



Helsby Parish Council

Minutes of the meeting of Helsby Parish Council held virtually at 7pm on Thursday 6th May 2021 via Zoom

Present:

Cllr. Terry O'Neill - Chair

Cllr. Chris Ellams

Cllr. Patricia Holder

Cllr. Alan Gardner

Cllr. George Randles

Cllr. Peter Duffy

Cllr. Sarah Temple

Cllr. Mike Branigan

Cllr. Paul Standing

Cllr. Allan Fincham

Claire Jones, Parish Clerk

1. Election of Chairman. Proposed by Cllr. Duffy, seconded by Cllr. Ellams and **RESOLVED that Cllr. O'Neill be elected as Chairman of Helsby Parish Council for the municipal year 2021/22 – HPC84/21.** Cllr. O'Neill signed the Declaration of Acceptance of Office which the Clerk countersigned. He thanked Cllr. Duffy for serving as Chairman for a slightly longer period than anticipated due to the resignation of the previous Chairman and the COVID pandemic. The Chairman announced Cllr. Massey's recent resignation. Cllr. Duffy reported that she had been sent a letter accepting her resignation along with a thank you card and a small token of appreciation from the Council. It was also noted that CW&C had been informed of the vacancy in Central Ward.
2. Election of Vice-Chairman. Proposed by Cllr. O'Neill, seconded by Cllr. Fincham and **RESOLVED that Cllr. Duffy be elected as Vice-Chairman of Helsby Parish Council for the 2021/22 municipal year – HPC85/21.**
3. Appointment of representatives on outside bodies. The following was **UNANIMOUSLY AGREED – HPC86/21:**

Name of Organisation	No.	Appointee(s)
Air Quality Forum	1	Cllr. Temple (reserve Cllr. Standing)
ChALC Area Meeting	3	Cllrs. O'Neill, Duffy and 1 vacancy
Helsby Community Association	1	Cllr. Branigan (reserve Cllr. Duffy)
Helsby Footpath Society	1	Cllr. Fincham
Helsby Community Sports Club	1	Cllr. Randles
CF Fertilisers UK Ltd	2	Cllrs. Randles and O'Neill
Protos	1	Cllr. Temple (reserve Cllr. Standing)
Liverpool John Lennon Airport Group	1	Cllr. Ellams
North Cheshire Rail Users' Group	1	Cllr. Ellams
Encirc	2	Cllrs. Randles and Standing
Frodsham Wind Farm Local Liaison C.	2	Cllrs. Ellams and Holder
Cycle North Cheshire	1	Cllrs. Duffy (reserve Cllr. Fincham)
Thornton Community Liaison Meeting	1	Cllr. Ellams (reserve Cllr. Temple)
BGS GeoObservatory Com. Liaison Group	1	Cllr. Temple

4. Proposed by Cllr. Duffy, seconded by Cllr. Ellams and **RESOLVED that the following councillors be appointed to serve on the following committees – HPC87/21:**

- Environment - Cllrs. O’Neill, Duffy, Gardner, Ellams, Standing, Randles and Branigan.
- Health & Safety - Cllrs. O’Neill, Duffy, Gardner, Fincham and Ellams.
- Parks, Cemetery & Allotments - Cllrs. O’Neill, Duffy, Gardner, Temple and Holder.
- Human Resources – Cllrs. O’Neill, Duffy, Temple, Fincham, Standing and Branigan.
- Standing Orders – Cllrs. O’Neill, Duffy, Temple and Branigan.

The meeting was adjourned whilst the respective committees (with the exception of the Standing Orders Committee) elected a Chairman and Vice-Chairman as follows:

- Environment - Chairman – Cllr. Standing, Vice Chairman – Cllr. Duffy
- Health & Safety - Chairman – Cllr. Gardner, Vice Chairman – Cllr. Ellams
- Parks, Cemetery & Allotments - Chairman – Cllr. Temple, Vice Chairman – Cllr. Holder
- Human Resources – Chairman – Cllr. Fincham, Vice Chairman – Cllr. Temple

In accordance with the above selection process and Standing Order No. 37(b), members of the Finance Committee shall be Cllrs. Standing, Gardner, Temple, Fincham, O’Neill and Duffy.

