

Helsby Parish Council

Minutes of the Annual Meeting of the Parish Council held at 7pm on 14th May 2018 in Helsby Hillside Primary School

Present:

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

In attendance:

Mr David Temple and Mrs T Barnes – Helsby residents

1. Election of Chairman. Proposed by Cllr. Randles, seconded by Cllr. O’Neill and **RESOLVED – that Cllr. Christopher Ellams be elected as Chairman of Helsby Parish Council for the municipal year 2018/19 – HPC85/18.** Cllr. Ellams signed the Declaration of Acceptance of Office which the Clerk countersigned. He thanked Cllr. Randles for his role as Chairman for the last 12 months and he looked forward to his term of office.
2. Election of Vice-Chairman. Cllrs. Hulse and O’Neill asked to be considered for the role. A vote was taken. It was **RESOLVED – that Cllr. O’Neill be elected as Vice-Chairman of Helsby Parish Council for the current municipal year having been proposed by Cllr. Randles and seconded by Cllr. Johnson – HPC86/18.**
3. Appointment of representatives on outside bodies. The following was **UNANIMOUSLY AGREED – HPC87/18**

<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 Temple)
Helsby Footpath Society	1	Cllr. Kimpton
Helsby Community Sports Club	2	Cllrs. McKie 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 Johnson
Cycle North Cheshire (formerly Weaver & Sandstone Cycle Forum)	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 2019: -

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

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

Selection process for membership of the Finance Committee. **UNANIMIOUSLY AGREED that, in accordance with Standing Order No. 9(g) and 38, the meeting be adjourned whilst the respective committees (with the exception of Standing Orders Committee) elect Chairman and Vice-Chairman to serve until the AGM in May 2019 – HPC88/18.**

- i) Environment Committee
Proposed by Cllr. O'Neill, seconded by Cllr. Johnson and **RESOLVED – that Cllr. Hulse be elected as Chairman of the Environment Committee – HPC89/18.** Proposed by Cllr. Hulse, seconded by Cllr. Johnson and **RESOLVED – that Cllr. O'Neill be elected as Vice-Chairman of the Environment Committee – HPC90/18.**
- ii) Health & Safety Committee
Proposed by Cllr. O'Neill, seconded by Cllr. Johnson and **RESOLVED – that Cllr. Gardner be elected as Chairman of the Health & Safety Committee – HPC91/18.** Proposed by Cllr. O'Neill, seconded by Cllr. Gardner and **RESOLVED – that Cllr. Johnson be elected as Vice-Chairman of the Health & Safety Committee – HPC92/18.**
- iii) Parks, Cemetery & Allotments Committee
Proposed by Cllr. Kimpton, seconded by Cllr. O'Neill and **RESOLVED – that Cllr. Temple be elected as Chairman of the Parks, Cemetery & Allotments Committee – HPC93/18.** Proposed by Cllr. Temple, seconded by Cllr. O'Neill and **RESOLVED – that Cllr. Kimpton be elected as Vice-Chairman of the Parks, Cemetery & Allotments Committee – HPC94/18.**
- iv) Human Resources Committee
Proposed by Cllr. Randles, seconded by Cllr. Duffy and **RESOLVED – that Cllr. O'Neill be elected as Chairman of the Human Resources Committee – HPC95/18.** Proposed by Cllr. Randles, seconded by Cllr. O'Neill and **RESOLVED – that Cllr. Massey be elected as Vice-Chairman of the Human Resources Committee – HPC96/18.**

Through this process only 5 councillors were chosen for the Finance Committee and so it was proposed by Cllr. Temple, seconded by Cllr. Gardner and **RESOLVED – that Cllr. Duffy be elected to serve on the Finance Committee – HPC97/18.** In accordance with the above selection process and Standing Order No. 37(b) members of the Finance Committee shall be Cllrs. Ellams, O'Neil, Duffy, Gardner, Hulse and Temple.

- 5. Inspection of Deeds for the Council's lands may be inspected, by appointment, at the Nat West Bank in Runcorn High Street. Please note that the counterpart lease for the 'Eccies' is held with DTM Legal LLP – duly noted.

