



# Helsby Parish Council

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6th July 2020

Please note: due to the current Government's measures for Covid-19, the Parish Council will meet virtually via Zoom. If any members of the public wish to join the meeting in this format and make a statement or raise a question at the meeting, they should contact the clerk before the meeting at [parishclerk@helsbyparish.org.uk](mailto:parishclerk@helsbyparish.org.uk) or 01928 726433.

To: All Members of Helsby Parish Council

You are hereby summoned to attend a virtual meeting of Helsby Parish Council on Monday 13<sup>th</sup> July 2020 at 7pm. This meeting will be held virtually via Zoom for transaction of the undermentioned business.

Yours sincerely,

*Claire Jones*

Claire Jones, Clerk and Responsible Financial Officer

## AGENDA

1. Public Air Time.

To suspend the meeting for public participation. Maximum time allocated for this purpose is 10 minutes subject to the Council's discretion. Members of the public may be invited to address the meeting (at the Chairman's discretion) at any time provided that the dialogue is relevant to the topic being discussed.

2. To receive member's apologies for absence.

3. Members are invited to declare any interests under the following categories:

- Pecuniary interest
- Family, Friend or Close Associate interest

4. Police Matters.

4.1 To receive a report from PCSO, Lauren Davies.

4.2 To receive member's reports.

5. To accept the minutes of the Meeting of Helsby Parish Council held on 8th June 2020 via Zoom.

6. Matters arising from the previous meeting not covered elsewhere in the agenda.

- 6.1 To receive member's reports on the following items:
    - Progress on the re-opening of Old Chester Road;
    - Helsby News Working Group; and
    - COVID-19 health and safety statement for HPC employees.
  - 6.2 To note the following amendment to the 9<sup>th</sup> March 2020 minutes – Miss Mary Moss, Chairman of the Community Association, was in attendance at the meeting, not Mrs Wright.
7. Cheshire West and Chester Council.
- 7.1 To receive communications from CWaC and to consider reports and other matters relating to the principal authority.
  - 7.2 To receive a report from Cllr. Bowers if present.
  - 7.3 To receive member's reports.
8. Minutes of the Finance Committee meeting held on 29 June 2020. Cllr. O'Neill will present the draft minutes that included the following information/recommendations:
- 8.1 Cllr. O'Neill elected as Chairman;
  - 8.2 Cllr. Temple elected as Vice-Chairman;
  - 8.3 Grants and earmarked reserves table – to accept the Grants & Earmarked Reserves figures going forward to 31st March 2020 as set out in the draft minutes;
  - 8.4 Investment programme – agreed to add clerk as signatory to Co-op and Monmouthshire accounts;
  - 8.5 Annual audit – internal audit recommendations received;
  - 8.6 Budget analysis – as attached to the minutes;
  - 8.7 Financial regs - to accept the following changes to the Financial Regulations: Page 6 (Contracts) to increase the lower limit for requiring three quotes for any contracts to be increased from £250 to £500;
  - 8.8 Clerk to review the council's financial regulations, asset register and financial risk assessment in advance of the next meeting; and
  - 8.9 Helsby Community Centre – to accept forwarding the £10,000 grant from CW&C to Helsby Community Association to cover their losses during COVID-19.
9. Parks, Cemetery and Allotments Matters.
- 9.1 To consider the procedures required in order to re-open Helsby play area.
  - 9.2 To agree to replace the cable and traveller mechanism on the cableway at the play area.
10. Financial Matters.
- 10.1 Bank Reconciliation for June 2020 – for inspection and approval (see attached report).
  - 10.2 To note that the 2020/21 budget allocation for the Chairman's allowance is £175, not £150 as recorded in the previous minutes (HPC31/20).
  - 10.3 Annual Governance and Accountability Return (AGAR) 2019/20 Part 3.
    - (i) Section 1 – Annual Governance Statement 2019/20 (see enclosed form). It is a requirement of the external audit that the Parish Council Chairman read out

questions 1-9 which must be answered truthfully and signed by the Chairman and Parish Clerk and minuted accordingly demonstrating that the Parish Council has a sound system of internal financial control in place.

- (ii) Section 2 – Accounting Statements 2019/20 (see enclosed completed form). To approve the amounts in Section 1-11 (must agree with bank reconciliation). If approved, Section 2 will be signed by both the Chairman and Clerk and minuted accordingly.

10.4 The Council has received receipts and made the following payments to the end of June as set out in the attached report.

11. Council Memberships and Subscriptions 2020/21.

11.1 To consider renewal of membership with ChALC at a cost of £1,449, along with copies of NALC’s Local Council Review at £17.

11.2 To consider joining SLCC at a cost of £227.

11.3 To consider Zoom annual subscription at a reduced cost of £83.93 plus VAT.

12. Helsby Community Association - to receive member’s reports.

13. Helsby Community Sports Club

13.1 To receive a report from Cllr. Randles.

13.2 Cllrs. O’Neill and Temple to update members about the lease agreement for the new parish office.

14. RSK rent waiver request – to discuss RSK’s request for a rent deferral on the Eccies building for the three months up to 30<sup>th</sup> June 2020 .

15. Protos – to receive a report from Cllr. Temple.

16. Cheshire Association of Local Councils – to receive member’s reports.

17. Planning

17.1 To receive the council’s responses to the following new planning applications:

App no.	Application address	Proposed development	Ward Member recommendations
20/01487/FUL	Land at Profitts Lane	Proposed agricultural shed and stable block - amendment	Comments lodged on 4/6/20
20/01926/FUL	Land at Stephens Grove	Erection of one dwelling	Deadline 10 July – extension requested to 16/7
20/01187/FUL	Helsby Post Office	Create 3 apartments - new information/amendments	To be reported at the meeting
20/00053/REF	8 Old Chester Road	APPEAL: New 3 bed detached dwelling (amendments to 12/03879/FUL)	To be reported at the meeting

20/02292/TPO	The Old Hall	Application for works to trees subject to a tree preservation order (TPO)	To be reported at the meeting
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17.2 To following decisions have been received from the planning authority:

App no.	Application address	Decision
20/01026/FUL	14 Landscape Dene	Approval
20/00692/LBC	Helsby Railway Station	Approval
19/02011/FUL	Westwood	Approval
20/01384/FUL	45 Lower Robin Hood Lane	Approval

17.3 To receive member's reports.

18. Dates of the next Council meetings.

27<sup>th</sup> July 2020          Parks, Cemetery and Allotments Committee  
10<sup>th</sup> August 2020      Parish Council meeting

19. Part B – Exclusion of the Press and Public. To resolve 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.

**PART B – Exclusion of the Press and Public**

20. Confidential Item – Cemetery maintenance tenders