



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 17th April 2023

Present:

Cllr. Peter Duffy – Chair

Cllr. Sarah Temple

Cllr. Terry O'Neill

Cllr. Graham Stothard

Cllr. Chris Ellams

Cllr. Stephen Garrity

Cllr. Alan Gardner

Cllr. Mike Branigan

Cllr. Rob Nicklin

Cllr. Margaret Marsh (Item 1 only)

Claire Jones, Parish Clerk

8 members of the public

1. Public Participation. Various local residents raised matters relating to planning application 23/00396/FUL (Stocks Brow Farm, Bates Lane, Helsby). Concerns were expressed about the scale of the development in this location, the lack of local facilities in Helsby to support further housing, access to the site from neighbouring Hunters Court and the loss of heritage.

The Chair agreed to bring forward the discussion regarding application 23/00396/FUL previously listed under Item 13.1 so that the public members attending could hear the views of the Council. Members considered a draft response as prepared by Cllr. Temple and **RESOLVED to object to application number 23/00396/FUL based on poor design and concerns relating to boundary treatments, height of development, lack of cycle storage, management of construction traffic and loss of heritage – HPC60/23.**

The Chair also agreed to bring forward Item 10.5 in relation to the distribution of bookmarks for the King's Coronation. It was noted that a presentation was being held at Hillside Primary School on 21st April. Cllr. Marsh agreed to liaise further with Hornsmill Primary School and Helsby High School to arrange distribution. It was agreed that any surplus bookmarks could be made available at the parish office and Helsby Library as well as in other local venues. Members thanked Cllr. Marsh for her work so far.

2. Apologies were noted from Cllr. Holder.
3. Cllr. O'Neill declared non-pecuniary interests in matters relating to Cheshire Association of Local Councils (Items 10.2 and 11).
4. Policing Update – PCSO Parry did not submit a monthly report and was not in attendance at the meeting.
5. It was **RESOLVED that the minutes of the meeting of Helsby Parish Council held on 13th March 2023 were accepted as accurate and were duly signed by the Chair – HPC61/23.**

6. Clerk's Report – Under Item 6, it was noted that the installation of the new defibrillator had been delayed until 11th May. It was noted under Item 10.5 that Caloo would be servicing the outdoor gym facility on 26th April. The Clerk thanked Cllr. Temple under Item 10.7 for delivering the bunting to the tearooms in advance of the celebrations for the King's Coronation. It was noted under Item 10.9 that the lone worker alarm had now been received and the Clerk was awaiting training on the device. It was agreed under Item 10.16 that the Clerk would seek an update from Cllr. Bowers on various painting jobs around the village. The Clerk agreed to find out when work would be completed to remove the failed festive tree wrap lights.
7. Chair's Announcements – it was noted that an additional handle had been fitted to the office door to make it easier to lock following installation of the new electronic entry system. The Chair requested any comments on his Chair's Address in advance of the Annual Parish Meeting (Clerk to circulate).
8. Cheshire West and Chester Council matters – Cllr. Bowers did not attend. Members noted that the work on Old Chester Road had been completed and the road had been re-opened. Cllr. O'Neill outlined that he was awaiting a response from CW&C Highways in relation to a potential pedestrian crossing at Chester Road/Robin Hood Lane.
9. Cllr. O'Neill presented the minutes of the Finance Committee meeting held on 3rd April 2023. The following was noted/agreed:
 - 9.1 It was **RESOLVED to approve the 'Earmarked Reserves and Grants' table denoting a balance of £101,895 as at 31st March 2023 – HPC62/23.**
 - 9.2 It was **RESOLVED to accept the existing Financial Regulations with no amendments – HPC63/23.**
 - 9.3 It was **RESOLVED to accept the Asset Register detailing £231,084.04 being the total value of assets held as at 31st March 2023 – HPC64/23.**
 - 9.4 It was **RESOLVED to accept the Council's current insurance schedule – HPC65/23.**
 - 9.5 It was noted that the Council's Risk Assessment would be reviewed at the policy and procedures working group meeting being held on 27th April. Cllr. O'Neill requested members to review the report as distributed by the Clerk in advance of this meeting.
 - 9.6 The S106 funds available to the Council for Helsby projects were noted. Cllr. Temple requested seeking clarification from CW&C in relation to the delivery of play space provision for planning application 13/02503/OUT (Land at former Ineos site).
 - 9.7 It was **RESOLVED to outsource the Council's payroll service to D M Payroll Services at a cost of £180 per year – HPC66/23.**
 - 9.8 It was noted that a payment of £527.70 had been approved to renew the insurance policy for Helsby Community Centre.
 - 9.9 It was **RESOLVED to accept the Council's investment programmes – HPC67/23.**
 - 9.10 The dates for the internal and external auditing of the Council's 2022/23 accounts were noted.
 - 9.11 It was **RESOLVED to accept the Bank Reconciliation and Financial Report for Year Ending 31st March 2023 – HPC68/23.** It was also **RESOLVED to allocate an additional £10,000 to earmarked reserves for future maintenance costs at Helsby Community Centre – HPC69/23.**
 - 9.12 It was **RESOLVED to continue paying regular payments by Direct Debit as an efficient and acceptable method of payment – HPC70/23.**

