



# Helsby Parish Council

## Minutes of the Environment Committee meeting held from 7.15pm in the Parish Office at Helsby Community Sports Club on Tuesday 26<sup>th</sup> September 2023

### Present:

Cllr. Terry O'Neill (Chairman)

Cllr. Mike Branigan

Cllr. Rob Nicklin

### Also present:

Claire Jones Parish Clerk

CW&C Borough Councillor representing Helsby Ward, Chris Copeman (up to Item 7.7)

1. Public Participation – No matters were brought to the Committee's attention.
2. Apologies were noted from Cllrs. Ellams and Duffy.

The Chair agreed to bring forward Item 7.8 in relation to the development of a climate change working group. It was outlined that many terms of reference documents for similar groups could be found online and it was agreed that Nantwich Town Council's document would form a good template. The committee felt it was important to leave membership as open as possible with both members of the public and business representatives invited to join. It was suggested that the group should include at least one councillor. The Clerk agreed to circulate a first draft of the terms of reference for comment and then to present the document for approval at the next Full Council meeting. If approved, Cllr. Nicklin agreed to promote the working group in an article for the December edition of Helsby News.

3. Declarations of Members' Interests. None were reported.
4. Confirmation of Previous Minutes. It was **RESOLVED that the minutes of the Environment Committee meeting held on 3<sup>rd</sup> July 2023 be accepted as accurate and were duly signed by the Chairman – E14/23.**
5. Clerk's Report. The following was noted:

- Item 5 – Clerk to set date and book room at Helsby Community Sports Club for the Community Heartbeat Trust's training and to advertise in Helsby News;
- Item 5 - Cllr. Nicklin to collect bunting from Helsby Tea Rooms;
- Item 5 – given Helsby Hill's status as a Scheduled Ancient Monument, there were certain complications in placing a viewpoint marker there. The National Trust, as

landowner, had intimated that they would prefer to lead on such a project but did not have sufficient resources to do so at present;

- Item 7.6 – ROSPA had identified the outdoor gym equipment as medium risk due the nature of the activity, rather than due to any faults with the actual units;
- Item 7.8 – 25 lamppost poppies had been ordered from the British Legion and a £75 donation would be made in due course. Cllr. Branigan agreed to organise putting them on display around 22/23 October.

6. The final budget spend for 2022/23 along with the Environment Committee budget for the year 2023/24 was noted as follows:

| Budget Code  | Description               | Budget 2022/23<br>£ | Budget spent 2022/23<br>£ | Budget 2023/24<br>£ | Budget spent to date<br>£ | Predicted To 31/03/24<br>£ |
|--------------|---------------------------|---------------------|---------------------------|---------------------|---------------------------|----------------------------|
| 218          | Bedding plants            | 400                 | 505                       | 500                 | 164                       | 750                        |
| 219          | Village clock             | 300                 | 0                         | 0                   | 0                         | 0                          |
| 220          | Maltby Triangle           | 1000                | 0                         | 200                 | 0                         | 200                        |
| 222          | Christmas tree            | 3000                | 2500                      | 2700                | 0                         | 2700                       |
| 223          | Litter/dog/grit bins      | 400                 | 204                       | 400                 | 0                         | 400                        |
| 224          | Village awards            | 200                 | 0                         | 200                 | 0                         | 0                          |
| 225          | Ho Ho traffic m'ment      | 1050                | 1050                      | 1100                | 0                         | 1100                       |
| 226          | Average speed cameras     | 5000                | 0                         | 5000                | 0                         | 5000                       |
| 227          | Bridge lantern lights     | 1000                | 641                       | 1000                | 288                       | 700                        |
| 228          | Christmas illuminations   | 15500               | 12069                     | 15500               | 1995                      | 10000                      |
| 229          | Sherwood Court land       | 1000                | 1303                      | 500                 | 538                       | 538                        |
| 230          | Street furniture/BT boxes | 10000               | 6076                      | 6000                | 15                        | 2700                       |
| 231          | War memorial              | 0                   | 0                         | 0                   | 0                         | 0                          |
| <b>TOTAL</b> |                           | <b>38,850</b>       | <b>24,348</b>             | <b>33,100</b>       | <b>3,000</b>              | <b>24,088</b>              |

The following was also noted:

- All figures exclude VAT and are rounded to the nearest £1.
- Code 218 - invoice outstanding for last year's bedding plants at around £340. Changed suppliers for 2023/24. 3 additional planters purchased and volunteer numbers falling so costs likely to rise.
- Budget Code 220 – Cost for hedge work £30. Tree pruning work carried out and obsolete Christmas lights removed but work allocated to other codes.
- Budget Code 226 – £5,000 to be moved into earmarked reserves to add to the £5,000 already allocated (no feedback on the ChALC pilot project as yet).
- Code 227 – should be cheaper due to new LED lighting.
- Codes 228 – Funds spent on tree wrap work and container planning application so far. Due to meet Ho Ho Helsby to discuss plans for 2023. Some lit spheres to be considered for purchase this year.

- vii) Code 229 – monies spent on RoSPA and Caloo safety inspections. £10,000 allocated in earmarked reserves for landscaping improvements. Could also vire money from Codes 230 and 226.
- viii) Code 230 – possible expenditure on new South Ward noticeboard (£840 plus installation), benches and planters (£1,716 to be taken from this code and £2,534 from earmarked reserves under Code 517).

