

KINGSLEY PARISH COUNCIL

MINUTES OF THE ANNUAL GENERAL MEETING OF KINGSLEY PARISH COUNCIL HELD IN THE KINGSLEY COMMUNITY CENTRE ON TUESDAY

17 May 2016 at 7.30pm

Present: Councillor S Billows
Councillor J Cliff
Councillor F Crane
Councillor D Fletcher
Councillor C.Jones (Chairman Items 16/075 – 16/076)
Councillor D.Moores (Chairman Items 16/077 onwards)
Councillor C.Pownall
Councillor G.Warburton
Councillor R Wilson

In attendance: Mrs J Preston (Clerk)

At 7.15pm the retiring Chairman presented the Chairman's Award to Elizabeth Batey for services and work for the community and the Kingsley & Newton Village Institute.

MEETING No 1

REF.	DISCUSSION	ACTION
16/075	Apologies for Absence Councillor C Fifield	
16/076	Retiring Chairman's Remarks Councillor Jones said it had been a challenging but enjoyable year and gave her best wishes to Councillor Moores for his year in office. Councillor Jones reported that the Mid Cheshire 5k Run in April was a big success with over 400 runners taking part. She presented the trophies to local runners that had been donated by the Parish Council. The company who organised the event have suggested that another 5km run will be organised in August this year and that KPC would encourage the event organisers to try and involve local businesses.	
16/077	Election of Chairman Councillor D Moores was unanimously elected Chairman to serve until the Annual General Meeting in May 2017 and signed the declaration of acceptance of office.	

	Proposed by Councillor D Fletcher Seconded by Councillor F Crane	
16/078	Election of Vice Chairman Councillor C Pownall was unanimously elected Vice Chairman to serve until the Annual General Meeting in May 2017 and signed the declaration of acceptance of office. Proposed by Councillor S Billows Seconded by Councillor C Jones	
16/084	Opportunity for Public to raise issues Point 16/084 was discussed out of order to save the member of the public having to sit through further Council business. A member of the public raised the matter of the planting of 15 trees along the hedge line in the playing field which backs onto the bottom of her garden. She stated that she was worried about roots intruding and the effect on the light in her garden. She was also disappointed at the lack of consultation prior to planting, although there had been public reference to the tree planting but not the actual location. At this point the member of the public requested that the 15 young trees behind her property be removed to another site. In response, Councillor Moores stated that the trees required planting quickly in order to ensure their survival. It was felt that as the Playing Field is owned by the Parish Council that planting around the edges of the Field would be suitable as time was of the essence. It was always the intention to move some of the trees to more appropriate locations around the village once they had 'grown on'. Councillor Pownall proposed that the trees be moved this Autumn 2016 to prevent any more concern. This proposal was seconded by Councillor Fletcher and unanimously agreed. Councillor Moores agreed to speak to the Head of St John's School, whose children had been involved in the planting, so they were made aware of the situation as soon as possible. RESOLVED to move the 15 whips mentioned above, from their present position to one where they can grow unhindered.	DM
16/079	Appointment of Co-ordinators The following co-ordinators were appointed for 2016/17:- <ul style="list-style-type: none"> • Footpaths: Councillor D Moores & D Vickers • Traffic/Transport: Councillor C Pownall & D Vickers • Playing Field: Councillor D Fletcher • Cemetery: Councillor G Warburton • Personnel: Councillors D Moores, C Pownall, F Crane, S Billows, R Wilson & C Jones • Planning: This group was disbanded • Playing Field Working Group: Councillor C Jones, D Crossley, D Moores & D Fletcher 	

