



FRODSHAM TOWN COUNCIL MINUTES

from the meeting held 25TH JANUARY 2021 at 7pm

Meeting 19

Attended by: Cllr J Critchley (Chair of Council), Cllr C Ashton, Cllr P Griffiths, Cllr P Williamson, Cllr M Poulton, Cllr D Critchley, Cllr M Nield, Cllr R McKeown, Cllr H Hayes, Cllr B Stockton, Cllr B Wade

270. Apologies for absence

To receive apologies

NOTED: Cllr Lord Pennington was unable to attend the meeting and sent his apologies which were accepted.

271. Declarations of interest

To note any declarations of interest on items which are on the agenda.

NOTED: There were no declarations of interest on items on the agenda however Cllr Poulton reserved the right to declare an interest if it later became apparent that he should do so.

272. Apology from the Town Clerk

To note the Clerk's apology to all Councillors regarding handling of the budget meeting held 11th January. The apology was made on 16th January.

NOTED: The apology was noted.

273. Requests from the public to speak

Members of the public are invited to speak on items which are on the agenda in accordance with FTC policy on public speaking at meetings: <https://frodsham.gov.uk/policies-procedures/>

NOTED: 3 members of the public attended the meeting to speak on item 286(c) and expressed concerns regarding the conduct of the meeting held on 11th January 2021. 1 of the members of the public also had concerns regarding item 287(b) in relation to financial procedures and procurement of the Christmas tree.

274. PCSO report

To receive a report from PCSO Neil Flanagan and note procedure for Councillors reporting Council issues to PCSO Neil Flanagan.

NOTED: PCSO Flanagan was unable to attend the meeting. The report was sent prior to the meeting and noted **APPENDIX C**. The Clerk will clarify the procedure for Councillors reporting Council/Councillor issues to PCSO Neil Flanagan.

275. Cheshire West and Chester Council

To receive a report from Cllr Lynn Riley

NOTED: Cllr Riley attended the meeting and the written report provided prior to the meeting was noted **APPENDIX D**. Cllrs raised issues relating to the current waste consultation and Brio consultation.

276. Town Councillor Vacancy

To note that, following a resignation, there is a vacancy in Waterside Ward. Cheshire West and Chester Council has been informed and the vacancy notice was published on 19th January 2021: <https://frodsham.gov.uk/2021/01/councillor-vacancy-waterside-ward-4/> .

NOTED: The vacancy was noted

277. Approval of minutes

- (a) To approve and sign the minutes of the meeting held 23rd November 2020

RESOLVED: It was resolved to approve and sign the minutes of the meeting held 23rd November 2020.

- (b) To approve and sign the minutes of the meeting held 11th January 2021

RESOLVED: It was resolved to approve and sign the minutes of the meeting held 11th January 2021.

278. Accounts Report December 2020

- (a) To note the report provided by the Clerk

NOTED: The report was noted.

- (b) To note that expenditure during December was £17,991.07 (listing on page 1 of the report) and **Appendix A**.

NOTED: The expenditure was noted.

- (c) To note that income during December was £2,876.00 (listing on page 2 of the report) and **Appendix B**.

NOTED: The income was noted.

- (d) To note the account balances and bank reconciliations

NOTED: The account balances and bank reconciliations were noted.

- (e) To approve and sign the report

RESOLVED: It was resolved to approve and sign the report.

279. Assets register

To approve the updated assets register - amended to reflect the internal auditor's advice that that financial regulations require that any item gifted to the Town Council must be registered with a value of £1.00.

RESOLVED: It was resolved to defer the item to the Policy, Process and Revenue Committee Meeting to be held on 22nd February 2021 and to give PP&R Committee delegated authority to approve the assets register.

280. Risk Assessment

To approve the 2020-2021 risk assessment

RESOLVED: It was resolved to approve the 2021-2021 risk assessment.

