

Frodsham Town Council

Minutes of

Frodsham Town Council

held on Monday 27th July at 7.00pm via Zoom. Please note that Castle Park House is currently closed to members of the public. Members of the public were invited to attend via Zoom.



Meeting 12

<p>Attended by: Cllr J Critchley (Chair), Cllr D Critchley, Cllr Lord Pennington, Cllr M Nield, Cllr P Williamson, Cllr P Griffiths, Cllr B Wade, Cllr L Sumner, Cllr A Dawson (CWAC & FTC), Cllr M Poulton, Cllr C Ashton, Cllr D Mostyn-Jones</p> <p>Also attended by: 4 applicants under item 176 and 16 members of the public</p>	
No	Item
172	<p>Apologies Noted: Cllr L Riley (CWAC) was unable to attend the meeting as she was attending a CWAC meeting of the COVID-19 Scrutiny Board and sent her apologies.</p>
173	<p>Declarations of interest Noted: Cllr Dawson declared an interest in item 183 as he is Chair of the Castle Park Trust Executive. Cllr Dawson stated that he would take part in the debate and would not take part in any vote on item 183. Cllr M Poulton and Cllr Ashton reserved the right to declare an interest. Cllrs Sumner, Wade and Mostyn-Jones declared an interest in item 180 as they are members of the Green Gates Community Project.</p>
174	<p>Right for the public to speak The applicant for Castle Park Live CIC asked to attend the meeting and speak on item 183. A member of the public attended to speak against the licence application on item 183. Noted: Both parties addressed the meeting and their comments were noted.</p>
175	<p>PCSO To receive a report from PCSO Neil Flanagan Noted: PCSO Flanagan provided a thorough report which is appended to the minutes. The Clerk will request data from the new SID. RESOLVED: A vote of thanks was proposed and unanimously agreed to PCSO Flanagan for his service during this time. It was noted that he had made the sacrifice of not living with his family to carry on service to the community of Frodsham.</p>
176	<p>Co-option To note that there are four candidates for the casual vacancy in Castle Park Ward Noted: The candidates were noted. It was further noted that the co-option had been deferred from the meeting which had been due to take place on 23rd March 2020.</p>
176.1	<p>To co-opt a Councillor for Castle Park Ward Noted: Cllr B Stockton lost internet connection and did not take part in the vote. RESOLVED: It was resolved, by majority vote, that Ryan McKeown be co-opted as Cllr for Castle Park Ward.</p>
177	<p>Committee appointment To appoint Cllr Griffiths to the Events Committee Noted: Cllr Stockton rejoined the meeting. RESOLVED: It was resolved to appoint Cllr Griffiths to the Events Committee.</p>
178	<p>Mayor</p>
178.1	<p>To note the report of the retiring Mayor, ex-Councillor Liam Jones NOTED: The report was noted and Council extended their thanks for the retiring Mayor's service to the community.</p>

