KINGSMEAD
PARISH COUNCIL

Clerk: Benn Minshall
Telephone: 01606 533858
clerk@kingsmeadpc.org.uk

Councillors are summoned to attend the meeting of Kingsmead Parish Council to be held at 7:30pm on Monday 20th September 2021, Kingsmead Primary School, Dukes Way, Kingsmead CW9 8WA

Benn Minshall, Clerk to the Council **Date: 13th September 2021**

A G E N D A

1. To receive and consider apologies for absence

2. To note declarations of Members' interests

3. To confirm and sign the minutes of the Parish Council meetings held on Monday 19th July 2021

4. Public Participation
   Members of the public are invited to ask questions and submit comments

5. To receive a report from the PCSO

6. To consider matters relating to finance and administration
   a. To note the year-to-date financial position for the Parish Council
   b. To receive, consider and approve the payments list (20/07/2021 to 20/09/2021) to the value of £XXXX as shown in the report **(attached)**
   c. To consider the following governance documentation: -
      i. Amendment to the Financial Regulations as recommended by the Finance Committee **(attached)**
      ii. Volunteer Policy
      iii. Volunteer Strategy
   d. To consider a report in relation to establishing the following community-led initiatives **(attached)**: -
      i. Friends of Parks Group
      ii. Clean Team
      iii. Community Speedwatch Group

7. To consider matters relating to Parks and Play Areas

a. To receive an update in relation to the quarterly Play Equipment Inspection Reports
b. To receive an update in relation to Burwardsley Way Play Area
c. To receive an update in relation to Kensington Way Park
    i. To consider the removal of the shrub bed
d. To consider repairs to following for the following parks and play areas: -
    i. Kensington Way Park
    ii. Dukes Way #2 Park
e. To consider a date for a cleanup of parks and play areas

8. To consider matters relating to the environment
    a. To consider two quotes for tree works from Caddis Ltd
    b. To consider an amendment to the Grounds Maintenance Contract
    c. To consider a tender process relating to a Ponds Maintenance Contract
    d. To consider a tender process relating to a Tree Management Contract

9. To consider matters related to structures and maintenance: -
    a. Clock Tower
    b. Fencing opposite the Clock Tower

10. To receive and consider the following planning application(s):
    Application No: **NONE**
    Proposal:
    Location:

11. **It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Items 12 and 13 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.**

12. To receive an update in relation to Leftwich Farm

13. To consider the draft budget proposal for the financial year 2022 – 2023 **(circulated)**

14. To note the date of the next **Kingsmead Parish Council** meetings as **Monday 18th October 2021** at 7:30pm, Kingsmead Primary School

    Close of meeting at

Clerk: Benn Minshall
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Minutes of the Kingsmead Parish Council meeting held on Monday 19th July 2021 at 7.30pm at Kingsmead Primary School

Present: Cllrs Bannister, Chappell, Hoey, Jewitt, Martin, Reed, Weltman, Williams

In attendance: Benn Minshall (Clerk); Lara Jacob (Locum)

1. To receive and consider apologies for absence

   Apologies were received from Cllr Logan (holiday); Boylan (work commitments)

2. To note declarations of Members' interests

   There were no declarations of Members' interests

3. To confirm and sign the Minutes of the Parish Council meeting held on Monday 21st June 2021 and Friday 2nd July 2021

   The minutes of the meeting held on Monday 21st June 2021 were confirmed and signed as a true and accurate record

   The minutes of the meeting held on Friday 2nd July 2021 were confirmed and signed as a true and accurate record

4. Public Participation

   A resident highlighted two dead trees on the between Dobells Road and the St. George's footpath; and stated support for decreasing the speed limit along the Kingsmead Spine Road (item 8f)

   A resident addressed the meeting regarding a planning application (item 9) whereby the concern is that the proposal represents an overdevelopment which is relative to the plot size. Advice has previously been sought and provided by Borough Councillor, and now

Commented [C1]: David is also in the Present List

Commented [C2]: Make sure that the minutes that you have asked the chair to sign have consecutive page numbers at the bottom of them. You need to run them as page 1 and increment for each page, don't start numbering them from 1 again for each set – see the ones that were in the internal auditor bundle that I gave you.

wished to outline those same concerns to the Parish Council.[1]

5. To receive a report from the PCSO

The PCSO was not in attendance, and any report will be circulated once received.

6. To consider matters relating to finance and administration

a. To receive, note and consider the Committee Membership List

Members **noted** the Committee Membership List for 2021/22 as previously approved in May

Commented [C3]: Did they also accept them?

b. To note the draft minutes of the Finance Committee meeting held on 5th July 2021

Members **noted** the draft minutes of the Finance Committee meeting

c. To note the year-to-date financial position

Members **noted** the year-to-date financial position

d. To receive and consider payments (01/06/2021 – 30/06/2021) to the value of ££10,989.35 as shown in the report

Commented [C4]: Probably want to put the original figure that went out on the agenda back in.

