



# Helsby Parish Council

## Minutes of the Annual Meeting of Helsby Parish Council held in the Upper Hall at Helsby Methodist Church at 7.00pm on Monday 9<sup>th</sup> May 2022

### Present:

Cllr. Peter Duffy - Chair

Cllr. Terry O'Neill

Cllr. Alan Gardner

Cllr. Mike Branigan

Cllr. Margaret Marsh

Cllr. Chris Ellams

Cllr. Sarah Temple

Claire Jones, Parish Clerk

### In attendance:

Marj Thoburn representing Helsby News

5 members of the public

Cllr. Paul Bowers representing Cheshire West and Chester Council

1. Election of Chairman. It was **RESOLVED that Cllr. Duffy be elected as Chairman of Helsby Parish Council for the municipal year 2022/23 – HPC77/22.** Cllr. Duffy signed the Declaration of Acceptance of Office which the Clerk then countersigned.
2. Election of Vice-Chairman. It was **RESOLVED that Cllr. Branigan be elected as Vice-Chairman of Helsby Parish Council for the 2022/23 municipal year – HPC78/22.**
3. Co-optation of Parish Councillor. The Chairman invited Stephen Garrity to address members to support his application to become a co-opted member of the Council for a vacancy in North Ward. It was **RESOLVED that Stephen Garrity be co-opted onto the Council with immediate effect – HPC79/22.** Cllr. Garrity signed the Declaration of Acceptance of Office and was obliged to complete a Register of Interest within 28 days.
4. Appointment of representatives on outside bodies. The following was **UNANIMOUSLY AGREED – HPC80/22:**

Name of Organisation	No.	Appointee(s)
Air Quality Forum	1	Cllr. Temple (reserve Cllr. O'Neill)
ChALC Area Meeting	3	Cllrs. O'Neill, Duffy and 1 vacancy
Helsby Community Association	1	Cllr. Branigan (reserve Cllr. Duffy)
Helsby Footpath Society	1	Cllr. Temple (reserve Cllr. Holder)
Helsby Community Sports Club	1	Cllr. Branigan
CF Fertilisers UK	2	Cllrs. Duffy and O'Neill
Protos	1	Cllr. Temple (reserve Cllr. O'Neill)
Liverpool John Lennon Airport Group	1	Cllr. Ellams
North Cheshire Rail Users' Group	1	Cllr. Ellams
Encirc	2	Cllrs. O'Neill and Garrity

Frodsham Wind Farm Local Liaison C.	2	Cllrs. Ellams and Holder
Cycle North Cheshire	1	Cllr. Temple (reserve Cllr. Duffy)
BGS GeoObservatory Com. Liaison Group	1	Cllr. Temple

It was agreed to remove Thornton Community Liaison Meeting from the list of organisations as it had been several years since the group had last met.

5. It was **RESOLVED that the following councillors be appointed to serve on the following committees – HPC81/22:**

- Environment - Cllrs. Duffy, Ellams, O’Neill, Marsh and Branigan.
- Health & Safety - Cllrs. O’Neill, Duffy, Gardner, Branigan and Ellams.
- Parks, Cemetery & Allotments - Cllrs. Duffy, Branigan, Gardner, Temple and Holder.
- Human Resources – Cllrs. Duffy, Temple, Marsh, Garrity and Branigan.
- Standing Orders – Cllrs. Duffy, Temple and Branigan.

The meeting was adjourned whilst the respective committees (with the exception of the Standing Orders Committee) elected a Chairman and Vice-Chairman as follows:

- Environment: Chairman – Cllr. O’Neill, Vice Chairman – Cllr. Ellams
- Health & Safety: Chairman – Cllr. Gardner, Vice Chairman – Cllr. Ellams
- Parks, Cemetery & Allotments: Chairman – Cllr. Temple, Vice Chairman – Cllr. Holder
- Human Resources – Chairman: Cllr. Temple, Vice Chairman – Cllr. Marsh

In accordance with the above selection process and Standing Order 21(d), members of the Finance Committee shall be Cllrs. Temple, Gardner and O’Neill, Branigan and Duffy. Cllr. Garrity also expressed an interest in joining the Finance Committee.

6. It was noted that the Deeds for the Council’s lands could be inspected, by appointment, at the NatWest Bank in Runcorn. It was also noted that the counterpart lease for the ‘Eccies’ was held with DTM Legal LLP. It was agreed that the deeds would be inspected this year.

