



FRODSHAM TOWN COUNCIL MINUTES

Meeting 4

Attended by: Cllrs Hayes (Chair), McKeown (Vice Chair), Wade, Ashton, Griffiths, Davies, Stockton, Sumner, Lowrie & J O'Donoghue (Town Clerk)

Also attended by: Cllrs Riley & Basey (CWAC), representatives from Cycle North Cheshire, 8 members of the public and PCSO Neil Flanagan

34. Apologies for absence

NOTED: There were no apologies.

35. Declarations of interest

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

NOTED: Cllrs Wade and Sumner declared an interest in items 47(a) and 47(b) as members of Green Gates Community Group. Cllr McKeown declared an interest in item 44 as landlord of The Queen's Head.

36. 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/>

(15 mins)

NOTED: Steve Pemberton from Cycle North Cheshire attended the meeting to ask for support raising £18,250 to fund a feasibility study. It was noted that CNC are also hoping to partner with Helsby Parish Council to raise funds for the High School to Hornsmill Pub section.

37. PCSO report

To receive a report from PCSO Neil Flanagan. (5 mins)

NOTED: PCSO Neil Flanagan attended the meeting and provided a report which was circulated prior to the meeting (Appendix A). Apologies were received from PC Mike Henry and Sgt Andrew Collinson.

38. Cheshire West and Chester Council

To discuss joint working arrangements. (10 mins)

NOTED: Cllrs Riley and Basey noted that they wished to work with FTC to provide as much support to the Town as possible. It was agreed to work up a list of projects which could be achieved over the next 18 months. Cllr Hayes and TC to set up an awayday to involve CWAC Cllrs.

ACTION: HH/JO

39. Deputy Chair

To appoint a Deputy Chair. (5 mins)

RESOLVED: Cllr McKeown was appointed as Deputy Chair to May 2022.

40. Mayor

(5 mins)

(a) To appoint a Mayor to serve until May 2022

RESOLVED: It was agreed not to appoint a Mayor and that Chairs of Committees would attend events as a representative of FTC.

(b) To appoint a Deputy Mayor to serve until May 2022

RESOLVED: It was resolved not to appoint a Deputy Mayor.

41. Approval of minutes (5 mins)

(a) To approve and sign the minutes of the Annual Meeting held 24th May 2021

RESOLVED: The minutes were approved and signed.

(b) To approve and sign the minutes of the Ordinary Meeting held 24th May 2021

RESOLVED: The minutes were approved and signed.

(c) To approve and sign the minutes of the Extraordinary Meeting held 28th June 2021

RESOLVED: The minutes were approved and signed.

42. Accounts Report June 2021 (5 mins)

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

NOTED: The report pack was noted.

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

NOTED: The account balances and bank reconciliations were noted.

(c) To approve and sign the finance report.

RESOLVED: The accounts were approved and signed.

43. Action plan

To consider an annual plan detailing FTC activities for the year (5 mins)

RESOLVED: It was agreed that each Committee Chair would draw up a list of activities for the year detailing the priorities and projects. Cllr Hayes to liaise with Committee Chairs.

ACTION: HH

44. Over 70s voucher scheme

To consider a revision to the current scheme to enable non-independent hospitality businesses to register to take part in the scheme. (5 mins)

RESOLVED: It was agreed (5:3 in favour) to make no revisions to the current scheme in 2021. Cllr McKeown did not take part in the vote.

45. Quotation to repair/replace/test catenary wires

To consider the quotation from KDE (current Christmas lights contractor) for repairs to the catenary wires and replacement bulbs where necessary (Amenities Committee budget). (5 mins)

RESOLVED: It was agreed to accept the quotation and instruct the works. **ACTION: JO**

46. Neighbourhood Plan

To note the update provided. (5 mins)

NOTED: The update was noted.

