



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 12th June 2023

Present:

Cllr. Mike Branigan – Chair

Cllr. Sarah Temple

Cllr. Terry O'Neill

Cllr. Graham Stothard

Cllr. Chris Ellams

Cllr. Mark Atkinson

Cllr. Margaret Marsh

Claire Jones, Parish Clerk

CW&C Borough Councillor representing Helsby Ward, Chris Copeman

Robert Foreman via Zoom

1 member of the public

1. Public Participation. A representative from The Helsby Tap Limited attended to discuss the council's concerns in relation to the recent licensing application. It was noted that the council had submitted a representation to CW&C It was agreed that further clarification would be sought from the applicant on various matters and the council would then hold an extraordinary meeting on 19th June to consider a response. It was noted that a change of use planning application had also been submitted by the applicant.
2. Apologies were noted from Cllrs. Nicklin, Duffy and Gardner.
3. Cllr. O'Neill declared non-pecuniary interests in matters relating to Cheshire Association of Local Councils (Item 11). Cllr. Temple declared an interest in Item 9.4 (Helsby Village Produce Association).
4. Policing Update – PCSO Parry did not submit a monthly report and was not in attendance at the meeting. The Clerk agreed to liaise with PCSO Parry in relation to arranging some ward walks with councillors.
5. It was **RESOLVED** that the minutes of the annual meeting of Helsby Parish Council held on **22nd May 2023** were accepted as accurate and were duly signed by the Chair – **HPC116/23**.
6. Clerk's Report – It was noted that the hard drive on the play area CCTV system had failed and CSS had now installed a replacement unit. The Clerk outlined that she was seeking advice and quotes from various IT specialists in relation to the switch to a Microsoft 365 Business account. It was agreed that she would work with Cllr. Ellams on taking a proposal forward. It was noted that Cllr. Nicklin had expressed an interest in the purchase of video conferencing equipment to allow the council to live stream meetings. The Clerk outlined that a meeting had been arranged with Marj Thoburn to discuss the village planters. It was noted that the council had been contacted by several local residents in relation to overgrown hedges. Cllr. Copeman agreed to assist, where relevant.

7. Chair's Announcements – it was noted that the Chair had given Pat Holder a small gift of appreciation on behalf of the council in recognition of her long service.
8. Cheshire West and Chester Council matters – Cllr. Copeman outlined that there had been no progress with the Rake Lane closure, despite several attempts to contact the applicant. It was noted that a new fence would be erected shortly at the play area at Callender Gardens. Members noted several initiatives being held for CW&C's Green Week, including a coffee morning at Helsby Community Centre and an active travel festival in Chester. It was noted that local train companies had been contacted in relation to the provision of cycle storage facilities at Helsby station.
9. Miscellaneous Matters
 - 9.1 It was **RESOLVED to give approval for Cllr. Atkinson to attend ChALC's Councillor Induction Course on 14th September at a cost of £25 – HPC117/23.**
 - 9.2 It was **RESOLVED to consider renewal of the Council's membership with the Society of Local Council Clerks at a cost of £279 – HPC118/23.** The Clerk agreed to circulate any relevant information and log in details for SLCC's website.
 - 9.3 Members were invited to submit a motion for discussion at ChALC's Annual Meeting on 12th October 2023. The Clerk requested any ideas to be forwarded to her as soon as possible.
 - 9.4 It was **RESOLVED to approve the purchase of compost and fertiliser pellets from Helsby Village Produce Association for the village planters and village signs – HPC119/23.** It was noted that an invoice would be submitted in October 2023.
10. Councillor Surgery Update – it was noted that the next surgery was planned on 17th June in the Tesco café. Cllr. Branigan agreed to attend with Cllr. Nicklin. The Clerk agreed to circulate a rota for future surgeries.
11. Outside Body Reports - Cllr. O'Neill outlined that the next Energy from Waste meeting scheduled for 13th June had been cancelled. It was noted that Cllr. Temple had circulated the latest update from the Protos Community Benefit Fund meeting held on 7th June. It was noted that 2 applications had been considered granted from groups in Helsby (Friends of Harmers Wood and Helsby High School) and around £17,000 £19,500 of grant funding remained in the pot for 2023/24. Cllr. Temple outlined that the next CBF meeting would be in September (date to be confirmed).
12. Planning
 - 12.1 It was **RESOLVED to approve the responses as below in relation to the following planning applications:**

