

# Frodsham Town Council



## Minutes of a Meeting of Frodsham Town Council

held on Monday 26 November 2018 at 7pm  
at Castle Park House, Castle Park, Frodsham.

**Present:** Cllrs A Oulton (Chair), C Ashton, D Critchley, J Critchley, L Jones, P Martin, M Nield, Lord F Pennington, T Reynolds and P Williamson (from 7.10pm).  
Mrs H Catt (Town Clerk)

**In Attendance:** Eleven members of the public and one member of the press.

### Meeting 6

No	Item
89	<b>Apologies</b> Apologies were received and <b>accepted</b> from Cllrs L Brown, M Parker, L Wilson and A Wordsworth. Cllr F Sutton was not present and did not send her apologies.
90	<b>Declarations of Interest</b> – None.
91	<b>WW1 Commemoration Group</b> The WW1 Commemoration Working Group presented the Council with a Commemorative Poppy Display Frame. Mrs P Taylor gave a brief history of the Cascade. They also gave TC a large bunch of flowers to thank her for the support she had given the group over the years and to wish her well. They thanked the other members of FTC staff for their support.
92	<b>Minutes of the Meeting No 5</b> – 24 September 2018 Cllr J Critchley pointed out that the 4 <sup>th</sup> line under item 76.1 Administrative Reduction Working Group – 12.09.18 had the word ‘not’ missing from the sentence. It was <b>agreed</b> that it should be amended to say ‘Cllr J Critchley felt this council should NOT make such a fundamental change’. The amended minutes were <b>approved</b> and signed as a true record – proposed and seconded by Cllrs Lord F Pennington and M Nield.
93	<b>Right for the public to speak</b>
93.1	<b>PCSO</b> PCSO N Flanagan gave a verbal report including: Frodsham Christmas Festival - another successful event on Saturday although there were some issues in relation to road closures which will be addressed at our usual de-brief meeting early next year. Community Speed Watch has been continuing around Frodsham and our 2 groups have been out on a weekly basis and have concentrated on Manley Road, Kingsley Road and Fluin Lane over the past month or so. Halloween and Bonfire Night – ASB was reduced this year due to school talks to pupils in years 5 and 6 and the successful Halloween Party held at Frodsham Community Centre. Scrambler Bikes have been causing problems on the marshes over the past couple of months. He did manage to seize one of the bikes earlier last month after catching four lads on two bikes. He has asked for our motorcycle unit to give the marshes some attention especially at weekends when this appears to be happening. Remembrance Day - He once again had the honour of laying a wreath on remembrance day at the war memorial on the hill. Given the significance of the 100 years since the end of World War 1 I felt it was fitting that we asked ex-Frodsham Community Beat Police Officer Wilf Berry to lay the wreath for Cheshire Constabulary. Panna football cage event at Frodsham Youth Club on Friday 19 <sup>th</sup> October. This is part of our ongoing engagement strategy with youths within Chester Local Policing Unit and my commitment to work closely with our youth club. Frodsham Town Clerk – He thanked TC for all the help and support she has given to both myself and my colleagues over the past 4 years.

