

Helsby Parish Council

Minutes of the Parks, Cemetery & Allotments Committee meeting held at 7pm on Monday, 29th July 2019 in the Committee Room

Present:

Cllr. Sarah Temple – Chairman
Cllr. George Randles

Cllr. John Kimpton – Vice-Chairman
Cllr. Alan Gardner

Cllr. Stuart Hulse

1. Public Air Time. Proposed by Cllr. Kimpton, seconded by Cllr. Randles and **RESOLVED that the meeting be suspended for public participation – PCA10/19.** There being no matters brought to the committee’s attention, it was proposed by Cllr. Kimpton, seconded by Cllr. Gardner and **RESOLVED – that Public Air Time be closed and the meeting reconvened – PCA11/19.**
2. Apologies for absence were received and accepted from Cllrs. Johnson & Holder.
3. Declarations of disclosable pecuniary interests in accordance with s.33 of the Localism Act 2011. Cllr. Temple declared family interest in Item 8.4 and 8.5 as spouse to an allotment tenant – duly noted.
4. Minutes of the previous meeting. Proposed by Cllr. Kimpton, seconded by Cllr. Hulse and **RESOLVED – that the minutes of the Parks, Cemetery & Allotments Committee meeting held on 29th April 2019 be accepted as accurate and duly signed by the Chairman – PCA12/19.**
5. Matters arising from the previous minutes
 - 5.1 Slot Drain Eccies. Members of the Parks Committee met with RSK, VPA and UU to share information with the hope of solving a bigger problem. UU agreed a scheme of works for the area which will include mapping and gulley emptying.
6. The Parks, Cemetery & Allotments Committee budget for 2019/20 was duly noted - see table:

Budget Headin g Code	Description	Budget 2019/20 £	Budget Spend To Date £	Predicted To 31/03/20 £
201	Allotment maintenance	600	8	600
202	Allotment water charge	200	10	200
212	Cemetery maintenance	800	8	800
212a	Cemetery repairs/renewals	400	0	400
213	Parks maintenance	1,700	480 ^(a)	1,700
214	Park grass cuttings	3,500	1,117	3,500
215	Park equipment	2,000	1,422 ^(b)	2,000
222	Materials	300	38	300
226R	Soft safety surface	8,000 ^(c)	0	8,000
260R	Future burial provision	3,566 ^(d)	0	3,566

- (a) Work carried out in 2018/19 by Old Vicarage Tree Surgery. Invoice received after year end accounts had been closed off – duly noted.

- (b) Sum includes repairs to picnic table. When the invoice comes in for the Cablerider repairs (£527.50 net of VAT) this will take the budget actuals slightly over predicted expenditure for 2019/20. This isn't expected to affect the out-turn for the overall PCA budget as money may be *vired* from other codes.
- (c) To build up reserve fund specifically for replacing surface underneath the toddler play area. There will soon be enough in the reserve to cover the replacement costs.
- (d) The figure is 50% of the income received in the year 2017/18.
7. Parks, Cemetery & Allotments Committee expenditure, 5-Year Plan and Section 106 money.
- (i) Re-surfacing the soft safety surface in the Children's Play Area. Teen & Swing areas completed November 2018. Committee to continue placing £8,000 in reserve for Toddler Area which will require replacement in the new few years.
- (ii) Circumference pathway around the Parish Field. Committee was investigating costs to install lighting along top and bottom paths to be paid for out of the remaining Section 106 money held by CWaC.
- (iii) Painting park railings. Completed in July 2018. Parish Council agreed to allow £9,000 in 2023 to cover park railings, cemetery railings and allotment gates - noted.
- (iv) Painting the Teen Shelter (£1,082 net of VAT) and tidying up the Basketball equipment (£111 net of VAT) will be undertaken by Whittles around mid-September. The Clerk has applied to CWaC for S106 funding. Cllr. Hulse commented on the poor condition of the 'Field in Trust' plaque. The first plaque, awarded to us in 2012, was replaced in 2016 due to corrosion. The 2016 replacement was corroding and the Clerk was tasked to contact the suppliers.
- (v) Proposal to install security cameras overlooking the children's play area – costs not yet known.
8. Queens Drive (QD) and Old Chester Road (OCR) Allotment Gardens.
- 8.1 Waiting List – 4 x Helsby families on the list. One wanting OCR only and the rest not stating preference – duly noted.
- 8.2 Allotment inspection. 28th July inspection called-off due to inclement weather. Cllr. Temple and the Clerk will undertake an inspection when practicable.
- 8.3 Conifer hedge – OCR. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council be RECOMMENDED to employ Old Vicarage Tree Surgery to cut back the large conifer hedge on Old Chester Road allotments – PCA13/19.** This will form part of a parcel of works undertaken annually.
- 8.4 Allotment Rent Review. Current charges are £20 small and £35 large. There have been no material changes since the last review. The committee obtained Frodsham Town Council fees for comparison. Proposed by Cllr. Randles, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council be RECOMMENDED to keep allotment rents the same as 2018 at £20 small and £35 large plot – PCA14/19.**
- 8.5 Review of allotment insurance cover for individual tenants. The Parish Council currently had 40 tenants all paying £3.50 each. Our insurers confirmed that the Parish Council was covered for up to 52 tenants and the premium (unless changed) would be £130.98 when renewal came due on 1st October 2019. The current charge of £3.50 per tenant would appear to be adequate and fair. Proposed by Cllr. Kimpton, seconded by Cllr. Randles and **RESOLVED – that the Parish Council be RECOMMENDED to keep the**

insurance, that each individual allotment tenant pays, to £3.50 same as 2018 – PCA15/19.

