



Helsby Parish Council

Minutes of the Parks, Cemetery and Allotments Committee meeting held virtually at 7pm on Monday 18th January 2021 via Zoom

Present:

- Cllr. Sarah Temple – Chair
- Cllr. Terry O’Neill
- Cllr. George Randles
- Cllr. Peter Duffy
- Cllr. Patricia Holder

Also present:

Claire Jones Parish Clerk

1. Public Air Time – Proposed by Cllr. O’Neill, seconded by Cllr. Duffy and **RESOLVED that the meeting be suspended for public participation – PCA01/21.** There being no matters brought to the Committee’s attention, it was proposed by Cllr. Duffy, seconded by Cllr. Holder and **RESOLVED that Public Air Time be closed and the meeting reconvened – PCA02/21.**
2. No apologies were received. Cllrs. Kimpton and Gardner did not attend.
3. No declarations of disclosable interests were made.
4. Minutes of the previous meeting. Proposed by Cllr. Temple, seconded by Cllr. Randles and **RESOLVED that the minutes of the Parks, Cemetery and Allotments Committee meeting held on 9th December 2020 be accepted as accurate and signed by the Chair – PCA03/21.**
5. There were no matters arising from the previous minutes.
6. The Parks, Cemetery and Allotments Committee budget 2020/21 as below was discussed and noted. The clerk agreed to contact the general assistant to arrange a reading of the water meter at the Queens Drive allotments following a request from Water Plus.

Budget Heading Code	Description	Budget 2020/21 £	Budget Spend to Date £	Predicted To 31/03/21 £
201	Allotment maintenance	600	529	529
202	Allotment water charge	500	28	100
212	Cemetery maintenance	1000	1893	1943
212a	Cemetery repairs/renewals	400	665	665

213	Parks maintenance	2000	310	2580
214	Park grass cuttings	3500	2558	2558
215	Park equipment	3000	1742	2370
222	Materials	300	52	92
226R	Soft safety surface	8000	8000	8000
260R	Future burial provision	2180	2180	2903

Footnotes:

- i) Budget code 202 – to pay latest water bill from 9/10 to 23/12/20 for £48.
- ii) Budget code 212 – noted as overbudget due to unforeseen retirement of general assistant and employment of a replacement contractor. Possibly add grave signage @ £50.
- iii) Budget code 213 – to add James Worrall quote for maintenance work at £2270.
- iv) Budget code 215 - to pay £421 to Northwich Town Council for replacement cableway and Winsford play area inspections from Nov-Mar.

7. Summary of S106 Monies – clerk to look into the availability of S106 monies related to the Mere’s Edge development which could be used to fund the parish field path lighting project. Cllr. Temple outlined that the police fund had recently re-opened for the play area CCTV project and she was in discussions with the clerk over a potential application. The following S106 reclaim payments from CW&C were noted - £738 for parish field path project retention fee and £1,193 for the teen shelter and basketball frame.

8. Children’s Play Area

- 8.1. It was noted that the further cableway repairs would be carried out by Northwich Town Council shortly.
- 8.2. Member’s reports – it was noted that the government had allowed play areas to remain open during the current Covid lockdown although concern had been expressed that some users did not appear to be complying with social distance guidelines. Cllr. Temple outlined that as a result of the risk assessment drawn up during the first lockdown, the council had put up some notices to say that the area was used at people’s own risk and any government guidelines relating to social distancing should be followed. It was reported that PCSO Davies had been alerted to the issue and she had agreed to monitor the situation.

9. Parish Field

- 9.1. It was noted that the tree and hedge work would be carried out by James Worrall shortly. The clerk reported that she had requested he meet with a representative of the council when commencing the work so both parties were clear about what was involved at each location. The clerk agreed to re-circulate the specification and the contractor’s tree report to all members.
- 9.2. It was noted that a quote and service level agreement had been received from Northwich Town Council for grounds maintenance duties at the play area, parish field, Sherwood Court and Maltby Triangle for the 2021/22 financial year. It was confirmed that the prices for each element of work remained the same as last year. It was noted that there were a few inconsistencies between the quote and the SLA document and it was agreed that the clerk would ask these to be corrected. Subject

to these amends, it was proposed by Cllr. Temple, seconded by Cllr. Randles and **RESOLVED to accept Northwich Town Council's quote of £4214 for the grounds maintenance contract for 2021/22 - PCA04/21.** In addition, it was proposed by Cllr. Temple, seconded by Cllr. O'Neill and **RESOLVED to go to competitive tender for the contract in 2022 and beyond – PCA05/21.**

9.3. Member's reports – It was agreed that Cllr. Randles would look into progressing the parish field lighting project, potentially with assistance from Cllr. Gardner. Cllr. Temple outlined that she would send them both some background information. It was also agreed that the potential for a smaller sized football pitch on the parish field would be raised at the next committee meeting in April.

10. Allotments

10.1. Cllr. Temple outlined that the last allotment inspection had been carried out on 26th Nov and 2 formal letters had been sent out to tenants seeking improvements to their plots. It was reported that one of these tenants had subsequently given up the plot and it had been re-let. The clerk agreed to try to contact the other tenants by telephone as there had been no acknowledgement to the council's correspondence so far. It was suggested that a notice to vacate the plot would be issued if no further improvements had been made by the first inspection in early Spring.

10.2. The latest allotment tenancies and waiting list were noted.

10.3. No member's reports were received.

11. Cemetery

11.1. It was noted that a grave had now been placed in the new central area.

11.2. It was proposed by Cllr. Randles, seconded by Cllr. O'Neill and **RESOLVED to purchase 8 small signs for various neglected graves in the cemetery with the text 'If you visit and/or maintain this grave, please contact the parish clerk at Helsby Parish Council at ...' as well as a larger sign for the spoil heap 'Grave diggings only' – PCA06/21.**

11.3. It was noted that the clerk/Cllr. Temple would attend ICCM training on cemetery management and compliance on 19/20 Jan and on sexton duties on 3 Feb.

11.4. Member's reports – Members were extremely impressed with the quality of Eddie Bougen's work at the cemetery. It was proposed by Cllr. Temple, seconded by Cllr. Randles and **RESOLVED to recommend that his contract be extended for another 12 months – PCA07/21.** Cllr. Temple asked the clerk to pass on thanks to Eddie for his excellent work, particularly in the cemetery extension area.

12. No urgent matters were raised.

13. Date of next meeting – 26th April 2021.

The meeting closed at 7.43pm.

Chairman's signature Dated.....