
Minutes of the Kingsmead Parish Council meeting held on Monday 20th September 2021 at 7.30pm at
Kingsmead Primary School

Present: Cllrs Boylan, Chappell, Hoey, Martin, Reed, Weltman, Williams

In attendance: Benn Minshall (Clerk)

1. To receive and consider apologies for absence

Apologies were received from Cllrs Bannister, Jewitt and Logan

2. To note declarations of Members' interests

There were no declarations of Members' interests.

3. To confirm and sign the Minutes of the Parish Council meeting held on Monday 19th July 2021

Members **resolved** to defer the commented minutes of the meeting held on Monday 19th July 2021 to the next Full Council meeting on Monday 18th October 2021.

4. Public Participation

No members of the public were in attendance, and there were no questions or statements received by any other means.

5. To receive a report from the PCSO

PCSO Robertson was unable to attend and sent a written report which was distributed to all members.

The report covered sever topics including: five reports of antisocial behaviour; no reported theft; one report of burglary; no reports of parking or highway disruption; three reports of suspicious activity attended by the PCSO; no reports of speed enforcement or monitoring.

The report also states that there is to be daily patrols and speed monitoring around Kingsmead Primary School due to road safety from Teachers and resident; Patrols around Sir John Deane's College due to

parking concerns from residents; and a face-to-face Police surgery at Weaverham Hall in October.

6. To consider matters relating to finance and administration
 - a. To note the year-to-date financial position for the Parish Council

Members noted the year-to-date financial position for the Parish Council. Members also noted that 'Staffing Costs' would require further consideration during discussion concerning the budget for 2022/23.

- b. To receive, note and consider payments (01/08/2021 – 20/09/2021) to the value of £ as shown the report

Members **resolved** to approve payments apart from the Clerk's expenses. A revised expenses form including Vat calculation needs to be send to the Finance Committee for discussion and recommendation before the expenses can be approved in the Full council meeting on 18th October 2021.

- c. To consider the following governance documentation: -
 - i. Amendment to the Financial Regulations, in accordance with a recommendation from the Finance Committee, as set out in the report

Members **resolved** to approve the amendment to the Financial Regulations stating that the Parish Council will carry out the budget setting process having developed a one-year rolling financial plan for capital and revenue.

- ii. Volunteer Policy

Members **resolved not** to adopt the draft Volunteer Policy which was deemed unnecessary as risks already covered within the existing Health and Safety policy.

- iii. Volunteer Strategy

Members **resolved not** to adopt the draft Volunteer Strategy.

- d. To consider matters relating to establishing the following community-led initiatives: -
 - i. Friends of Parks Group

Members **resolved not** to establish a Friends of the Parks Group as this was not a community led initiative.

- ii. Clean Team

Members **resolved not** to establish a Clean Team as this was not a community led

initiative.

iii. Community Speedwatch Group

Members **resolved not** to establish a Community Speed watch Group as this was not a community led initiative.

7. To consider matters related to Parks and Play Areas

a. To receive an update in relation to the quarterly Play Equipment Inspection Reports

The Clerk provided Members with a verbal update concerning actions which have been taken to address several issues which arose from the first quarterly reports in July, which have been collated over five spreadsheets depending on the level of severity for each item, and several items have now been referred to the original supplier seeking resolution. There are very few 'high' severity items to be reviewed at the next parks meeting.

b. To receive an update in relation to Burwardsley Way Play Area

The Clerk provided Members with a verbal update in relation to the refurbishment of Burwardsley Way Play Area.

The Clerk received confirmation that the order for play equipment has been processed on 15th September 2021. The Contractor will contact the Council to arrange a meeting to agree both the program of work and the timeframe through to completion.

c. To receive an update in relation to Kensington Way Park

i. To consider removal of the shrub bed

Members considered the removal of the shrub bed to the right of the Tudor gate and **resolved** to defer any decision to the next Full Council meeting. Cllr Martin to review and offer other suggestions to be considered by the committee.

d. To consider repairs to the following Parks and Play Areas: -

i. Kensington Way

ii. Dukes Way #2

The Clerk provided members with a verbal update in respect of the two fencing repairs – one which was noted in the Inspection Reports at Kensington; one at Dukes Way #2 which was found during a further inspection of Parks and Play Areas. It was noted that the quote should be itemised so that the DukesWay 2 park railing may be approved out of council meeting by the Chair if the amount is permitted in financial regulations. The item has been deferred to the next Full Council meeting as being subject to quotes.