7. Public Participation. It was **RESOLVED that the meeting be suspended for public participation – HPC82/22.** Several members of the public spoke to express their concerns about the lack of school places available in Helsby for local residents. They suggested that sending local children to schools outside Helsby (in some cases as far away as Tarporley and Ashton Hayes) was unacceptable and felt that the situation would only be exacerbated as many more new homes were being built in the village. The Chairman outlined ways in which the parish council had made the case to CW&C for additional local school places over recent years, including objecting to the latest housing development at Cable Drive. Residents were encouraged to take up the matter with the Education Infrastructure Team at Cheshire West and Chester Council and with their local MP. Cllr. Bowers was also recommended to attend any local school place appeals at CW&C as they arose. There being no other matters brought to the members’ attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – HPC83/22.**

8. Apologies were received and accepted from Cllrs. Standing and Holder.

9. Declarations of Interest. Cllr. O'Neill declared a non-pecuniary interest in Items 21 and 22. Councillors were reminded to ensure their Notification of Members' Interests forms were up to date.
10. Policing Update – PSCO Parr's latest report was noted. Cllr. O'Neill agreed to co-ordinate suitable dates for a series of ward walks. The Clerk agreed to keep him up-to-date with any plans in the village for celebrating the Queen's Jubilee.
11. It was **RESOLVED that the minutes of the meeting held on 11<sup>th</sup> April 2022 be accepted as accurate and duly signed by the Chairman – HPC84/22.**
12. Matters arising – The Clerk reminded members about the public art event at Horns Mill Primary School on 17<sup>th</sup> May between 3pm and 4.40pm. Members were requested to let the Clerk know if they wished to attend.
13. Chairman's Announcements – Members were informed that the Helsby Hillside Women's Institute was running a coffee and cake morning on 21<sup>st</sup> May to celebrate the Queen's Jubilee. It was outlined that event would take place between 10am and 12 noon and all village residents were invited to attend. The Council's plans for the beacon lighting were also noted (please note this is not a public event). The Clerk also reminded members about the Jubilee events being organised by St. Pauls' Church on 5<sup>th</sup> June and it was noted that she had expressed an interest in placing a stone on behalf of Helsby Parish Council during the church service. A Helsby High School picnic event on 27<sup>th</sup> May at 3.30pm was also noted. It was agreed that the Clerk would add the above events to the Council's website.
14. Cheshire West and Chester Council matters – Cllr. Bowers outlined that a rock stability survey had taken place on Old Chester Road on 3<sup>rd</sup> April and a report was due shortly. It was noted that this would determine if a mesh system could be used to resolve the issues relating to the continuing road closure. It was outlined that the issues at Rake Lane Cottage were being explored by the Legal Department at CW&C.
15. Miscellaneous Matters
  - 15.1 The results of the 2022 ROSPA play safety inspections were noted with no items of equipment needing immediate attention. It was agreed that any recommendations raised in the reports would be addressed by the PCA and Environment Committees at their next meetings.
  - 15.2 It was outlined that Cllr. O'Neill and the Clerk had recently met with the company constructing the new Springfields housing development to discuss the handover of the car park at Sherwood Court back to the Council. It was **RESOLVED to accept an offer from M & Y Maintenance and Construction to resurface the car park and install retractable bollards following their use of this area as a compound – HPC85/22.** It was also noted that the company would look into tidying a large area of vegetation at Sherwood Court later in the year.
  - 15.3 It was **RESOLVED to retrospectively approve renewal of the Council's subscription with Microsoft 365 at a cost of £59.99 and to move the Council from a personal to a business account – HPC86/22.**

- 15.4 It was **RESOLVED to approve payment of the Chairman’s Allowance of £225 to meet the expenses of office – HPC87/22.**
- 15.5 It was **RESOLVED to approve a quote from CW&C to supply and install a replacement litter bin on the parish field at a cost of £204 – HPC88/22.**
- 15.6 It was **RESOLVED to approve an application to extend the licence to a local business in relation to running Tai Chi and Qigong classes on the parish field for another 12 months subject to the usual public liability insurance and risk assessment conditions – HPC89/22.**
- 15.7 It was **RESOLVED to approve a request by Helsby Library to use the Council’s display screen for their forthcoming Jubilee display – HPC90/22.** Longer term options for the use of the display screen were discussed with locations at Tesco and Helsby Community Sports Club still being considered.
16. Councillor Surgery report – Cllr. Branigan outlined that one member of the public had attended the surgery on 7<sup>th</sup> May and had raised the same matters as had been raised previously. To note: the next surgery to be held on 11<sup>th</sup> June at Helsby Community Sports Club between 10am and 11am (Cllrs. Holder and Marsh).
17. Protos – Cllr. Temple outlined that the next Community Benefit Fund meeting would be held on 8<sup>th</sup> June.
18. Helsby the Art of Here – the Clerk reported that the majority of payments had been made for Phase 1 of the project and she would submit a claim to CW&C for S106 funds shortly.
19. Helsby Community Association – Cllr. Branigan outlined that the next meeting would take place on 24<sup>th</sup> May. He outlined that a full review of the centre’s hire fees would be an important exercise given the recent escalation in energy bills. Cllr. Duffy agreed to attend the meeting in Cllr. Branigan’s place.
20. Cycle North Cheshire – no updates were received.
21. Helsby Community Sports Club – no updates were received.
22. Cheshire Association of Local Councils – Cllr. O’Neill outlined that the last meeting had been held on 13<sup>th</sup> April and ChALC had appointed 2 new board members. He reported that his own role had changed from Chairman to Chair. It was noted that the Northern Group had expressed concerns about the continuing lack of sanctions on councillors. Members noted that the PCC had yet to make a decision on the average speed camera pilot applications. Cllr. O’Neill outlined that he would attend the next PCC meeting to seek an update on progress. It was noted that Cllr. O’Neill had also attended meetings with Manchester Airport about future air space and a conference organised by the Sustainability and Inclusive Growth Commission (slides to be circulated in due course). Cllr. Temple reported that ChALC had circulated a new CW&C Code of Conduct. It was agreed that this would be presented for consideration at the next meeting.
23. Transport and Wind Farm Matters – Cllr. Ellams reported that Transport for Wales had organised a clean-up of Helsby Station on 1<sup>st</sup> June between 10am and 2pm. It was also noted

