

KINGSLEY PARISH COUNCIL

MINUTES OF THE MEETING OF KINGSLEY PARISH COUNCIL HELD IN KINGSLEY COMMUNITY CENTRE ON TUESDAY 17 July 2018 AT 7.30PM

Present: Cllrs S Billows (CHAIR), J Critchley, J Dean, C Jones, D Molyneux, D Moores, C Pownall (arrived at 7.45pm), G Warburton, R Wilson

Attending: 1 member of the public, Ward Councillor R Oultram

MEETING No 3

REF.	DISCUSSION
18/12 2	Apologies for Absence Apologies received and accepted from Mrs L. Jacob (Clerk), Cllr A. Dedman and Cllr D. Fletcher.
18/12 3	Declarations of Interests relating to any item on the agenda. No declarations were made.
18/12 4	Public Participation <u>Issues raised by members of the public</u> None were raised.
18/12 5	Minutes of the Meeting held on 19 June 2018 Proposed Cllr Critchley, seconded Cllr Dean and Resolved that the Minutes of the Meeting held on 19 June 2018 be accepted as a true record of the meeting and be signed by the Chair.
18/12 6	Updates on matters arising from the Minutes of the Meeting of 19 June 2018 The following updates were received: 18/102 – ACTION: Cllr Jones to circulate information received from CWAC in relation to the Conservation Area. 18/086 and 18/104 – Risk Assessment Pro Forma to be deferred until after the recess.
18/12 7	Update on the work of the Policy and Process Group a) A 2018/19 Terms of Reference for the Policy & Process Committee was received. Cllrs Billows, Dean and Critchley are currently on the Committee and 2 meetings have been held to date. Cllr Billows suggested that once adopted, all new documents should be put onto the Council’s website. There was some debate about the volume of documentation that was necessary. It was agreed that levels of documentation should be kept to what is sensible whilst recognising that the Council must comply with its legal and regulatory obligations (e.g. Standing Orders, risk assessments, employment regulations, FOI and GDPR compliance). Proposed Cllr Critchley, seconded Cllr Dean and Resolved to accept the Terms of Reference of the Committee. b) A Correspondence Policy was received. Cllr Pownall joined the meeting (7.45pm).

	<p>Following discussion, Cllr Critchley agreed to add some further information to the policy in relation to direct correspondence with councillors, acknowledging receipt of general queries and timescales for any responses.</p> <p>ACTION: Cllr Critchley to make amendments and circulate revised policy via e-mail.</p> <p>Proposed Cllr Wilson, seconded Cllr Billows and Resolved to accept the Correspondence Policy subject to the revisions as discussed.</p> <p>c) Financial Regulations were received.</p> <p>Cllr Billows explained that these were very much based on the model document for Parish Councils and included new policies on data protection. Cllr Jones asked for clarification in relation to commissioning work for the Neighbourhood Plan. It was agreed that Sections 10.3 (Orders for Work, Goods and Services) and 11.1h (Contracts) of the policy would apply.</p> <p>Proposed Cllr Critchley, seconded Cllr Molyneux and Resolved to accept the Financial Regulations.</p>
<p>18/12 8</p>	<p>Update on WW1 Centenary Celebrations</p> <p>Cllr Billows requested that this item should be amended to Centenary Commemorations, rather than Celebrations.</p> <p>At the last meeting, it was agreed that Cllr Jones would apply to the CW&C Member Budgets Award Scheme for a memorial bench to be installed at the cemetery. It was suggested that an additional memorial bench could be purchased and located at The Cross. Cllr Jones had sent some information to Cllr Dedman in relation to applying for grant funding from the Heritage Lottery. However, given the limited timescales, it was felt that Council should fund this itself. Both benches would cost £1508 plus installation. ACTION: Cllr Jones to apply for funding through CW&C.</p> <p>ACTION: Cllr Moores to get wording/designs for benches from Cllr Fletcher and order benches once funding is confirmed from CW&C.</p> <p>Proposed Cllr Billows, seconded Cllr Warburton and Resolved to purchase a second memorial bench to be located at The Cross (cost around £754).</p> <p>Cllr Moores confirmed that he had purchased 30 poppies from the Royal British Legion (cost £90) along with 30 stakes (cost £45).</p> <p>ACTION: Cllr Dean to send cheque for British Legion to Fiona Crane.</p> <p>ACTION: Cllrs Moores and Dedman to display poppies around the village in Sept/Oct, prepare an associated article for Kingsley News and work with the 2 schools to display soldier's names on the poppies.</p>
<p>18/12 9</p>	<p>Report on Neighbourhood Planning</p> <p>Cllr Jones had provided a report on progress since the last meeting. She outlined that the resolution in the report for a £200 payment from the Council for survey printing was no longer applicable given that confirmation of £2,888 grant funding from Locality has now been received.</p> <p>Cllr Billows reported some feedback she had received about the online survey and logo. Cllr Critchley suggested the NP group engages with local businesses and with residents of the Weaver Vale properties on Smithy Lane as part of the consultation process.</p> <p>ACTION: Cllr Jones to forward the housing needs survey to councillors once completed.</p>
<p>18/13</p>	<p>Borough Councillor Remarks</p>

