



Helsby Parish Council

23rd January 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 29th January 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 note any 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 13th December 2023.
5. Clerk's report from the previous meeting not covered elsewhere in the agenda (for information only).
6. To discuss the Parks, Cemetery and Allotments Committee budget for the year 2023/24 and for the forthcoming fiscal year 2024/25 as follows:

| Budget Heading Code | Description | Budget 2023/24 £ | Budget Spend to Date £ | Predicted To 31/03/24 £ | Final Budget 2024/25 £ |
|---------------------|-------------------------------|------------------|------------------------|-------------------------|------------------------|
| 201 | Allotment maintenance | 3,000 | 4,239 | 4,439 | 3,150 |
| 202 | Allotment water charge | 300 | 203 | 252 | 315 |
| 211 | Cemetery repairs/renewals | 1,000 | 723 | 723 | 1,050 |
| 212 | Cemetery maintenance | 3,500 | 3,091 | 3,291 | 3,675 |
| 213 | Parks and general maintenance | 12,000 | 10,005 | 11,140 | 12,600 |
| 214 | Park grass cutting | 5,000 | 2,939 | 2,939 | 5,250 |
| 215 | Park equipment | 2,500 | 1,781 | 2,456 | 2,500 |
| 501 | Play area improv./upgrades | 9,000 | 0 | 9000 | 9,000 |
| 502 | Future burial provision | 4,105 | 0 | 4105 | 7,900 |
| TOTAL | | 40,405 | 22,981 | 38,345 | 45,440 |

All figures above exclude VAT.

Footnotes:

- i) Code 201 – Includes additional costs to repair allotment gates and gate posts (£1,090) and tree felling at Queens Drive (£480).
- ii) Code 501 – funds not spent but held in earmarked reserves. £41,000 expected in earmarked reserves by 31/3/24.
- iii) Code 502 – funds not spent but held in earmarked reserves. Figure for 2024/25 is 100% of the cemetery income from 2022/23 (£7,900). £35,252 expected in earmarked reserves by 31/3/24.

Monies also in earmarked reserves for the following projects: Code 504 - Cemetery extension area design project (£5,000), Code 507 - Wheelchair accessible roundabout (£5,000) and Code 520 for parks masterplan project (£20,000).

7. Miscellaneous matters

- 7.1 To consider a request on behalf of several Queens Drive allotment holders for the following improvements using S106 monies - to rabbit-proof the site and to improve the drainage in the entrance roadway to prevent any waterlogging.
- 7.2 To note the slow worm records for 2023.
- 7.3 To note an update on the cemetery extension layout project and to consider the appointment of a designer to prepare a specification and to manage a contract tendering process for the work.
- 7.4 To note correspondence from Helsby Garden Services in relation to the following maintenance issues: parish field coping stones; improvements to the north gate entrance to the play area; tarmac and path edging repairs.
- 7.5 To note the contents of the latest inspections by Northwich Town Council (as attached) and to consider their quote to continue to provide the service during 2024/25.
- 7.6 To note a report of a meeting held with PlanitIT as held on 12th January in relation to the proposed parish field masterplan/vision project.

- 7.7 To consider an application for a grave deed transfer for plot North Pink 92.
 - 7.8 To consider a report from Frodsham Tree Solutions in relation to the condition of the tree in the cemetery following their work to remove any overgrown ivy.
 - 7.9 To review the 'Helsby Tree Survey/Maintenance Contract 2022 to 2025' with Hilldale Grounds Maintenance.
 - 7.10 To consider the proposed new outstanding actions log as attached.
8. To discuss any urgent matters requiring immediate attention – for info only.
9. Date of next meeting – Monday 22nd April 2024.

Confidential Matters

10. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following: To consider a preferred contractor for the Cemetery, Allotments and General Maintenance Contract 2024-2027.

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

Claire Jones – Parish Clerk - Email: parishclerk@helsbyparish.org.uk Phone: (01928) 726433