



Helsby Parish Council

A remote meeting of the Parks, Cemetery and Allotments Committee will take place at 7pm on Monday, 27th July 2020 via Zoom

The press and public are welcome to attend. Please note: due to the current Government's advice on Covid-19, the Parish Council will meet virtually. If any members of the public wish to join the meeting in this format and make a statement or raise a question at the meeting, they should contact the clerk before the meeting at parishclerk@helsbyparish.org.uk or 01928 726433.

AGENDA

1. Public Air Time – to suspend the meeting for public participation. Maximum time allocated for this purpose is 10 minutes subject to the committee's discretion.
2. To receive any apologies for absence.
3. To receive request for dispensations or to note declarations of disclosable pecuniary interests in accordance with s.33 of the Localism Act 2011.
4. To approve the minutes of the previous meeting held on 16th December 2019 – already circulated. Copy attached for core members only.
5. Matters arising from the previous minutes of 16th December 2019 and also the informal meetings held on 20th January 2020 and 2nd April 2020. To receive members reports (for information only).
6. To discuss the Parks, Cemetery & Allotments Committee budget for the year 2020/21:

Budget Heading Code	Description	Budget 2020/21 £	Budget Spend to Date £	Predicted To 31/03/21 £
201	Allotment maintenance	600	186.50	600
202	Allotment water charge	500	0	500
212	Cemetery maintenance	1000	128.50	1000
212a	Cemetery repairs/renewals	400	0	400
213	Parks maintenance	2000	180.00	2000
214	Park grass cuttings	3500	852.60	3500
215	Park equipment	3000	206.40	3000
222	Materials	300	52.05	300
226R	Soft safety surface	8000	0	8000
260R	Future burial provision	2180	0	2180

Footnotes:

- i) £885.74 retention fee paid to Horticon on 7/5/20 for the parish field path project filed under budget code 258 – application submitted to reclaim this from CW&C under S106 monies
- ii) £540 paid to Old Vicarage Tree Surgery for works carried out in the last financial year 2019/20 (£180 for conifer hedge at Old Chester Road allotments and £180 at the playing field/park as well as £180 at Sherwood Court)
- iii) Payments to be made in July – Water Plus bill for QD allotments £28.11 (Budget Code 202), grass cutting Northwich Town Council £352.80 (Budget Code 214) and replacement signage for turnpike stone from Kestrel Image Makers £50 (Budget Code 213).

7. Summary of S106 Monies – to consider whether it is an appropriate time to progress work on the following proposed projects: parish field path lighting and play area CCTV (as summarised in note of meeting from 20th Jan)

8. Children's Play Area

- 8.1. Update for information - Re-opening of play area following easing of Government's COVID-19 restrictions. Completed risk assessment attached
- 8.2. ROSPA report circulated for information on 20 April 2020 – outstanding action in relation to item 8.3 below
- 8.3. Update on cableway repair for information – The Parish Council approved a quote of £1035 plus VAT from Northwich Town Council. Work is expected to commence shortly
- 8.4. To receive member's reports – for information only

9. Parish Field

- 9.1. To consider a proposal to move the goalposts and several other suggestions following a meeting between the clerk, Cllr. Temple and a local resident on 16 July. This follows a number of complaints by the resident in relation to stray footballs and trespassers on their property
- 9.2. Tree and hedge maintenance – to consider the maintenance programme for this year. Committee to decide whether to continue with the usual arrangements or whether to seek quotes/tender for the work
- 9.3. To receive member's reports – for information only

10. Allotments

- 10.1. To consider a review of allotment rents – see associated report to be circulated
- 10.2. To consider a review of the Allotment Policy and Tenancy Agreement – committee members to read existing documents and bring comments
- 10.3. Allotment inspection for information – results of the latest inspection
- 10.4. Waiting list for information – 7 families currently waiting for allotments
- 10.5. Conifer hedge cutting – to be considered alongside item 9.2
- 10.6. To consider the Beavers request to visit Queens Drive allotments for Gardening Badge – email chain circulated.
- 10.7. To receive member's reports – for information only

11. Cemetery

- 11.1. Update on cemetery maintenance arrangements for information. A contract

has been signed with the Helsby Garden Services, a risk assessment undertaken and work is due to start shortly

- 11.2. To consider and approve a proposal to create a wildflower meadow in the cemetery extension area until it is required for burial purposes
- 11.3. To consider a review of the cemetery fees – see associated report to be circulated
- 11.4. Commonwealth War Graves Commission Signage – to consider if HPC wants any signage at their expense noting the cemetery war graves. To review signage at the cemetery in this context and in general and to identify the graves themselves. Report and photos to be circulated in advance
- 11.5. To consider a request by the new cemetery contractor to use the garage for storage of equipment
- 11.6. Cemetery Regulations Queries - To consider the following:
 - Allowing cremated remains in full sized burial plots;
 - Introducing a rule to only assign a Grant of Authority and an exact plot number once an interment date has been set;
 - The introduction of a Notice of Interment; and
 - Approval and guidance on the scattering of ashes.Any proposed updates to be brought to the next meeting and a formal review of the Cemetery Regulations to be considered at the next meeting in October
- 11.7. To approve a request for a scattering of ashes at an existing family grave on 29 July 2020
- 11.8. To receive member's reports – for information only

12. To discuss any urgent matters requiring immediate attention – for info only

13. Date of next meeting – Monday 26th October 2020

Core members of this committee are: Cllrs. Temple, Kimpton, Duffy, O'Neill, Gardner, Randles and Holder.

Claire Jones – Parish Clerk

Tuesday 21 July 2020

Email: parishclerk@helsbyparish.org.uk Phone: (01928) 726433