



Helsby Parish Council

Minutes of the meeting of Helsby Parish Council held virtually at 7pm on Monday 12th October 2020 via Zoom

Present:

Cllr. Peter Duffy – Chairman
Cllr. Alan Gardner
Cllr. Sarah Temple
Cllr. Mags Porter
Claire Jones, Parish Clerk

Cllr. Chris Ellams
Cllr. George Randles
Cllr. Mike Branigan
Cllr. Patricia Holder

Cllr. Michelle Massey
Cllr. Allan Fincham
Cllr. Terry O'Neill

In attendance:

Cllr. Paul Bowers, Cheshire West and Chester Council
Mrs Marj Thoburn representing Helsby News

1. Public Air Time. Proposed by Cllr. O'Neill, seconded by Cllr. Gardner and **RESOLVED – that the meeting be suspended for public participation – HPC120/20**. There being no matters brought to the members' attention, it was proposed by Cllr. Ellams, seconded by Cllr. Gardner and **RESOLVED – that Public Air Time be closed and the meeting reconvened – HPC121/20**.
2. Apologies for absence were received and accepted from Cllr. Kimpton.
3. Declarations of Interest. Cllrs. O'Neill and Randles declared non-pecuniary interest in Item 16.
4. Police Matters
 - 4.1 Cllr O'Neill reported that PSCO Davies had been called out to an incident and would send a written report in due course.
 - 4.2 No members' reports were received.
5. Minutes of the previous meeting. Proposed by Cllr. Randles, seconded by Cllr. O'Neill and **RESOLVED – that the minutes of the meeting held on 14th September 2020 be accepted as accurate and duly signed by the Chairman – HPC122/20**.
6. There were no matters arising from the previous meeting.
7. Cheshire West and Chester Council
 - 7.1 No correspondence was reported.
 - 7.2 In relation to the closure of Old Chester Road, Cllr. Bowers outlined that a site meeting had been arranged on 15 October with CW&C's Head of Bridges. Cllrs. O'Neill and Randles agreed to attend on behalf of HPC.

- 7.3 Cllrs. O'Neill and Temple outlined that they had attended a ChALC/CW&C virtual meeting on 5 October to discuss the borough council's response to the COVID pandemic. It was noted that CW&C had been proactive in supporting local businesses with advice. It was proposed by Cllr. Temple, seconded by Cllr. Massey and **RESOLVED for HPC to participate in CW&C's COVID Community Champions initiative – HPC123/20.**
- 7.4 The clerk and Cllr. Ellams outlined plans for a pilot public arts project using outstanding S106 monies and potentially grant money from the Arts Council. The focus of the project would be a digital screen showing images of local creative projects and it was planned to start alongside any Ho Ho Helsby events. It was proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED to support the Creative Helsby project and apply for match funding through the Arts Council – HPC124/20.**
- 7.5 Cllr. Bowers explained his involvement in cycling initiatives through the Climate Emergency Task Force. He also suggested that the council could consider applying for a laptop through his Member's Budgets allowance, given the potential need for the clerk to work from home during the Covid-19 pandemic.
- 7.6 No member's reports were received.
8. Cllr. Porter presented the draft minutes of the Human Resources Committee meeting held on 28th September 2020. The following was noted/agreed:
- 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 It was proposed by Cllr. Porter, seconded by Cllr. Temple and **RESOLVED to approve that the clerk had successfully passed her probationary period – HPC125/20;** and
- 8.4 It was proposed by Cllr. Porter, seconded by Cllr. Temple and **RESOLVED 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 – HPC126/20.**
9. Cllr. O'Neill presented the draft minutes of the Finance Committee meeting held on 28th September 2020. The following was agreed:
- 9.1 It was proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED to sign the engagement letter from JDH Business Services Limited – HPC127/20;**
- 9.2 It was proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED to write to RSK in relation to resuming rent payments, following a deferral of payments for the six months from April to September – HPC128/20;**
- 9.3 It was proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED 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 – HPC129/20;**
- 9.4 It was proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED to adopt a fixed asset policy – HPC130/20;**
- 9.5 It was proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED to approve the continuation of current direct debits (DD) and standing orders (SO) as below – HPC131/20:**
- Arndale Transport Ltd, office rent, £320.00, monthly (SO);

- NEST, clerk pension (HPC contribution 3%), £47.77, monthly (DD);
- ICO, data protection fee, £35.00, annually (DD);
- Water Plus, community centre water, £30.48, monthly (DD);
- Scottish Power, community centre electricity, £129.00, monthly (DD);
- Siemens, photocopier (rental), £147.81, quarterly (DD);
- Siemens, photocopier (service fee), £60.00, yearly (DD).

