



MINUTES

Minutes of a meeting of Kingsmead Parish Council held on
Monday 27th June 2022

Present: Cllr Boylan (left the meeting at 9pm), Cllr Chappell (left the meeting at 9.13pm), Cllr Jewitt (Chair), Cllr Logan, Cllr Reed, Cllr Van Gordon

Also Present: Mrs W Maddock (Locum Clerk)

The meeting started at 7.31pm

27	<p>Apologies Cllr Bannister (COVID), Cllr Hoey (holiday), Cllr Martin (work commitments), Cllr Weltman (holiday)</p>
28	<p>Declarations of Interest Cllr Van Gordon declared a non-pecuniary interest in agenda item 38.3</p>
29	<p>Public Forum - No members of the public were present at the meeting</p>
30	<p>PCSO Report - No report was received from the PCSO prior to the meeting.</p>
31	<p>Countrywide The Regional Manager and Operations Manager of Countrywide attended the meeting to discuss with councillors the contract performance to date. Several issues were raised and discussed, and it was agreed that communications could be improved. Countrywide was also asked to review its understanding of the contract regarding hedge cutting and hedge height.</p>
32	<p>Minutes To approve and sign the minutes of the following Council meetings: 32.1. The Kingsmead Annual Parish Meeting held on Monday 16th May 32.2. The Annual Meeting of Kingsmead Parish Council held on Monday 16th May 2022 32.3. An extraordinary meeting of Kingsmead Parish Council held on Tuesday 14th June 2022 It was resolved that the minutes were an accurate record of the meetings held and they were duly signed by the Chair.</p>
33	<p>Finance & Administration 33.1 To approve the bank reconciliations to end of May 2022 <ul style="list-style-type: none"> • Unity Trust Bank • Nationwide 45-day account It was resolved to approve all the bank reconciliations as noted above. 33.2 To note the financial position to end of May 2022 The following financial reports were presented and noted: <ul style="list-style-type: none"> • Balance Sheet as of 20 June 2022 • Bank - Cash and Investment Reconciliation as of 21 June 2022 • Cashbook as of 21 June 2022 • Detailed Income & Expenditure by Budget Heading 21_06_2022 • Income and Expenditure Account for Year Ended 31st March 2022 to 20 June 2022 • Reserves Reconciliation to 20 June 2022 • Trial Balance for Current Year </p>

	<p>33.3 To consider and approve the payments for June 2022 It was resolved to approve the payments for June 2022</p> <p>33.4 Report of the Internal Auditor for Financial Year 2021/22 To discuss the report of the internal auditor and any proposed changes to comply with the guidance received Several actions were identified by the internal auditor, some of which have already been addressed. The outstanding recommendations will also now be reviewed and actioned as appropriate.</p> <p>33.5 Annual Governance and Accountability Return 2021/22 Part 3 To review the Annual governance Statement and the Accounting Statements for the financial year to 31 March 2022, Part 3 Sections 1 and 2 by:</p> <p>33.5.1 Considering and responding to the nine statements in Section 1 – The Annual Governance Statement 2021/22 The Council responded to the Annual Governance Statements 2021/22 as part of the AGAR return.</p> <p>33.5.2 Considering and confirming the figures entered in Section 2 – The Accounting Statements 2021/22 The Council confirmed the Accounting Statements 2021/22 as part of the AGAR return.</p> <p>33.5.3 To note the arrangements to be made for the Public Right to View of the unaudited accounts It was noted that the PRTV would run from 29th June 2022 to 9th August 2022.</p> <p>33.6 To review the quote for the renewal of the Kingsmead Parish Council insurance policy from AJG Community schemes by:</p> <p>33.6.1 Considering and confirming that the policy meets the Council’s needs for 2022/23 33.6.2 Approving the policy renewal premium The proposed insurance renewal was reviewed, and it was confirmed that it met the Councils current requirements. It was resolved to renew the current insurance on a 1-year basis.</p> <p>33.7 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>33.8 To consider and approve payment of the locum RFO from submitted timesheets. It was resolved to approve the payment of the locum RFO</p> <p>33.8 To consider the addition of Mrs W Maddock as a bank signatory and to confirm the removal of all old signatories and correspondents It was resolved that all the bank accounts should be reviewed to ensure that the signatories and correspondents are current and meet the Council’s needs. It was further resolved to add Mrs W Maddock as a signatory.</p>
34	<p>Planning</p> <p>To note the appeal decision for 4 St Georges Way It was noted that the appeal for 4 St Georges Way had been upheld.</p>
35	<p>Countrywide Contract</p> <p>To review the contract performance of Countrywide Ltd. and to agree further actions. Following the discussion earlier in the meeting, the Councillors agreed that Countrywide would be given until the meeting in September to demonstrate that it was taking appropriate actions to manage the contract as expected. During this time the Council would review if it wanted to raise a formal complaint, and this would be decided in July. It would also seek clarification about the complaints and termination procedures within the contract. The Clerk was asked to inform Countrywide of this final review period.</p>
36	<p>KPC Policies</p> <p>36.1 To note the adoption of the CWaC Code of Conduct as of 27th June 2022 and to confirm all Members’ compliance with its guidance Council noted that the Code of Conduct had been adopted and confirmed their compliance with its guidance.</p>