Members **resolved** the updated payment schedule (01/07/2021 – 30/07/2021) to the value of £14,524.84.

e. To approve the Terms of Reference as recommended by the Finance Committee

Members **resolved** to approve the Terms of Reference for the Finance Committee

f. To approve the Risk Register as recommended by the Finance Committee

Members **resolved** to approve the Risk Register for 2021/22

Commented [C5]: Put a note somewhere to remind you of this date and this minute for the auditor checklist.

7. To consider matters related to Parks and Play Areas

a. To note the draft minutes of the Parks Committee meeting held on 14th June 2021

Members **noted** the draft minutes for the Parks Committee Meeting

b. To consider the results of the online survey relating to Burwardsley Way Park

[1] The Member of the Public left the meeting at 19:48

Members considered the results of the online and **resolved** to select Option 3 as it received the majority of public votes.

c. To receive an update in relation to Campbell Close Park

The Chair of the Parks Committee provided members with a verbal update in relation to Campbell Close Park.

The Clerk informed members that a grant of £5,104.00 had been received from Veolia on 30th June 2021.

The expected delivery date for the rubber chippings is six weeks. Countrywide Grounds Maintenance will be notified of the expected delivery date so that preliminary groundwork can be carried out.

d. To consider matters in relation to Kensington Way Park

The Chair provided Members with a verbal update on Kensington Park. Some possible development ideas range from a full basketball court, picnic area and running track. It was agreed that the drainage issues were the priority and that further quotations would be sought.

e. To note the quarterly Play Equipment Inspection Reports

Members **noted** the quarterly Play Equipment Inspection Reports. It was agree that quotations for the most urgent repairs would be brought to the September meeting.

8. To consider matters related to the environment

a. To receive and consider a presentation from Transition Northwich

Members **resolved** to defer the item to a future meeting as the representative of the group was not present.

b. To note the cutting of hedges at both Buckingham Drive and Monarch Drive Park

Members **noted** and approved the cost of the cutting of hedges at both Buckingham Drive and Monarch Drive.

c. To approve the quote for cutting of overhanging lime trees on Regency Way

The Clerk provided Members with a verbal update relating to the cutting of overhanging

Commented [C6]: Maybe say the Members considered the results of the public consultation survey and Resolved to select Option 3 as it received the majority of the public vote.

Commented [C7]: The second payment of £5,104 (or whatever it was) had been received on the successful completion of the project.

After the bit about the rubber chippings perhaps just note that Countrywide will be informed of the expected delivery date so that they can do the preliminary groundwork.

Commented [C8]: Before they talked about Kensington Park, there was an agenda item on St George's Field and Capesthorne.

My note say – the two gates installed at Capesthorne were found after installation to have defects with the springer closure mechanisms. The contractor will be asked to investigate and provide a solution.
St. George's field – some potential solutions to the closure mechanism on the "kissing gate" were discussed and it was agreed that, as the gate Was not a entrance/exit to a play area there was no urgency to supply a solution from a health and safety point of view. However some different ideas and costings would be sought.

Commented [C9]: We go from repairs to idea here.

You could say repairs and development ideas for Kensington park. It was agreed that the drainage issues were the priority and that further quotations would be sought.

Commented [C10]: It was agreed that quotations for the most urgent matters (didn't quite get what they were – fencing, rope, cradle swings) would be brought to the September meeting

Commented [C11]: As the representative from the group was not present.

Commented [C12]: Noted and approved the cost of...

trees. Members **noted** that a quote had been received for £624 + VAT, but **resolved** to spend up to £300 without the decision being brought back to Full Council.

The Clerk also brought to the attention of Members potential tree works in the London Road area, where trees were reaching over the Parish Boundary and encroaching on a greenhouse, for which a quote of £522 + VAT had been received. Members **resolved** to accept the quote on the basis that those residents who are affected would be unlikely to rectify this themselves.

d. To note the cutting of hedges outside the Kingfisher

Members **noted** the cutting of hedges outside the Kingfisher Pub which were causing an obstruction to both the pavement and cycle path. The work has now been completed and has received compliments from residents.

e. To consider a replacement Dog Waste Bin on Buckingham Drive

The Clerk informed Members that a quote had not yet been received. It was **resolved** to defer this to next Parish Council meeting

f. To consider a request for support to reduce the speed limit along the Kingsmead Spine Road

Councillor Reed provided Members with a verbal update relating to correspondence received from a resident seeking support for a reduction in the speed limit along the Kingsmead Spine Road (A533) – particularly in relation to air quality – and instances of dangerous driving late at night.

The Clerk will contact the PCSO concerning dangerous driving, as well as Cheshire West and Chester Council concerning air quality management and climate change.[2]

The Parish Council's Environment Working Group will carry out a survey of residents and explore the possibility of speed monitoring activities.

g. To consider a tendering process in relation to tree management

Members discussed the outline of work contained in the Tree management Plan and agreed that, with the costings removed, the document would form the basis of a tender document.

