

Helsby Parish Council

Minutes of the Parish Council meeting held on 10th April 2017 at 7pm in Hillside Primary School

Present:

Cllr. Terry O'Neill – Chairman
Cllr. Chris Ellams
Cllr. John Kimpton
Cllr. Sarah Temple

Cllr. Peter Duffy
Cllr. Sylvia Crossley-Jones
Cllr. Alan McKie
Cllr. Alan Gardner

Cllr. Stuart Hulse
Cllr. Sam Johnson
Cllr. Patricia Holder
Cllr. Tim Thorne

In attendance:

Mr David Temple – resident

1. Public Air Time. Proposed by Cllr. Hulse, seconded by Cllr. Duffy and **RESOLVED – that the meeting be suspended for public participation – HPC53/17.** There being no matters brought to the committee's attention, it was proposed by Cllr. Hulse, seconded by Cllr. Gardner and **RESOLVED – that Public Air Time be closed and the meeting reconvened – HPC54/17.**
2. Apologies for absence – received and accepted from Cllr. Randles.
3. Declarations of Interest. Cllrs. McKie and O'Neill declared non-pecuniary interest in Item 13 as Executive members of the Helsby Community Sports Club. Cllrs. Hulse and O'Neill declared non-pecuniary interest in Item 20.1 as Executive members of the Cheshire Association of local councils.
4. Police Matters
 - 4.1 PCSO Kopczyk apologised for non-attendance. The Clerk reported the following: -
 - Helsby & Frodsham's PCSOs would be on foot and using public transport from now on. A car could be made accessible to them on request but it had to be a good reason. Cllr. Duffy commented that he had spoken with constabulary hierarchy on this matter, a while ago, when he heard that they were reducing the car pool. He offered to investigate part-funding a vehicle. He was assured, at the time, that Helsby's PCSO would always have access to a vehicle.
 - Cllrs. O'Neill and Duffy attended a meeting, in February, with Chief Superintendent Andy Southcott. They discussed a Tier system with HQ being Tier 1 and Blacon being Tier 2. Potentially, a base in Helsby could be Tier 3.
 - PCSO shift patterns would change in June when they would be working later shifts.
 - 4.2 Police & Crime Commissioner Cheshire. Cllr. Hulse reported that the PCC wanted to move to Warrington. The members believed that the PCC should be where their team were and not isolated. Proposed by Cllr. Hulse, seconded by Cllr. McKie and **RESOLVED – to write to the PCC of Cheshire to advise him that it is the opinion of Helsby Parish Council that he should remain at Winsford HQ where his team was based, it is central to the County of Cheshire and has good access and parking – HPC55/17.**
5. Minutes of the previous meeting. Proposed by Cllr. Hulse, seconded by Cllr. Duffy and **RESOLVED – that the minutes of the Helsby Parish Council meeting held on 13th March 2017 be accepted as an accurate record and duly signed by the Chairman – HPC56/17.**

6. Matters arising from the previous meeting.
 - 6.1 Helsby Station Booking Office. Following the results of the survey, that the Parish Council had organised and funded, the document was sent to Network Rail who had recognised the issues and included their own photographic evidence of the damp and other problems in an amended lease. They had changed the wording so that the Parish Council would not be responsible for the condition at the beginning of the tenancy. Network Rail made no mention of putting right the problems that the survey highlighted. Members expressed concern about allowing an employee to work in a damp office. Proposed by Cllr. Crossley-Jones, seconded by Cllr. Duffy and **RESOLVED – that Network Rail be advised that the Parish Council did not wish to proceed with a tenancy for the Helsby Station Booking Office on the grounds that the building was not suitable – HPC57/17.** The Clerk reported the status of 200 Chester Road (existing office building) which was due to go to auction on 16th May. Other potential office space could be the former Bike Shop and the Eccies.
 - 6.2 Request to install footpath link from the side gate at St Paul’s church burial ground to the ginnel leading from Hale View Road to Chester Road. CWaC had confirmed that the land belonged to Laurence Williams Ltd of Elton. It is believed that Mr Jones sold the land in the 1960s to a developer who then went on to build the houses on Hale View Road. The church erected the side gate to enable access over the grassed area. Although building a path was considered to be a relatively small and inexpensive job, the problem would be in obtaining the owner’s permission in view of the time lapse.