Town Clerk: Mrs Hazel Catt

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No	Item
	Police surgery for December are: Friday 7 <sup>th</sup> December – Frodsham Community Police Base – 2pm – 3pm Tuesday 11 <sup>th</sup> December – Castle Park House, Castle Park – 10am – 11am Wednesday 12 <sup>th</sup> December – Brew and Tucker – 10am – 11am Thursday 13 <sup>th</sup> December – Frodsham Community Police Base – 2pm – 3pm Friday 19 <sup>th</sup> December – Frodsham Community Police Base – 2pm – 3pm
93.3	<u>Other</u> – None.
<b>94</b>	<b>Finance Management: 01.09.18 – 31.09.18</b> The finance report for September which was presented and noted at P&P on 22 October was <b>approved</b> and signed – proposed and seconded by Cllrs J Critchley and Lord F Pennington.
<b>95</b>	<b>Finance Management: 01.10.18 – 30.10.18</b> The finance report was <b>approved</b> and signed – proposed and seconded by Cllrs P Martin and Lord F Pennington. It was noted that, until the new Clerk is appointed, the report will not include the front page which gives a quarterly breakdown against committees and key observations and things to note.
95.1	<u>Paid Expenditure</u> It was <b>noted</b> that the total expenditure in October 2018 was <b>£24,571.48</b> .
95.2	<u>Received Income</u> It was <b>noted</b> that the total receipts in in October 2018 was <b>£4,157.28</b> .
95.3	<u>Bank Reconciliation</u> It was <b>noted</b> that, after all considerations total cash balances at the end of October 2018 were <b>£360,264.02</b> .
<b>96</b>	<b>Committee Minutes</b>
96.1	<u>Planning Committee</u> Minutes of the meetings held on 24/09/18, 8/10/18, 22/10/18, 30/10/18 and 12/11/18.
96.2	<u>Events Committee</u> Minutes of the meeting held on 12.11.18
96.3a	<u>Cemetery Committee</u> Minutes of the meeting held on 27.09.18
96.3b	<u>Cemetery Committee - 26.10.18</u> The minutes of the meeting and the decisions taken were <b>noted</b> . The following recommendation was <b>agreed</b> – proposed and seconded by Cllrs J Critchley and P Williamson.: <b>R1.</b> To approve the design for the new road will be a continuation of the existing road in a large loop allowing for the development of a new section (Section G) which would accommodate approximately 96 burial plots.
96.4	<u>Environment Committee</u> Minutes of the meeting held on 6.11.18
96.5	<u>P&amp;P Committee</u> Minutes of the meeting held on 22.10.18
96.6	<u>Community Committee</u> Minutes of the meetings held on 9.10.18 & 19.11.18
<b>97</b>	<b>Working Group Records</b>
97.1	<u>WW1 Commemorative Working Group</u> The minutes of the Working Group meetings held on 10.10.18 & 79.11.18 were <b>noted</b> .
97.2	<u>Neighbourhood Plan Steering Group</u> The minutes of the Steering Group meetings held on 1.10.18, 16.10.18 and 29.10.18 were <b>noted</b> . Cllr C Ashton hoped that the referendum would take place at the same time as the elections in May but that would depend on CWAC.
<b>98</b>	<b>Budget &amp; Precept Setting 2019-20</b>

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98.1	The projected year end figures for 2018-19 were <b>noted</b> .
98.2	It was <b>noted</b> that the projected year end free reserves is £118,846.
98.3	The proposed budget for 2019-20 to be agreed at the budget setting meeting on 14 January was <b>noted</b> . Each budget holding committee had been involved in the budget proposals.
98.4	The precept calculation based on projections to be agreed at the 14 January meeting was <b>noted</b> . CWAC will provide the Tax Base figure to be used in the calculation in the week before Christmas.
<b>99</b>	<b>Town Clerk Update</b> Cllr A Oulton reported that the recruitment process for the Town Clerk vacancy had been suspended and advice had been sought from CHALC, which would be reported in Part B.
<b>100</b>	<b>Car Parking</b> This item was deferred until later in the meeting as the CWAC Officer was delayed at another meeting.
<b>101</b>	<b>FCA Lease</b> It was <b>noted</b> that a meeting is being held with FCA and FYA on Wednesday 28 November 7pm at Frodsham Community Centre. Cllrs A Oulton, Lord F Pennington, J Critchley, L Jones and P Williamson will be in attendance.
<b>102</b>	<b>CWAC</b> Unfortunately both CWAC Councillors had sent their apologies as they were attending events away from Frodsham and therefore were unable to attend.
<b>103</b>	<b>Councillors' Reports</b>
103.a	Reports from councillors who have attended meetings of external bodies: <u>Police &amp; Crime Commissioner's Parish Liaison</u> meeting attended by Cllr J Critchley – There is a shortfall in funding for Police. There have been large savings in office costs. The issues with the 101 service and travellers were discussed. Frodsham Police Station has been sold. Several Cllrs asked if any of this funding could be used to provide CCTV in Frodsham. Previous attempts to set up a Working Group with the Police and CWAC had failed but it was agreed we should try again. Cllr T Reynolds suggested asking a local contractor for advice about CCTV and collecting evidence to support the case for CCTV. CWAC Officer Mrs V Griffiths was invited to join in the discussion as she was responsible for CCTV. She reported that the business case for CCTV had already been proved and the costings revised in the summer of 2018. This would involve the installation of pan, tilt and zoom cameras at the junction of Church Street and Main/High Street. The cameras would be monitored at the Chester Centre on a rolling basis. Revenue costs would be approximately £7,000 per annum. Cllr L Jones and Lord F Pennington proposed a meeting with CWAC and the Police to take the initiative forward. Cllr Reynolds withdrew his proposal.
<b>100 Cont.</b>	<b>Car Parking</b> CWAC Officer Mrs V Griffiths gave an update on the goods Shed. The planning application for demolition has been suspended to allow time for the local businessman to develop his plans. No time limit has been set. At the same time CWAC have started looking at a decked car park, which had been included in the original Strategy as a medium term proposal. No firm decisions have been made as yet. The Traffic Control Orders relating to the time limited parking on Main Street were advertised and letters sent to residents and there were no objections. There was only one objection to the charges for off-street parking. The Improvement Plans for Station Car Park are under development. Discussion are on-going with the Leisure Centre and Health Centre around parking on that site. Work will probably start in February/March next year.
103.a cont.	<u>Cycle North Cheshire Group</u> attended by Cllr P Martin. TC will circulate the written report and he will circulate other information as it becomes available. The group is very active and its activities include: Sustrans specifically regarding the Helsby to Wrexham cycle route.