Members **resolved** that the document would be updated to reflect works already completed, that replanting might be considered as being separate from the contract and that the process

Commented [C13]: I had a bit of detail here about there being two quotes, of which one related to the Lime trees at £600 odd. If that quote wasn't accepted then maybe minute that and say that further quotes were to be sought with an approval for a spend of up to £300 without referring the decision back to full council.

Commented [C14]: Missing the word received I think!

Commented [C15]: Maybe put in where the reduction is being requested.

Commented [C16]: Asking CWAC if air quality could be monitored.
There was also talk about the Environment Group commissioning a survey of residents and doing some speed monitoring.
A member of the public left the meeting (I didn't write down the time though!!)

[2] A Member of the Public left the meeting

for running the tender would be discussed at the September meeting.

9. To consider matters relating to events

a. To consider membership of the Events Working Group

Members **resolved** to establish an Events Working Group consisting of Councillors Jewitt, Hoey, Williams, Chappell and Weltman.

Commented [C17]: I have noted that Helen was to be part of the group – but she did have her back to me so perhaps I didn't hear her correctly.

b. To consider matters relating to the Christmas program for 2021

Members considered the Christmas program for 2021 and would approach The Kingfisher Pub regarding the possibility of a joint event, provided that financial contributions can be agreed.

Commented [C18]: Take out "like to"
They also agreed that the Working Group will bring ideas forward to the September meeting.

It was also agreed that the Events Working Group will bring ideas to Full Council in the September meeting.

10. To receive and consider the following planning applications: -

Application No: 21/02214/FUL
Proposal: Erection of two-story rear extension with associated internal alterations
Location: 28 Waystead Close Northwich Cheshire CW9 8NN

Members **resolved** to make a representation to Cheshire West and Chester Council.

Commented [C19]: When you have Helen's input I would put into the minutes what the representation is so that members of the public are clear on what the parish council's stance was

Insert notes from Cllr Weltman

Application No: 21/02422/FUL
Proposal: Alterations to side windows and door, erection of rear single storey extension
Location: 4 Registry Close Northwich Cheshire CW9 8UZ

Members **resolved** not to submit any comments in relation to the above application

11. **It is recommended that Council considers a resolution under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and representatives of the press from the meeting during the consideration of Items 12, 13 and 14 on the grounds that matters contain sensitive information and by reason of the confidential nature of the business being transacted.**

Members **resolved** to enter a closed session

12. To consider matters relating to the Grounds Maintenance Contract

Members discussed more frequent bin collections and asked for clarification in relation to the costings provided.

Members agreed that blade trimming of hedges was permitted within the terms of the contract but flailing was not, and requested that the hedges surrounding the parks be trimmed first when the cutting season commenced.

13. To consider matters relating to the Pond Maintenance Contract

The Clerk provided Members with a verbal update in relation to the current Ponds Maintenance Contract. The current contract will expire in March 2022, and therefore the tender process will be discussed at the September meeting.

Commented [C20]: The current contract will expire in March 2022 and therefore the tender process will be discussed at the September meeting.

Members **resolved** to carry out a tender process for the renewal of the contract.

14. To consider matters relating to land transfers

The Clerk provided Members with a verbal update relating to land transfers. The less complex transfers were identified as the priority, and the Clerk will liaise with the appointed solicitors.

Commented [C21]: Less complex transfers were identified as the priority and the clerk will liaise with the appointed solicitors.

15. To receive an update in relation to Leftwich Farm

The Clerk provided members with a verbal update concerning matters relating to Leftwich Farm. A draft Deed had been received which will be circulated to Members with comments being received by Friday 23rd July 2021.

Commented [C22]: A draft deed had been received which will be circulated to Members with comments to be received by 3 August 2021.

16. To note the date of the next **Kingsmead Parish Council** meeting as **Monday 20th September 2021** at 7:30pm, Kingsmead Primary School

