



# 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 8<sup>th</sup> August 2022

### Present:

Cllr. Peter Duffy – Chair

Cllr. Terry O’Neill

Cllr. Sarah Temple

Cllr. Alan Gardner

Cllr. Patricia Holder

Cllr. Margaret Marsh

Cllr. Stephen Garrity

Cllr. Mike Branigan

Claire Jones, Parish Clerk

### In attendance:

Marj Thoburn representing Helsby News

1 member of the public

1. Public Participation. It was **RESOLVED that the meeting be suspended for public participation – HPC148/22**. There being no matters brought to the Council’s attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – HPC149/22**.
2. Apologies were noted from Cllr. Ellams.
3. Co-option of Parish Councillor. It was noted that Jane Jones had sent her apologies to attend so it was agreed to defer this item until the next meeting.
4. Cllr. O’Neill declared non-pecuniary interests in matters relating to Helsby Community Sports Club (Item 17) and Cheshire Association of Local Councils (Item 18). Cllr. Temple declared an interest in Item 10.2 (allotment rents) as her partner was an allotment holder.
5. Policing Update – Apologies were received from PCSO Parr. Members noted the contents of an update he had circulated in advance of the meeting.
6. It was **RESOLVED that the minutes of the meeting of Helsby Parish Council held on 11<sup>th</sup> July 2022 be accepted as accurate and duly signed by the Chairman – HPC150/22**.
7. Clerk’s Report – Under Item 6, it was confirmed that members’ Declaration of Acceptance of Office forms would not need to be signed again in relation to the revision to the Code of Conduct. It was noted that the Council had now subscribed to online accounting package, Scribe, and the Clerk would start training and data inputting shortly (Item 9.4). Under Item 11.6, it was noted that an application had been submitted to CW&C for Member’s Budgets funds for the defibrillator. Under Item 12.4, the Clerk outlined that work was progressing with the Council’s solicitor in relation to the Air Quality Monitoring Station draft lease. Cllr. Temple suggested that the Council may need to ask the solicitor to do some further investigation on the various Land Registry titles in this area as a separate project.

8. Chairman's Announcements – it was noted that Helsby Quarry had recently received national Green Flag status. The Chairman also announced the sad death of previous Council member, Mike Culverhouse.
9. Cheshire West and Chester Council matters – apologies were noted from Cllr. Bowers.
10. Cllr. Temple presented the minutes of the Parks, Cemetery and Allotments Committee meeting held on 1<sup>st</sup> August. The following was noted/agreed:
  - 10.1 It was **RESOLVED not to make any changes to the Allotment Tenancy Agreement but to make the following amendments to the Council's Allotments Policy:**
    - **Letting and Management of Allotments Section 19 (2) amend typo from section 10c to 11c;**
    - **Maintenance of Allotments Section 4 amend to 'Paths and walkways adjacent to the tenant's plot must be left clear to allow the Council's contractor to trim the paths. The tenant must also remove any nuisance weeds from netting or other barriers on the edge of the paths'; and**
    - **Maintenance of Allotments Section 9 add 'Overhanging crops must be pruned or tied back to maintain clear access along the paths' – HPC151/22.**
  - 10.2 It was **RESOLVED not to increase allotment rents – HPC152/22.**
  - 10.3 It was **RESOLVED to approve the latest revision to the CCTV policy which incorporated recent changes to legislation, made reference to designated trained councillor(s) rather than any named individuals and outlined that the flat screen monitor was on top of the locked cabinet rather than inside it – HPC153/22.**
  - 10.4 It was **RESOLVED to look further into the provision of wheelchair accessible play equipment, particularly in terms of cost, likely usage, viable locations and potential community support – HPC154/22.** Following a lengthy discussion, it was agreed that a report would be prepared for the next Parks, Cemetery and Allotments Committee in October.
  - 10.5 It was **RESOLVED to approve a quote of £130 from Helsby Garden Services to repair and repaint the bench located at the top end of the parish field – HPC155/22.** It was agreed that Helsby Garden Services would also be requested to look at the bench on Chester Road adjacent to the play area.
  - 10.6 It was **RESOLVED not to increase burial fees and in light of the Children's Funeral Fund, to amend waiving any fees for children under 18 rather than under 16. In addition, it was RESOLVED to clarify the wording in relation to the burial of non-residents and to reformat the document to specify actual non-resident fees – HPC156/22.**
  - 10.7 It was **RESOLVED to make the following amendments to the Cemetery Regulations:**
    - **Section 2.2 – to amend the Council Office opening time from 8am to 10am;**
    - **Reword title of Section 4 to 'Right of Interment and Fees';**
    - **New Section 4.3 – referencing the burial fees;**
    - **To add to Section 6.1 – new rule that only three Lessees can be named on an Exclusive Right of Burial;**
    - **To add to Section 7.10 – new rule that a maximum of six cremated remains can be interred in one plot;**
    - **Additional point under Section 8 relating to the scattering of ashes;**

