



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 September 2021

Present:

Cllr. Terry O'Neill – Chair
Cllr. Mike Branigan

Cllr. Alan Gardner
Cllr. Patricia Holder

Cllr. Sarah Temple

Claire Jones, Parish Clerk

In attendance:

Cllr. Paul Bowers, Cheshire West and Chester Council
Marj Thoburn representing Helsby News

Chairman's Announcements

The Chairman outlined that Alfie Nield, the local STEM (Science, Technology, Engineering and Mathematics) ambassador, was offering workshops to local organisations such as schools and clubs and asked members to publicise them locally. It was noted that councillor surgeries would begin again in October and a rota with dates had been circulated by the Clerk. Due to the current low number of councillors, the Chairman stated that unfortunately only 2 wards could be represented at each surgery. Following a number of complaints from local residents in relation to the poor state of maintenance in the village, the Chairman outlined that he was pleased to see the recent presence of the Cheshire West and Chester Council Street Scene team in Helsby. It was noted that correspondence had been received in relation to the positioning of a new gate and fence on Proffits Lane. It was recommended that the resident may wish to contact Planning Enforcement at CW&C and seek legal advice on the issue.

1. Public Participation. It was **RESOLVED that the meeting be suspended for public participation – HPC187/21**. There being no matters brought to the Council's attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – HPC188/21**.
2. Apologies were received and accepted from Cllrs. Standing, Ellams, Duffy and Marsh.
3. Cllr. O'Neill declared a non-pecuniary interest in any matters relating to Helsby Community Sports Club.
4. Policing Update – Apologies were noted from PCSO Lauren Davies (her monthly police report was circulated after the meeting).
5. It was **RESOLVED that the minutes of the meeting held on 9th August 2021 be accepted as accurate and duly signed by the Chairman – HPC189/21**.

6. Matters arising – Cllr. O’Neill reported that work was being done by Cheshire West and Chester Council to remove some of the undergrowth by the bridge on Old Chester Road. It was also noted that the meeting scheduled with Lane End Developments on 24 August had been postponed again. The Clerk agreed to seek a new date once representatives from Lane End were available.
7. Cheshire West and Chester Council matters – Cllr. Bowers reported that he attended a Scrutiny Committee and that he was continuing to seek an update from Highways in relation to any progress with the Old Chester Road closure.
8. Cllr. Gardner presented the draft minutes of the Health and Safety Committee meeting held on 23rd August 2021. The following was agreed:
 - 8.1 It was **RESOLVED to make the following amendments to the Health and Safety Policy: page 1 fifth bullet point amend from RIDDOR95 to RIDDOR2013 and page 1 sixth bullet point insert ‘as amended’ at the end of the sentence – HPC190/21**; and
 - 8.2 It was **RESOLVED to accept a quote of £1.85 per appliance plus VAT and a charge of £25.00 plus VAT to carry out PAT testing of electrical items at the new parish office – HPC191/21.**
 - 8.3 It was noted that Cllrs. Gardner and Temple as well as the Clerk had carried out a health and safety inspection of the allotments on 13th September with no adverse findings.
9. Cllr. O’Neill presented the draft minutes of the Environment Committee meeting held on 23rd August 2021. The following was agreed:
 - 9.1 It was **RESOLVED to write to CW&C to make a case for a greater contribution from the developer in relation to planning application 20/00324/FUL Land at Cable Drive, Helsby – HPC192/21.** It was noted that Cllr. Standing had created a first draft which would be circulated to members for comment. Cllr. Temple stated that it would be useful if clarification could be sought in terms of why contributions appeared to be reducing and what the rationale for this was. It was agreed that clarification should also be sought on which algorithms were being used to determine contributions;
 - 9.2 It was **RESOLVED to continue with the usual plans this year to provide a cut Christmas tree in the usual location on Chester Road/Queens Drive – HPC193/21.** It was agreed that further work would be carried out to look at the potential for a lit tree in the play area next year;
 - 9.3 It was noted that Cycle North Cheshire had approached the Council for a donation towards a feasibility study for a proposed cycleway between the Hornsmill pub and Helsby High School. Cllr. O’Neill outlined that a report had been circulated which set out that the Council’s contribution would be refunded if sufficient donations weren’t raised through CW&C’s Crowdfunding scheme. It was also noted that CW&C would donate to the project if sufficient funds were raised and that Cllr. Bowers had already pledged £2,000 through his own budget. It was **RESOLVED to match fund Cllr. Bowers’ contribution of £2,000 towards Cycle North Cheshire’s feasibility study – HPC194/21**; and
 - 9.4 It was **RESOLVED to accept a quote of £715 plus VAT to replace the table tennis surface at Sherwood Court and to apply to CW&C’s Members Budgets Award scheme for a contribution – HPC195/21.**

