

Frodsham Town Council



Minutes a Meeting of Frodsham Town Council

held on Monday 26 March 2018 at 7.30pm
At Castle Park House, Castle Park, Frodsham.

Present: Cllrs J Critchley (Chair), C Ashton, L Brown, D Critchley, L Jones, P Martin, M Nield, A Oulton, Lord F Pennington, T Reynolds, F Sutton, P Williamson, L Wilson and A Wordsworth.
Mrs H Catt (Town Clerk)

In Attendance: Three members of the public, 2 PCSOs N Flanagan and J Kopczyk, CWAC Cllr L Riley (part only) and 1 member of the press.

Meeting 11

No	Item
167	Apologies Apologies were received and accepted from Cllr M Parker. No apologies were received from Cllr R Holt. Cllr J Critchley welcomed Cllr L Wilson to her first meeting.
168	Declarations of Interest Cllr L Jones – Frodsham Youth Association Cllr Sutton explained that she was no longer a Trustee of Frodsham Youth Association.
169	Frodsham Youth Association It was noted that Ms S Day had made an excellent presentation about Frodsham Youth Association at the Annual Town Meeting, which preceded this meeting. Cllr Lord F Pennington asked about their accounts – these had been included the accounts up to the end of February with the written reports that had been circulated with the papers. Ms Day will send a copy of the audited accounts for 2016-17 for circulation.
170	Minutes of the Meeting No 10 – 22 January 2018 The minutes were approved and signed as a true record – proposed and seconded by Cllrs F Sutton and C Ashton.
171	Right for the public to speak
171.1	<u>PCSO N Flanagan</u> – gave a verbal report including: Drugs warrants have been conducted on Hayes Crescent and Whitehall Place, resulting in drugs being seized and arrests made – this followed good intelligence from members of the public. Please report any suspicious activity to 101 as all information helps form part of a bigger picture. Chester Police North Rural Schools 5-a-side Football Tournament - Thursday 19th April between 4pm and 7pm Frodsham Leisure Centre with funding from CWAC Cllrs. It will involve a mixture of boys and girls, years 5 and 6, from 10 schools. Traffic related issues Complaints continue about certain roads in Frodsham, especially Kingsley Rd. The Community Speed Watch Group needs more volunteers. Helsby Parish Council have purchased an enforceable speed gun which might be available to use in Frodsham. Schools: Let's Walk Road Safety Training has been completed at Frodsham Weaver Vale and Frodsham Manor House Primary School. St. Luke's will be sometime in June. Panna Football event at Helsby High School in July and are holding Transition talks with all Year 6 pupils that will be starting at Helsby High School in September. Youth Club: Panna Cage Football event at Frodsham Youth Club on Friday 16 th March was successful. Networking event at the youth club on Tuesday 27 th February and discussed the challenges facing Frodsham young people and how we can work together.

