

Frodsham Town Council

Minutes of a Meeting of Frodsham Town Council

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



Present: Cllrs J Critchley (Chair), C Ashton, L Brown, D Critchley, R Holt, V Kirk, L Jones, P Martin, M Nield, A Oulton, F Pennington, M Poulton, T Reynolds, F Sutton and P Williamson.
Mrs H Catt (Town Clerk) and Ms L Kenny (Admin Officer)

In Attendance: CWAC Cllr L Riley, PCSO N Flanagan, 30 members of the public, 10 children and 1 member of the press.

Meeting 17

| No | Item | Note/Decision/Action |
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| 224 | Apologies | None. Cllr M Parker apologies were received after the meeting. |
| 225 | Declarations of Interest | Cllr F Pennington – London Road Allotments, Frodsham Stroke Club and INEOS Cllr M Nield – Park Lane, Fracking and Red Lion Bowling Club Cllr P Williamson – Park Lane Cllr V Kirk – Frack Free Frodsham & Helsby |
| | | <p>It was agreed to bring forward public speaking time on Townfield Lane and agenda item 237 Townfield Lane, as so many children were present.</p> <p>A group of 4 children representing Manor House School spoke about their love of the park and ask the council to agree to keep it as a place for them to play.</p> <p>Mrs A Hayes spoke on behalf of the Save Townfield Lane Action Group outlining the strength of feeling in the area and throughout Frodsham about keeping the park.</p> <p>Mr A Carter repeated his offer to help council with their negotiations over the lease and with preparing grant applications.</p> <p>It was proposed and seconded by Cllrs L Brown and R Holt to open negotiations with the Feofees around the lease (named vote).</p> <p>Cllr Pennington asked about the length of the lease as he was concerned about the long term maintenance costs. Mr Carter's advise was that a 25 year lease with rent reviews initially after 10 years then every 5 years after that would give the council a better chance to access external grants.</p> <p>Cllr D Critchley was impressed by how well the Action is organised and hope they can become a Friends of Townfield Park Action Group and help plan and raise funds for the park.</p> <p>Cllr Oulton asked for a level playing field and that no green spaces should be lost to Frodsham. He would like to see a toddler play area and to encourage natural play.</p> <p>Cllr Poulton pointed out that getting funding isn't easy and Cllr Oulton agreed as they had found it difficult to get funding for Park Lane play area.</p> <p>Cllr Pennington asked about Right to Buy but Mr Carter explained that Charities are not cover by that legislation.</p> <p>The motion was agreed unanimously (Cllrs J Critchley (Chair), C Ashton, L Brown, D Critchley, R Holt, V Kirk, L Jones, P Martin, M Nield, A Oulton, F Pennington, M Poulton, T Reynolds, F Sutton and P Williamson).</p> <p>Cllr Williamson asked if Mr Carter would be able to help Park Lane Group and he agreed although his time is limited.</p> <p>It was agreed to set up a Working Group consisting of Cllrs L Brown, F Pennington, J Critchley and F Sutton to take forward the negotiations. Mr Carter was asked to join the group.</p> |
| 226 | Minutes of the Meeting No16 – 27 March 2017 | Cllr V Kirk proposed an amendment to the minute 214 - "until Cllrs had had time to digest new guidance from RTPI" should be deleted and replaced with "until April 2017 full council meeting". This was seconded by Cllr J Critchley and agreed by majority. |

