



# Helsby Parish Council

---

## **Minute of Parish Council catch up meeting held by Zoom on Monday 11<sup>th</sup> May 2020 at 7pm**

In attendance: Cllr Peter Duffy (Chair), Claire Jones (Clerk), Cllr John Kimpton, Cllr Sarah Temple, Cllr Chris Ellams, Cllr Patricia Holder, Cllr Michelle Massey, Cllr Terry O'Neill, Cllr George Randles, Cllr Mike Branigan, Marj Thoburn.

Apologies: Cllr Mags Porter

### **1. Potential Committee Memberships for 2020/21**

Future potential committee membership was discussed. Councillor Branigan agreed to join the Environment and HR Committees. Councillor Temple also agreed to join the HR Committee. The Chair outlined that additional volunteers were required for the Standing Orders Committee (following meeting, Cllr Branigan and O'Neill agreed to join Standing Orders Committee).

**ACTION:** Clerk to circulate revised committee list. Committee membership for 2020/21 to be agreed at next full Council meeting in June.

### **2. Potential Chair and Vice Chair Roles for 2020/21**

It was proposed that Councillor Duffy continue as Chair for the full 2020/21 year and Councillor O'Neill was proposed as Vice Chair.

**ACTION:** Positions of Chair and Vice Chair to be formally agreed at the next full Council meeting in June.

### **3. Village Planters**

It was resolved that Marj Thoburn would write to each adoptee of Helsby's Adopt a Planter Scheme asking them if they were happy to continue to maintain their planters during the current COVID-19 pandemic. It was also agreed that those taking part in the summer bedding display would be offered free compost and fertiliser funded by the Parish Council and provided by the VPA. Marj agreed to look for replacement volunteers should any adoptees decline to take part this year.

Marj outlined that an online version of Helsby News would be published at the end of May and asked councillors to submit any relevant good news stories for this edition by 20 May. Councillor Temple agreed to send Marj some information from the 'Next Door' social media app.

### **4. Conservation Area Update**

It was confirmed that the council was waiting for Lauren Butterworth (CW&C's Built Environment Officer) to set out the way forward. It was suggested that some information about the proposed survey could be publicised on the Parish Council's noticeboards and website in due course.

**ACTION:** Clerk to check that a letter was sent to CW&C formally agreeing for CW&C to proceed with the consultation process.

#### 5. Continuing Employment of Interim Parish Clerk

It was proposed that acting parish clerk, Jim Stockton, continued his employment with the council for an additional 2 days to support the new clerk. It was also suggested that he be kept on the council's employment register in case his services were required in the future. The resolution was proposed by Cllr Duffy and seconded by Cllr Randles. All were in favour.

**ACTION:** The Chair agreed to organise a thank you gift and card. For audit purposes, Cllr Porter to draft a letter of engagement for Jim.

#### 6. Contents of Chair's Address for next version of Helsby News

The Chair outlined that he had drafted a chairman's address, reporting on action from the previous year, for the next online edition of Helsby News. Following his summary of the report, it was suggested that some text on the Maltby Triangle and VE Day could be included.

**ACTION:** Clerk to circulate revised version to councillors for comment.

#### 7. Future Meeting Dates

To be carried out via Zoom.

**ACTION:** Chairs of each committee to liaise with Clerk in relation to future meeting dates.

#### 8. Any Other Business

Finance - The clerk reported that the request to transfer £50k from the Co-op bank account had now been cancelled. Cllr O'Neill proposed that the £10,000 Covid-19 grant paid to the community centre be retained by the parish council as a specified reserve for any future maintenance needs. Seconded by Cllr Temple. All in favour.

Planning – Cllr Randles requested that he be included as one of the lead contacts for the 'South Ward'. Cllr Massey suggested that some training on responding to planning applications might be beneficial for new councillors. A planning 'buddy system' was one suggestion where new councillors could be paired with a long-standing members of the council with a good knowledge of the planning system.

Old Chester Road - **ACTION:** Clerk to write a letter to CW&C Highways in relation to lack of progress on the re-opening of Old Chester Road.

**Claire Jones – Parish Clerk**

Tel: 01928 726433

E-mail: [parishclerk@helsbyparish.org.uk](mailto:parishclerk@helsbyparish.org.uk)