

# Frodsham Town Council



Minutes of the meeting of  
Frodsham Town Council  
Held on Tuesday 26 August 2014 at 7.30pm  
In the Lounge, Frodsham Community Centre, Frodsham

## Meeting 7

**Present:** Cllrs Warren (Chair), Taylor, Wales, Bondi, Dawson, Redhead, Pennington, Ashton and Pusey, Jon Wild (Town Clerk) and Anne Scriven (Office Manager).

*The personal interests of Cllr S L Riley & Cllr a W Dawson on this agenda are noted on the basis that they are both elected members of this Council & CWaC. Cllr Dawson is also a member of the Police & Crime Panel. Cllrs Dawson, Pusey, Riley, & Wakefield are members of Frodsham Foundation. Cllr Pusey is a trustee of Frodsham Community Association, and Chair of Sutton Weaver Parish Council. Cllrs Shearn and Redhead are trustees of the Youth Association. Cllr Dawson is Chair of Castle Park House Trust.*

No	Item	Note/Decision/Action
108	<b>Apologies for Absence</b>	Cllrs Riley, Kelly, Oulton, Shearn, Brown and Sutton
109	<b>Declarations of Interest</b>	
		<ul style="list-style-type: none"> <li>• Cllr Dawson confirmed his interest as per the standard declaration above. It was agreed that Cllr Dawson should speak on Item 118, but should not vote.</li> <li>• Cllr Pennington – re London Road Allotments.</li> <li>• Cllr Bondi re Frodsham Water Sports</li> <li>• Cllr Ashton re Brown Ridings, having been present at the hearings.</li> </ul>
110	<b>Frodsham Foundation:</b> to receive report if available	There having been no further meetings there was nothing to report. An edition of Frodsham News had just been issued.
111	<b>Local Police:</b>	There was no PCSO available to make a report.
112	<b>Opportunity for Members of the Public to Speak</b>	None attended.
113	<b>Minutes of Meetings 5 &amp; 6</b> 28 July & 11 August 2014	Both agreed as a true and accurate record of the respective meetings.
114	<b>Matters Arising from each</b>	None
115	<b>Planning</b>	
115.1	<i>Planning Committee – Meeting 3: 30.07.14 –</i>	Noted, no objections to all applications
115.2	<i>Decisions taken by Borough Council</i>	
	Further CWAC discussion about Brown Ridings had taken place, with evidence being given by Cllrs Riley and Oultram. The matter would be returned to by CWAC between now and Christmas.	
116	<b>Finance</b>	The Clerk apologised for the last minute issue of figures this month.
116.1	<b>Paid Expenditure –</b> 01.07.14 – 31.07.14	The Clerk had been asked to move £100 from WW1 to Grants. Cllr Taylor observed that the figures produced did not reflect this. Clerk to clarify
116.2	<b>Received Income –</b> 01.07.14 – 31.07.14	Noted
116.3	<b>Budget Spend &amp; Bank Reconciliation</b> to 31.07.14	Noted
117	<b>Committees &amp; Working Groups</b>	
117.1	<b>Policy &amp; Process – 13.08.14</b>	
	<p>Cllr Taylor stated that a Part B meeting (Badged as Meeting 3 of P&amp;P this year) had taken place to revise the Job Description for the Office Manager. It was planned to present recommendations to a future meeting of FTC that would sweep up the changes to the office, arising from the recruitment of the Services Manager and other related changes.</p> <p>There had been 11 applicants for the Services Manager role – interviews were due the week after – with a panel of Cllrs Pusey (Chair), Ashton, and the Clerk. Cllr Taylor had withdrawn from the process as she knew one of the candidates personally.</p> <p>An informal meeting was to be arranged to bring together interested local parties to a Frodsham Resilience Plan. Input had been given by the CWAC team to the last P&amp;P meeting. Annex A to the minutes captured this.</p> <p><i>R1: That the Council's current account remain for the time being with Co-op bank, with close monitoring by the Clerk. Funds held at the Co-op should be at levels that best balanced risk and cost.</i></p>	

