



Helsby Parish Council

9th July 2024

To: Members of the Parks, Cemetery and Allotments Committee

You are hereby summoned to attend a Parks, Cemetery and Allotments Committee meeting of Helsby Parish Council on Monday 15th July 2024 at 7pm in the Parish Office at Helsby Community Sports Club for transaction of the undermentioned business.

The press and public are welcome to attend. Reports referred to in this agenda are available in advance on request from the Clerk. The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.

Yours sincerely,

Claire Jones, Clerk and Responsible Financial Officer

AGENDA

1. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To receive apologies for absence; apologies should be submitted to the Parish Clerk in advance of the meeting.
3. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
4. Confirmation of Previous Minutes. To receive and confirm the minutes of the previous meeting held on 22nd April 2024.
5. Clerk's report from the previous meeting not covered elsewhere in the agenda (for information only).
6. To note the final budget spend for 2023/24 and to discuss the Parks, Cemetery and Allotments Committee budget and reserves balance for the year 2024/25:

Budget Code	Description	Budget 2023/24 £	Budget spent 2023/24 £	Budget 2024/25 £	Budget spent to date £	Predicted To 31/03/25 £
201	Allotment maintenance	3,000	4,398	3,150	1,185	3,150
202	Allotment water charge	300	256	315	20	300
211	Cemetery repairs/renewals	1,000	746	1,050	171	500
212	Cemetery maintenance	3,500	4,282	3,675	1,606	4,500
213	Parks and general maintenance work	12,000	11,548	12,600	4,738	12,600
214	Park grass cutting	5,000	2,939	5,250	1,149	4,000
215	Park equipment	2,500	2,588	2,500	738	2,500
TOTAL		27,300	26,757	28,540	9,607	27,550

Reserves 2024/25

Budget Code	Description	Opening balance	Transfers & Receipts	Expected Spend 2024/25	Total
501	Play area improv./upgrades	41,000	9,000	0	50,000
502	Future burial provision	35,252	7,900	0	43,152
504	Cemetery extension area project	4,700	5,000	9,700	0
507	Wheelchair accessible roundabout	5,000	0	5,000	0
520	Parks Masterplan	20,000	0	5,000	15,000
TOTAL		105,952	21,900	19,700	108,152

Footnotes: All figures above exclude VAT and are rounded to the nearest £1.

- i) Budget Code 201 – allotment maintenance contract = £2,880. Hedge maintenance work = £88.
- ii) Budget Code 202 – Last meter reading taken in August 2023 (obscurity issues).
- iii) Budget Code 211 – Look to appoint a contractor to carry out a memorial safety testing exercise.
- iv) Budget Code 212 - Cemetery maintenance contract = £4,320. Also some ad-hoc maintenance costs expected (e.g. spoil heap clearance).
- v) Budget Code 213 – Contract for general maintenance work (park and Helsby-wide) in 2024/25 = £9,990. Also to include £154 contracted hedge maintenance work and any other ad-hoc work as identified. Some planter and bench installation costs could be moved to Environment budget codes?
- vi) Budget Code 214 – Grass cutting contract = £3,023 plus an additional £1,000 for weekly cuts of the parish field. Withheld payment of latest invoice as waiting for a list of actual visits so far.
- vii) Budget Code 504 – Extra £5,000 added for the construction element of the project.

7. Allotments

- 7.1. Update on any responses to correspondence that was sent out after the previous allotment inspections in May and July.
- 7.2. To note the results of the latest allotment inspection carried out on 3rd July (attached).
- 7.3. To note the latest allotment tenancies and waiting lists.
- 7.4. To consider a review of the Allotment Policy and Tenancy Agreement – committee members to read existing documents (attached) and bring any comments.
- 7.5. Review of allotment rents (report to follow).
- 7.6. To provide an update on the S106 application for rabbit-proofing and drainage works at the Queens Drive site.
- 7.7. Update on the renewal of the VPA lease.
- 7.8. To receive any member's reports – for information only.

8. Children's Play Area and Parish Field

- 8.1. To note the results from recent weekly and monthly play inspections.
- 8.2. To consider a payment of £280.67 for the electricity used at the scout hut for the parish field lighting and CCTV systems since July 2022.
- 8.3. To note a potential offer of £38,494.50 of S106 funds for enhancing parks and recreation.
- 8.4. To note recent progress with the guide hut.
- 8.5. To seek approval to submit an application to Fields in Trust in relation to obtaining a FiT certificate to register the scout hut lease with the Land Registry at a cost of £150 (further costs may also be required).
- 8.6. To consider asking Helsby Garden Services to paint the front edges of the steps at the side of the scout hut and to varnish the handrail.
- 8.7. To agree a way forward for the parks masterplan project.
- 8.8. To note correspondence in relation to a climbing wall on the parish field.
- 8.9. To receive member's reports – for information only.

9. Cemetery

- 9.1. Review of cemetery fees (report and background information to follow).
- 9.2. Review of Cemetery Regulations – committee members to read existing documents and bring any comments (attached).
- 9.3. Review of cemetery risk assessment (attached).
- 9.4. Update on cemetery extension area project.
- 9.5. To note any advice from ICCM in relation to the disposal of burial arisings.
- 9.6. To receive member's reports – for information only.

10. To note the outstanding actions log.

11. To discuss any urgent matters requiring immediate attention – for info only.

12. Date of next meeting – Monday 28th October 2024.

Core members of this committee: Cllrs. Nicklin, Temple, Branigan, Ellams, O'Neill and Stothard.

To note: Cllrs. Foster and Foreman agreed to act as substitute committee members for Cllrs. Nicklin and Stothard at this meeting.

Claire Jones – Parish Clerk - Email: clerk@helsbyparishcouncil.gov.uk Phone: (01928) 726433