

Helsby Parish Council

Minutes of the Parish Council meeting held at 7pm on 9th April 2018 in Hillside Primary School

Present:

Cllr. Terry O'Neill

Cllr. Sam Johnson

Cllr. Sarah Temple

Cllr. John Kimpton

Cllr. Alan Gardner

Cllr. Alan McKie

Cllr. Peter Duffy

Cllr. Patricia Holder

Cllr. Andy MacPherson

Cllr. Michelle Massey

In attendance:

Mrs D Walker and Mrs H McCord – members of Ho Ho Helsby Working Group - HHHWG

Mrs Barnes – resident

Mrs M Thoburn – Helsby News

PCSO Neil Flanagan

Cllrs Randles and Ellams (Chairman and Vice-Chairman) had both sent apologies for the meeting. It was proposed by Cllr. Johnson, seconded by Cllr. Gardner and **RESOLVED – that Cllr. O'Neill chair the meeting – HPC57/18.** Cllr. Temple volunteered to record meeting minutes as the Parish Clerk was unwell and unable to attend.

1. Public Air Time. Proposed by Cllr. Duffy, seconded by Cllr. Gardner and **RESOLVED – that the meeting be suspended for public participation – HPC58/18.**

- Mrs M Thoburn noted the Spring Litter Pick was being held Saturday 14th April, 10-12. Volunteers should meet 10am at the Community Centre.
- Mrs Barnes reported that a path up the hill (alongside 31 Old Chester Road and the back of Hillside Close) was being deliberately blocked by adjacent properties felling trees and dumping garden waste, apparently to limit access and protect their properties. This amounted to fly-tipping and residents should be using their green bins or taking excess waste to the tip. The path was not a Public Right of Way or formally maintained. Cllr O'Neill advised that as the land was not owned by the Parish Council, and no-one knew who did own it, the only option would be to report the fly-tipping to CWAC Streetscene (now called StreetCare Services). Mrs Barnes could not access the CWAC website and Cllr. McKie offered to report the matter on her behalf. Cllr. Temple confirmed she had visited the area that morning and would forward photos to Cllr. McKie.
- Mrs Walker (as Chairman of Marshes Community Benefit Fund) noted that the fund was waiting a response from the Community Centre Association regarding extension of the lease by CWAC. Cllr O'Neill advised the matter was already on the meeting agenda.

There being no other matters brought to the Council's attention it was proposed by Cllr. Duffy, seconded by Cllr. Johnson and **RESOLVED – that Public Air Time be closed and the meeting reconvened – HPC59/18.**

2. Apologies for absence – received and accepted from Cllrs. Barry, Ellams, Hulse and Randles.

3. Declarations of interest. Cllrs. McKie and O'Neill declared non-pecuniary interest in Item 13 as both were Executive Members of the Helsby Community Sports Club. Cllr. McKie, and also Cllr. Massey, both declared a non-pecuniary interest in Item 17 as a member of HoHoHelsby Working Group. Cllr O'Neill declared a non-pecuniary interest in Item 18.3 as a governor of Hillside Primary School and a pecuniary interest in Item 20.1 as a member of ChALC Executive Committee.

3.1. Co-Option of Central Ward Councillor – Mrs Michelle Massey had applied to be considered for the role of Central Ward Councillor and her application had been circulated with the agenda. Mrs Massey was asked questions to define suitability for the position and it was then proposed by Cllr. Johnson, seconded by Cllr. Kimpton and **RESOLVED that Mrs Michelle Massey of 21 Crescent Drive Helsby be co-opted to serve as a Parish Councillor for Central Ward with immediate effect – HPC60/18.** Mrs Massey signed the Acceptance of Office and would be obliged to complete a Register of Interest within 28 days.

3.2. North Ward vacancy - CWaC Democratic Services had given the Parish Council permission to Co-Opt. The role is being advertised throughout the village – duly noted.

