



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 7th February 2022

Present:

Cllr. Terry O'Neill – Chair

Cllr. Peter Duffy

Cllr. Mike Branigan

Cllr. Alan Gardner

Cllr. Chris Ellams

Cllr. Sarah Temple

Cllr. Patricia Holder

Claire Jones, Parish Clerk

In attendance:

Marj Thoburn representing Helsby News

Chairman's Announcements

The Chairman outlined that he had circulated the presentation notes on Fulcrum NorthPoint (a proposed Sustainable Aviation Fuel plant at Stanlow) following a consultation event he had attended on 13th January. It was also noted that he had attended a meeting with the Local Enterprise Partnership where the Government's Levelling Up plan was discussed.

1. Public Participation. It was **RESOLVED that the meeting be suspended for public participation – HPC17/22**. Marj Thoburn outlined that the April copy of Helsby News would be the newsletter's 100th edition. In this context, it was requested that the Spring edition be increased to 12 pages, rather than the usual 8. Members agreed to the request in principle and it was agreed that the additional costs involved would be considered at the March meeting. It was also noted that three new members had joined the editorial team. There being no other matters brought to the Council's attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – HPC18/22**.
2. Apologies were received and accepted from Cllrs. Marsh and Standing.
3. Cllr. O'Neill declared a non-pecuniary interest in any matters relating to Helsby Community Sports Club (Item 17) and Cheshire Association of Local Councils (Item 18).
4. Policing Update – Apologies were noted from PCSO Davies. Cllr. O'Neill outlined that the next ward walk for Central Ward would take place on 28th February at 11am starting at the station car park.
5. It was **RESOLVED that the minutes of the meeting held on 10th January 2022 be accepted as accurate and duly signed by the Chairman – HPC19/22**.
6. Matters arising – It was noted under Item 7 that the Clerk had received confirmation from a CW&C Localities Officer that the tennis table application was currently with Cllr. Bowers for

consideration. In relation to the purchase of new community noticeboards (Item 11.2), it was outlined that this would be considered further at the next Environment Committee as a number of other ideas had come forward. The Clerk confirmed that the precept letter had now been sent to CW&C (Item 13.4). The Clerk also outlined that she had contacted Helsby Community Association in relation to holding future Council meetings at Helsby Community Centre (Item 24) but there was no availability until after 8pm on any weekday evening. Finally, under Item 15.3, Cllr. O'Neill outlined that he had received a holding response from the Royal Mail in relation to his letter on the postal issues at the Copper Brook estate.

7. Cheshire West and Chester Council matters – no matters were raised as Cllr. Bowers did not attend.
8. Councillor Surgery report – Cllr. Gardner outlined that one member of the public had attended the last surgery on 5th February and had raised issues relating to the displacement of daffodil bulbs and the location/phasing of temporary traffic lights during the construction of the new cycleway on Chester Road and the travellers' occupation of the site in Towers Lane. It was outlined that Cllr. Bowers had agreed to follow up all issues raised. To note: the next surgery to be held on 5 March at Helsby Community Sports Club between 10am and 11am (Cllrs. Temple and O'Neill).
9. Cllr. Temple presented the minutes of the Parks, Cemetery and Allotments Committee meeting held on 24th January 2022. The following was noted/agreed:
 - 9.1 It was **RESOLVED to approve the draft specifications for hedge maintenance and tree surgery and to circulate these to various companies to provide tenders – HPC20/22.** It was suggested that the Council's trees could be logged and mapped as part of this work; and
 - 9.2 It was also **RESOLVED to retrospectively approve the draft specification for grass cutting which had been sent out to contractors with a closing date for tenders of 14th February – HPC21/22.**
 - 9.3 The Clerk outlined that the parish field lighting and CCTV project was scheduled to commence on 14th February.
10. Cllr. Temple presented the minutes of the Human Resources Committee meeting held on 24th January 2022. The following was noted/agreed:
 - 10.1 It was noted that the Clerk's formal annual appraisal had been held on 17th January. Cllr. Temple thanked members for their positive feedback about the Clerk. It was outlined that the appraisal had presented an opportunity to agree how to best manage the Clerk's time effectively during her CiLCA training and it was agreed that the Clerk would allocate each Friday as a training day. Her objectives for 2022 were also discussed as set out in a revised workplan. It was **RESOLVED to approve the Clerk's workplan for 2022 – HPC22/22;**
 - 10.2 It was **RESOLVED to approve the following amendments to the Council's Appraisal and Training Policy: to remove any references to the general assistant post and to reword 'Name' to 'Appraiser Name' in Appendix 2 – HPC23/22;**
 - 10.3 The contents of a briefing paper and handout on a recent course attended by Cllr. Temple on recruiting new councillors were noted. It was outlined that initial discussions had been held with Tesco about the possibility of having a Council display