5. It was noted that the Deeds for the Council’s lands could be inspected, by appointment, at the NatWest Bank in Runcorn. It was also noted that the counterpart lease for the ‘Eccies’ was held with DTM Legal LLP. The Chairman suggested that the deeds were inspected this year.

6. Public Air Time. Proposed by Cllr. Duffy, seconded by Cllr. Temple and **RESOLVED that the meeting be suspended for public participation – HPC88/21.** There being no matters brought to the members’ attention, it was proposed by Cllr. Duffy, seconded by Cllr. Temple and **RESOLVED that Public Air Time be closed and the meeting reconvened – HPC89/21.**

7. No apologies were received.

8. Declarations of Interest. Cllrs. O’Neill and Randles declared non-pecuniary interest in Item 19. Councillors were reminded to ensure their Notification of Members’ Interests forms were up to date.

9. Police Matters

9.1 It was noted that PSCO Davies had sent her apologies but had circulated a written report prior to the meeting. Members noted the considerable levels of speeding vehicles on Chester Road and expressed concern about higher than usual levels of anti-social behaviour in recent months in Helsby. It was proposed by Cllr. Temple, seconded by Cllr. O’Neill and **RESOLVED to invite local Police Constable, Vicky Wordsworth, to the next meeting of the Parish Council – HPC90/21.**

9.2 It was proposed by Cllr. Duffy, seconded by Cllr. Randles and **RESOLVED to approve the purchase of bike marking and road safety equipment at a cost of £808.30 plus VAT – HPC91/21.**

- 9.3 Cllr. Temple informed members that she had requested a copy of the Police and Crime Commissioner grant application from PCSO Davies to assist her in submitting an application to the same fund for the play area CCTV project.
10. Minutes of the previous meeting. Proposed by Cllr. Duffy, seconded by Cllr. Standing and **RESOLVED to accept the minutes of the meeting held on 12th April 2021 – HPC92/21**. They would be signed by the Chair at the earliest opportunity.
11. Matters arising – Cllr. Temple outlined that she had successfully transferred her e-mail address to a parish council one. The Clerk agreed to send members an updated e-mail contact list. Cllr. Ellams agreed to continue to assist members with the transfer process.
12. Minutes of the Annual Parish Meeting of the Parish Electorate held on 22nd April 2021 via Zoom. Proposed by Cllr. Randles, seconded by Cllr. Duffy and **RESOLVED to accept the minutes of the meeting – HPC93/21**. They would be signed by the Chair at the earliest opportunity.
13. Cheshire West and Chester Council
- 13.1 No reports or communications from CWaC were noted.
- 13.2 Update on the ‘Helsby The Art of Here’ public art project – Cllr. Ellams reported that creative producer, Angharad Williams, was waiting to sign a contract. He outlined that a new location was still being sought for the display screen.
- 13.3 Helsby Hill Conservation Area project - Cllr. Ellams outlined that he would set up a meeting with CW&C’s Conservation Officer to discuss the project and invite him to attend a Parish Council meeting.
- 13.4 Cllr. Bowers did not attend.
- 13.5 No members’ reports were received.
14. Cllr. Temple presented the minutes of the Parks, Cemetery and Allotments Committee meeting held on 26th April 2021. The following was noted/agreed:
- 14.1 Removal/replacement of the damaged picnic benches in the play area to be discussed under Part B.
- 14.2 Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED to examine funding opportunities for a CCTV system in the play area and obtain revised quotations from relevant suppliers – HPC94/21**. The Clerk outlined that she had since received confirmation from CW&C that S106 monies could be used for the picnic benches but not for the CCTV project.
- 14.3 Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED to replace the damaged bin in the play area – HPC95/21**. It was noted that the Clerk was still looking into the specifications and would bring a report to a future meeting.
- 14.4 Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED 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 – HPC96/21**.
- 14.5 Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED to approve the purchase of bin bags, soil conditioner and hazard tape as requested by Helsby Garden Services – HPC97/21**.

