

# Frodsham Town Council



## Minutes of a Meeting of Frodsham Town Council

held on Monday 24 July 2017 at 7pm  
at Castle Park House, Castle Park, Frodsham.

**Present:** Cllrs J Critchley (Chair), L Brown, D Critchley, L Jones, P Martin, M Nield, A Oulton, M Parker, F Pennington, M Poulton, T Reynolds, F Sutton & P Williamson.  
Mrs H Catt (Town Clerk) & Ms L Kenny (Admin Officer).

**In Attendance:** Superintendent Peter Crowcroft, CWAC Cllrs K Shore, L Riley & A Dawson, 2 CWAC Officers, PCSO, 1 member of the press and 8 members of the public.

### Meeting 4

No	Item
45	<b>Apologies</b> Apologies had been received from Cllrs C Ashton & V Kirk.
46	<b>Declarations of Interest</b> Cllr F Pennington – London Road Allotments, Frodsham Stroke Club and INEOS Cllr M Nield – Park Lane and Red Lion Bowling Club Cllrs P Williamson & A Oulton – Park Lane Cllr Poulton - St Laurence's PCC, Deanery Synod and Diocesan President for the Children's Society for Chester Diocese. Cllrs F Sutton, L Jones & D Critchley – Frodsham Youth Association
47	<b>Minutes of the Meeting No1 – 22 May 2017</b> The minutes were approved and signed as a true record – proposed and seconded by Cllrs M Poulton & D Critchley.
48	<b>Minutes of the Meeting No2 – 22 May 2017</b> The minutes were approved and signed as a true record – proposed and seconded by Cllrs M Poulton & D Critchley.
49	<b>Minutes of the Extraordinary Meeting No3 – 20 June 2017</b> The minutes were approved and signed as a true record – proposed and seconded by Cllrs M Poulton & F Pennington.
50	<b>PCSO Arrangements</b> Superintendent Peter Crowcroft reported that previous feedback from FTC had been fed into HQ. There are currently no vacancies in the PCSOs around the county. Neil is the embodiment of what a PCSO should be. There had been a misunderstanding about the transport issue & Neil does have access to a vehicle. He confirmed that each CWAC ward would have a named PCSO offering the standard service but councils could pay for additional services. Shortly Neil will be able to book in at Frodsham and therefore have more time here. He confirmed that Neil and Jon (Helsby PCSO) also cover Kingsley Ward, which includes Sutton Weaver and Norley. It would be utopia if Neil could spend 100% of his time in Frodsham but service priorities sometimes required him to work elsewhere but there are times when additional officers attend Frodsham. PCSOs are having an advanced role and more training. Cllrs J Critchley & M Poulton will be attending the PCC Parish meeting and will raise the issue about Police presence in Frodsham.
51	<b>CWAC</b> CWAC Cllr Shore, Portfolio Holder for Environment, supported by Mr Simon Lammond, Senior Manager for Street scene commissioning attended to address concerns raised by councilors regarding CWAC services in Frodsham. Although there had been an increase in fly-tipping across Cheshire it did not appear to be linked to the closure of Recycle Centres. CWAC had taken the decision to closure some Centres for a couple of days a week and keep them open rather than closing them down altogether. There will be a review in April. There is an issue with commercial waste and CWAC are considering

