

Helsby Parish Council

Minutes of the Helsby Parish Council meeting held at 7pm on 8th October 2018 in Upper Hall of Helsby Methodist Church

Present:

Cllr. Chris Ellams – Chairman

Cllr. Stuart Hulse

Cllr. Michelle Massey

Cllr. Alan Gardner

Cllr. Terry O'Neill – Vice Chairman

Cllr. Alan McKie

Cllr. Polly Barry

Cllr. Patricia Holder

Cllr. Peter Duffy

Cllr. Sam Johnson

Cllr. John Kimpton

In attendance:

Mr Norman Boow - resident

1. Presentation by a member of staff from the Localities Team. Staff were unable to attend but they had responded to points raised as follows:
 - Outcome of CWaC Leisure Facilities Review – *The document had not yet been finalised due to some outstanding issues;*
 - Helsby Community Sports Club – *the Adherence Agreement had now been signed by all parties;*
 - CWaC Traffic Regulation Orders relating to Britannia Road and Chester Road – *the public had until 12th October to respond;*
 - Replacement of Old Chester Road Bridge – *CWaC were liaising with Cholmondeley Estates and had cordoned off some unsafe wooden railings. A notice had been served and Bridges were currently awaiting an update from Building Control. The design of the new bridged was nearing a conclusion and amendment to the PROW was also nearing completion. CWaC were liaising with owner of the retaining wall and waiting for an update from Building Control. CWaC was continuing to secure a resolution with Building Control to the above outstanding issues. They anticipated this would take some time;*
 - Section 106 money – *a separate application would be required for the Landscape Architect fees.*

The Clerk had omitted the request relating to roadworks asking that CWaC abide by the statutory obligation to send out TROs – Traffic Regulation Orders for any work or temporary closures on the highway in Helsby – **Clerk to action.**

Cllr. Johnson asked CWaC to serve notice on Cholmondeley Estates to replace the bridge. The majority of members felt 'let-down' by the inaction of CWaC Bridges and Highways in this matter.

Proposed by Cllr. Hulse, seconded by Cllr. O'Neill and **RESOLVED – that the Parish Council 1) seek legal advice from ChALC relating to the length of time a road can be closed without any action being taken to re-open it; 2) to organise a meeting with Helsby Parish Council, Cholmondeley Estates, CWaC, adjacent landowners to seek to resolve the issues with the replacement bridge on Old Chester Road – HPC194/18.**

2. Public Air Time. Proposed by Cllr. Duffy, seconded by Cllr. O'Neill and **RESOLVED – that the meeting be suspended for public participation – HPC195/18.** A resident of Lower Rake Lane sought the Parish Council's support. The road was classed as a PROW – Public Right of Way with authorised vehicles only. Over the years it had deteriorated and was full of potholes. PROW Officer had confirmed that Cheshire West and Chester's responsibility was to ensure it could be traversed by pedestrians, pedal cyclists and horse & cart which, in his opinion, the

road served this purpose.

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The resident reported that landowners had evidence, written into their deeds, that Runcorn Rural District Council (before it became Vale Royal and Cheshire West & Chester) was responsible for the maintenance of Lower Rake Lane. The Clerk reported that the Parish Council had no status in this matter but if residents could recover their deeds, then the PROW Officer could take them back to his line manager for action. The resident was concerned about his own safety and that of his neighbours and asked that the potholes be filled in and the road re-tarmaced. A great deal of HGVs and farm vehicles used the road. Various large contractors caused damage. Cllr. O'Neill replied that contractors had an obligation to clean-up and put-right any damage. Cllr. McKie would take up the issue with CWaC – **Cllr. McKie to action**. Proposed by Cllr. Duffy, seconded by Cllr. Hulse and **RESOLVED – that Public Air Time be closed and the meeting reconvened – HPC196/18**.

3. Apologies for absence. Received and accepted from Cllrs. MacPherson, Randles and Temple.
4. Declarations of interest. Cllr. O'Neill declared non-pecuniary interest in Item 14 as he was an Executive Member of Helsby Community Sports Club. Cllr. Ellams declared personal interest in Item 7.2 as he was a friend of the resident. Cllr. Hulse declared family interest in Item 11 as his daughter worked for CWaC. Cllr. Duffy declared non-pecuniary interest in Item 16 as a member of Cycle North Cheshire.

