



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 11th July 2022

Present:

Cllr. Peter Duffy – Chair

Cllr. Terry O’Neill

Cllr. Sarah Temple

Cllr. Alan Gardner

Cllr. Patricia Holder

Cllr. Margaret Marsh

Cllr. Chris Ellams

Cllr. Mike Branigan

Claire Jones, Parish Clerk

In attendance:

Cllr. Paul Bowers representing Cheshire West and Chester Council

6 members of the public

Representatives from WSP, C Squared Architects and Sandstone Care gave a short presentation on a proposed new 75-bedroom dementia and specialist needs care home on Chester Road. They answered questions about the provision of adequate car parking, outdoor space and building design. Members requested that they held a public consultation event as the plans progressed.

1. Public Participation. It was **RESOLVED that the meeting be suspended for public participation – HPC122/22**. Several members of the public requested the council to re-visit the possibility of designating a Conservation Area in Helsby. They submitted a report for the council to consider in due course. One member of the public spoke in relation to planning application 22/01817/FUL concerning the erection of a new 1.8m timber fence around the side and rear of his boundary. There being no other matters brought to the Council’s attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – HPC123/22**.
2. Apologies were received and accepted from Cllr. Garrity.
3. Cllr. O’Neill declared non-pecuniary interests in matters relating to Helsby Community Sports Club (Item 17) and Cheshire Association of Local Councils (Item 18).
4. Policing Update – Apologies were received from PCSO Parr. Members noted the contents of an update he had circulated in advance of the meeting. It was outlined that Cheshire Police had updated the council’s Trucam with the latest model so this would need to be removed from the asset register once the police had confirmed of its disposal.
5. It was **RESOLVED that the minutes of the meeting of Helsby Parish Council held on 13th June 2022 be accepted as accurate and duly signed by the Chairman – HPC124/22**.

6. Matters arising – Cllr. Temple outlined that she had attended a meeting on 5th July regarding the potential for a foodbank in Helsby. It was noted that the Methodist Church was being considered as a venue and another meeting would be held in early August. Cllr. O’Neill reported a bench in need of renovation on Chester Road near to the play area. Cllr. Temple outlined that the lights were installed and working on the parish field and the CCTV system would be installed shortly. The clerk agreed to check whether members’ Declaration of Acceptance of Office forms would need to be signed again in relation to the revision to the Code of Conduct.
7. Chairman’s Announcements – nothing was raised.
8. Cheshire West and Chester Council matters – Cllr. Bowers outlined that the 20mph zone initiative across Cheshire West had been deemed a success by CW&C given that there had been no fatal accidents since their introduction and general traffic accidents were down by 25%. It was noted that no further progress had been made on the re-opening of Old Chester Road. Following a local campaign, it was reported that Cllr. Bowers would raise an item at the next Full CW&C meeting in relation to disability access and wheelchair-accessible equipment at local parks and play areas. It was confirmed that this matter would be considered at the council’s next Parks, Cemetery and Allotments Committee.
9. Cllr. O’Neill presented the minutes of the Finance Committee meeting held on 20th June. The following was noted/agreed:
 - 9.1 It was **RESOLVED to allocate £5,000 into earmarked reserves to layout the cemetery extension area – HPC125/22;**
 - 9.2 It was **RESOLVED to remove Paul Standing as a signatory of the NatWest account and to add Sarah Temple as a replacement, reserve signatory – HPC126/22;**
 - 9.3 It was **RESOLVED to hold a participatory budgeting event in November 2022 with an allocated budget of £9,000 – HPC127/22;** and
 - 9.4 It was **RESOLVED to take out a subscription with online accounting package, Scribe, for a trial one-year period at a cost of £697 – HPC128/22.**
10. Cllr. Ellams presented the minutes of the Health and Safety Committee meeting held on 4th July. The following was noted/agreed:
 - 10.1 It was **RESOLVED to purchase an additional 5 extra-large and 5 medium high visibility vests - HPC129/22;**
 - 10.2 It was **RESOLVED to approve the clerk’s attendance at an SLCC conflict resolution course at a cost of £30 - HPC130/22;** and
 - 10.3 It was outlined that some difficulties had been experienced by members trying to access the parish office for council surgeries. Cllr. Duffy reported that the committee had considered different ways to access the parish office and an electronic fob entry system had been suggested as the most secure option. It was outlined that quotes would be sought and a full report would be presented at the next committee meeting.
11. Cllr. O’Neill presented the minutes of the Environment Committee meeting held on 4th July. The following was noted/agreed:
 - 11.1 It was **RESOLVED to seek quotes for new 3-year contracts for the installation of the Christmas lights plus associated work and Christmas tree supply/installation plus**