## 7. Miscellaneous Matters

- 7.1. The ‘Christmas Tree Installation plus Associated Work’ contract 2022/25 with Mega Electrical was reviewed. It was noted that both parties were satisfied with the existing contract and that Mega had confirmed that they would carry out the 2023 work at the rates set out in the current contract. It was **RESOLVED to continue with the ‘Christmas Tree Installation plus Associated Work’ contract with Mega Electrical in 2023/24 and 2024/25 – E15/23**. The Clerk agreed to request if the lights could be wrapped around the tree this year rather than hung vertically.
- 7.2. The ‘Festive Light Installation plus Associated Work’ contract 2022/25 with AMR Technical was reviewed. It was noted that both parties were satisfied with the existing contract and that AMR Technical had confirmed that they would carry out the 2023 work at the rates set out in the current contract. It was **RESOLVED to continue with the ‘Festive Light Installation plus Associated Work’ contract with AMR Technical in 2023/24 and 2024/25 – E16/23**. It was agreed that the lights would be switched on again this year between 4pm and 10pm.
- 7.3. It was noted that the meeting with Ho Ho Helsby had been postponed. However, the Clerk outlined that the team had sent a list of requests for the 2023 festive period. Cllrs. Copeman, O’Neill, Nicklin and Branigan agreed to volunteer as road marshals for the event on 2<sup>nd</sup> December. The clerk agreed to investigate the purchase of several lit spheres for the tree at the station car park. It was suggested that committee members could examine the lights once installed to identify any areas for additional displays in future years.
- 7.4. It was **RESOLVED to commission Blue Arrow Traffic Management for the traffic management service at this year’s Ho Ho Helsby event at a cost of £1,050 – E17/23**. It was noted that tenders had been sought for the service last year and that Blue Arrow had been by far the most competitive. It was agreed that tenders for either a three or five-year contract would be sent out next year.
- 7.5. Concerns were raised about the continuing problems with overgrown trees and hedges in the parish. Cllr. Copeman agreed to speak directly to any occupiers in the first instance to request they cut back their vegetation. In circumstances where this had no effect or Cllr. Copeman was unable to visit, it was agreed that the Clerk would write to the occupier and report the issue to CW&C following agreement from Full Council.
- 7.6. It was noted that the new village planters would be delivered in early October. It was **RESOLVED to approve the purchase of stickers for each volunteer group to display their name on the new planters – E18/23**.
- 7.7. It was noted that the Policy and Procedures Committee had requested the Environment Committee to review their existing delegated functions as set out in the Standing Orders. It was agreed to wait for a template from the PCA Committee

who had also been requested to conduct a similar exercise. In the meantime, members agreed to omit the first function (reports from members attending any liaison committees) as these were covered at Full Council meetings.

- 7.8. See above.
- 7.9. No member's reports were received.
  
- 8. No relevant liaison committee and/or emission monitoring reports were received.
  
- 9. No matters requiring immediate attention were raised.
  
- 10. The date of the next meeting was noted as Wednesday 13<sup>th</sup> December 2023.

**Confidential Matters - Exclusion of the Press and Public**

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **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 item: to consider quotes received for the Sherwood Court landscaping contract – E19/23.**

- 11. It was **RESOLVED to appoint F M Landscaping to carry out the work as proposed in the Sherwood Court landscaping specification with the exception of the hard surfacing work to the outdoor gym area which would be considered at a later date as part of the proposed parish field masterplan project (total cost £10,794) – E20/23.** It was noted that permission would need to be sought for the work from Cheshire West and Chester Council (as landowner) before the project could commence.

The meeting closed at 8.43pm

Chair's signature ..... Dated.....



# Helsby Parish Council

**Minutes of the Closed Session meeting held at the end of the Environment Committee meeting of 26<sup>th</sup> September 2023 in the Parish Office at Helsby Community Sports Club**

**Privileged Information – NOT FOR PUBLIC VIEWING**

**Confidential Items - Exclusion of the Press and Public**

11. Confidential item – It was noted that 6 landscaping companies were invited to tender for the Sherwood Court landscaping contract. It was reported that only two tenders had been received as shown below:

| Specification task                            | F M Landscaping (£) | A J E Landscaping and Groundworks (£) |
|---|---------------------|---------------------------------------|
| A. Hard surfacing work in gym area            | 8,916.67            | 4,770                                 |
| B. Supply and installation of picnic table    | 1,250               | 1,150                                 |
| C. All other work as set out in specification | 9,544.17            | 11,150                                |
| <b>TOTAL</b>                                  | <b>19,710.84</b>    | <b>17,070.00</b>                      |

Members agreed to award the contract based on only 2 tenders given the general difficulties in sourcing quotes for such large-scale projects at present and the high levels of demand for building and landscaping companies locally.

It was **RESOLVED to appoint F M Landscaping to carry out the work as proposed in the Sherwood Court landscaping specification with the exception of the hard surfacing work to the outdoor gym area which would be considered at a later date as part of the proposed parish field masterplan project (total cost £10,794) – E20/23.** It was agreed that this was on the grounds that their rates for B and C were the lowest and that they had a good reputation locally. It was noted that permission would need to be sought for the work from Cheshire West and Chester Council (as landowner) before the project could commence.