7. Minutes of the Finance Committee meeting held on 3rd April 2017. Cllr. Duffy presented the minutes that included the following recommendations: -
 - 7.1 Financial Regulations. Proposed by Cllr. Duffy, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council accept the amendments (in their entirety) to the existing Financial Regulations – HPC58/17.**
 - 7.2 Assets Register. Proposed by Cllr. Duffy, seconded by Cllr Gardner and **RESOLVED – that the Parish Council accept the up-to-date schedule of assets detailing £169,638.96 being the total value of assets as at 31st March 2017 – HPC59/17.**
 - 7.3 Insurance Schedule. Proposed by Cllr. Duffy, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council accept the current Insurance Schedule in place with Aon UK Limited – HPC60/17.**
 - 7.4 Risk Assessment. Proposed by Cllr. Duffy, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council approve the undated Risk Assessment – HPC61/17.**
 - 7.5 Balance Sheet. Proposed by Cllr. Duffy, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council accept the Balance Sheet dated 31st March 2017 – HPC62/17.**
 - 7.6 Payments. Proposed by Cllr. Duffy, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council continue to pay regular payments and utilities through the bank by Standing Order and Direct Debit as an efficient and acceptable method of payment – HPC63/17.**
 - 7.7 General Assistants. Proposed by Cllr. Duffy, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council, in accordance with s.112 - 119 of the Local Government Act 1972, adjust the rate of pay for the General Assistants to the statutory National Living Wage backdated to 1st April 2017 – HPC64/17.** The Finance Committee agreed to investigate the Local Living Wage in the current financial year.

7.8 Parish Clerk. Proposed by Cllr. Duffy, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council, in accordance with s.112 - 119 of LGA1972 and in agreement with the Joint Council, increase the Parish Clerk element of salary by 1% effective from 1st April 2017 and that the remuneration that the Parish Clerk currently receives for the role of Burial Clerk remains unchanged – HPC65/17.**

8. Burial Grants – no new applications received.

9. Councillor’s Surgery. Cllr. Thorne gave a written report (circulated to the members) from the surgery held on 1st April that he attended along with Cllrs. Gardner and MacPherson.

- Latham Avenue resident – traveller update and verges;
- Lower Robin Hood Lane resident – Sherwood Court site. Resident advised to phone 101 and to keep a log of ASB incidents.
- Lincoln Court resident – same. Asked about 20 mph sign that had been removed.

10. Cheshire West and Chester Council

10.1 Cllr. McKie had invited the Chief Executive of CWaC to a meeting in Helsby on 6th April. Cllr. O’Neill was also in attendance. The following matters were discussed:

- CE confirmed that CWaC would honour £165,000 to support future of Helsby Community Sports Club;
- Parking around Helsby Station – Cllr McKie asked for CEs support to push any solutions forward;
- United Utilities had granted approval to traverse land to make way for a cut through between Lay-by and Horns Mill school. It was now with CWaC Legal Team. £20,000 funding would be required to undertake the scheme.
- Highways Engineer Mark Jones had retired. Cllr. McKie spoke highly about his ability to get things done.
- CWaC Streetscene Dept. had undergone re-organisation. It was hoped that this would improve the service.
- Cllr. O’Neill informed the CE that Helsby had helped CWaC with its housing quota. Mainly due to there being plenty of brown field land on old BICC site. If the new sports club development failed, CWaC would lose the 120 new dwellings.
- Drains, gullies and pot holes – advised all to use CWaC Website to report any problems.

10.2 Local Government Boundary Commission. Electoral Review of Cheshire West and Chester: Warding Arrangements – consultation closes on 5th June 2017. At the request of CWaC, the Boundary Commission has been brought in to reduce the number of ward members from 75 – 69. Helsby fought hard, during the last review, to get its own ward member (before then we shared with Frodsham). Proposed by Cllr. Temple, seconded by Cllr Johnson and **RESOLVED – that the Parish Council write to the Boundary Commission to inform them that Helsby is well served by having its own Ward Member and wishes to keep the *status-quo* – HPC66/17.**

11. The Marshes Community Benefit Fund – no matters to report.

12. Frodsham Wind Farm LLP

12.1 The minutes of the last meeting were circulated. The next meeting would take place on Friday 16th June at 6pm in Castle Park – noted.

12.2 TV interference on Longster Close. Cllr. Ellams was assisting a resident to inform Peel. Cllr. McKie reminded all that there was a cut-off date in mid-February 2018 when all complaints about the working wind turbines had to be in by.

13. Helsby Community Sports Club – Cllr. O’Neill reported the following:

- The Club would put in a bid to the North of England Football Foundation for funding for 3G pitch;
- The Club has asked Chief Executive of CWaC if the ‘turn-key’ condition of the housing / club development could be waived. By doing so, this would encourage large developers to bid for the housing development land;
- The Club was awaiting the results of CWaC Leisure consultation. A meeting could then be arranged with Cllr. Riley from Frodsham to discuss the outcomes for Helsby & Frodsham.

