



# Helsby Parish Council

## Minutes of the meeting of Helsby Parish Council held virtually at 7pm on Monday 14<sup>th</sup> December 2020 via Zoom

### Present:

Cllr. Peter Duffy – Chair

Cllr. John Kimpton

Cllr. Chris Ellams

Cllr. Alan Gardner

Cllr. George Randles

Cllr. Allan Fincham (from 19:11)

Cllr. Sarah Temple

Cllr. Mike Branigan

Cllr. Terry O'Neill

Cllr. Patricia Holder

Claire Jones, Parish Clerk

### In attendance:

Cllr. Paul Bowers, Cheshire West and Chester Council

Marj Thoburn representing Helsby News

PCSO Lauren Davies (technical difficulties so unable to participate)

### Chair's Announcements

The Chair announced the resignation of Cllr. Porter due to work commitments. He noted her positive input to the Council. Members joined him in thanking her for her service and wished her well for the future. The Clerk outlined that the vacancy in Central Ward would be advertised.

1. Public Air Time. Proposed by Cllr. O'Neill, seconded by Cllr. Gardner and **RESOLVED that the meeting be suspended for public participation – HPC179/20**. There being no matters brought to the members' attention, it was proposed by Cllr. Randles, seconded by Cllr. O'Neill and **RESOLVED that Public Air Time be closed and the meeting reconvened – HPC180/20**.
2. Apologies for absence were received and accepted from Cllr. Massey.
3. Declarations of Interest. Cllrs. O'Neill and Randles declared non-pecuniary interest in Item 16.
4. Police Matters
  - 4.1 It was noted that PCSO Davies had sent a written report prior to the meeting, outlining areas where the Trucam speed camera had been deployed and highlighting that she had investigated some reports of anti-social behaviour.
  - 4.2 PCSO Davies outlined that there was an opportunity to gain some grant funding from the Police and Crime Commissioner but this needed to be match funded. It was proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED to contribute £500 of match funding towards a road safety campaign including a bike marking scheme – HPC181/20**.
  - 4.3 Members' reports – nothing was raised.

5. Minutes of the previous meeting. Proposed by Cllr. Kimpton, seconded by Cllr. Branigan and **RESOLVED that the minutes of the meeting held on 9<sup>th</sup> November 2020 be accepted as accurate and be signed by the Chair at the earliest opportunity – HPC182/20.**
6. Matters arising from the previous meeting – Cllr. Bowers agreed to follow up the Council’s application for a laptop via the Member Budgets Award Scheme after several failed attempts for an update from officers at CW&C.
7. Cheshire West and Chester Council
  - 7.1 Cllr Bowers outlined that he had been in contact with CW&C officers in relation to the collapsed wall on Old Chester Road (at the top of Rake Lane) and the subsequent road closure. He reported that the landslide was caused by the actions of the developer who seemed willing to co-operate in making repairs as soon as possible. It was stated that the road would be closed for up to 2 months. Cllr. Gardner requested Cllr. Bowers to raise the potential use of rock anchors in any discussions. He also requested Cllr. Bowers to urge CW&C to repair the broken handrail on Rake Lane with a metal, rather than a timber replacement.
  - 7.2 In relation to the closure of Old Chester Road, it was noted that Cllr Bowers had written a letter to local residents about the situation. Cllr. O’Neill outlined that CW&C’s Head of Highways had expressed concern about the continuing delays during a meeting organised by ChALC. Cllr. O’Neill asked Cllr. Bowers to investigate if any action had been taken as a result.
  - 7.3 It was outlined that the grant submission made to the Arts Council for the ‘Helsby the Art of Here’ project had been successful. The first initiative would be a display screen containing festive images at the Vintage Tea Rooms. It was proposed by Cllr. Duffy, seconded by Cllr. O’Neill and **RESOLVED to formally accept the grant of up to £11,000 from the Arts Council – HPC183/20.** It was also proposed by Cllr. Duffy, seconded by Cllr. O’Neill and **RESOLVED to purchase an advertising screen and stand for the project at a cost of around £870 – HPC184/20.** The clerk agreed to look into any insurance issues and draw up a risk assessment for this first phase of the project.
  - 7.4 In relation to the Helsby Hill Conservation Area project, Cllr. Ellams outlined that the new officer from CW&C would be visiting the area shortly. It was suggested that the recently collapsed wall on Old Chester Road should be rebuilt using the same or similar sandstone blocks rather than an unsightly reinforced concrete structure as it was located within the proposed conservation area. It was noted that a short article had gone into Helsby News in relation to the consultation process for the draft appraisal document.
  - 7.5 Cllr. Bowers reported he had recently carried out a number of 60-second surveys with local residents. He outlined several suggestions that had been raised: planting trees on the grassed area at Latham Avenue/Denbigh Close; the provision of bike racks in the area around the post office; and a bench around Bates Lane/Landscape Dene. Cllr. Bowers outlined that he would be happy to contribute some funding if the Council were interested in taking any of them forward. He agreed to present a full report of the surveys to the Council in due course.
  - 7.6 Cllr. Temple set out that she had attended another CW&C Covid Community Champions meeting. She outlined that Covid vaccinations would begin locally on 16<sup>th</sup> December and the over 80’s would be targeted first. It was reported that CW&C was aiming to get most of the over 50’s vaccinated by March/April next year. Cllr. Temple