Close of meeting at 21:10

Kingsmead Parish Council Current Year

Detailed Receipts & Payments by Budget Heading 13/09/2021

Council Detail Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
100	Income							
1076	Precept	0	198,482	198,482			0.0%	
1090	Interest Received	0	50	50			0.0%	
1095	Income -Gas Governer Lease	0	100	100			0.0%	
1100	Grants & Donation Received	0	15,000	15,000			0.0%	
110	Staff Costs							
4000	Staff Salary	(7,486)	(18,200)	10,714		10,714	41.1%	
4010	PAYE & NI	(1,173)	(5,300)	4,127		4,127	22.1%	
4030	Pension	(1,702)	(6,400)	4,698		4,698	26.6%	
4050	Staff Mileage & Benefits	(347)	(200)	(147)		(147)	173.3%	
4060	Staff other Expenses	(1,223)	(312)	(911)		(911)	391.9%	
120	Admin Costs							
1076	Precept	198,482	0	(198,482)			0.0%	
1090	Interest Received	14	0	(14)			0.0%	
4200	Training - Members and Clerk	(30)	(1,500)	1,470		1,470	2.0%	
4205	Bank Charges	(75)	(150)	75		75	49.8%	
4210	Audit Fees	(332)	(1,000)	668		668	33.2%	
4215	Professional Fees	(660)	(7,500)	6,840		6,840	8.8%	
4216	Legal Fees - Estate Rentcharge	0	0	0	(1,200)	(1,200)	0.0%	
4220	Subscriptions & Memberships	(1,319)	(1,600)	281		281	82.5%	
4225	Insurance	(1,808)	(1,600)	(208)		(208)	113.0%	
4230	Stationery & Postage	0	(500)	500		500	0.0%	
4234	Software fees	(111)	(675)	564		564	16.4%	
4235	Telephone & Broadband	(118)	(250)	132		132	47.2%	
4236	PC Office Costs	(92)	(500)	409		409	18.3%	
4237	Storage Unit Hire	(520)	(1,100)	580		580	47.3%	
4238	Video Conferencing	(48)	(150)	102		102	32.0%	
4240	Website	0	(600)	600		600	0.0%	
4245	Newsletter Printing	0	(200)	200		200	0.0%	
4250	Grants Paid	(325)	0	(325)		(325)	0.0%	
4990	Sundries	(134)	0	(134)		(134)	0.0%	
130	Maintenance							
4300	Grounds Maintenance Contract	(28,582)	(60,000)	31,418		31,418	47.6%	
4305	Additional Grounds Maintenance	(4,647)	(6,000)	1,353	(976)	377	93.7%	
4320	Clocktower service	0	(130)	130		130	0.0%	
4340	Ponds & Culvert	(7,290)	(23,124)	15,834		15,834	31.5%	
4345	Kingsmead Anniversary	0	(1,000)	1,000		1,000	0.0%	
4360	Tree Works	(4,323)	(10,000)	5,677	(2,950)	2,727	72.7%	
4365	Woodland tree work	0	(6,000)	6,000		6,000	0.0%	
4370	Tree Surveys	0	(1,500)	1,500		1,500	0.0%	

Continued over page

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4380	Woodland Management Plan	0	(1,800)	1,800		1,800	0.0%	
140	Play Areas							
1100	Grants & Donation Received	5,140	0	(5,140)			0.0%	
4400	Play Equipment Maintenance	(6,165)	(10,000)	3,835		3,835	61.6%	
4410	Play Equipment Inspections	(420)	(1,700)	1,281		1,281	24.7%	
4420	Play Equipment Purchases	(12,095)	(25,000)	12,905		12,905	48.4%	
4430	New Play Area Surfacing	(2,607)	(6,000)	3,393		3,393	43.5%	
4435	New Play Area Benches	0	(2,000)	2,000		2,000	0.0%	
150	Events/S137 Expenditure							
4255	Section 137 Expenditure	0	(1,000)	1,000		1,000	0.0%	
4500	Open Day	0	(1,000)	1,000		1,000	0.0%	
4505	Best Kept Garden	0	(350)	350		350	0.0%	
4510	Xmas Lighting and Event	0	(6,000)	6,000		6,000	0.0%	
999	VAT Data							
115	VAT on Receipts	0	24,000	24,000			0.0%	
515	VAT on Payments	(9,935)	(24,000)	14,065		14,065	41.4%	
	Grand Totals:- Receipts	**203,636**	**237,632**	**33,996**			**85.7%**	
	Payments	**93,565**	**234,341**	**140,776**	**5,126**	**135,650**	**42.1%**	
	Net Receipts over Payments	**110,071**	**3,291**	**(106,780)**				
	Movement to/(from) Gen Reserve	**110,071**						

