



# HELSEBY PARISH COUNCIL

## Minutes of the Meeting of Helsby Parish Council held in the parish office at Helsby Community Sports Club at 7.00pm on Monday 10<sup>th</sup> March 2025

### Present:

Cllr. Chris Ellams – Chair  
Cllr. Sarah Temple

Cllr. Terry O’Neill  
Cllr. Graham Stothard

Cllr. Rob Nicklin

Claire Jones, Parish Clerk

Neil Flanagan, Police Community Support Officer (Item 4 only)

CW&C Borough Councillor representing Helsby Ward, Chris Copeman (Items 1-8 only)

Cerys Percival (LBCCS), Nige Waddington (LBCCS) and Rob MacKenzie (WSP) - Item 1 only

1. Public Participation – A presentation was given in relation to the Runcorn Spur element of the Carbon Dioxide Pipeline Proposed Development, a small component of the much wider Hynet proposals ([www.hynethub.co.uk](http://www.hynethub.co.uk)). It was noted that a public consultation about the proposals would take place during March and April and that postcards would be distributed to Helsby residents shortly. It was also noted that an in-person consultation event would be held at Helsby Community Sports Club on 2<sup>nd</sup> April between 3pm and 7pm.
2. No apologies were received. Cllrs. Branigan and Foreman did not attend the meeting.
3. Cllr. O’Neill declared non-pecuniary interests in matters relating to Cheshire Association of Local Councils (Item 13) and Cllr. Temple declared an interest in Item 18 as her partner was a member of the Village Produce Association.
4. Policing Update - Members noted the contents of PCSO Flanagan’s latest report. PCSO Flanagan outlined that there had been some interest in setting up a Community Speed Watch group but needed some additional volunteers to take this forward.
5. It was **RESOLVED** that the minutes of the meeting of Helsby Parish Council held on 10<sup>th</sup> February 2025 were accepted as accurate and were duly signed by the Chair – **HPC40/25**.
6. Clerk’s Report – the following was noted from the previous minutes and for information:
  - Item 6 – still waiting for a date for a site visit with CW&C and NCRUG in relation to the active travel sign;
  - Item 6 - Members were invited to respond to the government’s Cheshire and Warrington Devolution consultation before the closing date of 13<sup>th</sup> April (details available on the [parish council website](#));

- Item 8 – the funding for electric vehicle charging stations was only available for CW&C-owned car parks or on-street locations, so it was agreed not to write to other car park owners;
- Item 8 – a response had been received from CW&C Highways about the issues mentioned at the last meeting. It was reported that they would only be likely to take action on one issue raised (refreshing the white lines at the junction of Chester Road and Callender Way);
- Item 10.5 – the first CW&C Highways Volunteer Scheme session would take place on 14<sup>th</sup> March. Cllrs. O’Neill and Ellams, along with the Clerk, volunteered to assist;
- Benches – the daffodil bench had been delivered and was awaiting a licence from CW&C before being sited. Councillors agreed that the memorial plaque could be placed on the new cemetery bench as this had been mistakenly missed off the daffodil bench by the supplier. The new bench and planter for Denbigh Close were also waiting for authorisation from CW&C;
- There would be another community litter pick on 27<sup>th</sup> March, starting at RSK offices from 1pm; and
- The West Cheshire Town and Parish Council Conference would be held on 30<sup>th</sup> April in Tarporley from 5pm.

7. Chair’s Announcements – no matters were raised.

8. Cheshire West and Chester Council matters – Cllr. Copeman outlined that CW&C would invest £105m in the road network over the next 4 years, although the backlog in outstanding work was thought to be substantially higher than this. It was noted that he would be meeting developer, Brookhouse, to discuss active travel routes and biodiversity opportunities at their proposed application site (24/03823/OUT). It was also outlined that a task and finish group would meet shortly to discuss the PCB issue at Commonsidge tip. Various members expressed concern about the lack of information given in Traffic Regulation Order notices and Cllr. Copeman agreed to raise this with CW&C’s Highways team. He also agreed to investigate the apparent removal of various bins in the village.

9. Members noted the minutes of the Environment Committee meeting held on 17<sup>th</sup> February 2025.

#### 10. Miscellaneous Matters

10.1 The initial design for the parks masterplan was considered. Two amendments were suggested: to remove the proposed new entrance at the top of the play area for safety reasons; and to include all four existing picnic tables in the design. It was agreed that subject to these amendments, the plan formed a good starting point and the Clerk could instruct the consultants to proceed to the consultation phase of the project. Members felt that the costings, phasing of each project element, and the prioritisation of individual components were crucial factors to consider as the project evolved.