4. Police Matters

4.1. PCSO Kopczyk's report as follows:

- Operation Shield: We delivered Op Shield selecta DNA kits to residents of Vicarage lane and Vicarage Hill. This area has been a victim to burglars in the past, so this will hopefully deter any potential burglars in the future. All the residents we spoke to joined the scheme and we have also put signs up to make people aware. We will look to do another street next month and slowly deliver Op Shield to most if not the whole village. We may possibly set up an event in the village for residents to attend and sign up to the scheme.
- Trucam: It is great news that we now have the Trucam which we will deploy in the village as soon as we have an appropriate location confirmed for testing, at the fire station. This will be a great tool and hopefully educate drivers and carry out some enforcement. In addition to this, up until now we have used the non-enforceable speed gun, which Frodsham Town Council purchased and kindly allowed ourselves to use the device in the village and in other villages. I feel it is only fair for the parish council to allow us as PCSO's to use it in Frodsham and surrounding villages.
- Drug stops: We have had two males arrested for drug driving and possession of drugs after drugs stops were carried out on vehicles. This has only been carried out after I have been passed information by local residents and inputted it for intelligence. If any residents have any information please can they inform me.
- Attempted burglary: There was an attempted burglary on Robin Hood Lane on 6/04/2018 but luckily nothing was taken. But I would like to make residents aware of this and to be more vigilant.
- Chester Police North Rural 5-a-side Football Tournament: Thursday 19th April 4pm at Brio Leisure Centre, Frodsham. We have Horn's Mill Primary school taking part and representing Helsby. Unfortunately Helsby Hillside has pulled out. This is looking to be a fantastic event with 10 schools involved and we have help and support from different partners and local business. If anybody would like to attend you are more than welcome to. If all goes well, it may become an annual event.
- Cyber Beat: This month I will be getting access to Cyber Beat accounts, meaning I will be in control of a Helsby Police Facebook and Twitter account specifically for the Helsby Beat area. I will be able post out local information about what I am doing and what is going on, and will also be able to reply to people's comments etc.

- 101 – Please can residents be informed that if they have any issues then they must report it to 101 (recent issues have been rectified), or email me if it is not immediate (John.Kopczyk@cheshire.pnn.police.uk)
- Local Beat Areas: From 1st April 2018, PCSO Flanagan will be solely on Frodsham and PCSO Kopczyk will be solely on Helsby.
- Police Surgeries:
 - Thursday 12th April 2018 – JTO Tea Rooms, Chester Road, Helsby 11am – 12pm
 - Saturday 21st April 2018 – Helsby Library, Lower Robin Hood Lane, Helsby 10am – 11am
 - Saturday 28th April 2018 – JTO tea rooms, Chester Road, Helsby 3pm – 4pm

4.2. Trucam - the device has arrived and is being calibrated by Cheshire Constabulary who will act as custodian. An extra premium has been paid to insure the device and our insurers have approved both PCSO Kopczyk and Flannagan to use it. Frodsham Town Council sent a formal request to the Parish Council asking if they could make use of the Trucam. Cllrs noted the recommendation of the Cheshire PCC for a weekly speed event and that Helsby and Frodsham shared a common problem with speeding on the A56. The device had been purchased by Helsby Parish Council and a photo of it being used in Helsby by PCSO Kopczyk should be obtained before any use in Frodsham. Proposed by Cllr Duffy, seconded by Cllr Kimpton and **RESOLVED to grant the request from Frodsham Town Council to make use of the Trucam device – HPC61/18.** Norley Parish Council had also made a formal request to borrow the Trucam. Cllrs noted that their PCSO was not insured to use the Trucam and considered that Norley and Helsby had separate traffic issues. Proposed by Cllr O'Neill, seconded by Cllr Duffy and **RESOLVED that the request to loan the Trucam to Norley Parish Council be refused – HPC62/18.**

5. Minutes of the previous meeting. Proposed by Cllr. Gardner, seconded by Cllr. Duffy and **RESOLVED – that the minutes of the Helsby Parish Council meeting held on 12th March 2018 be accepted as an accurate record and duly signed by the Chairman – HPC63/18.**

6. Matters arising from the previous meeting

6.1. Towers Lane update. CWaC Legal were still awaiting a court date for Towers Lane. Rob Charnley will advise us of any progress on Towers Lane and The Paddocks.