- e. To consider a date for the cleanup of Parks and Play Areas

Members considered setting a date for carrying out a cleanup of Parks and Play Areas, which is still to be determined. It was also noted that the grounds maintenance contractor should be carrying out litter picks of the Parks and Play Areas in the course of providing grounds maintenance services.

- 8. To consider matters related to the environment

- a. Two quotes for tree works from Caddis Ltd

- i. Members **resolved** to approve the maintenance requirements for an old Oak Tree on Mayfair Drive at a total cost of £300 (£250+VAT).
- ii. Members **resolved** to approve the removal of two dead trees on Dobells Road at a total cost of £696.00 (£580.00+VAT).

- b. To consider an amendment to the Grounds Maintenance Contract

Members **resolved** to approve an amendment to the current Grounds maintenance contract which will add two additional grass cuttings per year from 1st April 2022, which takes the total number of cuts from 14 – 16.

- c. To consider a tender process in relation to the Ponds Management Contract

Members **resolved** to have a similar tender process to that of the Grounds Maintenance Contract, but with lighter requirements. The tender will be advertised through specific invitation, Contracts Finder, the local paper as well as the Parish Council website and social media.

- d. To consider a tender process in relation to the Tree Management Contract

Members **resolved** to have a similar tender process to that of the Grounds Maintenance Contract. The tender will be advertised through specific invitation, Contracts Finder, the local paper as well as the Parish Council website and social media.

- 9. To consider matters related to structures and maintenance: -

- i. Clock Tower

Members noted that downlighting has now been fixed following repair works being carried out by two Councillors. It was further reported that there are now only two floodlights which require either repair or replacement, and the Clerk will engage the services of a Contractor to ensure that this work is carried out.

- ii. Fencing opposite the Clock Tower

Members noted an outstanding maintenance issue concerning fencing towards the end of the 'Kingsmead' lettering opposite the Clock Tower. It was requested that Clerk will engage the

services of a Contractor in relation to this, and the other fencing repairs which were noted for Kensington Way and Dukes Way 2 Parks.

The Clerk will also ask the grounds maintenance contractor to remove the debris which has been placed at the fencing opposite the Clock Tower

10. To receive and consider the following planning applications: -

Application No: 21/02214/FUL
Proposal: Erection of two storey rear extension with associated internal alterations
Location: 28 Waystead Close

Members **resolved not** submit comments regarding this application on the basis that it is a resubmission of a previous planning application following significant amendment.

Application No: 21/03712/TPO
Proposal: Poplar (T1), located within the Parris Wood area of estate behind plots 30 & 28 - Carry out a lateral reduction of the western stem by approx 3m. Cut 1m ivy ring.
Location: 28 Hilltop Grange, Davenham, Northwich CW9 8XB

Members **resolved not** to submit any comments regarding this application.

11. To consider the draft budget proposal for the financial year 2022 – 2023 (**previously item 13 on the agenda, but moved into the public session**)

Members **resolved** to defer the draft budget proposal until the next Finance Committee meeting on Monday 4th October 2021 (subsequently cancelled).

12. **It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Items 13 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.**

Members **resolved** to enter a closed session.

13. To consider matters relating to Leftwich Farm

The Clerk provided Members with a verbal update relating to Leftwich Farm. A revised Deed of Easement and accompanying letter has been submitted to representatives of the other party, whilst also seeking a face-to-face meeting. It was noted that there remains to be an issue concerning the format for how any payment should be made.

14. To note the date of the next **Kingsmead Parish Council** meeting as **Monday 18th October 2021** at 7:30pm, Kingsmead Primary School

Close of meeting at 20:35