



Helsby Parish Council

Minutes of the meeting of Helsby Parish Council held at Helsby Community Centre at 7.30pm on Monday 12th July 2021

Present:

Cllr. Terry O'Neill – Chair

Cllr. George Randles

Cllr. Sarah Temple

Cllr. Chris Ellams

Cllr. Allan Fincham

Cllr. Mike Branigan

Cllr. Paul Standing

Cllr. Peter Duffy

Cllr. Patricia Holder

Claire Jones, Parish Clerk

In attendance:

Cllr. Paul Bowers, Cheshire West and Chester Council

Marj Thoburn representing Helsby News

12 members of the public

Chairman's Announcements

The Chairman welcomed Margaret Marsh to the meeting and suggested that the Councillor surgeries be resumed now that COVID restrictions were being eased.

1. Public Participation. It was **RESOLVED that the meeting be suspended for public participation – HPC132/21**. A number of residents spoke both in favour of and against the proposed conservation area. There being no other matters brought to the Council's attention, it was **RESOLVED that Public Air Time be closed and the meeting reconvened – HPC133/21**.
2. No apologies were received or accepted. Cllr. Alan Gardner did not attend.
3. Cllrs. O'Neill and Randles declared non-pecuniary interest in any matters relating to Helsby Community Sports Club.
4. Co-option of Parish Councillor. The Chairman invited Margaret Marsh to address members to support her application to become a co-opted member of the Council for a vacancy in South Ward. It was **RESOLVED that Margaret Marsh be co-opted onto the Council with immediate effect – HPC134/21**. Cllr. Marsh signed the Declaration of Acceptance of Office and was obliged to complete a Register of Interest within 28 days.
5. Policing Update – Apologies were noted from PCSO Lauren Davies. The contents of her recent report were also noted, outlining anti-social behaviour incidents at Harmers Wood, Freshmeadow Lane and Arbour Walk/Cable Drive. The Chairman welcomed the crime prevention, bike marking and youth engagement events being planned over the summer.

6. It was **RESOLVED** that the minutes of the meeting held on 21st June 2021 be accepted as accurate and duly signed by the Chairman – **HPC135/21**.
7. Matters arising – The Chairman outlined that a meeting had been arranged with Lane End Developments on 3 August to discuss planning application 20/00324/FUL Land at Cable Drive.
8. Cllr. Standing presented the draft minutes of the Environment Committee meeting held on 5th July 2021. The following was noted/agreed:
 - 8.1 It was reported that during the limited consultation that had been held on the proposed conservation area, it was clear that the majority of residents in the area were not in favour of the proposal. Cllr. Standing reported that 30 emails had been received in total and only 3 people had expressed support, two of which lived outside the proposed area. He outlined that Committee members believed that any further consultation was likely to replicate what had already been received via email. It was noted that CW&C had intimated that the Council could stop the process at its current stage and shelve the work that had been completed, but it could be reconsidered again at a future date. After a short discussion, it was **RESOLVED** that the proposed Conservation Area project be halted due to the high volume of negative correspondence already received from residents in the proposed area – **HPC136/21**;
 - 8.2 It was **RESOLVED** to order the suggested replacement parts for the outdoor gym (2 caps and 3 handgrips) from suppliers, Caloo, following the latest ROSPA inspection – **HPC137/21**; and
 - 8.3 It was **RESOLVED** for the Clerk to contact Lane End to confirm the Council's agreement to move two planters on Chester Road whilst construction work was underway and to replace them if damaged at any point – **HPC138/21**. Cllr. Randles noted that Lane End had been replacing street lamps along Chester Road and requested that they should be fitting these with the necessary connections for the Christmas lights.
9. Cllr. Duffy presented the draft minutes of the Finance Committee meeting held on 28th June 2021. The following was agreed:
 - 9.1 It was **RESOLVED** under 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' – **HPC139/21**;
 - 9.2 It was **RESOLVED** for the Clerk to open an instant access savings account with the Nationwide Building Society and to transfer over £40,000 from the Nat West current account – **HPC140/21**;
 - 9.3 Internal Auditors recommendations – it was **RESOLVED** to add some 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 – **HPC141/21**; and
 - 9.4 It was **RESOLVED** 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) – **HPC142/21**.

10. Cllr. Fincham presented the draft minutes of the Human Resources Committee meeting held on 29th June 2021. The following was agreed:

- 10.1 It was **RESOLVED** 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 expired at the end of October – **HPC143/21**;
- 10.2 It was **RESOLVED** 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) – **HPC144/21**;
- 10.3 With one amendment, to reduce the total number of days required for CILCA to cover 6/9 months rather than a full 12 months, it was **RESOLVED** to approve a revised version of the Clerk’s workplan – **HPC145/21**;
- 10.4 In relation to annualised hours, it was **RESOLVED** 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 – **HPC146/21**;
- 10.5 It was noted that the Clerk’s core hours would be Monday to Thursday 10am until 2pm; and
- 10.6 It was **RESOLVED** 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 – **HPC147/21**. It was agreed that the individuals themselves would discuss who should be the contact when they were first elected, based upon which councillor had the most experience of staff management/HR issues.