Current Bank A/c

List of Payments made between 02/08/2021 and 30/09/2021

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
20/08/2021	Lloyds Bank Charge Card	20/08/2021	49.17		Virement
20/08/2021	Lloyds Bank Charge Card	20/08/2021	3.00		Bank Charges
23/08/2021	Caddis Ltd	BACS	696.00	SI-39972	Annual Summer Management
23/08/2021	Caddis Ltd	BACS	696.00	SI-39971	Tree Works #1
23/08/2021	Caddis Ltd	BACS	2,880.00	SI-39973	Tree Works #2
23/08/2021	Countrywide Grounds Maintenanc	BACS	5,693.22	INV00000000189	Grounds Maintenance - August
23/08/2021	Countrywide Grounds Maintenanc	BACS	234.00	INV00000000190	Hedge Topping, Blandford Drive
23/08/2021	Countrywide Grounds Maintenanc	BACS	81.00	INV00000000189	New Lock, St. George's Field
23/08/2021	Countrywide Grounds Maintenanc	BACS	343.20	INV00000000186	Rubber Matting, Kensington Way
23/08/2021	Countrywide Grounds Maintenanc	BACS	165.60	INV00000000189	Topsoil and Seed, Kensington
23/08/2021	Countrywide Grounds Maintenanc	BACS	60.00	INV00000000185	Tree Cutting, Regency Way
23/08/2021	Countrywide Grounds Maintenanc	BACS	558.00	INV00000000185	Hedge Cutting, The Kinfisher
23/08/2021	Countrywide Grounds Maintenanc	BACS	591.60	INV00000000185	Kingsmead Lettering
23/08/2021	New Cheshire Business Park Ltd	BACS	104.00	204083	Storage Locker
23/08/2021	Suddenstrike	BACS	2,418.00	INV-4470	Gates - March
23/08/2021	Telecoms World Plc	DD	20.40	1706497	VOIP Phone
23/08/2021	Benn Minshall	BACS	1,406.93		August Salary
23/08/2021	Cheshire Pension Fund	BACS	441.25		Pension Contribution
23/08/2021	HMRC	BACS	212.28		Tax and National Insurance
21/09/2021	Caddis Ltd	BACS	480.00	SI-40021	Clearing of Screens in Culvert
21/09/2021	Laura Hoey	BACS	971.51		Papa Host Services
21/09/2021	Benn Minshall	BACS	172.64		Expenses June - September
21/09/2021	Countrywide Grounds Maintenanc	BACS	566.40	INV00000000190	Campbell Close - Surfacing
21/09/2021	Countrywide Grounds Maintenanc	BACS	5,693.22	INV00000000193	Monthly Grounds Maintenance
21/09/2021	New Cheshire Business Park Ltd	BACS	104.00	104186	Storage Locker
21/09/2021	Play and Leisure Ltd	BACS	20.70	PL8428/10631/1/	Dukes Way #1 - Plastic Caps
21/09/2021	SLCC	BACS	30.00	SLCC/21/ 27	SLCC Cheshire Conference
21/09/2021	Benn Minshall	BACS	1,330.93		September Salary
21/09/2021	HMRC	BACS	433.44		Tax & NI
21/09/2021	Cheshire Pension Fund	BACS	441.25		Pension Contribution
21/09/2021	Lara Jacob	BACS	251.26		Salary

Total Payments 27,149.00

Kingsmead PC: Claim Form for Authorised out-of-pocket Expenses

Name:	
Date:	**27/08/2021**
Capacity	**Vice Chair**

Date	Amount Paid	Description of expense incurred	Miles	Reclaimable VAT	Net	Receipt Reference
27.08.2021	£971.51	Papa host services	0		£971.51	Invoice3588094
	£971.51	**TOTALS**		**£0.00**	**£971.51**	

I claim this reimbursement of authorised expenses incurred

Laura Hoey

Claimant Signature

Authoriser Signature

Kingsmead PC: Claim Form for Authorised out-of-pocket Expenses

Name:	**Benn Minshall**
Date:	**13 / 09 / 2021**
Capacity	**Clerk & RFO**

Date	Amount Paid	Description of expense incurred	Miles	Reclaimable VAT	Net	Receipt Reference
22/06/2021	£2.69	Proof of postage on a Deed of Variation	0	£0.00		
19/07/2021	£10.35	Meetings with 2 electrical contractors at the Clock Tower	23	£0.00		
26/07/2021	£16.97	Meeting with Sutcliffe Play at Burwardsley Way / Site Inspection at St. George's Field	25.3	£0.00		
04/08/2021	£20.55	Proof of postage on three letters	0	£0.00		
	£26.34	Printer Cartridge and Mileage	5.2	£0.00		
10/08/2021	£11.61	Met with Cllrs Jewitt and Hoey to sign Deed of Variation Form	25.8	£0.00		
17/08/2021	14.54	Storage Locker	32.3	£0.00		
26/08/2021	£12.38	Met with Cllrs Jewitt and Hoey to sign Deed of Variation Form; Delivered to solicitors	27.5	£0.00		
27/08/2021	£23.13	Friends of Countess of Chester Country Park	51.4	£0.00		
	£12.38	Met with Cllrs Jewitt and Hoey to sign Deed of Variation Form; Delivered to solicitors	27.5	£0.00		
07/09/2021	£10.76	Site Visit to Kensington Way Park	23.9	£0.00		
09/09/2021	£10.94	Meeting with Youth Fed, Kingfisher Pub	24.3	£0.00		
	£172.64	**TOTALS**		**£0.00**	**£0.00**	

I claim this reimbursement of authorised expenses incurred

_____ **Claimant Signature**

_____ **Authoriser Signature**

Report Statement

Report Purpose: To consider an amendment to the Financial Regulations as recommended in the Internal Audit Report 2020/21

Version Control: v1

Author: Benn Minshall, Clerk

1. Report Summary

The report is seeking an amendment to the Financial Regulations.

2. Background

The Internal Audit Report for 2020/21 recommends an action under item 2 which requires an amendment to the Financial Regulations.

The current Financial Regulations state that the budget setting process is conducted by having established a three-year rolling financial plan for revenue and capital.

The recommendation contained in the Internal Audit Report is to amend the Financial Regulations to state that the budget setting process is conducted on a one-year rolling financial plan for revenue and capital.