6. Public Air Time. Proposed by Cllr. Duffy, seconded by Cllr. O'Neill and **RESOLVED – that the meeting be suspended for public participation – HPC98/18.** A resident spoke to follow up her concerns about fly-tipping on land opposite her property (Old Chester Road) which blocked a narrow stretch of land that was used as a way up through the lower slopes of Helsby Hill. The ownership of the land was unclear and it was not a recognised public footpath. Cllr. McKie had promised to report the fly-tipping to CWaC. The same resident reported that the branches of a tree, opposite her home, were blocking the 20mph roundel- **Clerk to report the matter to Highways.** Proposed by Cllr. O'Neill, seconded by Cllr. Randles and **RESOLVED – that Public Air Time be closed and the meeting reconvened – HPC99/18.**
7. Apologies for absence – received and accepted from Cllrs. Barry, Holder & McKie.
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.
- 8.1 The Clerk brought Registers of Interest in for members to update as required.
- 8.2 Co-option of North Ward Councillor – no applications received.
9. Police Matters
- 9.1 PCSOs report:
- Speed monitoring 12th/13th May on Chester Road and Primrose Lane. 32 vehicles captured exceeding 34mph the highest recorded was 59mph. Drivers being dealt with accordingly;
 - Trucam – a suitable location has been found to calibrate the device. The device required a laptop to download recorded footage when in use;
 - Drug Warrant Thursday 26th April at an address in Mill Rise. Drug paraphernalia seized but no arrests;
 - Chester Police North Rural 5-a-side Football Tournament for local primary schools – a great success;
 - Cyber Beat – PCSO had received his work mobile phone allowing him to access Cyber Beat enabling him to be in control of Helsby Police Facebook and Twitter account specifically for the Helsby area;
 - 101 – asking if residents could inform him if they have any issues when reporting concerns on the 101-phone number. Cllr. Hulse reported an incident at the Library when 2 youths were causing a problem. 101 was called and, after a long length of time, an Officer was despatched from Blacon. This was not satisfactory;
 - Local Beat Surgeries 19th May JTO Tea Rooms from 3-4pm.
- 9.2 Trucam – a laptop, with specific software, was required to download the data. Cheshire Constabulary was prepared to purchase the laptop on the condition that full reimbursement costs were recovered from the Parish Council. The cost was £698.34 incl VAT. Cllrs. Hulse and O'Neill attended the meeting with PCC for Cheshire when they brought their concerns about the delay in calibrating the Trucam and the disappointment that, after going through the expense of purchasing a Trucam, the constabulary now wanted money for a laptop to download the data that was captured. The PCC's aide promised to arrange calibration and pay for laptop. To date, nothing had been confirmed in writing and so it was proposed by Cllr. Hulse, seconded by Cllr. MacPherson and **RESOLVED – to write to the Chief Superintendent at Blacon to express the Parish Council's disappointment at the length of time to calibrate the Trucam and them not having the software to run it – HPC100/18.**

- 9.3 PCC for Cheshire. Cllrs. Hulse and O'Neill had attended the meeting arranged for Parish & Town Council representatives on 8th May at 6.30pm at HQ. The whole meeting was taken up with the experiences of Parish Council's and speeding. A great deal of criticism was expressed by attendees on the delays in using the 101 number and the lack of communication from the constabulary in responding to queries and complaints – duly noted.
10. 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 9th April 2018 be accepted as accurate and duly signed by the Chairman – HPC101/18.**
11. Matters arising from the previous meeting
- 11.1 New photocopier in situ and appears to be working well – duly noted.
- 11.2 Towers Lane Alvanley Traveller Site. Planning had informed us that the court date for Towers Lane hearing should be known by the end of the month.
12. Annual Parish Meeting of the Parish Electorate. Proposed by Cllr. Randles, seconded by Cllr. Hulse and **RESOLVED – that the minute of the Annual Parish Meeting of the Parish Electorate be accepted as an accurate record and duly signed by the Chairman – HPC102/18.**
13. Minutes of the Parks, Cemetery & Allotments Committee meeting held on 30th April 2018. Cllr. Temple presented the minutes that included the following recommendations:
- 13.1 Children's Play Area. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council obtain estimates for the planned replacement of the soft safety areas in the Children's Play Area as follows – HPC103/18:**
- (i) **Repair edges of teen and swing areas**
 - (ii) **Replace teen area only**
 - (iii) **Replace teen and swing areas**
 - (iv) **Replace teen, swing and toddler area**
- 13.2 Parish Field. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council approve the following actions, expenditure in accordance with Local Government (Miscellaneous Provisions) Act 1976, s.19, in relation to creating a circumference pathway around the parish field: HPC104/18:**
- (i) **To employ Sue Griffiths, at a cost of £805 + VAT, to manage the project to install a circumference pathway around the parish field;**
 - (ii) **To include 'distance markers' at intervals within the pathway e.g. strip of coloured tarmac;**
 - (iii) **To include a spur from top corner of field to top of Parkfield Drive and also install dropped kerb;**
 - (iv) **To include dropped kerb where the existing path leads to bottom of Parkfield Drive;**
 - (v) **To confirm original proposal included full width tarmac pathway at the bottom of the field;**
 - (vi) **To include signage i.e. prohibiting cycles etc;**
 - (vii) **To emphasise to Sue Griffiths what drainage work had already been installed and to ask if the new pathway would require drainage.**
 - (viii) **To seek permission from Queen Elizabeth II Field in Trust for the proposed circumference pathway.**