11. The minutes of the Health and Safety Committee meeting held on 5th July 2021 were noted.

12. Financial Matters

- 12.1 It was noted that the Annual Governance and Accountability Return (AGAR) 2020/21 Part 3 had been sent to external auditor, PKF Littlejohn.
- 12.2 It was **RESOLVED** that the bank reconciliation sheet detailing **£285,838.09 held in balances as at 30 June be accepted as accurate** – **HPC148/21**.
- 12.3 It was **RESOLVED** that the following payments totalling **£8,478.43 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for June be approved and duly noted** – **HPC149/21**. The following receipts totalling £3,780.72 were also noted:

Payments

Arndale Transport	Rent - June 2021	£320.00
BT	Line rental	£100.90
Scottish Power	Electricity - community centre	£66.00
Water Plus	Water - community centre	£29.46

Helsby Garden Serv	Maintenance work	£1,320.00
Helsby VPA	Compost/fertiliser	£37.80
Northwich TC	Grass cutting	£588.00
Claire Jones	Expenses	£22.09
Ascent Arbor.	Emergency tree work	£180.00
BT	Office move costs	£53.03
NMC printing	HN Chairman's report	£389.00
NMC printing	Helsby News printing June 21	£549.00
Earth Anchors	Picnic Tables	£2,416.80
BT	Line rental	£120.03
HPC Staff	Salaries - June 21	£1,544.79
HMRC	Tax and NI contributions June 21	£495.39
NEST	Pension contribution June 21	£246.14

Receipts

RSK Ltd	Rent 'Eccies' Apr-Jun	£3121.20
J Griffiths	Allotment rent 13ROCR	£23.50
Helsby CA	Electricity and water reclaim	£597.29
C Anderson	Allotment rent 5OCR	£38.50
Natwest	Interest June 2021	£0.23

13. Miscellaneous Matters

- 13.1 It was **RESOLVED** for **Company A** to supply and fit blinds at the new office at **Helsby Community Sports Club** at a cost of **£516.00 (inc. VAT) – HPC150/21**. It was also **RESOLVED** for **Liverpool Document Systems** to move the office photocopier to the new office at a cost of **£190.80 (inc. VAT) – HPC151/21**.
- 13.2 It was **RESOLVED** to renew the Council's membership with the **Society of Local Council Clerks** at a cost of **£208 – HPC152/21**.
- 13.3 It was **RESOLVED** to renew the Council's subscription to online meeting facility, **Zoom**, at a cost of **£119.90 – HPC153/21**.
- 13.4 It was noted that Peel had circulated a proposed lease for the Air Quality Monitoring Station at Helsby & District Ex-Serviceman's Social Club, Mountain View. It was **RESOLVED** that the Clerk would clarify a few details with Peel and then send the document to the Council's solicitor for a final check – **HPC154/21**.
- 13.5 Cllr. Temple outlined that the Council had been invited to meet with Protos in relation to the new plastics park. She also stated that a public webinar session had been arranged on 20 July.

14. Member and Borough Councillor reports – Cllr. Bowers reported that the Planning Department at CW&C was still waiting for further supplementary information on flooding from the applicant in relation to 20/00324/FUL Land at Cable Drive. He outlined that a site meeting had been held regarding the closure of Old Chester Road and CW&C had agreed to take responsibility for any geological work required. Cllr. Bowers suggested this would give CW&C more leverage to progress the project once the engineer's report had been received. It was also noted that he had invited CW&C's Chief Executive to visit Helsby to discuss the poor state of the village (e.g. long grass, unkempt verges, blocked gutters, lack of strimming). It was **RESOLVED** that the Clerk and Chairman would compose an e-mail to CW&C's Chief

Executive with some photographic evidence in response to his previous e-mail to the Chairman on this matter – **HPC155/21**.

15. Planning

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

21/01811/FUL	Saint Paul's Church, Chester Road Single storey extension No objections but comments made 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 comments made in relation to surface water drainage
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 The following planning notifications were received and noted:

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 – Cllr. Temple asked the Clerk to request a copy of the latest site plans in advance of the meeting with Lane End on 3 August. It was noted that a summary of the latest meeting of the Vision group held on 22 June had been circulated. Clarification was sought in relation to the Council’s membership on the Vision Group and concern was expressed about the potential risks of the Council taking ownership of the Vision document. It was proposed that the Council should keep a watching brief only and **RESOLVED that Cllrs. Duffy and Branigan continued to attend meetings in this context – HPC156/21.** Cllr. Randles offered his resignation and left the meeting.

15.4 No members reports were received.

16. The dates of the next Council meetings were noted as follows:

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

The meeting closed at 8:44pm

Chairman’s signature..... Dated.....