



Helsby Parish Council

1st August 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 7th August 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 24th April 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	1,149	3,000
202	Allotment water charge	500	318	300	20	300
211	Cemetery repairs/renewals	400	720	1,000	0	1,000
212	Cemetery maintenance	3,500	2,602	3,500	1,467	3,500
213	Parks and general maintenance	12,000	10,478	12,000	3,254	12,000
214	Park grass cutting	5,000	2,800	5,000	1,679	5,000
215	Park equipment	3,000	22,046	2,500	163	2,500
501	Play area improv./upgrades	8,000	0	9,000	0	0
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
TOTAL		39,533	40,914	57,905	7,732	44,800

*Monies vired from general reserves for these projects in 2022/23.

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 202 – Meter reading issues improved – reading sent to Water Plus on 18/7/23. Latest bill for £111.93.
- iii) 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).
- iv) Budget Code 211 – Look to appoint a contractor to carry out a memorial safety testing exercise.
- v) 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.
- vi) 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 7-month rather than a 12-month period.

- vii) Budget Code 215 – Includes ROSPA safety inspection at play area and Winsford/Northwich TC inspections.

7. Allotments

- 7.1 To consider a quote from Hilldale/Frodsham Tree Solutions to fell a diseased ash tree on council land adjacent to the Queens Drive allotment site a cost of £480 and to chip and leave any discarded timber within the allotment site for use by allotment tenants.
- 7.2 To consider a quote from Wrought in the Port to make repairs to the allotment gate at Queens Drive.
- 7.3 Update on any responses to correspondence that was sent out after the previous allotment inspections in June and July.
- 7.4 To note the results of the latest allotment inspection carried out on 5th July (attached).
- 7.5 To note the latest allotment tenancies and waiting lists.
- 7.6 To consider a review of the Allotment Policy and Tenancy Agreement – committee members to read existing documents (attached) and bring any comments.
- 7.7 Review of allotment rents (report attached).
- 7.8 To receive any member's reports – for information only.

8. Children's Play Area

- 8.1 To receive an update on a potential wheelchair accessible play equipment project.
- 8.2 To consider the contents of the latest RoSPA safety inspection held on 27th April 2023 for the play area.
- 8.3 To receive member's reports – for information only.

9. Parish Field

- 9.1 To consider quotes to replace 8 trees on the parish field.
- 9.2 To consider a quote to replace the coping stones on the party wall adjacent to the parish field.
- 9.3 To consider a request from Helsby Guides to pay for repairs to their gas boiler as a result of the parish field lighting project.
- 9.4 To receive member's reports – for information only.

10. Cemetery

- 10.1 Review of cemetery fees (report and background information attached).
- 10.2 Review of Cemetery Regulations – committee members to read existing documents and bring any comments (attached).
- 10.3 Review of cemetery risk assessment (attached).
- 10.4 To consider a quote from Wrought in the Port to adjust the cemetery gate.
- 10.5 Update on cemetery extension area design and garage roof projects.
- 10.6 To receive member's reports – for information only.

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

12. Date of next meeting – Monday 23rd October 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