	<p><i>R2: That the Clerk seek a way to spread the Council's cash holdings more widely, to better spread risk while minimising any adverse financial impacts on the Council.</i></p> <p>Cllr Taylor stressed that, as Co- Op bank did seem to be faring slightly better now than when the original plan to move to the Natwest was made by FTC, there might be less of an argument for this now. The new account with Natwest had at long last been opened, but no money had yet been put in it. Transaction costs would be much higher than with the Co-Op where most things were free. Did the Council wish to revisit its earlier decision? The new account could be kept open with no – or minimal – funds in it, so that swift movement of cash would be possible when needed.</p> <p>R2 restated a previous decision from the Council, but recognised that the arguments for doing this were no longer financial – rates were minimal everywhere – but was now just about risk spreading.</p> <p>Councillors felt that the argument for spreading risk remained, and the new account should be kept open. It might though be adequate to have this facility, alongside the scope to move funds quickly. The Clerk stressed that this already existed – all electronic transfers being signed off by the three Councillors as were cheques – but transfers from the Co-op were capable of being actioned instantly by the Clerk.</p> <p>It was <b>agreed</b> that the existing account be maintained, but to hold only a reasonable amount of money. The Clerk was to monitor and be prepared to move quickly if the need for a swift movement of funds were to occur. Any movement of funds would of course have the authority and sign off of three Councillors, as always. The arrangement with the Co-op would remain under review and be revisited in six months.</p> <p><i>R3: That FTC continues, in the light of advice from the Internal Auditor, with present cheque signing arrangements as per the Financial Regulations.</i></p> <p>Cllr Taylor said that, while the legal requirements had changed, FTC's policy, which provided assurance, need not. <b>Agreed.</b></p>
117.2	<b>Community – 18.08.14</b>
	<p><i>R1: That the amount offered under the Over 70's Voucher Scheme is increased to £6 per person, from 2014.</i></p> <p><b>Agreed.</b> The Council wished to call this year's vouchers Frodsham Gift Vouchers. There was some discussion about whether a larger amount could be given, and it was agreed that a larger amount could be considered as part of next year's budget setting process. £6 was achievable within this year's budget, and the process needed to start soon, limiting time to review this year.</p>
117.3	<b>WW1 Commemorative Group – 20.08.14</b>
	<p>Cllr Wales mentioned the Heritage Weekend 20 &amp; 21 September. There were some events with a WW1 theme – and volunteers were required. Councillors were encouraged to take part.</p> <p>Councillors were invited to the opening of the Arts Centre Gallery 2 and WW1 related exhibition on 3 October.</p> <p>There was also the performance All Over By Christmas, due to take place at Frodsham station on the 19 September. Local schoolchildren would be involved in this.</p> <p>Briefing paper for tree trunk sculpture had been circulated to Cllrs and comments were awaited.</p> <p><b>Action – Cllrs.</b></p> <p><i>R1: That FTC facilitates dialogue between interested parties (Frodsham and District History Society and suitable venue holders) and arrangements for a rolling exhibition of archival material held by FDHS [Item 23.1].</i></p> <p><b>Agreed.</b> It was noted that there was a lot of interesting material held by the Frodsham &amp; District History Society in Castle park House. Establishment of a Working Group involving Castle Park House, the Arts Centre and the Council was the way forward, and Councillors were asked to confirm their availability for/interest in this. Letters of invitation would be sent by the office.</p> <p><b>Action:</b> Councillors to confirm interest, and Clerk to write letter of invitation to relevant bodies in due course.</p>
118	<b>Freedoms, Honours and Medals</b>
	<p>Cllr Dawson introduced his paper, thanking Council colleagues for their assistance with the proposals it contained.</p> <p>The Council already had a procedure for granting Freedom – this process had required but little updating and this had been done. A revised procedure was attached to the paper.</p>

R1: The Working group proposes that FTC adopts and implements immediately the revised paper on The Criteria for and the Appointment to the Honorary Freedom of Frodsham and the arrangements for Granting that Honorary Freedom as set about in Appendix 2 to this Report. **Agreed**, final document to be in FTC House Style

R2: The Working Group proposes that the Town Clerk in consultation with the Chairman and Civic Mayor procures and provides:

- A suitable physical roll of honour for the recipients of the Freedom to sign and in which copies of the relevant agenda, minutes and testimonials may be enrolled.
- An electronic version of the Roll of Honour to be published and maintained on the Council's website where electronic copies of all the information kept in the physical Roll of Honour scroll are included; and,
- Suitable physical commemorative scrolls which may be presented to the recipients of the Honorary Freedom. **Agreed**

R3: The Town Clerk is authorised to spend up to £400 in producing and/or procuring the items specified in R2 above, including as appropriate such materials that can be used for the granting of the Honorary Freedom of Frodsham on subsequent occasions. **Agreed.**

Cllr Dawson said that Frodsham was unusual in not giving commemorative medals to past councillors. The paper's proposals sought to rectify this without incurring unnecessary expenditure. It did however seem right that some medals should be paid for, remaining the property of the Council. These included those for the Mayor and Chairman, and Junior Mayors.

