



Helsby Parish Council

20th October 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 30th October 2023 at 7.00pm 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 7th August 2023.
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	2,656	3,100
202	Allotment water charge	500	318	300	172	300
211	Cemetery repairs/renewals	400	720	1,000	28	1,000
212	Cemetery maintenance	3,500	2,602	3,500	2,758	3,500
213	Parks and general maintenance	12,000	10,478	12,000	6,439	12,000
214	Park grass cutting	5,000	2,800	5,000	2,939	3,500
215	Park equipment	3,000	22,046	2,500	593	2,500
501	Play area improv./upgrades	8,000	0	9,000	0	9,000 ¹
502	Future burial provision	3,633	0	4,105	0	4,105 ²
TOTAL		39,533	40,914	40,405	15,585	39,005

Footnotes:

All figures above exclude VAT and are rounded to the nearest £1.

- i) Budget Code 201 – Contract with Helsby Garden Services for allotment maintenance work in 2023/24 = £2,901. Also to include hedge maintenance work with Hilldale (£84) and any other potential ad-hoc maintenance costs.
- ii) Budget Code 212 - Contract with Helsby Garden Services for cemetery maintenance work = £3,075. £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).
- iii) Budget Code 211 – Look to appoint a contractor to carry out a memorial safety testing exercise.
- iv) Budget Code 213 – Contract for general maintenance work (park and Helsby-wide) in 2023/24 = £9,123. Also to include £147 contracted hedge maintenance work and any other ad-hoc work as identified.
- v) Budget Code 214 – Grass cutting contract for 2023/24 is £2,939 but a few extra cuts have been requested. Countrywide are paid over a 7-month rather than a 12-month period.
- vi) Budget Code 215 – Includes ROSPA safety inspection at play area and Winsford/Northwich TC inspections.

Monies also in earmarked reserves for the following projects: Code 504 - Cemetery extension area design project (£5,000); Code 506 - Cemetery garage roof (£7,500); and Code 507 - Wheelchair accessible roundabout (£5,000). Expenditure on the garage roof will be around £1,600.

¹ Monies being saved under earmarked reserves. No funds spent in 2023/24

² Monies being saved under earmarked reserves. No funds spent in 2023/24

7. General Maintenance Specification – to agree a draft specification to go out to tender for the next long-term contract (on either a 3 or 5 year basis). See accompanying procurement thresholds guidance note.
8. To consider revised wording in the PCA Committee section of the Council’s Standing Orders.
9. Allotments
 - 9.1 To consider quotes to make repairs to the allotment gate at Queens Drive and a fence post at Old Chester Road.
 - 9.2 Update on any responses to correspondence that was sent out after the previous allotment inspections in August and October and to note the results of the latest allotment inspection carried out on 13th October (attached).
 - 9.3 To note the latest allotment tenancies and waiting lists.
 - 9.4 To receive any member’s reports – for information only.
10. Children’s Play Area
 - 10.1 To receive an update on a potential wheelchair accessible play equipment project.
 - 10.2 To receive an update on the RoSPA safety recommendations and any notable comments from recent inspections.
 - 10.3 Review of CCTV policy and to consider ways to enhance the current system.
 - 10.4 To receive member’s reports – for information only.
11. Parish Field
 - 11.1 To consider a request to switch on the parish field lighting all night due to recent anti-social behaviour.
 - 11.2 To consider requesting more regular cuts of the parish field during 2024/25 following complaints raised by residents.
 - 11.3 To consider whether to develop a long-term parish field vision exercise.
 - 11.4 To consider quotes to replace the coping stones on the party wall adjacent to the parish field.
 - 11.5 To note that a meeting will be held with Girlguiding Cheshire Forest on 1 November in relation to the future of the guide hut and to note various conditions as set out in the lease.
 - 11.6 To receive member’s reports – for information only.
12. Cemetery
 - 12.1 To consider quotes to adjust the cemetery gates.
 - 12.2 Update on the cemetery extension area design and garage roof projects.
 - 12.3 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 – Wednesday 13th December 2023.

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

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