

Helsby Parish Council

Minutes of the Annual Meeting of Helsby Parish Council held at 7pm on 13th May 2019 in the Upper Hall of Helsby Methodist Church

Present:

Cllr. Sam Johnson – Chairman	Cllr. Chris Ellams	Cllr. Mallie Poulton
Cllr. Terry O’Neill	Cllr. Andy MacPherson	Cllr. George Randles
Cllr. Polly Barry	Cllr. Michelle Massey	Cllr. Sarah Temple
Cllr. Alan Gardner	Cllr. Patricia Holder	

In attendance:

Cllr. Paul Bowers – Cheshire West and Chester Borough Councillor
Mrs Marj Thoburn – Helsby News

1. Election of Chairman. Proposed by Cllr. Ellams, seconded by Cllr. O’Neill and **RESOLVED – that Cllr. Stuart Hulse be elected as Chairman of Helsby Parish Council for the municipal year 2019/20 – HPC67/19.** Cllr. Hulse will sign Chairman’s Declaration of Acceptance of Office as soon as it is practical to do so.
2. Election of Vice-Chairman. Proposed by Cllr. O’Neill, seconded by Cllr. Randles and **RESOLVED – that Cllr. Sam Johnson be elected as Vice-Chairman of Helsby Parish Council for the municipal year 2019/20 – HPC68/19.** Cllr. Johnson then chaired the meeting in the absence of Cllr. Hulse.
3. Appointment of Representatives on Outside Bodies. Appointee(s) are as follows:

<u>Name of Organisation</u>	<u>No.</u>	<u>Appointee(s)</u>
Air Quality Forum	1	Cllr. Temple (reserve O’Neill)
ChALC Area Meeting	3	Cllrs. Hulse, O’Neill and Duffy
Helsby Community Association	1	Cllr. Holder (reserve Kimpton)
Helsby Footpath Society	1	Cllr. Kimpton
Helsby Community Sports Club	2	Cllrs. O’Neill and Randles
CF Fertilisers UK Ltd (formerly GroHow)	2	Cllrs. Randles and O’Neill
Protos (formerly IRRP Comm Forum)	1	Cllr. Temple (reserve O’Neill)
Liverpool John Lennon Airport Group	1	Cllr. Ellams
North Cheshire Rail Users’ Group	1	Cllr. Ellams
Encirc (formerly Quinn Glass)	2	Cllrs. Johnson and Randles
Frodsham Wind Farm Local Liaison C.	2	Cllrs. Ellams and Barry
Cycle North Cheshire	1	Cllr. Duffy
Thornton Community Liaison Meeting	1	Cllr. Ellams (reserve Cllr. Temple)

4. Appointment of Standing Committees: -

It was agreed that councillors be appointed to serve on the following committees until the AGM in May 2020: -

Note that the Chairman and Vice-Chairman of the Parish Council are *ex-officio* members of all of the committees.

- a) Environment Committee
Cllrs. Hulse, Johnson, O'Neill, Poulton Barry, Ellams and Massey.
- b) Health & Safety Committee
Cllrs. Hulse, Johnson, Gardner, Ellams, Massey, O'Neill and Duffy.
- c) Parks, Cemetery & Allotments Committee
Cllrs. Hulse, Johnson, Temple, Kimpton, Gardner, Holder and Randles.
- d) Human Resources Committee
Cllrs. Hulse, Johnson, Porter, O'Neill, Massey, Duffy and Poulton.
- e) Standing Orders Committee
Cllrs. Hulse, Johnson, Temple, Duffy, MacPherson and Poulton.

Through this process only 6 members were chosen for the Finance Committee and so it was proposed by Cllr. Temple, seconded by Cllr. Gardner and **RESOLVED – that Cllr. Randles be elected to serve on the Finance Committee – HPC69/19.** In accordance with the above selection process and Standing Order No. 37(b) members of the Finance Committee shall be Cllrs. Hulse, Johnson, Gardner, Temple, O'Neill, Porter and Randles.

