

# Frodsham Town Council

Policy, Process & Revenue Hybrid Committee Meeting  
held on Monday 29th June at 6pm in Castle Park  
House, Frodsham and via Zoom.

## Meeting 4

This meeting was held in accordance with Local Authorities and Police & Crime Panels (Coronavirus) (Flexibility of Local Authority and Crime Panels Meeting) (England and Wales) Regulations 2020

Members of the public were invited to join the meeting via Zoom.

Castle Park House is not currently open to members of the public.

## MINUTES

<b>Attended by:</b> Cllr J Critchley (Chair-Zoom), Cllr D Critchley (Zoom), Cllr P Griffiths (Zoom), Cllr D Mostyn-Jones (Zoom), Cllr Lord Pennington (CPH), Cllr Poulton (CPH), Cllr B Stockton (Zoom), Cllr L Sumner (Zoom), J O'Donoghue (Town Clerk-CPH TC Office)	
<b>Also attended by:</b> Cllr C Ashton (Zoom), 3 members of the public (Zoom)	
No	Item
<b>PART A</b>	
104	<b>Apologies for absence</b> - To approve
	<b>NOTED:</b> There were no apologies
105	<b>Declarations of interest</b> - To note
	<b>NOTED:</b> Cllr D Mostyn-Jones and Cllr L Sumner declared an interest in item 115 on the agenda as allotment tenants.
106	<b>Requests from the public to speak</b> – Members of the public are invited to speak on items which are on the agenda
	<b>NOTED:</b> There were no requests to speak
107	<b>Approval of Minutes</b>
107.1	To approve the minutes of the meeting held 24 <sup>th</sup> February 2020
	<b>RESOLVED:</b> It was proposed by Cllr J Critchley, seconded by Cllr P Griffiths and unanimously agreed to approve the minutes.
107.2	To approve the minutes of the meeting held 18 <sup>th</sup> March 2020
	<b>RESOLVED:</b> It was proposed by Cllr M Poulton, seconded by Cllr P Griffiths and unanimously agreed to approve the minutes.
108	<b>COVID-19</b>
108.1	To note the updated risk assessment circulated by the Clerk and recommendations
	<b>NOTED:</b> The risk assessment and recommendations were noted
108.2	To approve the risk assessment
	<b>RESOLVED:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr J Critchley and unanimously resolved to approve the risk assessment.
109	<b>Finance Reports</b>
109.1	To resolve that the accounts for March 2020 were approved via email and can now be signed

	<b>RESOLVED:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr M Poulton and unanimously resolved to approve the accounts.
109.2	To resolve that the accounts for April 2020 were approved via email and can now be signed
	<b>RESOLVED:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr M Poulton and unanimously resolved to approve the accounts.
109.3	To resolve that the accounts for May 2020 were approved via email and can now be signed
	<b>RESOLVED:</b> It was proposed by Cllr Lord Pennington, seconded by Cllr M Poulton and unanimously resolved to approve the accounts.
<b>110</b>	<b>Delegation Scheme Covid-19</b>
110.1	To note the current Delegation Scheme approved PPR Meeting held 18 <sup>th</sup> March 2020
	<b>NOTED:</b> The scheme was noted and Cllrs agreed that Finance Regulations 2019-2020 following partial lock-down can now be reinstated.
110.2	To agree recommendations for revision
	<b>RESOLVED:</b> It was proposed by Cllr J Critchley, seconded by Cllr P Griffiths and unanimously resolved to revert to Finance Regulations 2019-2020
<b>111</b>	<b>Grants Scheme 2020</b>
111.1	To note and consider draft scheme based on 2019 scheme as circulated by the Clerk
	<b>NOTED:</b> The scheme was noted and discussed
111.2	To approve Grants Scheme for 2020
	<b>RESOLVED:</b> It was proposed by Cllr Griffiths, seconded by Cllr D Critchley and unanimously agreed to revise para 4.2 to include the wider community; defer deadline for applications to 1 <sup>st</sup> November 2020 and to recommend that FTC increase grant funding from reserves from £10,000 to £20,000.
111.3	To appoint Grants Working Group
	<b>NOTED:</b> It was agreed that Cllr Lord Pennington will be a member of the group and that all councillors will be invited to the group.
<b>112</b>	<b>Castle Park House</b>
	To discuss practical arrangements
	<b>NOTED:</b> It was noted that there are no changes to the current arrangements or changes to the tenancy agreement.
112.1	To agree action to be taken
	<b>NOTED:</b> No action
<b>113</b>	<b>Memorial Field</b>
113.1	To receive report
	<b>NOTED:</b> Cllr Ashton reported that anti social behaviour is taking place at the memorial and issues from a local resident have been received by the Clerk. Cllr Ashton confirmed that the resident has reported issues to 101. Cllr Ashton has been in contact with the contractor for the memorial and has requested a proposal for limiting the access to the site to be forwarded to the Clerk. Further discussion took place regarding employing 2 x security guards from 6pm till 9pm 7 days a week.
113.2	To agree action to be taken
	<b>NOTED:</b> Clerk to contact CWAC regarding bin emptying Memorial Field. Clerk to contact CWAC for recommendations for a security guard.
<b>114</b>	<b>Cemetery</b>
114.1	To receive a report from the Clerk
	<b>NOTED:</b> Clerk reported that new burial section of the extension has been completed and that the central section of the extension has now been handed over to FTC. The first interment in this section has taken place. The areas taped off are still the responsibility of AJK (contractors) until the first cut has taken place. The Clerk confirmed that Lowthers are contracted to empty green waste twice a year, non-recyclable waste is contracted to B&M Waste services (monthly). Cllr Lord Pennington reported that the bank of soil at the rear of the cemetery has collapsed and is falling onto the new access road.

