



Locum Clerk: Wendy Maddock
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Minutes of an ordinary meeting of Kingsmead Parish Council held on
Monday 15th November 2021 at Kingsmead Primary School

The meeting started at 7.35pm.

Present: Cllrs Bannister, Boylan, Chappell, Hoey (Meeting Chair), Logan, Martin, Weltman, Williams
Also present: Locum Clerk (Wendy Maddock)

1. **To receive and consider apologies** for absence of members.

Apologies were received from Cllrs Jewitt and Reed.

2. **To note declarations** of Members' interests.

No declarations of Members' Interests were made.

3. **To confirm and sign the minutes** of the Full Council meeting held on Monday 18th Oct 2021
Members resolved to accept the minutes.

4. **Open Public Forum**

There were no members of the public present at the meeting.

5. **To receive a report** from the PCSO

There had been no report received from the PCSO prior to the meeting.

6. **To consider and approve a locum clerk** (Wendy Maddock from Moulton PC) to be responsible for all agendas, meetings, minutes, and duties corresponding to emails and payments list for Kingsmead Parish Council until a new permanent clerk is recruited. (Cllr Bannister)

Proposed by Cllr Bannister. Seconded by Cllr Williams. The motion was resolved.

7. **To consider and approve a locum clerk** (Lara Jacob from Stockton Heath PC) to be responsible financial officer list for Kingsmead Parish Council until a new permanent clerk is recruited. (Cllr Bannister)

Proposed by Cllr Martin. Seconded by Cllr Bannister. Resolved by all members.

8. **To consider and approve a tender process for renewal** of the Ponds/Culvert Maintenance contract. (Cllr Hoey)

This action was deferred to the next meeting.

9. Finance and administration

a. **To approve** accounts for payment in November 2021 (RFO)

- i. An invoice of £79.95 (for Microsoft 365) paid by Cllr Bannister is to be added to the accounts for payment in November
- ii. The locum RFO is to review the invoices for Countrywide

Proposed by Cllr Bannister. Seconded by Cllr Hoey. Resolved by all members

b. **To note** financial position to date (RFO)

All monies have now been transferred from the Virgin account to the Unity account and the Virgin account will now be closed.

c. **To note** payments for October 2021 (RFO)

The work done by the locum RFO reviewing the October payments was noted.

d. **To approve** the timesheets submitted by the locum clerks for October & November 2021 (RFO and locum clerk) - this was deferred to the next meeting.

e. **To consider and approve the 2021/2022 budget** as proposed by the Finance Committee Chair (Cllr Martin)

- i. A 3% increase for inflation is proposed, with a precept for 2022/23 of £206,600
- ii. The locum RFO will set the precept with Cheshire West and Chester Council

Proposed by Cllr Bannister. Seconded by Cllr Hoey. Resolved by all members

f. **To consider and approve payment** of locum clerk (Wendy Maddock) from submitted timesheets (Cllr Bannister) – this was deferred to the next meeting

g. **To consider and approve payment** of locum clerk (Lara Jacob) from submitted timesheets (Cllr Bannister) – this was deferred to the next meeting

10. **To consider and note the following planning applications**

a. Planning Consultation 21/03813/FUL - 43 Monarch Drive (Cllr Weltman)

Members resolved that a comment should be submitted to CWaC to confirm that the front garden should remain open and not fenced.

b. Planning Consultation 21/03988/FUL - 10 Waystead Close (Cllr Weltman)

Members resolved not to submit any comments on this planning application.

11. **To consider** and approve the provision for estate wooden bridges maintenance/repair/replacement (Cllr Boylan)

- a. It was confirmed that there are 3 wooden bridges on the estate and a jetty (on Dukes Way). The oldest is 25-years old. A structural review was carried out by CWaC Council in 2018.

- b. It was proposed that an inspection should be carried out in the new financial year and that a provision should be made in the 2022/23 budget to repair or replace the structures as required.

Proposed by Cllr Martin. Seconded by Cllr Hoey. Resolved by all members

12. To consider and approve quotes for Tree works (Cllr Hoey)

- a. A quote of £680 has been received from Cadis for the tree clearance on Waystead Close.
- b. A quote of £280 has been received from Cadis for the work on Dobell's Way

Proposed by Cllr Hoey. Seconded by Cllr Boylan. Resolved by all members

- c. A quote of £952 has been received from Countrywide to cut back the spine road shrubbery.

Proposed by Cllr Williams. Seconded by Cllr Chappell. Resolved by all members

13. To consider and approve quotes for Parks works (Cllr Bannister)

- a. It was proposed that a budget of £1500 would be set to replace the bucket seats and cargo net at Monarch Drive park. Playdale will supply and Countrywide will fit the equipment.

Proposed by Cllr Hoey. Seconded by Cllr Martin. Resolved by all members.

- b. The fencing repairs previously noted at Kensington Way are to be checked by Cllr Bannister.
- c. It was proposed that a budget of £1000 would be set for the topping up of bark chippings at Burwardsley Way park. Cllr Bannister will review if this is required.

Proposed by Cllr Logan. Seconded by Cllr Williams. Resolved by all members.

14. To consider and approve quotes for pond/culvert works (Cllr Hoey)

This work has been previously approved.

15. To consider and approve annual contracted maintenance works to the clock tower (Cllr Hoey)

- a. The annual maintenance work has been completed – this has been previously approved.
- b. The invoice is on hold for the clock tower lights – Cllr Chappell will review the work done.
- c. Cllr Chappell to present quotes at the December meeting for the additional work required.

16. To consider and approve quotes from Shires Accountants (Cllr Jewitt)

These are to be reviewed by the locum RFO (Lara Jacobs) before approval.

17. To consider and approve the installation and maintenance of a defibrillator for Kingsmead Parish (Cllr Martin)

The installation of a defibrillator was approved in principle. Cllr Martin to approach Tesco about the possible siting of a unit on their building at Kingsmead Square.

18. To consider and approve quotes for Christmas Event 2021 (Cllrs Weltman & Williams)

The expenditure for the Christmas Event has already been approved.

The following costs were noted:

- a. £980 to Millenium Quest for the festoons.
- b. £1500 to Christmas Decorators for the tower garlands.
- c. £900 to Northwich Town Council for Christmas tree lights.
- d. £900 to Northwich Town Council for the tree star.

It was also noted that the original Christmas tree lights were found to be missing and this will be further considered at a future meeting. Volunteers are needed to help run the event on 3rd December and it was agreed that the circle at Kingsmead Square should be cleaned.

19. To consider and approve quotes for Remembrance Sunday Wreaths (Cllr Weltman)

- a. The Remembrance Sunday wreath was paid for by Cllr Weltman.
- b. KMPC will donate £50 to Royal British Legion.

20. To note the changes of the dates of Full Council meetings. Previously published in error.

Full Council: -

Monday 15th November 2021 not **Monday 22nd November 2021**
Monday 20th December 2021
Monday 17th January 2022
Monday 14th February as Monday 21st February 2022 is a Holiday
Monday 21st March 2022
Monday 11th April 2022 as Monday 18th April 2022 is a Holiday

Finance Committee: -

Monday 10th January 2022
Monday 11th April 2022 before the main meeting as Monday 4th April 2022 is a Holiday

21. 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 10 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.

Part B – Exclusion of public and press

22. To consider and approve the Deed of Easement St George's Way (Cllr Bannister)

Nigel Day of Chafes Hague Lambert Solicitors is finalising an agreement and Council is waiting on its confirmation before it can be approved.

It was suggested that a time frame of 6-months for conclusion of the agreement should be set.

23. Close of meeting – the meeting closed at 9.04pm