



# Helsby Parish Council

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**18<sup>th</sup> April 2023**

**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 24<sup>th</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 14<sup>th</sup> December 2022.
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 2022/23 and to discuss the Parks, Cemetery & Allotments Committee budget for the year 2023/24:

Budget Code	Description	Budget 2022/23 £	Budget spent 2022/23 £	Budget 2023/24 £	Budget spent to date £	Predicted To 31/03/24 £
201	Allotment maintenance	3,500	1,950	3,000	0	3,000
202	Allotment water charge	500	318	300	0	300
212	Cemetery maintenance	3,500	2,602	3,500	0	3,500
212a 211	Cemetery repairs/renewals	400	720	1,000	0	1,000
213	Parks and general maintenance work	12,000	10,478	12,000	0	12,000
214	Park grass cutting	5,000	2,800	5,000	0	5,000
215	Park equipment	3,000	22,046	2,500	0	2,500
226R 501	Play area improv./upgrades	8,000	0	9,000	0	0
260R 502	Future burial provision	3,633	0	4,105	0	0
504	Cemetery extension area design project	0	0	5,000	0	5,000
506	Cemetery garage roof	0	0	7,500	0	7,500
507	Wheelchair accessible roundabout	0	0	5,000	0	5,000

Footnotes:

- i) All figures above exclude VAT and are rounded to the nearest £1.
- ii) Note new/revised budget codes in red above.
- iii) Budget Code 201 – Contract with Helsby Garden Services for allotment maintenance work in 2023/24 = £2,714. Also to include hedge maintenance work with Hilldale (£84) and any other potential ad-hoc maintenance costs.
- iv) Budget Code 202 – All meter readings during 2022/23 were estimated as meter is obscured with water. Clerk to follow up with Water Plus.
- v) Budget Code 212 - Contract with Helsby Garden Services for cemetery maintenance work = £2,879. £3,500 agreed due to potential ad-hoc maintenance costs on top of contracted work (e.g. spoil heap clearance and tree root infill work).
- vi) Budget Code 211 – Look to appoint a contractor to carry out a memorial safety testing exercise. Expenditure in 2022/23 was for £650 to D T Turner (reclaim from the Children’s Funeral Fund) and £70 refund of memorial stone fees to Buckley Memorials.
- vii) Budget Code 213 – Contract for general maintenance work (park and Helsby-wide) in 2023/24 = £8,389. Also to include £147 contracted hedge maintenance work and any other ad-hoc work as identified.
- viii) Budget Code 214 – Grass cutting contract for 2023/24 is £2,939 but additional cuts may be required depending on weather conditions. Budget allows for additional cuts, if required. Countrywide are paid over a 6-month rather than a 12-month period.
- ix) Budget Code 215 – To include ROSPA safety inspection at play area.
- x) Budget code 501 – £9,000 added to specified reserves to include railings/gate maintenance. £41,000 expected in specified reserves by 31/3/24.
- xi) Budget code 502 - £3,633 added to specified reserves in 2022/23. Budget is 100% of the amount of income received for burials in the preceding fiscal year. The income for 2023/24 is = £4,105. £35,252 expected in specified reserves by 31/3/24.

7. To review the cemetery, allotments and general maintenance contract 2021/24 with Helsby Garden Services (contract attached).
8. To review the hedge maintenance contract 2022/25 with Hilldale Grounds Maintenance (contract attached).
9. Review of potential projects identified in the recent community questionnaire and consideration of projects for inclusion in the 5-year Business Plan.

#### 10. Allotments

- 10.1. To note that income from allotment rents for the year 2022/23 was £1,629.
- 10.2. Update on any responses to correspondence that was sent out after the previous allotment inspection last October.
- 10.3. To note the results of the latest allotment inspection carried out on 20<sup>th</sup> April (to follow).
- 10.4. Latest allotment tenancies and waiting list for information.
- 10.5. To receive member's reports – for information only.

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

- 11.1. Wheelchair accessible roundabout update.
- 11.2. To note the results of the latest RoSPA Play Safety inspection (if available).
- 11.3. To note that play area inspections by Winsford Town Council will cost £75 per inspection from 1<sup>st</sup> April 2023 and to consider an alternative quote from Northwich Town Council.
- 11.4. To consider a quote for tree replacement and stump grinding from Hilldale Grounds Maintenance.
- 11.5. To note any comments submitted by Helsby Garden Services in relation to weekly inspections.
- 11.6. To receive member's reports – for information only.

#### 12. Cemetery

- 12.1. To note that income received from cemetery fees in 2022/23 was £7,900.
- 12.2. Update on removal of plinth and hinge work to cemetery gates.
- 12.3. Update on cemetery garage roof.
- 12.4. To consider renewal of the Council's annual membership with the ICCM at a cost of £95.
- 12.5. Cemetery extension area design project update.
- 12.6. To receive member's reports – for information only.

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

14. Date of next meeting – Monday 24<sup>th</sup> July 2023.

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

Core members of this committee are: Cllrs. Temple, Gardner, Marsh, Branigan and Duffy