



HELSEBY PARISH COUNCIL

21st January 2025

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 27th January 2025 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 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 11th December 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 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 £ | Final Budget 2025/26 £ |
|---------------------|-------------------------------|---------------------|---------------------------|----------------------------|---------------------------|
| 201 | Allotment maintenance | 3150 | 3411 | 3500 | 3800 |
| 202 | Allotment water charge | 315 | 147 | 175 | 200 |
| 211 | Cemetery repairs/renewals | 1050 | 241 | 241 | 800 |
| 212 | Cemetery maintenance | 3675 | 4775 | 5000 | 5500 |
| 213 | Parks and general maintenance | 12600 | 12460 | 15000 | 15000 |
| 214 | Park grass cutting | 5250 | 3856 | 3856 | 10000 |
| 215 | Park equipment | 2500 | 3137 | 3250 | 3500 |
| 501 | Play area improv./upgrades | 9000 | 0 | 9000 ¹ | 9000 |
| 502 | Future burial provision | 7900 | 0 | 7900 ² | 10950 |
| TOTAL | | 45,440 | 28,027 | 47,922 | 58,750 |

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 ³ | 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 | 6,069 | 13,931 |
| 522 | S106 QD allotments | 0 | 1,236 | 1,236 | 0 |
| TOTAL | | 105,952 | 23,136 | 27,005 | 102,083 |

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

Footnotes:

- i) Code 215 – park equipment expenditure includes play area inspections, scout and guide hut electricity payments and repairs to the cableway.
- ii) Code 502 – Figure for 2025/26 is 100% of the cemetery income from 2023/24 (£10,950).

7. Miscellaneous matters

- 7.1 To note the results of the allotments and cemetery health and safety inspections as held on 17th January.
- 7.2 To receive an update on the Queens Drive allotment S106 project and to note recent issues with flooding at the site.

¹ Monies being saved under earmarked reserves. No funds spent in 2024/25.

² Monies being saved under earmarked reserves. See footnote 3.

³ Burial income of £7,900 was carried forward into 2024/25 reserves. It was resolved to transfer £10,000 from earmarked code 502 to code 504 making a shortfall of £2,100 for 2024/25.

- 7.3 To consider future letting arrangements for allotment plot 15 at Old Chester Road.
 - 7.4 To make final arrangements for the playground inspection course to be held on 25th and 26th February.
 - 7.5 To note the contents of the latest inspections by Northwich Town Council (as attached) and to consider arrangements for monthly inspections in 2025/26.
 - 7.6 To receive an update on the parks masterplan project.
 - 7.7 To note NALC's Response to the Law Commission's Consultation on Burial and Cremation (attached).
8. To consider the outstanding actions log as attached.
 9. To discuss any urgent matters requiring immediate attention (for information only).
 10. Date of next meeting – Monday 28th April 2025.

Confidential Matters

11. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, because of the confidential nature of the business to be transacted, to pass a resolution that the public and the press leave the meeting during consideration of the following:
12. To consider the appointment of the preferred contractor for the Grass and Hedge Cutting Contract 2025-2028 and arrangements for the path edging element of the work;
13. To consider tenders for the cemetery extension layout project and to agree a preferred contractor;
14. To consider the latest guidance from the council's solicitor in relation to the draft VPA lease and agree any next steps; and
15. To receive an update on any further discussions with the guides and Helsby Community Sports Club in relation to the guide hut and to consider any next steps (including the possibility of taking legal advice).

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

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