4.1 Co-Option of North Ward councillor – still being advertised.

5. Police Matters

5.1 PCSO Kopczyk had sent in a written report as follows:

- Anti-Social Behaviour visit to Towers Lane Traveller Site – spoken to parents. This appeared to have had a positive effect – no further reports of ASB;
- OP Treacle – speaking to school children to tackle safety and ASB linked to Halloween and Bonfire Night;
- Springfields – fenced off and ready for demolition. PCSO will continue to patrol the area;
- Trucam – during just one-hour usage at Chester Road on Sunday morning, 35 vehicles were captured exceeding 35mph with the highest being 46mph;
- Horse & Jockey building site – builders parking vehicles on the main road. PCSO had spoken to the site manager and since then, the situation had improved. He would continue to monitor;
- Suspicious activity around the Frodsham area. Helsby residents advised to be vigilant.
- 101 – asked the public to continue to use this service;
- Local Beat Meetings: 2-3pm JTO 13th Oct, 2-3pm Library 18th Oct, 12-1pm JTO 27th Oct.

Cllr. O'Neill was disappointed that PCSO had not taken any action against the local garage owner who repeatedly parked untaxed vehicles on the main road – **Clerk to action**.

Cllr. Kimpton and Cllr. Ellams both reported that the 101-reporting line was not working. Residents who used this method of reporting had a long wait and gave up in the end. The 101 service simply wasn't working. Cllr. Hulse would take this up with the PCC at the next Liaison meeting – **Cllr. Hulse to action**.

Trucam – request from local constabulary to allow PCSOs of Chester Villages and Kingsley, Alvanley, Manley, Sutton Weaver to use our Trucam on a regular basis. Members were reticent to agree as Helsby had gone through a process of identifying a need for speed control

via the purchase of an Interactive Speed Sign which proved that 50% of motorists were travelling in excess of 30mph.

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The Parish Council purchased the Trucam (through grant received from the government). PCSOs Kopczyk and Flannagan (Frodsham PCSO) were approved users. If the device went out of the area there could be a risk of loss or damage. Helsby residents expected exclusivity. The Parish Council would encourage neighbouring councils to cluster and purchase a Trucam for their respective PCSOs in each area – duly noted.

5.2 To receive members reports – no matters reported.

6. 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 at 7pm on 10th September 2018 be accepted as an accurate record and duly signed by the Chairman – HPC 197/18.**

7. Matters arising from the previous meeting

7.1 Towers Lane Traveller Site. Planning reported that all the relevant notices for court had been served and the injunction would be heard on the 19th October in Manchester. It was hoped that Planning would be able to update us on 22nd Oct – duly noted.

7.2 Horse & Jockey building. A Helsby resident, who wished to remain anonymous, was able to purchase the sign for £150 and was now offering it to the Parish Council for free on the understanding that the Parish Council could provide a suitable site for it to be displayed. Proposed by Cllr. Kimpton, seconded by Cllr. O'Neill and **RESOLVED – to accept the donation of the Horse & Jockey sign – HPC198/18.** Cllr. Holder would enquire, of the Helsby Community Association, if they would consider placing the sign on the side of the stage in the main hall. The sign was large but not terribly heavy. **Action Cllr. Holder.**

7.3 Winter pansies. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council, in accordance with s.144 of LGA1972, purchase 156 x trays of winter pansies from Dave Weaver costing in the region of £312 – HPC199/18.**

8. Minutes of the Finance Committee meeting held on 24th September 2018. Cllr. O'Neill presented the minutes that included the following recommendations: -

8.1 Planters. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council, in accordance with s.144 of LGA1972, employ Northwich Town Council to remove 3x conical planters and to supply / install / plant up 2x meter squared planters and to place said new planters on land opposite Land of Beds costing £1,380 incl VAT – HPC200/18.** Brookhouse had granted permission to place the planters on land owned by them.

8.2 Budget Analysis. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council accept the Budget Analysis (as attached to the minutes of the Finance Committee meeting) dated 24th September 2018 – HPC201/18.**

8.3 Travel expenses. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council, in accordance with s.112 – s.119 of LGA1972 increase travel expenses from 40p to 45p per mile (with immediate effect) which was the HMRC rate that could be paid without having to pay tax – HPC202/18.**

