



MINUTES

Minutes of a meeting of Kingsmead Parish Council held on
Monday 17th January 2022

Present: Cllr Jewitt (Chair), Cllr Hoey (Vice Chair), Cllr Chappell, Cllr Logan, Cllr Martin, Cllr Reed, Cllr Weltman

Also Present: Mrs W Maddock (Locum Clerk)

The meeting started at 7.30pm

1	Apologies	<p><i>The council recognises approval for this agenda item as appropriate to meet the requirement in Section 85(1) of the Local Government Act 1972.</i></p> <p>Apologies were received from Cllrs Bannister and Boylan</p>
2	Declarations of Interest	<p>Members to declare 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.</p> <p>There were no declarations of interest.</p>
3	Public Forum	<p>One member of the public was present to observe the meeting but did not have any issues to raise and remained to observe the meeting.</p>
4	PCSO Report	<p>PCSO Lee Robertson attended the meeting and presented a report that covered a period from Oct 2021 to Jan 2022. The report is appended to the minutes.</p>
5	Minutes	<p>To approve and sign the minutes of a Full Council meeting held on Monday 20th December 2021. It was resolved to accept the minutes as a true representation of the meeting and a copy of the minutes was signed by the Chair.</p>
6	Finance & Administration	<p>i) To consider and approve the payments for Jan 2022 (payments listing and invoices attached). It was resolved to approve the payments for Jan 2022.</p> <ul style="list-style-type: none"> • It was further discussed and agreed that all invoices should be presented by the Weds of the week preceding a council meeting, in order that a payments listing can be produced and circulated in good time. <p>ii) To note the financial position YTD. The following reports were circulated to all councillors prior to the meeting:</p> <ul style="list-style-type: none"> • Trial Balance for Current Year • Summary Receipts and Payments for Year Ended 31st March 2022 • Detailed Receipts & Payments by Budget Heading 08/01/2022 – Cost Centre Report <p>iii) To consider and approve the recommendation of the Finance Committee to transfer £15,000 from the Nationwide 45-day account to the current account (Unity Trust Bank). It was resolved to transfer an increased sum of £25,000 from the Nationwide 45-day account to the Council's current account.</p> <p>iv) To consider and approve the recommendation of the Finance Committee to use monies remaining in the current year fund to cover the costs of the path edging works (as per "quote 2" of £1448.49 + VAT). It was resolved to approve the payment of £1448.49 (+VAT) for the path edging works.</p>

		<ul style="list-style-type: none"> • It was further agreed that this is a “one-off” job, and it is expected that this work will be carried out as part of the routine grass cutting in future. <p>v) To consider and approve the recommendation of the Finance Committee to purchase a new laptop for the clerk (up to £1000 +VAT), with money to be moved from the training budget. It was resolved to purchase a new laptop for the clerk (with a budget of up to £1000)</p> <p>vi) To consider and approve the quotes received from Caddis for tree works: <ul style="list-style-type: none"> • 2 Kensington Close and playing field • 28 Earls Way • Georges Way Wildlife Strip It was resolved to accept all the tree work quotes and to instruct Caddis to proceed.</p> <p>vii) To consider and approve a budget for training on the Pear Mapping software. A quote had been received from Pear Technology of £550 for training and it was resolved to proceed with organising this. It was noted that tree tagging had been previously discussed and this needs to be followed up.</p> <p>viii) To consider and approve payment of the locum clerk from submitted timesheets. It was resolved to approve the payment of the locum clerk.</p> <p>ix) To consider and approve payment of the locum RFO from submitted timesheets. It was resolved to approve the payment of the locum RFO.</p>
7	Budget Proposal and Precept Setting 2022-23	<p>i) To consider and approve the recommendation of the Finance Committee to adopt the proposed budget for 2022/23. It was resolved to accept the proposed budget for 2022/23, although the following points were noted: <ul style="list-style-type: none"> • A budget line should be added for the Queen’s Platinum Jubilee celebrations • There may be additional expenditure on drain maintenance at Kensington Way (quotes are being sought by Cllr Jewitt). </p> <p>ii) To consider and approve the level of precept to be levied in Financial Year 2022-23, as recommended by the Finance committee. <ul style="list-style-type: none"> • It was resolved to accept the recommendation of the Finance Committee that an increase of 3% to the precept be requested to Cheshire West and Chester, being a Band D equivalent payment of £108.03 per household per annum and providing a precept of £204,437, the balancing figure. </p>
8	Planning	<p>To consider the following planning applications:</p> <p>i) 21/04615/FUL - 25 Blakemere Drive</p> <p>ii) 21/04870/FUL - 5 Buckingham Drive</p> <p>Members resolved NOT to submit any comments about planning application</p>
9	Pond Maintenance Contract	<p>To consider the tender document for the maintenance of the parish ponds. The tender document is to be reviewed by Cllr Hoey and circulated to all councillors.</p>
10	Park Works	<p>To consider and discuss future park works. It was noted that 9 new signs are needed for the parks – quotes and designs to be confirmed.</p>
11	Residents Queries	<p>To consider queries received from residents and agree actions required:</p> <ul style="list-style-type: none"> • Headworth Close – collapsed knee rail fence and overhanging trees

