

# KINGSLEY PARISH COUNCIL

## MINUTES OF THE MEETING OF KINGSLEY PARISH COUNCIL HELD

### IN KINGSLEY COMMUNITY CENTRE ON TUESDAY

17 April 2018 AT 7.15PM

**Present:**        **Councillor S. Billows**  
                       **Councillor J. Dean**  
                       **Councillor A Dedman**  
                       **Councillor D. Fletcher**  
                       **Councillor C. Jones**  
                       **Councillor D Molyneux**  
                       **Councillor D. Moores**  
                       **Councillor G. Warburton**  
                       **Councillor R. Wilson**

### MEETING No 11

REF.	DISCUSSION	ACTION
	<p><b>Community Fund cheques</b> were presented to Kingsley Cricket Club, 1<sup>st</sup> Newton1<sup>st</sup> Newton &amp; Kingsley Scouts, Kingsley W.I. and Kingsley Youth Theatre Group by Councillor Fletcher. Councillor Moores took photos which will hopefully appear in a future edition of Frodsham Life magazine. He also wished the groups well and trusted the money would be of benefit to the groups during the coming year.</p>	<b>DM</b>
	<p><b>Opportunity for Public to raise issues</b>            Three members of the public raised issues. Mr S Harral raised concerns regarding the proposed planning application at Kingsley Mill. His home is opposite the Mill and feels the development will be too close to the road. Mr K Potter who also lives close to the Mill felt concerned about the development believing it was not viable. Ms K Harrison raised the proposed development of Higher Heyes and asked whether Kingsley Parish Council would match fund the crowd funding monies that had already been raised by Kingsley Green Belt Action Group.</p> <p>Councillor Moores thanked them for their comments, saying that the planning application for Kingsley Mill would be discussed later in the meeting and that a report on the Higher Heyes development would be produced for the May Council meeting.</p>	
18/057	<p><b>Welcome to Lara Jacob as KPC Clerk &amp; Good bye to resigning Clerk</b>            Councillor Moores welcomed Lara as the new Clerk saying he was sure she would be of great assistance to the Council.</p> <p>Councillor Moores also thanked the present Clerk Jo Preston for her work over the last 2 ½ years. Jo was presented with a card and some vouchers to be spent at Hollies Farm Shop. Jo thanked the Council for the very generous gift.</p>	
18/058	<p><b>PCSO Dave Hughes</b></p>	

	<p>Councillor Moores welcomed Dave Hughes, the new PCSO for Kingsley. Dave was asked whether he had any matters to raise when he reported that there have been several cases of Knocking Door to Door. If anyone has any concerns regarding salesmen attempting to sell items at their door then please contact the police. For non emergency calls please ring 101, although this could mean a wait of 15 minutes, for more urgent calls the usual 999 is the number to ring.</p> <p>Councillor Moores thanked Dave for attending the meeting and wished him well whilst working within the village.</p>	
18/059	<p><b>Apologies</b> None</p>	
18/060	<p><b>Minutes of the Meeting held on 20<sup>th</sup> March 2018</b> The minutes of the meeting held on 20<sup>th</sup> March 2018 were, with the correction of typos, approved and signed by the Chairman as a true and correct record.</p>	
18/061	<p><b>Declaration of Interests</b> 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> <p>Councillor Molyneux declared an interest in item 18/062 Brow Dene planning application. Councillor Dedman was concerned whether she should declare an interest in Higher Heyes, but it was decided that her property was far enough away from the development not to require a declaration. Councillor Moores was advised that he should declare an interest in item 18/062 Kingsley Mill planning application owing to family connections. Councillor Moores was quite happy to do so. Councillor Jones declared an interest in item 18/072.</p>	
18/062	<p><b>Planning Issues</b> <b>Council to NOTE the Planning decisions made by the Borough Council</b></p> <p><b>Manor House Farm Hillfoot Lane Kingsley 18/00328/LBC</b> Installation of new shower room &amp; repairs to dining room window &amp; floor <b>APPROVAL</b></p> <p><b>APPLICATIONS TO BE CONSIDERED</b></p> <p><b>Brook House Farm Mill Lane Kingsley 18/00875/OUT</b> Outline application for 2 new dwelling on brownfield land to the side of Brook House Farm <b>OBJECTION</b></p> <p><b>Kingsley Mill Lane Kingsley 18/00909/FUL</b> Extension of an existing warehouse, demolition of an existing mill and Accompanying outbuildings and the erection of 5 new dwellings <b>OBJECTION</b></p> <p><b>Land adjacent to Brow Dene Town Well Kingsley 17/05267/REM</b> Approval of reserved matters following outline permission 14/03646/OUT for one detached dwelling <b>OBJECTION</b></p> <p><b>4 Highbank Road Kingsley 18/01212/FUL</b></p>	