- 5. Members were invited to inspect the deeds, for the Council's lands, by appointment at the Nat West Bank in Runcorn High Street should they wish to do so however there was a charge for this. The lease, with RSK, for the 'Eccies' and CWaC for Sherwood Court land was held with the Parish Clerk – duly noted.
- 6. Public Air Time. Proposed by Cllr. O'Neill, seconded by Cllr. MacPherson and **RESOLVED – that the meeting be suspended for public participation – HPC70/19.** Newly elected member for Helsby Ward, CWaC Councillor Paul Bowers, confirmed that there would be no partisan and that he was elected to help Helsby. He invited everyone to contact him and agreed to send in a monthly report on Chester West and Chester and Helsby matters. He also assured members that he would come along to Helsby Parish Council meetings, whenever possible, and would provide update on any issues. There being no further matters brought to the council's attention it was proposed by Cllr. Ellams, seconded by Cllr. MacPherson and **RESOLVED – that Public Air Time be closed and the meeting reconvened – HPC71/19.**
- 7. Apologies for absence were received and accepted from Cllrs. Duffy, Hulse, Kimpton and Porter.
- 8. Declarations of Interest. Cllrs. O'Neill and Randles declared non-pecuniary interest in Item 19 as both were Executive Members of Helsby Community Sports Club. Cllr. O'Neill also declared non-pecuniary interest in Item 26.1 as he was Finance Chairman of Cheshire Association of Local Councils.
 - 8.1 The Clerk brought Registers of Interest with her to the meeting to enable members to update as required. Forms requiring updating, needed to be sent to ChALC within 28 days of re-election (deadline 3rd June 2019). Newly elected members were given a new form to complete within the same timescale.

9. Police Matters

9.1 PCSO Niall Dudley sent in a written report briefly as follows: -

- Speeding – TruCam enforcement has been carried out weekly for at least an hour sometimes more within the village. Cheshire Constabulary had launched a campaign “Fatal 5” which highlighted the five fatal factors which can lead to fatal collisions on our roads;
- Speed Watch Group: two volunteers have come forward. Helsby will start running the group, within Helsby, in the next month or two once trained up;
- Anti-Social Behaviour: very few occurrences in the area thought due to targeted patrolling;
- Helsby High: delivered numerous transition talks to children who are preparing to make the move up to Helsby High in September. Wide range of issues covering bullying, e-safety, drink/drugs as well as all the positive opportunities;
- Social Media: follow PCSOs activities on Facebook account is Helsby Police and Twitter account is @HelsbyPol;
- Surgery dates for May-June are as follows: Thursday 16th 12.00 – 13.00 Tesco, Thursday 30th 17.00 – 18.00 Helsby High, Friday 31st 16.00 – 17.00 Helsby Library, Tuesday 4th June 12.00 – 13.00 Helsby High, Weds 5th June 10.00 – 11.00 Tesco

9.2 TruCam. Sergeant Collinson had confirmed that Cheshire Constabulary did not insure TruCam devices. However, he assured the Parish Council that any damages would be paid for by the Constabulary. As the device was an expensive item paid for out of Helsby Parish Council's funds, the members were not convinced and wanted the Constabulary to confirm that they would replace if the item was lost. Proposed by Cllr. Temple, seconded by Cllr. MacPherson and **RESOLVED – to write to Sergeant Collinson and ask for confirmation, from senior management, that Helsby's TruCam device will be repaired / replaced at Cheshire Constabulary's cost – HPC72/19.**

10. Minutes of the previous meeting. Proposed by Cllr. Ellams, seconded by Cllr. Gardner and **RESOLVED – that the minutes of the Helsby Parish Council meeting held on 8th April 2019 be accepted as an accurate record and duly signed by the Chairman – HPC73/19.**

11. Matters arising from the previous meeting

11.1 Belisha Beacon request to Tesco Head Office – Tesco advised the Parish Council that no incidents to date had been recorded that would require any additional safety measures to be considered. Any permissions would be subject to planning consent and would be the responsibility of their landlord Brookhouse. The Store Manager shared the Parish Council's concerns and would continue to monitor the safety of the crossing – duly noted.

11.2 Traveller Site – Towers Lane Alvanley. Trial date set for 8th-11th July 2019 in the High Court of Justice Queen's Bench Division Manchester District Registry. Mr Rob Charnley & Mrs Dawn Taylor will both be attending court on these days on behalf of CWaC. Rob has promised to send an update to us on 12th when the trial has finished – duly noted.

