



FRODSHAM TOWN COUNCIL MINUTES

Meeting 6

Attended by: Cllr H Hayes (Chair), Cllr P Eakin, Cllr B Stockton, Cllr B Wade, Cllr L Sumner, Cllr R McKeown, Cllr I Anstice, Cllr P Lowrie, Cllr F Davies, Cllr C Ashton & J O'Donoghue (Town Clerk)
Also attended by: PCSO N Flanagan, PCSO Lauren Davies & L Riley (Cheshire West and Chester Councillor)

74. Apologies for absence

To receive apologies.

RESOLVED: Apologies were received and accepted from Cllr P Griffiths.

75. Declarations of interest

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

NOTED: Cllrs B Wade and L Sumner declared an interest in agenda items 82 and 91 due to their membership of Green Gates Community Project.

76. 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: No member of the public attended the meeting.

77. PCSO report

To receive a report from PCSO Neil Flanagan (report to be circulated to all Cllrs prior to the meeting).

NOTED: PCSO Flanagan attended the meeting together with PCSO Lauren Davies. The report was circulated prior to the meeting and noted (Appendix A). It was further noted that following numerous issues with riders on electric bikes, there are plans to carry out operations using drones. It was emphasised that residents should be reporting issues using 101 or the online reporting system as an incident was happening. Any damage to council property should be reported by the Clerk to 101. Questions were raised regarding the CCTV cameras and the extent to which they have been used.

Item 78 was taken after item 83 following suspension of Standing Orders

78. Cheshire West and Chester Council

To receive a report from Cllrs Riley and Basey.

NOTED: Cllr Riley attended the meeting and it was noted that: consultation is currently taking place regarding the future of the leisure centre with a cabinet meeting planned for February 2022; there is a need for the wider community to be actively involved in the consultation, consultants have been appointed and it was suggested FTC should arrange a meeting with the consultant; it was agreed that CWAC Cllrs will work alongside FTC Cllrs to consult with the community on a variety of issues; it was agreed to set up a working group and invite a representative from Frodsham Neighbourhood Plan to be part of the group, FTC representatives approved, Cllr L Sumner, P Lowrie and Cllr B Stockton.

79. Approval of minutes

To approve and sign the minutes of the meeting held 27th September 2021.

RESOLVED: The minutes were approved and signed.

80. Accounts report October 2021

- (a) To note the report provided by the Clerk and total payments of £18,309.06, receipts £2,705.00.

NOTED: The report was noted.

- (b) To note the account balances and bank reconciliations.

NOTED: The balances and bank reconciliations were noted.

- (c) To approve and sign the finance report.

RESOLVED: The finance report was approved and signed.

- (d) To note that the budget setting meeting will take place on 10th January 2022 and all committees will need to have a recommended budget in place for that meeting.

NOTED: The date of the meeting was noted.

81. Appointment to committees

To approve appointment of Cllr Eakin and Cllr Anstice to committees.

RESOLVED: Cllr Eakin was appointed to PP&R Committee and Planning Committee. Cllr Anstice was appointed to Events Committee and reserve to Staffing Sub-Committee and it was noted that the Terms of Reference for the Staffing Sub-Committee require a Cllr who is not a member of PP&R. PP&R to review the ToR at the next PP&R meeting.

82. Ship Street play area budget

- (a) To note that there is currently no budget allocated to refurbishment of the play area to include equipment, landscaping, seating and project management.

NOTED: It was noted that Green Gates Community Project has received a grant of £39,455 on condition that match funding is in place. This has been demonstrated by the appointment of a project manager and refurbishment of the railings.

- (b) To approve a budget for refurbishing Ship Street play area to include equipment, landscaping, seating and project management.

RESOLVED: An outline budget of £150,000 was unanimously approved.

83. IT report

To note the quotation provided from Prism Ltd and agree action to be taken.

RESOLVED: It was agreed to purchase 1 laptop. Clerk to action.

ACTION: JO

84. Away Day

To receive a report and agree future actions.

NOTED: Cllrs Riley and Basey are looking into the market charter and CWAC are currently carrying out an assets review which includes the goods shed. It was agreed to hold another away day in January 2022.

