



HELSEBY PARISH COUNCIL

15th October 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 21st October 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 15th July 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	2,419	3,000
202	Allotment water charge	300	256	315	97	200
211	Cemetery repairs/renewals	1,000	746	1,050	241	1,050
212	Cemetery maintenance	3,500	4,282	3,675	3,457	4,500
213	Parks and general maintenance work	12,000	11,548	12,600	7,311	13,000
214	Park grass cutting	5,000	2,939	5,250	3,282	4,000
215	Park equipment	2,500	2,588	2,500	1,647	3,000
TOTAL		27,300	26,757	28,540	18,454	28,750

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 September 2024.
- iii) Budget Code 211 – Look to appoint a contractor to carry out a memorial safety testing exercise (informal exercise carried out by the clerk found no concerns). Could use remaining funds towards extension area project?
- 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.
- vi) Budget Code 214 – Grass cutting contract = £3,023 plus an additional £1,000 for weekly cuts of the parish field. £200 reduction offered by contractor due to lack of cuts in May.
- vii) Budget Code 215 – Funds needed for repairs to cableway.
- viii) Budget Code 504 – Could consider transfer of any additional funds from Budget Code 502.

7. Allotments

- 7.1. Update on any responses to correspondence that was sent out after the previous allotment inspections in August and September and to note the results of the latest allotment inspection carried out on 18th October.
- 7.2. To note the latest allotment tenancies and waiting list.
- 7.3. To provide an update on the S106 application for rabbit-proofing and drainage works at the Queens Drive site.
- 7.4. To consider taking legal advice in relation to resident parking on the RSK car park at Mountain View.
- 7.5. To receive any member's reports – for information only.

8. Children's Play Area and Parish Field

- 8.1. To consider a specification to seek quotes for the 'Grass and Hedge Cutting Contract 2025/28'.
- 8.2. To consider a specification to seek quotes for the 'Tree Maintenance Contract 2025/28'.
- 8.3. To consider quotes for either a repair or replacement of the cableway.
- 8.4. To note the results from recent weekly and monthly play inspections and to consider any recommendations.
- 8.5. To note a payment of £403.33 for the electricity used at the guide hut for the parish field lighting since July 2022.
- 8.6. Play area inspection training course – to note quotes received and to consider hosting a course.
- 8.7. To receive member's reports – for information only.

9. Cemetery

- 9.1. To consider a response to the Law Commission's Consultation Paper on Burial and Cremation.
- 9.2. 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 – 11th December 2024 (budget meeting).

Confidential Matters

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:

13. To consider the proposed specification for the cemetery extension area project as attached (including provisional costings) and to agree next steps.

14. To consider a draft revised lease with the Helsby Village Produce Association.

15. To consider quotes received for the design phase of the park masterplan project and to consider next steps.
16. To note the results of the building survey of the guide hut (if available) and to consider next steps.

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

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