



Helsby Parish Council

Minutes of the Parks, Cemetery and Allotments Committee meeting held at 7.30pm in the Parish Office at Helsby Community Sports Club on Wednesday 14th December 2022

Present:

Cllr. Sarah Temple (Chair)
Cllr. Peter Duffy
Cllr. Terry O'Neill (substitute member)
Cllr. Chris Ellams (substitute member)
Cllr. Rob Nicklin (substitute member)

Also present:

Claire Jones Parish Clerk

1. Public Participation – No matters were brought to the Committee's attention.
2. Apologies were noted from Cllrs. Branigan, Gardner and Holder.
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 24th October 2022 were accepted as accurate and duly signed by the Chairman – **PCA39/22**.
5. Matters arising. Under Item 5, it was noted that there was already a rent revision clause in the allotment tenancy agreement so no further action was required. Also under Item 5, Cllr. Temple outlined that Peel had now completed the appropriate plans for the Air Quality Monitoring Station lease and it was understood that these were now with the Council's solicitor. The Clerk agreed to follow this matter up. Under Item 8.2, the Clerk agreed to contact Winsford Town Council about the park inspection app. It was noted that no invoicing or inspection reports had been received from Winsford TC for a number of months and it was suggested that quotes should be sought in 2023 from potential alternative inspecting bodies. It was outlined under Item 9.2 that the various paintwork jobs in the parish field and play area had yet to be completed. It was agreed that the Clerk would contact Cllr. Bowers for an update. It was noted that Cllr. Duffy had filled in the holes in the parish field that had been left by the removal of the goalposts (Item 9.3).
6. Parks, Cemetery and Allotments budget 2023/24. It was **RESOLVED** that the Parks, Cemetery and Allotments Committee recommended the following budget for 2023/24 totalling **£52,905** for the inspection and approval of the Finance Committee – **PCA40/22**.

Budget Heading Code	Description	Budget 2022/23 £	Budget Spend to Date £	Predicted To 31/03/23 £	Recommended Budget 2023/24 £
201	Allotment maintenance	3500	1950	2530	3000
202	Allotment water charge	500	236	356	300
212	Cemetery maintenance	3500	2408	3608	3500
212a	Cemetery repairs/renewals	400	720	820	1000
213	Parks/general maintenance	12000	6843	9943	12000
214	Grass cutting	5000	2800	2800	5000
215	Park equipment	3000	21871	22290	2500
226R	Play area improve/upgrades	8000	0	0	9000
260R	Future burial provision	3633	0	0	4105
XXXR	Cemetery garage roof	0	0	0	7500
XXX	Wheelchair accessible roundabout	0	0	0	5000

The following was noted:

- i) Code 201 – Contract for allotment maintenance work at QD and OCR in 2022 costs = £2,637. Costs likely to be less over the winter months. Costs for 2023 season = £2,714.
- ii) Code 202 – paid up to 23 October. Water now turned off for winter. Significant fluctuations in annual costs.
- iii) Code 212 – Contract for cemetery maintenance work in 2022 costs = £2,795. Costs for 2023 season = £2,879. Need to add various ad-hoc work such as spoil heap clearance and tree root infill work.
- iv) Code 212a – includes £650 to D T Turner (reclaim from the Children’s Funeral Fund) and £70 refund of memorial stone fees to Buckley Memorials. May need to budget for memorial testing and any associated work in 2023 (various quotes so far - £3 per memorial, £350 full survey) as well as alterations to the cemetery gate hinges.
- v) Code 213 – Contract for general maintenance work (park and Helsby-wide) in 2022 = £8,294. Also includes various ad-hoc work such new planter installation and bench repairs as well as tree survey and tree/hedge work. Also need to add in costs of additional tree work as recommended by Hilldale. Costs for 2023 season = £8,389. To include costs of park inspection app and training package with CloudyIT of £112.50 set up and then an annual subscription fee of £120.
- vi) Code 214 – Contract for grass cutting is £2,800. Cost in contract for 2023 is £2,939 but additional cuts may be required depending on weather conditions. Also, the contract states price may be subject to negotiation if projected costs are significantly different than RPI for the previous year. Clerk to confirm prices with Countrywide.
- vii) Code 215 – Includes new CCTV and lighting projects as well as park inspections and CCTV signage. To add Winsford inspections at £420 over 12 months. £4,000 grant received from Protos for CCTV project. To note that the S106 reclaim for £11,590 for the parish field lighting project is still being processed by CW&C.

- viii) Code 226R - To add another £1,000 to this code to cover any future gate/railing maintenance.
- ix) Code 260R - Figure for 2023/24 is 100% of the cemetery income from 2021/22 as shown in 31 March 2022 financial statement (£4105).
- x) £5,000 has already been allocated in earmarked reserves for layout of the cemetery extension area.

It was also **RESOLVED to add £7,500 to earmarked reserves during 2022/23 for the refurbishment of the cemetery garage roof or for the total replacement of the cemetery garage (for the inspection and approval of the Finance Committee) – PCA41/22.** It was agreed that a new ‘R’ budget code would be created for this project.

Some debate was held about purchasing land for future cemetery space. Members agreed to send the Clerk details of any potentially suitable land currently for sale. It was also suggested that local estate agents could be approached with details of the acreage that would be required so that they could alert us if anything suitable came on the market.

7. Miscellaneous matters

- 7.1. It was **RESOLVED to recommend to Full Council to ask Wrought in the Port to carry out some work on the gate hinges at the cemetery – PCA42/22.**
- 7.2. The draft community questionnaire summary report was considered in relation to any potential new projects for 2023/24. It was noted that there was considerable support for some wheelchair accessible play equipment. Members were keen to explore the feasibility of a wheelchair accessible roundabout in the play area and agreed to allocate some funds in next year’s budget for a possible new project. It was **RESOLVED to add £5,000 under a new cost code for a wheelchair accessible roundabout (for the inspection and approval of the Finance Committee) – PCA43/22.** It was agreed that grant funding and S106 monies could also be applied for to cover any shortfall. Whilst a number of other potential projects were discussed including a skate/cycle park and the installation of Calisthenics exercise equipment, it was agreed that due to resource constraints, it was likely that only one project could be implemented at a time. Cllr. Temple agreed to forward some further information about the new pump track in Elton.
- 7.3. It was **RESOLVED to recommend to Full Council to ask Advantage Roofing and Cladding to carry out an asbestos sampling survey on the cemetery garage roof – PCA44/22.**
- 7.4. It was noted that the angle of one of the CCTV cameras had now been adjusted and some areas of the recording data had been obscured for privacy reasons.

8. No matters requiring immediate attention were raised.

9. Date of next meeting – 30th January 2023.

The meeting closed at 8.46pm

Chairman’s signature Dated.....