

Frodsham Town Council

You are hereby summoned to attend a
Meeting of

Frodsham Town Council

To be held on Monday 23rd September 2019 at 7.00pm
In Castle Park House, Castle Park, Frodsham



Minutes

Attended by: Cllr Oulton (Chair), Cllr Jones, Cllr J Critchley, Cllr D Critchley, Cllr Ashton (to item 90.4), Cllr Lord Pennington, Cllr Nield, Cllr Williamson, Cllr Mostyn-Jones, Cllr Dawson, Cllr Stockton, Cllr Poulton & J O'Donoghue (Town Clerk)

Also attended by: PCSO N Flanagan, 55 members of the public & 1 member of the press

Meeting 6

No	Item
79	Apologies <i>Noted:</i> Apologies were received and accepted from Cllr Wade
80	Declarations of interest <i>Noted:</i> Cllr Mostyn-Jones declared an interest in item 86.1 as she is treasurer of the Green Gates Community Project.
81	Junior Mayors 2018-2019 To thank past Junior Mayors and present certificates <i>Noted:</i> Cllr Jones (Mayor 2019-2020) presented the certificates and thanked the Junior Mayors for their service to the Frodsham community during their year of office.
82	Investiture of the Junior Mayors of Frodsham 2019-2020 To confirm the appointment and invest the Junior Mayors of Frodsham to serve until September 2020 <i>Noted:</i> Cllr Jones welcomed the Junior Mayors and wished them well for the coming year.
83	Right for the public to speak To receive a report from a member of the public in respect of parking in Frodsham <i>Noted:</i> 1 member of the public attended the meeting to raise concerns regarding the state of the road and in particular Park Lane which is being used as a short cut and Fountain Lane due to the potholes. There were also concerns regarding the hedge on Prince Way and Queens Way. It was noted that highways issues are the responsibility of Cheshire West and Chester Council.
84	PCSO To receive report from PCSO Neil Flanagan <i>Noted:</i> PCSO Neil Flanagan attended the meeting and provided a thorough report which is appended to the minutes (Appendix A)
85	Frodsham WI To receive a report in relation to planting in Manley Copse <i>Noted:</i> Vivien Shaw from Frodsham WI attended the meeting and reported that: in celebration of 100 years of WI in Cheshire the group wished to plant 60 cherry, birch and hazel trees in the copse; some works will be required prior to the planting. Cllrs Oulton and Dawson noted that 60 trees would be too many in this area and suggested that trees could also be planted in other areas such as Hob Hey Woods and Castle Park.

85.1	To agree action to be taken Resolved: It was proposed by Cllr Dawson, seconded by Cllr Jones and unanimously agreed to approve planting subject to confirmation of location.	
86	Ship Street Play Area	
86.1	To receive a report from the Green Gates Community Project and take questions from Councillors Noted: Members of the Green Gates Community Project provided a thorough report and it was noted that their vision for the area included: a pathway for small children and disabled residents; an open area and football posts; an adventure trail and wildflower meadow; additional paths; a central meeting hub where groups could meet; a waterless toilet and urban bee hive. Some costings were provided and the scheme could cost in the region of £140,000. The initial stage would be to cut the field and open the gates to residents.	
86.2	To receive a report from Cllr Critchley Noted: Cllr Critchley provided a thorough report which is appended to the minutes (Appendix B).	
86.3	To consider what further information is required to enable the Council to make a decision with regard to the future of the site. Resolved: It was proposed by Cllr Dawon, seconded by Cllr Poulton and unanimously agreed to hold an informal meeting with FTC and GGCP within 1 month. There was 1 abstention.	
87	Cheshire West and Chester Councillors To receive a report from Cllr L Riley & Cllr A Dawson Noted: Cllr Riley was unable to attend the meeting and sent her apologies. Cllr Dawson provided a report and it was noted that: there are plans to give Castle Park Trust a separate legal identity which would give the Trust greater freedom and there is a hole in the finances due to the failure to let the ground floor of Castle Park House; Cllr Dawson attended the children's Summer Reading Challenge and Chester Pride; discussions are taking place to organise a 2K children's park run on a Saturday morning and this will hopefully be in place before Christmas; a home is required for the History Society archives; a meeting took place regarding the installation of CCTV.	
88	Minutes	
88.1	To approve minutes of meeting number 1 held on 20/05	Resolved: It was proposed by Cllr Oulton, seconded by Cllr Poulton and unanimously agreed to take the minutes en bloc and approve and sign the minutes.
88.2	To approve minutes of meeting number 4 held on 22/07	
88.3	To approve minutes of meeting number 5 held on 2/08	
89	Co-option	
89.1	To note applications for Overton and Five Crosses Ward, Waterside Ward and Castle Park Ward Noted: There is one applicant for Waterside Ward, Lucy Sumner, one candidate for Castle Park Ward, Phil Griffiths and one candidate who has not specified a Ward, Helen Hayes. There is no candidate for the Overton & Five Crosses Ward however Helen Hayes has indicated she would be prepared to represent any Ward. All applicants attended the meeting and were asked, prior to the meeting, to speak for 3 minutes each in support of their application.	
89.2	To co-opt to fill the vacant positions Resolved: It was resolved to appoint: Lucy Sumner as Cllr for Waterside Ward 8:3 with 1 abstention; Phil Griffiths as Cllr for Castle Park Ward 9:2 with 1 abstention and Helen Hayes as Cllr for Overton & Five Crosses.	
90	Finance Noted: The Clerk explained the process for payments: each invoice is checked to ensure the goods or services have been received and initials the invoice; the invoice is given a unique reference number and recorded in the expenditure log; each invoice is signed by 3 Cllrs; once the invoice is signed by 3 Cllrs the Clerk makes payment by BACS or cheque. Each cheque is	