281. Community Memorial Working Group and Memorial Path Working Group

- (a) To receive a report from Cllr Griffiths

NOTED: Cllr Griffiths provided a verbal report and it was noted that both groups are working towards similar aims and would welcome the opportunity to work together.

- (b) To consider combining the two Working Groups into one joint Working Group reporting directly to Amenities Committee.

RESOLVED: It was resolved to combine the two Working Groups into one group with terms of reference. Cllr Griffiths to report to the next Amenities Committee Meeting to be held on 9th February 2021.

282. Committee and Working Group Members

To confirm and approve membership.

RESOLVED: Membership of Committees was approved as follows:

<i>Policy, Process & Revenue Committee</i>	J Critchley (Chair), D Critchley, M Poulton, F Pennington, C Ashton, R McKeown, B Stockton, P Griffiths.
<i>Amenities Committee</i>	F Pennington, M Nield, H Hayes, C Ashton, P Griffiths, M Poulton, P Williamson.
<i>Planning Committee</i>	B Stockton (Chair), B Wade, P Griffiths, P Williamson, R McKeown
<i>Events Committee</i>	R McKeown (Chair), C Ashton, P Griffiths, B Wade, H Hayes, P Williamson

Membership of working groups was approved as follows:

<i>Memorial Path/Remembrance</i>	B Wade, M Nield, C Ashton, P Griffiths, R McKeown, V Shaw (Frodsham WI)
<i>Christmas Festival</i>	J Critchley and members of the public
<i>Ship Street Options Appraisal</i>	H Hayes, J Critchley, B Wade, C Ashton
<i>Neighbourhood Plan</i>	C Ashton and members of the public
<i>Festival of Walks</i>	C Ashton and members of the public

283. Trust meetings

- (a) To agree a date for a meeting of the Friends of Hob Hey Wood Trust
(b) To agree a date for a meeting of Frodsham Recreational Grounds Trust
(c) To agree a date for a meeting of Overton Hill Memorial Trust

RESOLVED: It was resolved to run the meetings concurrently commencing at 6pm on 15th February 2021.

ACTION: ALL

284. Co-option

- (a) To approve the recommendation from the Policy, Process and Revenue Committee held 21/12/2020 with regard to policy, procedure and documentation.

RESOLVED: It was resolved to approve the recommendations of the PP&R Committee.

- (b) To note that co-option can take place at the March 2021 meeting of Council following approval of procedure above.

NOTED: It was noted that co-option can take place in March 2021.

285. Councillor training

- (a) To note that Cllr training is provided by Cheshire Association of Local Councils
www.chalc.org.uk

NOTED: The above was noted.

- (b) To note Cheshire Association of Local Councils training schedule
<https://www.chalc.org.uk/training-events.html>

NOTED: The schedule was noted and the Clerk recommended the finance training currently being held via Zoom. It was further noted that the Clerk has offered to deliver Cllr training on specifics of the Frodsham Town Council accounting system.

- (c) To note Cheshire Association of Local Councils provide bespoke training tailored to meet the needs of an individual Council

NOTED: The above was noted.

- (d) To consider Councillor training plan

NOTED: Item not discussed.

286. Complaints

- (a) To note that the procedure for dealing with complaints about the Council and individual Cllrs (by both Cllrs and residents) is available on the website: www.frodsham.gov.uk/policies-procedures/

NOTED: The procedure was noted.

- (b) To note that Frodsham Town Council, as a corporate body and employer, has a duty of care towards all employees. "Being a good employer – a guide for parish and town councillors" issued with agenda.

NOTED: The above was noted.

- (c) To consider a complaint/report from a resident regarding the handling of the meeting held on 11th January 2021.

NOTED: It was noted that a resident provided a report/complaint compiled from emails sent (to the resident) and Facebook posts from residents posting on a local Facebook group. The report was circulated to all Cllrs prior to the meeting at the request of the resident. Cllrs Stockton, Griffiths and McKeown expressed their concerns. Cllr J Critchley (Chair) provided a response and it was noted that an apology had been made by the Clerk to all Cllrs. Further efforts will be made by the Chair to keep meetings on track moving forward.

