



Kingsmead Parish Council
PO Box 784
Northwich
CW9 9UN

Clerk: Lindsey Parton
Telephone: 01606 533858
clerk@kingsmeadpc.org.uk

Councillors are summoned to attend the ORDINARY PARISH COUNCIL MEETING to be held online using Zoom video conferencing on Monday 19 April 2021 at 7.30pm

<https://us02web.zoom.us/j/81958012110?pwd=VWRoM3lVZlVTZHpDRkg4RFdwQmlrQT09>

Meeting ID: 819 5801 2110

Passcode: 066384

Lindsey Parton, Clerk to the Council

Date: 13 April 2021

A G E N D A

1. **To receive apologies**
2. **Disclosure of interest in items on the agenda**
To receive from members, disclosure of any (a) Disclosable Pecuniary Interests and, (b) Other Disclosable Interests as required under Chapter 7 of the Localism Act 2011 and Kingsmead Parish Council's Code of Conduct
3. **Public open forum**
a) Members of the public are invited to address Councillors and raise issues of concern
4. **PCSO**
To receive a report from PCSO *(to follow)*
5. **Approval and receipt of Minutes**
a) **To approve** the minutes of the Ordinary Meeting held on 15 March 2021 *(attached)*
6. **Summer Event**
To receive details for hosting or co-hosting a summer event *(to follow)*
7. **Finance and administration**
a) **To approve** the Unity Trust bank reconciliation to 31-03-21 *(attached)*
b) **To approve** bank reconciliations for the Nationwide 45 Day bank account and the 125 Day bank account to 31-03-21 *(attached)*
c) **To note** the Yorkshire Bank reconciliation to date *(attached)*
d) **To reapprove the following variable Direct Debit payments:-**
 - Telecoms World VOIP phone service - £20.40 per month
 - 3G Mobile Phone - £8 per month
 - Payment of Lloyds Bank Card fee (Max £500)
 - ICO Registration Fee (approx. £40pa)
 - PO Box - £36.60 per month
e) **To approve** accounts for payment in April 2021 *(attached)*

Ordinary Meeting Agenda (cont.)

- f) **To note** accounts paid March 2021 (*attached*)
- g) **To note** financial position at year end to 31-03-2020 (*attached*)
- h) **To review and approve** the draft AGAR accounting statements 2020-2021 for submission to the internal auditor (*attached*)
- i) **To approve** the asset register 2020-2021 for submission to the internal auditor (*attached*)
- j) **To approve** a movement to earmarked reserves of £5141, being the first payment of two of the Veolia grant, for the purchase of play equipment for Campbell Close
- k) **To approve** the amounts of money to be transferred from the current account to Parish Council's savings accounts now that the precept of £198,482 has been received.
- l) **To approve** the timesheets submitted by the outgoing clerk (*to follow*)
- m) **To consider** a request for funding from a local organisation

8. **Planning Applications**

To consider a response to the following planning applications:

Reference Number: 21/00969/FUL

10 Waystead Close Northwich Cheshire CW9 8NN

Single storey rear extension, increased off road parking to the front, enclosure of the existing porch space, additional velux to the first floor master en-suite and internal alterations

9. **St George's Way**

To consider the latest response received by CHL Solicitors (*to follow*)

10. **Environmental Matters**

- a) **To consider** the report on maintenance issues at the Clocktower and War Memorial submitted by Cllr Boylan (*attached*)
- b) **To consider** any further actions by the Council with regard to fly tipping
- c) **To receive** an update from Cllr Weltman on the accessibility of the path at the Willows Apartments
- d) **To consider** the quotation received for the repair of lighting on the Kingsmead sandstone sign (*attached*)
- e) **To consider** the quotation of £320 from Lawtons for planting the flowerbed at Kensington Park Playground
- f) **To receive** any other updates

11. **Ponds Works**

- a) **To consider** any issues relating to ponds, culverts or drainage

12. **Play Parks**

- a) **To note** that the installation of the new play equipment at Campbell Close is intended to start on 19 April 2021

Ordinary Meeting Agenda (cont.)

