



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 9th August 2021

Present:

Cllr. Terry O'Neill – Chair

Cllr. Peter Duffy

Cllr. Sarah Temple

Cllr. Chris Ellams

Cllr. Alan Gardner

Cllr. Mike Branigan

Cllr. Paul Standing

Cllr. Margaret Marsh

Cllr. Patricia Holder

Claire Jones, Parish Clerk

In attendance:

Cllr. Paul Bowers, Cheshire West and Chester Council

3 members of the public

Chairman's Announcements

The Chairman read out resignation letters from Cllrs. Randles and Fincham. It was noted that they would be sent letters to accept their resignations along with thank you cards and small tokens of appreciation.

1. Public Participation. It was **RESOLVED that the meeting be suspended for public participation – HPC157/21**. One member of the public outlined the history of the cemetery extension area and expressed concern that growing a wildflower meadow to protect wildlife could jeopardise the use of that area for future cemetery purposes (Items 8.4 and 8.5). Another local resident spoke against planning application 21/02537/OUT in relation to the construction of a single dwelling on Proffits Lane. There being no other matters brought to the Council's attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – HPC158/21**.
2. No apologies were received or accepted.
3. Cllr. O'Neill declared a non-pecuniary interest in any matters relating to Helsby Community Sports Club. Cllr. Temple declared a pecuniary interest in Item 8.6 (allotment rents) as her partner was an allotment holder.
4. Policing Update – Apologies were noted from PCSO Lauren Davies.
5. It was **RESOLVED that the minutes of the meeting held on 12th July 2021 be accepted as accurate and duly signed by the Chairman – HPC159/21**.
6. Matters arising – Cllr. O'Neill outlined that the meeting scheduled with Lane End Developments had been postponed until 24 August.

7. Cheshire West and Chester Council matters – Cllr. Bowers outlined that the report to determine what percentage of the wall on Old Chester Road belonged to CW&C was expected shortly along with potential solutions. The Clerk was requested to investigate progress on the replacement of the handrail at the top of Rake Lane. Cllr. O’Neill thanked councillors for sending photos of the poor state of the village and it was confirmed that these along with a letter had been sent to CW&C’s Chief Executive. Councillors were requested to continue to report faults via the borough council’s website. Cllr. Ellams requested Cllr. Bowers to provide copies of service level agreements for local road closures as he felt the levels of disruption were unacceptable.

8. Cllr. Temple presented the draft minutes of the Parks, Cemetery and Allotments Committee meeting held on 26th July 2021. The following was agreed:
 - 8.1 It was **RESOLVED to make the following amendments to the Allotments Policy:**
Clause 5 – add ‘subject to their agreement in line with GDPR legislation’;
Clause 12 – typo should be 11c, not 10c;
Clause 20 – amend ‘general assistants’ to ‘general maintenance contractor’; and
Clause 10 (Maintenance of Allotments) – add the following sentence ‘Tenants should make good any damage caused by deliveries and the current ground conditions should always be considered when arranging the delivery of any materials’ – HPC160/21;
 - 8.2 It was **RESOLVED to alter the hinge at the entrance gate at Queens Drive at a cost of £130 – HPC161/21;**
 - 8.3 It was **RESOLVED to continue with the inclusion of strimming between plots at Queens Drive as part of the general maintenance contract – HPC162/21;**
 - 8.4 It was **RESOLVED to respond to the Local Wildlife Site Partnership for the Cheshire region to accept the inclusion of the cemetery and Old Chester Road allotment site in their official register of wildlife sites and to confirm that the recommendations in terms of managing the sites had been noted – HPC163/21;**
 - 8.5 In relation to the above recommendations, it was proposed for the cemetery extension area to have a different mowing regime to the rest of the cemetery by putting a mower wide strip around the edge and leaving the centre as a wildflower meadow to be mown just once or twice a year. In addition, it was proposed for the sloped verge on the northern edge of the cemetery with the A56 boundary to be cut a little less often to protect wildlife. Following discussion, it was felt by some that this could lead to a potential wildlife designation for slow worms and therefore affect the future use of the cemetery extension area. It was also suggested that both areas would look generally untidy if left unmown. Councillors therefore voted against the proposals.
 - 8.6 It was **RESOLVED to increase allotment rents to £40 for a large plot and £25 for a small plot and for some of the increase in income to be used to cover the costs of introducing a strimming service between the plots at Old Chester Road as currently offered at Queens Drive – HPC164/21;**
 - 8.7 It was **RESOLVED to request a quote from Northwich Town Council for one Earth Anchors all steel 82 litre bin including fitting and to include quotes to dispose of the current damaged bin in this area at the same time or at a later date depending on cost – HPC165/21;**
 - 8.8 It was **RESOLVED to install lighting along the bottom and top path of the parish field as well as CCTV over the play area and to approve the specifications for the work –**

