

Helsby Parish Council

Minutes of the Parish Council meeting held at 7pm on 12th November 2018 in Helsby Methodist Church

Present:

Cllr. Chris Ellams – Chairman	Cllr. Terry O’Neill – Vice Chairman	Cllr. Michelle Massey
Cllr. Stuart Hulse	Cllr. George Randles	Cllr. Peter Duffy
Cllr. Andy MacPherson	Cllr. Polly Barry	Cllr. John Kimpton
Cllr. Sam Johnson	Cllr. Alan Gardner	Cllr. Patricia Holder

In attendance:

Mrs Marj Thoburn – Helsby News
PCSO John Kopczyk – Cheshire Constabulary
Mr Mike Garvey & Mr Will Cook – Representatives of Marshes Community Benefit Fund

Chairman’s announcements – Cllr. Ellams thanked all the councillors who played an active role in marking the Armistice Day as a significant occasion from taking part in the National Beacon lighting event to placing large poppies on lighting columns.

1. Marshes Community Benefit Fund Grant award. Mr Will Cook presented the Chairman with cheque for £2,000 from Marshes Community Benefit Fund towards the purchase and installation of 2 x Defibrillators. The Chairman also received the £2,100 cheque (from the same funders) for Helsby Community Association to upgrade the accessible toilet in Helsby Community Centre.
2. Public Air Time. Proposed by Cllr. O’Neill, seconded by Cllr. Duffy and **RESOLVED – that the meeting be suspended for public participation – HPC213/18.** Cllr. O’Neill asked if the Parish Council could send letters of thanks out to all the residents that helped with the Remembrance Day commemoration namely Mrs Betty Grieve, Mr & Mrs Hillyer, Mr Rob Kimpton and Mr Nick Massey. Proposed by Cllr. Johnson, seconded by Cllr. Duffy and **RESOLVED – that Public Air Time be closed and the meeting reconvened – HPC214/18.**
3. Apologies for absence were received and accepted from Cllrs McKie and Temple.
4. Declarations of interest. Cllrs. O’Neill and Randles declared non-pecuniary interest in Item 14 as both were Executive Members of the Helsby Community Sports Club.
 - 4.1 Co-Option of North Ward Councillor – still being advertised.
5. Police Matters
 - 5.1 PCSO Kopczyk’s report as follows: -
 - Operation Treacle - tackling ASB over Halloween and Bonfire Night. No issues or reports;
 - TruCam deployment figures:
Chester Road
16/10/18: 2 vehicles speeding highest recorded 37mph
29/10/18: 8 vehicles speeding highest recorded 37mph
09/11/18: 21 vehicles speeding highest recorded 45mph

Primrose Lane

27/10/18: 10 vehicles speeding highest 46mph

PCSO explained how the evidence was collated from the TruCam and reported. As far as he was aware, the data he was sending through was being used for effective prosecutions. He would check this with his superiors. Cllrs. Hulse and O'Neill would take this up with the PCC at the next meeting.

- Theft of lead from public buildings – local police keeping a watching brief;
- Parking issues. Hornsmill School – PCSO arranging meeting with resident to come up with possible solutions. Bates Lane – builders parking was not causing obstruction however; the matter would be resolved when the Horse & Jockey site clears enough to enable them to park there;
- Advised residents to email or contact 101 if they have any issues;
- Local Beat meeting and additional surgeries being advertised throughout the village;
- New PCSO base was in an office in the High School. A monthly surgery had been arranged within the school but PCSO appreciates that residents may be reticent to attend so he has kept all other surgery locations going.

