



# Helsby Parish Council

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16<sup>th</sup> April 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 22<sup>nd</sup> April 2023 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 29<sup>th</sup> January 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 & Allotments Committee budget and reserves 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	0	3,150
202	Allotment water charge	300	256	315	0	300
211	Cemetery repairs/renewals	1,000	746	1,050	0	1,000
212	Cemetery maintenance	3,500	4,282	3,675	0	4,500
213	Parks and general maintenance work	12,000	11,548	12,600	0	12,600
214	Park grass cutting	5,000	2,939	5,250	0	4,500
215	Park equipment	2,500	2,588	2,500	0	2,500
<b>TOTAL</b>		<b>27,300</b>	<b>26,757</b>	<b>28,540</b>	<b>0</b>	<b>28,550</b>

## Reserves

Budget Code	Description	Reserves 2023/24	Spent 2023/24	Reserves 2024/25	Spent 2024/25	Total
501	Play area improv./upgrades	9,000	0	9,000	0	50,000
502	Future burial provision	4,105	0	7,900	0	43,152
504	Cemetery extension area design project	5,000	300	5,000	0	9,700
506	Cemetery garage roof	7,500	1,708	0	0	0
507	Wheelchair accessible roundabout	5,000	0	0	0	5,000
520	Parks Masterplan	20,000	0	0	0	20,000
<b>TOTAL</b>		<b>50,605</b>	<b>2,008</b>	<b>21,900</b>	<b>0</b>	<b>127,852</b>

## Footnotes:

- i) All figures above exclude VAT and are rounded to the nearest £1.
- ii) Budget Code 201 – Contract with Helsby Garden Services for allotment maintenance work in 2024/25 = £2,880. Also to include hedge maintenance work with Hilldale (£88) and any other potential ad-hoc maintenance costs. Over budget in 2023/24 due to gate and fence repairs and tree felling.
- iii) Budget Code 202 – All meter readings continue to be estimated as meter is obscured with water. Water Plus and United Utilities have both failed to assist.
- iv) Budget Code 211 – Look to appoint a contractor to carry out a memorial safety testing exercise.
- v) Budget Code 212 - Contract with Helsby Garden Services for cemetery maintenance work = £4,320. May also be some ad-hoc maintenance costs on top of contracted work (e.g. spoil heap clearance and tree root maintenance). Over budget in 2023/24 due to additional ivy removal and crown reduction to chestnut tree.
- vi) 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.

- vii) Budget Code 214 – Grass cutting contract for 2024/25 is £3,023 plus an additional £1,000 for weekly cuts of the parish field. Budget allows for any additional cuts, if required. Countrywide are paid over a 6-month rather than a 12-month period.
- viii) Budget Code 215 – Includes ROSPA safety inspection at play area.
- ix) Budget Code 501 – £9,000 added to specified reserves to include railings/gate maintenance. £50,000 expected in specified reserves by 31/3/25.
- x) Budget code 502 - £4,105 added to specified reserves in 2023/24. Budget is 100% of the amount of income received for burials in the preceding fiscal year. The income for 2024/25 is = £7,900. £43,152 expected in specified reserves by 31/3/25.

## 7. Allotments

- 7.1. To note that income from allotment rents for the year 2023/24 was £1,657.50.
- 7.2. To provide an update on the S106 application for rabbit-proofing and drainage works at the Queens Drive site.
- 7.3. To note the expiry of the VPA lease in 2024 and to consider taking legal advice to renew the lease.
- 7.4. Update on any responses to correspondence that was sent out after the previous allotment inspection last November.
- 7.5. To note the results of the latest allotment inspection carried out on 18<sup>th</sup> April (to follow).
- 7.6. Latest allotment tenancies and waiting list for information.
- 7.7. To consider a request from the holders of plot 2B (small) on Old Chester Road to move to plot 3 (large) which will shortly become vacant. To note that plot 15 on Old Chester Road is also due to become vacant shortly. To consider a request from the holders of plot 4 (small) at Queens Drive to move to plot 3B (small) which is currently vacant.
- 7.8. To note a request from an allotment holder in relation to taking any cemetery spoil heap material for use at the allotments.
- 7.9. To receive member's reports – for information only.

## 8. Parish Field and Children's Play Area

- 8.1. To note the results of the latest RoSPA Play Safety inspection.
- 8.2. To note correspondence in relation to the park masterplan project and to consider next steps.
- 8.3. To note the latest correspondence in relation to the guide hut and to consider next steps.
- 8.4. Parish field lighting – to note a further resident complaint and to consider requesting a visit by Mega Electrical to source the time switch in the scout hut. To consider having the lights on during the hours of darkness all year round.
- 8.5. To note any comments submitted by Helsby Garden Services in relation to weekly inspections.
- 8.6. To receive member's reports – for information only.

## 9. Cemetery

- 9.1. To note that income received from cemetery fees in 2023/24 was £10,950.
- 9.2. To consider renewal of the Council's annual membership with the ICCM (cost to be confirmed).
- 9.3. Cemetery extension area design project update.
- 9.4. 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 29<sup>th</sup> July 2024 (to be confirmed).

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

Core members of this committee are: Cllrs. Temple, Stothard, Branigan, Ellams, Nicklin