also mentioned that a Covid testing centre would be available at Stanney Leisure Centre as well as a mobile unit.

8. Cllr. O'Neill presented the draft minutes of the Human Resources Committee meeting held on 25<sup>th</sup> November 2020. The following was noted/agreed:
  - 8.1 It was proposed by Cllr. O'Neill, seconded by Cllr. Temple and **RESOLVED to approve the draft appraisal and training policy – HPC185/20**. The clerk agreed to include the associated workplan template on the agenda for the next HR Committee meeting in January;
  - 8.2 It was agreed that any principles in relation to the clerk working on an annualised hours basis would be considered from April 2021; and
  - 8.3 It was noted that the general assistant had set out his intention to retire from the Council on 28th March 2021 and that initial discussions had taken place in terms of a potential replacement for the role. Cllr. Duffy outlined that committee members felt it important to recruit another general assistant but felt that some of the role might be more suited to a contractor. It was noted that further discussions would take place in January.
  
9. Cllr. Temple presented the draft minutes of the Standing Orders Committee meeting held on 30<sup>th</sup> November 2020. The following was noted/agreed:
  - 9.1 It was proposed by Cllr. Temple, seconded by Cllr. O'Neill and **RESOLVED to approve a revision to the planning application review process – HPC186/20**;
  - 9.2 It was proposed by Cllr. Temple, seconded by Cllr. O'Neill and **RESOLVED to approve the virtual meeting procedure – HPC187/20**;
  - 9.3 It was proposed by Cllr. Temple, seconded by Cllr. O'Neill and **RESOLVED to approve a number of changes to the existing Standing Orders – HPC188/20**; and
  - 9.4 It was proposed by Cllr. Temple, seconded by Cllr. O'Neill and **RESOLVED to approve a number of changes to the existing Publication Scheme – HPC189/20**.
  
10. Points raised at the budget meetings held on 9 December for the H&S, Environment and PCA Committees - Cllr. O'Neill reported that there were no significant changes from what had been reported in the Business Plan update presented earlier in the year. The budget for 2021/22 would be considered at the next Finance Committee meeting on 4<sup>th</sup> January and a full report would be given at the January Full Council meeting to set the precept.
  
11. Parks, Cemetery and Allotments Matters
  - 11.1 It was noted that the garage door had been replaced and the spoil heap had been removed in the cemetery.
  - 11.2 It was noted that the outdoor gym had now been re-opened following the end of the latest Government lockdown.
  - 11.3 Cllr. Temple noted that she had attended a very useful ICCM training course on the Exclusive Rights of Burial along with the clerk. She outlined that a full list of actions would be compiled following the completion of the next training courses to be held early in 2021.
  