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| | | The minutes, as amended, were agreed as a true and accurate record and signed by the Chair. TC apologised to Cllr Kirk for not including the item on the agenda. |
| 227 | Right for the public to speak | |
| 227.1 | PCSO | <p>PCSO Neil Flanagan gave a verbal report including:</p> <p><u>Townfield Lane Play Area</u> – There have no reported ASB/drug activity incidents in the last 12 months.</p> <p><u>Summer Ward Walks</u> – involves a walk around each ward for approximately 1-2 hours. They will take place in July once his new shift pattern has been introduced.</p> <p><u>Residents’ meeting</u> – 4 May 6.30pm at Castle Park House for residents of Castle Park Ward.</p> <p><u>St George’s Day Celebrations - Parade & Service on Sunday</u>. The Fun Fair was at the back of the Leisure Centre all weekend. From a Policing perspective, there were no reported issues.</p> <p><u>Panna Cage Football</u> – there have been 2 sessions – one at Salt Works on 12 April and the other at Helsby High School on 21 April. They are very popular and help build relationships with young people.</p> <p><u>Social Media</u> – Neil is a regular twitter - @PoliceChester.</p> <p><u>Pub Watch</u> – he has regular monthly meetings with licensees and there is now Pub Watch On-line which allows for timely communication between meetings.</p> <p><u>School visits</u> – Neil delivered E-safety talks to pupils of Frodsham CoE School. Later this week he will start the Let’s Walk Road Safety Course at Manor House Primary School.</p> <p><u>Accompanying Neil on duty</u> – Neil reminded Cllrs that the opportunity to out on duty over the coming months is still available.</p> <p><u>Surgeries</u> – Tuesday 9 May 11-12 CPH, Wednesday 10 May Costa Coffee 11-12 and Monday 22 May 6-7 CPH.</p> <p>Cllr J Critchley asked Neil about the change to the transport arrangements and he confirmed he would be using public transport a couple of times a week. He also reported that electric bikes were being trailed in another part of Cheshire.</p> <p>Cllr Reynolds asked how long the Police had known about the change in venue for the Fun Fair – Neil couldn’t remember but had been involved in a meeting to discuss arrangements.</p> |
| 227.2 | Others | <p><u>Townfield Lane Play Area</u> – Taken earlier in the meeting.</p> <p><u>Events in Frodsham</u> - Mrs P Youd was speaking on behalf of the residents around the Leisure Centre. The Parade, itself, was outstanding. She was concerned that the other activities kept growing including adding in a Car Boot. Parking has always been a problem in the area but the cones put out by the Police helped. There was little information about the events and she suggested putting out information on the noticeboards as not everyone is on social media. The letters that were posted down Princeway were too late and should also have been down Park Lane. There had been a meeting of residents at the little park and she was grateful to Cllr J Critchley for attending and taking the flack. The celebration was a good idea but more notice should have been given about what was to take place.</p> |
| 228 | Townfield Lane | This was discussed earlier. |
| 229 | Events in Frodsham | <p>Cllr P Williamson agreed with the comments made by Mrs Youd. She had been inundated with emails about the event. She felt that Cllr Poulton had done a wonderful job this year. There had been no trouble this weekend but residents need more consideration and consultation. If St George’s Day happens again maybe it should be run by FTC directly. Cllr L Jones thought it had been a very good event and information about</p> |

