



Kingsmead Parish Council
PO Box 448
Knutsford
WA16 1FJ

Clerk: Sarah Morgan
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Councillors are summoned to attend the ORDINARY PARISH COUNCIL MEETING to be held via Zoom video conferencing on Monday 20th April 2020 at 7.30pm

Go to <https://us04web.zoom.us/j/74837405663?pwd=T0preWYxRGdzWE00M1B0eC80bTI1QT09> to join the meeting, using the password is 0GSEvu to enter the waiting room.

Sarah Morgan, Clerk to the Council

Date: 14th April 2020

A G E N D A

1. **To receive a meeting notice from the Chairman**
2. **To receive apologies**
3. **Disclosure of interest in items on the agenda**
 - a) 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
4. **The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local authority and Police and Crime Panel Meetings) (ENGLAND AND WALES) Regulations 2020**
 - a) To note the new regulations which came into force on 4th April 2020
5. **Public open forum**
 - a) Members of the public are invited to address Councillors and raise issues of concern
6. **PCSO**
 - a) To receive a report from PCSO Phil Hambleton
7. **Approval of Minutes**
 - a) To approve the minutes of the Ordinary Meeting held 16th March 2020 (*attached*)
8. **Finance and administration**
 - a) To approve the current account bank reconciliation to 31-03-2020 (*attached*)
 - b) To approve the Nationwide 45 Day Saver account reconciliation to 31-03-2020 (*attached*)
 - c) To approve the Nationwide 125 Day Saver account reconciliation to 31-03-2020 (*attached*)
 - d) To approve accounts for payment April 2020 (*attached*)
 - e) To note accounts paid in March 2020 (*attached*)
 - f) To note financial position/management accounts to end April 2020 (*attached*)
 - g) To note financial position at year end to 31-03-2020 (*attached*)

Ordinary Meeting Agenda (cont.)

- h) To review and approve the draft AGAR accounting statements 2019-2020 for submission to the internal auditor (*attached*)
- i) To approve the updated asset register 2019-2020 for submission to the internal auditor (*attached*)
- j) To note the cancellation of the cheque payment for insurance damages for £857.20 and request for this to be reissued by Admiral Group Plc
- k) To approve the opening of an additional savings account with [Yorkshire Bank Business Cash Management Account](#) due to the previously chosen account with TSB being unavailable
- l) To approve a movement to earmarked reserves of £3680 at year end for the sluice pond clearance which has been delayed to April
- m) To approve an increase of the home working allowance from £216pa to £312pa in line with the HMRC increase from April 2020

9. **To consider emergency measures to allow the Council to comply with statutory or commercial deadlines in the event that it is not possible to convene a meeting of the council in reasonable time:-**

- a) To approve financial paperwork and payment lists by email (minimum four members). The approved payments will be made using internet banking in the usual manner once a month to enable council business to continue
- b) To consider amending the financial regulations as an emergency measure to increase the delegation of approval of spending limits to the Clerk
- c) To consider contingency plans in case of the suspension of the ground maintenance contracted services
- d) To consider matters relating to the potential absence of the Clerk and how this would be managed
- e) To consider matters relating to Year End and approval of the Annual Governance and Accountability Return
- f) To approve the payment of the Clerk's salary by standing order with calculations provided by the payroll provider and verified by two members prior to set up
- g) To consider approval of an additional signatory for the Unity current account
- h) To approve the execution of all legal deeds which (only) remove fixed and variable rentcharges from title deeds, to be signed two members and witnessed by the Clerk.
- i) To reapprove the variable Direct Debit payments: -
 - Telecoms World VOIP phone service - £27.85 for February 2020
 - Payment of Lloyds Bank Card fee (Max £500)
 - ICO Registration Fee (£35pa as of 18th March 2020)
- j) To approve a High Consequences Infectious Disease Policy (*attached*)
- k) To approve the suspension of all committee meetings with all business being carried out at monthly full council meetings until the social distancing measures are ended.

10. **Planning**

- a) To consider a response to planning applications: -

Ordinary Meeting Agenda (cont.)

20/00940/FUL	14 Wheelock Close Northwich Cheshire CW9 8TQ	Rear Single Storey Extension
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11. **Garden competition**
 - a) To consider arrangements for an alternative garden celebration (Cllr Hoey)
12. **VE Day 75**
 - a) To note the postponement of the poppy display for VE Day 75
13. **Asset Management**
 - a) To receive an update on matters relating to Land at St George's Way
14. **Parks and play areas**
 - a) To receive an update from the working group
 - b) To note the closure of play areas and suspension of inspections during the closures
 - c) To approve the strimming of weeds around obstacles in lieu of use of glyphosate herbicide
15. **Contract renewals**
 - a) To note the delays in preparations for the contract renewals and the Clerk's review of updated legislation regarding the retendering process and potential extension of contracts
16. **Trees and Ponds**
 - a) To receive an update from the working group
 - b) To note letters sent in relation to fly tipping on Monarch Drive
 - c) To consider a quotation of £200 to crown lift crab apple trees on Wilton Close
 - d) To note the suspension of tree survey works until social distancing measurements are ended.
17. **Community Awards**
 - a) To consider recognition of community effort with a community award proposal (Cllr Hoey)
18. **Councillor emails**
 - a) To receive an update on the use of personal emails
19. **Village Hall/Community Building Working Group**
 - a) To receive an update from the working group
20. **Close of meeting**