- screen there and it was agreed that the planned community consultation exercise in 2022/23 would also help to raise the Council's profile; and
- 10.4 Cllr. Temple outlined that she had prepared some documents for the induction of new parish councillors to help reassure potential candidates that support would be offered once they were in the role. It was **RESOLVED to approve the draft framework for new councillor induction/support along with the accompanying induction pack and list of acronyms – HPC24/22**. Cllr. Temple asked for any additional feedback, after which the documents would be put onto the Council's website.

11. Financial Matters

- 11.1 It was **RESOLVED that the bank reconciliation sheet detailing £230,505.73 held in balances as at 31 January 2022 be accepted as accurate – HPC25/22**.
- 11.2 It was **RESOLVED that the following payments totalling £16,074.59 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for January be approved and duly noted – HPC26/22**. The following receipts totalling £380.19 were also noted:

Payments

BT	Line rental	£78.14
Npower	Bridge lighting	£78.36
Water Plus	Allotment water	£13.60
Winsford TC	Play area inspections	£168.00
Geosphere	Parish Online subscription	£108.00
C Jones	Expenses	£21.69
Helsby Garden Serv	General Maintenance	£670.73
Water Plus	Water - community centre	£29.46
Scottish Power	Electricity - community centre	£166.00
Siemens FS	Photocopier lease	£147.81
AMR Technical	Christmas lighting contract	£8,688.48
ChALC	Training course fees	£30.00
Northwich TC	Christmas tree installation	£3,588.00
HPC Staff	Salary - Jan 22	£1,544.59
HMRC	Tax and NI contributions Jan 22	£495.59
NEST	Pension contribution Jan 22	£246.14

Receipts

D T Turner	Burial fees	£380.00
Natwest	Interest Jan 22	£0.19

- 11.3 It was **RESOLVED to approve the appointment of JDH Business Services Ltd as internal auditor for the 2021/22 end of year accounting period at a cost of £306 plus VAT – HPC27/22**.

12. Miscellaneous Matters

- 12.1 A draft lone working policy was presented. Cllr. Temple suggested that the consideration of lone working should be listed as a duty for the Health and Safety

Committee in the Council's Standing Orders and that an accompanying risk assessment would also need to be prepared. The Clerk agreed to include the draft policy/risk assessment on the agenda for the next Health and Safety Committee meeting on 21st February.