- 13.3 Party Wall – Robin Hood Development. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED - to invite Stephen Marchant (surveyor dealing with Party Wall Agreement on behalf of the developer) to meet with Cllr. Gardner and others to discuss the drainage grid at the bottom of the Party Wall – HPC105/18.**
- 13.4 Bubble football. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED - to grant permission to Scouts to use the Parish Field on 5th June between 19:30 and 21:30 for Bubble Football on the condition that they have Public Liability Insurance cover in place to match that of the Parish Council – HPC106/18.**
- 13.5 Cemetery Gates. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED - to ask the chosen contractor for the Children's Play area railings to supply quote for re-painting the Old Chester Road Cemetery gates and buttresses for undertaking the work in 2018/19 and a separate quote to undertake the work in 2019/20 – HPC107/18.**
- 13.6 Children's Park Railings. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Council, in accordance with s.8(1)(i) ss.A of the Local Government Act 1894, employ Whittle Programmed Maintenance to undertake the specified painting (black gloss finish) contractual work on the railings / gates surrounding the Children's Play Area at a cost of £4,777 + VAT – HPC108/18.**
14. Burial Grant. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse 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 CRS8 (Cremated Remains Stones) in Helsby Public Cemetery, Old Chester Road received from Mrs Nash of Helsby – HPC109/18.**
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 Cllr. McKie sent in a report that car parking issues at Station Avenue / Lodge Hollow and beyond would be compounded with the introduction of the Halton Curve in December 2018 – duly noted. Cllr. Ellams reported that he would be attending the NCRUG meeting on Tuesday. It was understood that CWaC had a parking strategy in place for Helsby although the parish council did not have the details yet.
- 16.2 Helsby Community Centre. The Borough Council was now in a position to consider a new agreement for our occupation of the Community Centre. The existing agreement was due to expire at the end of April 2019 however this was subject to 2 years notice being served. As no formal notice had been served, Head of Estates Manager had suggested that this was dealt with by way of a surrender and renewal of the existing agreement. Heads of Terms for a new agreement would be sent out to us before the end of this month. Cllr. Temple commented that the existing agreement worked and the Parish Council must ensure all the original clauses were still included in the new lease.
- 16.3 Public Rights of Way Marshes Survey Form. Due to the amount of fly-tipping taking place on the marshes, CWaC is gathering information on user's requirements as there is a proposal to gate the area off. Proposed by Cllr. Hulse, seconded by Cllr. Kimpton and **RESOLVED – that the Parish Clerk respond to the survey on the Parish Council's behalf – HPC110/18.** Cllr. Duffy confirmed that Cycle North Cheshire will respond to the

survey.

