



Helsby Parish Council

Minutes of the Meeting of Helsby Parish Council held in the Upper Hall at Helsby Methodist Church at 7.00pm on Monday 10th July 2023

Present:

Cllr. Mike Branigan – Chair
Cllr. Chris Ellams

Cllr. Sarah Temple
Cllr. Rob Foreman

Cllr. Terry O'Neill
Cllr. Rob Nicklin

Claire Jones, Parish Clerk

Police Community Support Officers Sean Parry and Neil Flanagan (up to Item 5 only)

1. Public Participation. No matters were raised.
2. It was **RESOLVED** that from 10th July 2023, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence)(Prescribed Conditions) Order 2012, the Council would adopt the General Power of Competence - **HPC127/23**.
3. Apologies were noted from Cllrs. Duffy, Marsh, Stothard, Atkinson and Gardner.
4. Cllr. O'Neill declared non-pecuniary interests in matters relating to the Cheshire Association of Local Councils (Item 14).
5. Policing Update. Members noted the contents of PCSO Parry's latest report. PCSO Parry stressed the importance of residents reporting all incidents via telephone number 101. The Clerk agreed to put up posters in the noticeboards in this respect and include an article on the Helsby Facebook page. The Clerk also agreed to set up some ward walks with PCSO Parry.
6. It was **RESOLVED** that the minutes of the annual meeting of Helsby Parish Council held on 12th June 2023 were accepted as accurate and were duly signed by the Chair – **HPC128/23**. It was **RESOLVED** that the minutes of the extraordinary meeting of Helsby Parish Council held on 19th June 2023 were accepted as accurate and were duly signed by the Chair – **HPC129/23**.
7. Clerks' report – Under Item 6 (12th June minutes), it was noted that the play area CCTV system was now operational. Under Item 4 (19th June minutes), the Clerk outlined that she had notified CW&C that the council wished to withdraw its representation for the Helsby Tap following consultation with the applicant on various matters. Members noted a request for volunteers to assist with the new Community Hub being set up by Helsby Methodist Church. It was noted that a thank you letter had been received from Cllr. Holder. It was agreed that a consultation response in relation to BT's proposal to remove the telephone box on Chester Road at Britannia Road would be agreed at the next meeting.

8. Chair's Announcements – It was noted that the Chair had attended a service at St Paul's Church to represent the council at the induction of The Reverend Noel McGarrigle as the new incumbent. The Chair joined with the full council in wishing Rev. McGarrigle well in his new role.
9. Cheshire West and Chester Council matters – apologies were noted from Cllr. Copeman. Members noted the contents of an update report he had issued prior to the meeting. Frustration was expressed in relation to CW&C's apparent lack of response to issues reported via their online reporting system. Cllr. O'Neill agreed to work with the Clerk in compiling some evidence to provide to CW&C and to liaise further with Cllr. Copeman and the Localities team.
10. The minutes of the Finance Committee meeting held on 19th June 2023 were noted.
11. The minutes of the Environment Committee meeting held on 3rd July 2023 were noted.
12. Miscellaneous Matters
 - 12.1 It was **RESOLVED not to renew the Council's membership with online meeting facility, Zoom - HPC130/23.**
 - 12.2 It was **RESOLVED to authorise a request by the War Graves Commission to place a Gallipoli Marker on the grave space of E B Dixon - HPC131/23.**
 - 12.3 It was noted that a planning application for the renewal of a 5-year temporary planning permission for a storage container on land off Mountain View had been submitted. It was **RESOLVED to retrospectively approve payment of the fee of £181 (payment made under Standing Order 26(a) Delegation to the Clerk) – HPC132/23.**
 - 12.4 Cheshire West and Chester Council's Statement of Licensing Policy (Licensing Act 2003) consultation process was noted. It was agreed that a response would not be submitted.
 - 12.5 Cllr. Nicklin raised the possibility of purchasing of video conferencing facilities for council meetings. Members were in general agreement of the concept. Cllr. Nicklin agreed to look more closely at relevant equipment, costs and ways to set up a trial and to bring a report back to a future meeting.
 - 12.6 A revised General Risk Assessment document was noted. It was agreed that this would be presented for approval at the next Finance Committee. Members were requested to send any comments on the document to the Clerk as soon as possible.
 - 12.7 It was **RESOLVED to sign up to NALC and SLCC's Civility and Respect Pledge and to adopt the supporting Dignity at Work Policy - HPC133/23.**
13. Councillor surgery update - it was noted that Cllrs. Nicklin and Branigan had attended the last surgery on 17th June in the Tesco café. Cllr. Nicklin agreed to circulate a summary report in due course. It was agreed that the next surgery would be held at the Helsby tearooms in August and would be attended by Cllrs. Nicklin and Foreman. The Clerk agreed to circulate a rota for future surgeries with dates scheduled for the middle of each month.
14. Outside Body Reports – Cllr. Ellams reported that it would be at least several years until a Merseyrail service was available between Ellesmere Port and Liverpool via Helsby and the