10. Financial Matters

- 10.1 It was **RESOLVED** that the bank reconciliation sheet detailing £273,984.18 held in balances as at 31 August be accepted as accurate – **HPC196/21**.
- 10.2 It was **RESOLVED** that the following payments totalling £8,196.89 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for August be approved and duly noted – **HPC197/21**. The following receipts totalling £1,087.22 were also noted:

Payments

Arndale Transport	Rent - August 2021	£320.00
Expression Blinds	Blinds for new office (deposit)	£258.00
BT	Line rental	£65.94
Northwich TC	Grass cutting	£588.00
Safe Shop Ltd	Fireproof safe	£667.57
National Office Furn.	Office furniture	£2,415.60
Angharad Williams	Art project work	£1,500.00
Water Plus	Water - community centre	£29.46
Scottish Power	Electricity - community centre	£66.00
HPC Staff	Salaries - Aug 21	£1,544.59
HMRC	Tax and NI contributions Aug 21	£495.59
NEST	Pension contribution Aug 21	£246.14

Receipts

J C Clarke (Dignity)	Burial fees - Norcross	£1020.00
G&M Nuttall	Allotment 3FQD	£23.50
A Willoughby	Allotment 11OCR	£43.50
Natwest	Interest August 2021	£0.22

- 10.3 It was **RESOLVED** to approve the removal of Jeanette Hughes and George Randles as bank signatories for the Council – **HPC198/21**.
- 10.4 The outcome of the external audit 31st March 2021 (Annual Governance & Accountability Return) was noted with no matters for concern. The Clerk agreed to publish the Notice of Conclusion of Audit along with the certified AGAR (Sections 1, 2 & 3) before 30 September.
- 10.5 It was **RESOLVED** to approve payment of £480 for completion of the external audit by PKF Littlejohn Ltd – **HPC199/21**.

11. Miscellaneous Matters

- 11.1 It was **RESOLVED** to approve the purchase of bedding plants from Dave Weaver for the 21 village planters, Maltby Triangle and the Welcome to Helsby signage for a cost of approximately £300 - **HPC200/21**.
- 11.2 It was noted that Cllr. Standing had prepared a draft response to Cheshire West and Chester Council's Local Plan Conversation consultation, taking on board comments from other members. It was agreed that the Clerk and Chairman would work with Cllrs. Standing and Temple to finalise the response in advance of the deadline on 15 September.