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	<p>allowing some trade waste at the new Recycle Centre in Bumpers Lane and this could be rolled out to other Centres.</p> <p>There have been a lot of complaints from residents to FTC councilors about poor maintenance of public spaces, street cleaning and bin emptying including Salt Works, Castle Park and the streets in the Town. Cllr Shore acknowledged there had been some problems during the recent restructure with staff working in areas they don't know, needing training on new equipment and the roll out of a new computerized system. Issues with trees and parks should be referred to the Portfolio holder for Community. There is 12-week consultation on the Tree Strategy at the moment.</p> <p>Car Parking Strategy. There has been great concern about the introduction of charges for parking in Frodsham, which could displace parkers into residential streets or even to Helsby. An Action Plan is being developed for each area, including Frodsham. There is still a further 3 weeks consultation on the Frodsham Action Plan. Concern was expressed about the increasing pressure on the Station Car Park when the Halton Curve opens next year as it is already full of commuters.</p>
<b>52</b>	<b>Right for the public to speak</b>
52.1	<p>PCSO</p> <p>Neil accepted some responsibility for getting things a bit wrong about the vehicle issue. He gets great support from supervision. He is now fully trained on TruCam and so report speeding drivers directly to Cheshire Road Safety Group. Parking around schools remains an issue and he is working with Sharon Marshall, CWAC Officer, to develop Parent Schemes at each school. The summer walks with councilors have been successful and he is thinking of doing another round of walks in the winter. He has arranged a residents meeting on 12 October at Frodsham CoE School for Overton &amp; Five Crosses Ward. Although his role is changing he will still be doing the 'Lets Walk' scheme with Years 3 &amp; 4 pupils starting in September at Weaver Vale School. There had been a Pub Watch meeting recently when increase in alcohol related incidents had been raised. The possibility of introducing CCTV has been raised. There was support from FTC councilors and Cllr Dawson for this and metric signs.</p> <p>There will be a Panna Football event at Saltworks Car Park on 7 August 1-3pm. Police Surgery in August will be on Wednesday 9 August 11am-12noon at Castle Park House.</p>
52.2	Alan McGann did not attend.
52.3	<p>Mrs F Sutton – Frodsham Youth Association</p> <p>As a Trustee of FYA she asked FTC to reconsider the reduction in grant next year. The Association is doing lots of very good work with young people including Duke of Edinburgh Gold, Silver &amp; Bronze Awards, LGBT Group and new work around mental health with a training counsellor.</p>
52.4	Other – none.
<b>53</b>	<b>Finance Management: 01.05.17 – 30.06.17</b> - The finance report was noted. Cllr Pennington asked why the budget on the front page was £2,500 short. TC explained that this was the budget for WW1 Commemorative Group which isn't shown.
53.1	<p>Paid Expenditure</p> <p>It was noted that the total expenditure in May &amp; June 2017 was <b>£42,653.73</b> (£24,628.04 &amp; £18,025.69).</p> <p>Cllr Reynolds queried why the salary figure in June was high compared to other months – TC to investigate and report back to councilors.</p>
53.2	<p>Received Income</p> <p>It noted the total receipts in May &amp; June 2017 was <b>£8,710.06</b> (£3,562 &amp; £5,148.06).</p>
53.3	<p>Bank Reconciliation</p> <p>It was noted that, after all considerations total cash balances at the end of June 2017 were <b>£405,199.46</b>.</p>
<b>54</b>	<b>Committee Minutes</b>
54.1a	<p><u>Environment Committee</u> – 6.06.17</p> <p>The minutes of the meeting and the decisions taken were noted.</p>