		<p>It was agreed to remove the knee rail fence completely (as there is sufficient hedging behind) and that the trees will be maintained as per the routine schedule.</p> <ul style="list-style-type: none"> • Waystead Close – wildlife corridor The work required is to be confirmed with Caddis, as it was thought that instructions had previously been given. • Fence/wall/gates enquiry The resident is to be advised about restrictions stipulated within the Deeds of Covenant and that planning permission may be required. • Wheelock Close – overgrown laurel bushes Necessary work is to be carried out by the maintenance contractor.
12	Queen’s Platinum Jubilee Celebrations	<p>To consider and approve the recommendation of the Finance Committee to set a budget of £10,000 for this event.</p> <p>There was a discussion about the event; Cllr Reed is contacting the school about joint celebrations and Cllr Jewitt is in contact with the Chair of Kingsmead Friends Association. The working group plans to meet before the end of January.</p> <p>It was resolved to set a budget of £10,000 for the Queen’s Platinum Jubilee celebrations.</p>
13	Clock Tower	<p>To consider and approve the quotes received for any additional work required on the clock tower.</p> <p>It was agreed that all work previously identified has been completed on the clock tower and there are no current quotes to consider. However, it was noted that the pointing needs maintenance and a quote is to be obtained from Northwich Town Council.</p>
14	Christmas Event Follow Up	<p>To consider and agree any outstanding actions:</p> <p>i) Millenium Quest – to approve the signing of a 3-year lease agreement It was resolved to confirm the proposed 3-year lease agreement with Millenium Quest for the hire and installation of 4-off cool white LED 2m “Star Strike” column displays. The 3-year agreement to run from 2021 to 2023 at an annual cost of £1,176.00.</p> <p>ii) Missing Christmas lights It was noted that Northwich Town Council provided new lights (to replace those that had previously been stored by The Christmas Decorators) and that they have them in storage for Christmas 2022.</p>
15	Emanuel Choir	<p>To provide an update on the proposed donation for the Emanuel Choir (a donation of £100 was approved in the Dec 2021 meeting).</p> <p>Emanuel Choir had declined a donation from the Council as it provides its services to the community free of charge; they look forward to being part of future events.</p>
16	Clerk’s Report & Correspondence	<p>i) To receive a report and consider any recommendations made to the Council. ii) To provide information on correspondence received and/or sent</p> <p>The Clerk agreed to forward a copy of the email about training for employers to Cllr Martin. The Clerk is to attend the ChALC session regarding Cheshire West Funding.</p>
17	Sub-committee Reports	<p>To receive written reports from sub-committee or working group meetings.</p> <p>i) Finance committee (draft minutes of a meeting held on Monday 10th Jan).</p> <p>The Finance Committee minutes were circulated to all councillors for information.</p>

18	Future Agenda Items	Items to be placed on the agenda for the next meeting. i) Quotes to be obtained for the inspection and maintenance of bridges ii) Park signage to be confirmed and approved iii) To confirm the pond maintenance contract for tendering iv) To provide an update on St. Georges Way	
19	Next Meetings	Kingsmead Parish Council	21 st February 2022 at 7.30pm in Kingsmead School
		Finance Committee	25 th April 2022 at 7.30pm in Kingsmead School