Cllr Weltman reported that ownership of the pathway had not yet been confirmed, and that further enquires were being made in this respect, by the management company for the Apartments.

Noted – the update from Cllr Weltman was noted.

d) **To consider** the quotation received for the repair of lighting on the Kingsmead sandstone sign

**Resolved** – that further clarification be sought on the quotation received and that a comparative quotation be sought.

## Ordinary Meeting Minutes (cont.)

e) **To consider** the quotation of £320 from Lawton's for planting the flowerbed at Kensington Park Playground

**Resolved** – that the quotation of £320 from Lawton's be accepted; and that a list of the proposed plants for the flower bed be requested by the Clerk.

f) **To receive** any other updates

The Lead Councillor of the Wildflower Working Group gave an update on the plans for the forthcoming harrowing and broadcasting of seed for the wildflower strip on the spine road. Volunteers would be sought to assist with the sowing of the seeds once dates were available. The Council considered the requirements for grass cutting on the bank, running adjacent to Dobell's Lane, which required further discussion with the Grounds Maintenance Contractor.

### 11. Ponds Works

a) **To consider** any issues relating to ponds, culverts or drainage

Noted – that there were no issues to report.

### 12. Play Parks

a) **To note** that the installation of the new play equipment at Campbell Close

Noted – that the works would now commence during the week commencing 26 April 2021, with a site meeting arranged with the Contractor on 21 April 2021.

b) **To note** that the basketball ring has now been installed at Kensington Way Park

Noted – that the works were completed.

c) **To consider** quotations received for provision of annual and quarterly inspections of the play areas

Two quotations were considered for Quarterly and Annual Play Park inspections and it was noted that the Grounds Maintenance Contractors were undertaking weekly inspections.

**Resolved** – (i) that further clarification be obtained on the two quotations received for Play Park inspections, and that a third quotation be sought; and

(ii) that the Clerk pursue the securing of the latch for the gate at the Pulford Close Play

Area.

d) **To discuss** the replacement of equipment at Burwardsley Way Play Park

The Council noted that the play equipment at Burwardsley Way Play Park would be removed in the near future and discussed options for its replacement. As the Play Area budget had been underspent by £16K in the last financial year, and this money had been moved into the Council's reserves. Members considered using these reserves to provide for new equipment at Burwardsley Way.

**Resolved** – that approval in principle be given to using reserves for replacement equipment at Burwardsley Way Play Park; and that quotations be sought and brought back to a future meeting.

e) **To discuss** wording for the play area signs

The Council discussed the need for new signage for all nine play areas within the village.

f) **To consider** the quarterly Play Park Inspection reports

**Resolved** – that a meeting of the Play Area Committee be convened to discuss the quarterly Play Park inspection reports; replacement equipment for Burwardsley Way Play Park and replacement fencing at the Kensington Way play area.

## Ordinary Meeting Minutes (cont.)

g) **To receive** any other updates

Noted - there were no other updates to report.

### 13. **Annual Assembly and Annual Parish Council Meeting**

**To consider** the date and venue for the Annual Assembly and the Annual Parish Council Meeting

**Resolved** – that arrangements be made for the Annual Assembly to be held on Monday 17 May 2021 at 7pm; and for the Annual Parish Meeting to be held on Monday 17 May 2021 at 7.30pm; and that arrangements be made for these meetings to be held at Kingsmead Primary School if permissible and available.

### 14. **Agenda items for the next meeting**

Noted – the following items for the next agenda: Appointments to Committees and Working Groups and their proposed Terms of Reference; and Parish Newsletter.

It was also noted that a litter pick was proposed for Friday 14 and Saturday 15 May 2021.

### 15. **Close of meeting**

The meeting closed at 9.24pm.