



# Helsby Parish Council

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6th October 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 12<sup>th</sup> October 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 14th September 2020 via Zoom.

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

## 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 on progress in relation to the closure of Old Chester Road.
- 7.3 To receive a report on the ChALC/CW&C online meeting held on 5 October.
- 7.4 To consider a pilot public art project using outstanding S106 monies and potentially grant funding from the Arts Council (report to follow).
- 7.5 To receive a report from Cllr. Bowers, if present.
- 7.6 To receive member's reports.

## 8. Minutes of the Human Resources Committee meeting held on 28<sup>th</sup> September 2020. Cllr. Porter will present the draft minutes (attached). Council to consider the following recommendations:

- 8.1 To approve an increase in the clerk's salary (see Part B);
- 8.2 To approve an increase in the general assistant's hourly pay rate (see Part B);
- 8.3 To approve that the clerk had successfully passed her probationary period; and
- 8.4 To approve the following training for the new clerk: Introduction to Local Council Administration (ILCA) qualification at a cost of £99 plus VAT, SLCC's New Clerk Webinar at a cost of £10 plus VAT and three finance courses being run by ChALC at a cost of £30 each.

## 9. Minutes of the Finance Committee meeting held on 28<sup>th</sup> September 2020. Cllr. O'Neill will present the draft minutes (attached). Council to consider the following recommendations:

- 9.1 To sign the engagement letter from JDH Business Services Limited (attached);
- 9.2 To write to RSK in relation to resuming rent payments, following a deferral of payments for the six months from April to September;
- 9.3 To approve the Council's Financial Regulations with the following amendments - Clause 11.1(g) the lower limit for requiring three quotes for any contracts to be increased from £250 to £500 and a correction to the final sentence in Clause 7.2 - should be paragraph 5.2 and not 6.2 (attached);
- 9.4 To adopt a new fixed asset policy (attached);
- 9.5 To approve the continuation of current direct debits and standing orders (attached); and
- 9.6 To approve a new direct debit payment to British Telecom PLC for the Council's telephone bill.

## 10. Financial Matters

- 10.1 Bank Reconciliation for September 2020 – for inspection and approval (see attached report).
- 10.2 The Council has received receipts and made the following payments to the end of August as set out in the attached report.
- 10.3 To approve the attached Business Plan.

## 11. Cycle North Cheshire – to receive member's reports (for information only).

12. Burial Grants – to receive any new applications.
13. Allotments – to receive any new tenancies.
14. Protos - to receive member’s reports (for information only).
15. Helsby Community Association – to receive member’s reports (for information only).
16. Helsby Community Sports Club - to receive member’s reports (for information only).
17. Cheshire Association of Local Councils – to receive member’s reports (for information only).
18. Transport and Wind Farm Matters – to receive member’s reports (for information only).
19. Helsby News.
20. Miscellaneous Matters
  - 20.1 CF Fertiliser – to consider further correspondence from local residents in relation to noise emissions and storage of ammonium nitrate.
  - 20.2 Social media policy – to consider and approve draft policy (attached).
  - 20.3 To approve the purchase of daffodils for planting along Chester Road.
  - 20.4 To approve the purchase of several stationery items for the parish office.

21. Planning

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

App no.	Application address	Proposed development	Ward Member recommendations
20/02908/FUL	33 Queens Drive	Two storey side extension and loft conversion with rear dormer	No objections sent
20/00324/FUL	Land at Cable Drive	Demolition of existing buildings and erection of 247 dwellings	Extension requested (see 20.3)
20/02920/FUL	10 Kings Drive	Two storey side, and part two storey and single storey rear extension	No objections sent
20/03046/FUL	Afton 59 Bates Lane	Front porch	No objections sent
20/03044/OUT	Land At 18 Crescent Drive	Erection of one dwelling	Objections sent
20/01537/FUL	8 Old Chester Road	Erection of one dwelling - amendment to 19/00710/FUL	Awaiting comment

- 21.2 Stables/shed at Proffits Lane (planning permission 20/01487/FUL) – to note that the Council has submitted several comments to CW&C’s Planning Enforcement department in relation to work being carried out on this development.
- 21.3 Application 20/00324/FUL Land at Cable Drive, Helsby – to note that HPC will host a Zoom meeting on 13<sup>th</sup> October with all relevant landowners, CW&C’s planning department and Dunham Hill and Hapsford Parish Council to discuss all future development in this area. To note that the clerk requested an extension to submit comments for this application on 17<sup>th</sup> September.
- 21.4 To approve the attendance of Cllrs. Temple, Branigan and Fincham at ChALC online planning courses.
- 21.5 To receive member’s reports.

22. Dates of the next Council meetings.

21 <sup>st</sup> October 2020	Park, Cemetery and Allotments Committee
9 <sup>th</sup> November 2020	Parish Council meeting

- 23. 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**

- 24. Confidential Items – Christmas tree tenders, proposed salary increases and tree and hedge tenders.