- associated work – **HPC131/22**. The clerk agreed to liaise with Ho Ho Helsby in relation to obtaining quotes for the traffic management contract for the Ho Ho event;
- 11.2 It was **RESOLVED to purchase a Lifeline View defibrillator, a locked cabinet and Battenberg decals for a KX100 BT phone kiosk from the Community Heartbeat Trust (CHT) at a cost of £1,695 (and not to source alternative quotes as CHT is BT’s preferred supplier) – HPC132/22;**
 - 11.3 It was **RESOLVED to engage CHT to install the defibrillator at a cost of £250 – HPC133/22;**
 - 11.4 It was **RESOLVED to purchase classroom training of the Lifeline View from CHT at a cost of £175 for 50 people – HPC134/22;**
 - 11.5 It was **RESOLVED to purchase Perspex top and bottom panels to repair the BT phone kiosk on Chester Road at a cost of £124 plus delivery – HPC135/22;**
 - 11.6 It was **RESOLVED to apply for £1,500 from the CW&C Members Budgets Award Scheme towards the defibrillator equipment – HPC136/22;**
 - 11.7 It was **RESOLVED to draw up a specification for a landscaping project at Sherwood Court – HPC137/22**. It was noted that M and Y Construction had agreed to resurface the car park they had been using as a storage compound as well as providing a number of lockable bollards;
 - 11.8 It was **RESOLVED to pay an invoice for £2,623.20 from CW&C in relation to the Draft Helsby Hill Conservation Area Appraisal work – HPC138/22**. Cllr. O’Neill suggested that the potential designation of a conservation area in Helsby should be raised as part of the council’s public consultation exercise later in the year;
 - 11.9 It was **RESOLVED to purchase an A4 Queen’s Green Canopy plaque and stakes from Royal British Legion Industries at a cost of £154.99 – HPC139/22;**
 - 11.10 It was **RESOLVED to accept the Art of Here evaluation report for submission to the Arts Council and to put copies of the leaflet and sound composition onto the council’s website – HPC140/22;**
 - 11.11 It was **RESOLVED not to progress with any further ideas as put forward by the Art of Here working group and to meet with Carmel Clapson (CW&C’s Cultural Strategy Development Officer) about the council’s own ideas for various pieces of artwork around the village – HPC141/22;** and
 - 11.12 The clerk agreed to arrange a working party to clean the war memorial and BT phone kiosk.

12. Miscellaneous Matters

- 12.1 It was **RESOLVED to retrospectively approve the clerk’s attendance at an online SLCC training course on minutes and agendas at a cost of £60 plus VAT – HPC142/22**.
- 12.2 It was **RESOLVED to consider renewal of the council’s membership with the Society of Local Council Clerks at a cost of £215 – HPC143/22**.
- 12.3 It was **RESOLVED to renew the council’s membership with online meeting facility, Zoom, at a cost of £119.90 – HPC144/22**.
- 12.4 Members considered a draft lease for the Air Quality Monitoring Station off Mountain View. Cllr. Temple outlined that the accompanying plan as well as the council’s existing lease with RSK mistakenly identified the council’s storage container as the air quality unit. It was also reported that the council’s lease with the Village Produce Association also overlapped this area. It was suggested that the clerk raised these matters with the council’s solicitor and liaised with all parties to amend any documents as necessary.

