

KINGSLEY PARISH COUNCIL

Minutes of a Meeting of Kingsley Parish Council held in Kingsley Community Centre on Tuesday
20 November 2018 at 7.30pm

Meeting No. 6

Commenced 7.30pm

Finished 10.05pm

Present	Cllrs J Critchley (Vice-Chair), (JC) S Billows, (SB) D Fletcher, (DF) A Dedman,(AD) G Warburton, (GW)R Wilson, (RW) D Molyneux, (D Mol)C Jones, (CJ) C Pownall,(CP) D Moores (DM)	Action Page 1
Attending	Borough Cllr R Oultram (RO), I Derbyshire(IAD) parish clerk and one member of the public	
REF.		
18/182	No apologies received. SB had resigned from the Chair of the council during the previous month so JC was chairing this evening. John Dean had also resigned as a councillor during the previous month. She asked that the parish council consider whether to elect a new Chair at the next meeting, otherwise she was quite happy to act until May 2019 and to consider whether to carry on without a replacement councillor until May 2019 or look at co-opting. In the meantime, IAD will advise Cheshire West of John Dean's resignation.	IAD
18/183	Declarations of Interests relating to any item on the agenda. Cllr Dedman declared an interest regarding the Higher Heyes development due to its close proximity to where she lives.	
18/184	Public Participation. A member of the public raised an issue with the cemetery stating that the burial regulations conflict with statutory regulations. JC advised that she is ready to set up a working group and needs to work with the new parish clerk and make sure the right processes are put in place. The member of the public asked for the offending documents to be removed and JC advised that she would make sure we follow the correct regulations. She will contact him in due course. PCSO – was not in attendance. He had however advised that there had been some trouble with children in the play area and people in vans blocking driveways. He has asked for people to be extra vigilante. DM asked what number should one ring. JC stated that at the meeting with the Police Commissioner, he had advised that if you cannot	JC Cont..

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18/185	<p>To resolve to accept the minutes of the last meeting. At this point CP asked for a point of order re item 18/177 re the Boardroom from the last minutes, as there appeared to be some discrepancy. However it was agreed that the resolution was accurate and the minutes of the 16 October 2018 be accepted as a true record of the meeting and were signed by the acting Chair. Minutes signed by Judith Critchley.</p> <p>GW asked for thanks to Cllr Jones for doing the minutes and Cllr Billows for all the work done on Parish Council issues, in the absence of a parish clerk.</p>	
18/186	<p>Updates on matters arising from the minutes of 16 October 2018.</p> <p>No updates were received.</p>	
18/187	<p>Borough Councillor Remarks – none received.</p>	
18/188	<p>Report on Parish Clerk/RFO employment. IAD was welcomed to the parish clerk by the parish council. Hazel Catt who had been temporarily employed as RFO could no longer do the role due to other employment and IAD had agreed to take on both roles.</p>	
18/189	<p><u>Report on WW1 Centenary Commemorations from AD.</u></p> <ul style="list-style-type: none"> • A summary of events that took place in the village on Sunday 11th November. • Description of a possible final piece of work to be undertaken in the form of an electronic photobook. <p>Details of the Matter</p> <ul style="list-style-type: none"> • Services at St. John’s Church and the War Memorial (wreath laid by KPC and others) • Lunch at St. John’s Primary School (Kingsley WI and church groups) • Kingsley Young Singers and Kingsley Players Youth Theatre performances in the Community Centre • 	Cont..

