

Frodsham Town Council

Minutes of the meeting of **Frodsham Town Council** held at 7pm on **Monday 24th January 2022** at Main Street Community Church



FRODSHAM TOWN COUNCIL

Meeting 8

Attended by: Cllr H Hayes (Chair), Cllr R McKeown, Cllr B Wade, Cllr P Lowrie, Cllr P Eakin, Cllr L Sumner, Cllr C Ashton & J O'Donoghue (Town Clerk)

Also attended by: Cllr L Riley (CWAC), PCSO N Flanagan & 5 members of the public

PART A

102. Apologies for absence

To receive apologies

RESOLVED: Apologies were received and accepted from Cllr P Griffiths, Cllr F Davies, Cllr B Stockton and Cllr Anstice.

103. 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 item 114 as members of the Green Gates Community Project.

104. 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: 1 member of the public attended and it was noted that when the play park on Park Lane was developed the decision was made not to change the name of the park. A member of the Frodsham History Society attended the meeting and explained that the group are working on an archive of Jubilee events over the years. It was confirmed that the group would like to work with FTC to put on an event over the Queen's Platinum Jubilee weekend 2nd to 5th June 2022.

105. PCSO

To receive and note a report provided by PCSO Flanagan prior to the meeting.

NOTED: PCSO Neil Flanagan attended the meeting, provided a report (Appendix A) and answered questions from councillors. Cllr Sumner asked if road safety classes could be provided for pre-school age children and it was noted that the courses PCSO Flanagan is running with years 3 and 4 is aimed at children in these year groups and is endorsed by CWAC. It was noted that there is a new initiative run by the police called Resident's Voice, further details on www.cheshire.police.uk/residentsvoicechester and agreed that FTC will publicise the scheme on the website.

106. Cheshire West and Chester Council

To receive a report from Cllr Riley

NOTED: Cllr Riley attended the meeting, provided a report (Appendix B) and answered questions from councillors. It was noted that, during the meeting, Cllr Riley received confirmation that funding had been secured to create the new pedestrian access to Weaver Vale Primary School from Saltworks Farm car park. It was noted that Cllr Riley will work with Cllrs Sumner and Lowrie on a working group. A meeting has been arranged with Pam Bradley (Localities Manager, CWAC), Cllr Basey (CWAC), Cllr Riley (CWAC), Cllr Hayes and J O'Donoghue to discuss the goods shed and market charter. Cllr Riley agreed to be a member of a working group to consider events to mark the Queen's Platinum Jubilee.

107. Minutes of Meetings

- a) To approve and sign the minutes of the meeting held 29th November 2021

RESOLVED: The minutes of the meeting held 29th November 2021 were approved and signed.

- b) To approve the minutes of the meeting held 10th January 2021

RESOLVED: It was agreed to approve and sign the minutes of the meeting held 10th January 2021 with the following amendment at item 96: *It was noted that the Scheme of Delegation terms of reference were vague, has not been rescinded and it was agreed to discuss in full at the meeting to be held on 24th January 2022.*

108. Accounts

- a) To note the account packs

NOTED: The account packs were noted.

- b) To approve and sign the accounts for November 2021 (deferred from PP&P)

RESOLVED: It was resolved to approve and sign the accounts for November 2021

- c) To approve and sign the accounts for December 2021

RESOLVED: It was resolved to approve and sign the accounts for December 2021

109. Scheme of Delegation

- a) To note the Scheme of Delegation approved 18/03/2020 to enable Frodsham Town Council to continue to operate in the absence of face to face meetings

NOTED: The scheme was noted.

- b) To consider retaining the amended Scheme of Delegation in the event of a future lockdown to enable business continuity in the absence of the ability to hold virtual meetings due to current legislation

RESOLVED: It was agreed to rescind the Scheme of Delegation.

110. Cemetery

- a) To consider re-instating the Cemetery Committee to meet as required and at least 4 times a year with a minimum membership of 4 councillors

RESOLVED: It was agreed not to re-instate the Cemetery Committee.

- b) To consider giving delegated authority to the Cemetery Clerk, together with the Town Clerk, to manage the day to day running of the cemetery

NOTED: It was agreed to defer to the Policy, Process and Revenue Committee meeting to be held on 28th February 2022.

