



Helsby Parish Council

Minutes of the Parks, Cemetery and Allotments Committee meeting held virtually at 7pm on Monday 26th April 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. Duffy, seconded by Cllr. O’Neill and **RESOLVED that the meeting be suspended for public participation – PCA08/21**. There being no 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 – PCA09/21**.
2. No apologies were received. Cllr. 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. O’Neill and **RESOLVED that the minutes of the Parks, Cemetery and Allotments Committee meeting held on 18th January 2021 be accepted as accurate and signed by the Chair – PCA10/21**.
5. Matters arising from the previous minutes. The Clerk agreed to circulate the latest list of outstanding S106 monies as received from Cheshire West and Chester Council.
6. The final budget spend for 2020/21 along with the Parks, Cemetery & Allotments Committee budget for the year 2021/22 was noted (see table overleaf). In relation to budget code 202, it was outlined that the water meter was currently obscured with water droplets so water payments had been delayed. It was agreed that the general maintenance contractor would monitor the meter periodically to enable a reading to be taken. In relation to budget code 212, it was noted that this had substantially increased in 2021/22 to take account of the cemetery maintenance contract. Specified reserves amounts of £8,000 for soft safety surfaces and £2,903 for future burial provision were noted. It was agreed that the levels of expenditure required for the soft safety surface

would be examined further in advance of next year's budget review, given that there had already been some expenditure on the surfacing in 2018.

Budget Code	Description	Budget 2020/21 £	Budget spent 2020/21 £	Budget 2021/22 £	Budget Spend to Date £	Predicted To 31/03/22 £
201	Allotment maintenance	600	529	600	0	600
202	Allotment water charge	500	76	200	0	200
212	Cemetery maintenance	1000	2013	4200	0	4200
212a	Cemetery repairs/renewals	400	665	400	0	400
213	Parks maintenance	2000	3152	2000	0	2000
214	Park grass cuttings	3500	2852	3500	0	3500
215	Park equipment	3000	2374	3000	0	3000
222	Materials	300	75	300	0	300
226R	Soft safety surface	8000	8000 ^a	8000	0	8000
260R	Future burial provision	2180	2903 ^a	2843	0	2843

^a Figures placed in specified reserves

7. Allotments

- 7.1 The 2020/21 income of £1,397.50 from allotment rents was noted.
- 7.2 In relation to the recipient of the Stage 2 letter following the previous allotment inspection last November, it was noted that she had replied explaining extenuating circumstances and a desire to continue with her plot at Queens Drive. It was reported that she had subsequently carried out some work and the plot had improved.
- 7.3 The results of the latest allotment inspection carried out on 21 April 2021 were noted. The Clerk agreed to send out Stage 1 letters to 6 tenants at the Old Chester Road site and several e-mails to remind tenants of specific conditions as set out in the allotments policy.
- 7.4 The Clerk gave an update on damage caused by a delivery vehicle and recovery truck at the Queens Drive allotment site on 22 February. It was reported that the tenant that had arranged the delivery had failed to come forward but Dandy's, the supplier, had provided a large bag of hardcore material as a gesture of goodwill. It was agreed that a new clause would be drafted for the Council's Allotments Policy to say that tenants should make good any damage caused by deliveries and that current ground conditions should be considered. The Clerk agreed to draft some wording for agreement at the next meeting when the full policy would be reviewed.
- 7.5 The latest allotment tenancies were noted. It was outlined that 8 people were currently on the waiting list.
- 7.6 Member's reports – it was agreed that the Clerk would seek quotes to adjust the hinges on the entrance gate at the Queens Drive site as it was becoming increasingly difficult to open.

