

# Helsby Parish Council

## Minutes of the Parks, Cemetery & Allotments Committee meeting held at 7pm on Monday, 28<sup>th</sup> October 2019 in the Committee Room

### Present:

Cllr. Sarah Temple – Chairman  
Cllr. Alan Gardner

Cllr. Stuart Hulse  
Cllr. Patricia Holder

Cllr. George Randles

- Public Air Time. Proposed by Cllr. Hulse, seconded by Cllr. Randles and **RESOLVED – that the meeting be suspended to allow public participation – PCA21/19.** There being no matters brought to the committee’s attention it was proposed by Cllr. Gardner, seconded by Cllr. Randles and **RESOLVED – that Public Air Time be closed and the meeting reconvened – PCA22/19.**
- Apologies for absence were received and accepted from Cllrs. Kimpton and Johnson.
- Declarations of disclosable pecuniary interest in accordance with s.33 of the Localism Act 2011 – none received.
- Minutes of the previous meeting. Proposed by Cllr. Randles, seconded by Cllr. Hulse and **RESOLVED – that the minutes of the Parks, Cemetery & Allotments Committee meeting held on 29<sup>th</sup> July 2019 be accepted as accurate and duly signed by the Chairman – PCAA23/19.**
- Matters arising from the previous meeting not covered elsewhere on the agenda –none.
- Parks, Cemetery & Allotments Committee budget for 2019/20 was duly noted– see table: -

Budget Heading 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	461 <sup>(a)</sup>	500
212	Cemetery maintenance	800	388	800
212a	Cemetery repairs/renewals	400	155	400
213	Parks maintenance	1,700	1,778 <sup>(b)</sup>	2,300
214	Park grass cuttings	3,500	2,511	3,500
215	Park equipment	2,000	2,398 <sup>(c)</sup>	3,000
222	Materials	300	75	300
226R	Soft safety surface	8,000 <sup>(d)</sup>	0	8,000
260R	Future burial provision	3,566 <sup>(e)</sup>	0	3,566

(a) Budget 2018/19 estimated at £500 but the actual spend was £60. Parks Committee reduced its 2019/20 budget for water accordingly to £200. The most recent Water Plus invoice has just arrived for £451.32. On closer inspection, the meter was read by Water Plus on 12<sup>th</sup> January 2018 and then 12<sup>th</sup> October 2019 which was 21 months apart and would not have taken into account the very dry summer of 2018 when the water taps would have been very heavily used by allotment holders. There have been no tap leakages reported. **Action:** to ask General Assistants to take readings so we don’t get so widely out. Increase budget for 2020/21. Check that we’re not being charged for wastewater or sewerage.

- (b) Work carried out in 2018/19 by Old Vicarage Tree Surgery £480. Invoice received after year end accounts had been closed off. Whittles invoice for £1,298 received and paid for painting teen shelter now included. The Clerk has increased figure in Column 5 from £1,700 to £2,300 to take into account a further invoice from Whittles for £133.20 (incl VAT) for tidying up the basketball frame and the tree / hedge maintenance work by OVTS which hasn't been done yet. **Action:** Cheshire West and Chester Council has already agreed to release Section 106 money for the teen shelter and frame. Clerk to apply for the money net of VAT.
- (c) Invoice received from Winsford Town Council for the monthly independent inspections of the play area covering October 2017 – October 2019 effectively 2 years' worth of invoicing. The Clerk has increased Column 5 figure from £2,000 to £2,700 to cover the period until fiscal year end. **Action:** the committee agreed to increase the figure to £3,000 to take into account the invoice to come in from Northwich Town Council for the £633 incl VAT (work on Cablerider) and to chase Winsford TC for invoices for monthly play equipment inspections.
- (d) To build up reserve fund specifically for replacing surface underneath the toddler play area.
- (e) The figure is 50% of the income received in the year 2017/18.

The position is that the committee is going to be running over budget by about £1,900, although it may be possible to save a total of about £400 from some codes. Although we're overspending, we're anticipating Section 106 funding of around £1,500 to cover part of the expenditure which will bring us back within budget by year end.

- 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. The committee wish to replace 'like-for-like'. The area is far bigger than the junior one and is made up of thicker two-tone soft surface which will make it more expensive. Any leftover accumulated funds may be used to go towards part-funding new play equipment when it needs replacing.
  - (ii) Circumference pathway around the Parish Field. Committee was investigating costs to install lighting initially along top and bottom paths but the committee was now looking into erecting lighting all the way around. This would be a cost-effective option and could be paid for out of Section 106 money held by CWaC. See Item 10.1 for full discussion.
  - (iii) Painting park railings. Completed in July 2018. Parish Council agreed to allow £9,000 in 2023 budget to cover park railings, cemetery railings and allotment gates.
  - (iv) Painting the Teen Shelter £1,082 (net of VAT) and tidying up the Basketball frame £111 (net of VAT). Work completed. The Clerk will apply to CWaC for S106 funding.
  - (v) Proposal to install security cameras overlooking the children's play area – costs not yet known. See Item 9.2 for full discussion.
- 8. Queens Drive (QD) and Old Chester Road (OCR) Allotment Gardens
  - 8.1 Waiting List – 3 x Helsby families on the list. Two wanting OCR only.
  - 8.2 Allotment inspection. Cllrs. Temple and Kimpton undertook the inspection on 19<sup>th</sup> October. One Stage 1 letter sent to OCR tenant and one Stage 2 letter sent to tenant on QD site. Stage 2 tenants have now confirmed that they will vacate by 4<sup>th</sup> Nov – noted.