12. Financial Matters

- 12.1 Bank reconciliation. It was proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED that the bank reconciliation sheet detailing £211,375.71 held in balances as at 30<sup>th</sup> November be accepted as accurate – HPC190/20.**
- 12.2 Receipts and Payments. Proposed by Cllr. O'Neill, seconded by Cllr. Ellams and **RESOLVED that the following payments totalling £6,015.43 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for November be approved and duly noted – HPC191/20.** The following receipts totalling £0.21 were also noted:

#### Payments

Arndale Transport	Rent - November 2020	£	320.00
Scottish Power	Electricity - community centre	£	129.00
Water Plus	Water - community centre	£	30.48
Poppy Appeal	Wreath and donation	£	250.00
NatWest	Safe Custody Hold	£	25.00
Eddie Bougen	Cemetery maintenance	£	468.00
LITE	Christmas light repairs	£	72.00
Claire Jones	Paper and padlock	£	67.59
PKF Littlejohn	External Audit fees	£	480.00
Eddie Bougen	OCR Hedge trimming	£	316.00
Ho Ho Helsby	Donation to Christmas lights	£	785.00
Cllr. O'Neill	Councillor expenses	£	8.33
Cllr. Randles	Councillor expenses	£	8.03
Blachere Illumination	Christmas light repairs	£	202.62
BT	Line rental	£	82.77
HPC Staff	Salaries Nov 2020	£	1,929.99
HMRC	Deductions Tax and NI Nov 2020	£	594.48
NEST	Pension contribution Nov	£	246.14

#### Receipts

NatWest	Interest November 2020	£	0.21
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13. Cycle North Cheshire – Cllr. Duffy outlined that CW&C had received funding to improve the cycleway between Frodsham and Helsby High School. It was noted that CNC continued to lobby for an improvement to the links through Helsby.
14. Protos – It was noted that several councillors had attended a presentation with Enviroo, a company proposing to build a plastic recycling facility at the Protos site. Cllr. Temple outlined that Horns Mill Primary School were one of the recipients of the latest round of the Community Benefit Fund for a scheme to recycle food and garden waste. She reported that £50,000 had been allocated to the fund by Peel for next year. It was also outlined that during the last Community Forum meeting, it was reported that Peel and Covanta had closed the financial deal for the EfW (incinerator) project and construction work could start early in 2021. Cllr. Temple asked the clerk to register the Council's details with the Community Liaison Group associated the British Geological Survey GeoObservatory development. She also noted that she had circulated a technical report of data from the air quality monitoring station at Mountain View and in future an annual community summary would be produced.

15. Helsby Community Association – It was proposed by Cllr. Duffy, seconded by Cllr. Ellams and **RESOLVED to appoint Cllr. Branigan as the Parish Council’s representative on the HCA Committee – HPC192/20**. It was noted that work was ongoing in relation to the purchase of a roller shutter door between the kitchen and the main hall.
16. Helsby Community Sports Club
- 16.1 Cllr. Randles outlined that a certificate of practical completion had recently been issued and the completion date was imminent. He reported that an EGM had been held on 11<sup>th</sup> December where club members had agreed to incorporate the club into a company limited by guarantee. It was noted that the exact timing of the transfer would be dependent on the reassignment of the lease on the new site by CW&C, but it was expected to be early in the new year.
- 16.2 It was noted that the Council’s solicitor had made some proposed changes to the lease agreement for the new parish office and these had been agreed by the solicitor representing the club. It was agreed that no further action could be taken with the lease until the club had completed the transfer to a company limited by guarantee. It was agreed that members of the Council would be invited to the building in the new year to discuss various practicalities. Cllr. O’Neill agreed to obtain a cost for cleaning the new office. It was proposed by Cllr. Duffy, seconded by Cllr. Ellams and **RESOLVED to agree the lease in principle subject to various amendments to be made in due course in relation to the new legal status of the club – HPC193/20**. Cllrs. Randles and O’Neill abstained from the vote.
17. Cheshire Association of Local Councils – Cllr. O’Neill reported that an Executive meeting had been held on 10<sup>th</sup> December. It was noted that he had circulated 2 reports – one from CW&C on 20mph speed limits and the other in relation to an invitation to a presentation on a new Less Common Metals facility.
18. Transport and Wind Farm Matters
- 18.1 It was proposed by Cllr. O’Neill, seconded by Cllr. Ellams and **RESOLVED to accept a subscription to the Wirral Transport Users Association for 2021 at a cost of £8 – HPC194/20**.
- 18.2 Cllr. Ellams had circulated a report in advance of the meeting in relation to the latest recipients of the Marshes Community Benefit Fund, the latest minutes of the Local Liaison Committee and matters relating to transport. He reported that the main issue for the committee related to fly tipping and in this respect, he noted that there had been reports on Facebook of a van being seized by police. He also outlined that there had been a 24% growth in passenger usage at Helsby station between 2018-19 and 2019-20 (source: Office of Road and Rail).
19. Miscellaneous Matters
- 19.1 It was proposed by Cllr. Randles, seconded by Cllr. Ellams and **RESOLVED to approve a retrospective payment for the purchase 2 replacement transformers for the Christmas reindeer through Northwich Town Council at a cost of £200 – HPC195/20**.
- 19.2 It was proposed by Cllr. Randles, seconded by Cllr. Ellams and **RESOLVED to approve a quote from Northwich Town Council to supply and install replacement perspex for the noticeboard at Sherwood Court following vandalism for £250 – HPC196/20**.