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- 16.4 Old Chester Road closure. The original TRO expired August 2017. Members of the public were expressing annoyance at the length of time the road had been closed due to the unsafe bridge owned by Cholmondeley Estates. Cllr. O'Neill was frustrated with the delay and the confusion within Highways. It was understood that there now appeared to be an issue with the replacement bridge being too narrow to take a fire appliance. Cllr. O'Neill would continue to progress the matter.
17. The Marshes Community Benefit Fund – the list of beneficiaries, from the last round of funding, had been published – duly noted.
18. Frodsham Wind Farm LLP. Cllr. Ellams reported that the next meeting was 18th May. The LLP had not received any complaints this year and they were thinking about changing the frequency to bi-annual meetings.
19. Helsby Community Sports Club. Cllr. Randles reported that the Club had engaged a solicitor to act of its behalf re Heads of Terms – duly noted.
20. Helsby Community Association. The Association was awaiting news from Tony Lozinski (CWaC Head of Property Services) about draft Heads of Terms for the new lease of the building. This was required as a condition of the funding from the Marshes Community Benefit Fund for the update of the accessible toilet. Cllr. MacPherson proposed that we seek a letter of undertaking from CWaC Legal that discussions re the Lease would start before the end of the month – duly noted.
21. Cycle North Cheshire. Cllr. Duffy reported that he awaited the minutes from the last meeting held 8th May. Potholes were a danger to most road users and complaints had been sent into the local MP and CWaC. Some time ago Mr Snowdon from Peel had attended one of the meetings and promised that Peel would create an improved pathway across the Marshes. This now appeared to have fallen by the wayside as Peel would only look after its own interests. The path was in poor shape caused mainly by motor vehicles – duly noted.
22. Protos. Cllr. Temple reported that the meeting of the Protos Community Benefit Fund would take place on 21st June when the committee would scrutinise applications for the £14,000 funding pot – duly noted.
23. Miscellaneous Matters
- 23.1 Chairman's Allowance. Proposed by Cllr. Hulse, seconded by Cllr. Randles and **RESOLVED that the Parish Council, in accordance with ss.15(5) & 34(5) of the Local Government Act 1972, approve payment of £150 to Cllr Ellams to go towards the chairman's expenses of office – HPC111/18.**
- 23.2 Helsby Neighbourhood Plan. The Neighbourhood Plan Steering Group was disbanded last year. One of the objectives of the Plan was that there should be a thorough review of the Plan in 2018 and 2023. Cllr. Temple reported that it should be a wide community-based review and that it was worth writing a request in Helsby Newsletter to seek participants for a qualifying body to undertake the review. CWaC

Local Plan Part II was going through process at the moment. Cllr. Temple kindly agreed to write the article for submission in the Summer edition of Helsby News – duly noted.

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23.3 Summer bedding plants. Proposed by Cllr. Hulse, seconded by Cllr. Duffy and **RESOLVED – that the Parish Council, in accordance with s.144 of LGA 1972, grant retrospective approval for the order placed with Mr Dave Weaver for 46 trays of Begonia Sahara and 4 trays of Cineraria at a total cost of £100 – HPC112/18.**

23.4 British Geological Survey – invitation to participate in its Cheshire Community Liaison Forum on 17th May. Although members were unavailable to attend, they believed that it was important to participate in the Forum as one of the two preferred sites was Ince Marshes for a UK Geoenergy Observatory. The Clerk was asked to write to give apologies for non-attendance and to confirm that Helsby Parish Council was interested in being kept informed – duly noted.

24. Transport Matters. Cllr. Ellams had sent in reports relating to the Footbridge Refurbishment Work at Helsby Station from 21st May for 14 weeks and monthly bulletin from Liverpool John Lennon Airport.

25. Cheshire Association of Local Councils.

- Cllr. O'Neill read out the main topics discussed at the meeting held on 11th April;
- Cllr. Hulse confirmed further update on GDPR and Data Protection Bill that MPs accepted the Government amendment to exempt all parish and town councils in England from the requirement to appoint a Data Protection Officer under the General Data Protection Regulation. The Bill now enters the House of Lords considering amendments made during the House of Commons stages, though they did not expect this amendment to be reversed. Officials had advised NALC that they expect Royal Assent and the Bill coming into force by 25 May 2018;
- Chalc weekly bulletin – re information that CWaC was proposing a charge of £75 per annum to empty waste bins on land owned by T/PCs. The Parish Clerk had received email from Streetscene and had responded saying that it was unfair to charge T/PCs as they would not have budgeted for the expenditure in the current fiscal year. To date, she had not received a reply – duly noted.

26. Planning

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

App Number	Address	Proposal	Comments
18/01260/OU T	Clifton Vicarage Lane	Outline application for erection of one new dwelling and integral garage and widening of existing access	No objections
18/01367/FUL	Milton Chester road	Two storey extn and alterations. Existing timber front patio to be replaced with concrete beam and block paving and glazed balustrade	No objections
18/01543/S73	Plot 8 Ince Resource	Removal of Condition 13 (railway line into the site) of planning	Awaiting member's

	Recovery Park	permission (Energy from Waste Facility)	16/03074/FUL	comments
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Cllr. Temple was reviewing the application for Plot 8 Ince Resource Recovery Park to enable a response to CWaC before 24th May 2018 – duly noted.

26.2 Information gathering session with Garry Bubb (representing Brookhouse) re proposal to seek planning approval for outline permission to erect a stand-alone food/drink outlet on Tesco Car Park nearest to first roundabout. We should see a planning application within the next month – duly noted.