7. Minutes of the Finance Committee meeting held on 3rd April 18. Cllr. O'Neill presented the minutes that include the following recommendations:

7.1. Reserves. Proposed by Cllr. O'Neill, seconded by Cllr. Duffy and **RESOLVED to accept the Grants and Earmarked Reserves going forward to 31st March 2019 as attached to the Finance Committee minutes dated 3rd April 2018 – HPC64/18.**

7.2. Financial Regulations. Proposed by Cllr. O'Neill, seconded by Cllr. Duffy and **RESOLVED to accept the Finance Regulations 2nd Revision that includes new item 6.10 as attached to the Finance Committee minutes dated 3rd April 2018 – HPC65/18.**

7.3. Asset Register. Proposed by Cllr. O'Neill, seconded by Cllr. Duffy and **RESOLVED to accept the Asset Register as at 31st March 2018 (V3) detailing £179,747.15 being the total value of assets held – HPC66/18.**

7.4. Insurance Schedule. Proposed by Cllr. O'Neill, seconded by Cllr. Duffy and **RESOLVED to accept the amended and up-to-date Insurance Schedule with Aon UK – HPC67/18.**

7.5. Risk Assessment. Proposed by Cllr. O'Neill, seconded by Cllr. Duffy and **RESOLVED accept the Risk Assessment as attached to the Finance Committee minutes dated 3rd April 2018 – HPC68/18.**

7.6. Review of payments by Direct Debit. Proposed by Cllr. O'Neill, seconded by Cllr. Duffy and

RESOLVED to continue paying regular payments and utilities by Direct Debit as an efficient and acceptable method of payment – HPC69/18.

8. Burial Grant. Proposed by Cllr. Temple, seconded by Cllr. Holder and **RESOLVED that Helsby 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 6c East Pink Helsby Public Cemetery received from Mrs L Forbes of Alvanley – HPC 70/18.**
9. Councillor's surgery – 6th April 18. Cllrs. Duffy, Holder and Temple attended. The following was discussed:
 - Latham Avenue resident
 - (i) Asked what is the position now the travellers in the Paddocks have not put in any objections over the last 4 weeks. Advised that we are awaiting the next move by CWAC Legal and presume they will enforce the notice to quit the site.
 - (ii) Noted that the travellers horses are now back in the field adjacent to Primrose Lane.
 - (iii) Reported that the travellers have put a sign up to say that large dogs are roaming about the site and that people should be aware. He stated that some dog walkers have had problems with the dogs. Informed that we would contact the PCSO but if any member of the public has a problem with the dogs they should report it to the Police.
 - (iv) Noted that the hedges belonging to the travellers at the junction of Primrose Lane and Towers Lane are overgrown and need cutting back.
 - (v) Asked what is our MP, Mike Amesbury, doing about removing the travellers, and when and where does he hold his surgery. We will find out.
 - (vi) Commented that the new housing in Helsby will cause problems with the doctors, schools, highways, etc. and asked what is CWAC doing to sort this problem. As far as we know CWAC do not think there will be any issue with the extra residents. The High School is pleased to have spare places filled and the primary schools may limit their catchment areas to ensure Helsby's needs are met.
 - (vii) Noted that the pot holes on Primrose Lane and Latham Avenue are a real problem. We mentioned that pot holes can be reported online to CWAC and they promise to respond as soon as possible. They deal with the deeper pot holes first. The Cycle Forum are also highlighting the issue of potholes to CWAC, local MP and others
 - Lincoln Court Residents Association
 - (i) Asked about present position with Horse and Jockey. The site is still with the developers and we are awaiting it to progress.
 - (ii) Noted that Proffits Lane is developing very fast and hoped there will not be any problems with the traffic.
 - (iii) Asked what is the position with the Post Office. The Post Office will be moving to the old bike shop – it is open for consultation but we believe it should benefit the village.
 - (iv) Asked why has The Standard is not delivered or available in Helsby any more. We can only think that this was a commercial decision.
10. Cheshire West and Chester Council
 - 10.1 Cllr. McKie had no items to report. The next CWAC meeting is 17th May.
11. The Marshes Community Fund – Cllr Ellams had circulated a report from MCBF Chair. describing the third round of panel awards. 17 applications, totalling just over £216,000 had competed for a total of £72,000 of accumulated funding. 7 projects had been