	required by bank mandate to be signed by 2 Cllrs however FTC obtains the signature of 3 Cllrs on each cheque and initials on the cheque stub; no petty cash is held. It was noted that Cllrs J Critchley and D Critchley do not sign the same invoice or cheque and agreed that Financial Standing Orders should be amended to state that family members must not sign the same cheque or invoice.	
90.1	To approve and sign finance report for August 2019	Resolved: It was proposed by Cllr Pennington, seconded by Cllr Poulton and unanimously agreed to approve and sign the finance report and bank reconciliations for August 2019; to rotate cheque/account signing; to amend Finance Regulations to ensure that no family members sign the same cheque or invoice for payment.
90.2	To approve and sign bank reconciliations for August 2019	
90.3	To approve transfer of funds from Co-operative current account to CCLA investment account Resolved: It was proposed by Cllr Lord Pennington, seconded by Cllr Poulton and unanimously agreed to give the Clerk delegated powers to transfer funds between the current account and the interest bearing CCLA account.	
90.4	To note the total expenditure in August was £13,856 and the total income was £6,199 Noted: The expenditure and income were noted.	
91	External Audit To note conclusion of audit Noted: Noted	
91.1	To note the Notice of Conclusion of Audit together with section 1, 2 and 3 of the AGAR have been published on the website and posted on the noticeboards Noted: Noted	
92	Grants To consider the recommendations of the Grants Panel (document circulated) and place the balance of the grant budget into Events Committee budget. Resolved: It was proposed by Cllr Jones, seconded by Cllr Poulton and unanimously agreed to accept the recommendations of the Grants Panel with regards to grant funding: £1,500 to 3rd Frodsham Sea Scouts; £585 to Frodsham Bees Netball Club; £700 to Coleman Flaherty; £1,500 to Frodsham Methodist Church; £860 to Mid Cheshire MIND. It was proposed by Cllr Pennington, seconded by Cllr D Critchley and agreed 9:1 to place remaining £855 budget with Events Committee to enable the Committee to issue small grants.	
93	P & P Committee Minutes To note the minutes of the meeting held 19/08 Noted: Noted	
93.1	To consider the recommendations of the Committee in relation to review of Committees that the recommendations put forward be approved for a trial 6 month period; full council to consider whether to put allotments into the Cemetery Committee; full council to determine the process for Planning Committee meetings. (R1) Resolved: It was proposed by Cllr J Critchley, seconded by Cllr Poulton and agreed to approve the recommendations of the Committee and combine the Community Committee and Environment Committee into an Amenities Committee and put the allotments with the Cemetery Committee. It was proposed by Cllr Jones, seconded by Cllr Dawson and agreed to continue with the Planning Committee (Appendix C).	
93.2	To consider adoption of the Complaints Procedure as recommended by the Committee (R2) Resolved: It was proposed by Cllr Dawson, seconded by Cllr Jones and agreed to accept the Complaints Procedure with minor amendments to paragraph 1.2, wording to be provided by Cllr Dawson.	
93.3	To consider the recommendation that: a) the chain of office be refurbished b) the silver trophies be sold and c) full council be asked to provide a budget of £120 towards a regalia fund. (R3) Resolved: It was proposed by Cllr Oulton, seconded by Cllr D Critchley and agreed to a) refurbish the chain of office, b) sell the silver trophies and c) provide a budget of £120 to provide a consort chain of office.	