5.2 TruCam – formal request from Chief Inspector Carlos Brunes to allow PCSOs from the surrounding areas to use our TruCam. Members had fully discussed the request at the last meeting but no formal resolution had taken place. Nothing had changed since then and so it was proposed by Cllr. O'Neill, seconded by Cllr. Johnson and **RESOLVED – that the Parish Council write to Chief Inspector Carlos Brunes confirming that the TruCam, belonging to Helsby Parish Council, is to be used exclusively by PCSO Kopczyk and Flanagan in Helsby & Frodsham only and was not for operating by any other PCSOs - HPC215/18.**

5.3 PCC meeting with Parish & Town Councils at 6.30pm on 13th Nov in Ellesmere Port Police Station. Cllrs. Hulse and O'Neill will be attending.

5.4 PCSO informed the members that the Frodsham & District Community Speed Watch would be in the area over the next week – duly noted.

6. Minutes of the meeting held on 8th October 2018. Proposed by Cllr. Hulse, seconded by Kimpton and **RESOLVED – that the minutes of the Helsby Parish Council meeting held on 8th October 2018 be accepted as an accurate record and duly signed by the Chairman – HPC216/18.**

7. Matters arising from the previous meeting

7.1 Towers Lane Traveller Site. The defendants had appealed. The matter was to be listed for a four-day trial, in the High Court of Justice, after 7th May 2019 – duly noted.

7.2 Old Chester Road Bridge. There had been an Order in place for a Temporary Road Closure of Old Chester Road since 11th July 2017 for 18 months. The Clerk had put Cholmondeley Estates in touch with the owners of Rockcliffe who had instructed their contractors to repair / replace the wall. The contractors were also in regular liaison with CWaC who want the wall repaired whilst the road closure was in place. Cllr. Hulse reported that the motion, put forward by Helsby Parish Council at the ChALC AGM, had been agreed. Chalc would be writing to CWaC to seek clarification on TROs – duly noted.

7.3 Post Office had confirmed that the provisional opening date for the new Helsby branch was the 26th November at 13:00 hours. Proposed by Cllr. Ellams, seconded by Cllr. Johnson and **RESOLVED – to write to Mrs Christine Wakefield to thank her for running an efficient Post Office service throughout her time as postmistress and to wish her well in her retirement – HPC217/18.**

- 7.4 Grant of £2,100 from Helsby Parish Council to CWaC towards creation of footpath between A56 lay-by and Hornsmill School. CWaC had confirmed that they would request the funds on completion. Cllr. Duffy reported that work would start on the pathway within the next couple of weeks – duly noted.
8. Minutes of the Parks, Cemetery & Allotments Committee meeting held on 29th October 2018. Cllr. Kimpton presented the minutes that included the following recommendations: -
- 8.1 Hedges. Proposed by Cllr. Kimpton, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council, in accordance with s8(l)(i) ss.A of the 1894 Local Government Act, approve the quotation received from Old Vicarage Tree Surgery for £400 (net of VAT) for the following work: -**
- a) **To cut all around the conifer hedge and to cut top and sides of the hedge (on the right-hand side) at Old Chester Road Allotment Gardens;**
 - b) **To cut top and both sides of the hedges that are located on both sides of the parish field – HPC218/18**
- 8.2 Robin Hood development drainage grid. The recommendation was to obtain an estimate from Horticon to re-profile the existing drain as it was ineffective and inefficient. The members voiced concern that any work that the Parish Council undertook would absolve the developer's liability. Proposed by Cllr. Kimpton, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council write to Masefield's (surveyor acting on behalf of the developer) explaining that the existing drain was not fit for purpose and that the Parish Council would not sign a Party Wall agreement until the developer, or their chosen contractor, return to site to re-profile the drain adjacent to the party wall – HPC219/18.**
- 8.3 Spoil Heap. Proposed by Cllr. Kimpton, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council, in accordance with Open Spaces Act 1906, Sections 9 & 10, employ Mr Rod Maddocks to remove and dispose of the spoil heap at Helsby Public Cemetery at a cost of £280 sum – HPC220/18.**
- 8.4 Soft Safety Surface. To employ Soft Surfaces to replace the safety surface (plus all other associated work) underneath the swings and teen area in the Children's Play area – agreed to discuss the recommendation under Part B at the end of the meeting.
- 8.5 Parish Field, Cllr. O'Neill reported that requests had been received from residents asking if lighting could be installed along the bottom footpath that links Parkfield Drive and Lower Robin Hood Lane. He suggested solar lights and asked if the Parks Committee could consider the request at its next meeting – duly noted.
9. Burial Grant(s) – no new applications received.
10. Councillor's surgery –3rd November 2018. Cllrs. Duffy, O'Neill and Barry attended when the following was discussed: -
- Towers Lane Traveller Site – members updated that the matter was now deferred to the High Court;
 - New Post Office update;
 - What was to become of the Springfield site after demolition? The Parish Council had been assured by agents (acting on behalf of Weaver Vale Housing Trust) that residents would be fully consulted;
 - Village centre parking – limited time parking was being introduced by CWaC;
 - Polling Stations – all issues with allocated Polling Stations had been resolved;
 - Closure of Old Chester Road – closed by CWaC on Health & Safety grounds.