- 14.6 Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED that quotes and specifications would be sought 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 – HPC98/21.** Cllr. Temple invited members to meet her in the park with KDE on 12th May at midday.
- 14.7 Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED not to progress the provision of a smaller sized football pitch on the parish field any further at this stage – HPC99/21.**
- 14.8 Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED 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 – HPC100/21.**
- 14.9 Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED 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 – HPC101/21.**
- 14.10 Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED to approve the renewal of the Council’s membership with ICCM at a cost of £95 – HPC102/21.**
- 14.11 Proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED to approve membership of the British Register of Accredited Memorial Masons (BRAMM) Scheme – HPC103/21.**

15. Financial Matters

- 15.1 2020/21 Annual Governance and Accountability Return (AGAR). It was noted that the internal audit would be carried out by JDH Business Services Ltd between 6 and 13 May. It was also noted that the External Audit would be carried out by PKF Littlejohn LLP and would be submitted before the deadline of 2 July. The Clerk outlined that Jim Stockton had offered her invaluable support in finalising the end of year accounts. She also confirmed that he had advised the Council to make no changes to its investment programme at the present time.
- 15.2 It was noted that that a VAT reclaim for the previous fiscal year ending 31st March 2021 had been requested and received from HM Revenue and Customs for £5,155.60.
- 15.3 Bank reconciliation. It was proposed by Cllr. Duffy, seconded by Cllr. Temple and **RESOLVED that the bank reconciliation sheet detailing £300,867.88 held in balances as at 30 April be accepted as accurate – HPC104/21.**
- 15.4 Receipts and Payments. Proposed by Cllr. Randles, seconded by Cllr. Duffy and **RESOLVED that the following payments totalling £5,760.28 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for April be approved and duly noted – HPC105/21.** The following receipts totalling £106,185.46 were also noted:

Payments

Arndale Transport	Rent - April 2021	320.00
Scottish Power	Electricity - community centre	66.00
Water Plus	Water - community centre	29.46
EoN	Bridge lighting	129.22
RBLI	Tommy Statue	210.00
ChALC	Subscription fees	1470.04

Helsby Garden Serv.	Maintenance work	886.00
Siemens Fin Serv.	Photocopier lease	207.81
HPC staff salaries	April 21	1589.79
HMRC	Tax and NI contributions Apr 21	525.39
NEST	Pension contribution Apr 21	246.14
BT	Line rental - April 2021	80.43

Receipts

CW&C	Precept 2021/22	100943.00
Buckley Memorials	Memorial stone fees	75.00
Co-op Bank	Interest on savings	11.65
HMRC VTR	VAT reclaim 31.3.21	5155.60
Natwest	Interest March 2021	0.21

16. Cycle North Cheshire – It was noted that the next meeting would be held on 11 May. Cllr. Duffy expressed disappointment that the Marshes Community Benefit Fund had rejected a recent grant application by CNC for a feasibility study for a cycle path between Helsby and Helsby High School. Cllr. Temple suggested that the Council could consider a contribution and if relevant, Cllr. Duffy agreed to raise this at the next Environment Committee.
17. Protos – Cllr. Temple reported that minutes and presentations had been circulated from the last Community Forum on 14 April. It was noted that work had now started on the Energy From Waste facility and that noise from piling might be an issue over the summer. It was outlined that commercial operations were expected to start in 2023/24 and that Covanta were keen to involve the local community in the development of the facility. Cllr. Temple reported that the next Community Forum and AGM (open to the public) would be held on 14 July and the Community Benefit Fund would meet on 23 June.
18. Helsby Community Association – Cllr. Branigan reported that the next meeting would be held on 22 June.
19. Helsby Community Sports Club - Cllr. Randles outlined that the formal documents in relation to changing to a company limited by guarantee were expected to be signed with CW&C next week. It was noted that an official open day was being planned for 10/11 July but nothing had been formalised as yet.
20. Cheshire Association of Local Councils – It was noted that the latest minutes had been circulated. Cllr. O’Neill reported that a recent meeting had been held with the Local Enterprise Partnership who were currently preparing a 2-3 year recovery plan which would be unveiled in November.
21. Transport and Wind Farm Matters – Cllr. Ellams outlined that fly tipping remained an issue on the marshes.
22. Miscellaneous Matters