0	Nothing was reported.
18/13 1	Playing Field Report Cllr Moores outlined that some overhanging vegetation had been cut back in the car park. ACTION: Cllr Moores to request Steve Nichols to continue with this work.
18/13 2	Cemetery Report Cllr Warburton reported the following: <ul style="list-style-type: none"> • Clerk still in discussions with Scottish Power over the bill for electricity supply at the Boardroom; • Concerns remain about weeds particularly on the banks by the railings; • Not yet received any quotes for additional tarmac surfacing work; • Cllr Billows will arrange for a joiner to repair the door locks at the Boardroom; • Digital mapping training for the clerk is currently on hold. ACTION: Cllr Warburton and Cllr Billows/Cllr Moores to meet with Gary from Mid-Cheshire Grounds Maintenance in relation to the weed issue.
18/13 3	Traffic/Transport Report Cllr Dean had nothing to report. Cllr Molyneux expressed further concerns about: heavy vehicles using Hollow Lane in the early hours of the morning; and parked vehicles encroaching the pavement. Cllr Billows reported that she had taken photographic evidence of a large goods vehicle seen speeding dangerously through the village. ACTION: Cllr Dean to take some photos of vehicles parking on the pavement and liaise with PSCO about the above issues.
18/13 4	Planning Notifications The planning decisions notified by Cheshire West & Chester Council, and appended, were noted.
18/13 5	Planning Applications Resolved that the responses recommended by the Planning Group (appended), to be sent to Cheshire West & Chester Council in relation to the appended planning applications, be accepted. ACTION: Responses to be sent to CW&C by Cllr Critchley in the clerk's absence.
18/13 6	Report recommending ways of working of the Planning Group This item was resolved at the last meeting so was not discussed.
18/13 7	Finance Proposed Cllr Moores and seconded Cllr Wilson and Resolved to: accept the payments to be made as detailed on the schedule attached; cheques in settlement were signed by two authorised signatories and corresponding invoices initialled. The receipts, as detailed on the schedule attached, were noted. Resolved to: accept the Bank Reconciliation to 30 June 2018 which was signed by Cllrs Billows and Dean. <u>Financial Policy</u> Cllrs Billows and Pownall felt that the way the accounts were presented could be improved. It was proposed that a temporary working group was set up to look at the Council's financial policies and make proposals on elements such as cash flow, our asset register, budgeting for capital projects and the development of an agreed coding system for capital spend.

	<p>Proposed Cllr Pownall, seconded Cllr Molyneux and Resolved to set up a financial policy working group. ACTION: Cllrs Pownall and Dean to form working group and bring recommendations to the September meeting.</p>
18/13 8	<p>Heritage Sign Report Cllr Moores reported that the renovation work to the heritage sign was now complete and it was ready for collection. The total cost of the renovation was £500 plus delivery charge. Cllr Billows proposed and Cllr Warburton seconded and it was Resolved to: Pay for the renovation work and arrange for collection of the sign. ACTION: Cllr Moores to progress.</p>
18/13 9	<p>Clerk's Report (renumbered from 18/138 in the agenda) Due to the clerk's absence, no report on correspondence was received. Cllr Billows raised the correspondence received from Claire Spinks in relation to the Higher Heyes development. Cllr Billows proposed and Cllr Molyneux seconded and it was Resolved to: Respond to this letter summarising the history of the Council's involvement (with references to the relevant minutes) and inviting Ms Spinks to attend the Council's next meeting. It was also resolved to include the document produced by Simon Sherlock in relation to KGBAG's involvement and the KTI monies. ACTION: Cllr Billows to draft letter and circulate to councillors for approval. Cllr Billows outlined further correspondence received from an anonymous source also in relation to Higher Heyes. Whilst the Council had resolved earlier in the meeting not to reply to anonymous correspondence, it was felt that in this case we had a duty to provide a response given that correspondence had already been entered into. ACTION: It was agreed that Cllr Billows would draft a response.</p>
18/14 0	<p>August Recess Arrangements (renumbered from 18/139 in the agenda) Councillors discussed some interim arrangements both in terms of the August recess and in relation to the clerk's absence, who has a sick note until 1 August. In relation to the clerk's absence, it was agreed that Cllr Billows would reply to politely decline her kind offer of help during the next 3 weeks and wish her well for a full recovery. ACTION: Cllr Billows to contact clerk to decline her offer of help. It was agreed that Cllr Billows would circulate a note to councillors setting out the proposed temporary arrangements including the following:</p> <ul style="list-style-type: none"> • Use of a PAYG mobile phone - Tel Number 07936 799157; • A new e-mail address for queries - contact@kingsleyparishcouncil.org.uk; • Redirect parish clerk emails until she resumes work; • Cllrs Pownall and Dean to sort any financial requirements; • Cllr Warburton to take over cemetery duties; • No action on the cemetery mapping training until further notice; • Cllr Billows to contact clerk in relation to the cemetery course being held in August; • Planning group to have delegated power to consider and submit