- HPC166/21.** It was agreed that any neighbours in close proximity to the new lighting columns would be informed about the project in advance of them being installed;
- 8.9 It was **RESOLVED to apply to CW&C for S106 funds to cover the cost of the lighting project – HPC167/21.** It was noted that the CCTV project would not be eligible for S106 funds;
- 8.10 It was **RESOLVED to apply to Protos Community Benefit Fund for funds towards the CCTV project but if unsuccessful, to use HPC reserves to fund the entire CCTV project – HPC168/21;**
- 8.11 It was **RESOLVED to apply for planning permission for the CCTV mast and to purchase up-to-date water pipe and sewage reports from United Utilities at a cost of £87.91 exc. VAT – HPC169/21;**
- 8.12 It was **RESOLVED to seek a quote from Helsby Garden Services to fill in and flag over the hole in front of the bench in the playing field – HPC170/21;**
- 8.13 It was **RESOLVED to purchase some stand alone, movable dog fouling signage and stakes to display at various areas on the field – HPC171/21;**
- 8.14 It was **RESOLVED to agree to a request from Helsby Garden Services for two additional strimming cuts in the cemetery due to the weather conditions this year – HPC172/21;**
- 8.15 It was **RESOLVED to request Helsby Garden Services to fill in the path in the top corner of the parish field by Parkfield Drive with top soil and grass seed – HPC173/21;**
- 8.16 It was **RESOLVED to extend the contract with Ascent Arboriculture for tree/hedge work at Sherwood Court, the play area and the parish field and with Helsby Garden Services in relation to hedges at the Old Chester Road allotment site – HPC174/21.** Following a request from Ascent Arboriculture, it was agreed that work could commence on the parish field and Sherwood Court in the week commencing 23 August;
- 8.17 It was **RESOLVED in principle to sell a strimmer to retired general assistant, John Robotham, and to sell various other items to Helsby Garden Services - HPC175/21;**
- 8.18 It was **RESOLVED to purchase a copy of the ICCM publication ‘Essential Law for Cemetery and Crematorium Managers’ at a cost of £39’ – HPC176/21;**
- 8.19 It was **RESOLVED to approve the Notice of Interment as drafted by the Clerk and to make amendments in due course based on any feedback received – HPC177/21;**
- 8.20 It was **RESOLVED to leave Cemetery Regulation 6.3 (pre-purchase of graves) unchanged following correspondence with a local resident – HPC178/21;** and
- 8.21 It was **RESOLVED to increase the burial fees as attached below and to introduce a new charge for the administration costs associated with the transfer of burial rights – HPC179/21.**

9. Financial Matters

- 9.1 It was **RESOLVED that the bank reconciliation sheet detailing £281,093.85 held in balances as at 31 July be accepted as accurate – HPC180/21.**
- 9.2 It was **RESOLVED that the following payments totalling £5,267.95 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for July be approved and duly noted – HPC181/21.** The following receipts totalling £523.71 were also noted:

Payments

Arndale Transport	Rent - July 2021	£320.00
Northwich TC	Grass cutting	£676.20
Helsby Garden Serv.	Maintenance	£994.00
BT	Line rental	£65.94
Scottish Power	Electricity - community centre	£66.00
Water Plus	Water - community centre	£29.46
EoN	Bridge lighting	£130.65
Water Plus	Allotment water	£44.90
SLCC	Subscription fee	£208.00
Claire Jones	Expenses	£263.87
ICO	Annual registration fees	£35.00
Siemens Fin. Serv.	Photocopier lease	£147.81
HPC Staff	Salaries - July 21	£1,544.59
HMRC	Tax and NI contributions July 21	£495.39
NEST	Pension contribution July 21	£246.14