- b) **To note** that the basketball ring has now been installed at Kensington Way Park
- c) **To consider** quotations received for provision of annual and quarterly inspections of the play areas (*attached and to follow*)
- d) **To discuss** the replacement of equipment at Burwardsley Way Play Park
- e) **To discuss** wording for the play area signs
- f) **To consider** the quarterly Play Park Inspection reports (*attached*)
- g) **To receive** any other updates

13. **Annual Assembly and Annual Parish Council Meeting**

To consider the date and venue for the Annual Assembly and the Annual Parish Council Meeting

14. **Agenda items for the next meeting**

To note agenda items to be considered at the March meeting

15. **Close of meeting**

Closed session items

Members of the public should be aware that the council may take a vote on any item on the agenda to resolve that the item be dealt with in closed session. The law permits the exclusion of the press and public when the council is discussing matters which may contain sensitive information, such as legal advice or matters pertaining to individuals.

Public Bodies (Admission to Meetings) Act 1960 s.2

A body may, by resolution, exclude the public from a meeting whenever publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for some other special reasons stated in the resolution and arising from the nature of that business of the proceedings; and where such a resolution is passed, this Act shall not require the meeting to be open to the public during proceedings to which the resolution applies.

Minutes of an ORDINARY PARISH COUNCIL MEETING held Monday 15 March 2021 at 7.30pm via Zoom Video Conferencing

Present: Cllr Bannister (Chairman), Boylan, Chappell, Hoey, Jewitt, Logan, Martin, Reed and Weltman.

Also in attendance: Lara Jacob (Clerk); 2 members of the public

1. **To receive apologies**

Apologies were received from Cllr Williams (illness)

2. **Disclosure of interest in items on the agenda**

No disclosures were made

3. **Public open forum**

a) Members of the public are invited to address Councillors and raise issues of concern

A member of the public spoke at Item 6.

4. **PCSO**

PCSO Phil Hambleton is being replaced by PCSO Lee Robertson. A report was submitted which outlined an incident of anti-social behaviour breaching covid restrictions; a car obstruction the highway and a number of activations of the speed gun on Monarch Drive.

5. **Approval and receipt of Minutes**

a) **To approve** the minutes of the Ordinary Meeting held on 15 February 2021

Resolved – with the amendment of the date from 18 January 2021 to 15 February 2021, the minutes are a true record of the meeting held on 15 February 2021.

b) **To approve** the minutes of the Finance Committee Meeting held on 1 March 2021

Resolved – the minutes were a true record of the meeting held on 1 March 2021.

6. **Summer Event**

The possibility of providing support to a summer event to take place within the grounds of Kingsmead Primary School was discussed. A number of suggestions were made and it was agreed that the event would be informal and unstructured, include the whole community and focus on food and fun. Specific details will be discussed at the April meeting.

A member of the public left the meeting at 7.50pm

7. **Finance and administration**

a) **To approve** the Unity Trust bank reconciliation to 02-03-21

Resolved – approval of the Unity Trust bank reconciliation to 02-03-2021 with a balance of £39,503.49

Ordinary Meeting Minutes (cont.)

- b) **To approve** bank reconciliations for the Nationwide 45 Day bank account to date and the 125 Day bank account to date (balances £88.82 and £37,738.27 respectively)

Resolved – approval of the Nationwide bank reconciliations

- c) **To approve** the Yorkshire Bank reconciliation to date

Noted – that no statement had been available for the Yorkshire Bank and the last reconciliation showed a balance of £4001.87

- d) **To approve** accounts for payment in March 2021

Resolved – approval of the accounts for payment as presented, a total of £6823.84 (£5828.71 ex VAT)

Noted – bank charges of £26.55 will be applied on 31 March 2021.

- e) **To note** accounts paid February 2021

Noted – the payments made in February 2021, a total of £9608.77 (£8206.34 ex VAT)

- f) **To note** financial position/management accounts to end March 2021

Noted – the financial position at the end of March 2021.