The quotes received provided a single model of badge, but with different colours to differentiate the reasons they were issued. Using one design would keep costs down. The design allowed for differing inscriptions, on broach bars and on the back of the badges.

The proposals suggested that other users – such as councillors present or past, past Mayors and Chairmen should buy their own medals.

During discussion the following points were made;

- Honours should refer to Chair rather than Chairman.
- It might be necessary to have two broach bars for twice serving mayors.
- Was there room for confusion at public events where present and past councillors were both present? But they would be worn on civic occasions only, hard as that would be to police. These were not ID badges.
- There might be advantage in the Council owning a set of medals that could be used by present councillors. These would be council owned & loaned to Councillors, who would pay for any losses.

The paper contained a list of all Mayors since 1992, the year Frodsham became a town.

R4: The Working Group proposes that FTC resolves to strike and issue commemorative medals with broach bars with the design as shown in Appendix 3. The broach bars shall be of the following types: Honorary Freedom; Mayor; Chairman; Mayor (dates); Chairman (dates); Junior Mayor (dates); and Councillor. **Agreed.**

R5: The Working Group proposes that FTC authorises the Town Clerk to contract with agreed supplier (Clerk's note: other quotes are being sought) on behalf of the Council to produce the appropriate dies to produce the commemorative medals at the cost set out in the first supplier's quotations attached as appendix 4 and that the funds for this be drawn from the contingency reserve. **Agreed**, subject to amendment to the effect that the Town Clerk, Chair and Mayor should agree to use the quote received which is the most effective and attractive.

R6: The Working Group proposes that FTC authorises the Town Clerk to order the following commemorative medals from agreed supplier, Mayor 1 medal; Chairman 1 medal; Junior Mayor 4 medals (2x2013-14 and 2x 2014-15); **Agreed**, subject to changing "Chairman" to "Chair", and to adding the purchase of 15 Councillor medals for use by present councillors.

R7: The Working Group proposes that FTC authorises the Town Clerk to approach all current and past councillors of Frodsham Town Council (or where they have died, their families), enquiring whether they would like a commemorative medal with a "Councillor" broach bar to be struck for them at their cost and that the Town Clerk be authorised to issue (or order for issuance) such commemorative medals for those current or past councillors (or their families) that request and pay for them. **Agreed**

R8: The Working Group proposes that FTC authorises the town Clerk to approach all past Mayors of Frodsham (or where they had died their families) enquiring whether they would like a commemorative medal with a Mayor (dates) broach bar to be struck for the at their cost and that the Civil Mayor of Frodsham be authorised to present the Past Mayor commemorative medals(s) to the past Mayor(s) (or their representative) at a suitable civic investiture. **Agreed**

R9: The Working group proposes that FTC authorises the Town Clerk to approach any past Chair (or their family) enquiring whether they would like a commemorative medal with a Chair (dates) broach bar to be struck for them at their cost and that the Civic Mayor of Frodsham be authorised to present the past Chair commemorative medal to those past Chairs (or their representative) at a suitable civic investiture. **Agreed**

R10: The Working Group proposes that FTC authorises all who have received or who are to receive a commemorative medal to wear those medals at all appropriate civic investitures or other civic, remembrance, military or similar investiture events or engagements where medals may be or are habitually worn. **Agreed**, subject to agreement by purchasers not to wear in an inappropriate manner.

