



Frodsham Town Council

DRAFT MINUTES from the meeting of **Frodsham Town Council** held on
Monday 28th September 2020 at 7pm via Zoom

Meeting 15

Attended by: Cllr J Critchley (Chair), Cllrs C Ashton, P Griffiths, D Critchley, B Wade, L Sumner, M Poulton, R McKeown, H Hayes & J O'Donoghue (Clerk)

Also attended by: CWAC Cllr L Riley (part) & 1 member of the public (part)

214. Apologies for absence

To receive apologies

Noted: Apologies were received from Cllr Lord Pennington, Cllr Neil, Cllr Williamson & Cllr Dawson. Cllr Stockton did not attend the meeting and no apologies were received.

215. Declarations of interest

To note any declarations of interest on items which are on the agenda.

Noted: Cllrs Wade and Sumner declared an interest in item 231 on the agenda as members of Green Gates Community Project.

216. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda in accordance with FTC policy on public speaking at meetings: <https://frodsham.gov.uk/policies-procedures/>

Noted: There were no requests to speak

217. PCSO Neil Flanagan

To receive a report

Noted: PCSO N Flanagan was unable to attend the meeting and provided a written report (Appendix A). It was noted that John Lloyd, Speedwatch Co-ordinator has resigned and it was agreed to send a letter of thanks for his considerable input.

218. Cheshire West and Chester Council Frodsham Ward Councillors

To receive a report from Cllr A Dawson and L Riley on Cheshire West and Chester Council business

Noted: Cllr Dawson and Cllr Riley were unable to attend the meeting.

219. Minutes of the meetings to be approved

219.1 To agree and sign the minutes of the Full Town Council Meeting held 27th July 2020 as a true record of the meeting

RESOLVED: The minutes of the meeting were approved

219.2 To agree and sign the minutes of the Extra Ordinary Full Town Council Meeting held 29th July 2020 as a true record of the meeting

RESOLVED: The minutes of the meeting were approved

219.3 To agree and sign the minutes of the Extra Ordinary Full Town Council Meeting held 19th August 2020 as a true record of the meeting

RESOLVED: The minutes of the meeting were approved

220. Annual Audit 2019 - 2020

220.1 To note the Annual Internal Audit Report received from JDH Business Services and actions taken

Noted: The Annual Internal Audit Report received from JDH Business Services and actions taken were noted.

220.2 To note signed copy of AGAR has been received from JDH Business Services

Noted: It was noted that the AGAR has been received.

220.3 To note all documents have now been sent to PKJ Littlejohn for external audit

Noted: It was noted that documents will be sent following the meeting

221. Finance reports pack

221.1 To approve the expenditure for August 2020 set out in the reports pack

RESOLVED: The expenditure for August 2020 was approved (Appendix B)

221.2 To note the income set out in the reports pack

Noted: The income for August 2020 was noted

221.3 To note bank reconciliations as presented with supporting documentation

Noted: The bank reconciliations as presented with supporting documentation were noted

221.4 To note income and expenditure against budget forecast

Noted: The income and expenditure against budget forecast report was noted

222. Clerk's report

To receive update from previous meetings and progress

Noted: The Clerk provided an update from the last meeting and it was noted that planning approval has not yet been granted for amendments to the ground floor of Castle Park House.

223. Liverpool Airport Consultative Meeting

To receive a brief verbal report from Cllr Ashton

Noted: Cllr Ashton provided a verbal report.

224. Frodsham Memorial access path

To receive a report from Cllr J Critchley

Noted: Cllr Critchley provided a brief verbal report and agreed to contact all Cllrs for their suggestions for the access path for consideration by the working group.

225. Conduct of Council and Committee Meetings

To consider a proposal from Cllr Griffiths to amend Standing Order (3a Meetings Generally) to allow members of the public, including elected CWAC Borough Councillors, to participate in discussion on items on the agenda throughout the meeting, not restricted to public speaking time which takes place at the beginning of each meeting.

Noted: This item was withdrawn by Cllr Griffiths

226. Terms of reference for Committees

To approve the terms of reference for the following committees:

226.1 Policy Process & Revenue Committee

RESOLVED: The terms of reference were approved

226.2 Amenities Committee

RESOLVED: The terms of reference were approved

226.3 Events Committee

RESOLVED: The terms of reference were approved

226.4 Planning Committee

RESOLVED: The terms of reference were approved

227. Frodsham Recreational Grounds Charity

To agree a date for a date for a meeting of Frodsham Recreational Grounds Charity to ensure Frodsham Town Council meets its responsibilities as sole managing trustee of a local trust.