26.3 Notification of an appeal made to the Secretary of State. Appeal Ref No. APP/A0665/W/18/319636 Construction of a detached house (outline) Birchwood, Hill Road South. CWaC had forwarded the Parish Council's original response to the Inspector. Proposed by Cllr. Temple, seconded by Cllr. Gardner and **RESOLVED – that the Parish Council be consistent with its HNP Policy on green belt applications for backland developments and write to the Planning Inspectorate confirming that the Parish Council stood by its original response, that we support CWaCs decision to refuse the application and consider that the appeal should be dismissed – HPC113/18.**

26.4 Cycleway. A proposal had been put forward by Cllrs. Duffy, Ellams and Temple, that the Parish Council consider writing to Planning requesting that they consider a dual-use cycle/pedestrian path along the A56 frontage (120 dwellings on the existing HCSC site) of the new development when a reserved matters application is submitted. This follows advice from Sarah Dobbins (CWA Localities Officer) and is a one-off opportunity to create a cycle path at minimal cost which the whole frontage/footpath is being changed. It aligns with the Neighbourhood Plan policy on cycleways and the longer-term vision of the Cycle Forum, which will continue to work on additional links in future to give more continuous routes within Helsby.

Much discussion ensued. Cllrs. O'Neill and Randles explained that the negotiations between the preferred bidder and Brookhouse were at a critical point. They expressed deep concern that any request to change the planning proposal could jeopardise the whole deal due to the cost of the widened footpath, delicacy of timing and the real possibility that the preferred bidder (for the 120 dwellings) could back out which would result in Helsby not getting a new Community Sports Club.

Cllr. Temple debated the above saying that the costs would be minimal as the frontage onto Chester Road would be dug up to make way for utilities, two new roads and driveways.

Following more discussion, a vote was taken and the proposal to write to Planning to request cycleway inclusion was defeated

26.5 17/02372/FUL and 18/00024/DIS – Proffits Lane – 23 affordable dwellings. The Parish Clerk was assisting Cllr. Temple in trying to obtain information from Mrs Reay (Case Officer – Planning) about discharging the conditions for Proffits Lane on both the boundary treatment and affordable housing scheme. The full development was well underway with house walls 4-6 feet above ground and window frames going in and we still awaited the information on how the conditions would be met – duly noted.

27. Accounts

27.1 BHIB. Annual premium (includes Terrorism). Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council, in accordance with s.122-119 of**

LGA1972, approve the payment of £1,686.92 to BHIB for the annual insurance premium for the Parish Council of Helsby – HPC114/18.

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27.2 JDH Business Services Ltd. Internal audit of the Parish Council's accounts for Financial Year ending 31st March 2018.

a) Charge for internal audit. Proposed by Cllr. Hulse, seconded by Cllr. O'Neill and **RESOLVED – that the Parish Council, in accordance with Section 2 of Part II of the Audit Commission Act 1998, approve the payment of £300 to JDH Business Services Ltd for undertaking the internal audit of the council's accounts 31st March 2018 – HPC115/18.**

b) Internal auditor's report. The Audit Report has 2 recommendations as follows:

(i) **ISSUE** - The Financial Regulations FR state that for contracts over £1,000 tenders are invited from at least three contractors or supplied. They could not find evidence that the following contracts were procured as per FR – LITE £1868+VAT & Tele-Traffic UK £5999+VAT. **RECOMMENDATION** – *Contracts should be awarded as per the FRs. When the RFO is unable to obtain three tenders, it is good practice to record within the Council minutes to aid transparency. Council should ensure when they periodically review the FR that procurement levels remain appropriate.* Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – to delegate to the Finance Committee for full discussion – HPC116/18.**

(ii) **ISSUE** – The Council now make most of their payments via online banking. We note that the bank payment schedule attached to the invoices does not show details of the account number and sort code that the payment has been made to. It only shows the account name which is not used by the bank to allocate payments. From a sample of payments, we found no receipt for a grant payment of £1,000 to 'Ho Ho Helsby'. **RECOMMENDATION** – *Documentation should be obtained from online banking showing the payment details and this should be attached to the invoices. Receipts should be obtained for all grants and donations. This is particularly important when payments have been made via internet banking.* Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – to act on the internal auditor's recommendation with immediate effect – HPC117/18.**

(iii) **GUIDANCE NOTE 2018** – Data Protection Law will change significantly on May 25th 2018 due to the 2016 EU Directive General Data Protections Regulation (GDPR) taking effect. GDPR replaces the 1998 Data Protection Act and it will impose new obligations on Data Controllers and Data Processors and provides enhanced rights for individuals. Compliance with GDPR could have resource implications for local councils. **RECOMMENDATION** – *The impact of GDPR on the council should be identified through review of ICO and NALC guidance and the Data Protection policy, risk assessment and internal controls should be updated accordingly.* Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – to comply with the internal auditor's recommendation – HPC118/18.**

27.3 Annual Return – External Audit 31st March 2018. The document will be sent into PKF Littlejohn LLP by the request date of 11th June 2018 – duly noted.

