



Helsby Parish Council

7th February 2023

To: All Members of Helsby Parish Council

You are hereby summoned to a meeting of Helsby Parish Council on Monday 13th February 2023 at 7.00pm in the upper hall at Helsby Methodist Church for transaction of the undermentioned business.

The press and public are welcome to attend. Reports referred to in this agenda are available in advance on request from the Clerk. The Clerk shall record the meeting for the purpose of assisting in taking minutes, following which the recording will then be deleted.

Yours sincerely,

Claire Jones, Clerk and Responsible Financial Officer

AGENDA

1. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
2. To note any 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. Policing Update. To receive an update from PCSO and to raise any questions related to policing in Helsby.
5. Confirmation of Previous Minutes. To receive and confirm the minutes of the meeting of Helsby Parish Council held on 16th January 2023.
6. Clerks' report from the previous meeting not covered elsewhere in the agenda (for information only).
7. Chairman's Announcements (for information only).
8. To receive communications from Cheshire West and Chester Council and to consider reports and other matters relating to the principal authority.

9. Minutes of the Human Resources Committee meeting held on 31st January 2023 (attached). Cllr. Temple will present the draft minutes. Council to note and/or consider the following recommendations:
 - 9.1 To note the summary of the Clerk's annual appraisal as held on 20th January (including the attached recommended actions report) and to approve her 2023 work plan (as attached);
 - 9.2 To disband the HR Committee from May 2023, for the Chair and/or Vice Chair of the Council to act as a single point of contact for day-to-day HR issues with the Clerk and to hand over review of employee-related procedures to Council;
 - 9.3 To disband the Health and Safety Committee from May 2023 and to hand over relevant duties to other committees or the Clerk;
 - 9.4 Not to hold full Parish Council Meetings in August and to avoid scheduling any committee meetings during this month;
 - 9.5 To set up a working group consisting of the Chair and Vice Chair of the Council along with the Chairs of the relevant committees to consider the Council's policies or procedures and to allocate the most appropriate committee or councillor to review;
 - 9.6 All members of the Council to be invited onto the Standing Orders Committee and to consider a second annual meeting of this committee, if required;
 - 9.7 To explore the engagement of specialist IT services;
 - 9.8 To approve further training for the Clerk including courses on GDPR, computer management, risk and insurance, granting dispensations, delegatory powers, manual handling and conflict management;
 - 9.9 To outsource the Council's payroll service in its entirety, including the processing of payments (see attached report);
 - 9.10 To make a number of amendments to the 'Programme for New Councillors' (latest version as attached);
 - 9.11 To note the contents of the Clerk's job evaluation carried out by ChALC on 12th January 2023 (as attached); and
 - 9.12 To make amendments to the Clerk's hours of work (see Confidential Matters).
10. Miscellaneous Matters
 - 10.1 To note the contents of a meeting held with Frodsham Town Council on 26th January.
 - 10.2 To note correspondence from Virgin Media in relation to the provision of ultrafast broadband in the area.
 - 10.3 To note the contents of the tree survey for Sherwood Court and to consider quotes for various elements of tree work.
 - 10.4 To note a response from CW&C in relation to their Local List heritage project.
 - 10.5 To note arrangements for the 2023 Helsby Grant Show to be held at Helsby Community Sports Club on 28th February between 6.30pm and 9.00pm.
 - 10.6 To discuss any plans for the King's Coronation in May.
 - 10.7 To consider a quote of £320 to replace the hinges and eyebolts on the cemetery gates.
 - 10.8 Updates on draft business plan and summary of community questionnaire.
11. Councillor surgery update.
12. Protos - to receive member's reports (for information only).
13. Helsby Community Association – to receive member's reports (for information only).

- 14. Cycle North Cheshire - to receive member's reports (for information only).
- 15. Helsby Community Sports Club - to receive member's reports (for information only).
- 16. Cheshire Association of Local Councils – to receive member's reports (for information only).
- 17. Transport and Wind Farm Matters – to receive member's reports (for information only).
- 18. Planning

18.1 To consider the council's responses to the following planning applications:

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| 22/04546/FUL | 75 Old Chester Road
Single storey side extension
No objections |
| 22/04673/FUL | Land West of Chester Road
Construction of a 75-bed care home (Use Class C2) with associated parking and landscaping
Neither objects to or supports but has comments (as set out in attached planning report) |
| 22/04674/OUT | Land At Mere's Edge
Outline application (with all matters reserved) for the development of up to 100 dwellings (Use Class C3), up to 30 bedspaces (Use Class C2), up to 1,000 sqm of commercial, business and service floorspace (Use Class E) and/ or community uses (Use Class F), new pedestrian and cycle route, and associated highway, landscaping and engineering works
Objection (as set out in attached planning report) |

18.2 To consider a response to the Ince Neighbourhood Plan (Draft 2022) which is now open for consultation until 14 March. To view the plan, please visit the site below:
(see www.cheshirewestandchester.gov.uk/neighbourhoodplanning).

- 18.3 To receive any planning notifications.
- 18.4 Mere's Edge Masterplan – to receive any updates.
- 18.5 To receive any member reports – for information only.

19. Financial Matters

- 19.1 Bank Reconciliation for January 2023 – for inspection and approval (as attached).
- 19.2 To approve payments made and note receipts to the end of January (as attached).

20. Dates of the next Council meetings

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| 20th February | Health and Safety Committee |
| 20th February | Environment Committee |
| 6th March | Parks, Cemetery and Allotments Committee |
| 13th March | Parish Council meeting |

Confidential Matters

21. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is resolved that, because of the confidential nature of the business to be transacted, the public and the press as well as the Clerk leave the meeting during consideration of the following: To review and recommend any changes to the Clerk's hours of work.