111. Grounds maintenance service level agreement

- a) To receive a verbal update from Cllr H Hayes following the initial contractor meeting and note method for dealing with complaints and compliments

NOTED: Cllr Hayes provided a report and it was noted that: a mobilisation meeting was held on 21st January attended by Chris Shaw (Town Clerk, Northwich Town Council), Steph Astbury (Operations Manager, Northwich Town Council, Cath Kerwin (Finance Officer, Northwich Town Council), Cllr Wade (Acting Chair, Amenities Committee), Cllr Hayes (Chair) and Jo O'Donoghue; it was agreed that the total value of the contract will be invoiced in 12 equal instalments as per the SLA with a refund payable, by Northwich Town Council, if, for example, the number of times the hanging baskets are watered during the summer season is less than that quoted; any complaints should be channelled through the Town Clerk and Northwich Town Council will aim to respond within 24 hours; reports will be provided as per the SLA and quarterly performance meetings will be held to discuss any issues or concerns; Northwich Town Council will consider sustainable planting for the planters on Ship Street; an invitation was extended for Cllr Sumner and Cllr Wade to meet on site with Chris Shaw.

- b) To note the tender costs provided by the appointed contractor (Northwich Town Council)

NOTED: The tender costs were noted.

112. Contracts

- a) To consider that award weighting criteria, to be applied to future contracts, is included in the tender pack

RESOLVED: It was agreed that award weighting criteria, to be applied to future contracts, will be included in the tender pack

- b) To consider an amendment to Finance Regulation 11 (contracts) to permit tender documents to be received via email.

RESOLVED: It was agreed to amend Finance Regulation 11 (contracts) to permit tender documents to be received via email.

ACTION: JO

113. Staffing sub committee

- a) To review the terms of reference for the staffing sub committee

RESOLVED: The terms of reference for the staffing sub-committee were amended and are appended to the minutes (Appendix C)

- b) To discuss formulation of an informal staffing working group to meet remotely via Zoom, report to staffing sub committee with all members able to participate

RESOLVED: The item was withdrawn.

114. Ship Street play area

- a) To note funding received from the Marshes Community Development Fund

NOTED: It was noted that Green Gates Community Project has received a grant of £39,000 for development of Ship Street play area.

- b) To consider how this sum can be managed by Green Gates Community Project

RESOLVED: It was agreed to consider at a future date once the mobilisation meeting has taken place.

115. War memorial path

- a) To note the recommendation from the Amenities Committee meeting held 17th January 2022 to include restructuring of the area surrounding the memorial at an addition cost of approximately £39,000

NOTED: The recommendation was noted.

- b) To note that grant funding could be sought to cover this additional cost

NOTED: The Clerk confirmed that there were a number of funding streams available. To include Landfill Communities Fund, Marshes Community Benefit Scheme and Big Lotteries.

- c) To agree action to be taken

RESOLVED: It was agreed to: include restructuring of the area surrounding the memorial at an additional cost of £39,000; Clerk to make applications for grant funding. **ACTION: JO**

116. The Queen's Platinum Jubilee - Thursday 2 to Sunday 5 June 2022

- a) To receive a report from Cllr Wade (Chair, Events Committee)

NOTED: Cllr Wade appealed for all members of Frodsham Town Council to get involved with putting on an event over the bank holiday weekend.

- b) To consider working with local community groups

NOTED: It was agreed to work collaboratively with local community groups such as Frodsham WI and Frodsham History Society.

- c) To agree action to be taken

RESOLVED: It was agreed to set up a working group, to meet via Zoom, as soon as possible, to consider actions. Cllr Riley agreed to join the working group. It was noted that an extra Events Committee meeting will be required to ratify any recommendations from the working group.

PART B

117. Exclusion of press and public (note this item may not be required)

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 following item due to the sensitive nature of the item.

RESOLVED: It was resolved to exclude the public and press be excluded during consideration of the following item.

118. Castle Park House – facilities management/reception services

- a) To receive a verbal report from the Town Clerk, following a meeting held 20th January 2022 attended by Pam Bradley (Localities Manager, CWAC), Paul Jackson (Strategic Finance, CWAC), Cllr H Hayes (Chair) and Jo O'Donoghue (Town Clerk)

NOTED: The Clerk provided a report and it was noted that: Cheshire West and Chester Council announced the decision to cancel the contract with Frodsham Town Council for facilities management of Castle Park House at the meeting held on 20th January 2022. The decision was made at a meeting of Castle Park Trust held on 13th January 2022 and will result in the loss of 2 part-time members of staff. To date, 24th January 2022, no official notification of termination of contract has been received and no notice period has been specified. Staff have been informally informed however no formal action can take place until formal notification of termination of contract has been received by Frodsham Town Council.

- b) To agree action to be taken

RESOLVED: Clerk to take advice from Ellis Whittham (HR consultants) with regard to redundancy process, once formal notification of termination of contract has been received from Cheshire West and Chester Council.