27.4 VAT reclaim for the previous fiscal year ending 31st March 2018. The Clerk issued a request to HM Revenue & Customs for £7,652.52. This had now been credited to the Current A/c – duly noted.

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27.5 Bank reconciliation. The Chairman checked the figures on his mobile banking app against the Nat West account figures and confirmed that they were correct. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – that the Bank Reconciliation Sheet detailing £258,822.40 held in balances as at 14th May 2018 be accepted as accurate – HPC119/18.**

27.6 Payments. Proposed by Cllr. Hulse, seconded by Cllr. Temple and **RESOLVED - that the following payments totalling £13,494.66 paid by cheque, standing order, direct debit or under delegated authority be approved and duly noted – HPC120/18:**

Method	To whom paid	Particulars of payment	Amount
Bacs	Arndale Transport Ltd	April 18 Office rent	320.00
DD	BT Direct Debits	Fixed charges Line rental	135.60
DD	Scottish Power	Electricity – Helsby Community Centre	148.00
DD	Water Plus	Wastewater – same	29.58
DD	BT Group PLC	Business charges	46.76
DD	BT Direct Debits	Charges 01 04 – 30 06 18	82.44
Bacs	Cheshire West & Chester Coun	Comm Centre appor invoice 2017/18	4,332.83
Bacs	e.on	Unmetered supply – lantern lights x 8	92.10
Bacs	Playsafety Limited	RoSPA insp Sherwood C & Play Area	197.40
Bacs	L'pool Document Systems Ltd	Photocopies period 12/02 – 17/04/18	166.82
Bacs	Ches Assoc of Local Councils	Annual subs £1449& LCR £17	1,466.00
Bacs	Inst Cem & Crem Management	magazine	90.00
Bacs	KDE Ltd	Annual subs	96.00
Bacs	Water Plus	Urgent work to tap QD allotments	53.12
Bacs	DTM Legal	Water usage QD 12/01 – 16/04/18	2,000.00
Bacs	Arndale Transport Ltd	Eccies – agreed payment to Walkerbar	320.00
Chq506	Helsby Community Association	May 2018 office rent	12.00
3	The Mid-Ches Footpath Society	Annual membership fee	8.00
Chq506	JDH Business Services Limited	Same	300.00
4	NEST	Internal audit fees 31.03.18	141.66
Chq506	Employees 3 x part-time	Employee/employer contrib Apr 18	1,872.95
5	HM Revenue & Customs	April 18 salaries	505.78
DD	Jeanette E Hughes	PAYE & NI on above salaries	102.27
Bacs	T J O'Neill	Trav expns £43.60 other £58.67	4.80
Bacs	Jeanette E Hughes	Travel expenses – Ince	67.94
Bacs	DTM Legal LLP	AON insurance cover for Eccies	576.00
Bacs	Siemens Financial Services	Professional fees relating to Eccies	326.61
Bacs		Facility fee* and Rental	
DD			

- The Clerk was disputing the Facility Fee element £178.80

28. Meeting dates for 2018/19 Municipal Year. Proposed by Cllr. Temple, seconded by Cllr. Kimpton and **RESOLVED – that the meeting dates, as amended to include 6pm start for the budget meetings on Wednesday 12 Dec 18, for municipal year 2018/19 be approved – HPC121/18.**

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29. Date of the next meetings –

Health & Safety Committee 29th May 2018

Environment Committee 29th May 2018

Helsby Parish Council 11th June 2018.

Finance Committee 25th June 2018

30. Part B – Exclusion of the Press and Public. Proposed by Cllr. O'Neill, seconded by Cllr. Johnson 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 – HPC122/18.**

PART B

Confidential Item

31. The Eccies. Negotiations for Commercial Lease. Proposed by Cllr. Hulse, seconded by Cllr. Johnson and **RESOLVED – that the Parish Council agree to enter into a lease for a term of 40 years with break clauses at 20, 25, 30, 35 years by either party for the Eccies – HPC123/18.**

The meeting closed at 9.04pm

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

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Minutes of the Annual Meeting of Helsby Parish Council held on 14th May 2018