

Helsby Parish Council

Minutes of the Parks, Cemetery & Allotments Committee held at 7pm on Monday, 21st January 2019 in the Committee Room

Present: -

Cllr. Sarah Temple – Chairman
Cllr. George Randles

Cllr. Chris Ellams
Cllr. Alan Gardner

Cllr. Terry O’Neill
Cllr. Patricia Holder

- Public Air Time. Proposed by Cllr. O’Neill, seconded by Cllr. Ellams and **RESOLVED – that the meeting be suspended for public participation – PCA01/19.** There being no matters brought to the committee’s attention it was proposed by Cllr. O’Neill, seconded by Cllr. Ellams and **RESOLVED – that Public Air Time be closed and the meeting reconvened – PCA02/19.**
- Apologies for absence – received and accepted from Cllr. Kimpton.
- Declarations of disclosable pecuniary interests in accordance with s.33 of the Localism Act 2011. None reported.
- Minutes of the previous meeting. Proposed by Cllr. Gardner, seconded by Cllr. O’Neill and **RESOLVED – that the minutes of the Parks, Cemetery & Allotment Committee meeting held on 12th December 2018 be accepted as accurate and duly signed by the Chairman – PCA03/19.**
- Matters arising from the previous minutes – none reported.
- Parks, Cemetery & Allotments Committee spend for 2018-19 and budget figures for the ensuing fiscal year 2019-20. The Chairman of Finance and Parish Clerk will input the year-end figures (when known) in the for the next meeting. See table:

Budget Heading Code	Description	Budget 2018/19 £	2018/19 Spend to date £	Predicted To 31/03/19	Budget for 2019/20 £
201	Allotment maintenance	600	96	600	£600
202	Allotment water charge	200	60	200	£200
212	Cemetery maintenance	800	3,382 ^(a)	3,500	£800
212a	Cemetery repairs/renewal	400	0	400	£400
213	Parks maintenance	15,200	5,912 ^(b)	6,500	£1,700
214	Park grass cuttings	3,800	2,117	3,000 ^(c)	£3,500^(d)
215	Parks equipment	2,000	197	2,000	£2,000
222	Materials	300	106	300	£300
226r	Soft surface/play equip	0	14,375	14,375 ^(e)	£8,000^(f)
260R	Future burial provision	925	0	925	3,566^(g)

(a) Figure includes £3,102 for painting the cemetery railings and OCR allotment gates. The Parish Council approved the expenditure to take up some of the underspend in Budget Heading 213.

- (b) The Committee received very competitive bids for painting the children's park railings. The work was undertaken mid-year which enabled the committee to review its budget and approve other required maintenance work namely painting railings in the cemetery and Old Chester Road allotment gates.
- (c) Estimated spent to year end.
- (d) At the meeting on 12th December, the committee recommended £2,800 based on 2018-19 actual spends. However, the Finance Committee recommended increasing the budget by £700 to £3,500 for 2019-20 to take into account the amounts of cuts needed if the weather turned out to be milder and wetter.
- (e) Resurfacing of teen and swing area undertaken in the year.
- (f) To build up reserve fund specifically for replacing surface underneath the toddler play area.
- (g) The figure is 50% of the income received in the year 2017-18.

Other committee expenditure in the year includes: -

- i) Circumference pathway around Parish Field – expenditure to date = **£35,967**. The Parish Council has already received £27,046.19 (net of VAT) S106 funding from Cheshire West and Chester Council. Amount still owing is £1,740.37 for contingency cost also used. The Clerk will complete another application for S106 money for £1,241 for Landscape Architect fees and CWaC application for dropped kerbs relating to the same project. This may be reduced by £331 which is the amount that Helsby Parish Council had to pay CWaC Highways for the dropped kerbs proposal. CWaC has not yet presented the cheque (issued by Helsby Parish Council end Sept 18) for payment – duly noted.
7. Parks, Cemetery & Allotments Committee expenditure – 5-Year Plan. Cllr. O'Neill had prepared the estimates for the committee's approval. The final figures will be known at year end.
- (i) Re-surfacing the soft safety surface in the Children's Play Area. Teen and swing area complete. Committee to continue placing £8,000 in reserve as the toddler area will require replacement in the new few years;
 - (ii) Circumference pathway around the Parish Field. This was paid for out of Section 106 money held by Cheshire West and Chester Council;
 - (iii) Painting of park railings – complete. The committee asked that the 5-Year plan includes placing money in reserve for future painting of park and cemetery railings to build up a fund. A figure of £1,000 was discussed. Cllr. O'Neill had produced the 5-year plan and asked the committee to consider forecasting actual costs when the time came to undertake the painting work rather than putting small amounts away per annum. Nevertheless, he would capture the committee's wishes in the plan. The recent painting (park and cemetery) had cost £8,834 and was expected to last at least 5 years. The railings were in good shape and, provided that they were professionally maintained, should not require replacement for many years;
 - (iv) Flooding slot drain The Eccies – RSK has agreed to undertake this work.
 - (v) Domed litter bins for children's park – complete