23/01482/FUL	Horns Mill Chester Road Helsby Demolition of existing rear and side extensions, and construction of two storey side extension together with associated works Agreed to defer a decision until the extraordinary meeting to be held on 19th June.
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- 23/01542/FUL** Blue Ridge 76 Old Chester Road Helsby
Demolition of existing garage and erection of single storey side extensions, rear orangery, front infill extension, porch, detached carport and outbuilding
No objections – HPC120/23
- 23/01646/FUL** **Bella Vista Portland Place Helsby**
Double hip to gable loft conversion with rear dormer, rooflights and dutch barn styled roof
No objections – HPC121/23
- 23/01633/FUL** **Teuthill Farm Tarvin Road Frodsham**
Change of use to land for a dog training, exercising and walking site
Neither objects to or supports but comments relating to parking facilities – HPC122/23

- 12.2 Planning notifications – none were received.
- 12.3 Frodsham Solar’s Phase One Consultation – it was noted that a community information event would be held at Helsby Community Centre on 17th June. It **RESOLVED that the council would not prepare a response to the consultation – HPC123/23.**
- 12.4 Member reports – the Clerk agreed to circulate a response from Helsby Community Sports Club in relation to complaints about the monthly motor club event.

13. Financial Matters

- 13.1 It was **RESOLVED that the bank reconciliation sheet detailing £346,725.42 held in balances as at 31st May 2023 be accepted as accurate – HPC124/23.**
- 13.2 It was **RESOLVED that the following payments totalling £11,148.78 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for May be approved and duly noted – HPC125/23.** The following receipts totalling £12,445.42 were also noted:

Payments

AMR Technical Ltd	Christmas lighting	£2,190.00
BT	Line rental	£82.06
Caloo	Outdoor gym servicing	£534.00
Countrywide GM	Grass cutting	£503.83
Helsby Garden Services	General Maintenance	£1,360.54
Claire Jones	Expenses	£143.98
HPC Staff	Salaries	£1,724.62
HMRC	Tax and NI May	£764.88
ICCM	Membership fees	£95.00
JDH Business Services Ltd	Internal audit fees	£405.00
Mid Cheshire Footpath Soc.	Membership fees	£8.00
Mike Branigan	Chair's Allowance	£225.00
NEST	NEST Pension May	£611.12

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ROSPA Play Safety Ltd	Play area inspections	£222.00
Scottish Power	Electricity Community Centre	£298.00
Water Plus	Water Community Centre	£35.96
Zurich Municipal	Parish Council insurance	£1,333.67

Receipts

Blackwell's Stonecraft	Memorial stone fees	£70.00
HMRC	VAT reclaim	£11,602.61
Michael Giverin	Allotment rent	£28.50
Sean Manning	Allotment rent	£28.50
Coren Hall	Allotment rent	£28.50
Turners Funeral Directors	Burial fees	£290.00
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Janette Griffiths	Memorial stone fees	£70.00
NatWest Bank	Interest	£37.31

13.3 Annual external audit – it was noted that the Annual Governance and Accountability Return (AGAR) 2022/23 Part 3 had been sent to PKF Littlejohn on 8th June 2023.

13.4 It was **RESOLVED to give retrospective approval for the appointment of JDH Business Services Ltd as internal auditor for the 2022/23 end of year accounting period at a cost of £405 [payment made under Standing Order 26(a) Delegation to the Clerk] – HPC126/23.**

14. The outstanding actions log was noted.

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

19 th June	Finance Committee
3 rd July	Environment Committee
10 th July	Parish Council meeting

The meeting closed at 8.15pm

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