11. Cheshire West and Chester Council.

11.1 The Chairman read out Cllr. McKie's report of the last Executive Committee and its decisions: -

- Local Involvement in Decision Making. This motion was recommended to encourage the core principals of localism, this motion was directed particularly towards non-hydraulic fracturing shale gas exploration - passed;
- Integrated Student and Public Bus Services. This motion requested CWaC should explore ways of integrating students with bus passes and public bus services across the Borough – passed;
- Civil Society Strategy. This motion was to create stronger people communities with significant reforms across the public and private sector backed by £450m – rejected.

11.2 Outstanding Section 106 money for public art (£49,243 held with CWaC). Cllr. O'Neill and the Parish Clerk would report information obtained from their meeting with Ms Clapson from the Art & Entertainment Dept to seek advice on how the money could be spent in Helsby. We await confirmation about the date. Proposed by Cllr. Hulse, seconded by Cllr. Ellams and **RESOLVED – that the Parish Council investigate some form of art work (with blue explanation plaque) that could be installed on the Hemlegh Vale grass verge to commemorate that it was a WWI hospital site – HPC221/18**. Proposed by Cllr. Gardner, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council involve local schools to design a work of art that would be appropriate to what had already been agreed - HPC222/18**.

11.3 Off-Street Parking Places (Frodsham & Helsby) Order 2018. Notification received re charges applying to Station Avenue Car Park Helsby and the Station Car Park in Frodsham that will come into force in 2018 – duly noted.

11.4 Proposed new housing. To be discussed under Part B at the end of the meeting – duly noted.

11.5 Sycamore Tree. Cllr. Randles reported that a very old tree had been felled on Network Rail land on Lower Rake Lane. Local resident (expert on trees) informed Cllr. Randles that procedure had not been followed and that it was an unnecessary action as the same outcome could have been achieved by cutting branches. Network Rail will also be chopping down a beech tree in the same area. Proposed by Cllr. Randles, seconded by Cllr. MacPherson and **RESOLVED – to write to CWaC seeking clarification as to why the Parish Council had not been informed, by CWaC, about Network Rail cutting down a substantial tree and why hadn't a notice been displayed nearby to inform the public that trees were being felled – HPC223/18**.

12. The Marshes Community Benefit Fund grant of £2,000. The Parish Council was in receipt of a proforma invoice for 2 x Rescue SAM Semi-Auto AED – Outdoor Defibrillators costing £2,498 (net of VAT). The shortfall in funding the full installation was £769 (net of VAT). The Clerk awaited information from CWaC re the balance of Cllr. McKie's Discretionary Fund as it had been oversubscribed alternatively, the Parish Council could apply to PROTOS Community Benefit Fund or pay the shortfall out of its own funds. There was balance of £500 in Budget Heading 230 for street furniture / BT phone boxes. Proposed by Cllr. Hulse, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council, in accordance with Section 137 of the Local Government Act 1972, should incur the following expenditure which, in the Council's opinion is in the interest of the area and its inhabitants and will benefit them in a manner commensurate with the expenditure to a) order 2 x defibrillators with cabinets (plus all associated items and installation) costing £3,920.40 (incl VAT): b) to pay for the shortfall out of Parish Council Budget Heading 230 and reserve funds– HPC224/18**.

