

# Kingsley Parish Council

Kingsley Parish Council  
The Boardroom  
Kingsley Cemetery  
Hollow Lane  
Kingsley  
Cheshire  
WA6 8EF

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11 January 2024

To: **Members of Kingsley Parish Council**

Dear Councillor,

Dated this eleventh day of January 2024, you are hereby summoned to attend a meeting of Kingsley Parish Council to be held at 19:00 on the sixteenth day of January 2024 in Kingsley Community Centre, 34 Smithy Lane, Kingsley, Frodsham, WA6 8ED.

## **Note to Councillors:**

If you are unable to attend the meeting, please notify the Proper Officer of your apologies.

## **Note to Public:**

*Members of the public wishing to address the Council are advised to notify the Proper Officer before 10am on the day of the meeting. Permission to speak at the meeting will be at the discretion of the Chairman. Public participation session at a meeting shall not require response or debate. If the representation made is considered outside the remit of Kingsley Parish Council, residents will be referred to the principal authority or other appropriate body.*

Your sincerely,



Mr Luke Trevaskis, Proper Officer

## **AGENDA**

1. **Apologies** - to receive apologies for absence.
2. **Declarations** - to note declarations of members' interests.
3. **Public Participation** - to receive representations from members of the public for a period of time not exceeding fifteen minutes, noting each member of the public is permitted to speak for no longer than three minutes.
4. **Minutes** - to receive and confirm the minutes of the last meeting.
5. **Playing Field**
  - i. To receive an update on the Community Orchard.
  - ii. To agree for the Rospa report to be undertaken (upon conclusion of playground work).

- iii. To consider whether to undertake the additional tree work as noted in the last tree inspection report.
- iv. To note an update on the wildflower meadows.
- v. To note the goalposts have now been fully installed.

## **6. Cemetery**

- i. To consider the updated contract specification for the cemetery maintenance and agree a method to advertise to potential contractors.
- ii. To consider the revised cemetery risk assessment.
- iii. To receive an update regarding the remedial works required to the benches.
- iv. To consider the quotes for the cleaning of the cemetery boardroom and its frequency.

## **7. Village Projects**

- i. To receive an update regarding the coop ramp, and agree final budget to support the project from the Council's funds (or CIL, subject to final sign off from CWaC).
- ii. To note that additional work is required to the electrical supply for the Christmas lights, and agree actions.
- iii. To consider the drafted risk assessments for general village projects / maintenance.
- iv. To consider potential projects for 2024-2025, such as village signage, and agree actions.

## **8. Highways**

- i. To receive an update regarding the ongoing concerns of members and residents regarding speeds of vehicles.

## **9. Finance**

- ii. To consider and agree Q3 finance report.
- iii. To consider budget and precept report 2024-2025.
- iv. To approve budget for 2024-2025.
- v. To approve precept for 2024-2025.

## **10. Policies**

- i. To undertake the annual review of the Standing Orders, Financial Regulations, Risk Management Scheme, and Publication Scheme, and approve documents.

**11. Planning** - to consider Planning Applications and agree actions.

**12. Chairman's Report** - to receive any updates from the Chairman.

**13. Borough Councillor Report** - to receive a report on matters of interest.

**14. Next Meeting** - to note the date of the next meeting.

## **15. Staffing**

- i. To note an update regarding the additional staffing resource for the cemetery records.
- ii. To note that the changeover to the new payroll provider (as previously agreed) will commence in spring. The current payroll provider has not been correctly calculating pension payments and contact has been made with Cheshire Pension Fund to resolve the matter. All council contracts are subject to rules surrounding auto enrolment that state every employer in the UK must put certain staff into a workplace pension scheme and contribute towards it. Automatic enrolment is when an employee who meets certain requirements is made a member of a workplace pension scheme without needing to be asked to be a part of it (requirements such as earning £10,000 per annum or more and aged between twenty-two years and state pension age. Employees who are eligible can choose to opt out, however they need to be put into a pension scheme before they can do this. Cheshire Pension Fund (CPF) requires completion of a form so that the new payroll provider may look after the submissions to the CPF on the Council's behalf.