successful including £35,000 to Helsby High School for netball courts, £20,000 to Hornsmill Pre-School for a pedestrian footpath from the A56 and £2,100 towards improvements to the disabled toilet in Helsby Community Centre. The next round opens on 1 June 2018 and closes on 31 August 2018, when £60,000 will be available. Acceptance of the grant award for the Community Centre is being delayed by the need to confirm extension of the current lease with CWAC. Cllr. O'Neill noted the Parish Council had contacted CWAC Property Services on several occasions but were still awaiting a response from Tony Lozinski. Cllr. McKie agreed to follow up but noted the Parish Council should prepare a strategy fitting into CWAC's costing plans to support extension of the lease – duly noted. Cllr. MacPherson commented that a tenant can serve formal notice on a landlord to extend a lease on the same terms but this would entail legal costs.

12. Frodsham Wind Farm – No update. Cllr McKie noted the next meeting was 18th May 2018.
13. Helsby Community Sports Club – Cllr O'Neill reported the Heads of Terms for the new facility are progressing. The Club is getting a solicitor to ensure everything is ok and is waiting for the various agreements between CWaC, Brookhouse, the preferred bidder and the Club to be completed. It was hoped that contracts would be in place to enable building to start end April/early May and the new club would be completed in autumn 2019.
14. Helsby Community Association.
 - 14.1 The Association had been successful in obtaining a grant from Marshes Community Benefit Fund towards refurbishment of the disabled toilet but could not accept because the current lease ends in April 2019 and an extension of at least 10 years was required. The matter had been considered under Item 11.
 - 14.2 Annual subscription. Proposed by Cllr. Duffy, seconded by Cllr. Kimpton and **RESOLVED that the Parish Council, in accordance with s.111 of LGA1972, renew its membership of the Community Association costing £12.00 – HPC71/18**
 - 14.3 Cllr. Holder reported the following items had been discussed at the Community Association Committee meeting held on 28th March 2018:
 - Contracts of employment for caretaker and cleaner
 - How new rules on Data Protection will affect the Community Association
 - The Library requested removal of the bench in the entrance hall because of youths causing a nuisance. The Committee are asking for a list of incidents. The bench is very popular with people waiting for a lift. Cllr. O'Neill suggested the Library should involve the PCSO and make use of the CCTV coverage of the foyer area to identify those causing problems.Cllr. Holder also noted that bookings were managed on two computers but basically relied on a paper system. There was much discussion over recent problems with Community Centre bookings, possible solutions and implications for the Parish Council. Cllr. O' Neill noted that a wider discussion on long-term Parish Council staffing and responsibilities would be required at some stage in the future – duly noted.
15. Weaver & Sandstone Cycle Forum. Cllr. Duffy reported that the Forum continued to work on topics such as potholes and paths across the marshes. The next meeting was on 8th May.
16. Protos. Cllr. Temple reported that the Community Benefit Fund had met on 14th March 2018

and agreed to award around £4,000 each for projects by Helsby Tennis Club (renovate courts at Castle Park), Elton Primary School (contribution towards MUGA facility), Thornton-le-Moors Parish Council (playground equipment) and Elton Community Centre (refurbishment of bar area and ongoing electrical upgrade). Application for a second project at Elton Primary School had been refused. The Community Forum Secretary was working with the organisations to complete the paperwork. The remaining fund for 2018 was around £14,000 and additional applications would be considered at the next Benefit Fund meeting on 21st June. Neither Cllr. Temple or Cllr. O'Neill had been able to attend the Community Forum meeting held on 21st March 2018 but minutes from the meeting had been circulated. Cllr. Temple noted the following points:

- The Forum had been offered names of two “independent experts” for a presentation on shale gas and asked to select one.
- A planning approval variation would be sought for the incinerator to enable a 49MW plant. The original application for a 35MW facility had been previously increased to 95MW and the continued changes reflected different operators and technology. The variation would also seek to remove the rail link as waste volumes would be low and could be accommodated within previously approved traffic limits. Covanta had signed a contract with Biffa for their waste to be used at Protos.
- IGas would be submitting their planning application for the Protos site in May.
- Commissioning of the biomass plant was almost complete and production would start mid-April.
- Jobs for the biomass plant had been advertised locally. For the incinerator, Covanta had a link with the GMB union.

