



# Helsby Parish Council

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## Minutes of the Parks, Cemetery and Allotments Committee meeting held virtually at 7pm on Wednesday 21<sup>st</sup> October 2020 via Zoom

### Present:

Cllr. Sarah Temple – Chair  
Cllr. John Kimpton – Vice Chair  
Cllr. Terry O’Neill  
Cllr. George Randles  
Cllr. Peter Duffy  
Cllr. Alan Gardner (from 7pm to 7.53pm)  
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 – PCA13/20.** There being no other matters brought to the Committee’s attention, it was proposed by Cllr. Duffy, seconded by Cllr. O’Neill and **RESOLVED that Public Air Time be closed and the meeting reconvened – PCA14/20.**
2. No apologies were received.
3. No declarations of disclosable interests were made.
4. Minutes of the previous meeting. Proposed by Cllr. Kimpton, seconded by Cllr. O’Duffy and **RESOLVED that the minutes of the Parks, Cemetery and Allotments Committee meeting held on 27<sup>th</sup> July 2020 be accepted as accurate. They would be signed by the Chair at the earliest opportunity – PCA15/20.**
5. Matters arising from the previous minutes of 27<sup>th</sup> July 2020. Cllr. Temple outlined that there had been a proposal to review the cemetery regulations in time for this meeting. However, it was advised that the clerk and Cllr. Temple would pick this matter up again in Spring 2021 once they had attended the relevant ICCM training courses.
6. Committee members noted the 2020/21 PCA budgets as outlined in the following table:

Budget Heading Code	Description	Budget 2020/21 £	Budget Spend to Date £	Predicted To 31/03/21 £
201	Allotment maintenance	600	212.90	600
202	Allotment water charge	500	28.11	500
212	Cemetery maintenance	1000	942.00	1000
212a	Cemetery repairs/renewals	400	0	400
213	Parks maintenance	2000	310.00	2000
214	Park grass cuttings	3500	2146.00	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

The following was noted:

- 201 To add hedge maintenance at Old Chester Road allotment in due course at a cost of £316 as per Eddie Bougen quote.
- 202 Most recent Water Plus bill is in credit by £8.85 so likely to be under-budget on this code.
- 212 There will be an overspend due to the new cemetery contract work. Non-contract spend to date is £128.50 but it is estimated that around £3,300 will be spent by year end. Clerk and Cllr. O'Neill to look at overall budget to see where monies could be vired. It was noted that there would be some savings in salaries (code 241) due to the retirement of one of the general assistants and the contract spend could be vired to this code. Cllr. Temple to provide clerk with a predicted out-turn for the above codes.
- 212a Proposal to empty the spoil heap would come from this budget.
- 213 Potential costs for the tree and hedge work would be £2,270 so predicted £580 overspend on this code.
- 215 To add £1,242 paid to Northwich Town Council for the supply and installation of new cable and traveller mechanism at the play area. Also, Winsford Town Council playgrounds inspections and potential additional work to add for the cableway.

The following was also noted in relation to income from S106 payments:

Application submitted to CW&C for £885.74 for parish field path project retention fee.  
£1,193 S106 reclaim received from CW&C for the teen shelter and basketball frame.

#### **7. Summary of S106 Monies and outstanding PCA projects: parish field path lighting and play area CCTV.**

It was outlined that Cllr. Temple had shared some information about the parish field lighting project with the clerk and work would continue in due course. In relation to the CCTV project, it was reported that the clerk had made enquiries about a Safer Communities grant but the fund was currently closed to applications. The clerk stated that she had been in touch with the Scouts with an update in this respect.

## 8. Asset Register Update

Ongoing item. It was noted that items should not depreciate on the asset register. It was agreed that the clerk would continue to work with the general assistant to establish how any inventory matched up with the asset register and where items such as mowers and strimmers were kept.

## 9. Children's Play Area

- 9.1 It was noted that the cableway had been repaired by Northwich Town Council and weatherproof COVID signage had been installed.
- 9.2 Councillors considered installing signage containing appropriate wording for the basketball practice court as advised in the latest ROSPA report. After some discussion around sign location, unintentional ideation and no history of issues, it was proposed by Cllr. O'Neill, seconded by Cllr. Duffy and **RESOLVED not to install signage at the basketball court – PCA16/20.**
- 9.3 Councillors noted that CW&C had replaced a damaged bin by the youth shelter. It was agreed that the clerk would get some quotes for the damaged red bin in the play area to assist potentially including this item in next year's budget.
- 9.4 A quote for £351.16 (plus VAT) to repair the remaining section of the cableway was considered. It was proposed by Cllr. Kimpton, seconded by Cllr. Temple and **RESOLVED to accept the quote from Northwich Town Council to replace the end section of the cable – PCA17/20.** Clerk to request Winsford Town Council to lubricate the full section of cableway once work had been completed to prolong the life of the new cable. Cllr. Gardner commented that 'Blackjack' was an appropriate lubricant.
- 9.5 No member's reports were received.