14. Helsby Community Association. Cllr. Holder reported the following:

- Spotlights over the stage were out-of-order – in abeyance;
- The beer barrels, that had been left outside after a party, had been stored safely inside;
- The Main Hall was empty on Monday & Tuesday afternoons. Bookings were good for the remainder of the week;
- The Community Association paid utility invoices through the Parish Council so that the Parish Council could reclaim the VAT element;
- The Association was concerned about control over the new additional CCTV that the Parish Council would purchase for the building (overlooking outdoor gym equipment). It would have 24/7 recording that would cover a 6-day period. Recordings would not be stored in accordance with data protection.

15. Weaver & Sandstone Cycle Forum – Cllr. Duffy reported that the various projects were progressing. Forum members were sending in regular complaints, to CWaC reporting website, about pot holes.

16. Protos. Cllr. Temple conveyed that the next meeting was on 6th June 2017. CWaC was still working on the Air Quality Link to its website.

17. Ho Ho Helsby Christmas Event Group. Cllr. O’Neill reported that fund raising events had been organised. The Clerk observed that all spending by the Group should be approved by the Parish Council. The Clerk would liaise with group leaders.

18. Miscellaneous Matters

18.1 Nat West – Frodsham branch was due to close 10th October 2017. The Parish Council’s account would transfer to High Street Runcorn. The documents, that they currently stored for the Parish Council, would go to Runcorn – duly noted.

18.2 ICCM. Proposed by Cllr. Gardner, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council, in accordance with s.143 of LGA1972 renew membership of the Institute of Cemetery & Crematorium Management for 2017/18 costing £90 – HPC67/17.**

18.3 MCFS. Proposed by Cllr. Gardner, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council, in accordance with s.143 of LGA1972 renew membership of the Mid-**

Cheshire Footpath Society for 2017/18 costing £8 - PC68/17.

18.4 Allotments. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council enter into the following new tenancy agreements – HPC69/17:**
Plot 18 Old Chester Road – Mr John Daniels of Helsby
Plot 8r Old Chester Road – Ms Dante Hansen of Helsby
Plot 6L Queens Drive – Mrs Xanthe Burgess of Helsby

18.5 Frack Free Frodsham & Helsby request that their speaker attends a Parish Council meeting to do a 30-minute presentation. Proposed by Cllr. Hulse, seconded by Cllr. Kimpton and **RESOLVED – to thank Frack Free Frodsham & Helsby for its proposal but that the offer to do a 30-minute presentation be refused on the grounds that the Parish Council had no status on planning matters. The Parish Council would endeavour to obtain expert opinion, both for and against Fracking, when / if a planning application was received – HPC70/17.**

19. Transport Matters

19.1 Liverpool John Lennon Airport. Cllr. Ellams attended the recent meeting of the Liaison Committee. The airport was constantly monitoring its service through consultation. It consistently outdid Manchester in customer satisfaction. Free Drop off No 2 Car Park was extending time limit from 20-40 minutes. The nearest Drop-off Car Park was increasing costs from £2 - £3. Ryan Air had extra 15 flights over the summer. Blue Air now had a flight based at the airport. This meant up to 80 new jobs could be created.

19.2 Helsby Station. Cllr. Ellams reported that the Steam Train, from Preston to Holyhead, stopped at Helsby to take on barrels of water.

19.3 Buses. Cllr. Hulse explained that the new bus service X30 and C21 ARRIVA were stopping at Helsby and going back seemingly within 10 minutes of each other. It would be beneficial to users if they were more spaced apart. We could have a bus every 20 minutes if Ellesmere Port route was included. Proposed by Cllr. Hulse, seconded by Cllr. Ellams and **RESOLVED – to write to ARRIVA to ask for a reasonable gap between bus times going through Helsby – HPC71/17.**

20. Cheshire Association of Local Councils

20.1 Affiliation Fee. Cllr. Hulse and the Clerk listed the benefits of continued membership. Proposed by Cllr. Temple, seconded by Cllr. Johnson and **RESOLVED – that the Parish Council, in accordance with s.143 of LGA1972 renew membership of the Cheshire Association of Local Councils for 2017/18 costing £1,408.75 – HPC72/17.**

20.2 Local Council Review. Proposed by Cllr. Temple, seconded by Cllr. Holder and **RESOLVED – that the Parish Council, in accordance with s.111 of the LGA1972 renew subscription of Local Council Review for 2017/18 costing £17 – HPC73/17.**

20.3 Training. Proposed by Cllr. Hulse, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council, in accordance with s.111 of LGA1972, approve sending the Clerk on Equality & Diversity training, costing £35, on 10th May 2-5pm Castle Park House – HPC74/17.**

21.1 The Parish Council's response to the following new applications was duly noted:

Application No.	Application Address	Proposed Development	Ward member recommends
17/00685/FUL	Glencairn, Hill Road North	Single storey side extension with balcony above including bridge, single storey rear extension and detached garage	No objections
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	No objections

21.2 The following decisions received from Planning were duly noted:

16/05566/REM INEOS Site Callender Way Helsby (69 dwellings) Approved
 17/00685/FUL Glencairn, Hill Road North (extension) Approved