10.2 It was noted that the deadline for an election for the vacancy in North Ward had passed and the council was now able to co-opt for this vacancy.

- 10.3 It was noted that emergency repairs had been carried out to the cemetery tap at a cost of £1,095 plus VAT (payment made under Financial Regulation 5.17).
- 10.4 It was **RESOLVED to renew the Council's membership with the Wirral Transport Users Association at a cost of £10.00 – HPC41/25.**
- 10.5 An invitation from Cheshire West and Chester Council to attend a Connections Locality Meeting (Frodsham and surrounding areas) on 20<sup>th</sup> March was noted. Councillors agreed a list of the council's priorities and ambitions for submission to CW&C prior to the meeting. The chair and Cllr. Nicklin agreed to attend.
- 10.6 Two quotes were considered in relation to carrying out the annual inspection of the play area and Sherwood Court. It was **RESOLVED to approve RoSPA Play Safety to carry out the annual inspection of the play area and Sherwood Court at a cost of £80.00 + VAT per area plus any additional items over five per area at a cost of £4 + VAT per additional item – HPC42/25.** It was also noted that the Clerk and Eddie Bougen had successfully passed the RPII Operational Examination, and both were now qualified to carry out monthly play area inspections.
- 10.7 A request for an exceptional grant of £40 from the Helsby Poppy Appeal to provide book tokens for a local poetry competition in commemoration of VE Day in May was considered. It was **RESOLVED for the council to purchase and donate the book tokens at a cost of £40 – HPC43/25.** It was agreed that the lamp post poppies would be erected in May for the commemorations.
- 10.8 The grant monitoring forms from the recipients of the 2024 Grant Show were noted. It was outlined that one organisation had yet to return their form and the Clerk agreed to follow this up. It was noted that several grant recipients had spent funds on elements that had not been apparent in their applications or presentations at the grant show. Various suggestions about how this could be avoided in future were discussed.
- 10.9 The purchase of 3 replacement adult defibrillator pads at a cost of £208.99 plus VAT [payment made under Financial Regulation 6.6 (i)] was noted.
- 10.10 The domain renewal of helsbyparish.org.uk with NetNerd at a cost of £6.99 plus VAT [payment made under Financial Regulation 6.6 (i)] was noted.
11. It was outlined that the March surgery had not taken place due to a lack of councillor availability. Cllrs. Temple and O'Neill agreed to attend the next surgery at the JTO Tearooms on 5<sup>th</sup> April between 10 and 11am.
12. Allotment tenancies – a new tenancy at plot 15 on Old Chester Road (Broadbent) was noted.
13. Outside Body Reports – Cllr. Temple outlined that she would attend a Protos Community Benefit Fund meeting on 11<sup>th</sup> March. It was noted that Peel had agreed to continue the fund in 2025/26 but that the level of funding would be half the usual amount (£25,000). Cllr. O'Neill outlined that he had circulated the latest ChALC minutes. It was noted that Cllr. Ellams and the Clerk had attended a meeting with representatives from CW&C and Helsby Community Association about Helsby Community Centre. The Clerk outlined that she had agreed to work with CW&C to explore the status of any existing lease agreements and future billing arrangements.

## 14. Planning

14.1 It was **RESOLVED to note/approve the responses as below in relation to the following planning applications:**

- |                     |  |
|---------------------|--|
| <b>25/00146/S73</b> | Claremont 132A Chester Road Helsby<br>Erection of one dwelling and associated garage<br>Application to vary condition 2 (approved plans) of planning permission 22/01056/FUL<br><b>No comments submitted.</b>                        |
| <b>25/00031/FUL</b> | 8 Hale View Road Helsby<br>Raising the rear portion of the original main roof, two-storey and single story side and rear extensions, velux windows, removal of chimney<br><b>Objection based on proposed roof height – HPC44/25.</b> |
| <b>25/00218/FUL</b> | Youds Croft Proffits Lane Helsby<br>Single storey front extension, single storey rear extension, alterations to windows and doors<br><b>No objections – HPC45/25.</b>  |
| <b>25/00381/TPO</b> | 5 The Paddock Helsby<br>Oak - Crown lift by removing two lowest limbs of no more than 125mm to allow more light beneath tree<br><b>No objections – HPC46/25.</b>   |
| <b>25/00223/TPO</b> | 5 The Paddock Helsby<br>Fell a Silver Birch and replace with a Rowan tree<br><b>No objections – HPC47/25.</b>  |
| <b>25/00283/FUL</b> | School Farm House 301 Chester Road Helsby<br>Change of use of dwelling (Class C3) to a residential home (Class C2) for 4 young people aged between 6 and 17 years<br><b>No objections – HPC48/25.</b>                                |
| <b>24/03662/FUL</b> | 12 Chester Road Helsby<br>Single storey side extension<br><b>Awaiting comments.</b>  |