3. Position

Current Position	Amended Position
3.1. Each committee (if any) may review its **three-year** forecast of revenue and capital receipts and payments. Having regard to the forecast, it may thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.	3.1. Each committee (if any) may review its **one-year** forecast of revenue and capital receipts and payments. Having regard to the forecast, it may thereafter formulate and submit proposals for the following financial year to the council not later than the end of November each year including any proposals for revising the forecast.
3.3. The council shall consider annual budget proposals in relation to the council's **three year** forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.	3.3. The council shall consider annual budget proposals in relation to the council's **one year** forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

4. Conclusions

It is concluded that, in the absence of a three-year rolling plan for revenue and capital, the Financial Regulations require an amendment to state that the budget setting

process is conducted by having established a one-year rolling financial plan for revenue and capital.

5. Considerations Sought

i. To consider an amendment to the Financial Regulations that where it states the words **'three-year'**, that this be replaced with the words **'one year'**.

KINGSMEAD

PARISH COUNCIL

Volunteer Policy

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1. Document details

Release date:	20 / 09 / 2021
Version:	1
Author(s):	Benn Minshall
Owner:	Kingsmead Parish Council
Document name:	Volunteer Policy

1.1. Revision history

Date of next revision: 09 / 2023

Revision date	By	Summary of changes	Version

1.2. Approvals

This document requires the following approvals:

Date of Full Council Meeting	Minute Reference	Date of issue	Version
20 / 09 / 2021		21 / 09 / 2021	1

1.3. Distribution

This document has been distributed to:

Name	Date of issue	Version

2. Introduction

Kingsmead Parish Council recognise that there can be situations in which volunteers can help can make an appropriate and significant contribution our work. Volunteers will not be used to replace paid staff.

3. Definition

Volunteers may be described as individuals who put their experience, knowledge or skills at the disposal of an organisation, free of charge, with the primary aim of helping the organisation achieve its service objectives and/or with the primary aim of bringing benefit to the local community. In this sense, volunteers are to be distinguished from students and other work placements, where the primary aim is for the student to obtain certain work experience or to carry out work or research in certain areas.

4. Recruitment of Volunteers

In order to ensure a diversity of volunteers, they will be sourced in the following ways:

- Through the Parish Council website
- Outreach service
- Cheshire West Voluntary Action Volunteer Platform
- Posters
- Local media
- Networking with both statutory and voluntary organisations

Volunteers will be selected through the following process:

- Completion of a registration form (with or without assistance)
- Informal interview
- One reference taken up
- DBS check where relevant
- Trial period of one month

Volunteers will be given a clear Role Description, and be asked to sign a volunteer agreement. This will outline their rights and responsibilities relating to the placement.

If it is decided that a volunteer is not suitable for the role in question, every effort will be made to find them a more suitable placement through the Cheshire West Voluntary Action Volunteer Platform.

5. Induction and Training

Volunteers will be introduced the aims of the organisation and be introduced to the staff.

Wherever necessary, training will be provided, and volunteers will be asked to read any policies relevant to them.

6. Support and Supervision

Volunteers will have a named Supervisor, which will be the Parish Clerk, who will arrange regular supervision meetings to discuss any problems or issues, and, where relevant, revise their role and set new challenges if appropriate.

7. Expenses

Travel expenses will be reimbursed upon receipt of bus / train tickets.

8. Insurance

All volunteers will be covered under the Parish Council's Public Liability Cover.

Other relevant Policies: -

- Code of Conduct
- Complaints Procedure
- Contact Privacy Notice
- Financial Regulations
- Press and Media Policy
- Retention of Documents Policy
- Standing Orders
- Vexatious Policy
- Volunteering Policy
- Wildlife Policy

- **Introduction and Background: -**

  Kingsmead is a civil parish in the Borough of Cheshire West and Chester; situated on the eastern bank of the River Weaver; to the South of Northwich; and, to the left of Leftwich. A garden village with a population of 5,000 people – originally built by Redrow Homes during the 1990s – and encompasses Kingsmead Village, Royal Gardens, areas of London Road and Hilltop Farm Estate on the A556.

  Until 2011, a Management Group was responsible for the Kingsmead estate, and carried out all the maintenance through the collection of rent and service charge.

  On 1st April 2011, following a Local Governance Review by Cheshire West and Chester Council, a "Parishing Order" gave effect to the constitution of Kingsmead Parish Council.

  Parish Councils are corporate bodies within the first tier of Local Government, and have powers invested by Central Government to raise Council Tax, which is otherwise referred to as *'Precept'*.

  Kingsmead Parish Council utilises its *'precept'* to carry out all the grounds maintenance; waste collection of public bins; refurbishment and maintenance of nine Parks and Play Areas as well as maintenance of 8 ponds and a culvert.

- **Mission and Vision: -**

  Our mission is to ensure that Kingsmead is a thriving and vibrant community for the enjoyment of all – both residents and visitors.

  Our vision for Kingsmead is an ambitious, but ultimately realistic one: A place where people feel a sense of ownership, investment and pride of place. A place where opportunity and fulfilment can be achieved. A place where people want to live, work, learn and love.

