



Helsby Parish Council

Minutes of the Parks, Cemetery and Allotments Committee meeting held virtually at 7pm on Wednesday 9th December 2020 via Zoom

Present:

- Cllr. Sarah Temple – Chair
- Cllr. John Kimpton – Vice Chair
- Cllr. Terry O’Neill
- Cllr. George Randles
- Cllr. Peter Duffy

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 – PCA24/20**. There being no matters brought to the Committee’s attention, it was proposed by Cllr. Duffy, seconded by Cllr. Kimpton and **RESOLVED that Public Air Time be closed and the meeting reconvened – PCA25/20**.
2. No apologies were received. Cllrs. Holder and Gardner did not attend (Cllr. Holder offered apologies following the meeting due to technical issues with her computer).
3. No declarations of disclosable interests were made.
4. Minutes of the previous meeting. Proposed by Cllr. O’Neill, seconded by Cllr. Kimpton and **RESOLVED that the minutes of the Parks, Cemetery and Allotments Committee meeting held on 21st October 2020 be accepted as accurate. They would be signed by the Chair at the earliest opportunity – PCA26/20**.
5. There were no matters arising from the previous minutes.
6. Parks, Cemetery and Allotments Committee budget 2021/22. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED that the Parks, Cemetery and Allotments Committee recommend the following budgets for 2021/22 totalling £26,543 for the inspection and approval of the Finance Committee – PCA27/20**.

Budget Heading Code	Description	Budget 2020/21 £	Budget Spend to Date £	Predicted To 31/03/21 £	Budget recommended 2021/22 £
201	Allotment maintenance	600	529	529	600

202	Allotment water charge	500	28	78	200
212	Cemetery maintenance	1000	1893	1943	4200
212a	Cemetery repairs/renewals	400	665	665	400
213	Parks maintenance	2000	310	2580	2000
214	Park grass cuttings	3500	2558	2558	5000*
215	Park equipment	3000	1742	2370	3000
222	Materials	300	52	92	300
226R	Soft safety surface	8000	0	8000	8000
260R	Future burial provision	2180	0	2903	2843

**In 2021/22, this includes all grass cutting for park/parish Field, Sherwood Court, Maltby Triangle and potentially, the Eccies.*

Footnotes:

- i) Code 201 – it was agreed that the contract with Eddie Bougen would continue to be fully recorded under Code 212 rather than splitting down his work on allotment maintenance under this code.
- ii) Code 202 In credit by £8.85 at 8 Oct. Estimate next bill to be up to £50.
- iii) Code 212 overbudget due to additional costs of new cemetery contractor. To add grave signage at around £50. Significant increase for 2021/22 due to new contract.
- iv) Code 212a slightly overbudget due to new garage door at £665.
- v) Code 213 to add James Worrall quote for maintenance work at £2270. Expected to be overbudget as also had to pay an outstanding invoice to Old Vicarage Tree Surgery for work carried out in 2019/20. Cllr. Temple suggested that some gravel/topsoil work might be necessary to stop damage to the wooden frame of the path around the parish field (adjacent to Parkfield Drive) in 2021/22.
- vi) Code 214 – to arrange an early cut in 2021. Proposed to put all grass cutting under a single budget code for simplicity. Clerk/Cllr. O’Neill to consider amending budgets in Environment Committee codes 220 (Maltby Triangle) and 229 (Sherwood Court). Clerk to investigate the contract with NTC and the need to obtain 3 quotes for 2021/22. To confirm exact amounts at Finance Committee.
- vii) Code 215 to add additional cableway work from NTC at £421.39 and Winsford play area inspections from Nov-Mar.
- viii) Code 222 to include another £40 for materials for GA for 2020/21.
- ix) Code 260R incorrectly recorded in last year's accounts so add the £723 difference = £2,903. Figure for 2021/22 is 50% of the cemetery income from 2019/20 as shown in 31 March 2020 financial statement = £2,843.

7. Parks, Cemetery & Allotments Committee expenditure – 5-Year Plan

- 7.1 It was noted that the parish field lighting/CCTV for field and play area projects would be taken forward in early 2021. Funding was expected to come through S106 monies and grants.
- 7.2 It was confirmed that reserve funds were being built up for the replacement of the safety surface in the toddler area.

8. Miscellaneous Matters

- 8.1. The results of the latest allotment inspection were noted. It was reported that one Stage 1 and one Stage 2 letter had been sent out along with a number of e-mails.

- 8.2. A document showing the latest allotment tenancies and waiting list was noted.
- 8.3. It was noted that the new garage door had been installed in the cemetery and the spoil heap had been removed.

9. No urgent matters were raised.

10. Date of next meeting – 18th January 2021.

The meeting closed at 7.42pm.

Chairman's signature Dated.....