



Helsby Parish Council

4th August 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 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 10th August 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. Co-optation of Parish Councillor. Mr Allan Fincham of Bates Lane wishes to be considered for the role of Parish Councillor for North Ward – see application letter attached. Mr Fincham will be in attendance to answer questions and will be asked to leave the remote meeting whilst he is considered. If accepted, the candidate will sign the 'Declaration of Acceptance of Office' form thereby agreeing to abide by the terms.

5. Police Matters.

5.1 To receive a report from PCSO, Lauren Davies.

- 5.2 To receive member's reports.
6. To accept the minutes of the Meeting of Helsby Parish Council held on 13th July 2020 via Zoom.
7. Matters arising from the previous meeting not covered elsewhere in the agenda.
 - 7.1 To receive member's reports on the following items:
 - Progress on the re-opening of Old Chester Road; and
 - COVID-19 health and safety statement for HPC employees.
8. Cheshire West and Chester Council
 - 8.1 To receive communications from CWaC and to consider reports and other matters relating to the principal authority.
 - 8.2 To receive a report from Cllr. Bowers if present.
 - 8.3 To receive member's reports.
9. Minutes of the Parks, Cemetery and Allotments Committee meeting held on 27th July 2020. Cllr. Temple will present the draft minutes (attached). Council to consider the following recommendations:
 - 9.1 Play area – to purchase COVID-19 signage for the children's play area and warning signage in the basketball area;
 - 9.2 Parish field - to develop a specification for the parish field lighting project and to establish if S106 money will cover the work proposed;
 - 9.3 Parish field – to remove the goal post at the lower end of the field following complaints from a local resident;
 - 9.4 Parish field - to develop a specification for this year's hedge and tree maintenance work (see also 12.3);
 - 9.5 Allotments - to keep allotment rents the same as 2019 at £20 small and £35 large plot;
 - 9.6 Allotments - to amend the Allotment Policy as follows: add sentence to Item 19 under the 'Maintenance of Allotments' section saying 'Sprinklers or hosepipes not to be left running when the tenant is not present on their plot'. To amend the Tenancy Agreement as follows: to leave the rental fee in Section 2 blank;
 - 9.7 Allotments – to give permission for the 1st Helsby Beavers to visit the Queens Drive allotments at a date to be arranged;
 - 9.8 Cemetery - to allow a request by the new cemetery contractor to use the garage in the cemetery for the storage of equipment;
 - 9.9 Cemetery – to re-instate the cemetery extension area as green land and regularly mown as part of the cemetery maintenance contract;
 - 9.10 Cemetery - to keep burial fees the same as 2019 (see attached fee schedule);
 - 9.11 Cemetery – to display 2 small war graves signs at both entrances to the cemetery;
 - 9.12 Cemetery Regulations – full review in Oct 2020 but in the meantime, allow cremated remains in full sized burial plots, introduction of a rule to only assign a Grant of Authority and an exact plot number once interment date had been set, introduction of a Notice of Interment pro forma and introduction of guidance on the scattering of ashes on an existing burial plot; and

- 9.13 Cemetery – to approve the request for the scattering of ashes at an existing family grave on 29 July 2020.

10. Financial Matters

- 10.1 Bank Reconciliation for July 2020 – for inspection and approval (see attached report).
- 10.2 To note that the payment made to the Society of Local Council Clerks for 2020/21 membership was £217 and not £242 as reported in the previous minutes (HPC65/20).
- 10.3 Annual Governance and Accountability Return (AGAR) – to note that the 2019/20 return has been submitted to the external auditor.
- 10.4 The Council has received receipts and made the following payments to the end of July as set out in the attached report.
- 10.5 To approve payment of CW&C invoice for community centre utility usage for £2,741.23 for 2018-19.

11. Helsby News – to note the discussion held with Marj Thoburn on 16 July (notes attached) and to agree to the online publication of the Autumn edition, along with 250 printed copies, for circulation in September.

12. Environment Matters

- 12.1 To consider the future servicing arrangements of the parish clock on the Koraii Restaurant, Chester Road.
- 12.2 To consider the Council's response to the 90-day consultation from BT regarding removal of the telephone box at the junction of Britannia Road and Chester Road.
- 12.3 To consider the drafting of a specification for tree and hedge trimming at Sherwood Court (see also 9.4).
- 12.4 To consider the Council's response to Cheshire West and Chester Council's forthcoming call for habitat provision projects as part of a pilot project in relation to Natural England's national Biodiversity Credits Scheme (information circulated).

13. Cycle North Cheshire – to note the contents of the minutes of the meeting held on 14th July (attached).

14. Cheshire Association of Local Councils – to receive member's reports.

15. Transport and Wind Farm Matters – to note the update circulated by Cllr. Ellams.

16. Miscellaneous Matters

- 16.1 To consider a request to purchase a shredder and first aid kit for the parish office.
- 16.2 To purchase replacement pads for defibrillators.

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
20/02292/TP O	The Old Hall	Application for works to trees subject to a Tree Preservation Order (TPO)	Neither supports nor objects. Some concern expressed about reasons for work and visual impact. Request for tree officer to visit site.
20/01487/FUL	Land at Proffits Lane	Proposed agricultural shed and stable block - amendment to application 19/00965/FUL	Awaiting comment
20/01537/FUL	Land at 8 Old Chester Road	Erection of one dwelling - amendment to 19/00710/FUL	Awaiting comment
20/02358/FUL	Horn's Mill Primary School Nursery	Installation of 2 canopies to pre school	Awaiting comment
20/02290/FUL	43 Mountain View	Demolition of single storey side extension and erection of a two-storey extension to side	Awaiting comment

17.2 To note that correspondence has been sent to CW&C in relation to application number 20/00324/FUL (Land at Cable Drive);

17.3 To note the response from CW&C's Acting Head of Planning in relation to development concerns on the traveller site on Towers Lane.

17.4 To receive member's reports.

18. Dates of the next Council meetings.

19 th August 2020	Health and Safety Committee
19 th August 2020	Environment Committee
14 th September 2020	Parish Council meeting