



Helsby Parish Council

Minutes of the meeting of Helsby Parish Council held at Helsby Community Centre at 7.30pm on Monday 21st June 2021

Present:

Cllr. Terry O'Neill – Chair

Cllr. Alan Gardner

Cllr. Sarah Temple

Cllr. Chris Ellams

Cllr. George Randles

Cllr. Mike Branigan

Cllr. Paul Standing

Cllr. Allan Fincham

Cllr. Patricia Holder

Claire Jones, Parish Clerk

In attendance:

Cllr. Paul Bowers, Cheshire West and Chester Council

Marj Thoburn representing Helsby News

Chairman's Announcements

The Chairman warmly welcomed councillors back to face-to-face meetings after a long period of virtual meetings. He expressed thanks to Helsby News for their recent article in relation to vacancies on the Council and reported that this had already generated some interest. He also thanked Cllr. Bowers for his excellent job in repainting the adult gym equipment at Sherwood Court.

1. Public Air Time. Proposed by Cllr. Gardner, seconded by Cllr. Ellams and **RESOLVED that the meeting be suspended for public participation – HPC113/21.** There being no matters brought to the members' attention, it was proposed by Cllr. Fincham, seconded by Cllr. Standing and **RESOLVED that Public Air Time be closed and the meeting reconvened – HPC114/21.**
2. No apologies were received or accepted. Cllr. Peter Duffy was absent from the meeting.
3. Declarations of Interest. Cllr. O'Neill declared non-pecuniary interest in Item 8.1.
4. Policing Update – Apologies were noted from PCSO Lauren Davies. The contents of her recent report were also noted. Cllr. O'Neill outlined that a list of survey responses had been compiled from the Helsby Facebook page in relation to anti-social behaviour and these would be sent to Lauren and PC Vicky Wordsworth for a response.
5. Minutes of the previous meeting. Proposed by Cllr. Ellams, seconded by Cllr. Fincham and **RESOLVED that the minutes of the meeting held on 6th May 2021 be accepted as accurate and duly signed by the Chairman – HPC115/21.**
6. Matters arising – The Clerk encouraged all remaining councillors to transfer their e-mail addresses to a parish council one (Cllr. Ellams to assist where necessary). It was also outlined that the picnic tables had been ordered and delivered and would be installed in the play area

shortly by Northwich Town Council. The Chairman stated that an inspection of the deeds was still to be carried out. In relation to ChALC matters, he outlined that he had attended a Zoom session on the Local Enterprise Partnership’s recovery plan and that a meeting was being arranged with the Leader and Chief Executive of Cheshire West and Chester Council to discuss a number of issues including grass cutting and highways matters.

7. Financial Matters

7.1 Internal Auditor’s Report – the Clerk outlined that the 2020/21 Audit Report had 2 recommendations as follows:

- (a) **ISSUE** – the risk assessment does not address the risks of supplier (procurement) fraud. **RECOMMENDATION** – The risk assessment should be updated to include supplier (procurement) fraud including the adequacy of supplier onboarding controls. **ACTION** – **Clerk to take advice and issue to be discussed at the next Finance Committee.**
- (b) **ISSUE** – the Council’s general reserve as at 31/3/21 is in excess of 12 months Net Revenue Expenditure. **RECOMMENDATION** – The Council should review their general reserves and consider whether they are being retained for ear-marked schemes. **ACTION** – **general/ear-marked reserves and proposed expenditure to be discussed at the next Finance Committee.**

7.2 Annual Governance and Accountability Return (AGAR) 2020/21 Part 3.

- (i) Section 1 – Annual Governance Statement 2020/21. The Chairman read out Questions 1-9. It was carried **UNANIMOUSLY that Helsby Parish Council was able to respond with the answer ‘Yes’ to Questions 1-8 and N/A to Q9 in Section 1 - Annual Governance Statement 2020/21 of the AGAR for 31st March 2021 demonstrating that the Parish Council had a sound system of internal financial control in place – HPC116/21.**
- (ii) Section 2 – Accounting Statements 2020/21. Proposed by Cllr. Temple, seconded by Cllr. Fincham and **RESOLVED that Helsby Parish Council approved the amounts in Section 1-11 of the AGAR for 31st March 2021 confirming that £200,442 was held in balances as at 31st March 2021 – HPC117/21.**