- **Additional wording in Section 9.1 referencing the new stonemason application form; and**
- **New Section 12.5 referencing the cemetery risk assessment – HPC157/22.**

## 11. Miscellaneous Matters

- 11.1 It was **RESOLVED to approve the draft questionnaire for a community consultation exercise and to approve the design and printing of the document for circulation with the Autumn edition of Helsby News subject to: the insertion of an ‘other’ option in Q6 (council projects); a reworded, simplified Q7 (conservation area) with references to further information online; and splitting Q11 on councillor surgeries into 2 questions – HPC158/22.** The Clerk outlined that she had been in contact with the printers of Helsby News to seek a quote for the design and printing of the document. In order to avoid people filling in multiple copies, it was agreed that the surveys would only be distributed in the newsletters that were circulated to individual households. The Clerk also suggested a subscription to Survey Monkey so questionnaires could also be completed online. It was agreed she would bring associated costs to the next meeting for resolution.
- 11.2 It was **RESOLVED to approve the Clerk’s attendance at the 2022 Cheshire SLCC Branch Conference on 29<sup>th</sup> September in Northwich at a cost of £30 – HPC159/22.**
- 11.3 It was **RESOLVED to retrospectively approve payment of the NetNerd domain/webhosting for Helsby Community Centre at a cost of £44.38 – HPC160/22.**
- 11.4 It was **RESOLVED to retrospectively approve payment for CCTV signage for the play area at a cost of £30.29 – HPC161/22.**
- 11.5 It was **RESOLVED to retrospectively approve payment for large letterbox for the council office at a cost of £32.99 – HPC162/22.**
- 11.6 Cllr. Temple outlined that she had attended a follow up meeting in relation to a proposed food bank in Helsby. It was noted that Helsby Methodist Church were going to start an emergency service at the church for delivery within the Helsby area only. It was outlined that the new service had been registered on the West Cheshire Hub, various collection point locations were being explored and any related organisations were being informed. Members noted that further information and contact details for the service would be outlined in the next edition of Helsby News.
- 11.7 It was noted that the NatWest Bank had written to the Council to say that their Safe Custody service was ending. It was agreed that the Clerk would make contact with the Runcorn branch of the bank to arrange collection of any documents in storage.
12. Councillor Surgery report – It was noted that one member of the public had attended and had raised issues in relation to an incident of crime at his home earlier in the year. To note: the next surgery to be held on 3<sup>rd</sup> September at Helsby Community Sports Club between 10am and 11am (Cllr. Duffy plus one other to be agreed). Given the apparent limited interest from members of the public, a discussion was held about the continuing need to hold these surgeries or to consider changing the venue (e.g. to a local cafe). It was agreed to continue with them at the parish office for the next few months and then to consider their future depending on any feedback raised in the community questionnaire.
13. Burial Grants – It was **RESOLVED to grant applications for the Exclusive Rights of Burial for a term of 75 years for plots C19 received from Mrs Bennett of Helsby and CRS20 from Mrs Littler of Elton in Helsby Public Cemetery, Old Chester Road – HPC163/22.**