Town Clerk: Mrs Hazel Catt

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	<p>Police surgeries Tuesday 3rd April 10am – 11am Castle Park House, Castle Park, Frodsham Friday 6th April 11am – 12:00pm Brew and Tucker, Church Street, Frodsham Wednesday 25th April 10am – 11am Castle Park House, Castle Park, Frodsham</p> <p>Cllr Lord Pennington reported problems on Ship Street with vehicles causing an obstruction and buses being re-routed; the taxis are becoming problematic again and increasing ASB on Park Lane Play Area. PCSO Flanagan reminded everyone to ring 101 when these occur so that they can be logged, and officers dispatched to deal with them as they happen.</p>	
172	<p>Finance Management: 01.01.18 – 28.02.17 TC went through the key observations in the report and it was accepted – proposed and seconded by Cllrs Lord F Pennington and L Brown.</p>	
172.1	<p>Paid Expenditure The total expenditure in January & February 2018 was £51,897.37 (£16,369.86 & £35,527.51) was noted.</p>	
172.2	<p>Received Income The total receipts in in January & February 2018 was £8,985.24 (£8,173.44 & £811.80) was noted.</p>	
172.3	<p>Bank Reconciliation It was noted that, after all considerations total cash balances at the end of February 2018 were £261,600.61.</p>	
173	<p>Committee Minutes</p>	
173.1a	<u>Planning Committee</u> – 22.01.18	<p>It was agreed to take these on block – proposed and seconded by Cllrs Lord F Pennington and L Jones. The minutes of these meetings and the decisions taken were noted – proposed and seconded by Cllrs J Critchley and A Oulton.</p>
173.1b	<u>Planning Committee</u> – 1.02.18	
173.1c	<u>Planning Committee</u> –20.02.18	
173.1d	<u>Planning Committee</u> –5.03.18	
173.1e	<u>Planning Committee</u> –19.03.18	
173.2a	<u>Events Extraordinary Committee</u> – 1.02.18	
173.2b	<u>Events Committee</u> – 13.03.18	
173.3	<u>Cemetery Committee</u> – 2.02.18	
173.4a	<u>Environment Extraordinary Committee</u> – 6.02.18	
173.4b	<p><u>Environment Committee</u> – 6.03.18 The minutes of the meeting and the decisions taken were noted. The following recommendation was agreed – proposed and seconded by Cllrs Lord F Pennington and D Critchley: R1. To agree a strapline saying “Gateway to the Sandstone Ridge” should be added to the town boundary signs at a total cost of £1,067.54+£35 delivery + VAT, shared equally with the SRT, proposed and seconded by Cllrs P Martin and F Sutton. Cllr A Oulton reported that the Rail Users Group were also keen to have a similar sign at the station.</p>	
173.5	<p><u>P&P Committee</u> – 12.02.18 The minutes of the meeting and the decisions taken were noted. R1. To agree that the Finance Scrutiny Sub-committee should be disbanded as its work can be adequately performed at P&P. This was agreed – proposed and seconded by Cllrs Lord F Pennington and D Critchley. R2. To formally note the results of the Interim Internal Audit and the actions agreed. Cllr Reynolds suggested that Cllrs should raise any concerns with the Internal Auditor. TC stated that the governance and financial management of council will be discussed in detail at the next P&P meeting when the Annual Return is reviewed. All the actions raised by the Internal Auditor had been or were being actioned. The Internal Auditor’s Report was noted – proposed and seconded by Cllrs J Critchley and C Ashton. Cllr C Ashton suggested adding a column to the form to allow FTC to report on progress. R3. The revised Asset Register should be approved. It was noted that the audio recorder needed adding to the register. With this further</p>	

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	amendment the register was approved – proposed and seconded by Cllrs Lord F Pennington and P Martin.
173.6	<p>Community Committee – 20.02.18</p> <p>The minutes of the meeting and the decisions taken were noted. The following recommendation was agreed – proposed and seconded by Cllrs Lord F Pennington and L Jones:</p> <p>R1. It was agreed to recommend to council that a conservation-accredited professional advisor (War Memorials Trust grant requirement) should be appointed @ £6,484+VAT - proposed and seconded by Cllrs Lord F Pennington and L Brown.</p>
174	<p>Asset Management Strategy</p> <p>The revised Asset Management Strategy, which has a copy of the Asset Register attached to it as an appendix, was agreed – proposed and seconded by Cllrs Lord F Pennington and L Brown.</p>
175	<p>Risk Register</p> <p>It is a requirement of the External Auditor that the council is seen to review its Risk Register each financial year. The Risk Register was reviewed and amended to include new sections on Loss of Office Base and Loss of Personnel were added. The revised Risk Register was approved – proposed and seconded by Cllrs F Sutton and Lord F Pennington.</p>
176	Working Group Records
176.1	<u>WW1 Commemorative Working Group</u>
176.1a	The minutes of the Working Group meetings held on 17.01.18, 14.02.18 & 14.03.18 were noted – proposed and seconded by Cllrs Lord F Pennington and L Brown.
176.1b	It was agreed to make a payment of £1,800 to Castle Park Arts Centre Trust towards the costs of the WW1 Commemoration Working Group’s activities in 2018-19 – proposed and seconded by Cllrs L Jones and C Ashton.
176.2	<u>Neighbourhood Plan Steering Group</u>
176.2a	The minutes of the Steering Group meetings held on 29.01.18, 5.02.18, 19.02.18, 5.03.18 & 19.03.18 were noted – proposed and seconded by Cllrs Lord F Pennington and F Sutton.
176.2b	<p>Mr P Vickery had given a presentation about the work of the group at the ATM. The timescale for the independent assessment of the draft plan and the referendum is determined by CWAC. There is still concern about the time this is taking. Cllr A Oulton shared this concern but wanted it to be done thoroughly.</p> <p>The budget for 2018-19 for the Groups activities was agreed at £3,000 – proposed and seconded by Cllrs L brown and L Jones. The group will continue to apply for additional technical funding from external sources.</p>
177	<p>CWAC</p> <p>Item deferred as CWAC Cllr L Riley was in another meeting.</p>
178	<p>Frodsham Youth Association</p> <p>Cllr L Brown proposed that a grant of £8,000 should be given to FYA – seconded by Cllr A Wordsworth.</p> <p>Ms S Day was asked about the level of fund-raising the group undertakes and reported that their income last year was £17,000 above the previous year. Cllr A Oulton said the group should be applauded as fund-raising is not easy as everyone is after the same £1. She also confirmed that they had contracted the work with the LGBT Group to an external group.</p> <p>Cllr P Martin proposed an amendment – that the grant should be £10,000 to match with the funds available to the Over 70’s Voucher Scheme. This was seconded by Cllr C Ashton and agreed.</p> <p>The revised proposal that a grant of £10,000 should be given to FYA was agreed – proposed and seconded by Cllrs P Martin and L Jones.</p>
179	General Data Protection Regulation
179.1	There is no further update as the legislation as it has not been made yet. CHALC are running a training event on 18 April 2018 and Cllr J Critchley and the Clerk are attending.

