



Helsby Parish Council

Minutes of the Parks, Cemetery and Allotments Committee meeting held at 7.22pm in the Parish Office at Helsby Community Sports Club on Wednesday 15th December 2021

Present:

Cllr. Sarah Temple (Chair)

Cllr. Terry O'Neill

Cllr. Chris Ellams (substitute member for Cllr. Holder)

Cllr. Margaret Marsh (substitute member for Cllr. Duffy)

Also present:

Claire Jones Parish Clerk

1. Public Participation – It was **RESOLVED that the meeting be suspended for public participation – PCA55/21**. There being no matters brought to the Committee's attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – PCA56/21**.
2. Apologies were received and accepted from Cllrs. Duffy, Gardner and Holder.
3. Declarations of Members' Interests. None were reported.
4. Confirmation of Previous Minutes. It was **RESOLVED that the minutes of the Parks, Cemetery and Allotments Committee meeting held on 25th October 2021 be accepted as accurate and duly signed by the Chairman – PCA57/21**.
5. Matters arising. Under Item 9.4, it was noted that the dog signage equipment for the parish field had been purchased and would be erected shortly. It was also noted that the kickboard repairs had been completed in front of the youth shelter (Item 9.3).
6. Parks, Cemetery and Allotments Committee budget 2022/23. It was **RESOLVED that the Parks, Cemetery and Allotments Committee recommend the following budget for 2022/23 totalling £39,533 for the inspection and approval of the Finance Committee – PCA58/21**.

Budget Heading Code	Description	Budget 2021/22 £	Budget Spend to Date £	Predicted to 31/03/22 (£)	Budget recommended 2022/23 (£)
201	Allotment maintenance	600	1624	1700	3500
202	Allotment water charge	200	385	385	500
212	Cemetery maintenance	4200	3313	3313	3500

212a	Cemetery repairs/renewals	400	0	0	400
213	Parks maintenance	6000	5351	8000	12000
214	Park grass cuttings	5000	4322	4322	5000
215	Park equipment	3000	3536	24600	3000
222	Materials	300	0	300	-
226R	Play area improve/upgrades	8000	0	8000	8000
260R	Future burial provision	2843	0	2843	3633

Footnotes:

- i) Code 201 – maintenance costs for QD only. Invoicing for OCR included with cemetery maintenance (Code 212) in 2021/22 as based on previous contract. Contract for allotment maintenance work at QD and OCR in 2022 costs = £2,637. Agreed to increase to £3,500 due to potential ad-hoc maintenance costs on top of contracted work (e.g. tree work).
- ii) Code 202 – paid up to 13 October. Water now turned off for winter. Significant fluctuations in annual costs. Clerk to investigate fluctuations and any unauthorised usage.
- iii) Code 212 – also includes OCR allotment maintenance costs in 2021/22. Contract for cemetery maintenance work alone in 2022 costs = £2,795. £3,500 agreed due to potential ad-hoc maintenance costs on top of contracted work.
- iv) Code 212a – may need to purchase grave stability equipment (stakes and tape) for the memorial testing exercise to be carried out in 2022.
- v) Code 213 – budget originally £2,000. £4,000 vired from salaries (Code 241) to cover additional costs of general maintenance contractor. Includes £326 S106 reclaim funding for picnic table removal (now reclaimed). Predicted spend includes another 21 weeks of park inspections at £125 = £2,625. Contract for general maintenance work (park and Helsby-wide) in 2022 costs = £8,294. Agreed to increase budget to £12,000 to cover any tree work as well as contracted general maintenance work. Also proposed to rename Budget Code to ‘Parks and General Maintenance’.
- vi) Code 214 - now includes all grass cutting for park/parish Field, Sherwood Court and Maltby Triangle. To seek competitive tenders before cutting starts in Spring 2022.
- vii) Code 215 - to add 8 additional Winsford inspections at £280. Includes £2,769.60 for picnic tables (S106 reclaim) and potentially costs of CCTV and lighting projects (grant/S106 reclaims).
- viii) Code 222 – recommend removal of code as this was used for general assistant materials (e.g. strimmer parts, weedkiller).
- ix) Code 260R - Figure for 2022/23 is 50% of the cemetery income from 2020/21 as shown in 31 March 2021 financial statement (£7265) = £3,633.

It was noted that the overall actual Council spend on the PCA budget for 2021/22 (estimated around £31,800) should be close to the budgeted total of £30,543. Cllr. Temple outlined that Code 215 included costs for the picnic tables and for the lighting and CCTV projects, all of which would be reclaimed using S106 and grant monies. It was also acknowledged that some of the descriptions for each code would benefit from an

update and it was suggested that these could be reviewed once the Council had subscribed to an accounting software package.

Cllr. Temple suggested that some money should be allocated in future years to layout the cemetery extension area. It was **RESOLVED to recommend to the Finance Committee that they should allocate some monies into earmarked reserves for this purpose - PCA59/21.**

7. Miscellaneous matters

- 7.1. It was noted that the S106 reclaim for the picnic tables had been processed and the Council had received £2,634 from CW&C.
- 7.2. It was noted that one allotment vacancy existed at Plot 7L OCR and that the Clerk was yet to hear from either party that this has been offered to since October 2021. Cllr. O'Neill agreed to speak to one of the parties concerned. The Clerk agreed to liaise with the allotment contractor to tidy up the plot, if required.
- 7.3. It was noted that the hinge repair to the gate at the Queens Drive allotment site had been carried out.
- 7.4. It was noted that the new bin for the play area had been ordered and Northwich Town Council would remove the old bin and install the new one shortly.
- 7.5. It was noted that a pre-start meeting had been carried out with the lighting and CCTV contractors and work was expected to commence in mid-January. The Clerk agreed to write to all residents around the park in early January prior to any works starting.

8. No matters requiring immediate attention were raised.

9. Date of next meeting – Monday 24th January 2022

The meeting closed at 7.50pm

Chairman's signature Dated.....

Core members of this committee are: Cllrs. Temple, O'Neill, Duffy, Gardner and Holder.

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