



HELSEBY PARISH COUNCIL

5th December 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 Wednesday 11th December 2024 immediately after the close of the Environment Committee meeting (expected around 7.30pm) 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 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 21st October 2024.
5. Clerk's report from the previous meeting not covered elsewhere in the agenda (for information only).
6. To discuss the Parks, Cemetery and Allotments Committee budget and earmarked reserves for the year 2024/25 and for the forthcoming fiscal year 2025/26 as follows:

Budget Heading Code	Description	Budget 2024/25 £	Budget Spend to Date £	Predicted To 31/03/25 £	Business Plan Budget 2025/26 £
201	Allotment maintenance	3150	3243	3500	3307
202	Allotment water charge	315	117	150	330
211	Cemetery repairs/renewals	1050	241	241	1100
212	Cemetery maintenance	3675	4691	5000	3858
213	Parks and gen. maintenance	12600	10581	14500	13320
214	Park grass cutting	5250	3856	3856	5510
215	Park equipment	2500	1855	3000	4500
TOTAL		28,540	24,584	30,247	31,925

Reserves 2024/25

Budget Code	Description	Opening balance	Transfers & Receipts	Expected Spend 2024/25	Total
501	Play area imp/upgrades	41,000	9,000	0	50,000
502	Future burial provision	35,252	-2,100	0	33,152
504	Cemetery extension	4,700	15,000	19,700	0
507	Accessible equipment	5,000	0	0	5,000
520	Parks Masterplan	20,000	0	5,000	15,000
522	S106 QD allotments	0	1,236	1,236	0
TOTAL		105,952	23,136	25,936	103,152

All figures above exclude VAT.

Footnotes:

- i) Code 201 – See HGS report for 2024/25 spend. HGS contract costs for 2025/26 are £2,967. Proposed hedge maintenance contract for 2025/26 = £240.
- ii) Code 202 – Last meter reading taken in September 2024. Water now turned off for winter.
- iii) Code 211 – to budget for memorial testing in 2025 (around £3 per memorial, £350 full survey)? Funds could also be used to contribute to cemetery extension area project?
- iv) Code 212 – See HGS report for 2024/25 spend. HGS contract costs for 2025/26 are £4,450. Also to add various ad-hoc work such as spoil heap clearance and possible additional cuts.
- v) Code 213 – See HGS report for 2024/25 spend. HGS contract costs for 2025/26 are £10,290. Proposed hedge maintenance contract for 2025/26 = £315. Also to include ad-hoc work such as tree work, bench installation and beacon lighting.
- vi) Code 214 – New contract from 2025/26. Potential costs = £6,640 plus path edging at £870.
- vii) Code 215 – includes NTC and RoSPA inspections (£1,100) and scout and guide hut electricity payments (£684). HGS to train to carry out monthly inspections. Arrange inspection app. Cableway repairs invoice £1,131.
- viii) Code 502 - Figure for 2025/26 is 100% of the cemetery income from 2023/24 as shown in 31 March 2024 financial statement (£10,950). In Oct 24, the committee resolved to

transfer £10,000 from this earmarked reserve to cover the remaining estimated costs of the cemetery extension area project.

7. Miscellaneous matters

- 7.1 To arrange dates to carry out health and safety inspections at the cemetery and allotment sites.
- 7.2 Update on S106 funds for rabbit-proofing and drainage works at the Queens Drive site.
- 7.3 Update on VPA lease.

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

9. Date of next meeting – Monday 29th January 2024.

Confidential Matters

10. To consider tenders for the Grass and Hedge Cutting Contract 2025-28.

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