

# Helsby Parish Council

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## Minutes of the Parish Council meeting held at 7pm on Monday, 8<sup>th</sup> April 2019 in Helsby Methodist Church

### Present:

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

### In attendance:

PCSO Niall Dudley – Cheshire Constabulary

Chairman’s announcements: The Chairman read out a letter from Cllr. McKie who was not standing for re-election on the grounds of his additional business duties both at home and abroad and his volunteer projects. He thanked the Parish Council and Clerk for their support over the years in his roles as Parish and Borough Councillor. The Chairman thanked Cllr. McKie for his work and wished him success in all his future endeavours.

1. Public Air Time. Proposed by Cllr. Hulse, seconded by Cllr. MacPherson and **RESOLVED – that the meeting be suspended for public participation – HPC47/19.** There being no matters brought to the member’s attention it was proposed by Cllr. MacPherson, seconded by Cllr. O’Neill and **RESOLVED – that Public Air Time be closed and the meeting reconvened – HPC48/19.**
2. Apologies for absence – Cllr. Polly Barry.
3. Declarations of interest. Cllrs. McKie, O’Neill and Randles declared non-pecuniary interest in Item 16 as all were Executive Members of the Helsby Community Sports Club.
4. PCSO Dudley’s report was duly noted at follows: -
  - TruCam deployed weekly on Chester Road and Primrose Lane and in total 25 activations. PCSO will continue to use it at least once a week within Helsby;
  - Speed Watch Group – no volunteers as yet but hoping to inform people via leaflet drops;
  - Anti-Social Behaviour ASB – PCSO targeting all known previous targets (mainly shops and businesses) and also reported by Community Sports Club and Helsby Quarry. Since giving attention to these areas, the amount of ASB reports has dropped significantly. During one of the exercises, he was able to apprehend a shoplifter in Tesco;
  - Parking around the train station – rail users were parking indiscriminately and blocking drives. PCSO is attempting to set up a meeting with Highways, residents and himself to come up with a long-term solution;
  - Social Media – residents can follow PCSO Dudley’s activities on Facebook and Twitter. Facebook account is Helsby Police and Twitter account is @HelsbyPol

- Police Surgeries as follows:

Tuesday	9 <sup>th</sup> April 17:00-18:00	Helsby High
Saturday	20 <sup>th</sup> April 18:00-19:00	Helsby High
Tuesday	23 <sup>rd</sup> April 12:00-13:00	Helsby High
Sunday	5 <sup>th</sup> May 15:00-16:00	Helsby High
Thursday	9 <sup>th</sup> May 19:00-20:00	at Tesco
Saturday	11 <sup>th</sup> May 18:00-19:00	Helsby High
Tuesday	14 <sup>th</sup> May 12:00-13:00	Helsby High
Thursday	16 <sup>th</sup> May 12:00-13:00	at Tesco

PCSO confirmed that he and Frodsham PCSO have a room in Helsby High. Receptionists will take messages. The Chairman thanked Niall for his report.

4.2 TruCam had been returned following annual re-calibration. The data and certificate had been passed to Cheshire Constabulary Safety Camera Partnership – duly noted.

4.3 Sergeant Andy Collinson’s proposal to share the TruCam. Much discussion ensued about the benefits and pitfalls of allowing the Helsby TruCam to be used by PCSO’s in their respective beats of Kingsley, Gowy and Chester villages. There was already agreement in place for Frodsham PCSO to use the device. If this was acceptable to the members, Sergeant Collinson promised that the TruCam would be based in Frodsham, annual maintenance and running costs, including Laptop, would be met by Cheshire Constabulary. Concern was raised that, with so many users, the device could get damaged or mislaid. Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED – that the Parish Council allow TruCam to be used by PCSOs covering Kingsley, Gowy & Chester Villages for a trial period of 6 months on condition that the device is mainly deployed in Helsby and that Cheshire Constabulary insures, maintains and covers the running costs of the device during the 6 months trial – HPC49/19.**

5. Minutes of the previous meeting. Proposed by Cllr. Hulse, seconded by Cllr. O’Neill and **RESOLVED – that the minutes of the Helsby Parish Council meeting held on 11<sup>th</sup> March 2019 be accepted as accurate and duly signed by the Chairman – HPC50/19.**

6. Matters arising from the previous meeting

6.1 Local Government elections 2<sup>nd</sup> May 2019. The Clerk read out the Statement of Persons Nominated. There were five seats in each of the three wards and fortunately, 5 candidates had each applied for the three wards denoting that there would be no election charges to the Parish Council – duly noted.