85. Neighbourhood Plan

To note update (if available).

NOTED: A report was circulated prior to the meeting which was noted.

86. Cemetery

To receive an update following the decision of Policy, Process and Revenue Committee to allow a resident private gated access from their property into the burial ground.

NOTED: It was noted that the Clerk has written to the residents requesting a licence agreement at a cost to the resident of between £250 and £400 and that the residents have responded to say they are taking their own legal advice. It was further noted that any licence agreement would need to be drawn up by the Council's retained solicitor.

87. Clerk's report

To receive a staffing report from the Town Clerk.

NOTED: The Clerk reported that L Bosman (Admin Assistant) has been in post since 5th July 2021 and has settled in as a member of the team. Her first appraisal has taken place and there are no issues. Reception staff will receive their appraisals before the end of January and Cllr H Hayes will be carrying out the Town Clerk's appraisal shortly

PART B

88. Exclusion of press and public

To resolve, that in accordance with the provisions of Schedule 12A of the Local Government Act 1972, the public and press be excluded during consideration of the items 89, 90 and 91 due to the sensitive nature of the items.

89. Financial regulations

- (a) To consider whether Frodsham Town Council are in breach of financial regulations in awarding contracts without formal paper documentation.

NOTED: The advice received from Cheshire Association of Local Council, Society of Local Council Clerks and JDH Business Services (internal auditor) was noted with the recommendation that Frodsham Town Council updates their Finance Regulations (based on National Association of Local Councils template) to accept tenders/quotes by email.

- (b) To consider updating financial procedures.

RESOLVED: It was resolved to consider review at the next PP&R committee meeting due to be held on 20 December 2021. Clerk to prepare a report for the meeting. **ACTION: JO**

90. Grounds maintenance contractor

To approve the recommendation of the Amenities Committee to appoint Bidder B as grounds maintenance contractor for the period 1st January 2022 to 31st December 2022 with an option to extend to a 3-year period (full report provided to all councillors).

RESOLVED: It was resolved to approve the recommendation of the Amenities Committee to appoint Northwich Town Council (Bidder B) as grounds maintenance contractor for the period 1st January 2022 to 31st December 2022 with an option to extend to a 3-year period. The bid was in the sum of £36,150. 2 tenders were received, Bidder A quoted £52,080. A recorded vote was requested. In favour: Cllrs B Wade, P Eakin, B Stockton and H Hayes. Against: Cllrs L Sumner, R McKeown, P Lowrie and C Ashton. Cllr H Hayes used her casting vote as Chair of Council and the motion was carried. **ACTION: JO**

91. Ship Street project manager

To approve the recommendation of the Amenities Committee to approve Quote A and appoint project manager (quotations provided to all councillors).

RESOLVED: It was resolved to approve the recommendation of the Amenities Committee to appoint RSK (Quote A) as project manager. 2 quotes were received. The successful bid was for £21,905. Quote B was £20,690. **ACTION: JO**

92. Close of meeting

The meeting closed at 20:53.

APPENDIX A
Police update
Frodsham Town Council Meeting
Monday 29th November 2021

Problem areas:

We continue to see issues of Anti-Social Behaviour (ASB) on the Ashton Drive, Clifton Crescent, Riversdale and Ship Street area, although things do appear to have eased slightly with the demolition of Meadow Court. We continue to patrol this area on a regular basis and I am in regular contact with the Weaver Vale Housing Officer to see how we can work together to tackle these issues.

We have also seen an increase in the use of electric bikes being ridden around Frodsham in recent weeks. We do have some names of possible offenders and I have put in a request to our Roads Policing team at HQ for the bike section to patrol the area with their Scrambler bikes in order to deter and hopefully catch these individuals.

We are still receiving some complaints from residents on Bellemonte Road in relation to vehicles gathering on the car park leading to the memorial Fields with bikes possibly taking/dealing drugs in the area. Again I have given this area increased patrols, especially later in the evening and spoken to a number of people in relation to using the car park for the correct purpose. We have definitely seen an increase in use of this area since the pandemic hit last year and I will continue to monitor the area over the coming months.

