

Helsby Parish Council

Minutes of the Parks, Cemetery & Allotments Committee meeting held on 30th April 2018 at 7pm in the Committee Room

Present:

Cllr. Sarah Temple – Chairman
Cllr. Alan Gardner

Cllr. John Kimpton – Vice-Chairman
Cllr. Chris Ellams

Cllr. George Randles
Cllr. Sam Johnson

1. Public Air Time. Proposed by Cllr. Kimpton, seconded by Cllr. Johnson and **RESOLVED – that the meeting be suspended for public participation – PCA05/18.** There being no matters brought to the committee’s attention it was proposed by Cllr. Randles, seconded by Cllr. Gardner and **RESOLVED – that Public Air Time be closed and the meeting reconvened – PCA06/18.**
2. Apologies for absence – received and accepted from Cllr. Holder.
3. Declarations of interest – none reported.
4. Minutes of the previous meeting. Proposed by Cllr. Randles, seconded by Cllr. Kimpton and **RESOLVED – that the minutes of the Parks, Cemetery & Allotments Committee meeting held on 22nd January 2018 be accepted as accurate and duly signed by the Chairman – PCA07/18.**
5. Matters arising from the previous meeting
 - 5.1 Children’s Play Area – two of the existing bins had been replaced with domed topped. The Clerk reported that a fire had been maliciously started in the toddler bin but had self-extinguished due to the amount of water sitting in the bottom of the bin – duly noted.
 - 5.2 Future provision of burial / allotment land. Cllr. Randles had spoken to a landowner who was non-committal about selling. The committee agreed that there was plenty of time for informal chat with interested landowners.
6. Committee budget for 2018/19 was duly noted as follows: -

Budget Heading Code	Description	Budget 2018/19 £	Budget Spend To Date £	Predicted To 31/03/19 £
201	Allotment maintenance	600	96 ^(a)	600
202	Allotment water charge	500	0	500
212	Cemetery maintenance	800	0	800
212a	Cemetery repairs/renewals	400	0	400
213	Parks maintenance	15,200 ^(b)	0	15,200
214	Park grass cuttings	3,800	0	3,800
215	Park equipment	2,000	0	2,000
222	Materials	300	0	300
226R	Soft safety surface	0 ^(c)	0	0
260R	Future burial provision	925 ^(d)	0	925

Notes to the aforementioned:

- a) Urgent tap work – Queens Drive allotment gardens
 - b) Increased to cover the £13,500 incl VAT estimated costs to paint the Children's Park railings;
 - c) New budget created to place £8,000 per annum into a specified reserve over the next 5 years to cover estimated costs £40,000 to replace all surfaces in the Children's park. In 2018/19, £8,000 will be taken out of the New Homes Bonus Reserve and placed into this new heading. In the meantime, any replacement surface work would be undertaken following recommendation identified during the annual inspection by RoSPA;
 - d) The Parish Council decided to create in future years a budget which equalled 50% of the amount of income received for burials in the preceding fiscal year. The income for 2016/17 was £1,850 less 50% = £925.
7. Schemes identified for the 5-Year Business Plan as follows:
- i) Replacement safety surface – see Item 6c above.
 - ii) Erection of circumference pathway around the Parish Field estimated in the region of £20,000. Shovel ready but subject to funding (s.106 money available). To be discussed fully in Item 10.1
 - iii) Painting Park railings – quotes now obtained from 3 contractors. These were considered / discussed under Part B (exclusion of the press and public) at the end of this meeting.
 - iv) Flooding around Slot Drain – the Eccies. An estimate had been obtained for jetting drain plus associated clearance and applying new tarmac to bring up surface level with surrounding area. Work in abeyance until future of Eccies is clearer.
8. Queens Drive (QD) and Old Chester Road (OCR) Allotment Gardens
- 8.1 Waiting List. One Helsby resident on the list for OCR only – duly noted.
 - 8.2 Allotment inspection undertaken on 22nd April 18. The majority of plots on both sites looked in good order. The next inspection would take place around the end of May 18 – duly noted.
 - 8.3 Accurate measurements of all allotment plots had been undertaken. Previously, the committee had proposed to consider charging per sq mtr and to investigate the feasibility of charging based on actual costs to the Parish Council for maintenance and staff costs for both administrative and to maintain both sites. Cllr. Temple and the Clerk will provide details for next Committee meeting when the allotment rents are reviewed – duly noted.
 - 8.4 Rabbit proofing QD allotment site. Following a request from QD allotment holder to obtain s.106 money to purchase mesh, CWaC confirmed that the s.106 money £1,250, was site specific for Old Chester Road only and could not be used to purchase goods for QD. Cllr. Temple reported that Old Chester Road Allotment Association were now aware of the funding and would think about ideas for schemes that would match the criteria for spending the money subject to the committee's approval.
 - 8.5 The allotment gates (nearest to the cemetery) were showing signs of rusting in places. The committee discussed either leaving them or obtaining a quote to re-paint as required from the chosen contractor for children's park railings. The reasoning was that they may undertake the work at very competitive rates. This

item was discussed more fully in Item 11.1

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Chairman's initial.....

