

# Helsby Parish Council

## Minutes of the Parks, Cemetery & Allotments Committee meeting held at 7pm on Monday, 29<sup>th</sup> October 2018 in the Committee Room

### Present:

Cllr. John Kimpton – Chairman

Cllr. Terry O’Neill

Cllr. Alan Gardner

Cllr. Patricia Holder

1. Public Air Time. Proposed by Cllr. Gardner, seconded by Cllr. O’Neill and **RESOLVED – that the meeting be suspended for public participation – PCA26/18.** There being no matters brought to the committee’s attention it was proposed by Cllr. Gardner, seconded by Cllr. O’Neill and **RESOLVED – that Public Air Time be closed and the meeting reconvened – PCA27/18.**
2. Apologies for absence were received from Cllrs. Ellams, Randles & Temple.
3. Declarations of interest – none reported.
4. Minutes of the previous meeting. Proposed by Cllr. O’Neill, seconded by Cllr. Gardner and **RESOLVED – that the minutes of the Parks, Cemetery & Allotments Committee meeting held on 30<sup>th</sup> July 2018 be accepted as accurate and duly signed by the Chairman – PCA28/18.**
5. Matters arising from the previous meeting
  - 5.1 Cemetery/OCR Allotments. The painting of railings and gates had been completed satisfactorily – duly noted.
6. The committee fully discussed the budget for current fiscal year 2018/19 as follows:

Budget Heading Code	Description	Budget 2018/19 £	Budget Spend To Date £	Predicted To 31/03/19 £
201	Allotment maintenance	600	96	600
202	Allotment water charge	500	53	500
212	Cemetery maintenance	800	3,111 <sup>(a)</sup>	3,600 <sup>(b)</sup>
212a	Cemetery repairs/renewals	400	0	400
213	Parks maintenance	15,200	5,912	6,500 <sup>(c)</sup>
214	Park grass cuttings	3,800	1,940	3,800 <sup>(d)</sup>
215	Park equipment	2,000	197	2,000
222	Materials	300	74	300
226R	Soft safety surface	0 <sup>(e)</sup>	0	0
260R	Future burial provision	925 <sup>(f)</sup>	0	925

### Notes to the aforementioned:

- a) Figure included payment of £3,102 for painting the gates and railings (it also included the amount for painting the adjacent allotment gates). The overage in this budget heading could be offset by the underspend in Budget Heading 213.

- b) The Clerk had increased the figure to include costs to employ contractor to empty spoil heap;
- c) Decreased to anticipated spend. Painting of railings came in much cheaper than budget estimates;
- d) Northwich Town Council had purchased grounds maintenance equipment and had offered to cut grass throughout the autumn/winter/early spring seasons if needed. The budget could also cover hedge and tree maintenance by a contractor of our choosing.
- e) 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 was taken out of the New Homes Bonus Reserve and placed into this new heading. Replacement surface work would be undertaken following recommendation identified during the annual inspection by RoSPA.

The £8,000 already in reserve, coupled with the estimated underspend balance of £3,700 in Budget Heading 213 (the committee had already considered taking £2,800 overspend in Budget Heading 212 out of 213 – see a) previous page) could cover the cost (net of VAT) of resurfacing the two areas in need of replacement in the Children's Play Area;

- f) 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 6e above. The committee would consider the 3 quotations received to replace surface in teen and swing areas. This would be discussed during Part B at the end of this meeting.
- ii) Erection of circumference pathway around the Parish Field – the main contractual work was now complete. CWaC had confirmed £29,031 Section 106 money would be transferred to HPCs account on receipt of the invoice. CWaC had also confirmed that s.106 money could also be obtained to pay the Landscape Architect fees which were now known. The Parish Clerk would also include, in the next s.106 application, the £331 costs for Section 50 Licence fee for dropped kerbs and any other unforeseen charges relating solely to the pathway erection.  
The Chairman thanked Cllr. Holder as it was her initiative that the pathway scheme was undertaken and to Cllr. Temple and the Clerk for following the project through to conclusion.
- iii) Painting of the Children's Park railings – completed.
- iv) Flooding around Slot Drain – the Eccies. The Clerk had checked site and there was evidence that RSK was attempting to scrape out the blockage.
- v) Member's suggestions. Cllr. Temple had already suggested renewing the youth shelter / basketball hoop on the Parish Field with the £8,750 from Youds Croft. Another suggestion was to consider approaching POS Landcare re funding more equipment at the (Persimmon developed) Mere's Edge playground. Cllr. O'Neill (Finance Chairman) expressed concern about purchasing equipment for the Persimmon Play Area which was still owned by Persimmon and managed by POS Landcare. The Parish Council could get into a libellous situation if the equipment was not properly maintained – duly noted.