17. Ho Ho Helsby. The Chairman had drafted a response to the matters that were raised by the Chairman of Ho Ho Helsby during Public Air Time at the meeting held on 12th March. Cllr. Temple noted that HHHWG had sent minutes of their recent meeting to the Parish Council which reiterated in detail the points raised. Some of these were not specifically addressed by the Chairman’s response but could be dealt with later. Cllr. McKie asked whether ChALC had been involved to assist obtaining insurance for HHHWG through the Parish Council, as recommended for independent organisations. There was discussion around the status of this recommendation as all other community groups in Helsby arranged their own insurance and the Parish Council can only insure where it has an insurable interest. Proposed by Cllr. Kimpton, seconded by Cllr. Gardner and **RESOLVED to send the Chairman’s proposed response to matters raised during Public Air Time at the meeting held on 12th March to the Chair of HHHWG – HPC72/18.**

18. Miscellaneous Matters

18.1 Helsby Post Office. A consultation was open until 11th May 2018 regarding closure of the existing Post Office and move to new premises at the former Bike Logic shop. The online consultation at <https://www.postofficeviews.co.uk/national-consultation-team/copy-of-copy-of-nt-offsite-template-3/consultation/intro/> could be completed by any individual wishing to comment. Councillors agreed it was an important community asset that should not be lost. Proposed by Cllr. O'Neill, seconded by Cllr. Temple and **RESOLVED to send a letter stating that Helsby Parish Council fully support the retention and relocation of the Post Office – HPC73/18.**

18.2 Photocopier upgrade. Proposed by Cllr. Kimpton, seconded by Cllr. Holder and **RESOLVED that the Parish Council, in accordance with s.111 of LGA1972, upgrade the**

current Council Office copier/printer to a Windows 10 compatible Konica Minolta 227 full colour system with duplex document feed etc. costing £41.06 + VAT per month – HPC74/18.

18.3 Helsby Hillside Primary School running track. Cllr. O’Neill clarified that the school was seeking letters of support to assist funding applications for a running track at the school. Helsby Running Club had already provided such a letter to the school. Proposed by Cllr. Johnson, seconded by Cllr. Holder and **RESOLVED that the Parish Council send a letter to Helsby Hillside Primary School supporting their plans to construct a 400+m running track around the school grounds – HPC75/18.**

18.4 The Mid-Cheshire Footpath Society. Proposed by Cllr. Duffy, seconded by Cllr. Gardner and **RESOLVED that the Parish Council, in accordance with s.143 of LGA1972 renew its subscription for 2018-19 membership of the Mid-Cheshire Footpath Society Community Association costing £8 – HPC76/18.**

18.5 Cheshire Community Action. There was discussion around the value to the Parish Council of the services currently provided by Cheshire Community Action. Proposed by Cllr. Johnson, seconded by Cllr. Kimpton and **RESOLVED that the Parish Council would not renew its annual subscription to Cheshire Community Action – HPC77/18.**

19. Transport Matters – Cllr. Ellams had circulated a report including an update from North Cheshire Rail Users Group and items related to Liverpool Airport – duly noted.

20. Cheshire Association of Local Councils

20.1 Annual affiliation fee 2018-19. Proposed by Cllr Johnson, seconded by Cllr Duffy and **RESOLVED that the Parish Council, in accordance with s.143 of LGA1972, renew its affiliation of Cheshire Association of Local Councils for 2018-19 costing £1,449 – HPC78/18.**

20.2 Local Council Review magazine. Proposed by Cllr. Duffy, seconded by Cllr Johnson and **RESOLVED that the Parish Council, in accordance with s.143 of LGA1972, renew its subscription to Local Council Review costing £17- HPC79/18.**

20.3 Cllr. O’Neill noted that there was a ChALC Executive Committee meeting on 11th April at which various matters, including GDPR, would be discussed.