287. Christmas tree 2020

- (a) To approve payment of the invoice received for the Christmas tree from Yuletide Decorations in the sum of £2,145 (ex VAT). This item was deferred from the Events Committee Meeting held 19th January 2021.

RESOLVED: It was resolved to approve and make payment on the invoice in the sum of £2,145.

(b) To discuss the procurement of the Xmas Tree for 2020. This item was deferred from the Events Committee Meeting held 19th January 2021.

NOTED: Cllr J Critchley, as former Chair of Events Committee and member of the Christmas Festival Working Group provided a report outlining the history of the Christmas Festival Working Group and the Events Protocol. It was noted that three quotes had been obtained for the tree.

288. Painting

(a) To note that, following alterations to Castle Park House, the large painting of Frodsham by the Rev Green, which was gifted by a former resident of Frodsham to Frodsham Town Council, requires relocating.

NOTED: The above was noted.

(b) To agree action to be taken.

RESOLVED: It was agreed to ask Lynn Riley (Chair Castle Park Trust) if the Trust would agree to installing the painting on the stairwell in Castle Park House.

ACTION: JO

289. Clerks report

To receive a report from the Clerk.

NOTED: The Clerk reported that, following the recent severe weather, more than 20 plots in the burial ground have been subject to settlement. This was reported to the Clerk on 25th January 2021. Clerk requested NTC visit the site on 25th January 2021. Topping up will commence Tuesday 26th January with turfing to take place after. The Clerk will speak with relatives affected.

ACTION: JO

PART B

290. To exclude members of the press and public

If required

NOTED: This item was not required.

291. Date of next meeting – 22nd March 2021

292. Close of meeting – the meeting closed at 9:20pm

**APPENDIX A
DECEMBER PAYMENTS
AGENDA ITEM 276(b)**

List of Payments made between 01/12/2020 and 01/01/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2020	CWAC	DD	510.00	T7195	CPH office rent
01/12/2020	Scottish Power	DD	10.00	T7194	Cemetery electric
01/12/2020	Prism Ltd	DD	132.65	T7193	Telecoms
01/12/2020	CWAC	DD	125.00	T7192	CPH rates
07/12/2020	[REDACTED]	BACS	274.96	T7169	Reindeer Trail
07/12/2020	Georgia Merry	BACS	385.00	T7170	Light switch on
15/12/2020	[REDACTED]	BACS	632.92	T7163	Salary
15/12/2020	Cheshire Pensions	BACS	1,234.00	T7168	December contribution
15/12/2020	[REDACTED]	BACS	2,343.20	T7166	December salary
15/12/2020	[REDACTED]	BACS	593.52	T7165	December salary
15/12/2020	HMRC	BACS	1,462.51	T7167	December payment
15/12/2020	[REDACTED]	BACS	915.78	T7164	December salary
17/12/2020	CHALC	BACS	50.00	T7174	2 x virtual meetings
17/12/2020	Bates Office Services Ltd	BACS	2.87	T7156	Stationery
17/12/2020	Bates Office Services Ltd	BACS	9.47	T7124	Supplies
17/12/2020	Bates Office Services Ltd	BACS	25.19	T7154	Stationery
17/12/2020	Bates Office Services Ltd	BACS	62.39	T7110	Office supplies
17/12/2020	Ellis Whittam	BACS	99.30	T7172	HR Insurance
17/12/2020	Ellis Whittam	BACS	1,800.00	T7152	HR Support (year 1)
17/12/2020	Lowther Forestry Group Ltd	BACS	4,231.28	T7177	SLA
17/12/2020	Prism Ltd	BACS	180.00	T7176	Telecoms
17/12/2020	John Kirk Storyteller	BACS	60.00	T7171	Xmas Festival
17/12/2020	Northwich Town Council	BACS	1,675.80	T7175	SLA
21/12/2020	B & M Waste Services	DD	92.54	T7197	Cemetery waste
22/12/2020	JDH Business Services	BACS	823.20	T7179	Internal audit
29/12/2020	Prism Ltd	BACS	259.49	T7196	IT services
Total Payments			17,991.07		