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| | | <p>it had been included in previous Mayor's Reports.</p> <p>Cllr J Critchley proposed that Community Committee should consider all the feedback and write a protocol for running events.</p> <p>TC explained this would cover events run by FTC and those where other organisation's wish to us our land for their events.</p> <p>Cllr Poulton explained that Fun Fairs do not need to ask permission from local authorities to hold a fair as long as they are members of the Showman's Guild. He has publicly apologised for any upset.</p> <p>There had been liaison with CWAC and the Police. It had been a weekend for the youth and the Junior Mayors had done a sterling job.</p> <p>The motion was seconded by Cllr F Sutton and agreed by majority.</p> |
| | <p>Mrs P Scott had written asking to speak during Public Speaking Time but this had not been noted. TC apologised to Mrs Scott and council for the error.</p> <p>Another member of the public also wanted to speak but had not made the request before the meeting. Cllr V Kirk felt that anyone should be allowed to speak.</p> <p>Cllr F Pennington stated that people should write into the office first.</p> | |
| 230 | Finance Management: 01.03.17 – 31.03.17 | <p>TC explained the finance report was up to the end of March. Cllr Pennington said it had been agreed to put £10k into the earmarked reserves for the Cemetery but wanted to know what would happen to the additional income – this was referred to the Finance Scrutiny Sub-committee.</p> <p>Cllr Reynolds asked about the Mayor's Fund. He congratulated the Mayor. Cllr Poulton explained that, with the money from events since the end of March the Mayor's Fund now stands at £6113.</p> <p>It was agreed that the report be noted proposed and seconded by Cllrs Sutton and Pennington.</p> |
| 230.1 | Paid Expenditure | It was noted that the total expenditure in March 2017 was £18,446.53 . |
| 230.2 | Received Income | It was noted that the total receipts in March 2017 was £2,540.61 . |
| 230.3 | Bank Reconciliation | It was noted that, after all considerations total cash balances at the end of March 2017 were £228,026.31 . |
| 231 | Committee Minutes | |
| 231.1 | Environment Committee – 4.04.17 | The minutes of the meeting and the decisions taken were noted. |
| 231.2 | Community Committee – 11.04.17 | <p>The minutes of the meeting and the decisions taken were noted. The following recommendations were discussed:</p> <p>R1: To appointment the cheapest contractor at £3000+VAT to water the hanging baskets and planters. This was agreed – proposed and seconded by Cllrs F Pennington and A Oulton.</p> <p>R2: To agree to negotiate the sale of Ship Street to WVHT subject to certain conditions. Cllr Reynolds proposed that FTC should appoint a professional negotiator – seconded by Cllr Kirk.</p> <p>Cllrs Reynolds and Kirk agreed to amend their proposal to ask TC to get quotes for the costs of a negotiator and report to Community Committee. This was agreed by majority.</p> |
| 231.3 | Planning Committee – 12.04.17 | The minutes of the meeting and the decisions taken were noted. |
| 231.4 | P&P Committee – 19.04.17 | <p>To note the minutes of the meeting and the decisions taken were noted. The following recommendations were discussed:</p> <p>R1: To approval the annual governance statement – proposed and seconded by Cllrs J Critchley and M Poulton. This was approved and signed by the Chair and TC.</p> <p>R2: To agree that TC be delegated to negotiate the Tenancy at Will with</p> |

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| | | <p>CWAC and report back to council for agreement - proposed and seconded by Cllrs F Pennington and M Poulton. Decision was deferred to Part B due to the commercial sensitivities involved.</p> <p>R3: To agree to hire a larger unit @ £96.36+VAT per month - proposed and seconded by Cllrs F Pennington and J Critchley. Cllr Ashton asked that there should be reviews of the materials being kept and that any documentation kept outside of the office should be brought together in the unit. TC reminded everyone that there is a Document Retention Policy which identifies which documents need to be stored and for how long. Cllrs Pennington and Nield have previously offered to go through the documents in the storage unit but at the moment there isn't enough room. The situation will be reviewed quarterly at Finance Scrutiny Sub-committee. The recommendation was agreed.</p> <p>R4: To note that the Risk Management Policy be agreed unamended and approve the Risk Assessment, as amended - proposed and seconded by Cllrs F Pennington and M Parker. This was agreed.</p> <p>R5: To approve the Strategy for the Management of Assets, as amended, and the asset register - proposed and seconded by Cllrs J Critchley and R Holt. This was agreed.</p> <p>R6: To agree to reduce the number of meetings by meeting every two months with full council in one month and committees in the following month - proposed and seconded by Cllrs F Pennington and M Poulton. Cllr Reynolds disagreed strongly with this idea. Cllr Kirk said that she had been on several training workshops and FTC seemed to be unusual in meeting so often.</p> <p>Cllrs Sutton said that the Committees are where all the work is done. She didn't understand why committees were given a budget if they had to keep coming back to full council for ratification. She and Cllr D Critchley both thought members of the public should be encouraged to attend Committee meetings.</p> <p>The workload on the staff of servicing all the meeting was discussed. Cllr D Critchley proposed an amendment to the recommendation: To reduce the number full council meetings to once every 2 months but keep committees monthly. It was seconded by Cllr Ashton and agreed by majority.</p> <p>The recommendation, as amended, was agreed by majority.</p> |
| 232 | Working Group Records | |
| 232.1 | Christmas Festival Working Group | The minutes of the Working Group meetings held on 29.03.17 were noted. In future, these should be available on our website. The Chair asked Councillors to ensure they read the notes of the Christmas WG and consider any implications for their Wards with the intended changes. |
| 232.2 | WW1 Commemorative Working Group | The minutes of the Working Group meetings held on 17.03.17 were noted. TC reported that FTC representation at the meetings limited due to the start time of the meetings. |
| 232.3 | Neighbourhood Plan Steering Group | The minutes of the Steering Group meetings held on 3.03.17, 17.03.17 and 20 April were noted. |
| 233 | Office Accommodation | Deferred to part B. |
| 234 | Howey Lane | Mrs Albeson had agreed to defer this item until the next meeting. |
| 235 | Annual Report | The draft Annual Report isn't available yet. |
| 236 | Cllr email | It was noted that 7 cllrs have requested frodsham.gov.uk email addresses @ £3+VAT each per month plus a one-off charge of £53.13+VAT and these had been ordered. |