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179.2	It was noted NALC have produced a GDPR Toolkit, which included an Action Plan. It was agreed to set up a working group to look in detail at the toolkit and to implement the suggested action plan to ensure compliance with the new legislation. The working Group members would be Cllrs D Critchley, J Critchley and A Oulton. Details of the meetings will be circulated, and others can attend if available.
179.3	It was agreed to suspend the quotations process for the provision of DPO services.
180	Intention to sell Ship Street Land
180.1	It was noted that the public notice was published in the Standard newspaper for 2 consecutive weeks - Thursday 8 & 15 February.
180.2	There had been 6 written response – 5 against the sale and one in favour. It will be a major item for discussion with residents at the next Town Meeting. The Independent Valuation is commercially sensitive and therefore cannot be published. It was agreed that TC should 3 quotations for the erection of a large sign stating the intention to sell. Cllr L Wilson reported that she had not heard any rumblings about the sale at the school gates. The condition for CWAC to lift the covenant would see 30% of the nett value being invested in Salt Works Farm.
177	CWAC Cllr L Riley rejoined the meeting and gave a verbal report including: <u>Council Tax</u> – the bills have gone out and everyone will be aware of the large increase for CWAC. Although there is surplus cash on the books that could have been spent in places like Frodsham. <u>Station Car Park</u> – there are plans to resurface but this might not happen before the charges are imposed. <u>Good Shed</u> – being looked at with one option being to demolish it to make more parking. CWAC Cllrs L Riley and A Dawson are running a consultation survey on their blog. <u>Pot-holes</u> – There is £1m funding available from government. There is a quality issue as sometimes the repairs don't last long. There is a concern that the Downhill Run may be cancelled because of this. CWAC Cllr Riley is meeting with the Chief Executive about this. Other areas of concern raised by Cllrs were Park Lane and a sink hole in Mile Straight. <u>Sport/leisure facilities in Frodsham</u> – need improving but the funding in 2018-19 will be going to Neston and Chester. There will be the possibility of improvements to Salt Works if FTC goes ahead with the sale of Ship Street. <u>CWAC Schools</u> – are the best performing in the North West. Schools are working together to improve standards. <u>Highways</u> – many issues were raised including boundaries not being maintained properly on Red Lane. It was suggested that a Highways Officer could be invited to a future meeting.
181	Council Management and Administration Cllr Reynolds has not produced a written proposal about reorganising how the council operates. He felt strongly that there needed to be less bureaucracy. Other councillors were concerned about the workload being too large if the number of committees were reduced. It was agreed that Cllr Reynolds would form a Working Group which would report back to the next council meeting, with firm outline proposals.
182	Mayor's Report Cllr A Oulton reported that he had been very busy since the last meeting. The highlight was the Youth Voice event, run by Frodsham & Helsby Rotary Club, which involved 11-17 year olds, in teams, making presentations and answering questions. Cllr L Jones gave a vote of thanks to the Mayor for sorting out Manley Road Copse.
183	Clerk's Report Mid-Cheshire Footpath Society AGM – Wednesday 25 April 7.30pm at Manley Village Hall.
184	Date of next meeting - Monday 21 May 2018