7. Minutes of the Finance Committee meeting held on 1<sup>st</sup> April 2019. Cllr. O’Neill presented the minutes that included the following recommendations: -

7.1 Grants and Earmarked Reserves. Proposed by Cllr. O’Neill, seconded by Cllr. Hulse and **RESOLVED – to accept the Grants and Earmarked Reserves going forward to 31<sup>st</sup> March 2020 as attached to the minutes of the Finance Committee minutes dated 1<sup>st</sup> April 2019 – HPC51/19.**

7.2 Review of Financial Regulations. Proposed by Cllr. O’Neill, seconded by Cllr. Hulse

and **RESOLVED – to accept the following changes to Financial Regulations: -**

**Page 8 Item 14.3 remove ‘Eccies’ replace with ‘RSK’**

**Page 8 add a new line ‘Item 14.5 Lease agreements, pertaining to land leased by the Parish Council, shall be held by the Responsible Finance Officer of the Parish Council – HPC52/19.**

- 7.3 Review of Assets Register. Proposed by Cllr. O’Neill, seconded by Cllr. Hulse and **RESOLVED – to accept the Asset Register as at 31<sup>st</sup> March 2019 V2 detailing £192,224.15 being the total value of assets held by Helsby Parish Council – HPC53/19.**
- 7.4 Review of Risk Assessment. Proposed by Cllr. O’Neill, seconded by Cllr. Hulse and **RESOLVED – to accept the amendments and the additional item relating to risk associated with ‘General Data Protection’ to the Risk Assessment – HPC54/19.**
- 7.5 Balance Sheet. Proposed by Cllr. O’Neill, seconded by Cllr. Hulse and **RESOLVED – that the Balance Sheet, detailing receipts and payments and Bank Reconciliation for year ending 31<sup>st</sup> March 2019 be accepted as accurate and signed by the Chairman and the Responsible Finance Officer of Helsby Parish Council – HPC55/19.**The Balance Sheet will be placed on the Website and copies will be available for the public to inspect during the Annual Parish Meeting of the Parish Electorate on 18<sup>th</sup> April 2019.
- 7.6 Review of Direct Debits and Standing Orders. Proposed by Cllr. O’Neill, seconded by Cllr. Hulse and **RESOLVED – that the Parish Council continue paying regular payments and utilities by Direct Debit and Standing Order as an efficient and acceptable method of payment – HPC56/19.**

8. Burial Grants – no new applications received.

9. Councillor’s Surgery. Cllr. Temple’s report, as follows, from the surgery held on 6<sup>th</sup> April that she attended along with Cllrs. Holder and McKie: -

Latham Avenue resident:

- Traveller site – Clerk to contact Rob Charnley for update re court date.
- CWaC Ward Member Elections. Pamphlets, from the various political parties, made no mention of Traveller sites;
- Damage to grass verges due to traffic negotiating parked vehicles at school opening/closing times. Cllr. McKie noted potential efforts to increase use of the A56 pathway such as a zebra crossing.