**APPENDIX B
DECEMBER RECEIPTS
AGENDA ITEM 276(c)**

Receipts received between 01/12/2020 and 01/01/2021

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
T3042	Banked: 04/12/2020	440.00						
T3042	Jones LC & H	440.00			1300	130	440.00	Interme [REDACTED]
T3044	Banked: 08/12/2020	540.00						
T3044	D Baines Memorials	540.00			1300	130	540.00	Interme [REDACTED]
T3050	Banked: 14/12/2020	1.00						
T3050	Friodsham Comm Ass	1.00			1990	100	1.00	Rent
T3045	Banked: 15/12/2020	640.00						
T3045	D T Turner	640.00			1300	130	640.00	Interme [REDACTED]
T3046	Banked: 16/12/2020	75.00						
T3046	Blackwells	75.00			1301	130	75.00	Memoria [REDACTED]
T3047	Banked: 21/12/2020	540.00						
T3047	D T Turner	540.00			1300	130	540.00	Interme [REDACTED]
T3048	Banked: 21/12/2020	540.00						
T3048	D T Turner	540.00			1300	130	540.00	Interme [REDACTED]
T3049	Banked: 23/12/2020	100.00						
T3049	Ticketsource	100.00			1470	140	100.00	Xmas Festival events
Total Receipts:		2,876.00	0.00	0.00			2,876.00	

**APPENDIX C
REPORT FROM PCSO NEIL FLANAGAN
AGENDA ITEM 274**

First of all a Happy New Year to you all.

COVID-19:

We continue to face one of the most difficult times in recent history due to the challenges of the ongoing COVID PANDEMIC. I am glad to inform the council that most of the residents of Frodsham are compliant of the rules. We are continuing to **Engage** with members of the public, **Explain** the regulations and **Encourage** compliance and only **Enforce** as a last resort. Ultimately the regulations and guidelines are there to help save lives so if Enforcement is necessary that is what we will do.

The **four 'E's** are based on evidence that people are more likely to comply after a police encounter if they feel they have been treated fairly, have received an explanation, and have been given the opportunity to give their view. This fits with the policing by consent model – it's founded on building public cooperation.

I myself have had to self-isolate for a period recently following a colleague testing positive for COVID. This meant working from home dealing mostly with admin such as emails. Thankfully that isolation ended over a week ago and my colleague is also back in work.

Graffiti/Criminal Damage:

Over the past few weeks we have received some reports of graffiti in the Waterside ward (Ship Street, Clifton Crescent/Ashton Drive). It is unknown who the offender(s) are but I have raised this issue at a Problem Solving meeting with our Anti-Social Behaviour Team and other partner agencies.

Whilst it was felt that incidents of graffiti are rare in Frodsham it was still disappointing to see and I will be working with Helsby High School, Frodsham Youth Club and Weaver Vale Housing Trust to try and ensure we do not see a repeat.

Traffic related issues:

Our Community Speed Watch Group has now branched out and changed its name to The Frodsham and District Road Safety Group. This new group is self-run and whilst not under the police banner anymore, it will receive my continued support and assistance.

The groups remit will extend beyond speed watch and will look at educating motorists, cyclists and pedestrians alike in order to make the roads of Frodsham safer for all.

I continue to utilise both Smiley S.I.D and the TruCam Speed camera on problem roads. I have recently been out on High Street, Fluin Lane and Kingsley Road. Speeding and parking continue to be the most common form of complaints by residents. I have had complaints in recent days in relation to parking issues on Overton Close which I am currently looking to try and resolve.