Page 277

Chairman's initial.....

9 Children's Play Area

- 9.1 Damage to one of the Picnic Tables. The damaged section had been replaced and the bench re-instated and in use – duly noted
- 9.2 RoSPA Play Safety Inspection Report drew attention to the tyres at both ends of the Cablerider. The Parish Council approved a quote from Northwich Town Council to replace the tyres and the work is due to be completed before end July – duly noted.
- 9.3 CCTV overlooking play area. The Committee was investigating installing camera(s) to Lighting Column No. 3 on Parkfield Drive. CWaC had confirmed that pole mounted CCTV was likely to be Permitted Development under Part 12 of the GPDO (Development by Local Authorities & Parish Council's) so planning permission was unlikely to be required on the condition that installing CCTV was required as a part of the Local Authority or Parish Council's functions. The Parish Council was the landowner of the property that would be within the scope of CCTV. CWaC also asked where the CCTV hub would be and who would be watching. Scouts had already agreed that the control equipment would be incorporated into their building. Nobody was going to watch it. It would be there to look at if the Parish Council needed to. Now that all the permissions were in place, it was proposed by Cllr. Temple, seconded Cllr. Kimpton and **RESOLVED – that the Parish Council be RECOMMENDED to obtain a quote from CSS for the installation of CCTV (plus all associated equipment) on Lighting Column 3 overlooking the children's play area – PCA16/19.**

The committee would consider applying to Safer Community Funds, who gave grants of up to £5,000 and reached a decision within 8 weeks. Eligibility criteria was that the project must support crime prevention or reduction e.g. helping tackle anti-social behaviour.

- 9.4 Tree trimming. The committee considered proposal to lift the canopy to ensure good visibility. Other shrubbery would require tidying up. It was agreed to check with CSS to find out which vegetation required trimming back in order not to impinge the camera's view. Proposed by Cllr. Temple, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council be RECOMMENDED to employ Old Vicarage Tree Surgery to carry out all trimming vegetation work when specific requirements were known – PCA17/19.**
- 9.5 Railings located in the bottom corner adjacent to Parkfield Drive. A couple of the panels had been described as bowed which was likely due to contractors disconnecting them from the main fence in order to gain access. The railings had been checked for movement and appeared to be stable although there was some slight movement in the base of one post. It was agreed to place this and the cemetery railings on long-term check list as a duty of care.

10. Parish Field

- 10.1 Lighting plan for top and bottom paths. KDE had sent in a lighting scheme for the whole circumference pathway. This was based on an assessment by KDE of the area during night-time hours. In the opinion of KDE, the trees flanking either side of the field were large and inhibit light penetration from adjacent street lighting on both sides of the field. The Parish Council may be required to undertake a 'light-pollution' survey due to the proximity of dwellings at the top and bottom of the field. That would be dependent on height and LUX. To be discussed fully in PART B at the end

of the meeting.

Page 278

Chairman's initial.....

- 10.2 Clump of ivy at top entrance next to Parkfield Drive cul-de-sac growing into the road. Proposed by Cllr. Temple, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council be RECOMMENDED to employ Old Vicarage Tree Surgery to cut down and remove the clump of ivy growing into Parkfield Drive – PCA18/19.**
- 10.3 Padlock for new gate at bottom of field – Clerk to purchase and install.

11. Cemetery.

- 11.1 Following a complaint made by Lincoln Court Residents Association about graves sinking and waterlogging (at the April surgery) this was investigated by Cllrs who could not find any evidence of the problem. The Residents Association had subsequently contacted us saying the cemetery was in very good shape and congratulated the Parish Council – duly noted.
- 11.2 Spoil heap. Cllr. Temple and the Clerk would check and arrange emptying if required.
- 11.3 The Central Area was now being used for burials – demand was steady. Cllr. Temple questioned moving into the central area. The Clerk assured members that she was following the grid lines and numbering on the map. Cllr. Temple to check.
- 11.4 Review of cemetery fees. Much discussion ensued. Members had a list of burial fees from surrounding borough and local authorities for comparison. Cllr. Temple had looked into expenditure before the previous review and produced figure of £4,600 which was estimated to be the annual cost to the Parish Council for running the cemetery. The members believed that a small increase was prudent. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council be RECOMMENDED to increase Burial Fees for Helsby Public Cemetery as detailed in the attached appendix to these minutes – PCA19/19.**

12. To discuss any urgent matters requiring immediate attention – no matters reported.

13. Date of the next meeting – 28th October 2019

14. 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 – PCA20/19.**

Confidential Item

15. Parish Field Lighting Scheme –to explore additional matters related to undertaking the project which includes applying to Fields in Trust for permission to install lighting all around the parish field.

The meeting closed at 8.15pm

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

Page 279

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