Receipts

J Curry	Allotment rent 16OCR	£23.50
J C Clarke (Dignity)	Burial fees - Garner	£500.00
Natwest	Interest July 2021	£0.21

10. Miscellaneous Matters

- 10.1 It was **RESOLVED to approve a revised quote of £556.31 (exc. VAT) for the purchase of a fire proof safe to store cemetery records – HPC182/21**. It was noted that the furniture had arrived at the new parish office and the work to connect a broadband service had been successfully completed. Cllr. Ellams outlined that he had submitted a complaint to BT on behalf of a local resident regarding a notice to erect an 11m telegraph pole outside her home. It was suggested that the rollout of fibre to domestic premises could lead to further complaints in future.
- 10.2 It was **RESOLVED to approve the specification for the grounds maintenance contract for 2021/22 and beyond with a few minor adjustments in relation to cemetery grass cutting (see item 8.5) – HPC183/21**. The Clerk agreed to commence the tendering process for the contract to begin on 1 November. It was noted that any applications would be considered by the HR Committee at their next meeting on 28th September.
- 10.3 Following the latest resignations, it was **RESOLVED to appoint Cllr. Standing as a new bank signatory and new representatives for Helsby Community Sports Club (Cllr. Branigan), Encirc (Cllr. Standing), Helsby Footpath Society (Cllr. Temple and Cllr. Holder as reserve) and CF Fertilisers UK Ltd (Cllr. Duffy) – HPC184/21**. Councillors were also requested to consider if they would like to join the Environment, HR and H&S Committees given the recent vacancies.
- 10.4 Helsby the Art of Here project – Cllr. Ellams outlined that the steering group was looking to appoint an artist to run a project with Horns Mill Primary School. It was noted that a draft contract for the artist had been circulated but the Clerk expressed concern that a competitive tendering and interview process was not being proposed for this appointment. The Clerk agreed to contact the project leader to ensure that the project continued to adhere to the Council's financial regulations.

- 10.5 It was outlined that correspondence had been received from CW&C in relation to whether the Council wished to take over the maintenance of the traditional Alvanley/Manley directional sign on Britannia Gardens or see it permanently removed. It was **RESOLVED that the Council would take over its maintenance and that Cllr. Bowers would lead in carrying out some renovation work - HPC185/21.**
- 10.6 It was **RESOLVED to approve the quote of £340 (exc. VAT) to draw up Land Registry compliant plans for the lease of the new office at Helsby Community Sports Club – HPC186/21.**
- 10.7 It was noted that a quote of £715 had been received for the restoration of the table tennis table and Cllr. Bowers agreed for the council to apply to his Members Budgets Scheme for some funds.
11. The following new allotment tenancies were received – Anderson (Plot 5, Old Chester Road), Griffiths (Plot 13R, Old Chester Road) and Curry (Plot 16, Old Chester Road).
12. Protos – Cllr. Temple summarised the latest beneficiaries of the Community Benefit Fund following the meeting of the panel on 23rd June. It was outlined that there was a further £20,000 left in the fund for this year and the next panel meeting would be held on 22nd September. Information as shared by Sisk, Covanta and Peel at the Community Forum meetings held on 14th July was noted. Cllr. Temple agreed to share the minutes in due course. It was outlined that the next Community Forum meeting would be held on 13th October.
13. Helsby Community Association – it was noted that discussions were still being held with CW&C in relation to the latest invoice for the shared area utility usage.
14. Helsby Community Sports Club – Cllr. O’Neill outlined that an open day would be held on 28th August from 11am. It was felt that this could be an opportunity for the councillors to meet and greet people at the new parish office.
15. Cheshire Association of Local Councils – Cllr. O’Neill outlined that he had attended another meeting with the Local Enterprise Partnership where climate change, the potential for a local mayor, the rural digital agenda and employment had been discussed. It was noted that the ChALC Board had met with the new Police and Crime Commissioner at Helsby Community Sports Club. Cllr. Temple outlined that she had attended Town and Parish Connections events on Cheshire archives and the Local Plan consultation. She agreed to circulate the presentations. It was noted that Cllr. O’Neill had e-mailed information about the next ChALC AGM.
16. Transport and Wind Farm Matters – it was noted that the next round for applications to the Community Benefit Fund closed at the end of August. Cllr. Ellams outlined that Merseyrail had taken delivery of new rolling stock, capable of running on third rail electric and on battery, enabling them to run a potential circular route between Ellesmere Port, Helsby and Chester. It was also noted that the latest newsletter from Liverpool Airport had been circulated which included information about new air traffic control measures and Cllr. O’Neill said he would be attending a Manchester Airport Air Space Strategy meeting on 14 August. In relation to Cycle North Cheshire, Cllr. Duffy outlined that the group were looking to raise £13.5k for a feasibility study for a new cycle route between Helsby and Helsby High School.