	Single storey rear extension, new porch & new window openings to rear and replacement of upvc cladding with off-white render. <b>NO OBJECTION</b>																																																																																			
18/063	<p><b>Finance</b></p> <p><b>(a) To agree the following payments and sign cheques:</b></p> <table> <tr> <td>Kingsley Scouts</td> <td>CF Grant</td> <td>£1000.00</td> <td>3005</td> </tr> <tr> <td>Kingsley WI</td> <td>CF Grant</td> <td>£ 400.00</td> <td>3006</td> </tr> <tr> <td>Kingsley Cricket Club</td> <td>CF Grant</td> <td>£ 652.00</td> <td>3007</td> </tr> <tr> <td>Kingsley Players</td> <td>CF Grant</td> <td>£1000.00</td> <td>3008</td> </tr> <tr> <td>Play Inspection Co</td> <td>Post Installation Insp</td> <td>£ 354.00</td> <td>3009</td> </tr> <tr> <td>Parish Council website</td> <td>Email support</td> <td>£ 120.00</td> <td>3010</td> </tr> <tr> <td>CCA</td> <td>Sub 18-19</td> <td>£ 50.00</td> <td>3011</td> </tr> <tr> <td>J Preston</td> <td>April Salary</td> <td>£ 304.18</td> <td>3012</td> </tr> <tr> <td>HMRC</td> <td>April tax</td> <td>£ 75.08</td> <td>3013</td> </tr> <tr> <td>D Moores</td> <td>NBoard Keys</td> <td>£ 12.00</td> <td>3014</td> </tr> <tr> <td>KCA</td> <td>K News Contribution</td> <td>£ 143.00</td> <td>3015</td> </tr> <tr> <td>Mid Cheshire</td> <td>Maint. Cemetery March grass x 2</td> <td>£ 192.00</td> <td>3016</td> </tr> <tr> <td>ChALC</td> <td>Sub 18-19</td> <td>£ 507.72</td> <td>3017</td> </tr> <tr> <td>SLCC</td> <td>Sub 18-19</td> <td>£ 115.00</td> <td>3018</td> </tr> <tr> <td>BT</td> <td>Office Tel</td> <td>£ 28.49</td> <td>D/D</td> </tr> <tr> <td>SUEZ</td> <td>Cemetery Bins</td> <td>£ 41.94</td> <td>D/D</td> </tr> <tr> <td>J Preston</td> <td>Postage &amp; Audit Mileage</td> <td>£ 69.32</td> <td>3019</td> </tr> <tr> <td>JDH Business</td> <td>Service Internal Audit</td> <td>£ 208.80</td> <td>3020</td> </tr> <tr> <td>Wicksteed</td> <td>Play Equipment</td> <td>£23,977.96</td> <td>3021</td> </tr> </table> <p><b>(a) Invoices paid prior to the meeting:</b> None</p> <p><b>(b) To note payments received:</b></p> <table> <tr> <td><b>CWAC Members Budget</b></td> <td><b>£ 1355.00</b></td> </tr> <tr> <td><b>CWAC Members Budget</b></td> <td><b>£ 2283.00</b></td> </tr> <tr> <td><b>Precept Payment 18/19</b></td> <td><b>£24,100.00</b></td> </tr> </table> <p><b>(d) To approve the End of Year Accounts to 31<sup>st</sup> March 2017</b> (copy circulated)</p> <p><b>(e) RESOLVED THAT Council approved the Financial Statement</b></p> <p><b>(fi) To approve and sign the Annual Return &amp; Annual Governance 2017/2018</b> Section 1 approved and signed before Section 2</p> <p><b>(fii) Section 2 signed and approved</b></p> <p><b>(g) To receive Internal Auditor's Report for end of financial year (2017/18)</b></p> <p>On the basis of the internal audit work carried out in our view the council's system of internal controls is in place, adequate for the purpose intended and effective, subject to the recommendations reported in the action plan.</p>	Kingsley Scouts	CF Grant	£1000.00	3005	Kingsley WI	CF Grant	£ 400.00	3006	Kingsley Cricket Club	CF Grant	£ 652.00	3007	Kingsley Players	CF Grant	£1000.00	3008	Play Inspection Co	Post Installation Insp	£ 354.00	3009	Parish Council website	Email support	£ 120.00	3010	CCA	Sub 18-19	£ 50.00	3011	J Preston	April Salary	£ 304.18	3012	HMRC	April tax	£ 75.08	3013	D Moores	NBoard Keys	£ 12.00	3014	KCA	K News Contribution	£ 143.00	3015	Mid Cheshire	Maint. Cemetery March grass x 2	£ 192.00	3016	ChALC	Sub 18-19	£ 507.72	3017	SLCC	Sub 18-19	£ 115.00	3018	BT	Office Tel	£ 28.49	D/D	SUEZ	Cemetery Bins	£ 41.94	D/D	J Preston	Postage & Audit Mileage	£ 69.32	3019	JDH Business	Service Internal Audit	£ 208.80	3020	Wicksteed	Play Equipment	£23,977.96	3021	<b>CWAC Members Budget</b>	<b>£ 1355.00</b>	<b>CWAC Members Budget</b>	<b>£ 2283.00</b>	<b>Precept Payment 18/19</b>	<b>£24,100.00</b>	
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	<p><b>ACTION</b></p> <ul style="list-style-type: none"> <li>• The Asset Register and Annual Return should be updated for the purchase of the noticeboards (x2) I have amended the Asset Register and Annual Return, the amendment to the Annual Return to be signed by the Chairman at the April Council meeting. <i>As these benches were originally purchased in 2016 but final payment made in 2017 I unfortunately missed them off the Asset Register.</i></li> <li>• Council should consider whether the expenditure on the Board Room is an Asset or Maintenance. <i>This expenditure was on maintenance.</i></li> <li>• Bank Reconciliation should show the opening balance separately rather than included in Bank Income. <i>This layout has never been queried before but I have now amended the Bank Reconciliation.</i></li> <li>• Impact of GDPR on the council should be identified through review of ICO and NALC guidance. <i>Aware from May 2018.</i></li> </ul>	
18/064	<p><b>Borough Councillor Remarks</b> Councillor Oultram had nothing to report.</p>	
18/065	<p><b>Co-option of new Councillors</b> Councillor Moores reported that initially 3 applications were received for the 2 vacancies within Kingsley Parish Council. It was, at that time, thought interviews were necessary. However, one application was withdrawn owing to ill health. Therefore as there were 2 applicants for the 2 vacancies it was proposed that no interviews were required.</p> <p>Proposed Councillor Moores Seconded Councillor Fletcher Majority in favour</p> <p>RESOLVED THAT Mr C Pownall and Ms J Critchley be co-opted to Kingsley Parish Council and they would be invited to attend meetings as from May 2018.</p>	
18/066	<p><b>Playing Field Report</b> Councillor Fletcher reported the new play equipment was now in situ and safe to use.</p> <p>Councillor Fletcher has met with Frodsham Tree Solutions regarding the work on the trees and brush within the north and south copses in the playing field. Work will commence in early May 2018.</p> <p>Councillor Jones reiterated Councillor Fletcher's comments regarding the play equipment. The post installation service had taken place, confirming safety of the equipment, a plaque showing the date of the inspection will be attached to the equipment. Wicksteed will be asked to clean the equipment as part of their agreement and the invoice to be paid. One small area has been cordoned off where grass seed has been laid.</p> <p>Councillor Jones will produce the monitoring reports for Tesco and Veolia</p>	<b>CJ</b>