19.3 Cllr. O'Neill thanked Cllr. Randles for his interesting notes on a recent meeting with Encirc.

## 20. Planning

20.1 The Council's responses to the following planning applications were duly noted:

**20/04245/FUL** 29 Primrose Lane

Two storey side/ rear, single storey rear extension and outbuilding

Awaiting recommendations from South Ward councillors

20.2 The following planning notifications were received:

<b>20/03425/FUL</b>	Land At Longster Close	Approval
<b>19/04256/FUL</b>	2 Alvanley Road	Withdrawn
<b>19/04572/FUL</b>	Springfields	Approval
<b>20/00772/FUL</b>	Annexe At Hope Farm	Refusal
<b>20/01198/FUL</b>	25 Old Chester Road	Withdrawn
<b>20/01487/FUL</b>	Land At Proffits Lane	Approval
<b>20/01537/FUL</b>	Land At 8 Old Chester Road	Approval
<b>19/01941/FUL</b>	6 Queens Drive	Appeal dismissed by P Inspectorate
<b>20/01926/FUL</b>	Land at Stephen's Grove	Approval
<b>20/03937/FUL</b>	5 Kings Drive	Approval
<b>20/03733/FUL</b>	6 Conery Close	Approval
<b>20/02990/FUL</b>	43 Mountain View	Approval
<b>20/02358/FUL</b>	Horn's Mill Primary School	Approval
<b>20/02351/FUL</b>	Teuthill, Tarvin Rd	Approval

Cllr. Temple suggested contacting the developers at Springfields in relation to the allocation of the affordable housing at this development. It was reported that there had been no updates from CW&C on the planning enforcement issues with application 20/01487/FUL Land at Proffits Lane. Cllr. Temple noted the planning conditions placed on application 20/01537/FUL Land At 8 Old Chester Road in relation to highways safety and management of construction traffic.

20.3 Application 20/00324/FUL Land at Cable Drive, Helsby – It had been agreed that Cllr. Duffy would lead on any further discussions on this application. It was noted that a meeting had been held with Lane End Developments and JLL on 23<sup>rd</sup> November and a note of the meeting had been circulated to members. Councillors expressed disappointment given the scale of the development that CW&C hadn't organised a public consultation exercise. Cllr. Bowers agreed to find out more about the status of the application with the Planning Department. Cllr. Randles outlined that a meeting would take on 15<sup>th</sup> December in respect of the wider masterplan discussions with landowners, the Brookhouse Group, and their planning consultants.

20.4 Member's reports – the clerk outlined that a local resident had complained about damage to a grass verge on Chester Road caused by parked vans from a nearby house building project. It was proposed by Cllr. Temple, seconded by Cllr. Ellams and **RESOLVED that the clerk would write to developer, Roundhouse (copied to CW&C Highways), to request that the vans park on site, not on the verge, and that the grass on the verge be reinstated following completion of the project – HPC197/20.** The

clerk also agreed to look into any rules regarding the storage of caravans following a recent complaint.

21. Dates of the next Council meetings.

4th January 2021	Finance Committee
11th January 2021	Parish Council meeting

22. Part B – Exclusion of the Press and Public. Proposed by Cllr. O’Neill, seconded by Cllr. Kimpton and **RESOLVED that the press and public be excluded from the meeting for the following items 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 – HPC198/20.**

PART B

22(a). To approve the Part B minutes of the previous meeting. Approved.

23. Confidential item – To note quotes from various companies in relation to the purchase of new noticeboards.

The meeting closed at 20:35pm

Chairman’s signature..... Dated.....