It was noted that Helsby and Frodsham borough councillors had expressed support, along with Frodsham Town Council. It was agreed that a potential contribution from Helsby PC would be explored at the next Environment Committee meeting on 23 August.

17. Planning

17.1 The Council's responses to the following planning applications were duly noted:

21/02372/LBC	The Old Stables, The Paddock Alteration to south west elevation, internal remodelling, alterations to the loft space and roof to form loft room Neither objects to or supports
17/00903/FUL	The Old Stables, The Paddock Alteration to south west elevation, internal remodelling, alterations to the loft space and roof to form loft room Neither objects to or supports
21/02554/FUL	Tesco Stores PLC, Chester Road Installation of a Dry Cleaning, Key Cutting, Shoe and Watch Repairs Kiosk Supports
21/02848/S73	Area 10B Ince Resource Recovery Park, Marsh Lane, Ince Variation of Condition 2 (Approved Drawings) 8 (Permitted number of daily HGV movements), 9 (Access road, emergency exit and internal road layout) and Condition 10 (Emergency Access) of 19/03489/FUL Awaiting comments
21/02814/FUL	Acer House, 116 Chester Road Single storey rear extension, new external door and window positions No objections

17.2 The following planning notifications were received and noted:

21/00810/FUL	47 Primrose Lane, Helsby	Approval
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17.3 Application 20/00324/FUL Land at Cable Drive, Helsby – it was noted that a meeting would be held with Lane End Developments on 24 August at 7pm. The Clerk also outlined that she was in the process of setting up a meeting between Cllrs. Duffy and Branigan and Tom Whitehead from Brookhouse in relation to the Vision.

17.4 It was agreed to send a response as drafted by Cllr. Temple to a letter the Clerk had received from the applicant of Planning Application 21/01990/S73 (Proposed agricultural shed and stable block - variation of condition 2 (plans) of planning permission 20/01487/FUL for revised location of access track, Land At Proffits Lane).

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

23rd August
23rd August
13th September

Health and Safety Committee
Environment Committee
Full Council meeting

The meeting closed at 8.43pm

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

BURIAL FEES FOR HELSBY PUBLIC CEMETERY

	current fees	proposed fees
Burial fees – full grave		
Purchase of lease to exclusive rights of burial	£600	£650
First interment fee	£220 *	£240
Subsequent interment fee	£220 *	£240
Admin fees	£60 *	£70

Note that new burial grants cannot be purchased by non-residents. However, if the grave is already purchased, non-residents pay double with exception of admin fee

Memorial fees

Placing of memorial stone	£75	£100
(any subsequent changes will also incur an admin fee of £70)		

Cremated remains fees

Purchase of lease to exclusive rights of burial	£280	£300
Interment fee (1 st Casket)	£100 *	£110
Subsequent interment fee	£100 *	£110
Admin fees	£60 *	£70

Burial of cremated remains in full size grave	£100 *	£110
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Note that new burial grants cannot be purchased by non-residents. However, if the grave is already purchased, non-residents pay double with exception of admin fee.

New fee - Transfer of grant of exclusive rights of burial, if relevant, £70

Search and response for cemetery records	£50	£60
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* Fee waived for Under 16's

Note that the above charges are for Burial Rights for a period of 75 years