14.2 It was noted that there had been no planning decisions made since the last meeting.

14.3 It was noted that a six-week publicity period for the Dunham on the Hill and Hapsford Neighbourhood Plan was currently underway. The Clerk agreed to compile various comments made by members and respond to CW&C by the closing

date of 10<sup>th</sup> April. It was also agreed to forward any comments to Dunham on the Hill and Hapsford Parish Council.

14.4 Member reports – no matters were raised.

## 15. Financial Matters

15.1 It was **RESOLVED** that the bank reconciliation sheet detailing £197,729.04 held in balances as at 28<sup>th</sup> February be accepted as accurate – **HPC49/25**.

15.2 It was **RESOLVED** that the following payments totalling £62,661.49 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for February be approved and duly noted – **HPC50/25**. The following receipts totalling £2,511.46 were also noted:

### Payments

BT	Phone/broadband	£91.25
Northwich Town Council	Play inspection fees	£90.00
Helsby Garden Services	General maintenance	£967.23
HPC staff	Salaries Feb 2025	£2,322.00
HMRC	Tax and NI deductions	£1,011.87
Claire Jones	Expenses	£11.70
Scottish Power	Electricity - community centre	£74.00
Water Plus	Water – community centre	£39.36
Pro Print Solutions	Photocopier charges	£24.16
NEST	Clerk's pension (Feb)	£685.30
Multipay Card	Amazon (£37.99)	
	Landscape Institute (£93.60)	
	Fees (£3)	£134.59
Make Space	Parks masterplan design	£1,607.76
Cheshire Constabulary	Average speed cameras	£54,676.69
Mega Electrical	Christmas lights repair	£120.00
CSS	CCTV repairs	£780.00
Water Plus	Allotment water bill	£15.08
Unity Trust Bank	Handling charges	£10.50

### Receipts

Elton Parish Council	Play Inspection course fees	£488.75
Elton Parish Council Clerk	Play Inspection exam fees	£265.00
Crewe Town Council	Play Inspection exam & course fees	£753.75
Plot 15 OCR	Allotment fees	£33.50
Laurence Jones FD	Burial fees	£575.00
CCLA	Bank interest	£320.46
Buckley Memorials	Memorial stone fees	£75.00

15.3 It was **RESOLVED** to transfer any remaining funds and then close the NatWest current account now that the Unity current account had been active for some time – **HPC51/25**.

15.4 It was noted that the Clerk had transferred £8,000 from the Unity savings to the Unity current account on 3<sup>rd</sup> March in order to pay outstanding invoices in February. It was **RESOLVED to transfer the 2025/26 precept payment of £124,250 from the Unity current account to the Unity Instant Access savings account once received – HPC52/25.**

16. The outstanding actions log was noted.

17. The dates of the next council meetings were noted as follows:

17 <sup>th</sup> March	Policy and Procedures Committee
7 <sup>th</sup> April	Finance Committee
14 <sup>th</sup> April	Parish Council meeting

It was **RESOLVED to continue the meeting beyond a period of two hours in order to complete the remaining items on the agenda – HPC53/25.**

#### **Confidential Matters - Exclusion of the Press and Public**

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **RESOLVED that, because of the confidential nature of the business to be transacted, the public and the press leave the meeting during consideration of the following: to consider for approval the ‘Lease relating to Land situate at Mountain View’ (Helsby Village Produce Association premises); to consider for approval the ‘Licence for Alterations relating to Land at Sherwood Court’; and to receive an update on the discussions held with the council’s solicitor about the guide hut – HPC54/25.**

18. It was **RESOLVED to approve the ‘Lease relating to Land situate at Mountain View’ (Helsby Village Produce Association premises) – HPC55/25.**

19. It was **RESOLVED to approve the ‘Licence for Alterations relating to Land at Sherwood Court’ – HPC56/25.**

20. The Clerk gave an update on the discussions held with the council’s solicitor about the guide hut.

The meeting closed at 9:08pm.

Chair’s signature.....Dated.....