



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 October 2022

Present:

Cllr. Sarah Temple (Chair)

Cllr. Peter Duffy

Cllr. Alan Gardner

Cllr. Patricia Holder

Cllr. Mike Branigan

Also present:

Claire Jones Parish Clerk

1. Public Participation – no matters were brought to the committee’s attention.
2. No apologies were noted.
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 1st August 2022 be accepted as accurate and duly signed by the Chairman – **PCA34/22**.
5. Clerk’s Report. Under Item 6, it was noted that some information from ICCM about the Children’s Funeral Fund had been circulated to members. The Clerk reported under Item 7.5 that all allotment rents had now been received. It was noted that a rent revision clause might need to be included within the tenancy agreement and the Clerk agreed to investigate this further. Under Item 7.6, it was noted that Cllr. Temple had removed an old notice on the gate at the Queens Drive allotments. The Clerk confirmed under Item 10.1 that Helsby Garden Services had provided an agreement in writing about their use of the cemetery garage. It was noted under Item 10.4 that the spoil heap in the cemetery had been cleared and this work had been charged for by Helsby Garden Services at their hourly rate. Finally, under Item 11, it was noted that no further work had progressed on the various lease queries, including the new lease for the Air Quality Monitoring Station. Cllr. Temple agreed to follow this up with her contact at the Peel Group.
6. The committee’s budget for the year 2022/23 was noted as below. In terms of future budget spending, it was suggested that monies might need to be allocated for any gate/railing maintenance. Cllr. Temple requested that any further ideas be raised before December’s budget meeting.

Budget Code	Description	Budget 2022/23 £	Budget spent to date £	Predicted To 31/03/23 £
201	Allotment maintenance	3500	1382	3500
202	Allotment water charge	500	219	500
212	Cemetery maintenance	3500	1886	3500
212a	Cemetery repairs/renewals	400	720	400
213	Parks and general maintenance	12000	4250	12000
214	Park grass cutting	5000	2880	3360
215	Park equipment	3000	26245	26245
226R	Play area improv./upgrades	8000	0	8000
260R	Future burial provision	3633	0	3633

The following was noted:

- i) Budget 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.
- ii) Budget Code 213 – some remedial tree work to be carried out (costs to be confirmed).
- iii) Budget Code 215 – CCTV and parish field lighting invoices now paid. £4,000 grant received from Protos. S106 claim in progress for parish field lighting project - £11,590 (total cost less VAT and CCTV column).

7. Allotments

- 7.1. It was noted that four Stage 1 letters and one Stage 2 letter had been sent out to tenants after the allotment inspection in September. The Clerk outlined that one of these tenants had since given notice due to a change in personal circumstances and the plot had subsequently been re-let (QD plot 11). It was also noted that QD plot 8F had recently changed hands.
- 7.2. The Clerk outlined that generally, most plots had improved since the previous inspection and only two Stage 1 letters had been issued following the inspection on 21st October. It was noted that a few tenants would be reminded about pruning trees on their plots. It was **RESOLVED to recommend to Full Council that the Clerk should write to tenants each Spring to notify them that the annual inspection regime was due to re-commence – PCA35/22**. The results of the health and safety inspections were noted as follows: two water butts needed covering, the QD cemetery gate required a small adjustment and there were a couple of hazards on pathways which needed to be moved. The Clerk agreed to action.
- 7.3. It was noted that there were no vacancies at present and several people remained on the waiting list.
- 7.4. No member reports were received.

8. Children’s Play Area

- 8.1. Wheelchair accessible play equipment - It was agreed to await the results of the community questionnaire before considering wheelchair accessible play equipment any further.

- 8.2. It was **RESOLVED to recommend to Full Council to purchase a park inspection app and training package with CloudyIT at a set-up/training cost of £112.50 and then an annual subscription fee of £120.00 plus VAT (Budget Code 213) – PCA36/22.** The Clerk agreed to investigate if Winsford Town Council could be added to the system and if so, whether any additional costs would be incurred. It was also agreed to contact CloudyIT for further details about their free 30-day trial offer.
- 8.3. No member reports were received.

9. Parish Field

- 9.1. Lighting and CCTV projects update - It was reported that the lights at the top end of the field were now functioning correctly and an anti-vandal collar had been fitted to the lighting column by the guide hut. It was agreed that the lighting up times would be monitored once the clocks went back and any necessary adjustments to the time clocks would be made. It was noted that the Clerk was still waiting for instruction manuals for the meters and for electrical installation certificates. The Clerk agreed to chase CSS in relation to readjusting the angle of one of the CCTV cameras.
- 9.2. ROSPA inspection update – it was noted that Helsby Garden Services would carry out repairs to the safety surface and tighten various loose bolts shortly. The Clerk outlined that she had met with Cllr. Bowers in relation to painting the shelter and some of the paintwork on the play equipment. It was noted that Winsford Town Council had adjusted the height of the seat on the cableway.
- 9.3. It was noted that the remaining goalpost on the parish field had been removed due to safety concerns. It was agreed not to reinstate it at this stage. Cllr. Duffy agreed to source some caps to level off the holes left in the grass.
- 9.4. Tree survey – the Clerk agreed to ask Hilldale for a quote to carry out any remaining advisory work in their report, apart from suggestions for the Lawsons Cypress tree which was rated as a low priority. Clarification was sought in terms of whether any roots and stumps would be removed as part of the agreed felling work and it was recommended that Hilldale were asked for advice about any potential replacements in due course. Cllr. Temple requested the Clerk to contact Hilldale in relation to tidying up a buddleia bush adjacent to the scout hut.
- 9.5. Member reports – Cllr. Holder agreed to look into the potential for an open-air cinema next Summer.

10. Cemetery

- 10.1. Tree survey – it was agreed that a quote would be sought from Hilldale in relation to the tree work proposed in the survey.
- 10.2. The results of the health and safety inspection as carried out on 21st October were noted. It was outlined that a large volume of ivy was growing on the cemetery garage roof and could present a safety concern if left any longer. It was **RESOLVED to recommend to Full Council to ask Hilldale to quote for the removal of the ivy from the cemetery garage roof in addition to the work recommended in their tree survey – PCA37/22.** It was agreed that the Clerk would ask Helsby Garden Services to include one of the cherry trees in relation to work being carried out on

protruding tree roots. It was also requested that they be requested to trim some tree branches protruding through the fence from the allotments. It was **RESOLVED to recommend to Full Council to remove the protruding plinth at the cemetery entrance and to drill holes into the ground with tubing to accommodate the bolt – PCA38/22.**

10.3. Member reports – Cllr. Temple agreed to begin work with the Clerk shortly in terms of the layout of the cemetery extension area.

11. Urgent matters – nothing was raised.

12. Date of next meeting – Wednesday 14th December 2022.

The meeting closed at 8.16pm

Chairman's signature Date.....