## 10. Parish Field

- 10.1 It was reported that the goalpost had been removed and stored in the container at Mountain View. Given that the Council had removed this asset, Cllr. Temple asked committee members to consider a five or seven-a-side pitch as a potential replacement. It was agreed that this would be investigated further in Spring 2021 and in the meantime, councillors were asked to establish any potential demand.
- 10.2 No member's reports were received.

## 11. Allotments

- 11.1 Committee members noted the results of the latest allotment inspection on 19<sup>th</sup> October. It was agreed to write Stage 1 letters to two tenants where concerns had been identified. Cllr. Temple outlined that all councillors were welcome to get involved in such inspections. It was requested that another inspection be carried out in mid to end-November as a follow up to where issues had been flagged. Clerk to action. It was suggested that this would probably be the last inspection until next Spring. It was agreed that the clerk would write a letter of

thanks to the local resident who trimmed the leylandii hedge at the Old Chester Road allotment site.

- 11.2 The latest allotment tenancy list was noted, including four families currently on the waiting list. It was outlined that 6 new tenancies had been agreed at the Old Chester Road site within the last 2 months. Cllr. Temple thanked the clerk for her work to set up the tenancies.
- 11.3 It was noted that the annual allotment insurance policy had been renewed with Chris Knott Insurance on 1/10/20 at a cost of £130.98 with no increase from last year's premium.
- 11.4 Cllr. Temple reported on the Beaver's visit to Queens Drive allotments for their gardening badge on 29<sup>th</sup> September. It was noted that the youngsters had thoroughly enjoyed themselves, the tenant of plot 13F/14 had left a display of produce as a talking point and another visit had been suggested in the Spring.
- 11.5 Cllr. Temple outlined for information that the Old Chester Road Allotment Association had enquired with CW&C about S106 funds for new compost bins.
- 11.6 It was noted that one of the allotment holders had done some repairs to the wooden gates at the far end of the Queens Drive site. Cllr. Temple reported that there had been a complaint about dogs at the same site. She outlined that as there was now signage in this respect, it was acceptable for allotment holders to challenge any dog owners whose dogs were deemed to be a nuisance.

## 12. Cemetery

- 12.1 Cllr. Temple presented for consideration a draft COVID cemetery risk assessment, prepared on the basis of advice from the Institute of Cemetery and Crematorium Management. It was noted that an amendment was required in relation to the number of attendees at interment/scattering of ashes following latest advice from Government. Cllr. Temple suggested that the document could be sent out to local funeral directors who would then be held responsible for enforcement. It was proposed by Cllr. Duffy, seconded by Cllr. O'Neill and **RESOLVED that the risk assessment be amended as above and adopted – PCA18/20.**
- 12.2 Cllr. Temple thanked Cllr. Gardner for his report in relation to the cemetery garage. In his report, he had recommended the replacement of the garage door. The clerk had obtained several quotes in this respect and as the initial quotes weren't felt by members to be cost-prohibitive, it was proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED in principle that the cemetery garage door be replaced and to take a recommendation, with quotes, to the next Full Council under Part B – PCA19/20.** Clerk to refine spec e.g. supply and install, powder coating and send quotes to Cllr. Temple.
- 12.3 Cllr. Temple outlined that the first line of the central area of the cemetery was almost completed and circulated a proposed new central area layout for the remaining plots. It was proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED to accept the proposed new layout for the central area – PCA20/20.** It was agreed that the clerk should write to David Temple to thank him for his support in designing the new layout.
- 12.4 It was noted that the relevant paperwork had been submitted to the Commonwealth War Graves Commission to install 2 small war graves signs at

both entrances to the cemetery. The Commission had warned installation could take up to 12 months.

- 12.5 Members considered a request by the cemetery contractor to purchase some HPC equipment as stored in the cemetery garage. It was agreed that a decision would be deferred until the Council had agreed on the future role of the general assistant post. Clerk to circulate an inventory of items stored in the garage to all committee members.
- 12.6 Cllr. Temple presented a draft specification for some additional general maintenance in the cemetery including removal of suckers from the base of several trees and a stray holly bush currently growing between graves. It was proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED to ask the cemetery contractor to complete this work – PCA21/21**. Cllr. Temple also presented some photographs of neglected graves where shrubs and weeds were growing within the plot. It was agreed that it would be appropriate to attempt to contact the grave owners in advance of any such remedial work. It was proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED to purchase some small weatherproof signs to be displayed for 12 months on plots where remedial work is required – PCA22/20**.
- 12.7 The clerk outlined that a quote had been received from the usual company to remove the spoil heap. It was suggested that the cemetery contractor also be requested to quote. It was proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED that the clerk checks with Eddie Bougen then arranges for the disposal of the spoil heap up to the cost of £420 - PCA23/20**. The clerk will confirm the appointed contractor has an appropriate licence if the spoil will be discarded as trade waste.
- 12.8 It was outlined that a request for a burial had been made by a family who were not resident in the village, although they had a Helsby connection through close relatives currently living here. Committee members felt that the burial would be inappropriate given that it might set a precedent for the burial of other non-residents.

13. No matters requiring immediate attention were raised.

14. Date of next meeting – Wednesday 9<sup>th</sup> December 2020.

The meeting closed at 8.13pm.

Chairman’s signature ..... Dated.....