	<p style="text-align: right;">Page 3</p> <ul style="list-style-type: none"> • Cont... • Evening singalong in the Red Bull led by the Kingsley Players • Exhibitions <ul style="list-style-type: none"> ○ The Community Centre (12pm-4pm) – memorabilia donated by residents; items from the Imperial War Museum; images and information regarding the village – soldiers and the community; art installation of poppies produced by members of the village (now displayed in St. John’s church), and a display from Scouts / Brownies. ○ Poppies in the village (Cemetery gates, The Brow, lamp posts, pebbles placed around the village – to be removed by first weekend of December) <p>The services, lunch, performances, exhibition and singalong were very well attended. Many residents said how much they valued the opportunity to collectively commemorate the centenary through the events organised by the residents group. The weeks and months leading up to Remembrance Sunday also had community value because of the various projects that many residents were involved in.</p> <p>The total cost to the Parish Council from the day is £11.67 – printing and writing paper.</p> <p>Funds raised for the Royal British Legion and Help for Heroes - £271.86</p> <p>Final meeting of centenary residents group on Sunday 9th December, Red Bull, 7pm.</p> <ul style="list-style-type: none"> ○ Thank you to those involved ○ Where to house/donate the poppy art installation ○ Possibility of producing an electronic photobook that different village groups can purchase if they wish. Permission will need to be gained from various individuals and organisations <p>3. What will it cost?</p> <ul style="list-style-type: none"> ○ Photobook – hardcover (20 pages) £ 20 <p>4. Recommended resolution n/a</p> <p>End of Report.</p> <p>AD advised that poppies will be removed from around the village in the first week of December. She also asked if the Parish Council would like to purchase a photobook, envisaged cost £20/35 to archive the event. Cont...</p>	
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<p>Cont....</p>	<p>Proposed A Dedman Seconded D Fletcher To purchase the book. RW asked for the PC to thank all who had been involved in the organising. D Mol asked about the memorial benches. DM advised that the order had been placed and estimated date of delivery was 1st weekend in December. One is being sited in the cemetery and the other one by the Cross. The existing wooden one will potentially be sited outside the boardroom. JC has suggested to AD to wait until the benches are in place before completing the photobook. SB asked if the poppies on the cemetery gates could be left a little longer. Letter to be drafted to various groups in the village thanking them and also a notice to be put in the Kingsley Village News.</p>	<p>Page 4</p> <p>IAD</p>
<p>18/190</p>	<p>Playing Field Report DF advised there were no problems to report at present. The annual inspection had been done by Wicksteed and the report was awaited. There had been a fire in one of the litter bins although the bin had not been damaged.</p>	
<p>18/191</p>	<p>Cemetery Report GW wanted to query the grass cut which Mid Cheshire Grounds stated had been done on the 4/10/18. Agreed to ask them for a full statement of the work they have done in the cemetery and then raise this issue with them. IAD advised they had already been paid for this cut so if this is in error, the Parish Council would be looking at having this amount deducted from the next payment. The field adjacent to the cemetery is a mess but original owner has moved. GW to forward an address to the clerk for her to write re tidying up this area. Enquiry had been made to add a name to the War Memorial. (Sgt Oultram) JC asked if we wanted to look at getting it listed but after discussion this was declined as it would mean any future maintenance would be costly. There did not seem to be any real benefit to the village in getting it listed, other than it being protected but as it is in the cemetery this should be enough protection. Resolution agreed to add the name. Proposed – G Warburton Seconded – D Fletcher.</p>	<p>IAD</p> <p>GW/IAD</p> <p>Cont..</p>