178.2	To consider appointing a Mayor for the period August 2020 to May 2021 NOTED: This item was deferred. Cllr Ashton (current Deputy Mayor) agreed to carry out the functions of Mayor until the issue had been resolved.
179	To approve and sign minutes of Full Council
179.1	To approve minutes of meeting number 10 held on 27 th January 2020 RESOLVED: It was proposed by Cllr Poulton, seconded by Cllr Lord Pennington and unanimously agreed to approve minutes of meeting number 10 held on 27 th January 2020 and sign at a later date.
179.2	To approve minutes of meeting number 11 held on 5 th February 2020 RESOLVED: It was proposed by Cllr Griffiths, seconded by Cllr Lord Pennington and unanimously agreed to approve minutes of meeting number 11 held on 5 th February 2020.
180	Ship Street play area
180.1	To receive a report from Cllr Hayes on the Options Appraisal and progress to date Noted: Cllr provided a verbal report and it was noted that updated documents had provided to Cllrs prior to the meeting.
180.2	To approve the next steps Noted: Cllr Hayes agreed to organise a Zoom meeting with members of the working group to progress.
181	Finance
181.1	To approve the finance report pack for June 2020 Noted: Cllr Dawson noted that it was still possible to read through redactions of personal data on the report pack included with the meeting papers and available on FTC website. RESOLVED: It was proposed by Cllr Griffiths, seconded by Cllr Lord Pennington and unanimously agreed to approve the finance report pack for June 2020. It was further resolved to allow the Clerk to purchase additional PDF software to facilitate redactions of personal data from the finance report pack.
181.2	To note the expenditure during June was £28,110.87, income was £1,680. Noted: Income and expenditure were noted.
181.3	To approve and sign the accounts to include bank reconciliations and income and expenditure RESOLVED: It was proposed by Cllr Griffiths, seconded by Cllr Lord Pennington and unanimously agreed to approve and sign the accounts to include bank reconciliations and income and expenditure.
182	Annual Governance and Accountability Return 2019-2020
182.1	To consider section 1, Annual Governance Statement 2019-2020 Noted: Cllr Dawson requested the item be deferred to an Extra Ordinary Council Meeting in order to establish that FTC has met all of its responsibilities when, as a body corporate, it is a sole managing trustee of a local trust or trusts. The Clerk noted that box N/A (9) should not have been ticked. The Clerk noted that all obligations with reference to the Charities had been met and the most recent Annual Returns were submitted to the Charities Commission in January 2020 in respect of the Frodsham Recreation Grounds Charity, Friends of Hob Hey Wood Charity and Overton Hill Charity. The Friends of Hob Hey Wood Charity account holds a balance of £1,385.22. The Frodsham Recreation Grounds Charity account holds a balance of £1,656.60. Overton Hill Charity does not have a bank account. RESOLVED: The item was deferred and the Clerk will convene an Extra Ordinary Meeting as soon as possible in order to comply with internal/external audit deadlines.
182.2	To consider section 2, Accounting Statements 2019-2020 RESOLVED: It was proposed Cllr Griffiths, seconded by Cllr Lord Pennington and unanimously agreed to approve and sign the AGAR Section 2 Accounting Statements 2019-2020
183	Licensing Application – Castle Park Live CIC 550906

	<p>To consider the application</p> <p>Noted: Discussion took place however no formal response from FTC was determined. It was agreed that the Town Clerk will request CWAC to: defer the application to the next Licensing Committee Meeting; attend a (Zoom) meeting to explain the licensing system and the implications of a permanent licence.</p>
184	<p>Over 70s vouchers</p> <p>To note a report on the operation of the 2019 scheme and receive a verbal report from Cllr J Critchley and agree any actions to be taken</p> <p>Noted: The report was noted and discussions took place with regard to potential changes to the scheme. It was agreed to hold a separate meeting to discuss the 2020 scheme.</p>
185	<p>Social Media Policy</p> <p>To consider the policy and agree any revisions</p> <p>RESOLVED: It was resolved to make no change to the current documents.</p>
186	<p>Grants</p> <p>To note revisions to the scheme and closing date for applications</p> <p>Noted: Revisions to the scheme were noted together with the closing date for application of 1st November 2020 with a view to payment in December 2020.</p>
187	<p>Office re-opening</p> <p>To note completion of the risk assessment. Reception staff will be requiring visitors to the office to provide track and trace details in line with other CWAC owned buildings. Councillors will be asked to make an appointment when it is necessary to visit the office to meet with either the Clerk or AO. Residents will also be encouraged to make appointments where necessary.</p> <p>Noted: The Clerk provided a report and it was noted that: reception staff will be returning to work from 9am to 5pm from Monday 3rd August with the provision of full PPE; Councillors and residents will be asked to make appointments to attend CPH if they need to have a physical meeting with TC, AO or reception staff to discuss anything which cannot be resolved by phone call, email or Zoom meeting; Cllr Dawson asked the Clerk to amend the risk assessment to include reference to all visitors to the building being required to wear facemasks and the track and trace system which will be put in place once instructions are received from CWAC.</p>
188	<p>Memorial path</p> <p>To receive a report from Cllr J Critchley</p> <p>Noted: Cllr J Critchley provided a verbal report.</p>
188.1	<p>To agree action to be taken</p> <p>RESOLVED: It was proposed by Cllr Lord Pennington, seconded by Cllr Nield and unanimously agreed to request PP&R Committee to consider installing a disabled pathway from the gates to the memorial to include restricted access to the field preventing vehicle/motorcycle access.</p>
189	<p>Policy Process & Revenue Committee</p> <p>To note the minutes of the meeting held 29th June 2020 and the decisions taken.</p> <p>Noted: The minutes and decisions taken were noted.</p>
190	<p>Events Committee</p> <p>To note the minutes of the Events Committee held 13th July 2020 and the decisions taken</p> <p>Noted: The minutes and decisions taken were noted.</p>
191	<p>Standing Orders</p> <p>To consider suspending Standing Orders to facilitate a report from CWAC Councillors</p> <p>RESOLVED: Standing Orders were suspended.</p>
192	<p>Cheshire West and Chester Council</p> <p>To receive a report from Cllr L Riley and Cllr A Dawson</p> <p>Noted: Cllr Riley was unable to attend the meeting and Cllr Dawson delivered a verbal report as CWAC Cllr. It was noted that: current consultations relate to walking and cycling, highways maintenance and carers and carers services and residents were urged to respond; when lockdown first started 5,000 residents of the borough were classed as shielding, this has since risen to 14,000; during lockdown free school meals continued to be provided for those households eligible and this has been extended over the school holiday period with an</p>