- g) **To approve** the timesheets submitted by the clerk

Resolved – to accept the timesheets submitted by the clerk

- h) **To consider** a request for funding from a local organisation

After discussion, It was decided that an invitation should be extended to the organisation to attend a meeting of the parish council to provide further information.

- i) **To approve** an instruction to be sent to the Unity Trust Bank, the Nationwide Building Society and the Yorkshire Building Society that Lindsey Parton, as the appointed clerk to the Parish Council, will be a named signatory on the accounts held by the Parish Council.

Resolved – that instructions will be sent to the above outlined banks to place Lindsey Parton on the list of authorised signatories.

- j) **To approve** the registering of a PO Box address to enable Parish Council correspondence to be received by Lindsey Parton and in so doing advise the Unity Trust Bank, the Nationwide Building Society and the Yorkshire Building Society and any other relevant parties that this is the official address for the receipt of all correspondence for the Parish Council.

Resolved – that a PO Box address will be purchased, initially on a monthly basis, payable by a direct debit at £36.60 per month.

- k) **To consider** the renewal of the payroll service provided by Shires Pay Services for the financial year 2021/22

Resolved – that the payroll service will be renewed for the financial year 2021/22

8. Planning Applications

- a) **To note** that the following applications were received, circulated and no comment is to be made:

21/00524/TPO 9 Coronet Avenue Davenham Northwich CW9 8FX

Proposal: Reduce the size of the Oak tree (T1) by approx 30% as it is shading the garden and neighbour's garden. The tree roots are causing a lot of issues with the grass in the garden.

21/00361/FUL 16 Kensington Way Davenham Northwich Cheshire CW9 8GG

Proposal: Single storey rear extension

Noted – the plans as outlined above

Ordinary Meeting Minutes (cont.)

b) **To consider** a response to the following planning applications:

21/00808/TPO 2 Royal Gardens Davenham Northwich Cheshire CW9 8HB

Proposal: Sycamore [T1] located at the front right border by water works compound entrance - Reduce height by approx 4m and a reduction of laterals property side by approx 2m, crown raise to approx 6m from ground level.

Resolved – that the parish council had no objection to the plans

21/00560/FUL Cherry Cottage 25 Dobells Road Northwich Cheshire CW9 8DT

Proposal: Demolition of existing front porch and rear conservatory, erection of a porch canopy, single storey side and two storey rear extension, alterations to windows/doors, rendering application

Resolved – that the parish council had no objection to the plans

9. **Deeds of Variation**

To consider the resident information document and agree the methods of publicising it

Resolved – that the information leaflet will be published on a designated page on the parish council website with a link from Facebook to be posted at frequent intervals throughout the year.

10. **St George's Way**

To consider the latest response received by CHL Solicitors

Resolved – that the offer made is acceptable; that clarification should be sent by the parish council's legal representative on the matter of laying services below the road surface and that the parish council's solicitor will draft the Deed of Easement; that the parish council's solicitor will be asked to outline the timetable of events.

11. **Environmental Matters**

a) **To consider** how to respond to residents who undertake work to Parish Council property without consent

Resolved – that the parish council will seek advice on a suitable policy to clarify the steps residents should take to ensure that they have rights over the land and plantings that they might wish to alter; that the parish council will be proactive in releasing seasonal reminders through its website and newsletter.

b) **To consider** the quotation received for tree remedial works at Burwudsley close

Resolved – that the quotation from Caddis of £380 to undertake the works detailed is accepted

c) **To consider** the further information received on the tree tagging system

Resolved – that the quotation of £900 for tagging the trees with QR codes and providing software to read the codes is accepted in principle and is confirmed once the software is available.

d) **To consider** quotations (if received) for brickwork repairs, electrical repairs and the repair of railings at the Clocktower

Noted - that Cllr Logan is meeting a contractor this week to detail the work required at the Clocktower; that the electrical quotation had not been received; that the location details for the railings are embedded into the photograph forwarded by Cllr Boylan

e) **To consider** the report and recommendations from the Wildflower Working Group

Noted – that the wildflower meadow will be harrowed by Caddis and two weeks' notice will be given so that following harrowing, a group can be organised to broadcast the seeds; that Woodland Trust tree packs will be requested in the autumn; that sponsorship will be sought for the provision of bird

Ordinary Meeting Minutes (cont.)

and bat boxes; that a project involving the school will be pursued; that the Garden Competition will be rebranded to make it inclusive; that enquiries will be made about including Kingsmead in the Northwich in Bloom scheme.