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| 237 | CWAC Cllrs' Report | <p>CWAC Cllr Lynn Riley gave Cllr Dawson's apologies as he was attending a meeting discussing the Local Plan Part 2 – Rural Policies and the Framework for UEOG. It was unclear why the meeting was going ahead as the policies had been called in by Scrutiny.</p> <p>CWAC is undergoing boundary reviews which aim to reduce the number of Cllrs to 69. Frodsham Labour Group are proposing single member wards and have made a presentation to P&P. The Conservative Group would prefer to keep multi-member wards. Currently Frodsham does not have sufficient electors to warrant 2 ward councilors and Helsby has too many for a one member ward so there could be a proposal for a 3 member Frodsham and Helsby ward.</p> <p>There is a private members bill going through parliament (first reading 18 April and second reading 12 May) looking at the governance of Parish Councils including devolution following Brexit and strengthening the Code of Conduct.</p> <p>Air Quality – The delayed Action Plan should be published soon. Switching Scheme for Energy – 22 May deadline.</p> <p>Castle Park Trust – There is a meeting on Thursday under the new arrangements with greater delegation. There is still a debate about whether top field is included in this or not.</p> <p>St George's Day Parade. She gave a great vote of thanks to Cllr Poulton and to Father Michael for a wonderful service.</p> <p>Cllr J Critchley asked whether decisions about Station Car Park had been agreed. Cllr Riley said that the consultation on the Parking Strategy had not been released yet. The next Cabinet meeting on 3 May will look at Parking Standards and is during the day.</p> |
| 238 | Chair's Report | Nothing to add. |
| 239 | Mayor's Report | Nothing to add. |
| 240 | Clerk's Report | CHALC have offered additional places on the Equality & Diversity Training on Wednesday 10 May 2pm here at CPH. Cllr Reynolds will let TC know if he is taking up the place booked for him. |
| 241 | Date of next meeting | Monday 22 May 2017 – AGM |
| PART B | | |
| 242 | Townfield Lane | The matter had been agreed in Part A. Cllr Oulton suggested the Working should work with representative of the Action Group on the future of the play area. |
| 243 | Ship Street | Finance Scrutiny Sub-committee will look at long-term plans for the proceeds of the sale. Cllr Sutton reminded everyone that 30% of the net proceeds had to go to CWAC for Salt Works. |
| 244 | Office Accommodation | R2: To agree that TC be delegated to negotiate the Tenancy at Will with CWAC and report back to council for agreement - proposed and seconded by Cllrs F Pennington and M Poulton. This was agreed . |

Meeting ended at 9.30pm