	allocation of £20,000 of holiday hunger feeding coming directly to Frodsham; the responsibility for local lockdowns has been passed to borough councils; it was noted that it is a testament to local groups, and in particular Frodsham & District Open Hands, that so much has been achieved locally rather than through national support; Cllrs Dawson and Riley will continue to lobby for the reopening of community facilities such as the Leisure Centre and Library.
193	Standing Orders To reinstate Standing Orders RESOLVED: Standing Orders were reinstated.
194	Clerk's report To receive any information items and agree any action to be taken Noted: The Clerk had no further items. Cllr Dawson noted that he had requested that the Neighbourhood Plan and Charity Accounts be included on the agenda for this meeting prior to the agenda being published. Cllr Ashton noted that she wished to update Council on repairs to the vandalised Tommy on the Memorial Field. Cllr Dawson requested a copy of the current Neighbourhood Plan in its current draft format be sent to all Cllrs to enable FTC to have an input at this stage. See minute reference 182.1 above with regards to Charity Accounts. Cllr Ashton updated Councillors on the vandalised Tommy. RESOLVED: Clerk to request copy of draft Neighbourhood Plan from Frodsham Neighbourhood Plan Steering Group which will be circulated to all Cllrs.
195	Date of next meeting – date and format to be confirmed Noted: The next meeting will take place on 21 st September 2020 via Zoom. Up to 3 Cllrs are permitted to attend CPH and they can take part via Zoom. CPH is currently closed to members of the public. This is the advice available at the present time.
196	Close of meeting Noted: The meeting closed at 9pm.

APPENDIX A PCSO REPORT

COVID-19:

Throughout these difficult past 4+ months I have been patrolling and talking to people if I think they are doing something that is against the guidelines. If there has been a problem we have been trying to resolve it by communicating clearly and encouraging people to behave responsibly. As a last resort we have been enforcing the coronavirus law by taking people home and by fining them. Thankfully in Frodsham this has been kept to a minimum.

The same will apply to the new guidelines for face coverings, meaning myself and colleagues will be applying the four 'E's - **Engage, Explain, Encourage, Enforce.**

Bike Marking:

On Saturday 13th June we held a bike marking event in the bus park at Helsby High School. This allowed members of the public to have their bikes (whether new or old) marked with bike register. We managed to mark 26 bikes in the 4 hours we were there and could have marked a further 10 bikes had we not run out of bike marking kit. We are currently in the process of obtaining funding to purchase more kits to enable us to hold further bike marking events in the near future.

Chester Police North Rural Football Tournament:

The planned Football tournament for Monday 15th June had to be postponed this year unfortunately due to COVID-19. I am hoping that we may be able to hold an event sometime next June.

Traffic related issues:

Thanks to the continued support of Frodsham Town Council, Frodsham and District Community Speed Watch Group are now the proud owners of a new Smiley S.I.D device. My thanks go out to the councillors that supported the funding bid for this device which I feel will further enhance the good work the Community Speed Watch Group already do. The plan is for the new device to be deployed by the group on a daily basis Monday – Friday at varying locations that have been highlighted as issues by residents.

