

# Helsby Parish Council

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## Minutes of the Parish Council meeting held at 7pm on 14<sup>th</sup> August 2017 in Hillside Primary School

### Present:

Cllr. George Randles – Chairman	Cllr. Chris Ellams – Vice-Chairman	Cllr. Terry O’Neill
Cllr. Peter Duffy	Cllr. Stuart Hulse	Cllr. John Kimpton
Cllr. Andy MacPherson	Cllr. Sam Johnson	Cllr. Alan Gardner
Cllr. Sarah Temple	Cllr. Alan McKie	Cllr. Polly Barry

Chairman’s announcements – Councillors had been asked to prepare reports that would be sent out with the agenda giving members time to read prior to the meeting. It was hoped that this would aid discussion and improve efficiency.

1. Public Air Time. Proposed by Cllr. Duffy, seconded by Cllr. O’Neill and **RESOLVED – that the meeting be suspended for public participation – HPC147/17.** There being no matters brought to the members attention it was proposed by Cllr. Hulse, seconded by Cllr. Duffy and **RESOLVED – that Public Air Time be closed and the meeting reconvened – HPC148/17.**
2. Apologies for absence. Received and accepted from Cllrs. Crossley-Jones, Holder and Thorne.
3. Declarations of interest. Cllrs. Hulse, McKie and O’Neill declared non-pecuniary interest in Items 13 and 28 as Executive members of Helsby Community Sports Club. Cllr. Temple declared family interest in Item 7.3 as spouse to an allotment holder and commercial interest in Item 10.3 as a private landlord.
4. Police Matters
  - 4.1 PCSO Kopczyk’s report as follows:
    - Anti-Social Behaviour – ASB issues. Chester Local Policing Unit was conducting a summer ASB operation where hot spot areas would be robustly policed to tackle and reduce any ASB. To date, incidences had been few. Members of the public were encouraged to phone 101. PCSO would be conducting his regular patrols in addition to this;
    - Traveller issue: there had been recent issues / reports of travellers in the area causing concerns with Helsby youths. This had been given regular attention and patrols had been increased and included Helsby Hill;
    - Speeding – investigating report of vehicles speeding (50mph) on Robin Hood Lane (20mph). PCSO would use speed gun checks in the vicinity;
    - ATM awareness – reporting recent incident / scams involving the use of equipment to obtain cards and PINs;
    - Local Best Meetings for August. 22<sup>nd</sup> at 11am Helsby Library and 25<sup>th</sup> at 12 noon JTO. Cllr. O’Neill would be assisting PCSO to obtain CCTV from the new camera attached to the Community Centre to try and identify illegal activity that allegedly took place on Sunday night.
  - 4.2 Acknowledgement received from Chief Constable’s Office regarding the future funding of a PCSO. Our letter had been forwarded to Supt Crowcroft who would be in a position to assist – duly noted.

- 4.3 Police & Crime Plan. PCC of Cheshire had written asking if the Parish Council would like to undertake a survey to feedback information on local policing and how it performed in the community. Cllr. Hulse reported that, due to police staff changes, the Cheshire Association of Local Council's had not been kept informed of matters concerning our sector since the PCC moved out of Police HQ. This would soon be rectified. It was proposed by Cllr. Hulse, seconded by Cllr. Johnson and **RESOLVED – to defer a decision until September meeting re response to the PCC about taking part in a survey of local policing – HPC149/17.**
- 4.4 Villagers needed encouragement to phone 101 if they wished to report any information or intelligence to the police – duly noted.
5. Minutes of the previous meeting. Proposed by Cllr. Hulse, seconded by Cllr. O'Neill and **RESOLVED – that the minutes of the Helsby Parish Council meeting held on 10<sup>th</sup> July 2017 be accepted as an accurate record and duly signed by the Chairman – HPC150/17.**
6. Matters arising from the previous meeting.
- 6.1 Tesco – delivery vehicles reversing into oncoming traffic. The Store Manager confirmed that he had written to the managers of the two distribution centres that serviced Helsby store. Written instructions would be given to drivers – duly noted.
- 6.2 CWaC Leisure Services Review. The results of the review were in the draft stage and had not yet been formalised – duly noted.
7. Minutes of the Parks, Cemetery & Allotments Committee meeting held on 31<sup>st</sup> July 2017. Cllr. Temple presented the minutes that included the following recommendations: -
- 7.1 Annual tree and hedge maintenance. Proposed by Cllr. Temple, seconded by Cllr. MacPherson and **RESOLVED – to obtain a quote from Old Vicarage Tree Surgery for the following - HPC151/17:**
- a) **Trimming, tidying and disposal of cuttings in Children's Play Area;**
  - b) **Annual trimming of conifer and side hedge at Old Chester Road allotments;**
  - c) **Annual tree / hedge maintenance around the Parish Field;**
  - d) **Obtain quote for each separate item and job lot.**
- 7.2 Allotments – letting procedure. Proposed by Cllr. Temple, seconded by Cllr. MacPherson and **RESOLVED – to formalize the procedure to give the Parish Clerk delegated powers to sign up new tenants to ensure allotments were tenanted and, if necessary revise Standing Orders at its next review – HPC152/17.**
- 7.3 Review of allotments rents. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED – to increase allotments rents for large to £35 and small to £20 from October 2017 onwards and to explain to all allotment holders that the Parish Council will be undertaking a review of running costs over rents and also would be considering charging by the sq mt from October 2018 onwards – HPC153/17.**
- 7.4 Review of burial charges. Proposed by Cllr. Temple, seconded by Cllr. Barry and **RESOLVED – that the Parish Council approve the new charges for Helsby Public Cemetery as detailed in the Burial Charges as attached to the minutes of the Parks, Cemetery & Allotments Committee dated 31<sup>st</sup> July 2017 – HPC154/17.**
8. Burial Grants – no new applications received.