Representatives from Lincoln Court Residents Association:

- Bins around the Community Centre. Cllr. McKie to chase up CWaC emptying contractor. Cllr. Holder will mention to Community Centre Association about users taking rubbish home;
- Commented about a trench around some graves in Helsby Public Cemetery filling with water. Clerk to ask General Assistant if this was part of a weed removal scheme;
- Springfield site – land negotiations were still ongoing and no planning applications had been submitted yet;
- Horse & Jockey sandstone wall. The approval docs showed metal railings to the left and 6’ close-board fence to the right;

- Houses damaged by gritter – Cllr. McKie confirmed architectural work was being agreed to rebuild the houses and planning permission should be quick. The contractor had admitted liability (no further details) and would stand the costs;
- Parked vehicle for sale on highway. This had been removed. Our thanks go to CWaC Licencing for their prompt assistance in this matter;
- Copies of Frodsham Life were available at the Library;
- Thanked councillors for their work and confirmed that the surgeries were valuable and that alternative locations would be more difficult for privacy and parking.

#### 10. Cheshire West and Chester Council

10.1 Cllr. McKie reported that CWaC had set the maximum budget. In the last 4 years, CWaC had increased the salary bill by £17.15m and made 700 staff cuts – duly noted.

10.2 Section 106 money for public art in Helsby - £49,243.60. CWaC had released the money for spending in Helsby. Cllrs. Ellams, Hulse and O'Neill met with Art professional and CWaC staffs as a start to gather information on the key points. Helsby had an interesting history and the art may not take the form of a sculpture but a series of exhibitions. We were in the very early stages. The Art expert would work as a volunteer as she had the expertise in applying for grants from the Arts Council and Heritage Lottery Fund. The big funders looked more favourably on funding schemes that were community led. The Parish Council was asked to inform as many groups (of all ages) to encourage input and involvement in the project.

10.3 Grass verges. The verges on the main road were being cut but none of the verges around the through roads and estates. Clerk to contact Streetscene to check frequency and request attention.

11. The Marshes Community Benefit Fund. Cllr. Ellams reported that the panel had met to review the latest applications and successful applicants would be informed shortly. The next round of awards opens 1<sup>st</sup> June. Helsby Hillside Primary School recently opened their newly created running track around the perimeter of the school which was part-funded by CBF – duly noted.

12. Frodsham Wind Farm. Cllr. Ellams reported that there were no updates made public and the next meeting would be arranged after the local council elections on 2<sup>nd</sup> May 2019 – duly noted.

#### 13. Helsby Community Association

13.1 Helsby Hillside WI wrote seeking help to solve the parking problem. It was thought that non users were using the car park and blocking the disabled parking bays. WI met on 2<sup>nd</sup> Tuesday in the month and that coincided with Helsby Scout meeting. The car park sign read clearly stated that it was for Community Centre users only. Proposed by Cllr. O'Neill, seconded by Cllr. Temple and **RESOLVED – that the Parish Council contact Scouts and ask if they could use the car parking spaces further into the site in the future to alleviate parking congestion in the Community Centre Car Park – HPC57/19.**

- 13.2 New Water Boiler. Proposed by Cllr. Hulse, seconded by Cllr. O'Neill and **RESOLVED – that the Parish Council, in accordance with expenditure under s.133 of the Local Government Act 1972, approve purchase of Elson 2.5kW Boiling Water Dispenser 2.5 Litre costing £298.00 incl VAT – HPC58/19.**
- 13.3 Old pub signs. Cllr. Temple did not think that the foyer area would be large enough for the signs and would the Community Association consider placing them in the Committee Room? Cllr. Temple also asked if the Helsby Ex-Servicemen's Sign could be taken down and stored in the VPA until a suitable site to display the sign was became available – duly noted.
14. Cycle North Cheshire. Cllr. Duffy had circulated the minutes of the last meeting and that the next meeting would take place on 10<sup>th</sup> April – duly noted.
15. Protos. Cllr. Temple gave a brief report at the last Parish Council meeting and would circulate the official minutes when they arrived. The next Community Benefit Forum meeting would take place on 12<sup>th</sup> June followed by the AGM of the Protos Community Forum on 19<sup>th</sup> June – duly noted.
16. Helsby Community Sports Club – no matters reported.
17. Transport matters
- 17.1 Department of Transport – DfT. Proposed stopping up of highway at former Horse & Jockey Public House Ref: NATTRAN/NW/S247/3704. The Parish Council had agreed to place the Public Notice on website and notice boards. The public consultation would last until 2<sup>nd</sup> May 2019 – duly noted.
- 17.2 Cllr. Ellams's report: -
- The new Halton Curve service is due to commence on Sunday 19<sup>th</sup> May 2019. This service run by Transport for Wales will be the culmination of nearly 30 years of campaigning by The North Cheshire Rail Users Group. There will be an hourly service into and out of Liverpool Lime Street and the journey time is approximately 40 minutes.  
One striking note is the fare structure, a single from Helsby to Lime St is £11.50 the same ticket from Frodsham is £7.60, £3.90 cheaper. This is due to the price change boundary being between Helsby and Frodsham. Cllr. Ellams has written to both Transport for Wales and our current MP Mike Amesbury to ask why the boundary cannot be between Chester and Helsby where there is less population to be affected by the price change. To date, he has not received a response from either party.
  - Northern Trains are currently running driver training exercises between Chester and Earlstown. This is in preparation for their proposed Chester to Leeds service to be introduced at some point in the future. If all services are introduced as we hope they will, Helsby will see an increase of services through Helsby from one train per hour to three per hour.
  - All of the new services are dependent on availability of sufficient rolling stock, although Transport for Wales in their latest statement gave a confident 'thumbs up' that the service will start as planned.
- 17.3 Cllr. McKie reported that Choo Choo Helsby event would take place at the station on the weekend of 18<sup>th</sup> & 19<sup>th</sup> May – duly noted.