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	<p>Mersey forest discussed a historic proposal for a footpath/cycle route between Frodsham and Northwich.</p> <p>Methods of reporting potholes, leaflet drop points at regular cycle stops. Also potentially using the new revamped Smyle app.</p> <p>The Group is very keen to organise a family cycle event in 2019 on the marshes to encourage bike use and increase uptake on group membership.</p>
103.b	<p><b>Factory Shop</b></p> <p>Several Cllrs were very concerned about the future of this shop as it has announced potential closure and have issued staff with redundancy notices. It was <b>agreed</b> that FTC should write to landlord and explain what a great loss this shop would be to Frodsham – Cllrs Lord F Pennington and P Williamson.</p>
<b>104</b>	<p><b>Mayor's Report</b></p> <p>A written report from the Mayor was tabled and <b>noted</b>. Cllr Lord Pennington reported that he was having a very enjoyable Mayoral year and still had another 14 events to attend in the calendar so far. He has given donations of £100 each to Rotary and Round Table out of the Mayor's Allowance, and £10 each to the retiring Junior Mayors.</p> <p>Cllr L Jones, Deputy Mayor, also tabled a written report which was <b>noted</b>. The highlight was attending the Armistice Day People's Procession in London.</p> <p>Cllr Lord Pennington thanked the Clerk and the Estates Manager for all their hard work on Saturday at the Christmas Festival. He announced the winners of the Christmas Window Competition, chosen in conjunction with the Junior Mayors, as:</p> <p>1<sup>st</sup> place – Devonshire Bakery                  2<sup>nd</sup> place – Jenny Penny                  3<sup>rd</sup> place – The Craft Box.</p>
<b>105</b>	<p><b>Clerk's Report</b></p> <p>TC will endeavour to clear the desk before the end of play on Friday and leave File Note for any outstanding items for her successor.</p> <p>Cllr A Oulton thanked Hazel for all her hard work.</p>
<b>106</b>	<p><b>Christmas Closures</b></p> <p>It was <b>noted</b> that the FTC office will be closed from 1pm on Friday 21 December 2018 until 9am on Wednesday 2 January 2019.</p>
<b>107</b>	<p><b>Date of next meeting –</b></p> <p>Budget &amp; Precept Setting – Monday 14 January 2019                  Monday 28 January 2019</p>
<b>PART B</b>	
<b>108</b>	<p><b>Confidential Matters</b></p> <p>If required to discuss matters which are personal, sensitive or confidential.</p>
108.a	<p><b>Memorial Field</b></p> <p>It was <b>agreed</b> to hold a Town Meeting in the New Year to give the residents of Frodsham the opportunity to express their views on the subject.</p>
108.b	<p><b>Castle Park House</b></p> <p>It was <b>agreed</b> to meet with the potential new tenant of the Ground Floor to explore opportunities within the house.</p>
108.c	<p><b>Town Clerk Vacancy</b></p> <p>It was agreed that CHALC's offer to carry out Job Evaluation and give advice on how to proceed with the recruitment process would be accepted.</p> <p>It is hoped that a Locum Clerk can be arranged through CHALC.</p>

Meeting ended at 9.45pm.