New PC for Frodsham:

As you may be aware, each ward in Cheshire has an allocated PCSO and PC. For the past couple of years Mike Henry has been the dedicated PC for Frodsham. Mike has now moved on to Chester City Centre and has been replaced by PC Ally Birch. I will hopefully bring Ally along to meet you all at a future meeting when his shifts allow.

Schools/Young people:

I have continued to attend Frodsham Youth club on a regular basis. This continues to prove useful engagement and carries on the good relationship I have built up over the years with Nic and the team and I am as ever grateful for the work they do to provide a safe environment for our young people.

I have also visited all 4 primary schools in the past couple of months with Halloween and Bonfire Night safety talks etc. Thankfully, both Halloween and Bonfire Night passed off with very few incidents of ASB.

I also had the pleasure of being invited to Frodsham Weaver Vale Primary School last week to have lunch on the Golden Table with pupils who had displayed outstanding behaviour during the week. It was great to share lunchtime with them and listen to what they did to achieve their Golden Table reward.

I have also been lucky enough to be invited to Ancora House School at Castle Park. I was invited just prior to the summer holidays to give a talk to the students and was back in the school a few weeks ago to arrange some more talks and also a possible visit to the Fire Station/Police Base.

We continue to hold regular drop in sessions on a weekly basis at Helsby High School. This helps us to engage with students as well as speak to staff in relation to any issues they may be having with the students. This example of working together is a real help for when we have to deal with incidents involving young people outside of school.

Close Pass Operation:

We held a successful Close Pass event on Monday 25th October. The event was aimed at helping drivers and riders to stay safe on the roads.

This event saw a covert officer cycling around the area while wearing body worn cameras. We also had uniformed officers stopping drivers identified as having driven too close to the covert officer. The drivers were then directed to Frodsham Fire Station to be educated on how to pass riders safely and why this is so important.

Riders were also invited to stop as part of the initiative to talk to officers about how to keep themselves safe on their journeys, the importance of being visible to other road users and the significance of courteous riding.

Traffic related issues:

I have had quite a number of complaints about speeding and parking on our roads in Frodsham recently.

Speeding wise we have had a few complaints about Bridge Lane and as a result, I have been out a number of times with our TruCam enforceable speed gun. I have also had a complaint recently about Church Road, which is a 20mph road. I have previously deployed Smiley S.I.D (Speed Indicator Device) on Church Road in an effort to slow traffic down in the area, however I am now looking to go out with a speed gun to see how bad the problem is. I will also be looking for Highways to take a look and maybe put some monitoring equipment up to give us a better idea of how bad the speeding really is.

Parking wise the main complaints have been outside of the Primary Schools and I have tried to be a presence outside of each school at both the start and end of the school day to ensure the pupils arrive and leave school safely.

Frodsham Christmas Festival/Parade:

This year's Christmas Festival/ Parade was held on Saturday after an absence last year due to the pandemic. Despite the strong winds we experienced the night before, the event went ahead and was a huge success. It is credit to all the organiser who I know worked so hard throughout the year to ensure this year's event took place.

The event passed off with no issues and it was really good as ever to see so many familiar and friendly faces, some of which I had not seen for some time. The Christmas Festival/Parade really does signal the start of Christmas for me.

Police Surgeries:

My weekly Police surgeries remain as virtual surgeries due to the public not being allowed in to Frodsham Fire Station at present due to COVID restrictions.

My surgery dates for December and January are as follows:

Thursday 9th December 2pm – 3pm
Friday 17th December 3pm – 4pm
Wednesday 22nd December 2pm – 3pm
Thursday 30th December 2pm – 3pm

Friday 7th January 3pm – 4pm
Saturday 15th January 5pm – 6pm
Thursday 20th January 2pm – 3pm
Friday 28th January 12pm - 1pm

Finally:

It only leaves me to say thank you all for your continued support and to wish you all a very merry Christmas and best wishes for 2022.

Stay safe

PCSO 20619 Neil Flanagan