



HELSEBY PARISH COUNCIL

22nd April 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 28th April 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 receive 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 27th January 2025.
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 2024/25 and to discuss the Parks, Cemetery & Allotments Committee budget and reserves for the year 2025/26:

Budget Code	Description	Budget 2024/25 £	Budget spent 2024/25 £	Budget 2025/26 £	Budget spent to date £	Predicted To 31/03/26 £
201	Allotment maintenance	3,150	3,411	3,800	0	3,800
202	Allotment water charge	315	176	200	0	200
211	Cemetery repairs/renewals	1,050	1,421	800	0	800
212	Cemetery maintenance	3,675	4,790	5,500	0	5,500
213	Parks and general maintenance work	12,600	15,603	15,000	0	15,000
214	Park grass cutting	5,250	3,856	10,000	0	10,000
215	Park equipment	2,500	3,287	3,500	0	3,500
501	Play area improv./upgrades	9,000	0	9,000	0	0
502	Future burial provision	7,900	0	10,950	0	0
TOTAL		45,440	32,544	58,750	0	38,800

Earmarked Reserves for PCA projects

Budget Code	Description	Reserves Balance 31.3.24	Reserves Balance 31.3.25	Spent 2025/26	Total
501	Play area improv./upgrades	41,000	50,000	0	50,000
502	Future burial provision	35,252	28,152 ¹	0	28,152
504	Cemetery extension area project	4,700	21,422	0	21,422
507	Wheelchair accessible roundabout	5,000	5,000	0	5,000
520	Parks Masterplan	20,000	15,270	0	15,270
522	S106 Queens Drive allotments	0	929	0	929
TOTAL		105,952	120,773	0	120,773

Footnotes:

- i) All figures above exclude VAT and are rounded to the nearest £1.
- ii) Budget Code 201 – Contract with Helsby Garden Services for allotment maintenance work in 2025/26 = £2,967. Hedge maintenance costs for 2025/26 = £240.
- iii) Budget Code 212 - Contract with Helsby Garden Services for cemetery maintenance work = £4,450. May also be some ad-hoc maintenance costs on top of contracted work (e.g. spoil heap clearance and tree root maintenance). Over budget in 2024/25 due to emergency cemetery tap repairs.

¹ £10,000 from budget code 502 was transferred to the cemetery extension project during 2024/25.

- iv) Budget Code 213 – Contract for general maintenance work (park and Helsby-wide) in 2025/26 = £10,290. Also to include £315 contracted hedge maintenance work and any other ad-hoc work as identified.
- v) Budget Code 214 – New grass cutting contract for 2025/26 is £6,640. Budget allows for any additional cuts, if required. Also to include path edging project costing £1,050.
- vi) Budget Code 215 – Includes ROSPA safety inspection at play area plus scout and guide hut electricity payments and possibly any additional guide hut expenditure requirements. HGS now trained to carry out monthly inspections. Arrange inspection app. Over budget in 2024/25 due to cableway repairs (£1,131).
- vii) Budget Code 501 – Monies being saved under earmarked reserves. No funds spent in 2024/25.
- viii) Budget code 502 - Monies being saved under earmarked reserves. No funds spent in 2024/25 but £10,000 was transferred to Code 504 during last financial year. Figure for 2025/26 is 100% of the cemetery income from 2023/24 as shown in 31 March 2024 financial statement (£10,950).

7. Allotments

- 7.1. To note that income from allotment rents for the year 2024/25 was £2,022.
- 7.2. To provide an update on the S106 project for rabbit-proofing and drainage works at the Queens Drive site.
- 7.3. Update on any responses to correspondence that was sent out after the previous allotment inspection last October.
- 7.4. To note the results of the latest allotment inspection carried out on 28th April (to follow).
- 7.5. Latest allotment tenancies and waiting list for information.
- 7.6. To discuss the potential for an allotment awards scheme during 2025 and to agree a way forward in terms of categories, paperwork and judges.
- 7.7. To receive member's reports – for information only.

8. Parish Field and Children's Play Area

- 8.1. To note the results of the latest RoSPA Play Safety inspection.
- 8.2. To note correspondence in relation to the park masterplan project and to consider next steps.
- 8.3. To note any comments submitted by Helsby Garden Services in relation to weekly inspections. To consider adding monthly inspections to the current contract.
- 8.4. To receive member's reports – for information only.

9. Cemetery

- 9.1. To note that income received from cemetery fees in 2024/25 was £2,670.
- 9.2. Cemetery extension area design project update.
- 9.3. To receive member's reports – for information only.

10. To note the outstanding actions log.

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

12. Date of next meeting – Monday 21st July 2025.

Confidential Matters

13. To note the latest correspondence in relation to the guide hut and to consider next steps. To consider any budgeting implications.

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

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