



Helsby Parish Council

20th July 2021

To: Members of the Parks, Cemetery and Allotments Committee

You are hereby summoned to attend a Parks, Cemetery and Allotments Committee meeting of Helsby Parish Council on **Monday 26th July 2021 at 7.00pm** in the committee room at Helsby Community Centre for transaction of the undermentioned business.

The press and public are welcome to attend. Please contact the clerk in advance if you wish to attend (parishclerk@helsbyparish.org.uk) so we can ensure that adequate social distancing measures are in place.

Yours sincerely,

Claire Jones

Claire Jones, Clerk and Responsible Financial Officer

AGENDA

1. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To receive apologies for absence; apologies should be submitted to the Parish Clerk in advance of the meeting.
3. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
4. Confirmation of Previous Minutes. To receive and confirm the minutes of the previous meeting held on 26th April 2021.
5. Matters arising from the previous meeting not covered elsewhere in the agenda.
6. To discuss the Parks, Cemetery and Allotments Committee budget for the year 2021/22:

Budget Heading Code	Description	Budget 2021/22 £	Budget Spend to Date £	Predicted To 31/03/22 £
201	Allotment maintenance	600	539	1000
202	Allotment water charge	200	218	200

212	Cemetery maintenance	4200	1660	4200
212a	Cemetery repairs/renewals	400	0	400
213	Parks maintenance	2000	2351	3500
214	Park grass cuttings	5000	1970	4000
215	Park equipment	3000	2623	3000
222	Materials	300	0	300
226R	Soft safety surface	8000	0	8000
260R	Future burial provision	2843	0	2843

Footnotes:

- i) Budget code 201 – includes Helsby Garden Service costs, vire money from code 241 (salaries) to account from higher than anticipated spend?
- ii) Budget code 202 – Clerk to investigate higher than usual charges with Water Plus.
- iii) Budget code 213 – To vire monies from Code 241 (salaries)
- iv) Budget code 215 – S106 reclaim currently being processed for picnic tables

7. Spending ideas – to consider any future expenditure requirements for allocation under earmarked reserves.

8. Allotments

- 8.1 Update on any responses to correspondence that was sent out after the previous allotment inspection on 11 June.
- 8.2 To note the results of the latest allotment inspection carried out on 16 July.
- 8.3 Update on latest allotment tenancies and waiting list.
- 8.4 To consider a review of the Allotment Policy and Tenancy Agreement – committee members to read existing documents and bring comments
- 8.5 Update on anti-social behaviour issues at Queens Drive allotments.
- 8.6 To consider a quote for £130 to alter the hinge on the entrance gate at Queens Drive.
- 8.7 To consider the continued inclusion of strimming at Queens Drive as part of the general maintenance contract.
- 8.8 To note the Wildlife Survey Results for the allotments and cemetery as carried out by the Local Wildlife Site Partnership for the Cheshire region.
- 8.9 Review of allotment rents.
- 8.10 To receive member's reports – for information only.

9. Children's Play Area

- 9.1 To note that the new picnic tables will be installed by Northwich Town Council shortly.
- 9.2 To discuss preferred designs for replacement of one or both bins in this area.
- 9.3 To note that the 3 replacement trees will be planted by Ascent Arboriculture when trees are dormant after October.
- 9.4 To receive member's reports – for information only.

10. Parish Field

- 10.1 Update on plans to install CCTV in the play area and the proposed project for lighting along the parish field path along with any opportunities for funding. To consider a specification for the work (Cllr. Temple to submit report).

- 10.2 To note comments submitted by Helsby Garden Services in relation to weekly inspections, including requests for additional dog fouling signage and to fill the hole in front of the bench with limestone chippings.
- 10.3 To consider path edge repairs at the top end of the playing field to Parkfield Drive.
- 10.4 Tree and hedge maintenance contract – to consider extending the contract with Ascent Arboriculture into 2021/22 and to discuss any additional requirements.
- 10.5 To receive member's reports – for information only.

11. Cemetery

- 11.1 To consider requests from Helsby Garden Services and the previous general assistant to purchase various gardening equipment currently stored in the cemetery garage and the VPA hut.
- 11.2 To consider the purchase of the ICCM publication 'Essential Law for Cemetery and Crematorium Managers' at a cost of £39.
- 11.3 To consider the attached draft Notice of Interment.
- 11.4 To consider a request from a local resident to change Cemetery Regulation 6.3 in relation to the pre-purchase of graves.
- 11.5 Review of cemetery fees.
- 11.6 To note steps required following the registration with BRAMM.
- 11.7 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 25th October 2021.

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