

Helsby Parish Council

Minutes of the Parks, Cemetery & Allotments Committee meeting held at 7pm on 22nd January 2018 in the Committee Room

Present:

Cllr. Sarah Temple – Chairman Cllr. John Kimpton – Vice-Chairman Cllr. Chris Ellams Cllr Sam Johnson Cllr. George Randles

1. Public Air Time. Proposed by Cllr. Johnson, seconded by Cllr. Randles and **RESOLVED – that the meeting be suspended for public participation – PCA01/18.** There being no matters brought to the committee’s attention it was proposed by Cllr. Ellams, seconded by Cllr. Kimpton and **RESOLVED – that Public Air Time be closed and the meeting reconvened – PCA02/18.**
2. Apologies for absence were received from Cllrs. Holder and Gardner.
3. Member request for dispensation or declarations of disclosable pecuniary interests in accordance with s.33 of the Localism Act 2011 – 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 13th December 2017 be accepted as accurate and duly signed by the Chairman – HPC03/18.**
5. Matters arising from the previous meeting not covered elsewhere on the agenda
 - 5.1 Allotments – all tenants had been notified about the update to policy on trees on allotments – duly noted.
 - 5.2 Plot sizes plus associated matters. Mr Temple was working on plot sizes. Cllr. Temple and the Parish Clerk would work out the number of hours the employees spent doing paperwork and maintenance. By doing so, this should give a more accurate figure to the actual cost of running the allotments with the purpose of calculating a reasonable rental charge per annum to allotment holders – **work in progress.**
6. Parks, Cemetery & Allotments Committee budget for current year 2017/18 and ensuing fiscal year 2018/19:
 - 6.1 PCA Budget 2018 V2 – Cllr. Temple provided members with clear notes that explained how the committee justified its budget – duly noted.

Budget Heading Code	Description	Budget 2017/18 £	Spend to date in 2017/18 £	Predicted To 31/03/18	Recommended Budget by Parks 2018/19 £	Budget agreed by Parish Council 2018/19
201	Allotment maintenance	600	353	600	600	600
202	Allotment water charge	400	143	400	500	500
212	Cemetery maintenance	1,500	965	1,500	800	800
212a	Cemetery repairs/renewal	400	0	400	400	400
213	Parks maintenance	1,700	266	1,700 ^(a)	15,200	15,200^(b)
214	Park grass cuttings	3,700	3,058	3,700	3,800	3,800
215	Parks equipment	2,000	76	2,000	2,000	2,000
222	Materials	300	0	300	300	300
226R	Soft Safety Surface	0	0	0	8,000 ^(c)	0
260R	Future burial provision	2,000	0	2,000	925	925^(d)

Notes to the aforementioned:

- a) Consideration would be given to the purchase of domed bins to replace the open-topped bins (which are easily accessed by scavengers dragging the rubbish out) in the Children’s Play Area before 31.03.18. Costs estimated in the region of £970 + VAT. Members were asked to bear in mind that the equipment had been sent to Duttons Mowerworld for annual maintenance. The estimated charge would be somewhere in the region of £380 + VAT. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED – 1) that the Parish Council be RECOMMENDED to obtain actual costs from Northwich Town Council to purchase and install 2 x domed topped bins (for the Children’s Play Area) and to re-site the existing open topped bins at the top of the Parish Field next to the pathway leading from the main road; 2) to obtain said costs in time for the March Parish Council meeting so that the aforementioned can be purchased and invoiced in the current fiscal year should there be enough budget provision leftover – PCA04/18.**
- b) Increased to cover the £13,500 incl VAT estimated costs to paint the Children’s Park railings – duly noted.
- 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 – duly noted.
- 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 – duly noted.