- **Strategy: -**

  Our strategy is to create opportunities for residents, visitors and the Parish Council to come together in shared purpose, with shared goals for: -

  - Expansion of wildflower and planting schemes
  - Environment and wildlife initiatives
  - Consultation on Parks and Play Areas, and
  - Encouragement of community-led projects and events

- Policies and Procedures: -

  - Code of Conduct
  - Complaints Procedure
  - Contact Privacy Notice
  - Financial Regulations
  - Press and Media Policy
  - Retention of Documents Policy
  - Standing Orders
  - Vexatious Policy
  - Volunteering Policy
  - Wildlife Policy

- Impact Measuring: -

Wherever possible the Parish Council will seek to assess the effectiveness of activities, initiatives, projects and events through a range of sources such as the website, social media, consultation as well as local press and media.

Report Statement

Report Purpose: To Consider Establishing Community-Led Initiatives

Version Control: v1

Author: Benn Minshall, Clerk to Kingsmead Parish Council

1. Report Summary

The report identifies two ways of increasing community and voluntary activity within the Parish.

The report provides the opportunity to identify the method and resources required for establishing two new community-led initiatives.

2. Background

When the Parish Council came into effect on 1st April 2011, it acquired nine parks and play areas, as well as eight ponds and a culvert as assets. There have been instances of littering within these areas, as there have been in other parts of the parish, but we are now able to consider options for seeking to deal with this on a more long-term basis.

In July 2021, following the easing of coronavirus restrictions, the Parish Council led on a Community Litter Pick; of which there have been previous instances of, albeit that these occurred sporadically. The Parish Council also received representation from residents in relation known instances of speeding.

3. Position

The current levels of community activity are low, which is in part due to the parish being a built-up residential area, meaning that it neither has the typical geography or culture for community-led initiatives.

Due to Town and Parish Councils not always being eligible for external sources of funding, there is a need to consider other mechanisms for leveraging in funds, which would ultimately save the Council from having to precept as a means of sourcing both revenue and capital.

Options appraisal: -

Option Title	Definition	Advantages	Risks
A. Do nothing	Continue to provide both maintenance and services to the current levels.	None	Council assets remain without investment for significant periods of time, and the current levels of littering

			either persist or increase
B. Establish a Friends of Kingsmead Parks Group	The Parish Council can work with partner organisation such as Cheshire West Voluntary Action, the Localities Team at Cheshire West and Chester as well as others to establish an independent, community-led charitable organisation	Establishing a Friends of Parks Group means that the parish could leverage in additional funding from external sources; and, would provide the Parish Council with a vehicle for consulting on any proposed developments, renovations or alterations.	The Parish Council would have to leverage in further funding through precepting to cover the costs going forward.
C. Establish a Clean Team	The Parish Council can work with partner organisation such as Cheshire West Voluntary Action, the Localities Team at Cheshire West and Chester as well as others to establish an independent, community-led organisation	Establishing a Clean Team means that the parish could leverage in additional funding from external sources; and, would provide a vehicle for addressing many of the issues which are experienced in relation to littering.	The Parish Council would have to leverage in further funding through precepting to cover the costs going forward.
D. Establish a Community Speedwatch Group	A Community Speedwatch Group is formed using volunteers from the local community	Nil cost to the Partnership The training can be delivered by Cheshire Constabulary. Would provide a community-led mechanism for addressing issues of speeding surrounding identified 'hotspots' – such as the A533	Where there are known issues of speeding within the parish, these would either persist or worsen, were no action to be taken.

4. Equality Impact

Doing nothing would mean maintaining the status quo, by continuing to provide minimal maintenance and services, which only allow for surface level improvements to the overall quality of the parish.

Establishing any one, or any variation of options B,C and D would facilitate significantly increased opportunities for the Parish Council, residents and potential partner agencies to form stronger relationships, whilst taking positive and direct action to address many of the issues which are known to be present.

5. Sustainability Impact

Doing nothing is not a viable, long-term position from which to positively address either any of the known issues – which means having to increase the precept, or continue with persistent or worsening instances of such things.

Establishing community-led initiatives, which are predicated on the participation of volunteers, would lead to the provision of long-term, low-cost, or cost-neutral mechanisms for positively and directly addressing many of the known issues in a manageable and maintainable manner.

6. Community Impact

The overall impact on the community will be fourfold – the Parish Council can facilitate significantly greater opportunities for community engagement; residents will feel a greater sense of pride of place, ownership and inclusion; visitors will want to spend more of their time in Kingsmead; and, will provide for stronger links with both the community and partner agencies for the purposes of increased service provision and reputation.

7. Financial Impact

Initially, there would be the financial impact of ensuring that the Parish Council have the right level of Public Liability cover, the possible purchase of equipment and covering expenses which are incurred by volunteers, until such time as they can be considered self-sustaining, and may not even need to fall under the insurance coverage of the Parish Council in any event.

8. Resource Impact

The resource impact for the Parish Council is minimal in the form of Officer time, as the Clerk would also have to act as a Volunteer Manager in the initial setting up phase; but would be supported by both Cheshire West Voluntary Action, and Cheshire Constabulary to assist the groups with establishing governance and banking arrangements.