Cllr Jewitt left the meeting at 9.00pm

f) **To discuss** the anti-social behaviour incidents reported at Poor's Woods.

Resolved – that information about access to the woods would be publicised in a newsletter

g) **To note** that the management company of the Willows apartment block had responded to the request to consider changes to make footpaths more accessible and are establishing ownership in order to progress matters.

Noted – that the reply had been swift and that the matter was now with the Cheshire West and Chester (CWAC) Planning Department

h) **To receive** any other updates.

An amendment to the insurance levels contained in the tender document under which Countrywide Grounds Maintenance will operate was discussed and it was

Resolved - that the insurance cover of £10 million for Public Liability and £10 million for Employers Liability was acceptable and that Professional Indemnity insurance was not required. An addendum to the tender contract will be signed by both parties.

12. Ponds Works

a) **To consider** the request by a resident for locating a bench at Coronet Way pond.

Resolved – that the parish council agreed the proposal in principle and that designs and quotations will be researched and brought to the next meeting, with an invitation to the residents to attend to take part in further discussion

b) **To consider** any other issues relating to ponds, culverts or drainage

Noted – that frogs had spawned at Moor Park Pond

13. Play Parks

a) **To consider** the quotations received for works to the play areas

Resolved – that the quotation for £619.20 for the removal of the play equipment at Burwudsley Way was accepted; that the quotations (£484 each) for replacement of gates at Burwudsley Way and Capesthorpe were accepted in principle if the current contractor is unable to fulfill the contract; that the quotation for resurfacing Campbell Close will not be pursued at this time and that the scope of the works for jet washing will be widened and a requote requested.

14. Agenda items for the next meeting

Noted – the following items for the next agenda: quotations for Play Park inspection following the notification that the current contractor is to cease trading; an update on how council meetings are to be conducted following the lapsing of remote meeting legislation on 6 May 2021; further discussion on the Summer event; an invitation to the funding requestor and the residents who would like to have a bench at Coronet Drive.

15. Close of meeting

The meeting closed at 9.25pm

Date: 01/04/2021

Kingsmead Parish Council 2020/2021

Page 1

Time: 14:27

**Bank Reconciliation Statement as at 01/04/2021
for Cashbook 1 - Current Bank A/c**

User: LARA

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current T2	31/03/2021	139	32,656.08
			<u>32,656.08</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			32,656.08
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			32,656.08
		Balance per Cash Book is :-	32,656.08
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 2 - Nationwide 45 Day Saver for Bu**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business 45 Day Saver Issue 1	10/03/2021	15	90.30
			90.30
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			0.00
			90.30
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			0.00
			90.30
		Balance per Cash Book is :-	90.30
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 3 - Nationwide 125 Day Contingency**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Business 125 Day Saver Issue 1	31/03/2021	9	37,924.05
			<u>37,924.05</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			37,924.05
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			37,924.05
		Balance per Cash Book is :-	37,924.05
		Difference is :-	0.00

**Bank Reconciliation Statement as at 31/03/2021
for Cashbook 4 - Yorkshire Bank Business Saving**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Yorkshire Cash Management Acco	31/03/2021	5	4,001.97
			<u>4,001.97</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,001.97
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,001.97
		Balance per Cash Book is :-	4,001.97
		Difference is :-	0.00

