



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 13th December 2021

Present:

Cllr. Terry O'Neill – Chair
Cllr. Alan Gardner

Cllr. Sarah Temple
Cllr. Chris Ellams

Cllr. Margaret Marsh
Cllr. Paul Standing

Claire Jones, Parish Clerk

In attendance:

Cllr. Paul Bowers, Cheshire West and Chester Council

Chairman's Announcements

The Chairman congratulated Ho Ho Helsby for putting on another spectacular festive event despite the poor weather. He noted that some substitutes might be required for the forthcoming budget meetings on 15th December due to having received a number of apologies from members.

1. A presentation was received from Carmel Clapson (Cheshire West and Chester Council's Arts Officer - Lead Public Art) in relation to the 'Helsby the Art of Here' project. It was outlined that a number of specific activities had taken place including the display of a digital screen at JTO Vintage tearooms, engagement workshops with young/older people and a workshop with people already engaged in arts and creativity in Helsby. It was noted that a final report with recommendations would be available in March 2022, with an option to proceed to a Phase 2 later in the year using further S106 funds and possibly another Arts Council grant. Members agreed that they would like to see a tangible output from the project in due course.
2. Public Participation. It was **RESOLVED that the meeting be suspended for public participation – HPC255/21**. There being no matters brought to the Council's attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – HPC256/21**.
3. Apologies were received and accepted from Cllrs. Duffy, Branigan and Holder.
4. Cllr. O'Neill declared a non-pecuniary interest in any matters relating to Helsby Community Sports Club (Item 18).
5. Policing Update – Members noted the contents of a report from PCSO Davies. Cllr. O'Neill outlined that he and Cllr. Temple had accompanied PCSO Davies on two ward walks in North and Central Wards both of which had proved to be very useful exercises. It was noted that some potential dates had been circulated for further walks in the New Year (Councillors to let the Clerk know their availability). For optimum engagement, members felt it was important to organise times and days when footfall in the village would be at a maximum

(e.g. school pick up/drop off times). Cllr. Standing suggested that weekend and evening slots would be useful for those members who were unable to make weekdays. It was suggested by Cllr. Marsh that as part of the exercise in South Ward, PCSO Davies may wish to observe traffic behaviour at the roundabout and lights on Callender Way as many motorists were failing to indicate at these junctions.

6. It was **RESOLVED that the minutes of the meeting held on 8th November 2021 be accepted as accurate and duly signed by the Chairman – HPC257/21.**
7. Matters arising – The Clerk outlined that she had received a short acknowledgment from Mike Amesbury MP in relation to the Council’s application to the average speed camera pilot scheme but she was still waiting for a full letter of support from him.
8. Cheshire West and Chester Council matters – Cllr. Bowers outlined that he was currently looking at funding opportunities for enhancing mobility access onto Helsby Hill, particularly from Hill Road North. He agreed to copy Cllr. Temple into any correspondence given her role as PC representative on Helsby Footpaths Society. It was noted that he had met with the Head of HyNet North West in relation to the hydrogen pilot scheme but no further information was available on when a decision might be expected.
9. Councillor Surgery report – it was noted that one member of the public had attended the latest surgery on 4 December with a query in relation to the traveller site on Towers Lane (Cllr. Bowers to progress). To note: the next surgery to be held on 8 January at Helsby Community Sports Club between 10am and 11am (Cllrs. Standing and Branigan).
10. Cllr. Temple presented the draft minutes of the Standing Orders Committee meeting held on 29th November 2021. The following was agreed/reported:
 - 10.1 It was **RESOLVED not to amend the existing Code of Conduct at present and to await correspondence from CW&C on the matter – HPC258/21;**
 - 10.2 It was **RESOLVED to annotate on the Virtual Meetings Procedure document that it had been reviewed and that whilst it was not applicable at the moment, it would be retained for possible future use – HPC259/21;**
 - 10.3 It was **RESOLVED to approve a number of changes to the existing Standing Orders, including incorporating a number of statutory elements from NALC’s model orders (such as notice periods for holding public meetings and legislation associated with public contracts) and increasing the level of urgent expenditure delegated to the Clerk from £150 to £500 – HPC260/21.** It was also noted that the NALC model orders enabled Committee meetings to be held in the parish office, although Full Council meetings had to continue to take place in an unlicensed premises; and
 - 10.4 It was **RESOLVED to approve a number of changes to the existing Publication Scheme – HPC261/21.**

11. Financial Matters

- 11.1 It was **RESOLVED that the bank reconciliation sheet detailing £255,792.45 held in balances as at 30 November be accepted as accurate – HPC262/21.** It was noted that £40,000 had now been transferred from the NatWest Current Account into the new

Nationwide Instant Access Savings Account and that Cllr. Standing had been added as a bank signatory.