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	<p>Item 9 - Cllr Pennington asked about the trees on Howey Lane – Cllr Oulton and FM haven't been able to carry out the survey of the trees at Churchfields yet due to work and holiday commitments.</p> <p>Item 11.2 – Cllr Reynolds suggested that Hoverforce should be invited to speak at a meeting. Their planning application will be considered at the next CWAC Planning Committee on 1 August.</p>
54.1b	<p><u>Environment Committee</u> – 4.07.17</p> <p>The minutes of the meeting and the decisions taken were noted.</p>
54.2a	<p><u>P&amp;P Committee</u> – 12.06.17</p> <p>The minutes of the meeting &amp; the decisions taken were noted. It was <b>agreed</b>, proposed and seconded by Cllrs M Poulton and F Pennington, to take Recommendations 1, 2, 3, 4, 6, 7, 8 &amp; 9 on block.</p> <p><b>R1.</b> To reduce the quorum for meetings of Finance Scrutiny Sub-committee to 3 in the Terms of Reference – proposed &amp; seconded by Cllrs M Poulton and F Pennington.</p> <p><b>R2.</b> To increase the limit in 2.1.iii to £250 in the Methodology for the Effective Execution of Executive Powers for Budget Holding Committees – proposed &amp; seconded by Cllrs F Pennington and M Poulton.</p> <p><b>R3.</b> To recommend the amended Financial Regulations for approval – proposed &amp; seconded by Cllrs F Pennington and D Critchley.</p> <p><b>R4.</b> To recommend the amended Publications Scheme for approval – proposed &amp; seconded by Cllrs F Pennington and D Critchley.</p> <p><b>R6.</b> To transfer the WW1 Commemorative Working Group to the Arts Centre Trust together with the budget allocation of £2,400 and the Mayor's Fund donation of £500 for St Laurence War Memorial Restoration – proposed &amp; seconded by Cllrs F Pennington and A Oulton.</p> <p><b>R7.</b> To approve the current process for handling requests made under the Freedom of Information and Data Protection Acts.</p> <p><b>R8.</b> To approve the Press/Media Policy unamended.</p> <p><b>R9.</b> To increase the Chair/Mayor's Allowance to £1,000, the additional £350 to come out of the soft reserves contingency budget – proposed &amp; seconded by Cllrs F Pennington and M Poulton.</p> <p>TC clarified that this allowance is available for both the Chair and Mayor to use.</p> <p>All the above Recommendations were <b>agreed</b>.</p> <p>R5. To recommend the grant to Frodsham Youth Association for 2017-18 should be £8,000 with a planned reduction to £6,000 in 2018-19 – proposed &amp; seconded by Cllrs M Poulton &amp; D Critchley.</p> <p>After discussion an amendment, proposed and seconded by Cllrs Reynolds and Martin, was <b>agreed</b>, to delete 'with a planned reduction to £6,000 in 2018-19'.</p> <p>The amended recommendation 'To recommend the grant to Frodsham Youth Association for 2017-18 should be £8,000.' was <b>agreed</b>.</p>
54.2b	<p><u>P&amp;P Committee</u> – 10.07.17</p> <p>The minutes of the meeting and the decisions taken were noted. The following recommendations were discussed:</p> <p><b>R1.</b> - Council should resolve that it now meets the criteria for eligibility for the General Power of Competence. Proposed &amp; seconded by Cllrs M Poulton and J Critchley.</p> <p>TC clarified that the criteria were that the Clerk needs to be qualified and that two thirds of council needs to be elected. It was therefore <b>agreed</b>, proposed and seconded by Cllrs M Poulton and F Sutton, that FTC now meets the criteria.</p> <p><b>R2.</b> – To adopt the Action Plan for 2017-18. It was <b>agreed</b>, proposed and seconded by Cllrs M Poulton and F Pennington.</p>
54.3a	<p><u>Community Committee</u> – 20.06.17</p> <p>The minutes of the meeting and the decisions taken were noted. The following recommendation, proposed and seconded by Cllrs M Poulton and F Sutton, was <b>agreed</b>:</p>