7.3 Bank reconciliation. It was proposed by Cllr. Randles, seconded by Cllr. Ellams and **RESOLVED that the bank reconciliation sheet detailing £290,535.80 held in balances as at 31 May be accepted as accurate – HPC118/21.**

7.4 Receipts and Payments. Proposed by Cllr. Randles, seconded by Cllr. Fincham and **RESOLVED that the following payments totalling £10,350.07 paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for May be approved and duly noted – HPC119/21.** The following receipts totalling £17.99 were also noted:

Payments

Arndale Transport	Rent - May 2021	£320.00
Scottish Power	Electricity - community centre	£66.00
Water Plus	Water - community centre	£29.46
Chris Ellams	Microsoft 365 subscription	£59.99
Playsafety ROSPA	Play area inspection	£206.40
ICCM	Subscription fees	£95.00
Water Plus	QD allotment water charges	£172.98
Treefellers	Maltby Triangle tree work	£420.00

Northwich TC	Noticeboard repair - Sherwood	£300.00
Helsby VPA	Soil conditioner	£13.50
NALC	Training course	£103.42
Northwich TC	Noticeboard work	£460.80
Liverpool Doc Syst	Photocopier charges	£37.81
ChALC	Training course	£25.00
ChALC	Training course	£25.00
NMC printing	Helsby News printing	£1,085.00
Helsby Garden Serv.	Maintenance work	£1,116.00
Terry O'Neill	Chairman's allowance	£225.00
Helsby VPA	Macmaster payment	£16.80
Claire Jones	Stamps/mileage/tap/binbags	£101.11
Selectamark PLC	Bike marking kits	£507.00
JDH Bus. Services	Internal audit 20/21	£352.80
Solon Security	High Viz safety kits	£462.96
Northwich TC	Grass cutting	£705.60
Zurich Municipal	PC Insurance	£1,156.12
Staff salaries	May 21	£1,544.59
HMRC	Tax and NI contributions May 21	£495.59
NEST	Pension contribution May 21	£246.14

Receipts

MacMaster	Payment error (meant for VPA)	£16.80
A Todd	Licence fee for use of field	£1.00
Natwest	Interest May 2021	£0.19

8. Miscellaneous Matters

8.1 A report was considered in relation to proposals for expenditure for the office move to Helsby Community Sports Club.

It was proposed by Cllr. Temple, seconded by Cllr. Fincham and **RESOLVED to purchase a graphite grey furniture set (suite 1), a graphite grey executive office boardroom table with 8 black modern cantilever chairs and a black fabric Lucca posture chair at a cost of £2,415.66 – HPC120/21.**

It was proposed by Cllr. Temple, seconded by Cllr. Fincham and **RESOLVED to purchase a Phoenix Fire Ranger Safe Cupboard with key lock in white at a cost of £489 – HPC121/21.**

It was proposed by Cllr. Temple, seconded by Cllr. Fincham and **RESOLVED to organise PAT tests of any relevant equipment once the move has taken place – HPC122/21.**

It was proposed by Cllr. Temple, seconded by Cllr. Fincham and **RESOLVED purchase 15 strong cardboard boxes with packaging tape at a cost of £21.90 – HPC123/21.**

In relation to the lease agreement, it was reported that some final comments had been sent to the club's solicitors and it was hoped that this could be signed shortly. The Clerk reported that lifting the photocopier had been raised as an issue by a number of removal companies. It was agreed that she would approach the lease company to see if they could move the item to the new office.

8.2 It was proposed by Cllr. Ellams, seconded by Cllr. Fincham and **RESOLVED to give retrospective approval for Cllrs. Duffy and Branigan to attend a NALC community buildings training course on 23 June at a cost of £103.42 – HPC124/21.**

