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Minutes of an ORDINARY PARISH COUNCIL MEETING held Monday 21 December 2020 at 7.30pm via Zoom Video Conferencing

Present: Cllr Bannister (Chairman), Boylan, Jewitt (arrived 7.47pm), Martin, Weltman and Williams

Also in attendance: Lara Jacob (Clerk)

1. To receive apologies

Apologies were received from Cllr Chappell (personal), Hoey (personal), Logan (business), Reed (personal).

2. Disclosure of interest in items on the agenda

No declarations were made.

3. Public open forum

No members of the public were present.

4. PCSO

PCSO Phil Hambleton submitted a report which included three incidents of anti-social behaviour; concerns had been received about parking near the school and speed enforcement on Monarch Way resulting in no offences recorded. The report was received and noted.

5. Approval and receipt of Minutes

- a) The minutes of the Ordinary Meeting held 16 November 2020

Resolved – the minutes were a true record of the meeting held on 16 November 2020.

- b) To approve the minutes of the Extra Full Council Meeting held 14 December 2020

Resolved – the minutes were a true record of the meeting held on 14 December 2020.

6. Finance and administration

- a) To note that the current account bank reconciliation to 30-11-2020 is not available and that a reconciliation will be presented in January 2021

Noted – that a reconciliation will be presented in January 2021.

- b) To note that the transfer of signatories is incomplete for the Nationwide 45 Day bank account and the 125 Day bank account and no reconciliation is available

Noted – that a reconciliation for these accounts will be presented in January 2021.

- c) To approve the Yorkshire Bank reconciliation to 01-12-2020

Resolved – to approve the Yorkshire Bank reconciliation to 01-12-2020.

- d) To approve accounts for payment in December 2020

Resolved – to approve the accounts for payment as presented.

Resolved - to approve the payment of £156.00 to Time Assured for the annual clock service (invoice received 16 December 2020)

Noted – that the first direct debit payment of £9.31 to Hutchinson 3G UK for the mobile telephone had been debited to the Unity Trust Bank account on 14 December 2020; to note that quarterly bank charges of £26.40 will be debited on 31 December 2020.

Cllr. Jewitt joined the meeting.

- e) To note accounts paid November 2020

Noted – that a double entry payment to Strike Fencing Contractors appears on the November payments, entered to correct an inputting error – the payment shown on the December payment schedule is the correct payment. Payments for November were reviewed and noted.

- f) To note financial position/management accounts to end December 2020

Noted – the financial position at the end of December 2020.

- g) To approve the timesheets submitted by the clerk

Resolved – to approve timesheets submitted by the clerk.

- h) To approve changes to the registered address and to named individuals, including level of access to the banking accounts held by the parish council at the Yorkshire Bank and the Nationwide Building Society

Resolved – that Cllr. Bannister will be named as the administrator for the Yorkshire bank app to facilitate the change of registered address for the receipt of statements; that the signatories of the Nationwide Building Society accounts will remain unchanged and that, to facilitate the change of registered address this minute will be referenced and an accompanying letter signed by all signatories will be emailed to the relevant department of the building society.

- i) To consider matters regarding the pension scheme provider and new employee contracts

Resolved – the Finance Committee will, at their January meeting, discuss and recommend the level of employer contribution to be made under the Nest Pension Scheme.

It was agreed that the pension scheme to be offered might be a point of negotiation with a future employee if they had recently been a member of the Cheshire Pension Scheme.

7. **Budget Proposal and Precept Setting 2021-22**

To consider the proposed budget and decide on the level of precept to be levied in Financial Year 2021-22

Resolved – that as the tax base on which the precept calculation depends had not been received from Cheshire West and Chester (CWAC) this item would be deferred to the next meeting.

8. **Deeds of Variation**

To consider the document provided by Chambers Fletcher.

Resolved – that as the required document had not been received this item would be deferred to the next meeting.

9. **St George's Way costings**

To consider the costings received from CHL Solicitors to progress the matter at St. George's Way.

Resolved – that the solicitor would be informed of the agreed price that the parish council would consider accepting to agree a Deed of Easement over the land at St. George's Way.

10. **Tree Management Report**

- a) To discuss the contents of the tree management report
- b) To consider the quotations for tagging trees

Resolved – that in the absence of Cllr. Reed this item would be deferred to the to the next meeting.

11. **Additional Flower Bed**

To discuss the proposed new flower bed by the Kingsmead sign (Northwich town end) following the receipt of information which necessitates reconsidering the proposed size of the bed.

Following the decision to move forward with the quotation received for the flower bed, during the landscaping meeting it had become apparent that the desired impact would not be achieved with size of the bed and the planting initially discussed and quoted for.

It was agreed that councillors would view the area informally, share ideas and that Cllr. Williams would consult the contractor again, with options presented at the January 2021 meeting.

12. **Quotation for tree works at Buckingham Drive**

- a) To consider the quotation received for the tree works recommended.

Resolved – that the quotation of £480 be agreed in principle, with clarification regarding the proposed removal of trees to be raised with Cllr. Reed, who had attended the initial site visit.

- b) To consider any other issues regarding tree maintenance that have been raised.

Resolved – that the quotation of £320 be agreed in principle, with clarification on whether the works should be a part of the monthly contract raised with Cllr. Reed.

13. **Landscaping works**

To consider if all requested landscaping works have been completed by the contractor.

It was agreed that Cllrs Hoey and Reed should be consulted to ascertain if all works requested had been satisfactorily completed. It was also agreed that a quarterly sign-off would be a useful inclusion on future agendas.

14. **Ponds Works**

To consider any issues raised regarding ponds, culverts, or drainage.

Noted – that the sluice pond had been cleared by the contractor.

It was agreed that, following CWAC Highways advice that the flooding on Dobells Way at its junction with St. George's Field was caused by water run-off from parish council land, a communication should be sent to inform Highways that the run-off water originates from the land belonging to Leftwich Farm and that an advisory notice should be sent to the owner of the land.

15. **Play Parks**

To consider any issues raised regarding play parks.

Noted – that the annual inspection had taken place; that there were no immediate issues of concern and that the full report would be issued by the inspection company for the January meeting.

16. Newsletter sponsorship

To consider a response to an enquiry about business sponsorship of a parish newsletter.

Resolved – that as Cllr. Logan was absent and wished to speak to this item it would be deferred to the next meeting.

17. Agenda items for the next meeting

To note agenda items to be considered at the January meeting

Noted that the following items will be placed on the agenda for January:

Budget Proposal and Precept Setting 2021-22;

Deed of Variation;

Tree Management Report;

Additional flower bed;

Annual Inspection Report on Play Areas;

Newsletter Sponsorship;

Tender Working Group Recommendation report;

Update on Recruitment

In addition, a Finance Committee meeting will be held on Monday 11 January 2021 and the Tender Working Group will convene a meeting when they have concluded their individual scoring of the tender documents.

18. Close of meeting

The meeting closed at 8.58pm.

At the close of the meeting the Chairman Cllr. Bannister thanked councillors and the clerk for their contributions and commitment during a particularly unusual year and wished everyone a peaceful holiday.