9. Councillors Surgery held on 5<sup>th</sup> August 2017. Cllr. Hulse reported the following items discussed at the recently held surgery that he attended along with Cllr. Randles:
- Latham Avenue resident. Update on Traveller site, Horse and Jockey site and speeding;
  - Lincoln Court resident. Thanked the Council for bringing about the cutting back of overgrown hedging Chester Road. Other matters included satisfaction with local policing and dog owners failing to pick up after their pets on the Parish Field. Members pointed out that there was plenty of bins and signs asking owners to clear up.

10. Cheshire West and Chester Council

10.1 Cllr. McKie's report as follows from the Executive Committee: -

- Modern Slavery: Eradication of slavery and transparency in the supply chain – passed unanimously;
- Fire Safety in buildings and tower blocks. Government to urgently review methods of preventing repetition of the rent tower block fire – passed unanimously;
- Hillsborough & Support for Residents. Members and staff of CWaC not to advertise or give interviews to the Sun Newspaper – passed 37 for, 1 against and 31 abstentions.

Other matters:

Planning

Cllr. McKie would confirm, with the designated officer for the Proffits Lane field, on whether the application would be called in to Planning Committee when it met at 3pm on 5<sup>th</sup> Sept. Cllr. Temple kindly agreed to speak on behalf of the Parish Council. Cllr. McKie stressed the importance of getting as many residents as possible to the meeting to represent the general view.

Horse & Jockey Site. The Planning Officer confirmed that the owners were still responsible for keeping the site clean. They would contact the owners this week to remind them. Clerk to inform PCSO that the building was open and therefore could attract criminal activity. Cllr. Temple briefed all on the conditions of planning permission that work on the site was not permitted between 1<sup>st</sup> March to 30<sup>th</sup> Sept due to all the ecology. The s106 agreement split was 'Education Contribution' £18,990, 'Equipped Play Contribution' £4,830 payable towards play space at Lower Robin Hood Lane owned by Helsby Parish Council and 'POS Contribution' payable towards informal play and open space provision/improvement at Lower Robin Hood Lane Playing field owned by Helsby Parish Council. The Parish Council would apply to the fund when appropriate.

10.2 Bulb Planting. Frodsham & Helsby Rotary had offered to plant crocuses on Maltby Triangle and Lincoln Court. Streetscene asked if the Parish Council had any objections. Concern was raised by Cllrs. Hulse and O'Neill about the unsightliness of verges that weren't cut due to the wait for the daffodils to die back. Proposed by Cllr. Gardner, seconded by Cllr. Temple and **RESOLVED – that the Parish Council write to CWaC to confirm that they had no objection to the planting of crocus bulbs on the Maltby Triangle and Lincoln Court verge providing they were the early flowering type of crocus – HPC155/17.**

10.3 Council Tax discounts and premiums consultation. Member Briefing Number 1074 – duly noted.

11. The Marshes Community Benefit Fund. Cllr. Ellams reported that the applications for the latest round of available funding closed on Thursday 31<sup>st</sup> August 2017. There was very little information on the website to assist applicants – duly noted.