21. Planning

21.1 The following comments, sent in to the Planning Authority, were duly noted: -

App No.	Address	Proposal	Comments
18/01005/FUL	Land adjacent to The Spinney Alvanley Road	Conversion of existing reservoir into new residential dwelling with single storey extension	Objection – detrimental impact on Greenbelt due overall scale of development
18/01134/FUL	22 The Paddock	Erection of a single vehicle wooden carport	Neither support nor object – planner to decide implications for building line
18/01204/FUL	Rockmount Old Chester Road	Two storey rear and single storey side extension	No objection

21.2 A recent outline application (18/01260/OUT) had been received for one new dwelling on land at Clifton, Vicarage Lane, Helsby. North Ward councillors were

reviewing to enable a response to CWAC before 30th April 2018 – duly noted.

22. Accounts

22.1 Internal Audit of the Council's accounts for Year Ending 31st March 2018. The Clerk had notified JDH that the accounts would be brought to their offices as soon as possible upon her return from sick leave.

22.2 Annual Governance and Accountability Return 2017/18 Part 3. External Audit of the Council's accounts for Year Ending 31st March 2018. Section 1 – Annual Governance statement 2017/18. The Chairman read out Questions 1-9. Proposed by Cllr. Kimpton, seconded by Cllr. Duffy 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 2018 demonstrating that the Parish Council had a sound system of internal financial control in place – HPC80/18.**

22.3 Annual Return. Section 2 – to approve the amounts in Section 1-11. Proposed by Cllr. Duffy, seconded by Cllr. Johnson and **RESOLVED that the Parish Council approved the amounts in Section 1-11 of the Annual Return for 31st March 2018 confirming that £164,437 was held in balances at 31st March 2018 – HPC81/18.**

22.4 CWaC has paid the Parish Precept and Council Tax Grant by BACS into the account. The Clerk has transferred £90,000 into the saver. Duly noted.

22.5 Bank Reconciliation was not available at the meeting for inspection and approval.

22.6 Payments. Proposed by Cllr. Kimpton, seconded by Cllr. Duffy and **RESOLVED that the following payments totalling £13,882.31 paid by Direct Debit and under delegated authority, be approved and duly noted – HPC82/18: -**

Method	To whom paid	Particulars of payment	Amount
DD	Water Plus	Wastewater – Helsby Community Cent	29.87
DD	Scottish Power	Electricity – same	148.00
DD	NEST	Employer/employee pension contrib	78.69
Bacs	Allied Westminster	Insurance – Helsby Community Centre	705.62
Bacs	Tele-Traffic UK Limited	Trucam hand held laser MPH spec	7,198.80
Bacs	Employees 3 x Part-Time	March 2018 salaries	1,867.91
Bacs	HM Revenue & Customs	PAYE & NI on above salaries	484.65
Bacs	Neuromuscular Centre	Print cost of Spring Helsby Newsletter	532.00
Bacs	Old Vicarage Tree Surgery	Tree and hedge work council's lands	1,080.00
Bacs	Northwich Town Council	Replacement bins – Children's Park	1,164.00
Bacs	NW Air Ambulance Charity	LGA1972 s.137 donation	40.00
Bacs	Jeanette E Hughes	Insurance p/m, postage, stationery	97.17
DD	BT Direct Debits	Calls and charges	135.60
Bacs	Arndale Transport	April 18 office rent	320.00

23. Dates of the next meetings: -

19th April 2018 – Annual Parish Meeting of the Parish Electorate 7pm Comm Centre

30th April 2018 – Parks, Cemetery & Allotments Committee 7pm Committee Room

14th May 2018 – AGM of Helsby Parish Council. The Parish Clerk requested nominees to be considered for the roles of Chairman and Vice-Chairman of Helsby Parish Council for the ensuing municipal year 2018/19 – duly noted.

24. Part B – Exclusion of the Press and Public. Proposed by Cllr. Johnson, seconded by Cllr. Holder 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 – HPC83/18.**

Confidential Item

25. Lease of Land at Mountain View Helsby. Proposed by Cllr. Duffy, seconded by Cllr. Kimpton and **RESOLVED that the Parish Clerk continue to take matters forward with the Parish Council's solicitors – HPC84/18.**

The meeting closed at 8.30pm

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

Minutes of the Parish Council meeting held on 9th April 2018.