- 8.3 Tree & hedge maintenance – Old Vicarage Tree Surgery had supplied quote for the following work:

Parish Field and Children's Play Area

- Trim hedges (both sides and top) along Parkfield Drive side
- Remove ivy clump/dead wood outside corner of the play area by the Parkfield Drive cul-de-sac. Request that the whole lot is removed rather than trimming what's hanging in the road
- Trim shrubs and tidy trees along parish field (remove suckers at base, cut back overhanging branches and cut all around illumination from lighting columns) along Lower Robin Hood Lane side
- Tidy shrubs and trees in play area (remove suckers at base)
- Remove lower branches of conifer overhanging railings at top of play area alongside A56

The Committee also added two other items as follows:

- Remove lower branch(es) of conifer overhanging the Parkfield Drive entrance to the children's park
- Remove young holly that is starting to grow in sandstone wall at top of park.

Proposed by Cllr. Temple, seconded by Cllr. Randles and **RESOLVED – that the Parish Council be RECOMMENDED to employ Old Vicarage Tree Surgery to undertake all the requested trimming and removal of cuttings work – PCA24/19.**

- 8.4 Ash Tree growing in Children's play area highlighted by residents living in adjacent property. The tree appeared to be healthy. It was not thought to be causing a light amenity issue as it was far enough away and had an open canopy.

9. Children's Play Area

9.1 RoSPA Play Safety Inspection Report drew attention to the tyres at both ends of the Cablerider. The Parish Council approved a quote £527.50 net of VAT from Northwich Town Council to replace the tyres and the work has been completed. We await invoice.

9.2 CCTV overlooking play area. The Committee was investigating installing camera(s) to Lighting Column No. 3 on Parkfield Drive. Cheshire West and Chester was not able to grant permission to use column for attaching CCTV and would not allow CCTV mounted on a separate pole with an electrical link to the lighting column. CWaC would consider replacing No. 3 with a sturdier column providing that the Parish Council produced an MPAN (unmetered supply certificate) and agree to pay for the new column and installation costs. The Scouts had already given approval to the Parish Council to allow the use of their building for WiFi connection. Costs were unknown at present. The Parish Council could apply to PCCs 'Safe Solutions' fund for up to £5,000. Proposed by Cllr. Temple, seconded by Cllr. Holder and **RESOLVED – that the Parish Council be RECOMMENDED to obtain costs from CWaC to replace Column No. 3 for a sturdier column for the purpose of attaching CCTV equipment overlooking the Children's Play Area – PCA25/19.**

9.3 Tree trimming. See 8.3 above.

9.4 Field In Trust plaque. The Trust had sent another plaque 'free of charge'. The GA had put a protective coat over it so this one should last a bit longer than the last two. Cllr. Temple commented that it was very dark in colour and the writing on it was difficult to make out – duly noted.

#### 10. Parish Field

10.1 Lighting the circumference pathway around the parish field. Permission had been granted by 'Fields in Trust' that the Parish Council could go ahead with the scheme.

Confirmation had been received from CWaC Planning Department that planning permission was not required as the lighting scheme was germane to the Parish Councils responsibilities.

Cllr. Temple had researched most of the technical information provided by KDE as follows:

- Proposal was for 14 x 4 mtr high columns, each with a 19 W LED light
- Each light gave out 2,000 lumens. A modelling algorithm had been used to predict the scheme would give light levels ranging from 1-26 lux, depending on where you stand, with an average level of about 10 lux.
- Calculations were within the parameters of what you would expect for the lighting of an outdoor pathway. There did not appear to be a single standard for such pathways but for comparison, full moonlight was about 1 lux and lighting in a typical family living room was about 50 lux.
- Ideally, lighting would come on at twilight (using light sensors) and be switched off around 11pm. The lights were designed not to shine "backwards" towards the houses.
- Going on a total of 266W operating from dusk to dawn (4267 hrs per annum), it was estimated that the electricity consumption would cost in the region of £170 per annum (1135 kWh at 15p per kWh).

Proposed by Cllr. Temple, seconded by Cllr. Hulse and **RESOLVED – to arrange meeting with KDE to go over the details of the proposed lighting scheme for the perimeter pathway around the parish field – PCA26/19.**

Questions to ask KDE

- Confirm estimate of electricity consumption figures;
- Ask if timers can be fixed to columns e.g. switch off at 11pm;
- Ask what long-term checks and maintenance may be required;
- Ask KDE if it would be acceptable to use their spec to obtain at least another two quotes for purposes of our *de-minimus* in compliance with the Parish Council's Financial Regulations.

10.2 Field Gate. There was now a padlock on the gate. The General Assistant and Parish Clerk both had keys – duly noted.

11. Cemetery

11.1 Spoil heap – Maddocks Landscapes had removed and disposed of the spoil. Invoice £380 received and paid – duly noted.

11.2 The Central Area was now being used for burials. Demand was steady – duly noted.

11.3 Cones to place along Old Chester Road to deter none-funeral parking on the day of a burial. Cllr. Temple had obtained designs that the committee considered. Proposed by Cllr. Randles, seconded by Cllr. Holder and **RESOLVED – that the Parish Council be RECOMMENDED to purchase 5 x Funeral cones costing £45 with free delivery – PCA27/19.**

11.4 New burial fees were now in place – duly noted.

12. Overgrown branches obscuring the ‘no parking’ sign at Helsby Community Centre. It was suggested that the Caretaker removes the branches with shears. The Clerk had contacted CWaC Property Services with request for them to attend to the overgrowth of trees and hedges.

13. Date of the next meeting – Monday, 16<sup>th</sup> December 2019 Helsby Methodist Church

The meeting closed at 7.41pm.

Chairman’s signature.....Dated.....