8. Children's Play Area

- 8.1 Members discussed the removal of the broken picnic benches that were vandalised on 9/10 April and considered options for their replacement. The Clerk agreed to obtain quotes for their removal and look at costs for the provision of 2 new round steel benches, ideally with wheelchair/buggy access. Members agreed not to pursue an insurance claim, given the excess costs, the Clerk's time involved, the potential increase in future premium costs and the fact that the benches were not being replaced on a like for like basis. It was proposed by Cllr. Randles, seconded by Cllr. O'Neill and **RESOLVED to recommend to Full Council to remove the damaged benches and replace them with 2 new fixed steel ones - PCA11/21.**
- 8.2 In relation to plans to install CCTV in the play area, it was agreed not to pursue any opportunities for grant funding but to investigate the availability of eligible S106 monies. It was proposed by Cllr. O'Neill, seconded by Cllr. Duffy and **RESOLVED for the Clerk and Cllr. Temple to examine S106 opportunities with CW&C and obtain revised quotations from relevant suppliers – PCA12/21.**
- 8.3 Preferred designs for replacement of the vandalised bin were discussed and the Clerk outlined that she had sought advice both from Winsford and Northwich Town Councils. It was proposed by Cllr. O'Neill, seconded by Cllr. Duffy and **RESOLVED to recommend to Full Council to purchase and install a covered plastic replacement bin with a metal lining - PCA13/21.** The Clerk agreed to obtain prices.
- 8.4 It was noted that the further cableway repairs had now been carried out by Northwich Town Council.
- 8.5 The Clerk outlined that correspondence had been received from a local resident asking the Council to consider additional groundworks to enable all year round use of the cableway. Members noted that it had been a particularly wet winter and that there had only been a single request. It was therefore proposed by Cllr. Randles, seconded by Cllr. Holder and **RESOLVED to monitor the situation but not to pursue any additional groundworks to the cableway at the present time - PCA14/21.**
- 8.6 It was noted that the RoSPA Play Safety inspection was due to take place shortly.
- 8.7 No member's reports were received.

9. Parish Field

- 9.1 It was noted that tree and hedge work had been completed by Ascent Arboriculture in January. It was also noted that they had carried out some remedial work to a damaged tree on 18 March and that they had been appointed to replace 3 felled trees in the park at a cost of £330 plus VAT.
- 9.2 The Clerk outlined that Helsby Garden Services had now commenced their general maintenance contract following the retirement of the general assistant. It was outlined that the Clerk and Cllr. Duffy would meet the contractor on 29th April to explain the defibrillator checking process. It was proposed by Cllr. Temple, seconded by Cllr. O'Neill and **RESOLVED to purchase some bin bags, soil conditioner and hazard tape as requested by Helsby Garden Services - PCA15/21.** Members also noted their appreciation to the contractor for his hard work in dealing with the aftermath of the recent vandalism in the play area.

- 9.3 It was agreed that Cllrs. Temple, Gardner and Randles would form a working group along with David Temple to gather further information on the proposed project for lighting along the parish field path. It was proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED for working group members to seek quotes and specifications from KDE for 2 options: for lighting around the full perimeter and for lighting along the lower end of the field only between Parkfield Drive and Lower Robin Hood Lane - PCA16/21.** The group will also explore the feasibility of lighting only the lower pathway but ensuring the installation could support future expansion to the full pathway.
- 9.4 It was noted that there had been no further feedback from residents in relation to the provision of a smaller sized football pitch on the parish field. It was therefore proposed by Cllr. Duffy, seconded by Cllr. O'Neill and **RESOLVED not to progress the project any further at this stage - PCA17/21.**
- 9.5 Members considered a request from a local business in relation to running Tai Chi and Qigong classes at Helsby Outdoor Gym. The Clerk agreed to check firstly that the lease of Sherwood Court with CW&C enabled the Council to authorise the request. If this was possible, it was proposed by Cllr. O'Neill, seconded by Cllr. Temple and **RESOLVED to recommend to Full Council to grant permission for these classes subject to the applicant having sufficient public liability insurance cover and signing an indemnity agreement/licence with the Council - PCA18/21.** Members agreed the Parish Field may provide an alternative site if necessary.
- 9.6 Member's reports – It was proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED for the Clerk to write to the local resident that had cut the conifers behind the guide hut to request that they remove the arisings that had been left on the parish field - PCA19/21.**

10. Cemetery

- 10.1 The 2020/21 income of £7,265 from cemetery fees was noted.
- 10.2 It was noted that signage had now been placed on various neglected graves and one query had already been raised as a result. It was also reported that the 'Grave diggings only' sign at the spoil heap was on display.
- 10.3 It was proposed by Cllr. Randles, seconded by Cllr. Temple and **RESOLVED to recommend to Full Council to renew membership with ICCM at a cost of £95 – PCA20/21.**
- 10.4 It was proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED to recommend to Full Council to join the British Register of Accredited Memorial Masons (BRAMM) scheme – PCA21/21.**
- 10.5 It was noted that any recommendations following the recent training on cemetery management would be presented for consideration at the next meeting in July.
- 10.6 No member's reports were received.

11. No urgent matters were raised.

12. Date of next meeting – Monday 26th July 2021.

The meeting closed at 20:21.

Chairman's signature Dated.....

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