List of Payments made between 01/04/2021 and 30/04/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
20/04/2021	NALC	BACS	120.00		Clerk Advertisement
20/04/2021	Caddis Ltd	BACS	4,416.00		Annual Mngt Sluice pond clear
20/04/2021	WAP Lawton & Son Ltd	BACS	5,832.00		Landscape Maintenance
20/04/2021	Massey & Harris	BACS	1,606.80		Basketball work Kensington Way
20/04/2021	Hutchinson 3G	DD	8.00		mobile phone
20/04/2021	New Cheshire Business Park Ltd	BACS	104.00		Container Rent
20/04/2021	Caddis Ltd	BACS	456.00	PO51	Tree Work
20/04/2021	Caddis Ltd	BACS	120.00	PO53	Tree Work
20/04/2021	L Jacob	BACS	641.76		Feb 2021 Salary
20/04/2021	HMRC	BACS	172.18		Tax & NI
20/04/2021	Lloyds Bank	DD	3.00		Card Charges
20/04/2021	Zoom Video Communications Ltd	DD	14.39		Zoom Monthly fee
20/04/2021	Telecoms World Plc	DD	20.40		VOIP Monthly charges
20/04/2021	Play Inspection & Maint Svcs	BACS	356.40	KIN053	Quarterly Inspec'n Playgrounds
Total Payments			<u>13,870.93</u>		

Time: 15:56

Current Bank A/c

List of Payments made between 01/03/2021 and 31/03/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
15/03/2021	Hutchinson 3G	DD	8.00		Monthly mobile phone charge
16/03/2021	WAP Lawton & Son Ltd	BACS	5,832.00		Monthly Maintenance
16/03/2021	New Cheshire Business Park Ltd	BACS	104.00		Monthly Storage
16/03/2021	Zoom Video Communications Ltd	BACS	14.39		Monthly Charges
16/03/2021	Lara Jacob	BACS	661.89		Monthly salary
16/03/2021	HMRC	BACS	177.16		PAYE
16/03/2021	Lloyds Bank	DD	6.00		Card charges
16/03/2021	Lloyds Bank	DD	-3.00		Return of card charge
17/03/2021	HMRC	BACS	0.02		Correct amonut payable
20/03/2021	Telecoms World Plc	DD	20.40		Monthly VOIP Charges
31/03/2021	UNITY TRUST BANK	DD	26.55		Quarterly Bank Charges
Total Payments			<u>6,847.41</u>		

Kingsmead Parish Council 2020/2021

Summary Receipts and Payments for Year Ended 31st March 2021

Last Year Ended 31st March 2020		Current Year Ended 31st March 2021
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Operating Income

192,691.17	Income	201,678.00
0.00	Admin Costs	228.80
0.00	Play Areas	5,141.00
19,347.15	VAT Data	31,708.44
212,038.32		
	Total Receipts	238,756.24

Running Costs

22,914.88	Staff Costs	21,652.69
8,434.55	Admin Costs	20,146.62
102,181.77	Maintenance	118,364.78
24,900.80	Play Areas	6,600.52
5,240.37	Events/S137 Expenditure	3,621.63
26,682.96	VAT Data	28,022.32
190,355.33		
	Total Payments	198,408.56

Receipts and Payments Summary

12,641.73	Opening Balance	34,324.72
212,038.32	Add Total Receipts(As Above)	238,756.24
224,680.05		273,080.96
190,355.33	Less Total Payments(As Above)	198,408.56
34,324.72	Closing Balance	74,672.40

These cumulative funds are represented by:

12,207.15	Current Bank A/c	32,656.08
7,049.25	Deposit Account	90.30
15,068.32	Nationwide 125 Day Contingency	37,924.05
0.00	Yorkshire Bank Savings	4,001.97
34,324.72		74,672.40

Reserve Balances are represented by:

21,682.99	Current Year Fund	40,347.68
8,961.73	General Reserves	34,324.72
3,680.00	EMR	0.00
34,324.72		74,672.40

Signed : _____ (Chairman) _____ (RFO)

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2021
Kingsmead Parish Council 2020/2021

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	12,642	34,325	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	185,000	200,550	Total amount of Precept income received in the year
3	Total other receipts	27,038	38,206	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	22,615	21,357	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	167,740	177,052	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	34,325	74,672	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	34,325	74,672	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	134,311	128,504	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

1. Clock tower end of Kingsmead (South)(clock tower side)

Photos in '1 CT side' folder

Status: The stonework in looking dirty and discoloured.