12. Frodsham Wind Farm LLP – next meeting would take place on Friday 13<sup>th</sup> October at 6pm in Castle Park House – duly noted.
13. Helsby Community Sports Club – to be discussed under Item 28 Part B – Exclusion of the Press and Public.
14. Helsby Community Association
  - Aon would no longer offer insurance for village halls and community centres. Arrangements had been made by Aon with Allied Westminster (Insurance Services) to supply quote before the renewal date – noted.  
Cllr. Holder’s report from the latest meeting held on 26<sup>th</sup> May - duly noted. Concern was raised about income being lower than expenditure. The hall was hired to private, groups and commercial users. Cllr. MacPherson expressed concern about the shortfall and suggested that commercial users were charged more for hiring. It was unanimously agreed that the committee provided an excellent service for the community. Proposed by Cllr. O’Neill, seconded by Cllr Temple and **RESOLVED – to write to Helsby Community Association expressing concern about the expenditure over income and to inform the committee that the Parish Council had ideas that could assist them – HPC156/17.**
15. Weaver & Sandstone Cycle Forum. Cllr Duffy was thanked for a thorough report the contents of which were duly noted. Cllr. Ellams and Mr David Temple were making good progress with the Helsby Cycle Strategy, talks were ongoing with the various bodies and they Forum hoped to obtain funding from Tesco and Wind Farm money. The Forum had understood the criteria for obtaining Section 106 monies and would apply for any appropriate funding.
16. Protos – Cllr. Temple confirmed that there had been no Protos Community Forum since her last update. The Protos newsletter had been circulated to all households in the WA6 and CH2 postcode areas – duly noted.
17. Ho Ho Christmas Event. Cllr. O’Neill produced a report that was duly noted. Of particular importance was that the organisers had discussed having a Circus on the Parish Field. It was unanimously agreed by the members of Helsby Parish Council to refuse any requests of this type due to the potential damage to the field and drainage system.
18. Miscellaneous Matters
  - 18.1 North West Ambulance Charity. Proposed by Cllr. Hulse, seconded by Cllr. O’Neill 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 donate £150 towards the running costs of the North-West Air Ambulance Charity – HPC157/17.**  
Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED – to ask the Helsby News editorial staffs if they could place an article in the next edition to raise the profile of the North-West Air Ambulance Charity and that they were seeking funds to cover the running costs – HPC158/17.**
  - 18.2 Bridge Lantern Lights. Proposed by Cllr. O’Neill, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council, in accordance with expenditure under the Parish Councils Act 1957, s.3: Highways Act 1980, s.301, employ KDE to undertake repairs to the timer on one of the bridge Lantern Lights at a cost of £135.60 ex VAT – HPC159/17.**  
The Clerk was asked to obtain quote from OVTS to trim the tree around the lights.

- 18.3 Harmer's Wood. Letter from Mrs A Davies. Members had copy of Mrs Davies's letter and our draft response. It was proposed by Cllr. O'Neill, seconded by Cllr. Temple and **RESOLVED – that the Chairman's letter, in response to Mrs A Davies letter of the 1<sup>st</sup> August 2017, be sent – HPC160/17.**
- 18.4 Allotment Tenancy. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council enter into an Allotment Tenancy Agreement with Mr & Mrs G Ainsworth of The Rock Helsby for Plot 15f (small) Queens Drive Allotment Gardens with immediate effect – HPC161/17.**
- 18.5 Parish Clerk training. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council, in accordance with expenditure under s.111 of LGA 1972, approve SLCC training for the Parish Clerk on 21<sup>st</sup> Sept costing £35 – HPC162/17.**
- 18.6 Unconventional Extraction of Oil and Gas Working Group. Cllr. Temple gave a thorough report on the two meetings organised by Frodsham Town Council so far (15 Aug 2015 and 5 July 2017) and the new draft Terms of Reference. There were some significant changes from the original version which changed the role from a FTC Committee Working Group providing a forum for discussion and information dissemination to a much wider group aimed at reaching a particular position in response to any planning application. The core membership now included the Frack-Free lobby group that would oppose any planning applications. Member numbers and voting rights were no longer defined. Helsby Parish Council's position was that it would probably wish to comment if/when a planning application was received and the Council's views would be informed by the usual process of consulting Helsby residents and the Helsby Neighbourhood Plan. Proposed by Cllr. Temple, seconded by Cllr. Hulse and **RESOLVED – to write to Frodsham Town Council to confirm that Helsby Parish Council did not wish to be involved with the Unconventional Extraction of Oil and Gas Working Group and requests that the Terms of Reference do not mention Helsby Parish Council – HPC163/17.**
19. Transport Matters – Cllr. Ellams report as follows: -
- Halton Curve was on target to open Autumn 2018. The last Parliamentary train ran on 29<sup>th</sup> July from Chester to Liverpool South Parkway;
  - The Government announced recently it is to ban new petrol and diesel cars from 2040 amid fears that rising levels of nitrogen oxide pose a major risk to public health. Yet despite the apparent cause of pollution has decided to abandon the electrification of several lines and go for 'modern bi-mode trains' instead and said commuters would no longer have to put up with 'disruptive electrification works' and 'intrusive wires and masts'.
  - Most of the 122 Intercity Express trains ordered at a cost of £5.7bn would now have to be the bi-mode, fitted with diesel engines to run on non-electrified lines. The cost of the upgrade had not been confirmed and the bi-mode trains were believed to be less efficient due to the additional weight of the engines and smaller capacity. The Northern Power House had concerns about the lack of investment in the North West and, among other things, the journey from Manchester to the region's growing Science Parks at Chester University Thornton Research Centre just 35 miles away, took two and a half hours to get there.
  - July saw the demise of the 21-bus service from Runcorn to Helsby increasing our residents need to rely on their own cars to travel in and out of the village.

