



Helsby Parish Council

Minutes of the Parks, Cemetery and Allotments Committee meeting held at 7.00pm in the Parish Office at Helsby Community Sports Club on Monday 24th January 2022

Present:

- Cllr. Sarah Temple (Chair)
- Cllr. Terry O'Neill
- Cllr. Peter Duffy
- Cllr. Patricia Holder
- Cllr. Alan Gardner

Also present:

Claire Jones Parish Clerk

1. Public Participation – It was **RESOLVED that the meeting be suspended for public participation – PCA01/22**. There being no matters brought to the Committee's attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – PCA02/22**.
2. No apologies were received.
3. Declarations of Members' Interests. None were reported.
4. Confirmation of Previous Minutes. It was **RESOLVED that the minutes of the Parks, Cemetery and Allotments Committee meeting held on 15th December 2021 be accepted as accurate and duly signed by the Chairman – PCA03/22**.
5. Matters arising. Under Item 6, it was noted that the proposal to allocate some monies into earmarked reserves to layout the cemetery extension area had not been raised with the Finance Committee at their last meeting. It was agreed that this would be raised with the Finance Committee at a later date. Under Item 7.2, Cllr O'Neill confirmed that he had discussed the allotment vacancy with his contact at the Patient Participation Group.
6. The Parks, Cemetery and Allotments Committee budget for 2021/22 and the agreed budget for 2022/23 was noted as follows:

Budget Heading Code	Description	Budget 2021/22 £	Spend to Date £	Predicted To 31/03/22 £	Agreed Budget 2022/23 £
201	Allotment maintenance	600	1624	1700	3500
202	Allotment water charge	200	399	399	500

212	Cemetery maintenance	4200	3313	3313	3500
212a	Cemetery repairs/renewals	400	0	0	400
213	Parks maintenance	6000	6902	8000	12000
214	Park grass cutting	5000	4322	4322	5000
215	Park equipment	3000	3704	24600	3000
222	Materials	300	0	300	-
226R	Play area improv./upgrades	8000	0	8000	8000
260R	Future burial provision	2843	0	2843	3633

The following was also noted:

- i) Budget Code 213 – To be renamed ‘Parks and General Maintenance Work’ in 2022/23.
- ii) Budget Code 214 – To go out to tender shortly.
- iii) Budget Code 215 – Includes CCTV and parish field lighting projects (largely to be reclaimed from grant and S106 funds).
- iv) Budget Code 222 – to be removed in 2022/23.

7. Allotments

- 7.1. It was noted that the Clerk had sent out the relevant paperwork to the Patients Participation Group at Helsby and Elton GP Practice who had expressed an interest in the vacant plot at the Old Chester Road site.
- 7.2. The slow worm records for 2021 were noted and the Clerk confirmed that she had sent copies to the biodiversity team at Cheshire West and Chester Council and to the Local Wildlife Site Partnership for the Cheshire region. Cllr. Temple outlined that whilst slow worm numbers had been reducing over the last few years, juvenile numbers had increased. It was **RESOLVED for the Clerk to send a note of thanks to David George for continuing to collect these records – PCA04/22.**
- 7.3. Member’s reports – it was noted that the works to raise the gate had been a considerable improvement for the allotment holders at the Queens Drive site.

8. Children’s Play Area

- 8.1. Members noted that Northwich Town Council had installed the new bin. The Clerk outlined that the general maintenance contractor had expressed concern that the lid opening may be too narrow for some larger litter items. It was agreed to monitor this over time and to seek ways to create a larger opening if necessary.
- 8.2. The contents of the latest inspection by Winsford Town Council were noted. It was agreed that the Clerk would seek a quote for 4 new brackets (bushes) for the basket swing as recommended in the report. The Clerk also agreed to raise several cleaning issues identified with the general maintenance contractor.
- 8.3. CCTV project/CCTV policy update – see Item 9.1.
- 8.4. No member’s reports were received.

9. Parish Field

- 9.1. Members noted that the parish field lighting and CCTV contracts were expected to commence by the end of January. The Clerk confirmed that she had now written to all the residents around the park to inform them about the projects. It was also noted that she had written to the contractor at the Springfields development

seeking permission for the lighting contractors, Mega Electrical, to use their compound for storage. Members agreed to extend permission for the Springfield developers to continue to use the Sherwood Court car park as a compound until the end of April 2022. It was agreed that the Clerk would continue to try to make contact with the Guides to access the guide hut and to ensure that Mega were liaising with the CCTV contractor, CSS, about the project timescales. It was agreed that the draft CCTV policy would be ready for finalising as soon as the CCTV system was installed.

- 9.2. It was noted that Ascent Arboriculture were due to complete the tree clearance work behind the guide hut by the end of the week. It was agreed that the company would also be asked to grind down any remaining tree stumps where the new fence had been erected and to complete some minor tree and hedge maintenance work at Sherwood Court. The Clerk outlined that the three replacement trees at the field/play area would be planted once the frost had cleared.
- 9.3. It was noted that Helsby Garden Services had completed the following projects: replacement of the field shelter kickboard; dog fouling signage; and repairs to the ground in front of the bench. It was outlined that the path edge repair work at the top end of the playing field to Parkfield Drive would be completed later on in the year in milder weather.
- 9.4. The Clerk presented two draft specifications for tree/hedge maintenance and grass cutting work for discussion. In relation to the grass cutting contract, it was agreed that strimming would be added to the children's play area section and a caveat would be included in the costs section in relation to any significant fluctuations in the Retail Price Index. There was a lengthy discussion about the tree/hedge maintenance specification, and concerns were expressed about contracting the tree surgery work on a 'time and materials' basis. It was suggested that additional quotes for tree surgery work should be sought once a tree survey had taken place. Cllr. O'Neill agreed to provide some revised wording to the specification in this respect for discussion at a later date. It was **RESOLVED to send out the grass cutting specification with a closing date for quotes of 14 February – PCA05/22.**
- 9.5. No member's reports were received.

10. Cemetery

- 10.1. No member's reports were received.

11. No urgent matters requiring immediate attention were raised.

12. Date of next meeting – Monday 25th April 2022.

The meeting closed at 7.50pm

Chairman's signature Date.....