

Frodsham Town Council



**Minutes of a Meeting of
Frodsham Town Council
held on Monday 25 March 2019 at 7pm
at Castle Park House, Castle Park, Frodsham.**

Present: Cllrs A Oulton (Chair), C Ashton, D Critchley, J Critchley, Lord F Pennington, P Williamson, L Brown, T Reynolds & L Jones

Apologies: Cllrs M Parker & Neild

In Attendance: Ms J O'Donoghue (Locum Town Clerk), CWAC Cllr L Riley, CWAC Cllr A Dawson, PCSO Neil Flanagan and 4 members of the public

Meeting 11

No	Item
149	Apologies RESOLVED: It was unanimously agreed to accept apologies from Cllrs Parker and Neild. No other apologies were received prior to the meeting
150	Declarations of Interest NOTED: None
151	Minutes of Meeting 10 – 28 January 2019 To approve and sign as a true record. RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Ashton and agreed 8:1 to approve and sign the minutes as a true record. Cllr Reynolds requested his objection to the minutes be recorded.
152	Right for the public to speak No member of the public wished to speak
152.1	PCSO NOTED: PCSO Neil Flanagan attended the meeting and provided a report which is appended to the minutes (Appendix A).
152.2	Report from members of the Neighbourhood Plan Steering Committee NOTED: There was no formal report however Cllr Ashton, a member of the Committee invited residents to attend meetings to appreciate the amount of work which has been done to date.
152.3	Other There were no other reports
153	Finance Management: 01.01.19 – 28.02.19 - To approve the finance report. RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Oulton and unanimously agreed to approve and sign the finance report. Cllr Reynolds abstained from the vote.
153.1	Paid Expenditure To note the total expenditure in February 2019 was £12,951.27 NOTED: The expenditure was noted
153.2	Received Income To note the total receipts in February 2019 were £2,048.91 NOTED: The receipts were noted
153.3	Bank Reconciliation To note that, after all considerations total cash balances at the end February 2019 was £315,589.59 NOTED: The bank reconciliation was noted
154	Committee Minutes
154.1	<u>Community Committee – 12.02.19</u> To note the minutes of the meeting and the decisions taken and the following recommendations: (R1) It was proposed by Cllr Jones, seconded by Cllr Brown and unanimously agreed that

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No	Item
	<p>a meeting be arranged with Vanessa Griffiths, CWAC Regulatory Services Manager, to discuss CCTV provision and visit the central monitoring team in Chester</p> <p>(R2) It was proposed by Cllr Oulton, seconded by Cllr Lord Pennington and unanimously agreed to obtain quotes to improve accessibility to the Townfield Lane play area</p> <p>(R3) It was proposed by Cllr Brown, seconded by Cllr Oulton and unanimously agreed that the Clerk sign Letter Agreement with CWAC for S106 monies designated to Townfield Lane play area</p> <p>(R4) It was proposed by Cllr Brown, seconded by Cllr Aston and unanimously agreed to replace 5 hanging basket brackets with standard double brackets at a total cost of £390 with an option to purchase a further 3 if required.</p> <p>(R5) It was proposed by Cllr Oulton, seconded by Cllr Brown and unanimously agreed to order an additional 100 bags of grit</p> <p>(R6) It was proposed by Cllr Critchley, seconded by Cllr Brown and unanimously agreed to order replacement bulbs for the damaged Xmas lights</p> <p>(R7) It was proposed by Cllr Oulton, seconded by Cllr Nield and unanimously agreed to wrap 3 trees (removing the existing lights in 1 tree) with cold white static illuminated LED mini bulbs.</p> <p>NOTED: The minutes were noted.</p>
154.2	<p><u>Policy and Process Committee – 25.02.19</u></p> <p>To note the minutes of the meeting and the decisions taken and the following recommendations:</p> <p>(R1) It was proposed by Cllr Lord Pennington, seconded by Cllr D Critchley and unanimously agreed to recommend to full Council that the Model Code of Financial Regulations (as circulated and amended) be adopted.</p> <p>(EP1) It was proposed by Cllr Lord Pennington, seconded by Cllr Oulton and unanimously agreed to purchase Town Council designed software from Rialtas Business Solutions out of the ICT Budget at a cost of £1,599.00.</p> <p>NOTED: The minutes were noted.</p>
154.3	<p><u>Planning Committee</u></p> <p>To note the minutes of the meetings held on 12.02.19 & 5.03.19 and the decisions taken.</p> <p>NOTED: The minutes were noted</p>
154.4	<p><u>Environment Committee</u></p> <p>To note the minutes of the meeting and the decisions taken and the following recommendations:</p> <p>(R1) It was agreed that Cllr Jones and Martin will organize a litter pick for Saturday 23rd March and that Frodsham WI will also be involved. Cllr Jones to confirm arrangements and the event will then be advertised on FTC website</p> <p>(R2) It was proposed by Cllr Oulton, seconded by Cllr Ashton and unanimously agreed to chain the gate to an area of the community orchard shut to prevent access to dogs and reseed the damaged area. Notice to be erected as to this effect.</p> <p>NOTED: The minutes were noted.</p>
155	<p>Working Group Records</p>
155.1	<p><u>Neighbourhood Plan Steering Group</u></p> <p>To note minutes of the Steering Group meetings held on 29.01.19, 4.02.19, 19.02.19, 4.03.19 & 19.03.19 if available.</p> <p>NOTED: The available minutes were noted.</p>
155.2	<p><u>World War 1 Working Group</u></p> <p>To note the minutes of the meetings held on 13.02.19 and 13.03.19.</p> <p>NOTED: The minutes were noted.</p>
156	<p>Model Finance Regulations</p> <p>To resolve to formally adopt the regulations as recommended by the Policy and Process Committee.</p> <p>RESOLVED: It was proposed by Cllr J Critchley, seconded by Cllr Lord Frank Pennington and unanimously agreed to adopt the Finance Regulations. Cllr Reynolds abstained from the vote.</p>