- 11.2 It was **RESOLVED** that the following payments totalling £9,095.12 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for November be approved and duly noted – **HPC263/21**. The following receipts totalling £6,885.42 were also noted:

Payments

British Legion	Poppy Appeal	£250.00
BT	Line rental	£79.48
Water Plus	Water - community centre	£29.46
Scottish Power	Electricity - community centre	£166.00
Helsby Garden Serv.	General Maintenance	£945.80
Mark Storer	Helsby the Art of Here work	£1,500.00
Helsby Garden Serv.	Allotment hedge cut	£331.00
Helsby Meth. Church	Room hire	£85.00
Claire Jones	Expenses*	£192.53
SLCC	CI/LCA fees	£410.00
Northwich TC	Grass cutting	£588.00
M Branigan	Expenses	£23.55
Angharad Williams	Helsby the Art of Here work	£1,300.00
Angharad Williams	Helsby the Art of Here work	£459.00
Claire Jones	United Utilities search fees	£105.49
Natwest	Safe Custody Hold	£25.00
Claire Jones	Expenses*	£128.49
Wrought in the Port	Allotment gate repairs	£130.00
TWM	Speed sign sim card top up	£30.00
ChALC	VAT training course	£30.00
Staff salaries	Nov 21	£1,544.59
HMRC	Tax and NI contributions Nov 21	£495.59
NEST	Pension contribution Nov 21	£246.14

* Mileage to Keele (£32.40), postage (£8.34), office supplies (£10.44), dog fouling stakes and signage (£141.35), stamps (£15.84), table top fridge (£90.99) and kettle (£21.66).

Receipts

RSK Ltd	Rent July-Sept 2021	£3121.20
J C Clarke	Cremated remains fees – FORD	£480.00
CW&C	Picnic table S106 reclaim	£2634.00
D T Turner Ltd	Burial fees - SANDERS	£650.00
Natwest	Interest Nov 21	£0.22

12. Miscellaneous Matters

- 12.1 It was **RESOLVED** to approve a quote of £64 from Helsby Garden Services in relation to the clearance of weeds and excess soil on the steps at Rake Lane prior to Cheshire

West and Chester Council commencing work to repair the handrail in this location – HPC264/21.

- 12.2 It was agreed that in Cllr. Duffy's absence, the update on Helsby's Community Resilience Plan would be postponed until the next meeting.
 - 12.3 Members noted a report from the Clerk in relation to correspondence sent out to local groups and organisations regarding their potential support towards a celebratory event for the Queen's Platinum Jubilee in June 2022. On the basis of the low level of responses to the letter and the high level of current vacancies on the Council, it was **RESOLVED to progress with plans to light the Helsby Beacon as part of the celebrations but not commit to any other activity at this stage unless a project co-ordinator could be found - HPC265/21.** It was suggested that some grant funding could be made available from the Council to those organisations that had expressed an interest in taking part in any activities for the Jubilee.
 - 12.4 Members considered a request for approval from Cheshire West and Chester Council to improve two bus stops and remove a layby on Chester Road as part of the Helsby Cycleway Improvements between Helsby High School and Howey Lane in Frodsham. It was noted that these amenities were outside the parish boundary. It was **RESOLVED to offer support to CW&C for these proposals – HPC266/21.**
 - 12.5 The Clerk outlined that she had started to explore ways to digitise the Council's accounting system and had been in discussions with two providers of accounting software packages. It was **RESOLVED that the Clerk would produce a report with further details for consideration by the Finance Committee in January – HPC267/21.**
 - 12.6 It was **RESOLVED to approve a request from Cllr. Temple to attend a Breakthrough Communications training session on 13th January: 'Strategies to identify and recruit new local councillors' at a cost of £30 - HPC268/21.**
 - 12.7 It was **RESOLVED to approve payment of £2,545.00 to DTM Legal for legal fees associated with the lease for the new parish office - HPC269/21.**
13. Burial Grants. It was **RESOLVED to grant applications for the Exclusive Rights of Burial for a term of 75 years for plots C20 received from Mr Sanders of Helsby and CRS18 from Mrs Ford of Helsby in Helsby Public Cemetery, Old Chester Road – HPC270/21.**
14. Protos – it was noted that Cllr. Temple had attended a Community Benefit Fund meeting on 1 December and three projects had been approved for funding, including a project to renew the roof on the Helsby Village Produce Association hut. It was noted that £50,000 was available for next year and that the maximum funding cap per project would increase from £4,000 to £5,000. It was outlined that the next Community Benefit Fund panel meeting would be 2nd March and the next Community Forum would be held on 19th January.
15. Helsby the Art of Here – on the basis of the information given in the earlier presentation, it was **RESOLVED to approve the attached report for submission to Arts Council England as a progress update and to apply for an additional £3,000 of S106 monies to complete Phase 1 of the project – HPC271/21.**
16. Helsby Community Association – no report was given.