Halton Curve. It was also noted that the one-hour Transport for Wales service to Liverpool via the Halton Curve would not be re-instated until at least next year. Cllr. Temple outlined that the Protos AGM and the Community Forum meeting would be held on 12th July as well as the next Cycle North Cheshire meeting on 11th July. Cllr. O’Neill outlined that he had attended a town and parish council conference held by the Police and Crime Commissioner on 27th June, a climate change conference hosted by ChALC and an online session with CW&C Highways. Cllr. O’Neill suggested that a climate change working group could be set up in Helsby to identify priorities for the area.

15. Planning

15.1 It was **RESOLVED to approve the responses as below in relation to the following planning applications:**

23/01813/OUT Land Adjacent 1 Proffits Lane Helsby
Erection of single storey two-bedroom bungalow
Object on the grounds it is contrary to HNP ENV1 (Green Belt) and HNP H6 (Backland Housing Development, with unacceptable impact on neighbours due to additional traffic on unadopted private road – HPC134/23.

23/01868/FUL 123 Robin Hood Lane Helsby
Erection of single storey side extension with pitched roof and extension to existing porch incorporating a new pitched roof
No objections – HPC135/23.

15.2 Planning notifications – none were received. The Clerk agreed to check the status of the Stocks Brow farm application.

15.3 Member reports – no matters were raised.

16. Financial Matters

16.1 It was **RESOLVED that the bank reconciliation sheet detailing £338,567.87 held in balances as at 30th June 2023 be accepted as accurate – HPC136/23.**

16.2 It was **RESOLVED that the following payments totalling £8,538.89 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for June be approved and duly noted – HPC137/23.** The following receipts totalling £381.34 were also noted:

Payments

BT line rental	British Telecommunications	£83.06
Water Community Centre	Water Plus	£35.96
Electricity Community Centre	Scottish Power	£298.00
Photocopier lease and service fee	Grenke Leasing Ltd	£144.00
General Maintenance	Helsby Garden Services	£1860.34
Photocopier charges	Liverpool Document Systems	£112.03
Photocopier charges	Liverpool Document Systems	£33.46
Grass Cutting	Countrywide GM	£503.83

Membership fees	Society of Local Council Clerks	£279.00
Play area inspections	Winsford Town Council	£84.00
Membership fees	Scribe	£480.00
HMRC Additional Tax Payment	HMRC	£939.37
Expenses	Claire Jones	£201.84
Photocopier charges	Pro Print Solutions	£22.18
Condolence book binding	Barnard and Westwood	£180.00
Pension contributions	NEST	£611.12
Planning application fee container	Planning Portal	£181.00
HMRC Tax and NI June	HMRC	£765.08
Salaries	HPC Staff	£1,724.62
Receipts		
Burial fees	Jacqueline Wilson FD	£310.00
Bank interest	NatWest	£71.34

17. The outstanding actions log was noted.

18. The dates of the next Council meetings were noted as follows:

7 th August	Parks, Cemetery and Allotments Committee
4 th September	Policy and Procedures Committee
11 th September	Parish Council meeting

Confidential Matters - Exclusion of the Press and Public and the Parish Clerk

Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED that, because of the confidential nature of the business to be transacted, the public and the press as well as the Clerk leave the meeting during consideration of the following: To consider a revised contract for the Clerk – HPC138/23.** Members agreed that the Clerk could remain in the meeting for the discussions.

19. It was **RESOLVED to approve the Clerk’s revised contract and the accompanying Update of Clerk Flexible Working Time Conditions document dated 8th May 2023 – HPC139/23.** The contract was duly signed by the Chair on behalf of the council. It was noted that a few policy documents referred to in the new contract would need to be considered by the Policy and Procedures Committee at their next meeting.

The meeting closed at 8.55pm

Chair’s signature..... Dated.....