13. Frodsham Wind Farm. Cllr. Ellams reported that there had been no complaints since the last meeting and the wind farm continued to be available to generate electricity for 98.15% of available time (manufacturers spec gives a 95% availability). Up to Sept 2018 the wind farm had generated 7334 megawatt hours of electricity. Fly tipping had decreased since the introduction of bollards on some access roads. The bat monitoring programme continued. Strangely more bat carcasses had been used to train the sniffer dogs to smell out the carcasses than had actually been found. Cllr Ellams had been elected as Vice-Chairman of the Local Liaison Committee and the next meeting was at 6pm on 8th March 2019 in Castle Park.
14. Helsby Community Sports Club.
- 14.1 A number of Parish Councillors attended an information gathering session with reps from Trafford Housing Trust - THT from Greater Manchester. THT were the new site owners and would shortly be submitting an application for Reserve Matters 119 dwellings. They promised to send information for inclusion in the next Helsby News to keep residents informed – duly noted.
- 14.2 Cllr. Randles reported that the Firework Display, on 2nd Nov, attracted a huge number of residents. THT had submitted Reserve Matters application for the 119 dwellings and Cllr. Randles had put together an article for the Helsby News.
15. Helsby Community Association – AGM being held on 14th Nov.
16. Cycle North Cheshire. The next meeting was on the same night as the Parish Council meeting. The AGM would be held on 14th Nov. Cllr. Duffy reported that Sustrans was very interested in helping. They were even interested in the Helsby-Mouldsworth disused railway line and had an idea to pedestrianize Frodsham! Duly noted.
17. Protos – 10th October (Community Forum). Cllr. O'Neill attended and reported the following information: -
- Infrastructure – work ongoing. Some issues with pipes and drainage from Ince Village. Roots from trees on Peel land. Peel discussing with CWaC;
 - Biomass – most of construction team would probably be off site by end of November;
 - IGas – independent expert still being sought for more stakeholder engagement;
 - UK Geoenery Observation project – further consultation events had been held;
 - Soil – operation being ramped down;
 - Energy from Waste project – now on hold due to CWaCs decision to refuse the application to remove the rail link. An appeal would be made which would take at least 12 weeks;
 - Community Benefit Fund - £6524 left in the pot from this year's fund. Next meeting in December when this money was expected to be granted.
18. Miscellaneous Matters
- 18.1 Review of Helsby Neighbourhood Plan. The Clerk would arrange a meeting with interested volunteers as soon as they became available. Cllr. O'Neill reiterated the importance of a review as, without it, developers could find loopholes which could benefit them. Cllr. Hulse commented that he had obtained a copy of Cllr. Lilian Burns excellent booklet on Neighbourhood Planning reviews.
- 18.2 Tenancy Agreement. Proposed by Cllr. Hulse, seconded by Cllr. Kimpton and **RESOLVED - to enter into an Allotment Tenancy Agreement with Mr Moss & Ms Wansbrough of Helsby for Plot 7R (small) Old Chester Road Allotment gardens with immediate effect – HPC225/18.**