9. Burial Grant(s) - no new applications received.

10. Councillor's surgery. Cllr. Gardner reported the following from the surgery held on 6th October that he attended along with Cllrs. Holder and McKie: -
- Crescent Drive resident – issues with parking on Crescent Drive and Sandringham Avenue and also egress from Sandringham Avenue onto Crescent Drive. Previous discussions with PCSO had proved ineffective. HPC to consider options available on this issue;
 - Lincoln Court Resident's Association: -
 - a. Non-emptying of refuse bins at rear entrance to Helsby Community Centre. Cllr. Holder to suggest to the Community Association that they order a black bin through CWaC online service- **Cllr. Holder to action;**
 - b. Trees growing in grass verge outside Lincoln Court required trimming – **Cllr. McKie to action;**
 - c. Helsby Post Office to close on 24th October 2018. Cllr. Massey had seen jobs advertised for the new Post Office (old Bike Logic building) opening November 2018. **Clerk to contact the Post Office for clarification;**
 - d. Update on Horse & Jockey site;
 - e. Update re delay in opening of Halton Curve due to lack of rolling stock;
 - f. Slippery pavement surface from Lincoln Court to Health Centre – **Cllr. McKie to action;**
 - g. The Parish Council was thanked for holding the surgeries.

It was suggested that the venue be changed from the Committee Room to JTO Tea Rooms. Although this would be an excellent choice, the members felt that the privacy of the attendees was more likely to be managed within the existing venue.

11. Cheshire West and Chester Council

- 11.1 Cllr. McKie reported that the next full council meeting would take place on 18th October – duly noted.
- 11.2 Outstanding Section 106 money for public art (£49,243 held with CWaC). Due to staff illness, Cllr. O'Neill and the Parish Clerk will report information obtained when the meeting has taken place with Ms Clapson from the Art & Entertainment Dept to seek advice on how the money can be spent in Helsby.
- 11.3 Traffic Regulation Orders for Disabled Parking Bay outside Fearn's Pharmacy and limited waiting parking restrictions (1 hour only bay and 2 hours only bay) between the hours of 8am and 6pm Monday to Saturday opposite the village centre shops. The Parish Council had already written in to Highways to object to the limited parking on the grounds that it was unnecessary and would cause amenity issues to its residents and shopkeepers who parked their vehicles along there. Cllr. McKie had spoken with business owners who were happy with the 2-hour parking proposal. Cllr. O'Neill expressed concern for the area when displaced train travellers started parking their vehicles on outlying roads. Cllr. McKie replied that car parking, for rail users, was a separate priority. Cllr. Ellams reported that Northern Trains had cancelled Chester/Leeds trains until December 2019.
- 11.4 Helsby Post Office. The existing Post Office had been given 24th November for closure. Cllr Massey had seen jobs advertised for the new Post Office supposedly opening in November 2018 (in the old Bike Logic building). Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – to write to the Post Office seeking clarification re dates for closure of the existing and re-opening of the new Post Office in Helsby – HPC203/18.**

12. The Marshes Community Benefit Fund. Cllr. O'Neill reported that applications for this round amounted to £235,000 for the £60,000 funding pot. The Parish Council had asked for £2,000 towards defibrillators. Helsby Community Association applied for £2,100 (from the last round of funding) towards the Accessibility Toilet upgrade. The panel required further information which Mr Lozinski (CWaC Property Services) supplied.
13. Frodsham Wind Farm – next meeting scheduled for Friday, 19th October at 6pm Castle Park House.
14. Helsby Community Sports Club. Cllr. Randles has reported the following: -
- The binding agreement to deliver the new sports club was signed by CWaC, Brookhouse, the housing developer and Helsby Community Sports Club;
 - The work on Phase 2 should start early 2019 and the club will continue to search for funding to build Phase 3 – the sports hall;
 - It is possible that the grant of £100,000, promised by the Parish Council, will be required 2019/20. Members will need to be mindful of this when setting the budgets for 2019/20. The £100,000 will go towards the cost of the new building which will include an office for the Parish Council which will be rent-free. It is understood that CWaC will own the building and leased to the Helsby Community Sports Club.

Cllr. O'Neill reported that he had included £12,000 (amount needed to make up to £100K) in the 5-year business plan. From 2020/21, the Parish Council would not have to pay £8,000 and that, coupled with the £12,000, meant funds would be available for other uses should the precept remain unchanged. The Clerk suggested that members consider increasing the number of staffs. Proposed by Cllr. Hulse, seconded by Cllr. O'Neill and **RESOLVED – that succession planning for staff be placed on the agenda for the next Human Resources Committee meeting – HPC204/18.**