Noted: Clerk to circulate suggested dates and times of the meeting

228. The Friends of Hob Hey Wood Charity

To agree a date for a date for a meeting of The Friends of Hob Hey Wood Charity to ensure Frodsham Town Council meets its responsibilities as sole managing trustee of a local trust.

Noted: Clerk to circulate suggested dates and times of the meeting

229. Casual vacancies

229.1 To note that CWAC has confirmed that there has been no request for an election by 10 members of the community in either the Waterside Ward or Overton and Five Crosses Ward of Frodsham.

Noted: It was noted that there has been no request for an election by 10 members of the community in either the Waterside Ward or Overton and Five Crosses Ward of Frodsham.

229.2 To resolve to advertise the 2 vacancies and proceed to co-option with a view to appoint at the November meeting of Full Council

RESOLVED: It was resolved to advertise the 2 vacancies and proceed to co-option with a view to appoint at the November meeting of Full Council

230. Hob Hey Wood

230.1 To consider what action the Council needs to take with regard to repair of the northeast path boardwalk which is in serious state of repair and requires replacement at an estimated cost of £8,000.

RESOLVED: It was agreed to undertake repairs of the northeast path and give delegated authority for the Clerk to authorise £8,000 plus 10% contingency (ex VAT) for the works in conjunction with members of Hob Hey Wood Friends.

230.2 To consider what action the Council need to make in supporting Hob Hey Wood Friends Group produce a 2021 Calendar featuring photographs taken through the year of Hob Hey Wood at an estimated cost of £300 for 100 copies.

RESOLVED: It was agreed to authorise expenditure of £300 directly to Hob Hey Wood Friends to produce a 2021 Calendar. Proceeds of sale to help with maintenance of the woodland.

231. Ship Street play area

231.1 To receive a report from Cllr H Hayes on the Options Appraisal Working Group meeting held on 24th September and progress to date.

Noted: Cllr Hayes provided a thorough report which is appended to the minutes (Appendix C). It was noted that the next meeting will be held on Thursday 1st October. A report from the meeting will be provided to all Cllrs. The Clerk noted that Cheshire West and Chester Council is supportive of plans to develop the land to support community use in the area and will enter into discussion about the covenant.

231.2 To note a request from Cllr Sumner to install accessible paths and benches around the perimeter of the play area.

Noted: The request was noted however no costings were available. It was agreed that the Options Appraisal Working Group would consider this at their next meeting to be held on 1st October 2020 and report back to Council.

232. Town Clock Repairs and Servicing

232.1 To note that the initial repairs and clock servicing have been carried out by Smith of Derby and a new motor has been installed at a total cost of £885 VAT.

Noted: The repairs were noted

232.2 To resolve to replace the clock cover glass and install LED lights at a cost of £1,404 plus VAT

RESOLVED: It was agreed to replace the clock cover glass and install LED lights at a cost of £1,404 plus VAT.

233. Halloween

To consider a request from a resident to hold a socially distanced children's Halloween event.

Noted: The request was noted and it was agreed not to proceed with the event.

234. Date of next meeting and items for consideration at the next meeting

Noted: The next meeting will be held on 23rd November 2020 at 7pm.

**APPENDIX A
PCSO REPORT 28TH SEPTEMBER 2020**

APOLOGIES:

First of all, I'd like to apologise for my absence at this meeting, I am currently away for a few days otherwise would have dialled in/attended.

COVID-19:

COVID-19 continues to be a developing situation, and the police's approach to all COVID-19 powers is for officers to **Engage, Explain, Encourage** the public and only **Enforce** as a last resort.

The **four 'E's** are based on evidence that people are more likely to comply after a police encounter if they feel they have been treated fairly, have received an explanation, and have been given the opportunity to give their view. This fits with the policing by consent model – it's founded on building public cooperation.

Thankfully I have not had to enforce within Frodsham during the Pandemic and hopefully this will continue throughout. With the majority of residents adhering to the restrictions/guidelines.

Community Policing:

Last week saw the launch of the new approach to community policing within Cheshire, which will see dedicated police officers assigned to each of the county's 122 policing areas to tackle crime and support communities. The initiative has been developed by Police and Crime Commissioner (PCC) David Keane who is striving for Cheshire to be the leading police service for delivering community policing. It builds on the initiative to provide a dedicated PCSO and police community base for each area.

