



Helsby Parish Council

3rd October 2023

To: All Members of Helsby Parish Council

You are hereby summoned to a meeting of Helsby Parish Council on Monday 9th October 2023 at 7.00pm in the upper hall at Helsby Methodist Church 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

Prior to the meeting at 6.30pm, Pete Swift, Managing Director of Planit-IE, will give a short presentation on the preparation of masterplans in open public spaces.

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. Members to sign Request for Dispensations form in relation to setting the precept over the next 4 years.
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 11th September 2023.
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 Finance Committee meeting held on 25th September 2023 (draft copy attached). Cllr. O'Neill will present the draft minutes. Council to note or consider the following:
 - 9.1 To consider switching the council's current and savings accounts from NatWest to Unity Trust Bank at a cost of £6 per month and 15p per transaction through a 'partial switch';
 - 9.2 To consider obtaining a Unity Corporate Multipay Card at a cost of £3 per month plus a £50 setup fee;
 - 9.3 To consider bank signatories for any new accounts;
 - 9.4 To consider adding some text to the Financial Regulations/Internal Control Policy in relation to the new banking procedures; and
 - 9.5 To note the adoption of the Business Plan 2023-2028.
10. Minutes of the Environment Committee meeting held on 26th September 2023 (draft copy attached). Cllr. O'Neill will present the draft minutes. Council to note or consider the following:
 - 10.1 To consider a draft terms of reference for a Climate Change Working Group.
11. Miscellaneous Matters
 - 11.1 To confirm that no election was called in North Ward following a recent councillor resignation and the Council is now able to co-opt for the vacancy.
 - 11.2 To receive an update from the Communications Working Group.
 - 11.3 To receive an update in relation to the provision of a security gate off Callender Way and to consider making a Council contribution.
 - 11.4 To note recent anti-social behaviour issues at the play area. To consider a quote of £950 from Northwich Town Council to replace the basket swing.
 - 11.5 To consider a donation of £325 to the British Legion for the 2023 Poppy Appeal (includes an additional £75 for 25 lamppost poppies);
 - 11.6 To consider the purchase of Autumn/Winter bedding plants (around £250) and compost for the village planters (£305.50 – includes a £2 subscription to the Village Produce Society).
 - 11.7 To approve a payment of £68.38 to the Council's webhosting service for 12 months.
 - 11.8 To consider payment of proposed utility charges for the parish office at Helsby Community Sports Club for 2021-22 (£791.84) and 2022-23 (£871.02).
 - 11.9 To consider quotes for the repair of the wall adjacent to the parish field.
12. Councillor surgery update.
13. To receive any new allotment tenancies.
14. Outside Body Reports - to receive any reports from representative members (for information only).

15. Planning

15.1 To consider the council's responses to the following planning applications:

23/02771/FUL

6 Queens Drive Helsby

Single storey extensions to the side and rear of dwelling, to provide parent accommodation and extension to kitchen facilities

No objections

15.2 To note the latest planning notification report (as attached).

15.3 To receive any member reports – for information only.

16. Financial Matters

16.1 Bank Reconciliation for September 2023 – for inspection and approval (as attached).

16.2 To approve payments made and note receipts to the end of September (as attached).

17. To note the outstanding actions log.

18. Dates of the next Council meetings:

30th October

Parks, Cemetery and Allotments Committee

13th November

Parish Council meeting