22.1 The revised meeting date schedule for 2021/22 was noted.

- 22.2 The results of the 2021 ROSPA inspection were noted. Cllr. Temple outlined that nothing was identified as a high risk and there was nothing that needed urgent attention that the Council wasn't already dealing with.
- 22.3 Proposed by Cllr. Duffy, seconded by Cllr. Fincham and **RESOLVED to give retrospective approval to renew the Council's subscription with Microsoft 365 at a cost of £59.99 – HPC106/21.**
- 22.4 Proposed by Cllr. Duffy, seconded by Cllr. Randles and **RESOLVED to approve payment of the Chairman's Allowance of £225 to meet the expenses of office - HPC107/21.**
- 22.5 An offer from the Joint Cheshire Emergency Planning Team (JCEPT) to support the Council in creating/updating a Community Emergency Plan was noted. Cllr. Duffy agreed to liaise with the team, re-visit the Council's current plan and update it where appropriate.
- 22.6 A proposed timeline and plan for the move to the new office at Helsby Community Sports Club was noted. It was agreed that the Clerk should begin to make enquiries in relation to phone and broadband capabilities at the new office. It was also suggested that Helsby News could be used to inform the local community about the Council's office move.

23. Planning

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

21/01167/S73	Land At Stephens Grove Helsby Erection of one dwelling - Variation of condition 2 (plans) of planning permission 20/01926/FUL Re-submit original objections
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 The following planning notification was received:

19/01460/OUT	3A The Rock	Approval
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23.3 Application 20/00324/FUL Land at Cable Drive, Helsby – Members noted the report of the HPC Mere's Edge meeting held on 28th April. Cllr. Randles informed members that he supported the work done so far by the Vision Group but felt it impossible to continue to represent the Council on the group when the majority of councillors had expressed reservations regarding the Vision's current proposal. It was proposed by Cllr. Temple, seconded by Cllr. Duffy and **RESOLVED to request a meeting with Lane End (also inviting Dunham on the Hill and Hapsford Parish Council); to request a meeting with Rob Charnley at CW&C; and for the Clerk to notify Brookhouse that Cllr. Randles**

would no longer attend the meetings as a Parish Council representative but Councillor’s Duffy and Branigan would continue to attend – HPC108/21.

23.4 Cllr. Standing presented a synopsis of recent planning courses attended. It was recommended that a wish list of infrastructure/services be drawn up so the Council was prepared to make a case for any potential future developer contributions. Cllr. Temple suggested that the Business Plan may be an appropriate place to record any aspirations. It was agreed that the Environment Committee could have initial discussions at their next meeting.

23.5 Member reports – Cllr. Temple outlined that several Cllrs had attended a ChALC Connections event with CW&C’s Rob Charnley on 20th April and a copy of the presentation had been circulated. The following was noted: CW&C had an adequate supply of housing certainly well beyond 5-years, it was unlikely that a Planning Committee would be held in June and there was still no clarity on the Government’s Planning reforms.

24. Date of the next Council meeting – 21st June 2021. The Clerk confirmed that she had booked the Upper Area of the Methodist Church. Cllr. O’Neill to share NALC guidance in terms of resuming face to face meetings.

25. Part B – Exclusion of the Press and Public. Proposed by Cllr. Duffy, seconded by Cllr. Randles 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 – HPC109/21.**

PART B – Exclusion of the Press and Public

26. Confidential item – Quotes were considered for the replacement of 2 new picnic tables in Helsby play area.

27. Confidential item - Quotes were considered in relation to the Council’s insurance cover for 2021/22.

The meeting closed at 8:42pm

Chairman’s signature..... Dated.....