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No	Item
157	<p>Council Manager/Town Clerk Appointment To note appointment of Jo O'Donoghue as Council Manager/Town Clerk from 1 April 2019 and approve job title. RESOLVED: The appointment was noted and it was proposed by Cllr Oulton, seconded by Cllr Lord Pennington and unanimously agreed that the job title will be Town Clerk. Cllr Reynolds abstained from the vote.</p>
157.1	<p>To note report from Cllr J Critchley on the procedure followed for the above appointment NOTED: The report was noted.</p>
157.2	<p>To note Clerk's attendance on burial training course to be held at Northwich Town Council Offices on 30th May 2019. At a cost of £130.00. NOTED: The Clerk's attendance was noted.</p>
158	<p>Hanging Baskets and Planters To approve quotation from Northwich Town Council to fill and plant 49 hanging baskets, 14 lamppost baskets and bedding in the planters at Ship St, St Hilda's Drive and Ashton Drive. Summer and Winter bedding in planters to be provided. NOTED: The item was deferred to an extra ordinary meeting of the Communities Committee to be held on 1st April at 7pm.</p>
159	<p>Defibrillator To note closure of Overton Village Store on 31st March 2019 and the necessity of relocating the existing defibrillator. NOTED: It was agreed to write to the owner of the store thanking them for their past services to the community.</p>
160	<p>IT Report To receive a report from the Clerk NOTED: It was noted that the Clerk met with a representative of Prism Ltd on 21st March and the following was confirmed:</p> <ul style="list-style-type: none"> • Clerk and Admin Officer login to Office 365 with a username & password which is recorded in Azure Active Directory, Microsoft store this information for 7 days. • IT service provider can see logins, who by, where from (location & IP), what platform and when. • FTC data is accessed via Local Device & Office 365 portal, both are encrypted over HTTPS in transit. Printing & Copying cannot be done remotely. • FTC data is held in Microsoft Office 365 servers, accessed only via 365 portal and local device that is configured as such using a combination of username & password. • FTC has provided an email address eg@frodsham.gov to all existing Cllrs and this should be the preferred contact email address for Cllrs. • Cllrs can access emails from any device using their email login eg@frodsham.gov.uk in the same way that that Clerk and Admin Officer can do so using a combination of username and password. • Date for IT audit to be confirmed. • If Council wish for FTC IT service provider to attend a meeting with interested Cllrs and confirm/explain the security of FTC data then this can be arranged.
161	<p>CCTV To receive an update. NOTED: It was noted that the meeting with CWAC and visit to the CCTV control room in Chester has not yet taken place.</p>
162	<p>GDPR To approve General Privacy Notice RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Oulton and unanimously agreed to approve the General Privacy Notice. Cllr Reynolds abstained from the vote. NOTED: It was agreed that the P&P Committee will consider an occasional home working policy at the next meeting to be held on 15th April 2019.</p>