- 12.5 It was noted that the deadline for an election for the vacancy in Central Ward had passed and the council was now able to co-opt for this vacancy.
- 12.6 It was **RESOLVED to renew the council’s memberships with the Wirral Transport Users Association at a cost of £10 and with the Mid Cheshire Footpath Society at a cost of £8 – HPC145/22.**
13. Councillor Surgery report – It was noted that one member of the public had attended and had raised issues in relation to vandals damaging property with slingshots in the village. Cllr. Bowers outlined that he had reported this to PCSO Parr and PC Edwards. To note: the next surgery to be held on 6th August at Helsby Community Sports Club between 10am and 11am (Cllrs. Temple and Ellams).
14. Protos – Cllr. Temple outlined that she had circulated the most recent newsletter, noting in particular the intention to temporarily re-route a public right of way on the Marshes. It was noted that that the next Community Forum meeting and AGM (open to the public) would be held on 13th July.
15. Helsby Community Association – Cllr. Branigan outlined that he would raise the electricity metering issue with the new officer at CW&C/QWEST, Barry Smalley. Cllr. O’Neill agreed to work with Cllr. Branigan on a plant improvement life extension plan at the community centre to estimate how much funding might be required in future.
16. Cycle North Cheshire – Cllr. Temple reported that the next meeting would be held on 26th July. It was noted that the feasibility study for a proposed cycleway between the Hornsmill pub and Helsby High School had yet to start. It was outlined that a steering group (CW&C, HPC, Paul Bowers, CNC and Sustrans) would be formed to develop the plan but it would be September before Sustrans had appointed a senior project officer to lead to exercise.
17. Helsby Community Sports Club – it was noted that an open day would be held at the end of August.
18. Cheshire Association of Local Councils – Cllr. O’Neill outlined that the next meeting would be held on 20th July. It was recommended that members noted the survey analysis report as recently circulated by NALC’s Smaller Councils Committee. Cllr. Duffy agreed to respond to NALC’s Dementia Friendly Communities survey.
19. Transport and Wind Farm Matters – Cllr. Ellams reported that he was yet to hear from the Windfarm Local Liaison Committee. It was noted that he had circulated the minutes from the latest Liverpool John Lennon Airport group.
20. Planning
- 20.1 The following planning applications were duly noted:

22/01533/FUL	1 Callender Gardens Helsby Replace open porch, with an enlarged and enclosed porch No objections
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22/01773/FUL	13 Swireford Road Erection of new porch, single storey side extension, rear sun room alterations and rooflights No objections
22/01772/FUL	33 Queens Drive Helsby Demolition of existing side extension, erection of two storey side extension, landscaping to driveway Does not object to or support but has the following comments: a two-story extension will block out light to the adjoining property that is at a lower elevation
22/01790/S73	Land At Stephens Grove Helsby Variation of condition 1 (plans) of application number: 21/04022/FUL: To alter the approved drawings to include an external first floor kitchen terrace and additional windows to the east elevation Objection based on previous comments
22/01817/FUL	8 Mountain View Helsby Erection of a new 1.8m timber fence around side and rear boundary Does not object to or support but has the following comments: Similar application on Queens Drive was refused
22/01935/FUL	Portland House Portland Place Helsby Single storey rear extension (retrospective), single storey side extension, alterations to windows No objections
22/01962/FUL	Rossall Sandy Lane Helsby Single storey rear extension No objections
22/01325/FUL	43 Bates Lane Helsby Erection of rear dormer No objections

- 20.2 No planning notifications were noted.
- 20.3 Mere's Edge Masterplan – no update was given.
- 20.4 No members reports were received.

21. Financial Matters

- 21.1 It was noted that the Annual Governance and Accountability Return (AGAR) 2021/22 Part 3 had been sent to PKF Littlejohn.
- 21.2 It was **RESOLVED** that the bank reconciliation sheet detailing **£304,829.90 held in balances as at 30th June 2022 be accepted as accurate – HPC146/22.**

21.3 It was **RESOLVED** that the following payments totalling **£7,925.69** paid by either **standing order, direct debit, bank transfer, cheque or under delegated authority for June be approved and duly noted – HPC147/22**. The following receipts totalling **£233.04** were also noted:

Payments

BT	Line rental	£79.09
Water Plus	Water - community centre	£29.31
Scottish Power	Electricity - community centre	£280.00
Claire Jones	Expenses	£60.12
St Pauls, Helsby	Jubilee grant	£139.24
Npower	Christmas lights electricity	£681.12
CW&C	Bin supply and install	£204.00
D T Turner	Children's Funeral Fund reclaim	£650.00
Caloo	Table tennis repairs	£1,458.00
Countrywide GM	Grass cutting	£480.00
Terry O'Neill	Expenses (mileage)	£11.70
Helsby Garden Serv.	General maintenance	£1,512.00
HMRC	Tax and NI contributions June 22	£498.19
HPC Staff	Salaries June 22	£1,395.73
NEST	Pension contribution June 22	£447.19

Receipts

M Pasquet	Allotment rent - 1ROCR	£28.50
E Bougen	Maintenance equipment	£200.00
Natwest	Interest June 22	£4.54

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

1st August	Parks, Cemetery and Allotments Committee
8th August	Parish Council meeting

The meeting closed at 8.50pm

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