ACTION: JO

119. Date of next meeting – 28th March 2022

120. Close of meeting

**APPENDIX A
PCSO REPORT (PCSO Flanagan)**

Problem areas:

Whilst we have seen a much quieter period lately, we still have issues with youths on the Ashton Drive/Ship Street area with doors being kicked and youths running away from the area. I have now set up a problem profile for this so that we can document what is happening, what we have done to resolve and also what actions need to be taken moving forward.

I am still working with other agencies to tackle this including Weaver Vale Housing Trust and Weaver Vale Primary School as well as Helsby High School.

New Sergeant for Frodsham and Chester Rural:

As you may be aware, we not only have a PCSO and PC for the area but also a Beat Sergeant who covers the Rural side of Chester Local Policing Unit. For the past couple of years Andrew Collinson has been the Sergeant dedicated, but he has now moved on to be the Chester City Centre Sergeant and has been replaced by Sergeant Andrew Davies. Sergeant Davies is also mine and PC Ally Birch's line manager as well. So any issues that need escalating are done through him. I will hopefully bring Sergeant Davies along to meet you all at a future meeting when his shifts allow.

Schools/Young people:

I have been in contact with all schools since the start of the New Year and arranged a few follow up visits. On Friday we have Ancora House School visiting the Fire Station/Police Base for a look round. I also have a visit planned to Frodsham CE Primary School later this week to talk about the work I do in the community as aspirations week.

I also have a meeting with Nic from the youth club on Wednesday to discuss further ways of working together this year.

I have arranged with Frodsham Manor House Primary School to do Let's Walk Road Safety Course with Year 3 and 4 pupils in March.

Our weekly visits to Helsby High School continue as a useful way of engaging with both staff and students.

Neighbourhood Police Week of Action:

Last week saw Cheshire Police run a Neighbourhood Police Week of Action. Unfortunately I was unable to take part due to illness but the following activities took place in Frodsham by colleagues in my absence:

- Deployment of Non-enforceable speed gun on Church Road - Frodsham (due to resident's complaints) – 2 motorists caught exceeding 20mph
- Virtual Online Police surgery – Frodsham
- Weekly Drop in Helsby High School – Opportunity to discuss any ongoing issues. Issues discussed this week (social care issues for a couple of pupils who reside in Frodsham who keep absconding from school).
- Traffic Enforcement Day – Deployment on Fluin Lane, Frodsham. Speeding motorists dealt with via penalty via our Central Ticket Office. Special Constables stopped and spoke with offending drivers breathalysing and checking for any other vehicle defects. No other issues found. 7 Speeding vehicles. Highest speed of 44mph in a 30mph.

The activities undertaken during the week of action were dictated by the Residents Voice survey. Currently the highest concern of residents in Frodsham is speeding/traffic related issues.

Residents Voice is a great opportunity to engage with local communities to identify what issues and concerns they have, enabling us to target priorities and increase public confidence in the service we are providing. The current issue is the actual uptake of people completing the survey which is done via a website or QR Code, and if we can increase numbers we will have a greater understanding of communities' issues and increase engagement opportunities.

I have with me tonight a number of cards for you take away and hopefully complete the survey yourselves if you haven't already done so and also encourage other members of the community to take part to have their say.

Police Surgeries:

My weekly Police surgeries at Frodsham Fire Station for February and March are as follows:

Wednesday 2nd February 7pm – 8pm

Thursday 10th February 7pm – 8pm

Friday 18th February 3pm – 4pm

Friday 4th March 2pm – 3pm

Friday 11th March 3pm – 4pm

Wednesday 16th March 2pm – 3pm

Monday 21st March 4pm – 5pm

Thursday 31st March 3pm – 4pm

Happy New Year to all at FTC and we are very much looking forward to a hugely positive 2022 with great opportunities for partnership working.

Here is a quite update on our activities and the opportunities as we see them:

1. New project opportunities:

Post pandemic, we are keen to do all we can to see Frodsham bounce back from the restrictions of the 2020/1 and are looking forward to aligning our efforts with those of FTC and the many amazing groups in our town wanting to do the same.

Our High Street needs some TLC as well as our support. To add to the efforts of the Wombles, WI and FTC, we have been able to make our case to CWAC to upgrade our bins to the **smart compactor bins**. This will hopefully reduce litter and the carbon footprint of emptying them as well as freeing up some of the clutter along the street/s.