Furthermore both myself and the Community Speed Watch Group have been out with both enforceable and non-enforceable speed devices since Lockdown eased and traffic increased.

Social Media has raised some debate as to roads that I in particular favour to do my weekly enforcement. Just to explain the process, The Police and Crime Commissioner for Cheshire has set out a pledge that Ward PCSO's will undertake certain tasks, one of which is at least an hour of traffic enforcement per week. I currently have 5 roads that I am able to use the enforceable speed camera and try where possible to do a different road each week over a 5 week period, therefore not favouring 1 road over another.

The Community Speed Watch Group have also been back out in force after a period off. They have had some new recruits joining the ranks and are continually looking for further recruits. Again we try not to stick to one or two roads when using the non-enforceable speed device, however due to the activity being undertaken by volunteers we do allow them where possible to choose the road they would wish to deploy on each week.

Anti-Social Behaviour (ASB):

During the initial period of lockdown we saw the streets, play areas and other areas extremely quiet with the majority of residents both young and old adhering to the Government guidelines. This has obviously changed quite a bit since the easing of lockdown and we have seen an increase in ASB issues at the Memorial Field/Frodsham Hill, Castle Park, Townfield Lane Park and Saltworks Playing Fields.

Mostly this has been larger groups of young people (teens/early 20's) gathering and being noisy, drinking alcohol, using Nitrous Oxide, drug taking, criminal damage and littering. Whilst efforts have been made to patrol these areas we have seen an unprecedented use of the areas mentioned the likes of which I have not witnessed in my 8 years covering Frodsham.

Unfortunately due to the fact that we can't cover everywhere all the time, we rely on members of the public to contact us via 101 as and when issues are occurring in order that we can deal with the issues in a timely and robust manner. We have not been getting the levels of calls that I would have expected with people preferring to either comment on Social Media platforms or to simply email myself. I am obviously extremely keen to sort out these issues but emailing me is not the best way of sorting these issues out and I strongly urge people to ring 101 if and when they feel that ASB is taking place.

Noise issues and littering are dealt with by Cheshire West and Chester Council so calls will need to be made to them for those types of ASB.

Frodsham Youth Association:

I had the pleasure of going out with Nic from Frodsham Youth Club last Friday night to help promote the upcoming Frodsham Youth Association Summer Events in Castle Park. We visited Saltworks Playing Fields and engaged with young people to encourage them to sign up for this wonderful free event that will commence on Saturday 1st August and run on a Thursday and Friday for 3 weeks finishing on Saturday 22nd August. All food and drink are being provided free through the youth club and the hard work of Nic and her team. I will be looking to support as usual when possible.

Saltworks Playing Fields:

On Wednesday 15th July I had a meeting at Saltworks Playing Fields with Steve Christie the Streetscene and Environment Officer from Cheshire West and Chester Councils Environment and Communities Department Community Safety Warden Rich Jones following a complaint from a resident about ASB in the area. An agreement was reached with Steve Christie that the hedge at the front of Saltworks along Ship Street will have 3 foot cut from it making visibility into the play area/skate park easier and hopefully safer for everyone using the area. We are also hoping to have some of the trees running alongside Weaver Vale Primary school cut/thinned out to make it less attractive for young people to hide away in there.

Top Road Field:

Last Thursday (23rd July) I attended Top Road Field with my colleague PCSO Makin from the Rural Crime Team to promote good dog ownership and to encourage dog owners to put keep their dogs on leads when walking through fields containing livestock. The wet weather meant unfortunately we did not meet many dog walkers but we are looking to do a further event in the near future.

Police surgery:

At long last I am able to start holding police surgeries again although for the time being there will be less of them and will look and feel slightly different due to the pandemic. My first surgery will be a street surgery this Thursday (30th July) outside the old Barclays Bank building on Main Street between 11am and 1pm. The Community Speed Watch

Group will be there prior to this promoting the excellent work they do and looking to sign up new members.

I will then be looking to do further surgeries over the coming weeks/months and hopefully at some point get back to how/where I was holding them prior to Lockdown.

Finally:

Apologies that I can't join the meeting tonight but I hope this update gives you an insight into what I have been up to over what has been quite a challenging period for us all.

I look forward to catching up with all of you very soon. Regards

PCSO 20619 Neil Flanagan

DRAFT