- 8.3 It was proposed by Cllr. Branigan, seconded by Cllr. Standing and **RESOLVED to approve purchase of compost and fertiliser pellets from Helsby VPA for the village planters at a cost of £37.80 – HPC125/21.**
- 8.4 It was proposed by Cllr. Gardner, seconded by Cllr. Fincham and **RESOLVED to approve a request from a non-resident for a new cremated remains plot and interment of ashes in Helsby Cemetery – HPC126/21.**
- 8.5 It was noted that the deadline for an election to be called had passed so the Council was now able to co-opt for the recent vacancy in Central Ward.
- 8.6 It was proposed by Cllr. Temple, seconded by Cllr. Ellams and **RESOLVED to give retrospective approval for the printing of 2650 copies of the 2020/21 Chairman’s report to be inserted into Helsby News at a cost of £389.00 – HPC127/21.**
- 8.7 It was proposed by Cllr. Ellams, seconded by Cllr. Fincham and **RESOLVED to approve a request from Frodsham and Helsby Rotary to place an advertising banner on the railings at the top of the play area for an event they were organising in July – HPC128/21.**
- 8.8 It was proposed by Cllr. Temple, seconded by Cllr. Ellams and **RESOLVED to approve a request from a local resident to erect a gazebo on the parish field for a children’s party (permission granted due to existing COVID restrictions on meeting in private houses) – HPC129/21.**
9. Member and Borough Councillor reports – Cllr. Bowers reported that a revised flooding plan for the Land at Cable Drive development was expected shortly and suggested the application was unlikely to go to planning committee for several more months. It was also reported that no further progress had been made on the closure of Old Chester Road at Rake Lane. The Clerk agreed to forward an invitation to Cllr. Bowers for the Old Chester Road update meeting as scheduled on 24 June. In relation to the proposed conservation area, Cllr. Standing outlined that a meeting had been held with CW&C and some more information had been put on the website. He reported that the Environment Committee would review the responses that had been submitted so far and would report back to the next Full Council meeting. Cllr. Bowers offered some funding towards repair of the table tennis equipment at Sherwood Court (item referred to the Environment Committee). It was also suggested that the Environment Committee could discuss any ideas for the Queen’s Platinum Jubilee celebrations next year. Finally, the Clerk requested any comments on CW&C’s Dog Control consultation by the closing date of 4 July.

10. Planning

10.1 The Council’s responses to the following planning applications were duly noted:

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|---------------------|--|
| 21/01663/FUL | The Old Hall, Vicarage Lane
Demolition of existing garage and erection of a single storey extension to side
No objections but comments made relating to private road |
| 21/01701/FUL | Orchard Croft, Hill Road North
Two storey front extension with garage conversion and detached garage
Objections – comments noted |
| 21/01730/FUL | 290 Chester Road, Helsby |

- Demolition of existing conservatory, alteration to garage door to replace with windows, single storey rear extension and alterations to existing extension roof
No objections

21/01484/FUL 26 Bates Lane Helsby
- Demolition of existing conservatory, erection of side dormer and single storey rear extension
Objections – comments noted

21/01807/FUL Quarry Cottage Robin Hood Lane

First floor front extension, alterations to front porch, installation of rooflights, alterations to windows and doors
No objections
- Adjacent To Path Heatherstone/Brackenhurst/The Beeches Vicarage Lane
Crown lifting to 4 Beech trees and 2 Lime trees, to remove branches overhanging the public footpath and is causing excessive shading to garden of Ambleside property.
Does not object to or support but has comments/seeks safeguards as noted

21/02010/TPO
- Felbridge Rise Alvanley Road Helsby
Erection of single storey detached garage, addition of cladding to front of house
No objections

21/01727/FUL

10.2 It was noted that no planning notifications had been received.

10.3 Application 20/00324/FUL Land at Cable Drive, Helsby – it was noted that a meeting of the Vision group was being held on 22 June. It was outlined that the Clerk was in the process of setting up a meeting with developers, Lane End.

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

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|----------------------------|---|
| 28 th June 2021 | Finance Committee (HCC) |
| 29 th June 2021 | Human Resources Committee (Helsby Methodist Church) |
| 5 th July 2021 | Health and Safety Committee (HCC) |
| 5 th July 2021 | Environment Committee (HCC) |
| 12 th July | Full Council meeting (HCC) |

12. Part B – Exclusion of the Press and Public. Proposed by Cllr. Fincham, 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 – HPC130/21.**

PART B – Exclusion of the Press and Public

13. It was **RESOLVED that the Part B minutes of the previous meeting be approved - HPC131/21.**

The meeting closed at 8.15pm

Chairman’s signature..... Dated.....