14. Protos – Cllr. Temple outlined that a Community Forum meeting and the AGM had been held on 13<sup>th</sup> July. It was noted that the Energy from Waste incinerator was progressing and a community group was in the process of being set up for this project. It was also outlined that Peel had been granted planning approval for the plastics park and the latest air quality report was now available from the monitoring unit on Queens Drive.
15. Helsby Community Association – Cllr. Branigan outlined that the association were looking into a defibrillator for the centre and overgrown vegetation continued to be a problem in the areas surrounding the car park. The Clerk agreed to contact CW&C in relation to clearing the area and to notify Cllr. Bowers if the problem continued. It was suggested that the association looked into grant funding for a defibrillator.
16. Cycle North Cheshire – Cllr. Temple reported that a meeting had been held on 26<sup>th</sup> July. It was noted that the group had discussed how to best input into upcoming planning applications to encourage developers to provide cycle lanes. It was agreed that Cllrs. Duffy and Temple would contact Lane End to encourage them to put in a cycle way along Chester Road as part of the Honeywell development. It was noted that the group would be taking part in the Big Green event to be held at Frodsham Community Centre in October. Cllr. Temple agreed to pass details to the group about the Helsby Community Sports Club Open Day. It was reported that the group had also discussed some issues with the new cycle lane between Helsby High School and Frodsham.
17. Helsby Community Sports Club – no update was given.
18. Cheshire Association of Local Councils – Cllr. O’Neill outlined that the minutes had been circulated from the meeting held on 20<sup>th</sup> July. It was noted that ChALC were currently looking for new board members and that nomination forms were available.
19. Transport and Wind Farm Matters – A report as circulated by Cllr. Ellams was noted. Members expressed disappointment about the withdrawal of the Stagecoach bus service between Chester and Runcorn Shopping City. It was noted that this service would now run only between Chester and Frodsham. It was agreed for the Clerk to contact Stagecoach for an explanation as to why services had been withdrawn (including passenger numbers) and to highlight the impact this would have on local residents.

20. Planning

20.1 The following planning applications were duly noted:

- |                     |  |
|---------------------|--|
| <b>22/02107/FUL</b> | Land At Longster Close Helsby<br>Erection of two semi-detached houses<br>No objections   |
| <b>22/02300/FUL</b> | Bella Vista Portland Place Helsby<br>Double hip roof to gable, loft conversion with 3 small dormers to front elevation, side and rear extensions and to be built up to ridge level |

No objections but comments about parking provision

**22/02716/TPO**

Bank House 287 Chester Road Helsby  
1x cedar - thinning of canopy to the road side of the crown and tip reduction on selected limbs. Reduction to selected limbs to reduce weight and strain, minimising the risk of future snap outs.

No objections

- 20.2 No planning notifications were noted.
- 20.3 Mere's Edge Masterplan – no update was given.
- 20.4 No members reports were received.

21. Financial Matters

- 21.1 It was **RESOLVED** that the bank reconciliation sheet detailing £302,576.03 held in balances as at 31<sup>st</sup> July 2022 be accepted as accurate – **HPC164/22**.
- 21.2 It was **RESOLVED** that the following payments totalling £7,491.86 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for July be approved and duly noted – **HPC165/22**. The following receipts totalling £5,237.99 were also noted:

**Payments**

BT	Line rental	£79.09
Water Plus	Water - community centre	£29.31
Scottish Power	Electricity - community centre	£309.00
Claire Jones	Expenses	£267.99
Winsford TC	Play area inspections	£84.00
Npower	Bridge lighting	£171.17
Helsby Garden Serv.	Plants and maintenance	£359.60
Jax First Aid	High viz vests	£51.22
SLCC	Membership fees	£215.00
NMC Design	Helsby News printing	£719.00
NMC Design	Chairman's report printing	£537.00
Angharad Williams	Art of Here fees	£200.00
SLCC	Clerk training course	£72.00
Water Plus	Allotment water bill	£40.35
Wirral Transport Users Ass.	Membership fees	£10.00
Mid Cheshire Footpaths Soc.	Membership fees	£8.00
Countrywide GM	Grass cutting	£480.00
Buckley Memorials	Memorial fee refund	£70.00
Helsby Garden Services	General maintenance	£1,235.20
ICO	Registration fee	£35.00
Siemens FS	Photocopier fees	£147.81
HMRC	Tax and NI July 22	£498.19
Staff salaries	July 22	£1,425.74
NEST	Pension cont. July 22	£447.19

**Receipts**

Buckley Memorials	Memorial inscription - ROBINSON	£70.00
P. MacPherson	EROB transfer fee	£70.00
John Robotham	Strimmer purchase	£60.00
J C Clarke	Burial fees - BENNETT	£960.00
J C Clarke	Burial fees - LITTLER	£890.00
RSK	Rent for Eccies	£3,183.60
Natwest	Interest July 22	£4.39

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

22nd August	Health and Safety Committee
22nd August	Environment Committee
12th September	Parish Council meeting

The meeting closed at 8.19pm

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