15. Helsby Community Association - Cllr. Holder's report:
- Income was down on last year due to decrease in hire. The Tuesday afternoon slot (left by the Tuesday Club) was still available. Also, CWaC charged two apportionment invoices in the current fiscal year.
 - The committee want to invite Mr Peter Connor, who expressed willingness to take over the Booking Secretary's role, to the November meeting;
 - Annual Quiz Night Friday 9th Nov £6 per person. The Parish Council normally donate £10 to the Quiz night to pay for prizes. Proposed by Cllr. Holder, seconded by Cllr Kimpton 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 a prize worth up to £10 to the annual quiz held by Helsby Community Association – HPC205/18.**
16. Cycle North Cheshire. Cllr. Duffy reported that the group were working with Sustrans to get a cycle route from the Science Park (Thornton Research Centre) to the local high school. The proposal to open up the old rail line between Helsby & Mouldsworth has had to be shelved as Network Rail had made it a condition that the buyer also take responsibility for the 6/7 old sandstone bridges that go over the line. This would be too onerous a liability for the

foreseeable future.

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17. Protos – next meeting 4th October (for Community Benefit Fund review) and 10th October (Community Forum). Cllr. O'Neill will be attending on the 10th - duly noted.

18. Miscellaneous Matters

18.1 IGas Energy Plc Site tour of existing IGas site on Grinsome Road in Ince. No matters to report.

18.2 Review of Helsby Neighbourhood Plan. Mr Mackenzie had responded to our invitation to join the Review Group by saying that he was unable to commit due to time constraints. He would be willing to attend a meeting and to help select a suitable advisor (if it proved necessary). When the review was promised in the plan, it was thought that it would be just monitoring the progress of house completions. However, we now had new national planning guidance and a new Local Plan SADPD, and so there was an option to bring the plan up to date by reviewing all the policies against the new national and local framework. The amount of work involved depended on the choice of approach and it would be worth getting CWaCs view on the weight that the current plan would now be given to help to make this choice. A meeting would be organised for the volunteers.

18.3 Tenancy Agreement. Proposed by Cllr. Kimpton, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council enter into Allotment Tenancy Agreements with Mr Gibson for Plot 2f and Mr & Mrs Mostyn-Jones for Plots 13L & 13R Old Chester Road Allotment Gardens with immediate effect – HPC206/18.**

18.4 GDPR – General Privacy Notice. The Clerk had downloaded the standard NALC Model and made it relevant for Helsby Parish Council. Proposed by Cllr. Hulse, seconded by Cllr. Johnson and **RESOLVED – that the GDPR General Privacy Notice be adopted by Helsby Parish Council and displayed on the website with immediate effect – HPC207/18.**

18.5 GDPR – Privacy Notice for staff, councillors and Role Holders. The Clerk had downloaded the standard NALC model and again has made it relevant for Helsby Parish Council. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – that the GDPR Privacy Notice for staff, councillors and Role Holders, be adopted by Helsby Parish Council and displayed on the website with immediate effect – HPC208/18.**

18.6 GDPR – Retention of Personal Data Policy. Collecting and holding personal information. The Clerk will draft a list which justifies how long we plan to hold information for Cemetery (indefinitely) allotments (3 years), Electoral Register (destroy once updated), minutes (permanently) etc – duly noted.

18.7 Responsibility for maintenance of lower section of Lower Rake Lane. A resident attended the Parish Office seeking the Parish Council's assistance and handed the Clerk a copy of an email he had received from CWaC. The Clerk had concerns that this was a private matter between the landowners and CWaC which the Parish Council had no status in. The resident had now agreed to obtain evidence and to send in to CWaC.

19. Transport Matters - Cllr. Ellams reported the following: -

- Rail companies going to great lengths to ensure passenger safety by track clearing leaves on the lines;
- Mersey Gateway – work continues on the Jubilee Bridge refurbishment which is due for completion by the end of the year. Since opening the new Mersey Gateway bridge has attracted 6.6 million pounds in penalty notices, including one issued to a car that was actually on a trailer!
- Liverpool John Lennon Airport – seeking views on the proposed upgrade of the Instrument

20. Cheshire Association of Local Councils

20.1 Annual Meeting 2018 taking place at 7-9pm on Thursday 25th October in Middlewich Civic Hall. Cllrs. Hulse and O'Neill attending as representatives of Chalc Executive Committee and Cllr. Temple and the Parish Clerk for the Parish Council.

20.2 Member motions. The two proposed motions from Helsby Parish Council had been accepted by the Executive Committee for full debate at the AGM. Cllr. Temple would be the proposer and Cllr. Hulse the seconder.