	<p>following the Grants received.</p> <p>Councillor Moores thanked Councillor Jones for all her work in ensuring the finalisation of the play equipment project.</p>	
18/067	<p><b>KPC Dog Control Survey</b> Councillor Jones produced the results of the Dog Control Survey in order to accurately reflect the views of the community.</p> <p>A total of 167 responses were received reflecting about 21% of the community. The full survey is available on the village website, however one or two questions are highlighted below:</p> <ul style="list-style-type: none"> <li>• Excluding dogs from the enclosed children’s play area 142 in favour.</li> <li>• On public land, dogs on lead if requested by an authorised officer 137 in favour</li> <li>• Areas in village where dogs should be on leads main roads/lanes 28 in favour</li> <li>• “ “ “ playing field 25 in favour</li> </ul> <p>Please see the village website for the full survey, information will also be placed in the Kingsley News.</p> <p>Councillor Billows suggested that after our recent experiences with the allocation of S106 monies, the Council should consider the designation and branding of the Westbrook Playing Field. Councillor Jones went through the CWAC survey in order for Council to forward the Community’s responses to CWAC by the closing date of 28 April 2018. One question raised was about fixing penalty notices.</p> <p>The matter of authorising members of the Parish Council to be able to issue fixed penalty notices if dog fouling occurred was agreed by 120 members of Kingsley Community.</p> <p>CWAC are suggesting that Parish Councillors could be trained to do just that, However, Kingsley Parish Councillors unanimously decided they would not want to be involved in such an pilot exercise.</p> <p>Councillor Jones will forward both Kingsley Parish Council’s Dog Control Survey and CWAC’s completed Dog Survey to Cheshire West and Cheshire Council.</p>	
18/068	<p><b>Cemetery Report</b> Councillor Warburton reported that he had met with HW Morris the contractors who will be working on the landscaping of the War Memorial. They hope to commence work at the beginning of May 2018.</p>	
18/069	<p><b>Traffic/Transport Report</b> Councillor Dean had nothing to report.</p> <p>Dr Pownall reported on Town Farm Quarry. The main points were that Dr Pownall has heard from the MPA that the CWaC legal department are</p>	