In Frodsham PC Mike Henry will work with myself, the wider policing team, and key partners to build relationships within Frodsham in order to solve problems at their root-cause before they become more serious.

Frodsham residents will have more opportunities than ever before to directly contact myself and Mike - either online, through social media, or face-to-face during my police surgeries.

Traffic related issues:

I unfortunately have to advise the Town Council that our Community Speed Watch Co-ordinator and Police Support Volunteer John Lloyd has decided the time is right to retire.

In January 2012 John became a police support volunteer collating Home Watch membership information. He then took on the role of a schools visitor to support year six students who were registered as junior safety officers this involved visiting schools in the Cheshire West and Chester area.

In 2014 helped alongside myself and Frodsham Town Council to set up Frodsham and District Community Speed Watch Programme. As Coordinator John worked closely with me and other Police Staff to ensure the training, documentation and deployment of speed watch group members.

John has assisted several PCSOs from within Cheshire Constabulary in providing information and support relating to setting up Community Speed Watch programme areas and has supported PCSO's in numerous activities including football tournaments, bike marking leaflet distribution.

I and It trust Frodsham Town Council would like to place on record our thanks for John's hard work and dedication especially with Community Speed Watch and his resilience to ensure the roads in our town are safer for all. I trust he will enjoy retirement and I look forward to calling in for a coffee from time to time when restrictions are lifted.

Unfortunately due to John's retirement and the ongoing COVID-19 Pandemic, I have decided to suspend all Speed Watch activities until January at the earliest. I realise that we currently have Town Council funded Speed Watch equipment held at Frodsham Community Police Base. This can either remain safely at the station or I can return the equipment to the council office until we are ready to resume our activities safely.

We recently held a Traffic Enforcement Day in Frodsham which was held on Fluin Lane and which involved myself, other PCSO'S, PC's and Special Constables deal with motoring offences such as speeding, mobile phone use, no seat belts, no MOT and no Insurance. This was as ever a successful operation and we are in the stage of planning one nearer to Christmas.

I continue to go out on a weekly basis with the TruCam enforceable device on designated roads within Frodsham. We currently have 5 roads listed as usable for enforcement, but if any councillor feels there's a particular road that need enforcing, please email me and I will submit a report in an attempt to have it put on the list. Currently we are not enforcing 20mph roads but can take out non-enforceable devices and also Smiley S.I.D (Speed Indicator Device).

Schools:

Obviously the schools have been back just short of a month now and I have emailed all 4 primary schools to let them know I'm still around and here to support in any way I can. At this moment in time, quite understandably the schools are wanting to minimise numbers of visitors on to their premises, but I have had requests from a few of the schools to look at the parking issues both at the start and end of the school day as this appears to be getting worse despite some schools having staggered start/finishing times.

I was on patrol at Frodsham Manor House Primary School last week to check on the parking and will be getting to the other schools in the next week or so.

I have as ever been continuing to work with Helsby High School in relations to any issues they face on a daily/weekly basis. We have been made aware of issues when students are collected from school and also some issues on the buses. Myself and my colleague for Helsby are looking at addressing these issues over the coming weeks.

Pubs:

I feel more now than ever before the local pubs have needed our assistance and Mike and myself have been a visible presence in the pubs on a regular basis, providing advice and reassurance and ensuring that whilst people are having a good time, Frodsham remains a safe place.

Police Surgeries:

My Police Surgeries are now happening at Frodsham Community Police Base on a weekly basis. I will be forwarding the dates for October and November through to Liz later in the week. These surgeries are held outside of the police base as we are currently not allowed any members of the public into the Fire Station

We have also been holding a Street Surgery for a couple of hours once a month. The last one was held last Thursday evening at Saltworks Playing Fields where myself and Mike had the opportunity to meet one or two local residents. We have another Street Surgery planned in October at Eddisbury Square. Again I will forward date/times to Liz later this week.

Finally:

Once again apologies that I can't join the meeting tonight but I hope this update gives you an insight into what has been happening in and around Frodsham from a local policing perspective. The next few months look likely to be equally challenging for us all, but we will all come through this by working together.

I look forward to catching up with you all as soon as possible.