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 (possible s.106 money available). Cllr. O’Neill was seeking information from CWaC Localities Team relating to funding from s.106 where it was known that a sufficiently large amount of money was available for play and open space schemes.
- iii) Painting Park railings – see Item 6b above.
- iv) Flooding around Slot Drain – the Eccies. An estimate for drain clearance plus associated repairs had been obtained. It was agreed to place the option to undertake the works in abeyance until the future of the Eccies became 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. Allotment Plot 6r QD would be available on 13.02.18. The tenant of Plot 6L had expressed a willingness to take on Plot 6R and the Parish Clerk was sorting out the Tenancy Agreement with her – duly noted.
- 8.2 Allotment inspection undertaken on 14th Jan 18. During the inspection held on 14th Jan 18, it was noted that there was no sign of improvement or cultivation on Plot 6r thereby invoking the Parish Council’s official procedure. The tenant had been sent a request to vacate before 13th Feb 18. This followed previous warning letters sent on 20th Aug 17 and 20th Oct 17. The majority of both sites looked in good order. The next inspection would take place around the end of March 18 – duly noted.

9. Children’s Play Area

- 9.1 Offer to Scouts to contribute to a joint venture for camera installation on their building. This followed our request to Scouts seeking approval to allow the Parish Council to place a camera on their building but facing the Children’s Play Area. Scouts asked if the Parish Council would, at the same time, purchase and pay for two more cameras covering both exit doors of the Scout building. The Parish Council responded saying that it could not use its funds to protect assets which weren’t its responsibility but asked if Scouts wanted to contribute to a joint system. We had not received a response to the proposal – duly noted.
- 9.2 Painting of the railings and gates surrounding the park. The work was planned for 2018/19 fiscal year. An estimate had been received with a pretty comprehensive specification that appeared to match the committee’s requirements. The type of paint did not carry a specified period of warranty but should last between 3-5 years. The hand cleaning and preparation would be an important element to the spec and it was agreed that this should be written into the request for quotation from 3 or more contractors. The invitations to quote would be sent out the second week of March in time to be considered by the next Parks Committee meeting at the end of April.

10. Parish Field

10.1 Robin Hood development – drainage grid. The surveyor had concluded that the drain was suitable for purpose and he would not be taking our complaint any further. The drain was checked by the Parish Clerk and appeared to be cleared and adequate for purpose apart from a small amount of standing water. The drain had to be accessible for it to be properly maintained by the General Assistants. Members were concerned about the amount of water drainage that could accumulate from the development behind the retaining wall and decided that the committee would not be recommending sign off to any ‘party wall’ agreement. It was agreed to ask Cllr. Gardner to confirm accessibility for cleaning the drain and any other engineering concerns and then place the matter in abeyance until any formal request was received to sign off the party wall arrangements.

11. Cemetery

11.1 Future burial provision. The Parish Council was building up its reserves for land purchase when the existing burial ground was full. Cllr. Randles had circulated an objective review on burial provision. This included using the existing adjacent allotment gardens at Old Chester Road site for burial which would have the advantage of managing the one cemetery in the same place. The allotments, that would be replaced by burials (subject to planning permission being obtained as the site was officially designated in the CWaC Local Plan as allotment use), would need to be replaced locally but this would be subject to successful negotiation with local landowners. It was also suggested that the Queens Drive allotment gardens could be sold for development to fund and to consolidating all allotments in the one place. Cllr. Randles would pursue the possibilities with local landowners.

11.2 Tidy up of sunken area known as the Remembrance Garden. The Parish Clerk would liaise with the General Assistants to undertake the work.

11.3 Sequence of burials. Cllr. Randles suggested going into the extension area and leaving the central area, in the existing burial ground, free as open space. The Burial Clerk advised against this course of action as it could cause difficulty in record keeping. It was preferable to use up the existing cemetery space first. The members asked the Burial Clerk to inform them when the cemetery was filling up so that the central area could be mapped out and prepared in readiness to accept burials – duly noted.

12. Date of the next meeting – 30th April 2018

The meeting closed at 7.35pm

Chairman’s signature..... Dated.....