	<p>collating a complete set of documents in order to seek legal opinion on the validity of the series of S73 applications relating to the 2001 application which all subsequent claims have been based upon.</p> <p>It is expected that the MPA will carry out a further independent complete survey of the site by the beginning of May. The operator has also indicated they will also carry out a survey of the site at the same time.</p> <p>It is recommended therefore that Kingsley Parish Council continue to remain as members of the 3 Council Town Farm Quarry Working Group and to monitor developments, particularly over the next few months</p> <p>Councillor Moores thanked Dr Pownall for his continued monitoring of the situation at Town Farm Quarry.</p>	
18/070	<p><b>Higher Heyes Update</b> Councillor Billows will bring a full report to the May Council meeting, when a vote will be taken as to the way forward. The main issue to consider is the matter of the Water Discharge which is a substantive point not an error of interpretations of Policy that could be rectified at a planning appeal if we successful challenged the development. Councillor Billows has suggested to the residents group Kingsley Green Belt Action Group that they take the lead on researching the viability of Discharge Conditions applied by CWAC as part of the Planning permission approval documentation. The source of funds in respect of Solicitor's fees incurred to also be discussed in May.</p>	<b>SB</b>
18/071	<p><b>Emails Policy</b> Councillor Billows has produced a Policy on Emails which was forwarded to all councillors. Councillors will discuss this at the May meeting.</p>	
18/072	<p><b>Membership of Cheshire Association of Local Councils, Society of Local Clerks and Cheshire Community Action for 2018-2019.</b></p> <p>After discussion it was agreed that Kingsley Parish Council would continue membership for the current financial year.</p> <p>Proposed Councillor Moores Seconded Councillor Billows Majority agreement</p> <p>RESOLVED THAT Kingsley Parish Council will continue membership of Cheshire Association of Local Councils, Society of Local Clerks and Cheshire Community Action for 2018-2019.</p>	
18/073	<p><b>Request for further Defibrillator and Resuscitation Training</b> A request had been made by Kingsley Community Association for further training on the use of the defibrillators and resuscitation training.</p> <p>Councillor Moores said that the Cricket Club were considering purchasing a defibrillator so would probably be interested in such training.</p> <p>After discussion it was proposed that the KCA arrange a training session and Jo Preston had offered to lead the event. The Clerk will contact KCA for their views.</p>	<b>JP</b>

	Proposed Councillor Billows Seconded Councillor Moores Unanimously agreed	
18/074	<b>Correspondence Received</b> None	
18/075	<b>Date of Next Meeting</b> <b>15 May at 7.30pm</b>	
	<b>Meeting closed at 21.40</b>	

Signed:.....

Dated:.....