9.6 It was proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED to approve a new direct debit payment to British Telecom PLC for the Council's telephone bill – HPC132/20.**

10. Financial Matters

10.1 Bank reconciliation. It was proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED that the bank reconciliation sheet detailing £223,156.87 held in balances as at 30th September be accepted as accurate – HPC133/20.**

10.2 Receipts and Payments. Proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED that the following payments totalling £4,846.97 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for September be approved and duly noted – HPC134/20.** The following receipts totalling £5,765.96 were also noted:

Payments

• Arndale Transport	Rent - September 2020	320.00
• Don Ruffles Ltd	Office shredder	116.34
• Northwich TC	Grass cutting	558.60
• Cosmos Supplies Ltd	Defibrillator pads	58.80
• Alvanley Agric. Serv.	Strimmer repair	26.40
• Eddie Bougen	Cemetery Maintenance	385.50
• C Jones	Stamps and defib pads	152.76
• Water Plus	Water - community centre	30.48
• Scottish Power	Electricity - community centre	129.00
• Liverpool Doc. Syst.	Photocopier charges	98.05
• BT	Line rental	82.84
• Kestrel Image Makers	COVID signage for play area	80.00
• Chris Knott Insurance	Insurance for allotments	130.98
• HPC staff	Salaries Sept 2020	1,869.18
• HMRC	Deductions Tax and NI Sep 2020	563.57
• NEST	Pension contribution Sept	244.47

Receipts

• Various	Burial fees	1860.00
• Various	Allotment fees	1164.50
• Helsby Community Assoc.	Reclaim for HCC shared utilities	2,741.23
• NatWest	Interest September 2020	0.23

10.3 It was proposed by Cllr. O'Neill, seconded by Cllr. Randles and **RESOLVED to approved the business plan – HPC135/20.** It was agreed that this could now be added to the website.

11. Cycle North Cheshire – Cllr. Duffy outlined that no meetings had been held since the last meeting.
12. Burial Grants – it was proposed by Cllr. Randles, seconded by Cllr. Temple and **RESOLVED to approve burial grants to Mr Harley for plot Central 2 and to Mr Cooper for plot Central 3 and to grant the Exclusive Right of Burial to Mr Pritchard for plot East Yellow 51 – HPC136/20.**
13. Allotments - it was proposed by Cllr. Temple, seconded by Cllr. O'Neill and **RESOLVED to approve the following new tenancies at the Old Chester Road site: Frank Keeffe (1R), Owen Woolrich (7R), Judith Goodier (13L), Lee Oulton (5) and Stuart Wilkinson (16) – HPC137/20.**
14. Protos – Cllr. Temple circulated an update before the meeting on the Community Benefit Fund Committee meeting which had been held on 16 September and the AGM and Community Forum meeting that had been held on 23 September. Cllr. O'Neill wished to record his thanks to Lois Kay from Peel for her assistance in dealing with various noise queries. Cllr. Temple outlined that a newsletter/consultation about a new plastic recycling facility at Protos would be circulated to residents shortly, followed by a planning application in the autumn.
15. Helsby Community Association – it was outlined that the clerk and Cllr. Branigan had met with representatives of HCA to discuss the various elements of work that had been arranged by Cheshire West and Chester Council through their contractors, Qwest.
16. Helsby Community Sports Club – Cllr. Randles outlined that the club was still on target to be completed by 4 December. The clerk reported that the draft lease for the HPC office was currently with the Council's solicitor for comment.
17. Cheshire Association of Local Councils – Cllr. O'Neill reported an online AGM was being considered on 19 November.
18. Transport and Wind Farm Matters – Cllr. Ellams circulated a report in advance of the meeting. Councillors noted that rail services were much quieter than usual at present and Liverpool Airport was looking to update their navigational systems. It was also noted that the wind farm panel were looking to hold future meetings via Zoom.
19. Helsby News – It was agreed that a working group would be set up to look at the future of the publication and parish council communication in general. Cllrs. Massey and Porter to take forward with the clerk and Marj Thoburn. The clerk outlined that she still had some hard copies of the last edition and requested councillors to collect copies for delivery to any vulnerable or isolated residents if they hadn't done so already.
20. Miscellaneous Matters
 - 20.1 CF Fertiliser – Cllr. O'Neill had circulated a report of the last community liaison meeting held on 25 September. He reported that he had raised the concerns passed on by local residents in relation to noise levels and storage of ammonium nitrate at the plant. He was still awaiting a response from them in relation to the ammonium nitrate query.