R11 - The working group proposes that FTC authorises the Town Clerk to keep the ordering and issuance of all types of commemorative medals under review and that, at least once a year the Town Clerk should enquire of the current Councillors and once every four years in the case of any Past Mayor, or Past Chairman who has not received a commemorative medal who would otherwise be entitled to such a medal whether they would like one struck for them - providing always that no such medal should be issued or presented unless the individual requesting the medal pays for it. **Agreed**

R12 - The working group proposes that FTC authorises the Town Clerk to acquire suitable neck chains (or equivalent) to facilitate the wearing of the Junior Mayor medals whilst they are carrying out their civic duties. These chains are to remain the property of FTC and be made available for the use of the Junior Mayors from time to time. **Agreed**

R13 – The working group proposes that the Town Clerk produce on FTC’s website virtual commemorative boards listing the current and past Mayors and the current and any past Chairmen for Frodsham Town Council together with a suitable photograph of each office holder. **Agreed**

R14: The nominating councillors hereby propose that FTC accepts the nomination and convenes a special council meeting at a date to be determined by the Civic Mayor, The Chairman and the Town Clerk at which the Town Council can formally determine whether or not to grant the Honorary Freedom to the Royal British Legion Frodsham Branch. **Agreed**. It was noted that the Frodsham branch of the Legion is one of the oldest in the country. The discussion would allow the Council to say more about why it believes the Frodsham branch of the Legion will be a suitable recipient of the Freedom. Freedom would allow the recipient to play a fuller part in civic life.

R15: The working group proposes that a working group comprising the Chairman and the Civic Mayor of Frodsham together with other councillors be formed to:

- liaise with the Royal British Legion Frodsham Branch regarding the arrangements to be made;
- liaise with the History Society and others, so as to produce the most apt and suitable civic commemoration for the conferring of the Honorary Freedom; and establish a suitable date for the special council meeting

**Agreed**. Councillors were invited to put their names forward for membership of the Group.

R16: The working group proposes that the Civic Mayor of Frodsham together with the Town Clerk determine what civic ceremonial and investiture arrangements are required to bestow the commemorative medals on:

- the current and past Junior Mayors; and
- the past Mayors;

And should they see fit to make recommendations regarding the bestowal of the commemorative medals on the current and past councillors. **Agreed**.

## 119 | Park Lane Sale

There was a brief discussion on the current position. It was noted that there had been no other offers on the land and that the 60 day period before contracts could be exchanged had elapsed.

It was noted that advice from the Council’s solicitors was to the effect that the grant of money from the Playing Fields Association in 1939 had no material effect on the transaction. The Chair made reference to the motion passed at FTC ensuring the use of funds raised from the sale for investment in play, leisure and recreation in Frodsham.

## 120 | Road Crossings near to Weaver vale School and Netherton Arms

The Council had budgeted £20K for a Pelican crossing at the Netherton Arms. Meetings had taken place with Highways and with CWAC members, regarding taking the matter forward. A survey was needed of the site, which would include the need for drilling, and which would cost £1964. CWAC members would be contributing to the cost of this project, and s106 money might be available.

Also, a straw poll last December of councillors had indicated an interest in putting in place a zebra crossing for the school in Ship Street. More detailed costs for this were now available – these would be £4250. The Head Teacher was in favour of the proposal. A TRO would be needed, which might not attract 100% local support.

The Netherton scheme was bigger and more complex. A way forward might be for FTC to pay for the smaller scheme at Ship Street, and to contribute to the other a sum to cover half the cost of the survey, from the funds already budgeted for the Netherton crossing. FTC might look to s106 money to support the longer term project at the Netherton.

It was **agreed** that FTC should commit in principle a payment of £4250 to pay for a zebra crossing in Ship Street near Weaver Vale School.

It was also **agreed** that FTC should contribute £1000 out of the £20,000 budgeted for the project, towards the costs of the survey for the Pelican Crossing at the Netherton Arms.

#### **121 | Castle Park House**

The Council still needed to resolve the matter of the additional office space needed.

Castle Park House presented two possible options: the upstairs of Footman's Cottage, likely to cost in the region of £4K extra, and the Garden Store which would cost around £10K, PLUS services.

Earlier in the day a further proposal had been made, that FTC might be asked to take over the ground floor of Castle Park House this was a more costly arrangement at £32K, but carried with it income streams which were already there but which might be built on, to make this perhaps a nil additional cost option for FTC over time.

Cllr Dawson restated his declared interest as Chair of the Castle Park House trustees. He said that while it would be difficult for FTC to make a decision at this meeting, a further meeting with the Locality manager would be useful.

There was some complexity around this not least in the existence of other tenants who might better fit with the strategic plans for the park.

There was a need to move quickly to meet the immediate needs of the office.