- 18.3 Traffic Management – Ho Ho Helsby Christmas event and procession. Proposed by Cllr. Massey, seconded by Cllr. Holder and **RESOLVED – that the Parish Council, in accordance with s.144 of the LGA1972 Act, employ Blue Arrow to undertake the Traffic Management for the 1st December Christmas event costing £1,020 (incl VAT) – HPC226/18.** The Parish Council had a budget of £1,000 in place to cover the costs.
- 18.4 Parking complaint – Cllr. Holder reported that an irate resident had contacted her to complain that she couldn't park near the Post Office. This was probably due to the contractor vehicles for the ongoing installation of trunking for broadband cables.
- 18.5 Ho Ho Helsby procession starting from St Paul's Car Park. Cllr Gardner was a resident and member of the Vicarage Lane Residents Association. Each had received a letter from Ho Ho Helsby organisers about using Vicarage Lane/Vicarage Hill for the large vehicles. Both roads were unadopted and maintained by the residents. Cllr. Massey agreed to inform the Ho Ho Helsby working group – duly noted.
- 18.6 Business Plan for Helsby Parish Council. Cllr. O'Neill expressed disappointment that he had not received a written response, from the committees, for the draft Business Plan he had circulated. Cllr. O'Neill was given an apology. Proposed by Cllr. Randles, seconded by Cllr. Barry and **RESOLVED – that the Parish Council required a Business Plan and that the finished plan be put before the council for ratification – HPC227/18.**

19. Transport Matters – the full report, written by Cllr. Ellams, was duly noted.

20. Cheshire Association of Local Councils

- 20.1 Annual Meeting 2018 at 7-9pm on Thursday 25th October in Middlewich Civic Hall. Cllrs. Hulse, O'Neill, Temple and the Parish Clerk attended. The two motions from Helsby Parish Council were carried unanimously.
- 20.2 NALC AGM – Cllr. Hulse reported the following: -
- NALC had teamed up with the Woodland Trust for a national initiative to raise awareness about the importance of trees in the community. When Cllr. Crossley-Jones was on the Parish Council she undertook a survey of trees paying particular regard to the classification of ancient trees;
 - NALC motion to make training for Parish Councillor's compulsory. Councillors needed training especially for controlling finances and budgets. Cllr. Randles commented that it was difficult recruiting council vacancies, compulsory training may make it even more problematic – duly noted.

21. Planning

21.1 The following comments would be sent in to the Planning Department: -

App No.	Address	Proposal	Comments
18/03897/FUL	35 The Rock	Single storey side extension	No objections
18/04089/FUL	4 Vale Gardens	Single storey rear and side extensions	No objections
18/03908/FUL	Elm Cottage Alvanley Road	Single storey rear extension	No objections

- 21.2 The following decisions received from the Planning authority, were duly noted: -
 18/03434/FUL Woodlands View, Proffits Lane (sgle storey rear extn) Approved
 18/03468/FUL Rake Cottage, Rake Lane (external/internal alterations) Approved

22. Accounts

- 22.1 NEST – news from the pension's regulator. Confirmation received of a change in contribution rates from 1st April 2019 meaning that the Parish Council would have to ensure they collected and paid the correct contribution amounts in line with the new rates. Proposed by Cllr. Hulse, seconded by Cllr. O'Neill and **RESOLVED – that the Parish Council, in accordance with the Pensions Regulatory Service, apply the pension rate increase from 2% to 3% for employer contributions and the rate increased from 3% to 5% for employee contributions from 1st April 2019 – HPC228/18.**
- 22.2 The government had recently announced the new Local Living Wage expected to be implemented by employers asap and within 6 months which brings us to 6th May 2019. Increasing from £8.45 - £9 which was a rise of 6.5%. This was not a statutory obligation however; the current position was that the Parish Council agreed at 9th October 2017 meeting to pay the LLW prevailing rate same as CWaC (from 1st April 2018) which was outside the NJC arrangements. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council, in accordance with s.112-119 of the LGA 1972, increase the hourly rate paid to the 2 x part-time General Assistants from £8.45 to £8.75 from 1st April 2019 which was in line with the local authorities Local Living Wage – HPC229/18.**
- 22.3 Large poppies purchased and displayed on lighting columns. Proposed by Cllr. Hulse, seconded by Cllr. Randles and **RESOLVED – that the Parish Council, in accordance with expenditure using s.137 of LGA1972, grant retrospective permission for the purchase of 62 x Large Plastic Poppies costing £186 paid by Cheque No. 5072 written out to 'The Poppy Appeal' – HPC230/18.**
- 22.4 Bank Reconciliation. The Chairman checked the NatWest figures against his mobile app and confirmed that they were correct. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED - that the Bank Reconciliation Sheet detailing £193,422.84 held in balances as at 12th November 2018 be accepted as accurate – HPC231/18.**
- 22.5 Payments. Proposed by Cllr. Hulse, seconded by Cllr. Duffy and **RESOLVED – that the following payments totalling £45,164.23 paid by ether cheque, direct debit or under delegated authority be approved and duly noted – HPC232/18.**