18. Helsby Neighbourhood Plan review – members were going through the existing document

before making recommendations (if any) to the review panel. It was hoped that the next meeting would take place before the Easter break – duly noted.

## 19. Miscellaneous Matters

19.1 Interactive Speed Sign. The only current method of retrieving data was by holding a laptop on high whilst balancing on a ladder next to the sign. This was not satisfactory and so the members carefully considered the following proposal and options: -

In order to connect remotely the manufacturer would need to retro fit the sign with a GSM module complete with sim card and £50 credit as well as the data collection radar. They would need the sign bringing back to the depot to complete the work. If they can get the new parts into the sign, they will do so but they won't know until they get it back. The following options are available to consider: -

- a) Retain the non-Data radar for £514
- b) Upgrade to new Data radar £750 including installation
- c) Sign brought back to depot and upgraded to remote connection with Data collection radar and re-install £1,100 (workbench software and £50 credit included).

In the interests of Parish Councillors Health & Safety and making Helsby a safer place it was proposed by Cllr. Johnson, seconded by Cllr. Temple and **RESOLVED – that the Parish Council, in accordance with expenditure under s.72 of the Road Traffic Regulation Act 1984, arrange with TWM Traffic Control Systems for the upgrade of the Interactive Speed Sign costing £1,100 net of VAT – HPC59/19.**

19.2 Cheshire Community Action. Invitation to participate in Best-Kept Village Competition 2019. Closing date for entries is strictly Friday 3<sup>rd</sup> May 2019. For consideration. Due to the current workload on the Clerk it was decided not to enter.

19.3 Mid Cheshire Footpath Society. Proposed by Cllr. Hulse, seconded by Cllr. Randles and **RESOLVED – that the Parish Council, in accordance with expenditure under s.143 of LGA1972, renew membership of Mid-Cheshire Footpath Society costing £8 – HPC60/19.**

20. Cheshire Association of Local Councils – not matters reported.

## 21. Planning

21.1 The following new planning application was still being considered by members of North Ward. The original planning approval was before the made Helsby Neighbourhood Plan. The new plans differed significantly from the original.