Remediation: Suggest getting the moss, lichens removed, the stonework cleaned and perform repointing as required.

2. Clock tower end of Kingsmead (South) (opposite the clock tower)

Photos in '2 Opp CT' folder

Status: The stonework in looking dirty and discoloured.

Remediation: Suggest getting the stonework cleaned and perform repointing as required.

Status: The uplighters for the KM signage have failed are failing – water has clearly got in (see photo)

Remediation: Replace uplighters with new, ice white, LED-based units (warm white would be less effective against the stone),.

Status: The Kingsmead lettering has faded and flaked.

Remediation: Once the stonework is cleaned, re-instate the letting per the original.

3. Cheshire Regiment Memorial

Photos in '3 CR Mem' folder

Status: The stonework in looking dirty and discoloured and ivy is encroaching which can be invasive and destructive.

Remediation: Suggest getting the ivy removed, the stonework cleaned and perform repointing as required.

Status: The memorial is heavily discoloured all around.

Remediation: Suggest getting the stonework cleaned and perform repointing as required.

4. Art College end of Kingsmead (North)

Photos in '4 AC end' folder

Status: The stonework in looking dirty and discoloured.

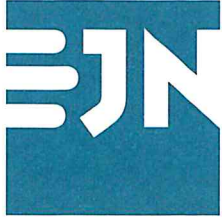
Remediation: Suggest getting the ivy removed, the stonework cleaned and perform repointing as required.

If I understand correctly, this is the proposed location of the new flower bed, so would recommend all cleaning works are completed prior to commencing the work to build the flower bed.

Let me know if there are any questions.

DB

Sunday, 11/04/21



Eric Johnson of Northwich Limited Ash House Ash House lane Little Leigh Northwich Cheshire CW8 4RG
Electrical Engineers and Contractors

T: 01606 892444
Out of hours emergency: 01606 46127
F: 01606 892442
E: info@ejn-ltd.co.uk
W: www.ejn-ltd.co.uk

Our Ref: IRJ/DP/C0894/E107

Kingsmead Parish Council
PO Box 448
Knutsford
Cheshire
WA16 1FJ

9th April 2021

FAO: Lara Jacobs – Clerk to the Council

Dear Madam

Re: Kingsmead Sign Lighting

Further to your valued enquiry regarding the above mentioned, we have pleasure in submitting our quotation.

Further to your recent email and correspondence regarding the above existing lighting on the sign at the entrance to Kingsmead we reply as follows for your attention and consideration we have various solutions to the problems raised by yourselves.

To disconnect and remove existing LED fittings and to supply 4 LED stainless steel fittings warm white.

Materials, RAMS, cable, glands
4 recessed LED fittings IP6, warm white stainless steel
Sundries
Civil works digging trenches out.
Labour man and mate
Barriers and signs whilst we carryout work

FOR THE SUM OF £892.50 + VAT.

The above figure includes 2.5% MCD.

Continued.



Sheet 2.

Continued.

Payment Terms: 30 days from date of invoice. The 'Late Payment Act' allows all businesses and public sector bodies to claim interest for the late payment of commercial debts.

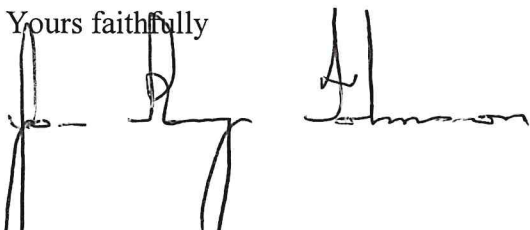
We are currently holders of a valid CIS5 Certificate.

The installation work will comply with the IEE Rules and Regulations for the installation of Electrical Equipment in Buildings, 18th Edition.

The work will be guaranteed against faulty workmanship (excluding lamps, existing installation or any goods not supplied by ourselves) for a period of twelve months from the date of completion.