- Cllr. Hulse reported that HS2b from Crewe to Manchester Piccadilly. New carriage Cleaning Department had been located in 2,000 acres of mid-Cheshire grassland.

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20. Cheshire Association of Local Councils

20.1 Parish Forum – Cheshire West Area Tuesday, 3<sup>rd</sup> October at 6-7.45pm CWaC HQ. Cllrs. Hulse, O'Neill, Ellams, Temple and the Parish Clerk will be attending – duly noted.

20.2 Digital Engagement & Social Media Seminar taking place on Tuesday 5<sup>th</sup> Sept at 10.30am to 4pm Legends, Bentley Motors Ltd Crewe. Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED – that the Parish Council, in accordance with s.111 of LGA1972, approve payment of £75 per attendee to send Cllrs. Ellams and Johnson on Digital Engagement & Social Media Seminar on 5<sup>th</sup> Sept – HPC164/17.**

20.3 Management & Meetings training attended by Cllr. Temple on 17<sup>th</sup> July. Cllr. Temple circulated her report and information sheets. Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED – to discuss at the next Standing Orders Committee meeting some of the points from the Management & Meetings training that Cllr. Temple attended on 17<sup>th</sup> July – HPC165/17.**

20.4 Nalc Report – Cllr. O'Neill had already circulated his report by email – duly noted.

20.5 Chalc Report – Cllr. Hulse confirmed that the next Executive meeting would take place in September 2017 – duly noted.

21. Planning

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

App Number	Address	Proposal	Comments
17/02702/FUL	29 Mountain View	First floor extension to form two bedrooms	<b>No objections</b>
17/02518/FUL	55 Old Chester Road	Side extension	<b>No objections</b>
17/02824/LBC	Helsby Railway Station	Refurbishment of signal box, including installation of security gate and fence	<b>No objections</b>
17/02972/FUL	4 Old Chester Road	Proposed side and rear extension to detached property	<b>No objections</b>
17/03116/OUT	Birchwood Hill Road South	Construction of a detached dwelling	<b>Objections – designated greenbelt and in an Area of Significant Local Environmental Value</b>
17/03145/FUL	77 Latham Avenue	Demolition of existing attached brick garage and construction of a single storey extension to side	<b>No objections</b>

21.2 The following decisions received from the Planning Authority were duly noted:

16/03313/FUL Former Horse & Jockey (demolition of Pub and build 15 dwellings) Approved  
17/01693/OUT 136b Chester Road (outline for 2 new detached dwellings) Approved

17/02337/FUL 132 Chester Road (2 new containers for additional play spaces) Approved  
17/02440/FUL Suncop, Swireford Road (repl roof to form 2 new bedrooms) Approved

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21.3 17/02372/FUL Proffits Lane field – 23 affordable dwellings. Comments were submitted by the Parish Council on 20<sup>th</sup> July objecting to the proposal on the grounds that it was contrary to green-belt. Full details of the comments can be found on CWaC website.

## 22. Accounts

22.1 Parish Council Business Plan. Cllr. O'Neill (Chairman of the Finance Committee) was working on a draft plan that will cover predicted payments and receipts and aspirations / actions for a period of 5 years. Cllr. O'Neill hoped that it would be ready in time for the budget meetings in December. When finished, the draft would require approval from the Parish Council. Thanks, were expressed to Cllr. O'Neill.