Cont...	<p>IAD to check records as the war memorial was refurbished 4 years ago and that company may be able to add the name.</p> <p>GW also stated there were 2 war graves in the cemetery and this should show on the digital mapping when it is produced. D Mol suggested contacting the Commonwealth War Graves for any connections to Kingsley. GW will find out the 2 names on the war graves. SB advised that there were children also buried there who had come from the Childrens' Home.</p>	<p>Page 5</p> <p>GW</p>
18/192	<p>Tender Documents.</p> <p>Tender documents had been produced for work in the cemetery/playing fields/around the village/PROW. IAD had also been sent some names and addresses from other councillors, to whom the tenders are to go out to. Tenders now to be sent with a covering letter. Also to be posted on the village website and noticeboard and a short article inserted in the Kingsley News. Quality and value for money needs to be considered when the tenders are received. Happy to accept tenders for all the areas in question or tenders just for 1/2/3/4 areas. Companies need to quote separately for each element. Tenders need to be sent out by 26 November for return no later than 10 December 2018.</p> <p>Proposed D Moores Seconded C Jones.</p>	IAD
18/193	<p>Planning Notifications – The planning decisions notified by Cheshire West & Chester Council and appended, were noted.</p>	
18/194	<p>Planning Applications:</p> <p>Resolved that the responses recommended by the planning group be accepted and sent to Cheshire West. Cllr Critchley will send responses to CW&C. See report.</p>	
18/195	<p>The Boardroom</p> <p>DM advised that he was in the process of obtaining quotes for electrical work in the boardroom. Frodsham Electrical Services quote is expected by Friday and he is meeting with Woodhouse on 21/11/18. Needed – extra sockets, outside socket on the wall where the tap is, external light & electrical check to obtain the certificate. Due to new regulations, a surge protector might be needed. SB advised that Ches West had not received payment of £142 for the streetname for the Boardroom. IAD was authorised to issue another cheque, however Ches West now stated that the amount was £106. Cheque was signed at the meeting and IAD advised to write a letter to CWAC</p>	Cont...

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	<p>recorded delivery. Proposed: D Mol Seconded: S Billows</p> <p>It was also suggested that until the boardroom has its own address, to ask John Dean if he would be happy to accept all correspondence for now and give to the parish clerk rather than changing addresses on all correspondence twice. Once an address has been established, a sign for Kingsley Parish Council and a letterbox is to be purchased. A telephone line and broadband would then be installed.</p> <p>SB also advised of prices for screeding/damp-proofing and industrial flooring. Non-slip for health & safety reasons. Screeding £195 plus VAT and flooring £445 plus VAT. A quote for blinds had been obtained £195 plus VAT. Agreed to purchase blinds.</p> <p>Proposed: S Billows Seconded: J Critchley Abstained: D Moores</p> <p>Agreed on the flooring quote from Kingsley Carpets. Proposed: S Billows Seconded: Chris Pownall Against: C Jones Abstained: D Moores</p> <p>Eventually exit signs, fire signs and a fire extinguisher will need to be purchased but these are items for future discussions.</p> <p>SB will make a list for the next meeting.</p> <p>In the meantime, the clerk is to use a pay as you go phone which belongs to SB and when the sim card needs topping up this will be paid for by the Parish Council. JC to pass over this phone to IAD.</p> <p>IAD also asked about a printer/scanner and it was agreed that for the time being she would use her home printer and claim for ink cartridges and paper.</p>	<p>IAD</p> <p>SB</p>
18/196	<p>To agree payments on the attached schedule: Cheques already issued:</p> <p>£142 Streetnaming CWAC/Wicksteed Playground inspection £90/Scottish Power Electricity bill £39.27/MidCheshire Grounds Playing Field cuts Sept 2017 £144/MidCheshire Grounds Playing field and cemetery cuts October 2018 £423/Sue Billows Poppy appeal 17/John Dean £381.05 Laptop/K Duncalf £50 Brackets/</p>	Cont...

