



Helsby Parish Council

3rd September 2024

To: All Members of Helsby Parish Council

You are hereby summoned to a meeting of Helsby Parish Council on Monday 9th September 2024 at 7.00pm in the Parish Office at Helsby Community Sports Club for transaction of the undermentioned business.

The press and public are welcome to attend. Reports referred to in this agenda are available in advance on request from the Clerk. The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.

Yours sincerely,

Claire Jones, Clerk and Responsible Financial Officer

AGENDA

1. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To note any apologies for absence. Apologies should be submitted to the Parish Clerk in advance of the meeting.
3. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
4. Policing Update. To receive an update from the local Police Community Support Officer and to raise any questions related to policing in Helsby.
5. Confirmation of Previous Minutes. To receive and confirm the minutes of the meeting of Helsby Parish Council held on 8th July 2024.
6. Clerks' report from the previous meeting not covered elsewhere in the agenda (for information only).
7. Chair's Announcements (for information only).

8. To receive communications from Cheshire West and Chester Council and to consider reports and other matters relating to the principal authority.
9. Minutes of the Parks, Cemetery and Allotments Committee meeting held on 15th July 2024 (attached). Cllr. Nicklin will present the draft minutes. Council to consider the following recommendations:
 - 9.1 To increase allotment rents for a small plot to £30 per year and a large plot to £45 per year from 1st October 2024.

10. Miscellaneous Matters

- 10.1 To note that the deadline for an election for the vacancy in South Ward has passed and the council is now able to co-opt for this vacancy.
 - 10.2 To note a report from a meeting with the Guide Association about the future of the guide hut and to consider quotes to carry out a survey of the building.
 - 10.3 To note approval from Fields in Trust for retrospective consent for the lease of the scout hut on the parish field and to consider payment of their fee of £400.
 - 10.4 To note a report from a meeting with Ho Ho Helsby on 31st July and to consider the following expenditure on Christmas illuminations: 16 x lit spheres from LITE at a cost of £3,223 plus delivery and 5 x pole motifs from Blachere Illumination at a cost of £3,157.92 plus delivery.
 - 10.5 To discuss the results of an accessibility audit of the council's website and to consider quotes to create a new WCAG 2.1AA compliant parish council website.
 - 10.6 To note a request from Helsby Community Association for various improvements to Helsby Community Centre and to consider next steps.
 - 10.7 To consider a report from the Communications Working Group in relation to the future of Helsby News.
 - 10.8 To consider Climate Action Frodsham's offer to host a Warmer Homes Seminar.
 - 10.9 To consider the Clerk's attendance at the SLCC's Cheshire Branch annual conference on 26th September at a cost of £35.
 - 10.10 To consider the Clerk's draft workplan as discussed at her mid-year review held on 29th August.
 - 10.11 To consider the renewal of the Council's allotment insurance with Chris Knott Insurance.
 - 10.12 To consider renewal of the Council's annual membership with the Peak and Northern Footpaths Society at a cost of £22.50.
 - 10.13 To review the annual fee and contract terms for the 2025/26 financial year with DM Payroll Services.
 - 10.14 To note an update on the average speed camera project.
 - 10.15 To consider retrospective approval for expenditure of £361.27 to enhance IT communications in the parish office (payment made under Standing Order 16(b) Delegation to the Responsible Financial Officer).
11. Councillor surgery update and to consider approval of a final design for a pull-up banner.
 12. Outside Body Reports - to receive any reports from representative members (for information only).
 13. Burial grant approvals - to receive any new applications.

14. Allotment tenancies – to receive any new applications.

15. Planning

15.1 To note/consider the council's responses to the following planning applications and any other applications that may be distributed in advance of the meeting:

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| 24/01872/FUL | 115 Chester Road Helsby
Alterations to rear single storey to include increased height and replacement roof. Replacement windows and doors throughout with new side window opening and side door.
Replacement front porch
No objections |
| 24/01935/OUT | Land Off Callender Way Helsby
Outline application for the development of up to seven dwellings and associated works means of access proposed. (Appearance, landscaping, layout and scale reserved for future consideration)
Neither objects or supports - comments sent on obtrusive nature of development and sound proofing |
| 24/01713/FUL | 284 Chester Road Helsby
Demolition of out buildings and erection of single storey rear extension
No objections |
| 24/01888/FUL | 48 Old Chester Road Helsby
Single storey rear extension
No objections |
| 24/02143/LDC | 136B Chester Road Helsby
Commencement of the building of 17/02135/FUL - New 5 bed detached dwelling
Neither objects nor supports - comments sent mainly to query access arrangements |
| 24/02411/FUL | 7 Wroxham Close Helsby
Single storey side extension. Widening of existing driveway.
New doors to rear elevation
Awaiting comments |
| 24/02354/FUL | Land To The Rear of Meadow Farm Lower Rake Lane Helsby
The installation of a gas reduction compound to convert gas from the existing high-pressure gas main to a pressure which is acceptable for use at the Protos stand-by electricity generation plant
Awaiting comments |

- 15.2 To note the planning notification report (as attached).
- 15.3 To consider a premises licence application by RMS News and Wines for a new convenience store at 4 Crown Buildings, Latham Avenue, Helsby.
- 15.4 To note the Frodsham Solar Phase One Consultation Summary Report and Project Update.
- 15.5 To note correspondence received from CW&C in relation to updating the Helsby Neighbourhood Plan.
- 15.6 To consider a response to CW&C's Housing Strategy 2025-2035 Consultation.
- 15.7 To receive any member reports – for information only.

16. Financial Matters

- 16.1 Bank Reconciliations for July and August 2024 – for inspection and approval (as attached).
- 16.2 To approve payments made and note receipts to the end of July and August (as attached).
- 16.3 To note the outcome of the external audit 31st March 2024 (Annual Governance & Accountability Return) as attached. To note that the Notice of Conclusion of Audit was published on the website/noticeboard along with the certified AGAR (Sections 1, 2 & 3) before 30th September deadline.
- 16.4 To approve payment of £420 for completion of the external audit by PKF Littlejohn Ltd.
- 16.5 To seek approval to transfer £6,000 from the Natwest current account to the Unity current account, to transfer £20,000 from the Unity savings account to the current account and to transfer £60.20 from the Natwest savings account to the Unity savings account.

17. To note the outstanding actions log.

18. Dates of the next Council meetings

23 rd September	Finance Committee
30 th September	Environment Committee
14 th October	Parish Council meeting