93.4	To consider whether there is an appetite to develop the cemetery building as a permanent office base. (R4) Resolved: It was resolved to consider development of the cemetery building as a permanent office base.	
94	Events Committee Minutes To note minutes of the meeting held 10/09 Noted: Noted	
94.1	To approve provision of £1,000 from reserves to fund the Halloween Event Resolved: It was proposed by Cllr Poulton, seconded by Cllr Lord Pennington and agreed to provide provision of £1,000 to fund the Halloween Event	
94.2	VE Day 2020 To receive a report from Cllr Poulton Noted: Cllr Poulton provided a report and it was noted that the event takes place on Friday 8 th May 2020. Resolved: It was proposed by Cllr Poulton, seconded by Cllr Lord Pennington and agreed to set up a working group to arrange an event.	
95	Environment Committee Minutes To note minutes of the meeting held 30/09	Noted: The minutes of the meetings were noted.
96	Community Committee Minutes To note minutes of the meeting held 13/08	
97	Planning Committee Minutes To note minutes of the meetings held 22/07 and 19/08	
98	Working Group Records	
98.1	<u>Neighbourhood Plan Steering Group</u> To note minutes of the Steering Group meetings held on 22/07, 5/08, 19/08, 2/09 and 16/09 (if available) Noted: Noted	
99	Frodsham Youth Association & Frodsham Community Association To receive a report from Cllr Dawson. Noted: Cllr Dawson provided a report and it was noted that a meeting had taken place with Frodsham Community Association and a meeting with Frodsham Youth Association is planned for 24 th September.	
100	CCTV To approve expenditure of approx. £5,000 for maintenance of 3 cameras Resolved: It was proposed by Cllr Oulton, seconded by Cllr Lord Pennington and unanimously agreed to provide funding of £5,000 p/a for maintenance of 3 cameras as per Appendix D.	
101	Clerk's Report To receive any information items and agree any action to be taken	
102	Close of meeting The meeting closed at 21:35	

APPENDIX A PCSO REPORT

Community Engagement/ASB:

Over the past couple of months I have been involved with a number of community engagement events. We held Panna Football events throughout the summer in an effort to reduce ASB in the area. We had an extremely quiet month in relation to Anti-Social Behaviour which saw not just me, but officers from other parts of Chester Local Policing Unit attend certain Frodsham Hotspot areas in an event to tackle ASB.

Summer Ward Walks:

I ran my usual annual summer ward walks back in July. Unfortunately the weather wasn't great at some of the walks and so couldn't be completed but on the whole the walks have gone down very well.

A reminder that these ward walks are open to all councillors regardless of the ward they either cover or reside in. The walks have been set up and ran by myself for a good number of years now and not something we have to do as PCSO's.

I would also like to make it clear that as the PCSO for Frodsham I am available to all Town Councillors and have no reason to favour particular individual councillors over others.

Parking:

I have been getting increased complaints in relation to parking issues in Frodsham. Most of which have been vehicles parked close to or on a junction. I will be looking at these obstructions on an individual basis and where necessary, take the appropriate action.

Speeding/Community Speed watch:

We held a successful Driver Awareness/Engagement Day on Fluin Lane on Saturday 7th September with a number of motorists stopped and dealt with by officers for traffic offences including speeding and no insurance. Due to its success, we will be looking to do more of these over the coming months.

In relation to Community Speed Watch, I held a meeting for new and existing member on Sunday 8th September. This was well attended by existing members with one new member also coming along. We have however since sadly lost a couple of members who no longer feel they can give their time to the group which is very understandable. This now leaves us quite low on numbers and we are as ever keen to recruit new members. If any councillors wish to become a member of our speed watch group or indeed know of anyone who may be interested, please let either myself or my Speed Watch Co-ordinator John Lloyd know.

We currently have only a few roads where we can use the enforceable speed device. If any councillor has any road they feel should be on the list to do speed enforcement, please let me know or advise residents to email their concerns/complaints in relation to speeding traffic and I can submit a form to request to the roads policing unit that the road be placed on our enforceable list.