Stay safe

PCSO 20619 Neil Flanagan

**APPENDIX B
EXPENDITURE AUGUST 2020**

List of Payments made between 01/08/2020 and 31/08/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/08/2020	CWAC	BACS	125.00	T7070	CPH rates
03/08/2020	Prism Ltd	DD	132.65	T7078	Phone charges
03/08/2020	Scottish Power	DD	10.00	T7071	Cemetery electric
04/08/2020	Waterplus	DD	82.35	T7057	Allotment water
07/08/2020	CANDA COPYING	BACS	116.59	T7049	Photocopier
13/08/2020	[REDACTED]	BACS	546.68	T7053	Salary
13/08/2020	[REDACTED]	BACS	585.88	T7051	Salary
13/08/2020	[REDACTED]	BACS	898.38	T7052	Salary
13/08/2020	HMRC	BACS	1,336.69	T7055	PAYE/NI
13/08/2020	[REDACTED]	BACS	2,238.12	T7054	Salary
13/08/2020	Cheshire Pensions	BACS	1,177.09	T7056	Staff pension
13/08/2020	B & M Waste Services	DD	115.68	T7058	Cemetery waste
25/08/2020	Prism Ltd	DD	266.69	T7062	IT services
25/08/2020	Frodsham Town Allot Ass	BACS	120.00	T7068	2019-2020 AA fees
25/08/2020	Frodsham Town Allot Ass	BACS	120.00	T7069	2020-2021 AA fee
27/08/2020	Community Speedwatch	BACS	51.85	T7067	Expenses
28/08/2020	BG Services	DD	22.59	None	Unauthorised DD/Bank query
Total Payments			7,946.24		

DRAFT

Decisions made by Councillors in attendance on 24th September*

1. Agreed options for consideration to be amended to:

- Ship Street play area (Green Gates) land as a multi-generational recreation area funded by Frodsham Town Council and community group funding
- Ship Street play area (Green Gates) land as a multi-generational recreation area with a community hub funded by Frodsham Town Council and community group funding
- Ship Street play area (Green Gates) land as a multi-generational recreation area with a multi-purpose community hub and Council office funded by Frodsham Town Council
- Ship Street play area (Green Gates) land sold to a Housing Association for affordable homes / social housing, including a play area and revenue used to re-develop Salt Works Playing Fields (in partnership with Cheshire West and Chester Council)
- Do nothing

The first three options would require the agreement of Cheshire West and Chester Council to amend the covenant.

Both the use of a Public Works Loan and the disposal of an asset would require public consultation.

2. Requirement for professional services to support the development of each option for consideration:

Designing a multi-generational recreation area - 'A successful multi-generational recreation area considers the needs of everyone in the community. By incorporating best practice design strategies in the areas of nature, inclusion and fitness, our community can bring adults and children together, creating a recreational area that is a neighbourhood centrepiece helping families reconnect with the outdoors and with one another.'

Working group members agreed that to better inform both Frodsham Town Council and members of the public, designs and costs need to be developed for each option.

Following consideration of requirements for each option by the working group, professional services would be required e.g. surveyor, architect etc.

The working group would like to propose that the £10,000 allocated to the delegated authority of the Town Clerk for professional services (29th July 2020) be retained for the development of option designs.

3. Assessment questions and weightings:

Assessment questions have been drafted and are being considered by working group members.

Recommended weightings are '1-5' for each objective with a scoring scale of '0-10', where a rating of '0' is a complete failure to achieve an objective, whilst '10' would indicate that an option delivers an objective in full.

Once agreed, assessment questions and weightings will be brought to a full Council meeting.

4. Information required and presentation format:

It was agreed that for the preferred options to be considered for public consultation both a detailed report and summary version containing relevant information, including the design will be required.

This will enable those members of the public who require it, full access to all details of the proposal for their consideration.

5. Timescales and milestones:

An outline for consideration by working group members is:

October 2020	Options Appraisal process approved by FTC, including weightings, scoring, evaluation and public consultation
December 2020	Interim report to FTC containing suggested design and cost profile for each option
January 2021	Full report to FTC containing detailed design and cost profiles for each option
February 2021	Preferred options approved for public consultation
March 2021	Public consultation commences
May 2021	Public consultation complete
June 2021	Final decision approved by FTC

Discussion / decisions for Councillors subsequent meetings (DONM 1st October 2020)

6. Agree requirements for each option proposed.
7. Agree assessment questions, including weightings to be used.
8. Agree timescales and milestones for completion.
9. Review independent evaluation panel members.

* Attended by Cllrs Ashton, J. Critchley, Hayes, Sumner and Wade.