9. Consultation and Engagement

Consultation can be carried, most likely with the support of both Cheshire West Voluntary Action and Cheshire Constabulary, to ascertain the levels of interest in

participating in these types of activities. All the engagement can be done through the Parish Council, Cheshire West Voluntary Action and Cheshire Constabulary.

However, once the groups are established, this provides the Parish Council with mechanisms to consult with residents in the future.

10. Wards Effected

Whole Parish

11. Conclusions

It is concluded that establishing community-led initiatives – irrespective of whether that was a Friends of Parks Group, Clean Team, Community Speedwatch Group, or all of the aforementioned – would provide either a cost-neutral, or low-cost, more sustainable and more longer-term mechanisms for positively and directly addressing many of the known issues in relation to capital investment in assets, street cleansing or speeding.

12. Considerations Sought

i. To consider the establishment a Friends of Parks Group

ii. To consider the establishment of a Clean Team

iii. To consider the establishment of a Community Speedwatch Group

iv. To engage the support of Cheshire West Voluntary Action, and Cheshire Constabulary in assessing levels of interest and participation, assistance with recruitment and training as well as obtaining all relevant equipment required for the activities as well as the Clerk

v. To engage the support of other Friends of Parks Groups, Clean Teams and Community Speedwatch Groups who can provide knowledge and expertise in working with, and supporting Kingsmead volunteers as well as the Clerk

5th September 2021.

Kingsmead PC
01606 533858

Ref: Trees on Dobells lane

Dear Chris,

Thank you for you time last week to show me the trees on Dobells lane. It was clear that this area of trees are a real mess. We pointed out that there are four leylandii trees to be taken down to the fence height and one Ash to be removed. Please find below a description of the work followed by the costings.

Description of work:

- All brash on the spine road side of the trees to be chipped. (there is a lot of old branches that have been left along the bottom of the trees)
- Four Leylandii to be removed. As the fence is attached to the tree trunks, the trees will be brought down to the height of the wire fence.
- Remove the dead ash tree.
- Finally leave the area neat and tidy.

Cost of work above: £580.00 plus vat.

I hope this covers everything, if you require anything else with regards to this quote then please do not hesitate to contact me.

Look forward to hearing from you.

Best Regards

Paul Kellett
07968 322114

5th September 2021.

Kingsmead PC
01606 533858

Ref: Overhanging Oak Tree, 2 Mayfair drive

Dear Benn,

Thank you very much for asking us to look and quote on the Overhanging Oak tree. After carrying out a site visit last Thursday I could see why the resident was being slightly bothered by the tree. As with any mature oak trees they always have some dead wood within them that does drop from time to time, this oak tree has a few branches that go over the residents drive way where their cars are parked. To resolve the issue we would suggest taking off a couple of the limbs that protrude over the driveway and reduce back the tree facing the property. Please find below a description of the work followed by the costings.

Description of work:

- Remove lower limbs off the oak tree over the drive.
- Reduce back branches away from the property.
- Finally leave area neat and tidy.

Cost of work above: £250.00 plus vat.

I hope this covers everything, if you require anything else with regards to this quote then please do not hesitate to contact me.

Look forward to hearing from you.

Best Regards

Paul Kellett
07968 322114

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Hankinson electrical Contractors
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QUOTATION

DATE	REFERENCE	TO
22nd July 2021	10518	Benn Minshall Kingsmead Parish Council Kingsmead, Cheshire

We have pleasure in submitting the following quote for the proposed work at The Clocktower, Kingsmead

ITEM NUMBER	DESCRIPTION
1	To carry out remedial work to faulty lighting/photocells located on the perimeter of the clocktower and potential power supply issue to main incoming box/unit. To supply and install the following accessories & equipment: 2 x IP65 rated bulkhead LED fittings for the inside enclosure of the clock tower, to replace the current halogen fittings currently installed. 1 x 230v ac digital timer, enclosed inside a lockable metal enclosure. This timer will feed all interior and exterior lighting. The enclosure can be installed at a height or location within the clocktower of the clients choosing. This option will remove the 3 x photocells. 1 x IP rated metal enclosure with 230v constant supply housing a 2-gang metal plug socket to replace current unit currently installed. 4 x IP65 rated LED downlights. (If the currently installed units are in a good working condition and are an LED unit then these will not be replaced.) All fittings will be completely rewired and installed in 20mm protective pvc conduit. Parts & labour, inc inspection, testing, & certification: - £957.57 (Nine Hundred and Fifty-Seven Pounds and Fifty-Seven Pence)
2	To supply a hired-in plant, battery powered electric-only scissor-lift. £275.00 (Two Hundred and Seventy-Five Pounds)
	All work involving existing wiring is subject to the installation meeting current wiring regulations. If any part of the installation, and/or circuit is deemed to be unsatisfactory, then sufficient remedial work will be required, at an extra charge, to be carried out before the installation work is completed.
	We thank you for considering our services and would like to kindly point out that this quotation is valid for 30 days from date of quotation.