	<ul style="list-style-type: none"> • KU17: Councillor S Billows, Councillor D Crossley to be approached regarding his willingness to serve as a co-ordinator • Newsletter: Parish Clerk • Village Enhancement: Councillor C Jones, J Cliff, D Moores 	
16/080	<p>Declarations of Interest Register of interests: Councillors are reminded of the need to update their register of interests and the need to disclose both the type of interest and its nature.</p>	
16/081	<p>Minutes of the Meeting held on the 19th April 2016 The Minutes of the Meeting held on the 19th April were approved and signed by the Chairman as a true and correct record.</p>	
16/082	<p>Matters Arising None</p>	
16/083	<p>Chairman's Remarks Councillor Moores said it was an honour to be following in his Mother's footsteps who was a previous Chairman some years ago. He hopes that the Parish Council will have another successful year and that it will build upon the outstanding work overseen by the previous Chairman, Councillor Jones.</p> <p>Councillor Moores also proposed that Kingsley Parish Council would formally like to place on record its thanks to the outgoing Chairman, Mrs Claire Jones for presiding over a very busy and exceptionally successful year. A year which has had many highlights but in particular the recruitment of a new Clerk and two new Parish Councillors, a review of our own structures and processes, the resurgence of the Kingsley and Newton and Village Institute, and the delivery of a fantastic new scheme at the Playing Fields. Claire has been involved in all and led many of these initiatives and has given many, many hours of her own spare time to try and make a positive difference for those living within the village.</p>	
16/085	<p>Planning Issues Council TO NOTE the Planning decisions made by the Borough Council.</p> <p style="padding-left: 40px;">Appeal Ref: APP/A0665/W/15/3135726 Land adjoining Lady Heyes Caravan Park, Kingsley Road, Frodsham, Cheshire WA6 6SU The development proposed is change of use of land to camp site, comprising 42 tent pitches (extension of approved caravan site immediately to the north). DISMISSED</p> <p style="padding-left: 40px;">Appeal Ref: APP/A0665/W/15/3137405 Lady Heyes Craft & Antique Restoration Centre, Kingsley Road, Kingsley,</p>	

	<p>Frodsham WA6 6SU The development proposed is demolition of existing buildings and erection of one dwelling. DISMISSED</p> <p>Appeal Ref: APP/A0665/W/15/3138090 Chapel Works, Waterloo Lane, Kingsley, Frodsham WA6 6HX The development proposed is a single storey extension DISMISSED</p> <p>15/03952/FUL Castle Hill Farm, Waterloo Lane, Kingsley, Frodsham, Cheshire, WA6 6TW Two storey rear extension and glazed single storey rear Extension APPROVAL</p> <p>2. APPLICATIONS FOR CONSIDERATION</p> <p>16/01205/FUL Land adjacent to The Bungalow, Meeting House Lane, Kingsley Change of use of an existing out building to equestrian use.</p> <p>NO OBJECTION</p> <p>16/01443/FUL Mayberene The Cross Kingsley Demolish existing single storey rear extension and construct a new single storey full width extension at the rear and a two storey side extension and internal alterations.</p> <p>NO OBJECTION AS LONG AS NOT WITHIN CONSERVATION AREA</p> <p>16/01793/FUL Land adjacent to Mill Brook Lane Mill Lane Kingsley Construction of single residential dwelling.</p> <p>OBJECTION</p> <p>16/01947/FUL Timber framed garage (amendment to garage type from permission 16/00037/FUL</p> <p>NO OBJECTION</p>																
16/086	<p>Finance</p> <p>(a) To agree the following payments and sign cheques;</p> <table data-bbox="475 1845 1150 2022"> <tr> <td>Cheshire Community Action</td> <td>50.00</td> <td>2774</td> </tr> <tr> <td>Helsby PCs</td> <td>50.00</td> <td>2775</td> </tr> <tr> <td>KU17 (first payment)</td> <td>500.00</td> <td>2776</td> </tr> <tr> <td>J Preston stationery</td> <td>42.75</td> <td>2777</td> </tr> <tr> <td>G Warburton (key cutting)</td> <td>6.00</td> <td>2778</td> </tr> </table>	Cheshire Community Action	50.00	2774	Helsby PCs	50.00	2775	KU17 (first payment)	500.00	2776	J Preston stationery	42.75	2777	G Warburton (key cutting)	6.00	2778	
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	<p>Sutton Agric Services 99.30 2779 J Preston Travel Expenses Audit 43.20 2780 JDH Business Serv Internal Audit 181.20 2781 A Walker May Salary 201.76 2782 J Preston May Salary 256.41 2783 HMRC May Tax 114.20 2784 BT May 25.94 D/D SUEZ 27.97 2785</p> <p>(b) To note payments received: DT Turner Burial 445.00</p> <p>(c) To approve and sign the Annual Return & Annual Governance Council approved and signed the Annual Return and Annual Governance Statement.</p> <p>(d) To receive Internal Auditor’s Report for end of financial year. On the basis of the internal audit work carried out, which Was limited to the tests indicated, in our view the council’s system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations in the action plan.</p> <p>ACTION PLAN</p> <ul style="list-style-type: none"> • Signed confirmation of receipts should be obtained for all significant donations. • The full insurance policy must be provided in future for audit purposes. • Asset register should include information about dates of acquisition, upgrade and disposal of assets. Councillor Billows would look at the List of Assets, their value and insurance. • Council should review that they meet any requirements of the Pensions Regulator. (The Parish Clerk contacted the Pensions Advisory Service and as she is past retirement age is not included in the scheme and the Grounds Assistant’s salary is below the threshold. Both the Grounds Assistant and the Parish Clerk declined an offer by the Parish Council to be included in an automatic enrolment pension scheme). Clerk to contact the payroll accountant with regard to the auto enrolment scheme. <p>(e) Council noted the External Auditor has selected 6th</p>	<p>SB</p> <p>JP</p>
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	<p style="text-align: center;">June for the Audit.</p> <p>(f) To review Cemetery Fees for 2016/2017 Council reviewed the Cemetery Fees and agreed not to amend the fees for the financial year 2016/2017 as they had recently been increased in 2015.</p> <p>(g) Council received and signed the Financial, Cemetery and Playing Field Risk Assessments for 2016/2017.</p> <p>(h) To confirm and update Bank Mandate. The authorised Signatories in the current Bank Mandate of the Council Accounts did not require amending.</p>	
16/087	<p>Annual Report Was approved by Council and agreed it would be placed on the website and a hard copy would be available to view by contacting the Parish Clerk.</p>	JP
16/088	<p>Borough Councillor Remarks Councillor Fifield sent his apologies.</p>	
16/089	<p>Playing Field Report Councillor Jones reported that the Outdoor Gym project was progressing well. The track was already being used though did require its final surface. The new gym equipment was being delivered on Friday 20 May 2016, the track to be finished and then landscaping would take place. Groundwork, Horticon and relevant Councillors from KPC would make a final site inspection shortly.</p> <p>The Community Open Day (to launch the new gym equipment) will be held on 2 July 2016. Councillor Jones explained that Active Cheshire had donated £500 and asked the Council to agree a further funding of £500 from the Parish Council. It is hoped to hire a mobile climbing wall (with instructors) and two bouncy castles (each for a different age range, as well as organising a ‘toddler corner’, beer tent, hot drinks & cakes, a BBQ and a ‘sweet stall’. Councillor Jones is also looking for someone to come forward to organise some team events / races. The plan is to invite a local personal trainer to run short sessions to instruct the public on how to use the new gym equipment.</p> <p>Councillor Jones also requested for anyone who would be available on 2 July to offer assistance.</p> <p>Councillor Warburton would arrange for the General Assistant to ensure the play area is tidied.</p> <p>Councillor Fletcher agreed to arrange for the existing signs around the playing field to be updated with the correct telephone number of the</p>	<p>GW</p> <p>DF</p>