12. Minutes of the Annual Parish Meeting of the Parish Electorate. Proposed by Cllr. Ellams, seconded by Cllr. Temple and **RESOLVED – that the minutes of the Annual Parish Meeting of the Parish Electorate held on 18th April 2019 be accepted as accurate and duly signed by the Chairman – HPC74/19.** Members considered Cllr. Temple's suggestion to have the presentation of awards after the Chairman's Report so attendees could appreciate the council's achievements in the year. Proposed by Cllr. Temple, seconded by Cllr. Poulton and

RESOLVED – that the order of business be changed so that the presentation of awards follows the Chairman's Annual Report at future Annual Parish Meeting for the Parish Electorate held annually – HPC75/19.

13. Minutes of the Parks, Cemetery & Allotments Committee meeting held on 29th April 2019. Cllr. Temple presented the minutes that included the following recommendations:

13.1 Damage to picnic table. Proposed by Cllr. Temple, seconded by Cllr. Randles and **RESOLVED – that the Parish Council, in accordance with ss9 and 10 of the Open Spaces Act 1906, employ Northwich Town Council to replace, install and return to site the damaged section of the concrete picnic table costing £566 (net of VAT) – HPC76/19.**

13.2 Parish Field. Proposed by Cllr. Temple, seconded by Cllr. Poulton and **RESOLVED – that the Parish Council, in accordance with s.8(l)(i) ss.A of the Local Government Act 1894, employ Whittle Programmed Maintenance to undertake the painting of the Teen Shelter (dark green) costing £1,082 (net of VAT) and to strip off all the loose material on the basketball board costing £111 (net of VAT) – HPC77/19.**

13.3 The RoSPA report showed that the buffer tyres on the Cablerider were worn. The Clerk obtained two quotes that the Parish Council considered. The cheapest was from Northwich Town Council - NTC. Cllr. Poulton reported that Frodsham Town Council had used NTC to replace play equipment and that they had not received any complaints regarding workmanship. To this end it was proposed by Cllr. Temple, seconded by Cllr. Randles and **RESOLVED – that the Parish Council, in accordance with ss9 and 10 of the Open Spaces Act 1906, employ Northwich Town Council to replace and install rubber tyre buffers on the Cablerider costing £527.50 (net of VAT) – HPC78/19.**

14. Burial Grants. Proposed by Cllr. Barry, seconded by Cllr. MacPherson and **RESOLVED – that the Parish Council, in accordance with s.214 of the LGA1972 and the Local Authorities Cemeteries Order of 1977, approve the application for Grant of Exclusive Rights of Burial for a term of 75 years for Plot No. CRS11 (Cremated Remains Strip) in Helsby Public Cemetery, Old Chester Road received from Ms Kevan of Vendee France -HPC79/19.**

15. Councillor's surgery – no surgery in May due to Bank Holiday weekend.

16. Cheshire West and Chester Council – to receive any communications from CWaC and to consider reports and other matters relating to the principal authority.

16.1 TRO 2396 Road Traffic Regulation Act 1984 Temporary Road Closure Old Chester Road from 30th April 2019 for period of 18 months. Although the information was duly noted, councillors were frustrated about the length of time (two years in July) that the road had been closed. CWAC Cllr. Bowers agreed to chase Highways about the Old Chester Road closure and also to report the number of potholes in Crescent Drive. The feeling in the village was that we were being neglected based on the number of potholes that were not being filled in.