We would love to explore plans with FTC to expand the appeal of the High street by adding to the number of **benches** around the Town. Our high street is one of the widest in England but is quite a long stretch for some of our residents. More opportunities to stop and rest a while makes our town more age-friendly (for all ages) and encouraging those impromptu chats adds something for everyone's day. We are looking to introduce 'chatty/friendly benches' in a couple of locations at the medical centre and Saltworks

Frodsham is full of nooks and crannies and well kept secrets. To help open up the town to greater footfall and easier access, we would like to see a project to **re-signing** of our town. Some strategically located signs could show how easy it is to get around the town to key locations without needing to drive the long way round.

Queen's Jubilee:

We spoke to you last year about our ideas for the Queen's Jubilee this year where the country will come together to celebrate.

Having a common theme to encourage us all to play our part in turning our town red.white and blue is already underway in many groups. We have made a start with plans to create a Queen theme to the community planting scheme proposed for Saltworks

Our councillor grants will be helping many others with their plans to mark the Jubilee.

Castle Park:

Many of you will know of our plans to co-create a Health & Wellbeing Hub at the building by the bowling green in Castle Park. The community Bee Friends Group are at the heart of this with the joint vision of connecting people in ways to help reduce feelings of loneliness and isolation and to open up new opportunities to bring people together. This project is part of the Care Community focus that is co-sponsored by the NHS, CWAC and its many partners.

We have plans to talk to our town about creating a white garden in Castle Park as well as starting work on the wild flowers and grasses meadow on the top field.

Saltworks Farm:

The work has now been completed to open up the visibility into Saltworks and in recent weeks, the overgrowth and hedge heights have been reduced. We will be moving on with a planting project

involving the local primary school and local community to create a permanent garden in front of the hedge using heathers to plant a Union Flag to mark the Jubilee.

We are hoping to secure funding to create a new pedestrian access to WV Primary school so that parents can use the adjacent carpark at school drop-off and collections times to help reduce traffic impacts for local residents.

2. New ways of working:

As FTC is looking to shape its forward plan, we are keen to facilitate those helpful conversations with others. Initial discussions around the Goods Shed and the High Street are now in the diary.

3. New ways of reporting.

As previously discussed there is a huge amount of information already flowing from CWAC to FTC to include daily bulletins (like press releases) and weekly updates (planning applications, Covid clinics etc). In order to ensure FTC councillors are as updated as possible we are happy to join the working group looking at how best to streamline this effective flow of information.

As you can appreciate, the amount of information relating to key schemes is huge and we have always tried to be available to anyone wanting more information or discussions outside of the FTC meetings. Please feel free to contact us anytime. At the FTC meetings, we would aim to provide a succinct verbal update on schemes like:

- Brio consultation around the leisure centre
 - The HWRC (Tip)
 - The new cycle lanes at HHS
 - The CWAC budget for 2022/3 (at 400+pages)
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APPENDIX C STAFFING SUB-COMMITTEE TERMS OF REFERENCE

1 Objectives:

- 1.1 To review staffing matters.
- 1.2 To develop, monitor and review the following:
 - a. Compliance with current legislation relating to staffing,
 - b. appropriate staffing levels,
 - c. quality and quantity of work to ensure a quality service to the council and the local community, and
 - d. to ensure the health, safety and wellbeing of its staff.
- 1.3 To make recommend to PP&R and FTC on personnel and other staffing matters.

2 Composition

- 2.1 *Membership:* The Sub-Committee will consist of three. A nominated reserve will be appointed. FTC Chair will be an ex-officio member.
- 2.2 *Chairmanship:* The Sub-Committee will elect a Chair at its first meeting each year.
- 2.3 *Meetings:* The Sub-Committee will normally meet twice a year, in October and April. The Sub-Committee will call extra-ordinary meetings as necessary.
- 2.4 *Voting:* Only Councillors who are a member of the committee will have a vote.
- 2.5 *The Quorum:* all three Councillors must attend.
- 2.6 *Independent External Advisor(s)* may attend if required.
- 2.7 An administration officer will attend.

3 Responsibilities

- 3.1 Ensure appropriate staffing levels to deliver a quality service.
- 3.2 Review pay and conditions of employment (using the National Joint Council for Local Government Services (NJC) as agreed by National Association of Local Councils (NALC) and Society of Local Council Clerks (SLCC) and the Terms and Conditions for Clerks in line with the model arrangements) and update these as necessary to comply with the Law and good practice.
- 3.3 Recommend new, amended and varied policies, guidance, operating procedures to full council for adoption.
- 3.4 Follow up complaints relating to staff and undertake disciplinary and grievance procedures, as necessary, and report back to PP&R.
- 3.5 Arrange to carry out the annual appraisal of the Town Clerk.

4 Rights & Powers

- 4.1 The Sub-Committee may make recommendations to the PP&R Committee for consideration and approval.