	<p>Parish Council.</p> <p>Councillor Fletcher has spoken to Mid Cheshire Grounds Maintenance to survey the trees within the playing field in the Autumn in order to identify any trees that might need felling or coppicing etc. This plan would then form part of an annual management of the trees within the playing field.</p> <p>Proposed by Councillor Moores Seconded by Councillor Jones Unanimously agreed.</p> <p>Councillor Moores has received a request from a locally based personal trainer to use the playing field in the Summer in order to run an exercise class which might include use of the running track but not the gym equipment. The trainer is fully insured which covers members of the exercise class. The Councillors felt that such use of the playing field should be encouraged. Councillor Moores would inform the personal trainer of the Council's decision.</p> <p>RESOLVED that the Council would donate £500 to the Open Day and that the event to take place on 2 July 2016.</p> <p>RESOLVED that the Council would arrange for the trees in the Playing Field to be managed annually.</p>	DM
16/090	<p>Cemetery Report Councillor Warburton reported that he was concerned that there were some initial problems with work carried out at the cemetery by the contractors. It was decided by the Council to withhold payment of the invoice until the issue of grass cutting and strimming at the Cemetery had been resolved.</p>	
16/091	<p>Footpaths Nothing to report</p> <p>Highways Councillor Vickers reported that instructions have been passed to CW&C to mark out parking bays by the community centre. Date of work tbc. Also Councillor Charles Fifield has agreed to attend a meeting at Kingsley Community School to discuss speed limit reassessment.</p> <p>Town Farm Quarry Councillor Pownall reported that there is now a monthly meeting with the Head of Planning for Mineral Extraction at CWAC with Parish Cllrs from Acton Bridge, Crowton and Kingsley, the two Borough Cllrs and a local residents group. In 2015, CWAC commissioned an independent survey of the site which has recently been published and shows that considerable overfilling of the site has occurred. This means that the</p>	