Young People:

We have already arranged a number of events for the new school year including Let's Walk which starts next month with Frodsham CofE Primary School.

We have planned a Panna Football event at Frodsham Youth Club for Friday 25th October.

We are also continuing to do our regular drop in sessions at Helsby High School for both Students and teachers.

Drugs:

Last week two males were arrested in separate incidents in relation to drug offences in Frodsham. I am always looking for any information from members of the public that I can submit as intelligence to help tackle drug related crime in the area.

Police surgery:

Upcoming Police Surgeries for October/November are as follows:

- **Tuesday 8th October – Frodsham Community Police Base, Ship Street – 3pm – 4pm**
- **Wednesday 9th October – Castle Park House, Castle Park, Frodsham – 11am – 12pm**
- **Monday 14th October - Frodsham Community Police Base, Ship Street – 5pm – 6pm**
- **Monday 21st October - Castle Park House, Castle Park, Frodsham – 10am – 11am**
- **Thursday 24th October - Frodsham Community Police Base, Ship Street – 2pm – 3pm**
- **Thursday 31st October – Frodsham Parish Hall, Church Street – 10:30am – 11:30am**
- **Friday 1st November - Frodsham Community Police Base, Ship Street – 3pm – 4pm**
- **Sunday 10th November - Frodsham Community Police Base, Ship Street – 5pm – 6pm**

- **Monday 11th November – Castle Park House, Castle Park, Frodsham – 10am – 11am**
- **Thursday 14th November - Frodsham Community Police Base, Ship Street – 2pm – 3pm**
- **Thursday 21st November – Frodsham Parish Hall, Church Street – 10:30am – 11:30am**
- **Friday 22nd November - Frodsham Community Police Base, Ship Street – 3pm – 4pm**
- **Monday 25th November – Castle Park House, Castle Park, Frodsham – 6pm – 7pm**

If anybody has any suggestions for a suitable time/location for a police surgery please let me know as other than the ones I hold at Frodsham Police Base, the others can be flexible.

APPENDIX B

Decommissioned Play Area land at Ship Street – Background Paper

1. OWNERSHIP OF THE LAND AT BRIDGE LANE AND SHIP STREET

1.1 Land at Bridge Lane

Frodsham Parish Council owned a .406 acre parcel of land at Bridge Lane. It was used as a play area. The land was owned outright and there is no evidence that the land was subject to any restrictions such as a trust deed or covenant. At that time land was not often registered with the Land Registry, so it has not been possible to establish the date of acquisition.

1.2 Land at Clifton Crescent and Ship Street

The land was purchased in 1956 by Mr Arthur Edwards.

Runcorn Rural District Council made two Compulsory Purchase Orders in 1964 and 1968

- The 1964 CPO related to a 1040 sq ft parcel of Land to the rear of houses on Clifton Crescent
- The 1968 CPO related to a 1.156 acre parcel of land on the South East side of Ship Street

In 1970 Runcorn Rural District Council implemented the 1964 and 1968 Compulsory Purchase Orders acquiring both parcels of land for £2,010. Both parcels of land were “free of incumbrances”.

1.3 Land Exchange

In 1978 Vale Royal District Council agreed a land exchange with Frodsham Parish Council. FPC exchanged the .406 acre parcel of land at Bridge Lane in return for the 1.156 acre parcel of land on the South East Side of Ship Street plus a payment of £800. A covenant was included in the exchange deed for the parcel of land at Ship Street.

Vale Royal District Council retained ownership of the 1040 sq ft parcel of Land to the rear of houses on Clifton Crescent

The exchange deed relating to the land exchange states that at the time of exchange both parcels of land were free of incumbrances. CLEARLY THERE WAS NO LEGAL RESTRICTION ON FPC DISPOSING OF THE LAND AT BRIDGE LANE.

Paragraph 3 of the deed states *“The Parish Council hereby covenants with the District Council that it the said Parish Council or its successors in title will not use the said land edged in red otherwise than as a children’s playground”*

The land edged in red is the 1.156 acre parcel of land on the South East Side of Ship Street.

VRDC subsequently sold the small parcel of Bridge Lane land, along with a substantial larger adjacent piece of land, to Broseley Estates for a housing development.