47. Amenities Committee (10 mins)

(a) To note that the Committee resolved recommendation to return the former Ship Street play area to a play area and install play equipment

NOTED: The recommendation was noted.
(b) To approve the recommendation for Ship Street

RESOLVED: It was unanimously agreed to accept the recommendation and return the former Ship Street play area to a play areas and install play equipment.
(c) To note that the Committee resolved to approve the Service Level Agreement and put the contract out to tender

NOTED: The decision was noted and Cllr Hayes and TC will work on putting the contract out to tender. **ACTION: HH/JO**
(d) To note the request from the Amenities Committee to include a budget item for replacement benches of £9,000

NOTED: The request was noted.
(e) To approve the request for bench funding and make adjustments to the Amenities Committee budget

RESOLVED: The request was approved and £9,000 will be included in a budget item for the Amenities Committee. **ACTION: JO**
(f) To note the acceptance of the Manley Road Copse/WI Constitution for ongoing maintenance of the copse

NOTED: The constitution was noted.
(g) To approve the revision of meeting dates for the Committee (every 3rd Monday of the month at 7pm immediately following the Planning Committee Meeting between April and October, every other 3rd Monday of the month between November and March)

RESOLVED: The meeting dates were approved.
(h) To note that the Terms of Reference for the Committee have been approved

NOTED: The terms of reference were noted.

48.Planning Committee

To appoint additional members to the Committee (current membership 4 Cllrs, maximum membership 8 Cllrs). (5 mins)

RESOLVED: It was agreed to appoint Cllr Sumner to the Committee with Cllr Ashton as reserve,

49.Events Committee

To note that the Terms of Reference for the Committee have been approved. (5 mins)

NOTED: The terms of reference were noted.

50.Policy Process & Revenue Committee (5 mins)

(a) To note that the Terms of Reference for the Committee have been approved

NOTED: The terms of reference were noted.

(b) To note that the rats have left the cemetery buildings and consider removal of equipment from the buildings

RESOLVED: It was agreed to remove the equipment from the buildings. **ACTION: JO**

51. Frodsham Festival in the Park – Sunday 29th August 2021 (10 mins)

- (a) To note that Rotary has invited Frodsham Town Council to have a stall at the event and consider whether to participate in the event

NOTED: The invitation was noted.

- (b) To agree attendance at the event by Councillors

RESOLVED: Cllrs Wade, Griffiths, Davies, Lowrie and Hayes agreed to attend and will organise a stall together with CWAC Cllrs Riley and Basey.

ACTION: BW/PG/FD/PL/HH

52. Christmas Tree (5 mins)

- (a) To note that the tree is on a 2-year contract for the years 2020 and 2021 at a cost of £2,145 per year and that the Independent Christmas Festival Organising Committee have agreed to carry out fundraising to cover the cost

NOTED: The contract was noted.

- (b) To consider contributing £1,050 to the Organising Committee from funds remaining from the 2019 budget towards the cost of the tree

RESOLVED: It was agreed to provide £1,050, from reserves, in contribution. **ACTION: JO**

53. Protos (5 mins)

- (a) To receive a report from Cllr Davies

NOTED: Cllr Davies provided a report and it was noted that Frodsham as a whole has not benefitted from the Community Benefit Fund to the same extent as other areas due to the lack of applications from Frodsham organisations.

- (b) To consider any action to be taken

RESOLVED: Cllr Davies agreed to take this forward to encourage organisations to put forward their bids for funding.

ACTION: FD

54. Cycle Network Cheshire (5 mins)

- (a) To receive a report from CNC Cheshire's Steve Pemberton and Cllr Sumner

NOTED: Cllr Sumner provided a report which was circulated prior to the meeting.

- (b) To consider how FTC could work with CNC and Helsby Parish Council to assist with a grant to move this project forwards

NOTED: It was noted that a meeting will be held shortly to look at collaborative working.

- (c) To consider any other actions to be taken

NOTED: It was noted that CNC has not yet formally approached Helsby Parish Council and will speak with other local councils in the near future.

55. Climate Action Frodsham (5 mins)

- (a) To receive a report from Cllr Sumner on behalf of Climate Action Frodsham

NOTED: Cllr Sumner provided a report which was circulated prior to the meeting.

- (b) To consider whether to take part in the Great Big Green Week

RESOLVED: It was agreed to promote the scheme via the website and Cllr Hayes agreed to liaise with Cllr Sumner.

ACTION: HH/LS

56.Clerk's report

(5 mins)

To receive a report from the Town Clerk.

NOTED: The Clerk reported that a meeting had taken place with a contractor to look at the cost of repairing/renovating the iron railings surrounding Ship Street play area (approx. 250m)

57.Close of meeting

NOTED: The meeting closed at 8.10pm.