8. Queens Drive (QD) and Old Chester Road (OCR) Allotment Gardens
  - 8.1 Waiting List. One Helsby resident on the list for Queens Drive -duly noted.
  - 8.2 Allotment inspection undertaken on 20<sup>th</sup> Oct 18. Stage 2 notice would be sent out to QD tenant and a couple of advisory emails would also be sent. Both sites looked in good condition.
  - 8.3 Allotment Rents. All tenants had paid – duly noted.
  - 8.4 Allotment insurance cover for individual tenants. All tenants had paid £3.50 which was the amount calculated to cover the annual premium – duly noted.
  - 8.5 Painting of the allotment gates (nearest to the cemetery) had been completed to a satisfactory standard – duly noted.
  - 8.6 OCR Allotment hedges. Proposed by Cllr. Kimpton, seconded by Cllr. O'Neill and **RESOLVED – that the Parish Council be RECOMMENDED to approve the quotation received from Old Vicarage Tree Surgery for £400 (net of VAT) for the following work: -**
    - a) **The cut all around the conifer hedge and to cut top and sides of the hedge (on the right-hand side) at Old Chester Road Allotment Gardens;**
    - b) **To cut top and both sides of the hedges that are located on both sides of the parish field – PCA29/18.**
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 we already know about and are already saving up to replace all areas. Quotes had now been received for (iii) which will be discussed under Part B at the end of the meeting:
    - (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 bulk of the contract was now complete. We awaited installation of the new 4mtr wide galvanised steel gate (cost could be covered by the contingency), planting the Oak Tree and news from CWaC about the dropped kerbs.
  - 10.2 Robin Hood development – drainage grid. The response from Masefield's was that they were satisfied with the grid however the parish council had never agreed that it was fit for purpose. Cllr. Gardner and Randles had undertaken an investigation and found that the drain definitely sloped away from the grid. The outlet was blocked and it overflowed at the 5mt point. Weep holes from the wall, of the adjacent housing development to stop the build-up of water, let out into the drain. Proposed by Cllr. Kimpton, seconded by Cllr. O'Neill and **RESOLVED – that the Parish Council be RECOMMENDED to obtain an estimate from Horticon to re-profile the existing drain – PCA30/18.**
  - 10.3 Perimeter hedge – already discussed in Item 8.6 above.
11. Cemetery

- 11.1 Painting of Cemetery Gates and railings – completed to a satisfactory standard – duly noted.

Page 263

Chairman’s initial .....

- 11.2 Emptying of Spoil Heap. Proposed by Cllr. O’Neill, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council be RECOMMENDED to employ Mr Rod Maddocks to remove and dispose of the spoil heap at Helsby Public Cemetery at a cost of £280 sum – PCA31/18.**

12. Date of the next meeting – 12<sup>th</sup> December 2018.

13. Part B – Exclusion of the Press and Public. Proposed by Cllr. Gardner, seconded by Cllr. O’Neill 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 – PCA32/18.**

14. Confidential Item

- 14.1 Soft Safety Surface. Proposed by Cllr. O’Neill, seconded by Cllr. Holder and **RESOLVED that the Parish Council be RECOMMENDED to employ Soft Surfaces to replace the safety surface (plus all other associated work) underneath the swings and teen area in the Children’s Play area – PCA33/18.**

The meeting closed at 7.29pm

Chairman’s signature..... Dated.....

Page 264

Minutes of the Parks, Cemetery & Allotments Committee meeting held on 29<sup>th</sup> October 2018.