22.2 Aon would no longer offer insurance terms for Town / Parish Councils. NALC were in positive discussions with BHIB to reach an agreement and would keep us informed – duly noted.

22.3 Co-Operative Bank. £75,000 plus gross interest £841.44 = £75,841.44. Further to their decision that Town / Parish Councils would no longer be eligible for Fixed Rate Deposit accounts, the Co-Op had written to confirm that the funds had been placed into Business Select Instant Access account – duly noted.

22.4 Internal Audit 31<sup>st</sup> March 2017 recommendation. Proposed by Cllr. Temple, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council include a new item in its Financial Regulations as follows – HPC166/17:**

**6.10 Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two authorised signatories and the Responsible Finance Officer (Parish Clerk). A programme of regular checks of standing data with suppliers will be followed. Confirm change of bank details of supplier that the change has been made, as long as it is not by email or as a 'reply to' just in case the details have been faked.**

22.5 Bank Reconciliation. The Chairman had checked the apps and bank statements against the corresponding figures relating to all of the Parish Councils banking and investments and confirmed that they were correct. Proposed by Cllr. Hulse, seconded by Cllr. O'Neill and **RESOLVED – that the Bank Reconciliation sheet detailing £232,724.10 held in balances as at 14<sup>th</sup> August 17 be accepted as accurate – HPC167/17.**

22.5 Payments. Proposed by Cllr. Hulse, seconded by Cllr. Ellams and **RESOLVED – that**

the following payments, totalling £4,712.95 have been paid by Standing Order, Direct Debit and under delegated authority – HPC168/17:

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Method	To whom paid	Particulars of payment	Amount
DD	Water Plus	Water – Helsby Community Centre	29.93
DD	Scottish Power	Electricity same	106.00
DD	BT Group PLC	Office phone hosting 01/07 – 30/09	51.56
DD	Information Commissioners Off	Annual Data Protection Registration fee	35.00
Bacs	St Pauls Church Helsby PCC	Hire charges for hall on 8 <sup>th</sup> July	18.00
Bacs	Chalc Invoice 3880	Cllr. Temple training 27 <sup>th</sup> July	35.00
Bacs	Chalc Invoice 3894	Mr Temple training 18 <sup>th</sup> July	35.00
Bacs	E.ON	Unmetered supply – 8 x Lantern lights	93.11
Bacs	Northwich Town Council	Grounds maintenance April 2017	588.00
Bacs	Northwich Town Council	Grounds maintenance June 2017	470.40
Bacs	Employees	Salaries for July 2017	1,867.71
Bacs	HM Revenue & Customs	PAYE & NI on above salaries	484.85
DD	NEST	Employer & employee pension contrib	78.69
Bacs	Water Plus	Water QD Allots 19 Apr – 16 <sup>th</sup> July	142.87
Bacs	KDE	PAT test office equipment	40.26
SO	Strong Brickwork & Construct	August office rent	300.00
Bacs	Jeanette E Hughes	McAfee LiveSafe sub for 1 year £89.99 BT Internet Serv 01/07 – 30/09 £79.20	169.19
Bacs	Mr T J O'Neill	Trav expns Chester & Winsford	20.80
Bacs	Mr Stanley Jones	Fuel £10 & weedkiller £6	16.00
Bacs	SLCC Cheshire Branch	Clerk's training fees for 21 <sup>st</sup> Sept	35.00
DD	Siemens Financial Services	Quarterly lease p/m photocopier	95.58

26. Date of the next meetings

29<sup>th</sup> August 2017 Health & Safety Committee  
 29<sup>th</sup> August 2017 Environment Committee  
 11<sup>th</sup> Sept 2017 Helsby Parish Council

27. Part B – Exclusion of the Press and Public. Proposed by Cllr. Ellams, seconded by Cllr. Duffy and **RESOLVED - that the press and public be excluded from the meeting for the following item on the grounds that it involves the likely disclosure of exempt information as defined in paras 7, 8, 9 and 12 of Schedule 12a of the Local Government Act 1972 – HPC169/17.**

Confidential Item

28. Helsby Community Sports Club – the members duly noted the 'HCSC' Report 7<sup>th</sup> Aug 2017.

The meeting closed at 8.14pm

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

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Minutes of the Helsby Parish Council meeting held on 14<sup>th</sup> August 2017.