SUMMARY

| Agenda | Subject | Action | By |
|--------|-------------------------------|---|-------------------|
| 38 | Away day | Arrange for away day inc CWAC Cllrs | JO/HH |
| 43 | Action plan | Each committee to produce action plan, HH to liaise with committee chairs | HH |
| 45 | Christmas lights | Quote accepted, TC to instruct. | JO |
| 47(c) | Grounds maintenance SLA | HH and TC to arrange for tender to go out | HH/JO |
| 47(e) | Benches | Agreed to £9,000 budget item for benches (AC) | JO |
| 50(b) | Cemetery | TC to arrange for buildings to be emptied | JO |
| 51(b) | Frodsham Festival in the Park | TC to book stall. FTC and CWAC Cllrs to attend | JO/BW/PG/FD/PL/HH |
| 52(b) | Christmas tree | FTC to contribute £1,050 towards the cost of the tree | JO |
| 53(b) | Protos | FD to look at ways to encourage local organisations to apply for funding through the Community Benefit Scheme | FD |
| 55(b) | Great Big Green Week | It was agreed to promote the initiative via the website | HH/LS |

APPENDIX A PCSO REPORT

Problem areas:

Over the past couple of months, we have seen an increase in reports of Anti-Social Behaviour in Castle Park, where large groups have been gathering drinking and causing ASB near to the tennis courts regularly especially Friday and Saturday evenings.

Green Gates/Clifton Crescent area continues to have a gang of kids on their smoking littering and swearing. We are aware of the group and are currently working with other agencies to try to tackle these issues. This is the same group that have previously caused issues on Saltworks playing fields which now appears to have improved recently as I think more and more activities are planned for there, so it is being used in the right way.

All these problem areas get patrolled by PC Henry and myself when we are on duty of an evening.

I continue to urge residents to ring 101 or report issues via the Cheshire Police website as and when the issues are occurring, so hopefully officer will be able to deal in a robust and timely manner. It is very difficult to deal with incidents days after they have occurred so I do rely on residents to report things officially.

Schools/Young people:

Obviously we are now in the school holidays, however prior to that I have been continuing to work with Helsby High School and have a good relationship with members of staff which helps identify any potential issues that may be happening. It also helps us to engage with students.

My involvement with the primary schools has been minimal in recent times purely down to COVID and hopefully this will change in the new school year as the restrictions ease and we try to get back to some normality. I have already booked in some dates for school talks etc. with one primary school early in the new school year.

We have a number of events planned over the summer holidays for young people. We held an event with Frodsham Youth Club last Wednesday on Saltworks Playing Fields which went down really well.

We have another one between 4pm and 7pm this Wednesday 28th July and one on Saturday 31st July between 12pm and 2pm both at Saltworks Playing Fields.

Bike Marking:

We have 2 bike marking events booked in over the next month, both will be held at Helsby High School by the main entrance. The dates are:

Saturday 31st July 9am – 12pm
Saturday 28th August 2pm – 5pm

Close Pass Operation:

I am looking to run an operation to demonstrate to drivers and riders how to stay safe on the roads. This operation will likely take place on Friday 17th September.

This will involve covert officers cycling along the identified hot spot area while wearing body worn cameras. Uniformed officers will then stop any drivers identified as having driven too close to the covert officers. The drivers will then be educated on how to pass riders safely and why this is so important.

Riders will also be 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.

I am hoping that this operation will educate drivers to the vulnerability of cyclists and others riding on two wheels such as motorcyclists, and explain the reasons why it is so important to leave enough space when overtaking.

Resident's Voice:

I have handed out some leaflets to you in relation to Resident's Voice. Resident's Voice is an online survey for residents to tell us about the things they would like the police to focus on in their specific area.

If you get an opportunity please scan the QR code or go to the Cheshire Police Website and have your say.

I am hoping that as many residents as possible complete this survey to get a true picture of the area. So please encourage any residents you come in to contact with to complete the short survey.

Police Surgeries:

My weekly Police surgeries are still limited to virtual surgeries. The hope is that this will alter shortly and we can get back to face to face meetings.

My surgery dates for August and September are as follows:

Thursday 12th August 3pm – 4pm
Saturday 21st August 12pm – 1pm
Thursday 26th August 6pm – 7pm
Friday 3rd September 3pm – 4pm
Wednesday 8th September 4pm – 5pm
Thursday 16th September 2pm – 3pm
Friday 24th September 3pm – 4pm