- 12.2 It was **RESOLVED to approve Cllr. Temple to take part in a follow-up interview call for a PhD study into the 'Perceptions of individuals' preparedness to undertake their roles as Town and Parish Councillors' – HPC28/22.**
 - 12.3 It was noted that further offers of help had been received from community groups in relation to a potential event for the Queens Platinum Jubilee in June, but no-one had come forward as yet to take the lead in organising the celebrations. It was agreed not to pursue this any further given that the Council did not have the resources to co-ordinate a large event and a number of individual street parties were expected to take place anyway. However, various other ideas were put forward by members in relation to Council support for the Jubilee such as funding groups to hold a street party, making the parish field available for any celebrations, hosting a picnic or awarding a prize for the best street party. It was agreed that the Finance Committee would consider these ideas at their next meeting in April. In this context, it was **RESOLVED not to hold the village awards this year - HPC29/22.**
 - 12.4 Members were asked to forward any comments to the Clerk as soon as possible in relation to two consultations on HyNet's proposed North West Hydrogen Pipeline. Concern was expressed in relation to potential access routes via the A56, Lower Rake Lane and Godscroft Lane, with the latter two having both height and weight restrictions. It was agreed that the Chairman and the Clerk would send responses in advance of the deadlines: 24th February for the Planning Inspectorate and 11th March for Cadent.
 - 12.5 It was **RESOLVED to approve the Clerk to attend 4 SLCC seminars on climate change, community engagement, standards and wellbeing and finance in 2022 at a cost of £45 each – HPC30/22.**
13. Protos – Cllr. Temple provided an update on the latest Protos Community Forum meeting held on 19th January. It was noted that the piling activities to support the Energy from Waste facility had taken longer than anticipated but should be completed by the end of February. It was outlined that the next Community Benefit Fund meeting would be held on 2nd March.
 14. Helsby the Art of Here – it was noted that an update meeting was due to be held shortly. It was agreed that the full team would be invited to talk to the Council once the final report had been received.
 15. Helsby Community Association – it was reported that a meeting was being held on 9th February with representatives from CW&C and the HCA to attempt to resolve the issue over electricity billing.
 16. Cycle North Cheshire – it was noted that the next meeting would be held on 8th February.
 17. Helsby Community Sports Club – members noted that the club now had CASC (Community Amateur Sports Club) status and the first AGM was being held on 9th February. Cllr. Branigan also outlined that he had attended his first meeting as a representative of the Council and gave an update on the membership fee structure.

18. Cheshire Association of Local Councils – it was reported that the next meeting would be held on 16th February.

19. Transport and Wind Farm Matters – Cllr. Ellams outlined that the Community Benefit Fund was open for applications until 28th February. It was also noted that rail services on the Halton Curve had resumed to one per hour.

20. Planning

20.1 The following planning applications were duly noted:

21/04610/FUL	23 Sandringham Avenue Helsby 2 storey rear extension with associated alterations No objections
21/04656/FUL	Osterley Robin Hood Lane Helsby First floor extension and single storey rear extension to replace conservatory. Replacement front porch extension Neither objects or supports - comments sent
21/04757/FUL	Cragside Lower Rake Lane Helsby Single storey side and rear extensions and alterations. New dropped kerb and driveway to front No objections
21/04830/FUL	Llomond Crescent Drive Helsby Enlargement of existing rear dormer No objections
21/04927/FUL	Birchwood Hill Road South Proposed rear and side single storey extension and new greenhouse Neither objects or supports - comments sent
21/04900/FUL	Cobbes Hill Alvanley Road Helsby Change of use to use the property as Airbnb accommodation Neither objects or supports - comments sent

20.2 The following planning notifications were noted:

21/01167/S73	Land At Stephens Grove Helsby	Withdrawn
21/01936/FUL	Orchard Cottage Alvanley Road Helsby	Approval
21/03542/FUL	81 Latham Avenue Helsby	Approval
21/03640/S73	Land At Helsby Sports and Social Club	Withdrawn
21/04022/FUL	Land At Stephens Grove Helsby	Approval
21/04374/FUL	53 Bates Lane Helsby	Approval

- 20.3 Mere's Edge Masterplan – it was noted that an update meeting was being held with the vision group on 9th February.
- 20.4 It was **RESOLVED to provide comments in support of the Ince Neighbourhood Plan pre-submission consultation – HPC31/22.**
- 20.5 It was noted that the Dunham on the Hill and Hapsford Neighbourhood Area was designated by CW&C on 26th January.
- 20.6 Member's reports – it was agreed that Cllr. Ellams would put some information about the new CW&C green bin subscription on the Helsby Facebook page.

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

21 st February	Health and Safety Committee meeting
21 st February	Environment Committee meeting
14 th March	Full Council meeting

The meeting closed at 8.06pm

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