- 16.2 Parking meters installed Station Avenue Car Park. Much discussion ensued predominately about CWaC ignoring residents and the Parish Council's concern re the consequences of their inaction to listen regards the problems that will most assuredly ensue when the new car parking restrictions and charges come into force around the shops and station. CWaC had paid out thousands of pounds to consultants to come up with solutions. More parking was needed to stop train users from parking around the local roads. The members concluded that CWaC were waiting to see what happened when the Halton Curve opened and the trains to Leeds started running.
17. The Marshes Community Benefit Fund. The latest round of successful applicants (totalling £44,083) had been published on their website. It was mentioned that the fund was reticent to advertise when money was available – duly noted.
18. Frodsham Wind Farm LLP – awaiting date for the next meeting.
19. Helsby Community Sports Club. Cllr. Randles reported that the developers were still waiting for Reserve Matters enabling development to pass through planning. Amended plans were in, that would be circulated soon, bringing the total number of dwellings down from 119 to 118. The tender process for the new club was ongoing.
20. Helsby Community Association
- 20.1 Minutes of previous meeting had been circulated.
- 20.2 New booking system was working although Cllr. Ellams was aware that new users were having trouble creating an account.
- 20.3 Lease Agreement between the Parish Council and Community Association had expired on 1st May 2019. Proposed by Cllr. Randles, seconded by Cllr. O'Neill and **RESOLVED – that the Parish Council renew the Lease Agreement with Helsby Community Association for the same term as the Lease with Cheshire West and Chester Council (until 2043) for Helsby Community Centre subject to the Community Association's agreement – HPC80/19**
21. Cycle North Cheshire. Cllr Duffy has already circulated the minutes of the last meeting held on 10th April. The next meeting was planned for 12th June 2019 – duly noted.
22. Protos – Cllr. Temple reported the following that was duly noted: -
- Plot 8 IRRP Removal of condition 13 (railway line into the site) of planning permission 16/03074/FUL (Energy from Waste Facility). Peel's appeal against CWaC refusing to allow them to remove the condition to build a rail link into the Protos site had been decided by the Planning Inspectorate to allow the appeal. The Inspector's decision was issued 3rd May after the Chester hearing on 20th March. A key factor in the Inspector's decision was Peel submitting a Unilateral Undertaking to deliver the rail link within 10 years from the date of the agreement i.e. by 24th April 2029). The Inspector also added a condition limiting the EfW incinerator to 49MW – duly noted.
 - Community Benefit Fund meeting scheduled 12th June – Elton Community Centre
 - Protos Community Forum and AGM 19th June – same. Notices will be placed in Helsby.
23. Helsby Neighbourhood Plan Review. Cllr. O'Neill sent a Link about Low Carbon Energy and Sustainability which is expected to be included in Neighbourhood Plans.

24. Miscellaneous Matters

- 24.1 Chairman's Allowance £175 to meet the expenses of office. Proposed by Cllr. Randles, seconded by Cllr. O'Neill and **RESOLVED – that the Parish Council, in accordance with ss.15(5) & 34(5) of the Local Government Act 1972, approve the payment of £175 to Cllr. Stuart Hulse to meet the expenses of office as Chairman of Helsby Parish Council in 2019/20 – HPC81/19.**
- 24.2 Summer bedding plants. Proposed by Cllr. Ellams, seconded by Cllr. O'Neill and **RESOLVED – that the Parish Council, in accordance with s.144 of LGA1972, grant retrospective approval for the purchase of 33 trays of Begonia Sahara and 7 trays of large yellow pansies. Estimated cost £120 or thereabouts from Mr Dave Weaver – HPC82/19.**
- 24.3 BHIB Annual Insurance Renewal 1st June 2019. Proposed by Cllr. MacPherson, seconded by Cllr. Poulton and **RESOLVED that the Parish Council, in accordance with s.112-119 of LGA 1972, approve the annual insurance renewal premium with BHIB, that includes increase in Fidelity Guarantee cover £250k-£500k as recommended by the Internal Auditor, costing £1,777.16 – HPC83/19.**
- 24.4 ICCM Corporate Membership Renewal request for 2019/20 £95. Proposed by Cllr. Temple, seconded by Cllr. MacPherson and **RESOLVED – that the Parish Council, in accordance with s.1 of the Parish Councils and Burials Authorities (Miscellaneous Provisions) Act 1970, renew membership of the Institute of Cemetery and Crematorium Management 2019/20 costing £95 – HPC84/19.**

25. Transport Matters. Cllr. Ellams reported the following which was duly noted:

- Since Cllr. Ellams email to Transport for Wales – TfW about the pricing differences between Helsby and Frodsham Railway Stations, he had received a response saying that TfW had revised a new pricing structure that would be available in time for the opening of the Halton Curve route but no details at present. It was believed that the North Cheshire Rail Users Group and local MP had also written about the price structure and had received positive response that fares would be coming into line with Frodsham;
- May 20th was still the official start date for both services in to Liverpool Lime Street with TfW and services to Leeds with Northern Rail (limited stops at Helsby). Driver training continues daily for both services;
- Mersey Crossing. Penalty notices. The income, from January this year, had already totalled £3.8m. When the old Jubilee Bridge refurb was finished it would be open to local traffic and would act as a relief bridge. The new bridge would continue to take all the through traffic.