21. Planning

21.1 The following comments were sent into the Planning Department: -

App No.	Address	Proposal	Comments
18/03380/FUL	Proffits House Proffits Lane	Single storey, detached storage shed in rear garden	No objections
18/03434/FUL	Woodlands View Proffits Lane	Single storey rear extension	No objections
18/03357/FUL	Greenacre, Bates Lane	Single storey existing shed to be converted into a habitable one-bedroom annex	No objections
18/03468/FUL	Rake Cottage, Rake Lane	Demolition of existing porch and garage and erection of single storey extension and garden shed (amendment to 17/03931/FUL to increase size of rear dormer and height of extensions)	No objections

21.2 The following decisions, received from the Planning authority, were duly noted: -
18/02951/FUL 1 Cambridge Gardens (extension to rear)

Approved

18/02340/FUL 62 Bates Lane (extn to sgle storey building for cattery) Approved

21.3 Proposal to designate a parcel of Helsby (centred around Helsby Quarry and beyond) as a 'Conservation Area'. Mrs Lorimer had sought the assistance of CWaC Built Environment Officer (Conservation & Design). There would be a cost for professional fees (Heritage Specialist) likely to be in the region of a few thousand pounds but before anything else could progress, Mrs Lorimer sought an agreement in principal that the Parish Council would support the designation. Cllr. Hulse reported that the Sandstone Ridge Trust was contemplating applying for an 'Area of Outstanding Natural Beauty' along the Sandstone Ridge, which included Helsby, and the conservation area would tie in with this. Cllr. O'Neill said that it was crucial to consult residents whose homes were within a proposed conservation area due to strict planning regulations of living in a designated area. Proposed by Cllr. Kimpton, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council support Mrs Lorimer's proposal to investigate the designation of a 'Conservation Area' within Helsby – HPC209/18.**

21.4 Denbigh Close – parking on grass verge. Cllr. Duffy spoke about the amount of inconsiderate parking and the complaints he had received from residents. It was agreed

to ask PCSO to undertake enforcement as it was an offence to drive over a footpath where the pavement had not been lowered.

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The scheme to install footpath between Hornsmill School and the Lay-by was delayed due to lack of funding but it was important as it would alleviate traffic parking on Denbigh Road. Parish Councillors were mindful of the safety of school children and so it was proposed by Cllr. Massey, seconded by Cllr. Duffy 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 grant £2,100 to Cheshire West and Chester for the footpath scheme between Hornsmill School and Lay-By on the main road – HPC210/18.**

22. Accounts

22.1 Bank Reconciliation. The Chairman had checked the figures on his mobile app against the NatWest accounts and confirmed that they were correct. Proposed by Cllr. Hulse, seconded by Cllr. Duffy and **RESOLVED – that the Bank Reconciliation Sheet detailing £235,431.77 held in balances as at 8th October 2018 be accepted as accurate – HPC211/18.**

22.2 Payments. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED - that the following payments totalling £7,841.37 paid by either cheque, direct debit or under delegated authority be approved and duly noted – HPC212/18: -**

Method	To whom paid	Particulars of payment	Amount
DD	Scottish Power	Electricity Community Centre	97.00
DD	Water Plus	Wastewater Community Centre	29.58
5068	Shield Total Insurance	Insurance premium allotment holders	130.98
DD	NEST	Employer/employee pension contr Sep	141.66
5069	Cheshire West & Chester Coun	Licence application fees dropped kerbs	331.00
Bacs	Methodist Church	Hall hire monthly meetings Aug / Sept	34.00
Bacs	LITE	6,000 mini diodes + ACDC leads	2,022.00
Bacs	KDE	Upgrading bridge lighting sensors	456.00
Bacs	PKF Littlejohn LLP	External audit 31 st March 2018	480.00
Bacs	Northwich Town Council	Grass maintenance August 2018	470.40
Bacs	Arndale Transport Limited	October office hire	320.00
Bacs	Employees 3x part-time	Salaries for September 2018	1,892.89
Bacs	HM Revenue & Customs	PAYE & NI on above	519.12
Bacs	Glasdon UK Limited	Fido 25 – doggy bin	103.82
Bacs	Neuromuscular Centre	Print cost Helsby news	532.00
Bacs	Mr T J O'Neill	Travel expenses and ping pong balls	17.40
Bacs	Mr S Jones	Petrol for mowers	9.02
B trans	Jeanette Hughes	Wireless doorbell £9.99 BT HPC Broadband £4.80 Eccies utilities £104.80	119.59

23. Date of the next meetings: -

Parks Cemetery & Allotments Committee 29th October
Helsby Parish Council 12th November
The meeting closed at 8.29pm

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

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