I have also had complaints in relation to parking on Manley Road with families make the most of the recent snowy conditions to go sledging near the caves. The vehicles parked on Manley Road appear to be parked legally but I will be keeping an eye on this area as and when we get further snow.

Schools:

At present schools by and large are closed with most children being home-schooled. This has meant that I have had very little interaction with the schools since the start of the year.

I have been asked to join a Zoom call with one of the Primary Schools to talk about bullying. I am hopeful that this can be arranged and done over the coming couple of weeks.

Anti-Social Behaviour:

Early in December. Myself and my colleague, aided by The Rural and Wildlife Crime Team. Responded to an incident of fly tipping on the marshes off Ship Street. Although 3 males made off on foot from us, we managed to seize the van they were in and investigation work is currently ongoing to try and identify the offenders.

We are also currently looking to put an operation together to target off road/scrambler bikes on the marshes.

Police Surgeries:

There still remains the requirement to hold a regular weekly Police Surgery as part of the PCSO commitments. These surgeries are currently restricted to a virtual surgery where residents will email me and I will either reply via email or phone during my hour's surgery each week.

My surgery dates for February and March are as follows:

Wednesday 3rd February 3pm – 4pm
Sunday 14th February 5pm – 6pm
Thursday 18th February 2pm – 3pm
Friday 26th February 3pm – 4pm

Tuesday 2nd March 4pm – 5pm
Monday 8th March 12pm – 1pm
Tuesday 16th March 3pm – 4pm
Tuesday 23rd March 2pm – 3pm

Finally:

Again I have struggled with this update as I am not doing a lot of the normal Community things that I would normally do. I am looking forward as I sure we all are when the day comes that we can do the normal things that I think I certainly took for granted pre-pandemic.

Stay safe
Regards PCSO 20619 Neil Flanagan

APPENDIX D REPORT FROM CLLR L RILEY (CHESHIRE WEST AND CHESTER COUNCIL) AGENDA ITEM 275

Report to FTC Council Meeting 25-1-21

First of all, thank to you everyone across the town who has pitched in to help during the recent bad weather. So many people have been out clearing streets and checking on neighbours.

Winter gritting.

FTC councillors were amongst the first to report the empty grit bins and whilst CWAC did respond it took a couple of days. Unfortunately this coincided with FTC's winter gritting scheme not being refreshed. I'd like to suggest an item on a committee agenda to look at our joint approach and the opportunities to refresh this scheme given the huge volunteering efforts that have taken place throughout the pandemic.

A worrying aspect to this was the inability to get the carpark gritted at the Medical centre. Princeway was amongst the first in England to roll out the vaccine on 15-12-20 and it was disappointing that winter weather had not been factored in, given our most elderly and vulnerable were being called to the GPs. This is now resolved I am told and after this weekend, I've requested all grit bins be refilled.

Covid Testing for people with no symptoms

CWAC now has 2 centres open to provide weekly testing for people who cannot work from home. These are based at the Stanney Oaks Leisure Centre in Ellesmere Port and the Brio Lifestyle Centre in Winsford.

The initial focus has been to encourage unpaid carers who may wish to be tested regularly but is open to anyone not being able to work from home. Pilots are underway with Cheshire Police and Cheshire Fire & Rescue and plans are being looked at to include testing for teaching staff.

A recent Government pilot via BEIS is providing weekly testing for 10% of our population to be targeted at supporting local businesses and their employees.

Testing for anyone with symptoms remains in place across the borough. If you think you have symptoms please self isolate immediately and call 119 or visit nhs/coronavirus to book a test.

Covid Vaccinations:

Vaccinations are well underway withXXXX . Our thanks to our local medical practice/s for the huge mobilisation in their efforts to keep us safe.

Preliminary indications are for the top 4 priority groups to have received their first vaccination by the 2nd week in February with a target of April for the remaining 5-9 groups. Community pharmacists are now being added to the list of places where the vaccine is available.

It is important to stress that you will be called to attend an appointment and please be a patient patient.