	<p>comments on any new planning applications during the recess;</p> <ul style="list-style-type: none"> • Cllr Warburton to arrange for collection of invoices from Mid-Cheshire Grounds Maintenance. <p>ACTION: Councillors named above to carry out any actions set out and individual councillors to take responsibility for their own particular areas of work.</p>
18/14 1	<p>(renumbered from 18/140 in the agenda) The date and time of next meeting was agreed as Tuesday 18 September 2018, 7.30 pm.</p>
	<p>The meeting closed at 10.28pm.</p>

Signed:.....

Dated:.....

Appendices follow:

18/134 Planning Decisions Notified

18/135 Planning Responses Made

18/137 Receipts and Payments Schedule

18/134 Planning Decisions Notified

Date received	Reference No.	Site Address	Proposal	CWAC Decision
4 July 2018	18/00196/ FUL	Land At Hill Top Farm Hillfoot Lane Kingsley Frodsham	Erection of Grain Store/Produce Storage Building	APPROVAL

18/135 Planning Responses Made

Date for response	Reference No.	Site Address	Proposal	KPC Comments
7 May 2018	18/00909/ FUL	Kingsley Mill, Mill Lane, Kingsley Cheshire WA6 8JA	Extension of existing warehouse, demolition of existing mill and accompanying outbuildings, and erection of 5 new dwellings	Objection already submitted. Cllr Pownall to draft additional comments in light of further supplementary information and CWaC Archaeology Team's response.
4 July 2018	18/02241/ DIS	The Horseshoe Inn Hollow Lane Kingsley Frodsham Cheshire WA6 8EF	Discharge of condition 12 (delivery management plan) of planning permission 17/03217/FUL	KPC not formally consulted on this but group wish to comment that once in operation, the parking and delivery management plan should be monitored and if problems emerge liaise with the Co-Op management team.
26 July 2018	18/02365/ LBC	Castle Hill Farm Waterloo Lane, Kingsley Cheshire WA6 6TW	Amendment to listed building consent 17/00307/LBC for minor internal alterations and alteration to the head of a	No objection

			new garage opening	
18 July 2018	18/02433/ FUL	P D Hook Hatcheries Ltd Newton Hollows Road Kingsley Frodsham WA6 6HY	Conversion and alteration of existing agricultural buildings into 5 dwellings	No objection

18/137 Finance

Schedule of Receipts and Payments from 20 June to 17 July 2018

Receipts for period

Date received	Receipt from	Amount
20.06.2018	JC Clarke - Sylvia Nixon ashes internment	180.00
29.06.2018	NatWest Business Reserve Interest	1.34

Payments for period

Cheque No.	Payee	Reason for payment	Amount
D/D	BT	Office Telephone	33.49
D/D	Suez	Cemetery Bins Vat - 6.99	41.94
3041	L Jacob	Salary 1 July to 31 July	385.47
3042	HMRC	July tax and NI (employee and employer contribution)	96.40
3043	S Nichols	June - work to enhance village including cleaning signs; weed and water of planters; pruning playing field car park	70.00
3044	SLCC Cheshire	Clerk attendance on 21 August 2018 at Cemetery Legal Compliance Training	75.00
3045	Scottish Power	Outstanding Electricity Bill VAT - 29.07	610.40
3046	Royal British Legion	30 x event poppies donation	90.00
3047	D. Moores	30 x wooden stakes for poppies	45.98
3048	Mid Cheshire Grounds	For Playing Field 2 x Grass cut - 110.00 For Cemetery 2 x visit - 160.00 VAT - 54.00	324.00
3049	L Jacob	Mobile telephone charges; homeworking allowance; printer ink (VAT - 14.17)	123.70
3050	M W Slegg	Restoration of Kingsley Heritage Sign Post	500.00