- 7.1 Balance of Section 106 money for children's play / open space / public art. The Clerk estimates there is a total of around £103,000 available for projects associated with formal/informal open space or parks & recreation. CWaC should hold the money indefinitely.
- (i) Consider replacing Teen Shelter on Parish Field – see Item 10.2.
 - (ii) Following the pathway project, members of the public have asked for overhead lighting all the way along the path that links Lower Robin Hood Lane and Parkfield Drive. The Clerk recommended organising a meeting with AMR Technical (installers of our Christmas lights) to look at the options – **Clerk to arrange.**
 - (iii) Security cameras overlooking the children's play area proposal. In light of the recent damage to one of the picnic tables, the committee discussed installing security which would need to be infra-red stand-alone cameras with remote accessibility. **Clerk to arrange meeting with CSS to explore options.**
 - (iv) Designated dog walk enclosure for parish field. Cllr. Holder brought this up but, as it had already been considered on several occasions and had not found favour with the members, it would not be included in any more discussions.
8. Queens Drive (QD) and Old Chester Road (OCR) Allotment Gardens.
- 8.1 Waiting List. 2 x Helsby families on the list – duly noted.
 - 8.2 Allotment inspections to be scheduled end March and end April (before next PCA meeting) – duly noted.
 - 8.3 Trimming back of allotment hedges. Completed and awaiting invoice – duly noted.
9. Children's Play Area
- 9.1 Damage to one of the picnic tables. The GA had taped off the damaged section. Much discussion ensued mainly on how it happened and whether to publicise the damage. The concrete base had shattered probably brought on by stress and very likely vandalism, but that was not provable. The tables had been installed in January 2015. Cllr. Temple had investigated replacement. The supplier was no longer trading but there were numerous alternatives out there depending on choice. Cllr. Randles kindly agreed to explore replacement options.
 - 9.2 RoSPA Play Safety Inspection Report due April 2019 – duly noted.
10. Parish Field
- 10.1 Lighting options for the bottom path. Would need to be PIR – Passive Infra-Red and hard wired to an electricity supply. The committee would seek advice from a professional as agreed in Item 7.1 (ii).
 - 10.2 Teen Shelter. The committee had some initial thoughts about replacing the existing youth shelter. The wooden shelter on the Sherwood Court outdoor gym site appeared to be a popular gathering place with young people. The bulk head camera on the Community Centre building had the desired effect in keeping vandalism down. Youths also congregated at the picnic tables in the park. The existing teen shelter, at mid-point on the parish field, was of metal construction and still useful even if less popular. Proposed by Cllr. Temple, seconded by Cllr. Holder and **RESOLVED – that the Parish Council be RECOMMENDED to obtain a quote from Whittles to re-paint the youth shelter – PCA04/19.**

- 10.3 Hedge trimming. Completed and awaiting invoice (duly noted).
- 10.4 Football clubs had not used the field in recent years. Cllr. Gardner reported that Helsby High School had opened up its facilities to the public and local teams were making full use of it. The new Sports Club would also provide additional facilities. In the long-term, the committee may be able to consider alternative ideas for the field, or any new recreation areas, that could be funded by S106 monies.
- 10.5 Circular pathway on the field. Cllr. Holder asked members to consider organising a ‘Park run’ every Saturday morning. However, the new path was only 300m (the run is 5km) and adding further areas would give a disjointed scheme not in keeping with the original idea. There were already 4 running tracks in Helsby for runners to exercise so it was not thought necessary.
- 10.6 Bike Track. The Parish Field would be unsuitable. Cllr. O’Neill reported that land was available for sale in Helsby which could be made into a bike track but the important issue was to build it in a place that would not have a negative impact on residents. Could be potential on the Honeywell site.

11. Cemetery – no matters reported.

12. Urgent matters – none reported.

13. Date of the next meeting – 29th April 2019

The meeting closed at 8.10pm

Chairman’s signature..... Dated.....