Future of Leisure:

On 25/11/20 the CWAC Cabinet approved the new delivery model for sport, leisure and wellbeing services based on a hub and spoke model by the council's wholly owned company, Brio.

I'm pleased to report that following robust representation at CWAC scrutiny, including the individuals running the local petition, we have been able to secure a further recommendation. This reads as " a further report be considered by the Cabinet, relating to options for Frodsham and Helsby, in September 2021."

This includes setting up a local task group which was due to meet for the first time tonight on 25/1/21 until the clash with FTC was pointed out. I strongly believe that this should be locally chaired as our community has much to teach CWAC about how to build and operate effective facilities and activities, but the Leader of the Council will lead this process.

It is essential that as ideas and input is shaped between now and May, that we drive as much community conversation and engagement as possible. As we all know, we are an active community with many amazing local clubs, groups, team, societies and activities which operate with no input from CWAC. A key part of our discussions will be about the considerable investment in infrastructure that is needed and equally about who and how best to operate and manage going forward.

I remain committed to the idea we first floated in 2016 for an A56 corrido approach and am more convinced than ever that a Community Sports Trust is the best option for us to explore and will be pushing for new thinking that goes beyond Brio.

Rural Bus Fund:

CWAC is shortlisted in its application to Government to trial demand-responsive transport and explore how these can work better for residents in towns like ours. The bid is based on the communities of Helsby, Frodsham and the surrounding rural communities of Kingsley, Crowton, Acton Bridge, Norley, Commonside, Delamere, Norley, Mouldsworth, Alvanley, Hapsford, Ince & Elton.

The scheme estimated at costing £1.075m from the £20m pot would cover a 3 year timeframe starting in Autumn 2021. CWAC now has to submit a detailed business case in February for a decision in March.

Waste Strategy:

Please share the latest consultation as widely as you can.

CWAC's latest operation is recognised as one of the best in England, with high levels of recycling and customer satisfaction. You will be aware that CWAC has determined to set up its own waste company (rather than sub-contract to a major provider) and did so in March 2020. It is now looking to consult on its approach over the next 10 years, to take account of climate change etc.

We have already seen changes to the service like the suspension of the green waste collection during lockdown and Christmas and it is really important that people let the council know how this key services helps them to live their lives

Budget:

We have yet to see the CWAC final budget report but we are anticipating it will recommend raising the council tax rate.

In spite of much reporting about the state of council finances and pressures, CWAC is reporting that all but £100k of its expenses attributable to the pandemic have been covered by the Government grant of £49.4m. This is in addition to the £The CWAC revenue budget for 2020/21 is under spend by £1.9m. The capital budget of £12m + 315m is currently 27% delivered but is projected to be 89% complete by FYE

Additional grant support over £100m has been distributed to businesses across CWAC with many other direct grants being deployed to support various sectors like Castle Park Arts Centre (£50k)

Consultations:

- **Environmental Strategies** (25-1-21): to include play strategy; parks & green spaces strategy; wildflower & grassland strategy
- **Waste Strategy:** (18-3-21) services relating to domestic waste collection, household waste & recycling centres and waste disposal for the next 10 years
- **Social Welfare & Advice** (17-3-21) : for services to provide advice on benefits, housing, debt advice & money matters, employment rights and social care
- **Walk.Ride.Thrive** strategy for cycling and walking is still open for comments and ideas

Join In:

- **Participate Panel** is still open to application to join an online citizens' panel, to engage with local people on important issues and understand your views and ideas.
- **Community Champions:** you can still sign up to be a local community champion and help keep residents safe during the COVID-19 pandemic, sharing important and trusted information with their communities through your own network of contacts.
- **Online health & wellbeing week (25th to 31st January)**Our local library has teamed up with a range of partners to provide a range of activities that includes recorded videos, live taster sessions and other activities from CWAC Communities Together, Citizens Advice, Healthbox, Healthwatch and Opal