- 11.3 It was **RESOLVED** for the Clerk to attend the SLCC Cheshire Branch Conference 2021 on 29th September at a cost of £30 - **HPC201/21**.
- 11.4 It was **RESOLVED** to purchase a whiteboard for the new parish office at a cost of £34.99 - **HPC202/21**.
- 11.5 It was **RESOLVED** to approve a request from Helsby Beavers Helsby to visit the allotments at Queens Drive again on 28th September - **HPC203/21**.
- 11.6 It was **RESOLVED** to approve renewal of the Council's allotment insurance with Chris Knott Insurance at an annual cost of £132.98 - **HPC204/21**.
12. The following new allotment tenancies were received – Willoughby (Plot 11, Old Chester Road) and Nuttall (Plot 3F, Queens Drive).
13. Protos – Cllr. Temple outlined that she had sent round some information from previous Protos meetings after the last meeting. It was noted that the Community Benefit Fund meeting would be held next week and next Community Forum meeting would be held on 13th October.
14. Helsby Community Association – it was noted that Cllr. Branigan had met with representatives from the HCA in relation to the shared area utility usage. Concern was expressed about the accuracy of the meter readings in relation to identifying specific areas of the building. Cllrs. Branigan and Gardner agreed to liaise with the CW&C Property Department to see if a resolution could be reached on the billing.
15. Cycle North Cheshire – no report was received.
16. Helsby Community Sports Club – Cllr. O'Neill agreed to arrange for Cllr. Branigan to be invited to future meetings.
17. Cheshire Association of Local Councils – Cllr. O'Neill outlined that a SWOT (Strengths, Weaknesses, Opportunities and Threats) group had been established for the organisation. It was outlined that further meetings had been arranged with the Local Enterprise Partnership. He also said that a meeting had been held with the new Police and Crime Commissioner in Helsby and the new Police and Crime Plan was discussed. It was noted that resources were available for a number of pilot projects for speeding and it was agreed that Helsby would be an ideal location for one of the pilots. Cllr. O'Neill reported that the annual meeting would be held on 20th September.
18. Transport and Wind Farm Matters – it was noted that Cllr. Ellams had circulated an update.
19. Planning
- 19.1 The Council's responses to the following planning applications were duly noted:
- | | |
|---------------------|---|
| 21/02537/OUT | Land Adjacent 1 Proffits Lane Helsby
Erection of one dwelling
Objection – various comments made in relation to contraventions against policies H1, H5 and H6 of the Helsby Neighbourhood Plan |
|---------------------|---|

- 21/03032/FUL** 14 Chester Road Helsby
Single storey side and rear extension, alteration to first floor side windows
No objections
- 21/03186/FUL** 11 Homeway Helsby
Two storey and single storey side/rear extension
No objections
- 21/03301/FUL** 30 Kings Drive Helsby
Single storey side extension, alteration to first floor side window
No objections
- 21/03292/FUL** Area 12 Ince Resource Recovery Park Marsh Lane Ince
Installation of boundary fence, lighting column and hard surfacing associated with the 'Protos' primary substation
Awaiting comments
- 21/02687/FUL** 11 Coppins Close Helsby
Alterations to the current standard brickwork (external) to lower 50% external (standard render) and the upper 50% to cement weatherboard (example cedral weatherboard panels)
No objections
- 21/03470/FUL** Ince Resource Recovery Park Marsh Lane Ince
Erection of three CCTV units and associated equipment
Awaiting comments

19.2 No planning notifications were received.

19.3 Application 20/00324/FUL Land at Cable Drive, Helsby – it was noted that Cllr. Duffy had drafted a speech for CW&C’s Planning Committee. Cllr. Bowers agreed to inform the Council when the application was due to be discussed at Committee. It was noted that Cllrs. Duffy and Branigan had met Tom Whitehead from Brookhouse and clarified that the Council’s role in the Vision was to keep a watching brief only.

19.4 No members reports were received.

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

27th September	Finance Committee
28th September	Human Resources Committee
11th October	Full Council meeting

21. 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 – **HPC205/21**.

PART B – Exclusion of the Press and Public

- 22. It was noted that insufficient quotes had been received in relation to the parish field lighting and CCTV projects. It was agreed that further quotes would be sought.

- 23. Christmas tree quotes – A quote was considered and accepted from Northwich Town Council in relation to the supply of this year’s tree and for the installation, maintenance and removal of both the tree and reindeer.

The meeting closed at 8.10pm

Chairman’s signature..... Dated.....