We thank you for this enquiry and meanwhile await the favour of your further instructions.

Yours faithfully

A handwritten signature in black ink, appearing to read 'IAN R JOHNSON', written over a horizontal line.

IAN R JOHNSON
MANAGING DIRECTOR

ERIC JOHNSON OF NORTHWICH LTD Terms and Conditions of Sale

1. Definitions

"The Company" Eric Johnson of Northwich Ltd., whose registered offices is Ash House, Ash House Lane, Little Leigh, Northwich, Cheshire CW8 4RG. Registered in England with the company number 1138927.

"The Customer" The customer to whom the quotation is addressed.

"The Goods" Materials, tools and plant supplied by the Company.

"Contract works" Works carried out on site and goods installed by the Company.

"Services" Services provided by the Company including contract works carried out by the Company.

2. Quotations and Prices

3. The Company's prices exclude VAT where applicable and all other sales taxes which the Customer shall be additionally liable to pay to the Company.

4. The Company's prices are nett and not subject to any discount unless stated in the quotation.

5. Quotations by the Company are subject to alteration or withdrawal at any time without notice.

6. Quotations by the Company shall remain open for acceptance for 90 days from the date of the quotation, unless previously withdrawn.

7. Quotations by the Company are based on the following assumptions:

7.1 The Customer shall provide and maintain, free of charge to the Company, general lighting and a 110v electrical power source at the place of work for power tools for use by the Company.

7.2 The Customer shall provide and maintain, free of charge to the Company, welfare facilities for use by the Company.

7.3 The Customer shall provide free of charge to the Company, water, power and fuel for testing.

7.4 The Customer shall remove all construction debris and other items which may impede the Company performing its work, and which may be a hazard to Health and Safety.

8. The customer in accepting the quotation agrees that the Company's quotation does not include the costs associated with clause 5 above.

9. All work carried out by the Company is done between 8:00am and 4:00 pm Monday to Friday. These times are the Company's normal working hours. Work outside these hours will be charged at an agreed rate between the Company and the Customer in writing.

10. Our quotation is based on the assumption that the work will be carried out to completion in one continuous visit to site during normal working hours.

11. Our quotation does not include entering into a collateral warranty or performance bond unless otherwise stated within the quotation.

12. Our quotation is in accordance with standard warranties, terms and conditions provided by our suppliers/manufacturers, which may vary without notice.

13. Payment

14. The price for the goods and or services shall be in accordance with the provisions set out in the Company's quotation.

15. Payment shall be made in pounds sterling within 30 days of the application for payment or invoice date unless otherwise agreed.

16. If payment of the application for payment of invoice is not received by the due date then without prejudice to all or any remedies against the Customer the Company shall be entitled to cease all contract works in progress for the customer, without incurring any liability whatsoever, until all such outstanding payments are received.

17. If payment of the application for payment of invoice is not received by the due date then without prejudice to all or any remedies against the Customer the Company shall be entitled to charge interest on any balance outstanding at a rate of 8% above Bank of England base lending rate.

Continued.

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Continued.



Quote No 894

Date 30th March 2021

Dear Lara,

Many thanks for your enquiry, taking the time to meet with me to discuss your requirements and for inviting Northwich Town Council to provide you with a quotation to carry out works on behalf of Kingsmead Parish Council

Please find our quotation as follows –

To complete routine play inspection to all 9 sites within Kingsmead

Per visit	£122.50
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Total Cost	£122.50
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I hope that the above meets with your approval and I await your instruction; should this quotation be acceptable, we would be able to start at your earliest convenience and upon receipt of a written instruction. I trust that we have interpreted your requirements correctly, however should you require any additional Information or would like to discuss the above further then please do not hesitate to contact me.

Please note that all prices are subject to VAT at the ruling rate (20%), a variance in the specification and the availability of access. All prices are held for a period of thirty days from the date of quotation and all measurements given are approximate only, minimum distances apply.

Yours sincerely

Steph Astbury

Operations Manager