Cont...	<p>John Dean £381.05 Laptop/K Duncalf £50 Brackets/DD to Suez for cemetery bins £46.81</p> <p>Cheques to be issued: Cheshire Handyman cleaning and sanding benches £525 and Information Commissioner £50 renewal of annual registration.</p> <p>Receipts: £5.70 interest on Nat West savings account. Cheques in settlement were signed by 2 authorised signatories and corresponding invoices initialled. Cllrs Fletcher and Moores. Bank Reconciliation agreed to 31 October 2018</p>	Page 7
18/197	<p>To note items deferred to December meeting.</p> <p><u>Conservation Areas / TPO's / Listed Buildings</u>: Councillor Pownall <u>Middle Lane Playing Field</u>: Councillor Critchley <u>Kingsley Cemetery Policy and Management</u>: Councillor Critchley Community Fund 2019: Councillor Moores <u>Neighbourhood Planning</u> delegated authority to manage budget / spend Councillor Jones</p> <p>CJ asked also for the defibrillator to be added to next month's agenda.</p>	
18/198	<p>Correspondence Received.</p> <p>Cllr Billows had advised the Parish Council, by email, that her increasing deafness was making it impossible for her to Chair the meetings, and therefore she had decided to resign as Chair but would continue her role as Councillor. IAD stated that the PC had received a Freedom of Information enquiry regarding the Community Grant Scheme. Details required on who benefitted from grants, amounts, source of funding and methodology used, for financial years 2016/7, 2017/8. IAD is in the process of gathering the information for a response.</p> <p>The Parish Council had received another email from a concerned resident and SB was concerned that they had stated they had not received a response when there were clear email headers that verified the dates the PC had responded. It was agreed by the Parish Council that the parish clerk should forward those emails.</p> <p>CP had been contacted by a parishioner regarding access to the new Co-op for the disabled. CWAC & the Co-op had been consulted previously about a ramp here but after consultation it was not feasible and there is access at the rear which is the same as before and therefore the situation is no worse.</p>	<p>IAD</p> <p>IAD</p>
18/199	Higher Heyes – Chris Pownall	Cont..

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Schedule of Receipts and Payments from 16 October to 20 November 2018

Payments					
Cheque Nos	Date	Payee	Amount	Details	
3066	16/10/18	Cheshire West	£142.00	Street No system for boardroom	Cheque Issued
3067	1/11/2018	Wicksteed Inspection	£ 90.00	Inspection of Playground	Cheque Issued
3068	1/11/2018	Scottish Power	£39.27	Electricity Bill	Cheque Issued
3069	1/11/2018	Mid Cheshire Grounds	£144.00	Playing Field Cut – September 2017	Cheque Issued
3070	1/11/2018	Mid Cheshire Grounds	£423.00	Playing Field and Cemetery cuts – Oct 18	Cheque Issued
3071	1/11/2018	Sue Billows	£17.00	RBL Poppy Appeal	Cheque Issued
3072	1/11/2018	John Dean	£381.05	Laptop	Cheque Issued
3073	1/11/2018	K Duncalf	£50.00	Brackets	Cheque Issued
DD		Suez	£46.81	Cemetery Bins	
Receipts			£5.70	Bank Reserve Interest	
3074	20/11/2018	Cheshire Handyman	£525.00	Cleaning & Sanding Benches	To be issued
3075	20/11/2018	Information Commissioner	£40	Renewal of Registration	To be issued

MINUTES SUBJECT TO APPROVAL AT THE NEXT COUNCIL MEETING

18/193 Planning Notifications

To note the following planning decisions notified by the Cheshire West & Chester Council:

Reference No.	Site Address	Proposal	CWAC Decision
18//01853/FUL	Rear of The Firs, Newton Hollows Road, Kingsley	The redevelopment of vacant industrial land and premises to provide two dwellings	Refused
18/03520/DIS	Blackberry Cottage Hollow Lane Kingsley	Discharge of conditions 3 (materials), 4 (landscaping), 5 (landscaping), 8 (gravel and loose material) and 10 (finished floor levels) of planning permission 17/04120/FUL.	Approved

18/194 Planning Applications**Planning Responses Made**

Reference No.	Site Address	Proposal	KPC Comments
18/03808/FUL	The Oak, Belleaire Farm, Kingsley Road, Kingsley	Removal of French Doors and 1 window and replacement with bi-fold doors, roof mounted chimney and replacement and extension of existing decking area with hard paving	No objection
18/03888/FUL	Wood Lane Cottage Pike Lane Kingsley	Two storey side extension and replacement outbuilding	No objection