



Helsby Parish Council

29th April 2021

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. The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.

To: All Members of Helsby Parish Council

You are hereby summoned to attend a virtual meeting of Helsby Parish Council on **Thursday 6th May 2021 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. To elect a Chairman of the Parish Council for the new municipal year. Cllr. O'Neill would like to be considered for the role however other candidates may be proposed and seconded at the meeting. Once selected, the Chairman will sign a Declaration of Acceptance of Office.
2. To elect a Vice-Chairman of the Parish Council for the new municipal year. Cllr. Duffy would like to be considered for the role. Other candidates may be proposed and seconded at the meeting.
3. To appoint representatives on outside bodies. Present appointee(s) are as follows:

Name of Organisation	No.	Appointee(s)
Air Quality Forum	1	Cllr. Temple (reserve O'Neill)
ChALC Area Meeting	3	Cllrs. O'Neill, Duffy and 1 vacancy
Helsby Community Association	1	Cllr. Branigan (reserve Temple)
Helsby Footpath Society	1	Vacancy
Helsby Community Sports Club	1	Cllr. Randles
CF Fertilisers UK Ltd	2	Cllrs. Randles and O'Neill
Protos	1	Cllr. Temple (reserve O'Neill)
Liverpool John Lennon Airport Group	1	Cllr. Ellams
North Cheshire Rail Users' Group	1	Cllr. Ellams
Encirc	2	Cllr. Randles and 1 vacancy

Frodsham Wind Farm Local Liaison C.	2	Cllr. Ellams and 1 vacancy
Cycle North Cheshire	1	Cllrs. Duffy and Fincham
Thornton Community Liaison Meeting	1	Cllr. Ellams (reserve Cllr. Temple)
BGS GeoObservatory Com. Liaison Group	1	Vacancy

4. To appoint Standing Committees to serve until May 2022. Note that the Chairman and Vice-Chairman of the Parish Council are *ex-officio* members of every committee.
- Environment Committee
 - Health & Safety Committee
 - Parks, Cemetery & Allotments Committee
 - Standing Orders Committee
 - Human Resources Committee

In accordance with Standing Order No. 36f(1) the following applies:

- *That each committee should be made up of no more than 7 members including the Chairman and Vice-Chairman of the Parish Council and preferably 1 member from each ward;*
- *Election to the committees will be by the Clerk sending out a form, prior to the AGM in May each year, for councillors to indicate what committees they wished to be a member of (form already sent by e-mail) copy enclosed.*
- *Should a committee be over-subscribed then there would be a ballot by members of the full council to decide membership. Unsuccessful applicants would be placed on a "reserves list" and asked to stand in for any committee members unable to attend a meeting.*

In accordance with Standing Order No. 9(g) and 38, this meeting will adjourn whilst the Standing Committees (with the exception of Standing Orders Committee) elect Chairman and Vice Chairman.

In accordance with Standing Order No. 37(b) HPC Finance Committee should consist of the Chairs of all 4 HPC committees (excluding Standing Orders Committee) the Chairman and Vice-Chairman of HPC, with the proviso that each ward be represented by at least 1 member – confirmation/selection of members for the Finance Committee.

5. Inspection of Deeds for the Council's lands may be inspected, by appointment, at the Nat West Bank in Runcorn High Street. Please note that the counterpart lease for the 'Eccies' is held with DTM Legal LLP.
6. 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.
7. To receive and accept any apologies for absence.
8. To receive requests for dispensations or to note declarations of disposable pecuniary interests in accordance with s.33 of the 2011 Localism Act. Councillors are requested to ensure their Notification of Members' Interests forms are up to date.

9. Police Matters

- 9.1 To receive a report from PCSO, Lauren Davies, if present.
- 9.2 To approve the purchase of bike marking and road safety equipment at a cost of £808.30 plus VAT.
- 9.3 To receive any member reports.

10. To accept the minutes of the meeting of Helsby Parish Council held on 12th April 2021 via Zoom.

11. Matters arising from the meeting held on 12th April not covered elsewhere in the agenda.

12. To accept the minutes of the Annual Parish Meeting of the Parish Electorate held on 22nd April 2021 via Zoom.

13. Cheshire West and Chester Council

- 13.1 To receive communications from CWaC and to consider reports and other matters relating to the principal authority.
- 13.2 To receive an update on the 'Helsby The Art of Here' public art project.
- 13.3 To receive a report on the conservation area project.
- 13.4 To receive a report from Cllr. Bowers, if present.
- 13.5 To receive any member reports.