19/00710/FUL 8 Old Chester Road New 3-bed detached (amendment to 12/03879/FUL)

21.2 The following decisions received from the planning authority were duly noted: -

18/04582/FUL 17 Bates Lane (single storey side extension)

Approved

18/04670/FUL Ingleside Sandy Lane (sgle storey side extn & loft conversion) Approved

19/00558/FUL 3 Hawkstone Grove (sgle storey side extn & garage conversion) Approved

22. Accounts

- 22.1 Internal Audit Year Ending 31<sup>st</sup> March 2019. JDH Business Services had called in the Parish Council's accounts for 18<sup>th</sup> April which should be achievable – duly noted.
- 22.2 Annual Governance & Accountability Return (AGAR) 2018/19 Part 3.
- (i) Section 1 – Annual Governance Statement 2018/19. The Chairman read out Questions 1-9. It was carried **UNANIMOUSLY – that Helsby 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 2018/19 of the AGAR for 31<sup>st</sup> March 2019 demonstrating that the Parish Council had a sound system of internal control in place – HPC61/19.**
- (ii) Section 2 – Accounting Statements 2018/19. Proposed by Cllr. Hulse, seconded by Cllr. O'Neill and **RESOLVED that Helsby Parish Council approved the amounts in Sections 1-11 of the AGAR for 31<sup>st</sup> March 2019 confirming that £171,663 was held in balances as at 31<sup>st</sup> March 2019 – HPC62/19.**
- 22.3 Bank reconciliation. The Chairman inspected the NatWest figures against his mobile app and confirmed that they were correct. Proposed by Cllr. Hulse, seconded by Cllr. Kimpton and **RESOLVED – that the Bank Reconciliation Sheet detailing £171,209.66 held in balances as at 8<sup>th</sup> April 2019 be accepted as accurate and duly initialled by the Chairman – HPC63/19.**
- 22.4 Payments. Proposed by Cllr. O'Neill, seconded by Cllr. Hulse and **RESOLVED – that the following payments totalling £7,957.21, paid by either Direct Debit, Standing Order or under delegated authority, be approved and duly noted – HPC64/19.**

Method	To whom paid	Particulars of payment	Amount £
Bacs	Allied Westminster	Community Centre – insurance renewal	656.42
Bacs	Festive Lights	400 x B22 LED HP Festoon Bulbs	1,113.60
Bacs	J B Robotham	Reimbursement for HPC purchases	27.71
Bacs	Tele-Traffic (UK) Limited	Annual calibration of Helsby TruCam fees	298.80
Bacs	Mr C Ellams	Domain renewal fees	8.39
Bacs	Mr T J O'Neill	Travel expenses – Chester	6.30
B Trans	Mrs J Hughes	Stationery £42.78 + trav expenses £12.15	54.93
Bacs	Peak & Northern Foots Soc	Annual subs	22.50
Bacs	Helsby Methodist Church	Hall Hire 11 <sup>th</sup> March 2.5 hours	21.25
D/D	Scottish Power	Electricity Helsby Community Centre	97.00
D/D	Water Plus	Wastewater – same	29.60
D/D	NEST	Employer/employee contri March 2019	541.66
Bacs	LITE Limited	3mt illuminated red nose reindeer	2,394.00
Bacs	e.on	Unmetered supply – Christmas lights	361.52
Bacs	BT Business billing	Broadband	54.49
Bacs	3 x part-time employees	March 2019 salaries	1,660.69
Bacs	HM Revenue & Customs	PAYE & NI on above salaries	349.32
B Trans	Mrs J Hughes	Postage £100.06, Stapler £11.98	
		Travel expenses – Wyvern House £13.95	125.99
SO	Arndale Transport Limited	April 2019 office rent	320.00
D/D	BT Direct Debit	Call charges	133.04

23. Date of the next meetings: -

18<sup>th</sup> April – Annual Parish Meeting of the Parish Electorate – 7pm Community Centre

29<sup>th</sup> April – Parks, Cemetery & Allotments Committee – 7pm Committee Room

13<sup>th</sup> May – Annual Meeting of the Parish Council – 7pm Helsby Methodist Church

24. Part B – Exclusion of the Press and Public. Proposed by Cllr. O’Neill, seconded by Cllr. Hulse 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 – HPC65/19.**

PART B

25. Confidential Item. Changes of lease of land in Helsby. Duly noted.

The meeting closed at 8.08pm

Chairman’s signature..... Dated.....

Minutes of the Helsby Parish Council meeting held on 8<sup>th</sup> April 2019.