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No	Item
163	<p>CWAC To receive a verbal report from CWAC Councillors. Cllrs Riley and Cllr Dawson provided a report and it was noted that: Castle Park Trust finances re in decline due to the ground floor being unoccupied and the cost of maintenance of the building; a new Friends of Castle Park group has been initiated and the Council were urged to publicise the group; a junior park run is being established aimed at children aged between 4 and 14; the old signals from Frodsham Station will be installed in Castle Park and the signal box levers will be used to mark out the junior park run; car parking meters are to be installed on 6th May going live on 9th May; a resident's parking scheme for Main Street is about to start, it will be free to residents for the 1st year and £60/year thereafter; the wedding licence for Castle Park House has not been renewed by CWAC; there are issues with the access onto the Marshes which has resulted in a large amount of fly tipping.</p>
164	<p>Councillors' Reports</p>
164.a	<p>To receive reports from councillors who have attended meetings of external bodies. NOTED: Cllr Jones reported that: Sian Day is standing down as Chair of Frodsham Youth Association; Lesley Dickinson will take up the role as Chair; Cllr Jones proposed a vote of thanks to Sian; it was noted that an annual report has been provided which will be circulated to all Cllrs.</p>
164.b	<p>Other items for information. None</p>
164	<p>Clerk's Report - To note any information items. NOTED: It was noted that the Clerk has carried out a data audit (GDPR) and is considering a data retention policy (GDPR) which will be taken to next P&P meeting for approval. Interim internal audit report carried out by JDH Business Services has been received and will be taken to next P&P meeting for consideration/response. Full internal audit will be carried out by JDH Business on 29th May 2019.</p>
165	<p>Date of next meeting 20 May 2019</p>

APPENDIX A

Police update Frodsham Town Council Meeting Monday 25th March 2019

Anti-Social Behaviour:

We continue to receive reports of groups of teenagers damaging wing mirrors and playing knock and run in the Ship Street area, this causes alarm and distress for a number of residents some of which may be elderly and/or vulnerable. I will continue to be a visible presence around this area especially of an evening and weekends in an effort to either catch the culprits or at the very least deter them.

We are also seeing increased reports of young people climbing on to the roof of WHSmith on Church Street, this is not only very dangerous but has resulted in some damage being done to the building. I am working closely with staff at the store to put in place some measure that will prevent this from happening in the future.

Community Speed Watch:

The community Speed Watch Group have been extremely active over the past couple of months. We now have a few groups and they are out at least twice a week on roads that I receive complaints about from residents. I am also utilising Smiley S.I.D a lot more now and have deployed it on Bridge Lane today following complaints I saw on Facebook recently.

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In relation to Facebook, we have seen some negative posts/comments in relation to the Speed Watch Group and also our Co-ordinator. I have reported this to the administrators of the Frodsham Facebook page, but I am amazed that people giving up their spare time to volunteer to make our roads safer for all should get any abuse whatsoever.

I am always looking to recruit more members to ensure we fully utilise both speed devices that we have.

I have also been active using the TruCam enforceable device on Fluin Lane, this is where vehicles caught exceeding the speed limit will be reported to Our Central Ticket Office who determine the penalty issued to the motorist.

Young People:

Over the past couple of months I have done a number of engagement activities with our young people. I have done a talk to Applebees Pre-school at Frodsham Manor House Primary School. I did an E-safety Day at Frodsham CofE Primary School in relation to staying safe when online. I have also done a similar talk to Year 5 and 6 at St. Lukes RC Primary School.

I have been to visit the Kids Planet day nursery/pre-school a few times and met with the children and staff. I also attended an Easter Fair at Little Overtons' Pre School yesterday.

I have also run a Panna Football event at Frodsham Youth Club last Friday night as well as our usual work at Helsby Helsby School including a talk at a Year 7 assembly in relation to bullying.

Charity Car Wash:

On Saturday 2nd March I had the pleasure of assisting our Fire Service colleagues with a Charity Car Wash at the fire station/police base. This was great fun and a lot of money was raised for the Fire Fighters Charity as well as a good community Engagement Event.

Parking Issues:

I have been dealing with a number of issues in relation to parking recently. I have met with a representative from Cheshire West and Chester Council recently to look at a complaint on Townfield lane and also did a leaflet drop in the area to try and promote considerate parking. Whilst there may be few or no actual parking offences on the road, I will be monitoring the issue in the hope that nobody gets injured or worse and that Townfield Lane remains free from Road Traffic collisions.

I have also received complaints in relation to parking from residents on High Street and also Sandfields.

Social Media:

For anyone that doesn't already know, you can follow a lot of my activities on Facebook and Twitter. My Facebook account is Frodsham Police and my Twitter account is @frodshampol

Police surgery:

Upcoming Police Surgeries for April are as follows:

- **Wednesday 3rd April**– Frodsham Community Police Base, Ship Street – 3pm – 4pm
- **Thursday 4th April** – Parish Hall, Church Street, Frodsham – 10:30 am – 11:30 am
- **Saturday 13th April** - Frodsham Community Police Base, Ship Street – 5pm – 6pm
- **Saturday 20th April** - Frodsham Community Police Base, Ship Street – 1pm – 2pm
- **Tuesday 23rd April** - Frodsham Community Police Base, Ship Street – 3pm – 4pm
- **Thursday 25th April** – Castle Park House, Castle Park, Frodsham – 10am – 11am

PCSO Neil Flanagan