2. REVIEW OF PLAY AREAS 2004 TO 2014

There have been several reviews of play areas over the years. All have been carried out publicly and the findings reported in the public domain. Specific responses to the Ship Street Play Area:-

2004

Vandalism; broken glass/litter; graffiti; chewing gum on equipment; rusty equipment; and uncut grass

2011

Condition/Suitability Of Equipment; Inadequate Seating & Area for Socialising; Vandalism; Litter/Dog Mess; Provision for Older Children; Very run down. It is one of the least visited because of its proximity to the recently opened & far better equipped Saltworks Farm.

Recommendation: That alternative use of the Ship Street site is sought in view of its negligible usage and proximity to Saltworks Farm

2012

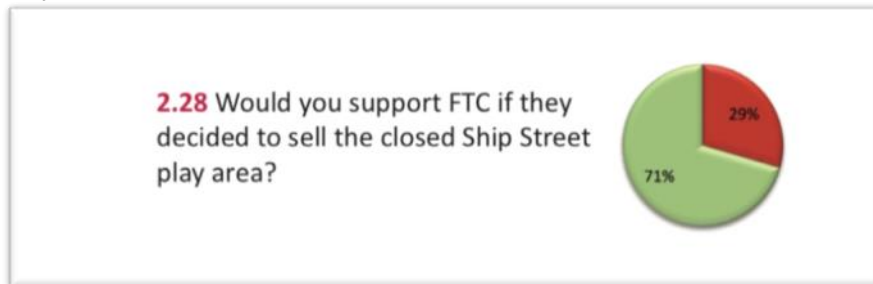
A Play Strategy for Frodsham: An extract

4. *Ship Street play area:* The value of this site for play has been superseded by the development of Saltworks Farm Recreation Area by CWaC and the preceding borough authority.

Half of the site's catchment area is unpopulated and an additional 25% contains households with no children or young people. The households immediately surrounding the site generally do not include children or young people. The site could therefore be regarded as surplus to play requirements and could be considered for alternative use or disposal.

2014

Town Consultation: Question 2.28 Would you support FTC if they decided to sell the closed Ship Street Play Area



The results of the Town Consultation were reported in Frodsham Life magazine <https://www.warrington-worldwide.co.uk/2014/11/05/frodshams-biggest-ever-survey-of-public-opinion/>

The consultation was launched in the wake of the controversy over the proposed sale of the Park Lane play area – and the results show that a majority of those responding – 63 per cent – supported the sale. An even larger majority – 71 per cent – would support the sale of the closed Ship Street play area. The same number support the sale of unused or surplus council land.

3. DISCUSSIONS AT FRODSHAM TOWN COUNCIL MEETINGS

3.1 Council Minutes 25 June 2012

Agenda Item: 34.2.1 Council approved two recommendations:

- The two items of climbing equipment at Ship Street be moved to Townfield Lane provided that the income from R2 following covered any costs.
- R2 - All other items of play equipment at Ship Street be sold for scrap.

3.2 Council Minutes 22 October 2012

Agenda Item: 152.3 Council approved two recommendations:

That the Council appoint an independent planning consultant to oversee and advice on the release of the Ship Street asset.

That notice of permanent closure of play areas in Ship Street and Fountain Lane be issued forthwith to local residents, with letters indicating that any objections may be addressed to the Council.

3.3 Policy & Process Committee Minutes 11 December 2017

Agenda item 99: Ship Street

The process for selling the land was discussed. The first stage is to advertise in local papers that FTC is thinking of selling the land. The office will research to find the wording for the advert, circulate to P&P members for comment and arrange the adverts to go out in Chester Chronicle and Standard, and a poster on the land itself, towards the end of January. The advert will state that we're minded to sell the land for affordable housing and ask companies to express interest. This will help assess the level of interest before moving onto the next stage of holding a Town meeting.

3.4 Council Minutes 22 January 2018

Agenda item 164: Clerk's items

Ship Street – We are legally obliged to advertise our intention to sell the land for 2 consecutive weeks in a newspaper that circulates in the area. The cost of the advert in the Chester Standard is £420+VAT – this was noted. The purpose is to see what strength of feeling about a potential sale there is in the community.

The next step would be a Town Meeting. Cllr Ashton suggested doing this at the Annual Town Meeting in March.

4. WHY DID FRODSHAM TOWN COUNCIL DECOMMISSION THE SHIP STREET PLAY AREA AND CONSIDER SELLING THE LAND

4.1 It is clear from the various reviews carried out since 2004 that the play area was considered to be a problem, poor maintenance and antisocial behaviour being the constant themes. This was also borne out by a letter from 8 residents of Ship Street.