21.3 Proffits Lane land. Proposed affordable housing for local needs in Helsby. Members of the Parish Council met with Mosaic, MCI, CCA & Cholmondeley Estates representative to listen to the outcome of the Housing Needs Survey. **Members of the public can request a copy of the notes by contacting the Parish Clerk on (01928) 726433 or by emailing helsbyparishcouncil@btconnect.com** Mosaic had granted permission for the results of the Housing Needs Survey to be displayed on www.helsbyparish.or.uk It was the developers intention to submit a planning application for the land. Prior to this, a Public Consultation event had been arranged for 2.30 -6.30pm 18th April in Helsby Community Centre. The developers and members of the Parish Council would be attending to enable residents to come along and ask questions.

22. Accounts

22.1 Internal Audit of the Council's accounts for Year Ending 31st March 2017. JDH has asked for the accounts to be brought to their offices on 13th April which should be achievable – duly noted.

22.2 Annual Return. External Audit of the Council's accounts for Year Ending 31st March 2017. Section 1 – Annual governance statement 2016/17. The Chairman read out Questions 1-9. Proposed by Cllr. Duffy, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council was able to respond with the answer 'Yes' to Questions 1-8 and N/A to Q9 in Section 1 – Annual Governance Statement 2016/17 of the Annual Return for 31st March 2017 demonstrating that the Parish Council had a sound system of internal financial control in place – HPC75/17.**

22.3 Annual Return. Section 2 – approval of amounts in Sections 1-11. Proposed by Cllr. Hulse, seconded by Cllr. Duffy and **RESOLVED – that the Parish Council approved the amounts in Section 1-11 of the Annual Return for 31st March 2017 confirming that £158,197 was held in balances at 31st March 2017 – HPC76/17.**

22.4 Bank Reconciliation. Prior to the meeting the Chairman of Finance Committee checked the NatWest accounts status online. Proposed by Cllr. Duffy, seconded by Cllr. Hulse and **RESOLVED 1. That the Bank Reconciliation sheet detailing £158,197.08 in balances as at 31st March 2017 be accepted as accurate and 2. That the Parish Council approve transferring £70,000 from Current to Bonus Reserve – HPC77/17.**

22.5 Payments for March 2017. Proposed by Cllr. Duffy, seconded by Cllr. Hulse and

RESOLVED – that the following payments, made under delegated authority and totalling £16,554.03, be duly noted – HPC78/17: -

Method	To whom paid	Particulars of payment	Amount
DD	Scottish Power	Community Centre – electricity	106.00
BACS	Weaver Horizons Limited	Extra Time Switch for Christmas Tree	180.00
BACS	Aon UK Limited	Insurance – Helsby Community Assoc	701.38
BACS	Weaver Horizons Limited	Christmas installation	9,480.00
BACS	E.on	Unmetered supply – Christmas lights	289.22
BACS	Cosey Homes	Survey of Helsby Station Booking Office	720.00
BACS	Liverpool Document Systems	Photocopier usage 04/10/16 –	259.14
DD	BT Group PLC	06/03/17	41.42
BACS	Employees	Final invoice – broadband	1,869.06
BACS	HMRC Cumbernauld	March 2017 salaries	483.85
BACS	Neuro Muscular Centre	PAYE & NI on above salaries	524.00
BACS	Old Vicarage Tree Surgery	Print costs Spring Helsby News	1,740.00
BACS	Mr J B Robotham	Tree & hedge work 2016/17	80.96
BACS	Jeanette Hughes	Travel expenses £12 & products £68.96	53.40
BACS	Mr T J O’Neill	Travel exp 13.60 & cert frames £39.80	25.60
		Travel expenses Winsford x 2	

23. Date of the next meetings:

Thursday, 20th April at 7pm Community Centre. Annual Parish Meeting for the Parish Electorate

Monday, 24th April at 7pm in the Committee Room. Parks Cemetery Allotments committee

Monday, 8th May at 7pm in Hillside Primary. Annual General Meeting of the Parish Council.

24. Part B – Exclusion of the Press and Public. Proposed by Cllr. Johnson, 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 – HPC79/17.**

25. Confidential Items

25.1 The Eccies – proposed by Cllr. Hulse, seconded by Cllr. Ellams and **RESOLVED – to employ Gordon & Slater to enter into without prejudice negotiations with Walkerbar to surrender the lease – HPC80/17.**

25.2 Bench Harmer’s Wood. Proposed by Cllr. Hulse, seconded by Cllr. Johnson and **RESOLVED - to send a communication to person claiming to be acting on behalf of the Friends of Harmer’s Wood Trust to explain the conditions of the grant given in November 2015 – HPC81/17.**

The meeting closed at 8.28pm

Chairman’s signature..... Date.....