The Clerk would try to organise a further meeting as soon as possible. **Action:** Clerk.

#### **122 | Christmas Festival**

Cllr Pusey provided an update. The main festival would now be on the station car park, which would be closed. The stage would be there, and the switch on of the lights would be at 6.30 on the 29 November. Fireworks had been arranged.

Cllr Pusey invited more councillors to attend Love Frodsham meetings on the festival

#### **123 | CWAC Items**

Cllr Dawson reported on the outcome of the TRO consultation on the swing bridge; It had been decided to go with a traffic lights solution, with three lanes. The left filter would not have a light to control it. A press release to this effect was imminent.

#### **124 | Councillors Items**

##### **Unconventional Oil and Gas Extraction**

Cllr Dawson raised this matter – which related to fracking and other techniques. There were some companies looking at opportunities in this area. CWAC had set up a working group – FTC should seek input to this. He felt there was need to ensure that local people were able to make their views known – it was not enough to regard this as a strategic issue to be considered at CWAC level.

It was agreed that a good starting point would be a paper from FTC. Cllrs Dawson and the Chair would work together to draft a submission. **Action:** Chair and Cllr Dawson

#### **125 | Consultations**

The Clerk detailed a technical consultation on planning that had been received from Chalc. The Council **agreed** it did not wish to respond.

#### **126 | Clerks Report**

The Clerk read out letters of thanks from the NW Amateur Football Association and St Laurence's, regarding grants the Council had made.

He confirmed that work continued to prepare a public feedback brochure on the recent survey, sometime in September.

FTC had been asked if it wished to take a stand at the forthcoming F14 event at the Community Centre. The Council felt that it did not.

The Clerk was asked to look into the scope for obtaining a banner that it could hang at future events where it had provided sponsorship. This could be paid for from the publicity budget. **Action:** Clerk

<b>127</b>	<b>Chairman's Report</b>
The Chair reported that there had been good turnout to the recent public consultations on Townfield Lane. People had been mostly very supportive – some concerns about anti-social behaviour were expressed, and frequently expressed preferences to concentrate on toddlers play.	
<b>128</b>	<b>Mayors Report</b>
Cllr Wales reported that, having recently visited Hob Hey Wood, this was a lovely spot and he encouraged other Councillors to visit more often.	
Cllr Redhead noted that Community Committee was looking at the issue of signage of open spaces.	
<b>129</b>	<b>Any Other Matters</b>
<ul style="list-style-type: none"> <li>• Cllr Taylor asked if the Neighbourhood Plan could be on the next agenda. She had been disappointed by the lack of progress from the last session. The Chair suggested inviting Mr. R McKenzie, who was dealing with Helsby's plan, to attend a future meeting. <b>Action:</b> Clerk to arrange.</li> <li>• The Chair raised the matter of recent communication on Facebook which had been targeted at the Mayor. This related to his role in the recent opening of a branch of his employers in Frodsham. The comments had been personal, inaccurate and wholly inappropriate. The moderators had since removed them.</li> <li>• Cllr Wales expressed his concern over the comments made on what was after all his job. He felt comments made had been hurtful and vicious. No-one should have their character besmirched for just doing their job. For the record he said that he had not been at the opening. He was of the view that other contributors had put the record straight, so he saw no need for a further apology on this occasion. He had also been heartened by the support of his fellow councillors</li> </ul>	
<b>Part B</b>	
<b>130</b>	<b>Park Lane Sale – next steps</b>
The current position regarding the sale was discussed. Further correspondence had been received seeking to vary the offer made previously. Councillors discussed how the Council should respond to this, and asked the Clerk to do so. <b>Action:</b> Clerk	
It was agreed that Cllrs Pusey, Warren and Dawson should jointly with the Clerk have the authority to negotiate with the purchaser to achieve the best possible consideration on the land and to achieve completion in a timely manner.	

**Meeting closed at 10.30pm**

List 1	Planning Decisions Taken by the Unitary Council		
Reference	Address	Description	Decision
14/02083/AD V	3 Church Street	Non-illuminated fascia & hanging signs	PERMIT

**Signed:** \_\_\_\_\_  
Cllr Mark Warren, Chair

**Date:** \_\_\_\_\_

Town Clerk: Mr Jon Wild  
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Chairs Initials \_\_\_\_\_