114.2	To agree action to be taken
	<b>NOTED:</b> Clerk to take up issue reported with regard to soil bank collapse with AJK (contractors)
<b>115</b>	<b>Allotments</b>
115.1	To note report from the Clerk
	<b>NOTED:</b> Cllr Ashton reported that Frodsham Town Allotment Association has applied for a grant to install a water supply to the Kingsway allotments. Agreement with UU (quote) valid until 21/03/2021. The cost of the works will be in the region of £3,000. £96 has been paid to date for the initial application. FTAA has been invoiced for the £96.00. Clerk to provide waiting list for allotments for next PPR.
115.2	To agree action to be taken
	<b>NOTED:</b> No action agreed
<b>116</b>	<b>Community Speedwatch</b>
116.1	To receive a report
	<b>NOTED:</b> It was noted that the new SID provided by FTC has been deployed for the first time in Helsby.
116.2	To agree action to be taken
	<b>RESOLVED:</b> Cllrs request that stats are provided by the group to indicate where the device is deployed; what time of day and for how long; what the readings are off the device. Cllr C Ashton, J Critchley and L Sumner agreed to set a meeting with the Speedwatch Co-ordinator to discuss.
<b>117</b>	<b>Clerk's items</b>
	<b>NOTED:</b> It was noted that the Clerk had circulated information regarding re-opening of the play areas and that these would be open at a date to be confirmed after 4 <sup>th</sup> July following inspection and with COVID-19 notices. It is extremely unlikely that the usual family BBQ will take place in the little park this year.
117.1	To agree any action to be taken
	<b>RESOLVED:</b> It was agreed that the Clerk will arrange for the play areas to be reopened following inspection and erection of notices.
<b>118</b>	<b>Meeting to promote Frodsham following changes to lockdown guidance</b>
118.1	To note meeting hosted by CWAC on 15 <sup>th</sup> June 2020 and discussion topics
	<b>NOTED:</b> It was noted that the meeting took place and discussion related to safe opening of the town centre following lockdown. CWAC agreed to have pink vests printed with "volunteer" on the back to help advise regarding safe distancing on market days. An update following the meeting was provided to all Cllrs prior to the meeting. Cllr M Poulton suggested that 2 Cllrs could be part of the volunteer group.
118.2	To agree any further actions
	<b>NOTED:</b> No further actions were agreed
<b>119</b>	<b>Date of next meeting</b>
119.1	To agree date of next PPR Meeting
	<b>RESOLVED:</b> It was agreed to resume normal schedule of meetings from August 2020. The meetings will be hybrid or Zoom meetings where possible. The date of the next PPR meeting is Monday 24 <sup>th</sup> August 2020 at 7pm.
119.2	To consider date for next Full Council Meeting
	<b>RESOLVED:</b> It was agreed to resume normal schedule of meetings from July 2020. The meetings will be hybrid or Zoom meetings where possible. The date of the next meeting is Monday 27 <sup>th</sup> July 2020 at 7pm.

The meeting closed at 7.35pm