9. Children's Play Area

9.1 RoSPA Play Safety Inspection Report. The report detailed risk associated with each item inspected including the shrink back of the teen area safety surface which the committee already knew about and were already saving up to replace all areas. The Committee discussed the Chairman's suggestion to obtain estimate for multiple scenarios to enable the committee to budget / progress appropriately in current and future years. Proposed by Cllr. Kimpton, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council be RECOMMENDED to obtain estimates for the staged replacement of the soft safety areas in the Children's Play Area as follows – PCA08/18:**

- (i) **repair edges of teen and swing areas**
- (ii) **replace teen area only**
- (iii) **replace teen and swing areas**
- (iv) **replace teen, swing and toddler areas**

10. Parish Field

10.1 Circumference pathway. The committee discussed the proposal from 2016. Daniel Lockwood (CWaC CIL and s.106 Monitoring Officer) had confirmed that the proposed pathway around the parish field could be funded through the s.106 money from Cable Drive development. Sarah Dobbins - CWaC Senior Localities Officer would require three like for like quotes, a description of the works and amount requested from s.106 to enable her to begin the process of approving the use of the money. The committee viewed previous quote comparisons from April 2016. The Landscape Architect Sue Griffiths, who drew up the proposal in 2016, was available to project manage and had sent in detailed quote. The committee came up with small improvements for the project enabled by availability of s.106 and were mindful of the existing drainage installed in 2013 and accessibility. The Parish Clerk had contacted 'Fields in Trust' and was working her way through the application process for permission to place a pathway – no issues were anticipated.

Proposed by Cllr. Temple, seconded by Cllr. Johnson and **RESOLVED that the Parish Council be RECOMMENDED to approve the following: - PCA09/18**

- (i) **To employ Sue Griffiths, at a cost of £805 + VAT, to manage the project to install a circumference pathway around the parish field;**
- (ii) **To include 'distance markers' at intervals within the pathway e.g. strip of coloured tarmac;**
- (iii) **To include a spur from top corner of field to top of Parkfield Drive and also install dropped kerb;**
- (iv) **To include dropped kerb where the existing path leads to bottom of Parkfield Drive;**
- (v) **To confirm original proposal included full width tarmac pathway at the bottom of the field;**
- (vi) **To include signage i.e. prohibiting cycles etc;**
- (vii) **To emphasise to Sue Griffiths what drainage work had already been installed and to ask if the new pathway would require drainage.**

10.2 Robin Hood development – Party Wall and drainage grid. Cllr. Gardner had inspected the grid and said that he would agree to meet with Stephen Marchant - SM to discuss his observations and concerns. The committee sought confirmation from SM that the falls were right and that the grid could be dismantled easily to enable the Parish Council's employees to clean it out. The committee members were reticent to agree to signing any Party Wall Agreement until they were satisfied that the Party Wall and drainage grid was fit for purpose.

Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council be RECOMMENDED to invite Stephen Marchant (Surveyor dealing with Party Wall on behalf of the Robin Hood development) to meet with Cllr. Gardner and others to discuss the drainage grid at the bottom of the Party Wall – PCA10/18.**

10.3 Request from local Beacon Explorer Scout Leader. Proposed by Cllr. Randles, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council be RECOMMENDED to grant permission to Scouts to use the Parish Field on 5th June between 19:30 and 21:30 for Bubble Football on the condition that they have Public Liability Insurance cover in place to match that of the Parish Council – PAC11/18.**

10.4 Carpet and door dumped behind the Guide Hut. The Clerk contacted Guide Leader who said that the items were not placed by them – duly noted.

11. Cemetery Gates. The Old Chester Road set were in need of re-painting. The Chester Road set were showing signs of chipping but not really in need of a full repaint and the same could be applied to the left-hand allotment gates. The committee discussed various options but concluded that there was no specific budget provision in place to undertake the work in 2018/19 however, there could be underspend situation in the overall Parks Committee budget that could be used subject to costs approval. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council be RECOMMENDED to ask the chosen contractor for the Children's Play area railings to supply quote for re-painting the Old Chester Road Cemetery gates and buttresses for undertaking the work in 2018/19 and a separate quote to undertake the work in 2019/20 - PCA12/18.** The Clerk would also ask the contractor about costs if the Chester Road cemetery gate were included, and the allotment gate nearest the cemetery.

12. Date of the next meeting – to be advised.

13. PART B exclusion of the press and public. Proposed by Cllr. Gardner, seconded by Cllr. Kimpton and **RESOLVED – that the press and public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in paras 7, 8, 9 and 12 of Schedule 12a of the Local Government Act 1972 – PCA13/18.**

PART B – confidential item.

14. Children's Park Railing. Proposed by Cllr. Kimpton, seconded by Cllr. Temple and **RESOLVED that the Parish Council be RECOMMENDED – to employ Whittle Programmed Maintenance to undertake the specified painting (black gloss finish) contractual work for the railings/gates surrounding Children's Park at a cost of £4,777 + VAT – PCA14/18.**

The meeting closed at 7.55pm

Chairman's signature..... Dated.....

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