



Helsby Parish Council

6th July 2021

To: All Members of Helsby Parish Council

You are hereby summoned to attend the meeting of Helsby Parish Council on Monday 12th July 2021 at 7.30pm in the main hall at Helsby Community Centre for transaction of the undermentioned business.

The press and public are welcome to attend. Please contact the clerk in advance if you wish to attend (parishclerk@helsbyparish.org.uk) so we can ensure that adequate social distancing measures are in place.

Yours sincerely,

Claire Jones

Claire Jones, Clerk and Responsible Financial Officer

AGENDA

Chairman's Announcements

1. Public Participation
A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To receive apologies for absence; apologies should be submitted to the Parish Clerk in advance of the meeting.
3. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
4. Co-option of Parish Councillor. Margaret Marsh of Telegraph Way wishes to be considered for the role of Parish Councillor for South Ward (application attached). If accepted, the candidate will sign the 'Declaration of Acceptance of Office' form thereby agreeing to abide by the terms.
5. Policing Update. To receive an update from PCSO, Lauren Davies, and to raise any questions related to policing in Helsby.
6. Confirmation of Previous Minutes. To receive and confirm the minutes of the meeting of Helsby Parish Council held on 21st June 2021.
7. Matters arising from the previous meeting not covered elsewhere in the agenda.

8. Minutes of the Finance Committee meeting held on 28th June 2021 (as attached). Cllr. Duffy will present the draft minutes. Council to consider the following recommendations:
 - 8.1 Grants and Earmarked reserves - To increase the office relocation funds from £2,500 to £4,000 and to re-name the 'soft safety surface' earmarked reserve to 'play area improvements/upgrades';
 - 8.2 Clerk to investigate opening an additional flexible bank account and transferring over £40,000 from the Nat West current account;
 - 8.3 Internal Auditors recommendations - to add the proposed wording in relation to supplier/procurement fraud to the Council's risk assessment; and to add a number of projects to the Council's earmarked reserves; and
 - 8.4 To vire monies from budget code 241 (salaries) to code 213 (parks maintenance) as calculated by the Clerk and to move the costs for the noticeboard repairs from code 215 (park equipment) to code 229 (Sherwood Court Land).

9. Minutes of the Human Resources Committee meeting held on 29th June 2021 (as attached). Cllr. Temple will present the draft minutes. Council to consider the following recommendations:
 - 9.1 Not to seek to recruit a general assistant but to continue with a contractor and to look to go out to tender again before the current contract expires at the end of October;
 - 9.2 To approve a Training Costs Agreement for the clerk to register for the CiLCA qualification (including a £410 enrolment fee); to offer her study time to complete the course as part of her paid role; and to pay for any optional training and reference material as required (including a copy of Arnold-Baker's book on Local Council Administration at a cost of £119);
 - 9.3 To approve a revised version of the Clerk's workplan;
 - 9.4 Annualised hours - to adopt the principles defined in the attached report for the Clerk's flexible working conditions and issue them in a stand-alone document to support the Clerk's existing Contract of Employment; that the arrangements would be subject to a trial period running until 31st March 2022; and to review the success of the arrangements at the end of the trial period and if approved, issue the Clerk with a new or amended Contract of Employment incorporating the agreed annualised hours principles; and
 - 9.5 To approve that the Clerk should have a single point of contact for day-to-day HR issues and that this should either be Chair of the Council or the Chair of the HR Committee.

10. Minutes of the Health and Safety Committee meeting held on 5th July 2021 (as attached). Cllr. Gardner will present the draft minutes.

11. Minutes of the Environment Committee meeting held on 5th July 2021 (as attached). Cllr. Standing will present the draft minutes. Council to consider the following recommendations:
 - 11.1 That the proposed Conservation Area project be halted due to the high volume of negative correspondence already received from residents in the proposed area;
 - 11.2 To order the suggested replacement parts for the outdoor gym (2 caps and 3 handgrips) from suppliers, Caloo, following the latest ROSPA inspection; and

11.3 To contact Lane End to confirm agreement to move two planters on Chester Road and to replace if damaged.

12. Financial Matters

12.1 Annual audit – to note the Annual Governance and Accountability Return (AGAR) 2020/21 Part 3 has been sent to PKF Littlejohn.

12.2 Bank Reconciliation for June 2021 – for inspection and approval (as attached).

12.3 To approve payments made and note receipts to the end of June (as attached).

13. Miscellaneous Matters

13.1 To consider various quotes in relation to the purchase of blinds for the new office at Helsby Community Sports Club as well as a quote to move the photocopier.

13.2 To consider renewal of the Council's membership with the Society of Local Council Clerks at a cost of £234.

13.3 To consider renewal of the Council's membership with online meeting facility, Zoom, at a cost of £119.90.

13.4 To consider the proposed lease for the Air Quality Monitoring Station at Helsby & District Ex-Serviceman's Social Club, Mountain View (as attached).

14. Member and Borough Councillor reports – for information only.

15. Planning

15.1 To receive the council's responses to the following planning applications (comments attached in separate report):

21/01811/FUL	Saint Paul's Church, Chester Road Single storey extension No objections but comment on mobility features
21/01936/FUL	Orchard Cottage, Alvanley Road, Helsby First floor extension over existing garage, single storey side extension with alterations to existing windows and dormers and new porch No objections
21/01990/S73	Land At Proffits Lane, Helsby Proposed agricultural shed and stable block - variation of condition 2 (plans) of planning permission 20/01487/FUL for revised location of access track Does not object to or supports but has comments (as attached)
21/02109/FUL	128 Chester Road, Helsby Demolition of existing garage, erection of garage with canopy No objections
21/02092/TPO	Rake Hall, Bridgeside Drive, Helsby

Removal of various hawthorn and ash trees
No objections

15.2 To receive the following planning notifications:

20/03044/OUT	Land At 18 Crescent Drive	Refusal
20/03838/FUL	7 Windsor Drive	Approval
20/04662/FUL	88 Robin Hood Lane	Approval
21/00084/S73	Land at Longster Close	Approval
21/00049/S73	Crag House	Approval
21/00378/S73	Teuthill Farm	Approval
21/00540/FUL	Badgers Barn	Approval
21/00673/FUL	83 Robin Hood Lane	Approval
21/00722/FUL	17 Landscape Dene	Approval
21/00732/FUL	26 Queens Drive	Approval
21/01016/FUL	304 Chester Road	Approval
21/01251/FUL	3 Mountain View	Approval
21/01377/FUL	71 Latham Avenue	Approval
20/04245/FUL	29 Primrose Lane	Approval

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

15.4 To receive any member reports – for information only.

16. Dates of the next Council meetings

26 th July	Parks, Cemetery and Allotments Committee
9 th August	Full Council meeting