that the North Cheshire Rail Users Group were currently seeking new members. Members noted that the next Liverpool Airport meeting would be held on 20<sup>th</sup> May.

#### 24. Planning

24.1 The Council's responses to the following planning applications were duly noted:

<b>22/01056/FUL</b>	Land To The Front of 132 Chester Road Erection of one dwelling and associated garage Objections in relation to backland development and highway issues
<b>22/01453/TPO</b>	The Old Hall Vicarage Lane Helsby Scots Pine tree - fell due to excessive movement in the basal during storm Arwen. 3x Sycamore trees along boundary - slight crown lift for better light penetration around the bases and to allow for better air circulation. Neither supports nor objects
<b>22/01159/FUL</b>	8 Plovers Lane Helsby Single storey rear extension, addition of rooflights and windows to side No objections but comments in relation to neighbouring properties
<b>22/01158/FUL</b>	16 Hornsmill Way Helsby Single storey garage extension and conversion No objections
<b>22/00823/FUL</b>	Hillside Lodge Hill Road North Helsby Erection of summer room/store No objections but comments on the lack of detail in the application

24.2 The following planning notifications were received:

<b>21/04610/FUL</b>	23 Sandringham Avenue	Approval
<b>21/04757/FUL</b>	Cragside	Approval
<b>22/00565/TPO</b>	The Old Stables	Approval

24.3 Mere's Edge Masterplan – it was noted that Brookhouse were still in discussion with Onward Housing in relation to the design principles for the new homes.

24.4 No member reports were received.

#### 25. Financial Matters

25.1 2021/22 Annual Governance and Accountability Return (AGAR). It was noted that the internal audit was being carried out by JDH Business Services Ltd between 28 April and

12 May 2022. It was also noted that the External Audit would be carried out by PKF Littlejohn LLP and the submission deadline was Friday 1<sup>st</sup> July 2022.

- 25.2 It was noted that a VAT reclaim of £6,482.13 for the previous fiscal year ending 31<sup>st</sup> March 2022 had been requested from HMRC.
- 25.3 It was **RESOLVED** that the bank reconciliation sheet detailing £318,370.93 held in balances as at 30<sup>th</sup> April 2022 be accepted as accurate – **HPC91/22**. It was also **RESOLVED** to transfer £50,000 from the Natwest current account to the Natwest deposit account in order to benefit from better levels of interest – **HPC92/22**.
- 25.4 It was **RESOLVED** that the following payments totalling £12,125.60 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for April be approved and duly noted – **HPC93/22**. The following receipts totalling £102,835.60 were also noted:

#### Payments

BT	Line rental	£76.74
Water Plus	Water - community centre	£29.31
Scottish Power	Electricity - community centre	£280.00
Claire Jones	Expenses	£63.74
ChALC	Annual subscription	£1,470.04
ICCM	Annual subscription	£95.00
Liverpool Doc System	Photocopier charges	£23.23
Mark Storer	Art of Here materials	£61.69
Mark Storer	Art of Here travel	£280.35
Mark Storer	Art of Here fees	£1,800.00
Chagos Consulting	Parish Online course	£15.00
Npower	Bridge lighting	£215.53
ROSPA Play Safety	Annual inspections	£210.00
Robin Surtees	Art of Here sound	£716.20
Angharad Williams	Art of Here fees	£2,072.08
Mark Carney	Art of Here design	£1,097.50
HMRC	Tax and NI contributions Apr 22	£688.26
Countrywide GM	Grass cutting	£480.00
Siemens FS	Photocopier lease	£207.81
Stephen King	Art of Here photography	£400.00
HPC Staff	Salaries Apr 22	£1,395.93
NEST	Pension contribution Apr 22	£447.19

#### Receipts

Nationwide BS	Interest on savings	£7.34
Co-op	Interest on savings	£12.90
CW&C	Precept payment 2022/23	£102,615.00
Blackwell's Stonecraft	Memorial fees - NORCROSS	£100.00
Buckley Memorials	Memorial fees	£100.00
Natwest	Interest Apr 22	£0.36

#### 26. Dates of the next Council meetings

12<sup>th</sup> May 2022

Parks, Cemetery and Allotments Committee

13<sup>th</sup> June 2022

Parish Council meeting

The meeting closed at 8:24pm

Chairman's signature..... Dated.....