14. Minutes of the Parks, Cemetery and Allotments Committee meeting held on 26th April 2021 (as circulated). Cllr. Temple will present the draft minutes. Council to note and/or consider the following recommendations:

- 14.1 To approve removal of the damaged picnic benches in the play area and replace them with 2 new fixed steel ones (quotes to be presented under Part B);
- 14.2 To note that the Clerk and Cllr. Temple will examine S106 opportunities with CW&C for a CCTV system in the play area and obtain revised quotations from relevant suppliers;
- 14.3 To approve the purchase and installation of a covered plastic replacement bin with a metal lining in the play area;
- 14.4 Not to pursue any additional groundworks to the cableway at the present time following a request from a local resident but to monitor the situation over time;
- 14.5 To approve the purchase of bin bags, soil conditioner and hazard tape as requested by Helsby Garden Services;
- 14.6 To seek quotes and specifications from KDE for 2 options in relation to lighting at the parish field: around the full perimeter; and along the lower end of the field only between Parkfield Drive and Lower Robin Hood Lane;
- 14.7 Not to progress the provision of a smaller sized football pitch on the parish field any further at this stage;
- 14.8 To grant permission to a local business in relation to running Tai Chi and Qigong classes at the parish field subject to the applicant having sufficient public liability insurance cover and signing an indemnity agreement/licence with the Council;
- 14.9 To write to the local resident that had cut the conifers behind the guide hut to

- request that they remove the arisings that had been left on the parish field;
- 14.10 To approve the renewal of the Council's membership with ICCM at a cost of £95; and
- 14.11 To approve membership of the British Register of Accredited Memorial Masons (BRAMM) Scheme.

15. Financial Matters

- 15.1 2020/21 Annual Governance and Accountability Return (AGAR). Internal audit will be carried out by JDH Business Services Ltd between 6 and 13 May 2021. External Audit to be carried out by PKF Littlejohn LLP. Submission deadline is Friday 2 July 2021.
- 15.2 To note that a VAT reclaim for the previous fiscal year ending 31st March 2021 has been requested and received from HM Revenue and Customs for £5,155.60.
- 15.3 Bank Reconciliation for April 2021 – for inspection and approval (as circulated).
- 15.4 To approve payments made and note receipts to the end of April (as circulated).

16. Cycle North Cheshire – to receive any member reports (for information only).

17. Protos - to receive any member reports (for information only).

18. Helsby Community Association - to receive any member reports (for information only).

19. Helsby Community Sports Club - to receive any member reports (for information only).

20. Cheshire Association of Local Councils – to receive any member reports (for information only).

21. Transport and Wind Farm Matters - to receive any member reports (for information only).

22. Miscellaneous Matters

- 22.1 To approve the revised meeting date schedule for 2021/22 (attached).
- 22.2 To consider the results of the 2021 ROSPA inspection (attached).
- 22.3 To seek retrospective approval to renew the Council's subscription with Microsoft 365 at a cost of £59.99.
- 22.4 To approve payment of the Chairman's Allowance of £225 to meet the expenses of office. Expenditure in accordance with ss.15(5) & 34(5) of the Local Government Act 1972 – for approval.
- 22.5 To consider an offer from the Joint Cheshire Emergency Planning Team (JCEPT) to support the Council in creating/updating a Community Emergency Plan.
- 22.6 Proposed timeline and plan for move to the new office at Helsby Community Sports Club (report to follow).

23. Planning

23.1 To receive the council's responses to the following new planning applications:

21/01167/S73

Land At Stephens Grove Helsby

Erection of one dwelling - Variation of condition 2 (plans) of planning permission 20/01926/FUL
Awaiting comments

21/01251/FUL 3 Mountain View Helsby
Single storey side and rear extension
No objections

21/01377/FUL 71 Latham Avenue Helsby
Single storey extension to rear
Awaiting comments

23.2 To receive any planning notifications.

23.3 Application 20/00324/FUL Land at Cable Drive, Helsby – to receive an update on progress with the application and with the Vision group.

23.4 Cllr. Standing to present a synopsis of recent planning courses attended. Members to consider ideas raised in the paper (attached);

23.5 To receive any member reports.

24. Dates of the next Council meetings

21st June 2021 Parish Council Meeting

25. 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

26. Confidential item – to consider quotes for the replacement of 2 new picnic tables in Helsby play area.

27. Confidential item - to consider quotes for the Council's insurance cover for 2021/22.