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	<b>R1.</b> To approve the revised Events Protocol.
54.3b	<u>Community Committee</u> – 18.07.17 The minutes of the meeting and the decisions taken were noted. The following recommendations was <b>agreed</b> : <b>R1.</b> It is formally proposed that council reconsiders holding the Remembrance Service at the War Memorial – proposed & seconded by Cllrs M Poulton and A Oulton.
54.4a	<u>Planning Committee</u> – 26.06.17 The minutes of the meeting and the decisions taken were noted.
54.4b	<u>Planning Committee</u> – 17.07.17 The minutes of the meeting and the decisions taken were noted.
54.5	<u>Cemetery Committee</u> 20.07.17 The minutes of the meeting and the decisions taken were noted. The following recommendations were <b>agreed</b> : <b>R1.</b> To adopt the amended Cemetery Committee Terms of Reference - proposed and seconded by Cllrs F Pennington & L Brown. <b>R2.</b> To agree that the surplus of £10,401.08 should be added to the Earmarked Reserve for Burial Ground Maintenance - proposed & seconded by Cllrs J Critchley & L Brown. <b>EP1.</b> To approve the topographical survey @ £475+VAT - proposed and seconded by Cllrs F Pennington & L Brown
<b>55</b>	<b>Working Group Records</b>
55.1	<u>WW1 Commemorative Working Group</u> The minutes of the Working Group meetings held on 17.05.17, 14.06.17 & 12.07.17 were noted. TC confirmed that she had consulted with the author of the letter and the FTC Chair and had agreed the item would be in Part B.
55.2	<u>Neighbourhood Plan Steering Group</u> The minutes of the Steering Group meetings held on 18.05.17, 1.06.17, 29.06.17 & 13.07.17 were noted.
55.3	<u>Christmas Festival Working group</u> The next meeting is on Wednesday 26 July, 2pm at the Arts Centre anyone can attend.
<b>56</b>	<b>Office Accommodation</b> The move into Room 1 is completed. There have been no further developments with the new build property.
<b>57</b>	<b>Internal Audit Report 2016-17</b> The Internal Audit Report and the four minor issues raised were noted.
<b>58</b>	<b>Annual Town Meeting</b> Any discuss of this item would prejudice on-going Code of Conduct proceeding so TC had withdrawn it as soon as she was made aware that proceedings were under way.
<b>59</b>	<b>Play Area Plans</b>
59.1	Park Lane There had been a well-supported community event on the play area. Cllr Nield gave a verbal report on the quotation received for the development of the play area. The group had negotiated a reduction by removing items of equipment. Cllr Poulton suggested that the development of the play area could go forward in tandem with Townfield Lane as funds were available and this received general support.
59.2	Townfield Lane – The update on the Townfield Lane Play Area was noted. TC will be seeking quotes. It was <b>agreed</b> , proposed and seconded by Cllrs M Poulton and F Pennington, that the two play areas should be developed with up to the budgeted £36,000 each.
<b>60</b>	<b>CWAC Cllrs' Report</b> Cllrs A Dawson & L Riley gave a verbal report including: Car Parking Strategy – they have called this in as they feel there is insufficient analysis of the impact of the proposals. Gypsy & Traveller Policy – this won't be developed until 2019, which mean that additional sites could be approved. Land to the East of Protos has been declared as open countryside as it isn't needed for

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	<p>Protos expansion until 2030.          Housing – all the 2030 allocation for CWAC has now been exhausted. Also need to look at local employment opportunities. CWAC is a pilot area for government support for new starter homes but unclear if Frodsham will get any funding.          Air Quality Drop-in – 31 July. Consultation period extended to 4 August.          Halton Curve Opening Event – Work started on physical infrastructure, which should be completed April/May 2018 with the service starting in December 2018. There has no consideration of car parking. The signals are being taken down and Cllr Dawson has asked if they can be given to Frodsham.          Tree Strategy, developed by Mersey Forest, is out for consultation at the moment.          Sports &amp; Leisure Review – no update.          Hoverforce – CWAC planning meeting on 1 August.          Park Lane access onto the Park – amicable discussions are underway at the moment.          Private access onto the Park needs to be regularised.</p>
<b>61</b>	<b>Chair's Report</b> – Nothing to report.
<b>62</b>	<b>Mayor's Report</b> – Cllr A Oulton gave a verbal report. One the day he became mayor the atrocity in Manchester happened so he cancelled an event to avoid confusion over the bee symbol when raising funds. He is enjoying being Mayor and has been busy. He will be going to an event in Blackpool on Friday.
<b>63</b>	<b>Clerk's Report</b> Saltscape have community grants available – deadline 14 August. Information will be put on our website.
<b>64</b>	<b>Date of next meeting</b> - Monday 25 September 2017
Cllr Nield left the meeting. <b>Public Meeting closed at 9.23pm</b>	
<b>PART B</b>	
<b>65</b>	<b>Townfield Lane</b> Not required.
<b>66</b>	<b>Ship Street</b> Not required.
<b>67</b>	<b>WW1 Commemorative Working Group</b> The email received from a member of WW1 Commemorative Working Group, on behalf of the group, and their concerns were noted. FTC supports the work of the Group and will continue to do so. The minutes will continue to be posted on our website and TC will provide some administrative support. It was agreed that they will be invited to a future meeting to report on their work plan for the final period.

**Part B meeting ended at 10pm.**