26. Cheshire Association of Local Councils

- 26.1 Affiliation Fee Invoice 2019-20. Proposed by Cllr. Randles, seconded by Cllr. Poulton and **RESOLVED – that the Parish Council, in accordance with s.143 of LGA 1972, renew its subscription with Cheshire Association of Local Council for 2019-20 costing £1,449.00 and to also purchase 1 copy of the quarterly magazine Local Council Review costing £17.00 – HPC85/19.**

26.2 ChALC Employment / Recruitment Manual. ChALC had worked with Hampshire ALC to development a manual which included recruitment process from start to finish. Cllr. Poulton reported that Frodsham Town Council benefitted by using the document in the recent recruitment process for a new Town Clerk. Proposed by Cllr. Poulton, seconded by Cllr. Temple and **RESOLVED – that the Parish Council, in accordance with s111 of LGA1972, approve the purchase of an electronic version (and sharable) costing £25 of ChALC Employment / Recruitment Manual – HPC86/19.**

26.3 Executive meeting held on 10th April. Cllr. O'Neill reported that NALC was recommending councils, with Neighbourhood Plans, that they should undertake review and update when necessary. ChALC membership had increased and that they were managing, operationally speaking, with the existing staff without the need to employ a Deputy Chief Officer.

26.4 Cllr. Poulton reported that in 2017, the ChALC AGM agreed to ask CWaC, when new licences were issued, to notify Town & Parish Council's. He asked for the outcome – Cllr. O'Neill would take this up with ChALC.

27. Planning

27.1 The Parish Council comments relating to the following new planning applications, were duly noted:

App Number	Address	Proposal	Comments
19/00966/FUL	Willow Croft Proffits Lane	First floor side extension	No objections
19/01188/S73	The Spinney Alvanley Road	Variation of Condition 2 of 18/01005/FUL	Neither object or support – seeking safeguards re materials used
19/00965/FUL	Land at Proffits Lane	Proposed new steel shed and timber stable block	Neither object or support – seeking safeguards
19/00710/FUL	8 Old Chester Road	Traffic Survey re application renewal for new dwelling in front garden	Object on the grounds that the entrance is too near sharp bend.
19/01661/FUL	Greenacre Bates Lane	Conversion of garage into single storey extension and first floor side extensions	Awaiting ward member comments
19/01460/OUT	3A The Rock	Erection of three dwellings. Resubmission of 16/00929/OUT	Objections as contrary to H6 (backland development) of Helsby Neighbourhood Plan

27.2 The following decision received from the planning authority was duly noted: -
19/00578/FUL Rake Cottage, Rake Lane (extensions and replacement cladding) Approved

28. Accounts

28.1 JDH Business Services Ltd. Internal audit of the Parish Council's accounts for Financial Year ending 31st March 2019.

a) Internal auditors' fees. Proposed by Cllr. O'Neill, seconded by Cllr. MacPherson and **RESOLVED – that the Parish Council, in accordance with Section 2 of Part ii of the Audit Commission Act 1998, approve the invoice payment of £306 for the internal audit of accounts 31st March 2019 – HPC87/19.**

b) Internal Auditor's Report. The Audit Report had 3 recommendations as follows:

- (i) ISSUE – The bank statement for the savings account with the Monmouthshire Building Society is dated April 2018 and does not confirm the balance as at 31/03/19. *RECOMMENDATION – The Council should obtain confirmation of the balances held with the building society as at 31st March – unanimously agreed.*
- (ii) ISSUE – Only two tenders were received before awarding the contract for the installation of the Christmas lights. The financial regulations require that the Council shall invite tenders from at least three contractors. *RECOMMENDATION – to ensure transparency, the Council should record in the minutes any reasons as to why three tenders have not been obtained – unanimously agreed.*
- (iii) The fidelity cover at £250,000 does not cover the maximum projected cash balances of approximately £268,000 (calculated as year end balance plus precept). *RECOMMENDATION – the Council should review the adequacy of their fidelity cover – unanimously agreed. See Item 24.3.*
- (iv) IMPORTANCE GUIDANCE NOTE. INTERNAL AUDIT CERTIFICATE in the AGAR. New internal control objective to provide evidence that the Parish Council is compliant with the Notice of Public Rights of the Unaudited Annual Governance and Accountability Review. *RECOMMENDATION – A dated photograph showing the first day of the Notice of Public Rights on the noticeboard and/or a dated computer screenshot showing the first date of the Notice of Public Rights on the website for 2018/19 - unanimously agreed. Cllr. Ellams and Clerk to action.*

28.2 Annual Governance and Accountability Return 2018/19 Part 3 – External Audit 31st March 2019. The document would be sent into PKF Littlejohn LLP by the request date of 1st July 2019 – duly noted.

28.3 VAT reclaim for the previous fiscal year ending 31st March 2019. The Clerk issued a request to HM Revenue & Customs for £14,948.64. This had now been credited to the Current Account – duly noted.

28.4 Bank reconciliation. Cllr. Ellams confirmed that he had inspected the NatWest figures against his mobile app and confirmed that they were correct. Proposed by Cllr. O'Neill, seconded by Cllr. MacPherson and **RESOLVED – that the Bank Reconciliation Sheet detailing £283,757.38 held in balances as at 13th May 2019 be accepted as accurate and duly initialled by the Chairman – HPC88/19.**

- 28.5 Payments. Proposed by Cllr. Ellams, seconded by Cllr. MacPherson and **RESOLVED** – **that the following payments totalling £5,556.44, paid by either cheque, Standing Order, Direct Debit or under delegated authority, be approved and duly noted – HPC89/19:**

Method	To whom paid	Particulars of payment	Amount
Bacs	Old Vicarage Tree Surgery	Tree work carried out in 2018/19	480.00
Bacs	Mid-Cheshire Footpath Society	Annual subs	8.00
Bacs	TWM Traffic Control Systems	Initial test & commission of speed sign	180.00
Bacs	Helsby Methodist Church	Hall hire for meeting held 8 th April 19	17.00
Bacs	e.on	Lantern Lights usage 01/01 – 31/03/19	123.76
D/D	Scottish Power	Electricity supply – Community Centre	97.00
D/D	Water Plus	Water supply – same	30.53
D/D	Siemens Financial Services	Photocopier – annual charge and lease	207.81
D/D	NEST	Employer/ee contributions April 2019	548.08
S/O	Arndale Transport	Office hire May 2019	320.00
Chq507	JDH Business Services Limited	Internal audit 31 st March 2019	306.00
3	Mr J Carter	Water boiler for Helsby Comm Centre	298.00
Bacs	BT Business bill	Broadband services	55.54
Bacs	Water Plus	QD allotments 09 10 18 – 04 04 19	9.60
Bacs	RoSPA Play Safety	Annual inspection of equipment	206.40
Bacs	Employees 3 x Part-time	April 2019 salaries	1,552.66
Bacs	HM Revenue & Customs	PAYE & NI on above salaries	520.03
Bacs	Jeanette Hughes	Trav expns £40.05 Paper £19.18	59.23
B Trans	Northwich Town Council	Remove damaged bench made good	477.60
Bacs	Duttons Mower World	Replacement part & Service Flymo	59.20
Bacs			

29. Meeting dates for 2019/20 Municipal Year – **unanimously approved.**

30. Date of the next meetings:

- 28th May - Health & Safety Committee Tuesday at 7pm in the Committee Room
- 28th May - Environment Committee Tuesday to follow above meeting – same venue.
- 10th June - Helsby Parish Council Monday at 7pm in Upper Hall Helsby Methodist Church
- 1st July - Finance Committee Monday at 7pm in the Committee Room

The meeting closed at 8.27pm

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

Minutes of the Annual Meeting of Helsby Parish Council held on 13th May 2019