Method	To whom paid	Particulars of payment	Amount
5070	The Poppy Appeal	Civic Poppy Wreath	250.00
5071	Mr Dave Weaver	Pansies and compost (planters)	284.00
5072	The Poppy Appeal	62 x Large Poppies (lighting columns)	186.00
DD	Scottish Power	Electricity – Helsby Community Centre	97.00
DD	Water Plus	Wastewater – same	29.58
DD	Siemens Financial Services	Quarterly fees for lease of photocopier	147.81
Bacs	Whittle Programmed Maint	Painting of metal fencing & gates	3,102.00
Bacs	Liverpool Document Systems	Photocopier usage 17/04 – 24/09	268.91

Method	To whom paid	Particulars of payment	Amount
Bacs	Northwich Town Council	Grass cutting September 2018	470.40
Bacs	LITE	Brackets for Ho Ho motifs	114.00
Bacs	Helsby Methodist Church	Hall Hire 8 th Oct for 2 hours	17.00
Bacs	E.on	Electricity – 8x Lanterns	106.98
B trans	Jeanette Hughes	Eccies electricity £92.98 + various	107.67
Bacs	Mr C Ellams	Reimbursement for server renewal	59.99
DD	NEST	Employee/employer contribution Oct 18	141.66
Bacs	Employees	October 18 salaries	1,892.69
Bacs	HM Revenue & Customs	PAYE & NI on above	519.32
Bacs	Arndale Transport Limited	Office rent for November 2018	320.00
Bacs	Susan Griffiths Partnership	Landscape Architect fees	1,092.00
Bacs	Horticon Limited	Parish Field Pathway project	32455.42
B trans	Jeanette Hughes	Reimbursement HPC phone bill	49.06
Bacs	Stanley Jones	Reimbursement HPC purchases	23.55
Bacs	Northwich Town Council	Supply & install 2 x planters etc	1,380.00
Bacs	Northwich Town Council	Grass cutting October 2018	235.20
Bacs	Robert Gleave & Sons Limited	47 kg Propane Gas cylinder for Beacon	73.99
Bacs	Quadriga Contracts Limited	Cleaning of Helsby War Memorial	1,740.00

23. Date of the next meetings: -

Standing Orders Committee 26th November – 7pm Committee RoomHelsby Parish Council 10th December – 7pm Helsby Methodist Church

24. Part B. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – that the press and public be excluded from the meeting for the following items on the grounds that they involve the likely disclosure of exempt information as defined in paras 7, 8, 9 and 12 of Schedule 12a of the Local Government Act 1972 – HPC233/18.**

PART B – Exclusion of the press and public

25. Confidential Items

25.1 Proposed housing – information noted

25.2 Safety Surface. Proposed by Cllr. Kimpton, seconded by Cllr. O'Neill and **RESOLVED – that the Parish Council, in accordance with s.44 of the Public Health Act Amendment Act of 1890, employ Soft Surfaces to replace the safety surface (plus all other associated work) underneath the swings and teen area in the Children's Play area – HPC134/18.**

25.3 Local Living Wage – already discussed in Item 22.2.

He meeting closed at 8.15pm.

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