	<p>36.2 To consider the adoption of a Community Policy Adopting a community policy had been previously suggested by Cllr Martin. The Clerk confirmed that there is already a Kingsmead Community Engagement policy, and it is to be reviewed to see if it is suitable.</p>
<p>37</p>	<p>Environmental Matters</p> <p>37.1 To receive an update on the Pond Maintenance Contract The contract has been reviewed and an amendment was recommended. Once updated, the contract should be ready for circulation.</p> <p>37.2 To consider and approve quotes from Caddis Ltd (if received) for the following works:</p> <p>37.2.1 School bridge erosion Caddis has recommended further investigation of the bridge erosion, which will be done during a period of wet weather. This will identify the source of the water to determine how it can be stopped. A quote will be provided when the scope of works is determined.</p> <p>37.2.2 Topping of Christmas tree Kingsmead Parish Council is not responsible for the Christmas tree at Kingsmead Square. This will be referred for action to the managing agents.</p> <p>37.2.3 Remedial works at Kensington Park (path and trees) Advice was provided by Caddis for remedial works to the path at Kensington Park; a quote will now be provided.</p> <p>37.2.4 Tree works at Ellingham Way It was resolved to accept a quote of £750 for the removal of dead trees and crown reductions of trees adjacent to 27 Ellingham Way.</p> <p>37.3 To consider and approve a quote for the remedial work to the fence at St. Georges field. A quote had been received from Countrywide for the fence work at St. George’s field; however, additional quotes are to be sought before a decision is made.</p> <p>37.3 To receive any other updates It was resolved to accept the additional quotes for tree works as follows:</p> <ul style="list-style-type: none"> • 9 Dobell’s Way – a quote for tree removal and hedge reduction of £980 • 424 London Road / Waystead Close – a quote for cutting back of overhanging trees of £684 • 44/46 Lime Avenue – a quote for the cutting back of overhanging shrubbery of £681
<p>38</p>	<p>Play Parks</p> <p>38.1 To note remedial works to be carried out at Campbell Close play park It was confirmed that Countrywide will carry out the remedial works, which will include removing the matting and re-spreading the surface covering. This will be carried out free of charge by Countrywide.</p> <p>38.2 To approve the quote for additional bark at Burwardsley Way play park It was resolved to accept a quote of £865 from Countrywide to carry out remedial work at Burwardsley Way park, to include the laying of an additional 5-tonnes of bark mulch.</p> <p>38.3 To approve using Massey & Harris for the installation of the cargo net and play seat at Monarch Drive It was resolved to instruct the work to be completed by Massey and Harris, with a budget set of no more than £400.</p> <p>38.4 To approve a quote for suitable park signage The design from Printgrafix was agreed in principle, although some minor changes are to be made including a smaller sign than originally proposed. It was resolved to set a budget for the work of £345 pending a revised quote based on the changes.</p>

	38.5 To receive any other updates There were no other updates regarding the play parks.		
39	Jubilee Celebrations – this agenda item was deferred to the July meeting. 39.1 To receive a de-brief following the successful completion of the Jubilee celebrations and to note any lessons learned 39.2 To approve a Jubilee newsletter 39.3 To consider holding an annual Kingsmead Summer event		
40	ChALC Annual Meetings Motion To receive the guidance from ChALC regarding the submission of motions for its annual meeting and to consider if KPC wishes to submit a motion It was agreed that KPC does not wish to submit a motion for the ChALC Annual Meeting.		
41	Clerk’s Report To consider issues not covered elsewhere on the agenda and to note any actions to be taken		
42	Resident’s Issues To consider issues raised by residents and to approve any actions to be taken 42.1 Towpath – a complaint has been received about the state of the towpath and it being a danger to users. This was discussed and it was agreed that the maintenance of the towpath is not the responsibility of the parish council. However, it was confirmed that Countrywide had carried out some cutting back as a goodwill gesture. 42.2 Dobell’s Lane path (leading to A553) – a concern has been raised about vandalism in this area and it has been requested that CCTV and better lighting should be installed. It was confirmed that the council is only responsible for the very small section of path that crosses the verge and therefore it would be taking no action in this area.		
43	Future Agenda Items <ul style="list-style-type: none"> • Countrywide contract update • Jubilee de-brief • Operation London Bridge 		
44	Next Meeting	Kingsmead Parish Council	Tuesday 26 th July at 7.30pm at Kingsmead School
45	Exclusion of Press & Public As no press or public were in attendance, no resolution was required under Section 1 of the Public Bodies (Admission to Meetings) Act 1960.		
46	Leftwich Farm To consider the update from CHL solicitors and to approve the signing of the Deed of Easement by nominated signatories. The Council resolved to accept the recommendation made by CHL solicitors regarding a small amendment to the contract. It was further unanimously agreed and resolved that the Chair and Vice-Chair have the authority to sign on behalf of the Council a Deed of Easement relating to Land off St Georges Way Kingsmead, Northwich Cheshire, CW9 8XG between the Council as Grantor and Assistelec Limited and Michael Samples Platt as Grantees in the form of the Draft reviewed by councillors in the meeting.		
47	Clerk’s Position 47.1 To consider and approve the appointment of a permanent Clerk from 1 st August 2022 It was resolved that Mrs W Maddock would be appointed as the permanent Clerk to Kingsmead Parish Council, with an employment start date of 1 st August 2022. 47.2 To approve the Clerk’s contract of employment The Clerk’s proposed contract of employment was reviewed, and it was resolved that it should be accepted and signed by the Chair of Kingsmead Parish Council.		

The meeting ended at 9.35pm.