4.2 Saltworks Farm is approx. 22 acres of land with 4 football pitches and parking for 51 vehicles. In 2007 CWaC added the flood lit skate park and in 2011 they added play equipment. The 2011 and 2014 reviews concluded that the play area at Saltworks was superior and effectively made the Ship Street Play Area redundant.

4.3 In the 2012 Town Consultation 71% of respondents said they would support FTC if they decided to sell the former Ship Street Play Area.

APPENDIX C

Committee Working Group

Notes and recommendations from the meeting held on Wednesday 7th August at 3pm

Attended by: M Poulton, J Critchley, D Critchley, F Pennington and J O'Donoghue (Town Clerk)
Written input from: D Mostyn-Jones, B Wade

Background: There are currently 35 committee meetings scheduled to May 2020. 3 additional extra meetings have been held to date with another 2 scheduled to take place before the end of September.

When the ground floor of the office has been let to a single tenant FTC will lose the free use of the meeting rooms downstairs and the income which is associated with letting the rooms for meetings. FTC will then need to look for alternative venues for meetings at an average cost of £12/hour. Any venue would need to be accessible for members of the public to attend. On a bald part figure this would represent in the region of £1,000 for room hire plus £8,412/yr rent and rates which FTC already pay. The Town Clerk recommended a reduction in the number of committees. This will also necessitate a revision of the budget settings and headings which will need to be completed by the suppliers of the software.

Recommendations

Remove from Community Committee and Events Committee:

- bus shelters - *as responsibility is being transferred to CWaC*
- traffic speed monitoring - *as this is a matter for the Police/CWaC and is regularly reported on to full Council by the PCSO*
- hire of FTC land (community centre field etc). *Revert to Town Clerk who will consult councillors by email before agreeing any hire arrangements*
-

Reallocate the following items from the Community Committee to:-

- **Policy & Process Committee** – *to continue to meet once every two months on the dates previously agreed*
 1. Over 70s vouchers
 2. Winter Gritting Scheme
- **Cemetery Committee** – *to continue to meet once every three months on the dates previously agreed*
 1. Allotments
 2. War Memorial
 3. Memorial Gates

- **Events Committee** - *to continue to meet once every two months on the dates previously agreed*
1. Signage, notice boards and the rotunda
 2. Christmas Lights
 3. Christmas Tree

Ammenity Committee

Merge community and environment committees to form a new streamlined **Amenities Committee** – *to meet once every 2 months on the dates currently agreed for the Community Committee*

Responsible for:

1. Floral displays (including hanging baskets and planters)
2. Grass cutting
3. Public access defibrillators
4. Seats, commemorative seats and commemorative plaques;
5. Town bowling green;
6. Public Rights of Way; footpaths, bridle ways, RUPPs (road used as public path), BOATS (byway open to all traffic), restricted byways and permissive paths
7. Hob Hey Wood
8. The Memorial Field
9. Crowmere
10. Community Orchards,
11. Manley Road Copse,
12. Marshlands
13. Marl Pits and Play Areas
14. Service Level Agreement for grass cutting and hedge cutting.

Staffing Sub-Committee

To remain a Sub-Committee of P&P and only to meet as and when appropriate when there is a relevant staffing issue

**APPENDIX D
CWAC CCTV**

Main Street, High Street and part of Church Street

The updated proposal is for one PTZ camera near the Post Office and two PTZ cameras at the junction of Main Street and Church Street. This will give enhanced coverage of Main Street/High Street and the lower part of Church Street.

The capital costs have slightly increased to £53,326 (these initial costs will be covered by the Council) but we have managed to keep the revenue costs down and actually to reduce them a little to £6,290 p.a. The revenue costs are based on a (minimum) contract period of seven years and include BT transmission costs, plus maintenance, repair and replacement costs (camera replacement usually at between seven and ten years).

There are a couple of points to note. We have been asked about wi-fi transmission as an alternative, but we would not recommend this as our experience is that there are too many interferences and there is a risk that incidents would not be recorded. To ensure good visibility, there will be a need for some reduction in foliage/pruning of the trees, especially around the Post Office area.

As previously advised, we have no budget for the revenue costs, so we would be seeking a contribution from Frodsham Town Council of between £4,500 and £5,000 p.a.