- 20.2 Social media policy – a draft policy was presented and councillors noted that it was a good first step. Cllr. Temple suggested several amendments. It was agreed that further work was needed in general on parish council communication so this would be taken forward by the working group set up under item 19.
- 20.3 It was proposed by Cllr. O’Neill, seconded by Cllr. Ellams and **RESOLVED to order 3,500 daffodil bulbs to be planted by the Rotary Club along verges on Chester Road at a cost of £197 (exc. VAT) – HPC138/20.** Cllr. Randles requested further volunteers to assist with the planting.
- 20.4 It was proposed by Cllr. O’Neill, seconded by Cllr. Duffy and **RESOLVED to purchase lever arch files, page dividers and magazine holders for the parish office at a cost of £69.91 – HPC139/20.**
- 20.5 It was noted that a wreath had been received for Remembrance Day.

21. Planning

21.1 The Council’s responses to the following planning applications were duly noted:

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 21.3)

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
Neither objects nor supports but wants any approval to include conditions to mitigate the new separate access driveway

21.2 It was noted that the Council had submitted several comments to CW&C’s Planning Enforcement department in relation to work being carried out on the following development: Stables/shed at Proffits Lane (planning permission 20/01487/FUL).

21.3 It was noted that the clerk had requested an extension to submit comments for application number 20/00324/FUL (Land at Cable Drive, Helsby). It was also noted that HPC had arranged to host a Zoom meeting on 13 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. Cllr. Randles expressed disappointment that Honeywell, the landowner taking forward this particular application, had declined to attend.

21.4 It was proposed by Cllr. O'Neill, seconded by Cllr. Duffy and **RESOLVED for Cllrs.**

Branigan and Fincham to attend ChALC's online Introduction to Planning course at a cost of £30 each and for Cllr. Temple to attend the Role of Local Councils in Town Planning and Important Planning Concepts, also £30 each. Cllr Temple to attend a ChALC finance course on budgeting also £30 – HPC140/20.

21.5 Member's reports - In relation to the construction of a brick building on Towers Lane, the clerk reported that CW&C's legal team were now able to send finalised cases through to the courts but they were unable to advise when individual cases would be heard. They had also cautioned that COVID restrictions could set court business back again. It was noted that application 20/01926/FUL (Land at Stephens Grove) had been approved. Cllr O'Neill agreed to circulate the planning officers report. Cllr. Temple reported that a letter had been sent to CW&C following reports of poor road surfacing on Hale View Road. It was noted that CW&C has responded to the letter and have confirmed that repairs will be carried out. The clerk reported that a letter had been sent to our MP and copied to CW&C/ChALC in relation to the planning reforms being proposed by Government. A short discussion was held in relation to the Council's current procedure for handling planning applications. It was agreed that any alternative proposals would be discussed at the next Standing Orders Committee on 25th November. Cllr. Duffy agreed to discuss the views of individual councillors in advance.

22. Dates of the next Council meetings.

21 st October 2020	Park, Cemetery and Allotments Committee (note new date)
9 th November 2020	Parish Council meeting

23. Part B – Exclusion of the Press and Public. Proposed by Cllr. O'Neill, seconded by Cllr. Randles 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 – HPC141/20.**

PART B

24. Confidential item - Christmas tree tenders. Duly noted

25. Confidential item - Tree and hedge tenders. Duly noted.

26. Confidential item – Proposed salary increases. Duly noted.

The meeting closed at 8.43pm