



Kingsmead Parish Council
PO Box 784
Northwich
CW9 9UN

Clerk: Lara Jacob
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Councillors are summoned to attend the ANNUAL PARISH COUNCIL MEETING to be held on Monday 17 May 2021, commencing around 7.30pm or at the close of the Annual Assembly meeting, whichever is latest.

Venue: Kingsmead Primary School, Dukes Way, Kingsmead CW9 8WA

Lara Jacob, Interim Clerk to the Council

Date: 11 May 2021

A G E N D A

1. **Election of the Chairman of the Parish Council**
To receive nominations and elect a Chairman for the civic year 2021-2022
On election, **to receive** the signature of the elected Chairman on the Declaration of Acceptance of the Office form
2. **Election of Vice Chairman of the Parish Council**
To receive nominations and elect a Vice Chairman for the civic year 2021-2022
3. **To receive apologies**
4. **Disclosure of interest in items on the agenda**
 - a) **To note** that councillors have had the opportunity to review their Register of Interest documents and have advised any changes.
 - b) **To receive** from members, disclosure of 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
5. **Public open forum**
 - a) Members of the public are invited to address Councillors and raise issues of concern
6. **PCSO**
To receive a report from PCSO (*to follow*)
7. **Approval of Minutes**
To approve the minutes of the Ordinary Meeting held on 19 April 2021 (*attached*)
8. **Finance and administration**
 - a) **To approve** the bank reconciliations presented (*attached*)
 - b) **To approve** accounts for payment in May 2021 (*attached*)
 - c) **To note** accounts paid April 2021 (*attached*)
 - d) **To note** financial position to date (*attached*)
 - e) **To consider** a donation of £500 in support of the community event to be held within the Kingsmead Primary School grounds on 9 July 2021

Ordinary Meeting Agenda (cont.)

- f) **To approve** the timesheets submitted by the interim clerk *(to follow)*
9. **Kingsmead Primary School**
To receive an update on the recently announced plans to extend the numbers on roll at the school.
10. **Planning Applications**
To note the following plan advised by CWAC, circulated to councillors and to which no comment is to be made:
21/01087/FUL 12 Rossett Close Davenham Northwich Cheshire CW9 8WP
Proposal: Relocation of boundary fence
11. **Committees and Working Groups**
To discuss the committees and working groups to be continued or created for the civic year 2021-22 and **to appoint** members of those committees.
12. **Environmental Matters**
a) **To consider** quotations received for cleaning and painting stonework on Kingsmead signs; cleaning the War Memorial; repointing at War Memorial; repair and replacement of lighting bulbs on Kingsmead sign.
b) **To receive** any updates on environmental matters, including resident queries.
13. **Play Parks**
a) **To consider** quotations for groundwork preparation, purchase and installation of rubber chippings and replacement of swing seats at Campbell Close following the installation of the new equipment. **To note** that the wooden bench was removed at a cost of £126, being an agreed spend by the Chairman and Clerk, as a reduced cost was achieved by combining the work with the removal of play equipment at Burwudsley Play Area.
b) **To consider** quotations received for provision of annual and quarterly inspections of the play areas *(attached and to follow)*
14. **Recruitment update**
a) **To note** that the clerk submitted a resignation notice and that the last day worked was 30 April 2021.
b) **To confirm** that the interim clerk will remain in post on a zero-hours contract
c) **To discuss** the appointment of a previous applicant to the role of clerk and agree a suitable trial and training period prior to issuing a firm offer of employment and accompanying contract.
15. **Agenda items for the next meeting**
To note agenda items to be considered at the June meeting
16. **Close of meeting**

Closed session items

Members of the public should be aware that the council may take a vote on any item on the agenda to resolve that the item be dealt with in closed session. The law permits the exclusion of the press and public when the council is discussing matters which may contain sensitive information, such as legal advice or matters pertaining to individuals.

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.