10. Miscellaneous Matters

- 10.1 It was **RESOLVED to approve the meeting date schedule for 2023/24 – HPC71/23**. It was suggested that the March Standing Orders meeting date might need to be reviewed depending on the Clerk's workload.
- 10.2 It was **RESOLVED to renew the Council's membership with ChALC for 2023/24 at a cost of £1,510.87 – HPC72/23**.
- 10.3 The Statements of Persons Nominated for the 2023 Town and Parish Council Elections were noted. It was outlined that the May 2023 elections would be uncontested for all three Helsby Wards. The Clerk ran through the procedures leading up to 9th May when new members would take office and the forms that would need to be completed.
- 10.4 It was noted that a further £2,681.54 had been paid to the Council from CW&C through the Community Infrastructure Levy (CIL).
- 10.5 King's Coronation bookmarks - see Item 1.
- 10.6 It was **RESOLVED to give retrospective approval for further repairs to the phone kiosk by Junoon at a cost of £18.50 (X2 Connect) [payments made under Standing Order 26(a) Delegation to the Clerk] – HPC73/23**.
- 10.7 It was **RESOLVED to renew the Council's annual membership with the Peak and Northern Footpaths Society at a cost of £22.50 – HPC74/23**.
- 10.8 It was **RESOLVED to renew the Council's annual membership with the Wirral Transport Users Association at a cost of £10.00 – HPC75/23**. The Clerk agreed to send future newsletters to Cllr. Ellams.
- 10.9 It was noted that the Clerk had completed a re-declaration of compliance with the Pensions Regulator under the Pensions Act 2008 on 21st March. Members noted a requirement to re-declare every 3 years.

11. Outside Body Reports. Cllr. Temple outlined that Cycle North Cheshire had held a meeting in association with Sustrans to discuss the feasibility study into new cycle routes and it was noted that work was continuing. It was also noted that Cycle North Cheshire had raised concerns about the large number of potholes locally and were encouraging people to report issues via CWAC's 'Report It' app. Members noted that a meeting had been held on 23rd March in relation to the electricity bills and ongoing maintenance work at Helsby Community Centre. Cllr. O'Neill outlined that ChALC had held an Executive Committee meeting on 11th April and the minutes had been circulated for information. Concern was expressed about an increasing lack of volunteers to support organisations generally.

12. Burial Grant Approvals - it was **RESOLVED to grant an application for the Exclusive Rights of Burial for a term of 75 years for plot C16 received from Mr Duff of Helsby – HPC76/23**.

13. Planning

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

23/00597/FUL

124 Chester Road Helsby

Two storey rear/side extension and detached garage

No objections – HPC77/23.

23/00752/FUL 23 Latham Avenue Helsby
 Demolition of rear single storey outrigger and construction of a single storey rear extension under a mono-pitched roof featuring three velux roof windows. Insertion of rear facing french doors
No objections – HPC78/23.

22/04294/FUL 23 Kings Drive Helsby
 Extension of porch on the front of property. Erection of wooden lean to/shed to side of property
Neither objects to or supports but comments relating to HSE concerns and observation that porch is already under construction – HPC79/23.

23/00396/FUL Stocks Brow Farm Bates Lane Helsby
 Demolition of existing farmhouse, and erection of 4 new detached dwellings, associated access, and landscaping
See Item 1.

13.2 Planning notifications – none were received.

13.3 Member reports – Cllr. O’Neill reported that a large building had been erected at the rear of a property on Robin Hood Lane without apparent planning permission. It was noted that the complainant had been advised to contact CW&C’s Planning Department.

14. Financial Matters

14.1 It was **RESOLVED that the bank reconciliation sheet detailing £240,471.80 held in balances as at 31st March 2023 be accepted as accurate – HPC81/23.**

14.2 It was **RESOLVED that the following payments totalling £16,117.81 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for March be approved and duly noted – HPC82/23.** The following receipts totalling £7,379.06 were also noted:

Payments

Helsby Players	Grant Show grant	£1,000.00
1st Helsby Scouts	Grant Show grant	£1,000.00
Helsby RUFC	Grant Show grant	£1,000.00
Helsby Methodist Church	Grant Show grant	£1,000.00
Helsby Concert Band	Grant Show grant	£1,000.00
Helsby Rotary Club	Grant Show grant	£1,000.00
Hillside Primary School	Grant Show grant	£1,000.00
Ho Ho Helsby	Grant Show grant	£2,000.00
BT	Phone and broadband	£81.71
Scottish Power	Electricity - community centre	£373.02
Claire Jones	Expenses	£104.92
Helsby Garden Serv.	General maintenance	£697.35
Npower	Festive lighting	£659.03

NMC Design and Print	Questionnaire	£924.00
Water Plus	Allotment water	£21.96
Hurst Joinery	Phone box repairs	£84.00
Parish Online	Subscription	£120.00
Helsby Methodist Church	Room hire	£51.00
Insignia	Coronation bookmarks	£900.00
HPC Staff	Salaries Mar 23	£1,804.62
HMRC	Tax and NI contributions Mar 23	£685.08
NEST	Pension contribution Mar 23	£611.12

Receipts

CW&C	Neighbourhood Pride Grant	£3,925.00
CW&C	CIL Payment	£2,681.54
Monmouthshire BS	Interest 2022/23	£749.85
Natwest	Interest Mar 23	£22.67

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

24 th April 2023	Parks, Cemetery and Allotments Committee meeting
27 th April 2023	Annual Parish Meeting (Electorate)
27 th April 2023	Policy and Procedures Working Group
15 th May 2023	Annual Parish Council Meeting

The meeting closed at 8.15pm

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