17. Cycle North Cheshire – it was noted that the group were next due to meet on 14 December. Cllr. Temple outlined that the group was £700 short of the £14,000 needed to secure the match funding for the feasibility study.
18. Helsby Community Sports Club – it was noted that as part of the club’s insurance conditions, the parish office could not be used unless a representative of the club was present in the building. Cllr. O’Neill outlined that the Facilities Manager had agreed to alter his working hours to fit in with the Clerk’s hours in the office.
19. Cheshire Association of Local Councils – Cllr. O’Neill reported that he had met with Cheshire and Warrington LEP and discussions had been held on the Integrated Rail Plan and the Levelling Up White Paper. It was noted that £200m had been allocated for upgrades to the Crewe to Manchester line, via Fiddlers Ferry and that a new headquarters was being considered for British Railways, with Crewe or York as potential candidates. In relation to the Levelling Up White Paper, it was outlined that directly elected leaders (similar to mayors) were being proposed for councils in Cheshire and Warrington. Cllr. O’Neill reported that the ChALC Executive had considered all the applicants for the average speed camera pilot scheme and 14 candidates had been put forward to the Police and Crime Commissioner for a decision.
20. Transport and Wind Farm Matters – the contents of Cllr. Ellams’ report were noted. Cllr. Ellams outlined that he had reported vandalised ticket machines at Helsby and Frodsham stations on several occasions but both machines continued to be out of use. Cllr. Temple reported that she had attended a presentation about development of the wharf adjacent to the Daniel Adamson boat berth on the River Weaver and felt it was a project that the Council should offer its support to in due course.

21. Planning

21.1 The Council’s responses to the following planning applications were duly noted:

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|---------------------|---|
| 21/04022/FUL | Land At Stephens Grove Helsby
Erection of one dwelling with associated access, car parking and landscaping
Objections – attached report noted |
| 21/04024/FUL | Land Off Ash Road Elton
Construction and operation of a stand-by electricity generation plant with ancillary structures including an access road, DNO metering station, transformer compound, switch room, storeroom and oil storage tanks
Objections – attached report noted |
| 21/04076/FUL | Plots 9b, 10a, 11 and 12 Protos Grinsome Road Ellesmere Port
Materials recycling facility, two plastics recycling facilities, a polymer laminate recycling facility and a hydrogen refuelling station
Objections – attached report noted |

- 21/04188/FUL** 21 Sandringham Avenue Helsby
Erection of a rear elevation single storey extension, garage conversion and loft conversion
Neither objects or supports – attached report noted

- 21/01936/FUL** Orchard Cottage Alvanley Road Helsby
First floor extension over existing garage, single storey side extension with alterations to existing windows and dormers and new porch and new dormers to rear.
No objections

- 21/04386/FUL** 1 Alvanley Drive Helsby
Extension to garage with new pitched roof.
No objections

- 21/04374/FUL** 53 Bates Lane Helsby
Disability adaptation - single storey rear extension.
No objections

- 21/04379/FUL** 2 Rockfield Drive Helsby
Two-storey rear extension with internal alterations.
No objections

21.2 The following planning notifications were noted:

21/03909/FUL	47 Mountain View	Approval
21/01727/FUL	Felbridge Rise	Approval
21/01484/FUL	26 Bates Lane	Approval
21/03470/FUL	Ince Resource Recovery Park	Approval
21/03664/FUL	Recreation Ground	Approval
21/04178/TPO	Woodland	Approval

It was noted that an appeal submitted to the Planning Inspectorate in relation to a proposed new dwelling at 18 Crescent Drive (APP/A0665/W/21/3281416) had been dismissed. Members also noted that the Planning Enforcement team at CW&C were investigating a holiday let on Alvanley Road that might require a change of use application.

21.3 Application 20/00324/FUL Land at Cable Drive, Helsby – it was noted that an update note had been received from Brookhouse in relation to the last Mere’s Edge Masterplan meeting held on 3 December. Cllr. O’Neill requested South Ward members to report back any details at the next meeting. Cllr. Temple suggested approaching Brookhouse to develop a mini Masterplan which covered the area of land adjoining the Honeywell site but not the green belt area. As suggested in the update note, it was **RESOLVED to write formally to Onward Housing (the registered provider of the 20/00324/FUL Land at Cable Drive site) to request a discussion about their plans – HPC272/21.**

21.4 No member reports were received.

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

15 th December	Budget meetings
4 th January	Finance Committee
10 th January	Full Council meeting

23. Part B – Exclusion of the Press and Public. It was **RESOLVED** that the press and public be excluded from the meeting for the following items on the grounds that it involves the likely disclosure of exempt information as defined in paras 7, 8, 9 and 12 of Schedule 12a of the Local Government Act 1972 – **HPC273/21**.

PART B – Exclusion of the Press and Public

24. Confidential item – the Part B minutes of the last meeting were approved.

25. Confidential item – A contractor was chosen in relation to the felling of 20 conifer trees at the lower end of the parish field.

The meeting closed at 8.22pm

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