	requirements for restoration material requested by the quarry operators need to be revised. Cllr Pownall will report back after the next meeting of this group on 23 May at Winsford.'	CP
16/092	Preliminary investigations into landscaping at The Cross and outside Post Office Deferred to the meeting in June 2016	
16/093	Affordable Housing Council look forward to receiving the results of the affordable housing needs survey to be carried out by Partner Construction in Kingsley Parish. Neighbourhood Plan Councillor Pownall will look into this further and bring more information to the next meeting. Councillor Pownall will be the Co-ordinator for the Neighbourhood Plan Working Group.	CP
16/094	Health and Safety Policy & Equalities Policy Councillor Billows to discuss the Health and Safety Policy further with CHALC. The Equalities Policy accepted Proposed by Councillor Jones Seconded by Councillor Fletcher Unanimously agreed RESOLVED that the Equalities Policy produced on 19 April 2016 be adopted by the Council.	
16/095	General Assistant Documents Councillor informed the Council a Contract had been produced for the General Assistant and would shortly be signed. Also the following documents would be used in the future: a) Monthly work schedule showing the headline tasks for the year b) Annual Appraisal c) Equipment inventory to include Personal Protective Equipment d) Training Record e) Monthly time recording sheet f) H&S Form re relevant hazards. Councillor Moores and Councillor Warburton to ensure the documents are regularly in use and updated.	
16/096	Disciplinary & Grievances Policies These policies were produced using the ACAS website. It was agreed that a 'disciplinary / grievance panel' would consist of 3 members of the Personnel sub-committee. If there should be a need for an appeals panels then the other 3 members of the Personnel sub-committee would	

	<p>form that panel to ensure independence from the original disciplinary/grievance panel.</p> <p>It was agreed that these policies would be reviewed annually or when legislation required.</p> <p>Proposed by Councillor Billows Seconded by Councillor Fletcher Unanimously agreed RESOLVED that the Disciplinary & Grievances Policies produced in April 2016 be adopted by the Council.</p> <p>Councillor Moores thanked both Councillor Billows and Councillor Crane for producing these reports.</p>	
16/097	<p>Report on Donation to Medicare re Bonfire 2016</p> <p>Medicare requested a donation of £500 from the Parish Council to assist with funding the Bonfire. Councillor Fletcher informed the Council that Medicare had already raised some funds and were confident that the Bonfire would go ahead in 2016.</p> <p>Proposed by Councillor Crane Seconded by Councillor Jones Unanimously agreed RESOLVED to donate £500 to Medicare as a contribution towards the Bonfire event 2016.</p>	
16/098	<p>INEOS Meeting Frodsham 10 May 2016</p> <p>Councillor Pownall and Councillor Warburton attended this meeting organised by INEOS to discuss fracking in Cheshire. 40 parish Councillors attended the meeting which was chaired by the CEO of INEOS. As the UK imports 50% of the gas used there is an incentive to find UK produced gas. Shale gas will be looked for from Chester to Knutsford which could include Kingsley. The first stage is seismic testing looking for fault lines, where fault lines are found testing will not proceed. INEOS require permits and land owners permission for this testing. The next stage is digging bore holes into the shale and planning is required at this stage. For full production further planning is required. Sea water will be used in the process which will be piped in. Initial seismic testing could begin with a few months and INEOS hope to be producing gas within two years. There is a financial incentive and for an area such as Kingsley it could amount to £1.25m. There is no certainty at the present time that shale gas will be found in the Kingsley area.</p>	
16/099	<p>Archiving</p> <p>The Parish Clerk requires somewhere to store archived material. Minutes and Cemetery items can be stored by CWAC but any other paperwork such as personnel files or financial statements have to be held by the parish itself. The Council agreed that a lockable cabinet could be purchased to be placed in the Boardroom in order to hold</p>	JP

	<p>archived items RESOLVED that archived material will be held in a lockable cabinet in the Boardroom</p>	
16/100	<p>Proposal to adopt KPC Funding Policy & Grant Scheme To be deferred to the June meeting 2016.</p>	
16/101	<p>Correspondence Received Cheshire County Playing Field Association Annual Report. The Council turned down a request for the Affiliaton Fee to be paid for 2016/2017 as it was felt that it was of no real benefit to the Parish. Proposed by Councillor Jones Seconded by Councillor Moores Unanimously agreed RESOLVED not to continue with membership of the Cheshire County Playing Field Association.</p>	
	<p>Meeting closed at 9.57pm.</p>	

Signed:.....

Dated:.....