



Helsby Parish Council

Minutes of the meeting of Helsby Parish Council held in the Upper Hall at Helsby Methodist Church at 7.00pm on Monday 16th January 2023

Present:

Cllr. Peter Duffy – Chair

Cllr. Terry O’Neill

Cllr. Sarah Temple

Cllr. Alan Gardner

Cllr. Patricia Holder

Cllr. Graham Stothard

Cllr. Rob Nicklin

Cllr. Chris Ellams

Claire Jones, Parish Clerk

Marj Thoburn – representing Helsby News

Nicola Brown – representing Helsby Methodist Church

1 member of the public

1. Public Participation. Members received an update about the latest activity at Helsby Methodist Church. No other matters were brought to the Council’s attention.
2. Apologies were noted from Cllrs. Branigan, Garrity and Marsh.
3. Cllr. O’Neill declared non-pecuniary interests in matters relating to Helsby Community Sports Club (Item 19) and Cheshire Association of Local Councils (Item 20). Cllr. Temple declared an interest in Item 14.1 as her husband was treasurer of the Village Produce Association.
4. Policing Update – It was noted that PCSO Parry had sent his apologies for the meeting. Members noted the report he had circulated prior to the meeting. Cllr. O’Neill also mentioned an incident relating to the removal of part of a sandstone wall on Old Chester Road which PCSO Parry was investigating.
5. It was **RESOLVED** that the minutes of the meeting of Helsby Parish Council held on 12th December 2022 be accepted as accurate and duly signed by the Chairman – **HPC01/23**.
6. Clerk’s Report – Under Item 7, it was reported that the Windings retirement home had requested two of the old planters. The Clerk agreed to arrange delivery with the general maintenance contractor. It was noted under Item 11.2 that the Clerk was in the process of arranging a meeting with the Council’s solicitor to discuss the car park at Sherwood Court as well as a number of other outstanding legal issues. Members noted under Item 11.7 that a meeting would be arranged shortly to discuss the results of the community survey and to draft a report for publication. It was reported that information on the upcoming parish elections had been circulated. The clerk outlined that a number of the Council’s legal documents had been collected from the Natwest bank due to the closure of their Safe Custody service. Finally, the Clerk thanked Cllr. Duffy for his work in organising the new defibrillator which would be installed shortly in an old phone kiosk on Chester Road.

7. Chairman's Announcements – it was outlined that some representatives of Ho Ho Helsby had attended the Finance Committee meeting on 9th January and had kindly acknowledged the funds that the Council had provided for the annual event. It was noted that the Chair would be meeting the Chair of Frodsham Town Council shortly to discuss issues of mutual interest. Members were requested to provide any ideas prior to the meeting scheduled for 26th January. It was noted that a response had been received from Cheshire West and Chester Council following the Council's letter to ChALC and an officer had offered to meet the parish council to discuss the issues raised. The Clerk agreed to set up a meeting.
8. Cheshire West and Chester Council matters – Given that no further action had been taken in relation to the closure of Old Chester Road, it was **RESOLVED to write to the local MP about the Old Chester Road closure and to request his assistance with the matter – HPC02/23**. It was noted that Cllr. Bowers had not responded to a number of recent e-mails.
9. The minutes of the Health & Safety Committee budget meeting held on 14th December 2022 were noted.
10. The minutes of the Human Resources Committee budget meeting held on 14th December 2022 were noted. Members were requested to provide any feedback to the Chair in advance of the Clerk's annual appraisal to be held on 20th January.
11. The minutes of the Environment Committee budget meeting held on 14th December 2022 were noted. South ward councillors were requested to consider the need for a community noticeboard in their ward given the lack of a response by Tesco for an electronic screen in their store. Cllr. Stothard agreed to liaise with Tesco and Land of Beds.
12. Cllr. Temple presented the minutes of the Parks, Cemetery and Allotments Committee budget meeting held on 14th December 2022. The following was noted/agreed:
 - 12.1 It was **RESOLVED to request a quote from Wrought in the Port for some work to the gate hinges at the cemetery – HPC03/23**; and
 - 12.2 It was **RESOLVED to request Advantage Roofing and Cladding to carry out an asbestos sampling survey on the cemetery garage roof – HPC04/23**.
13. Cllr. O'Neill presented the minutes of the Finance Committee meeting held on 9th January 2023. It was outlined that a number of Ho Ho Helsby representatives had attended the meeting. Cllr. O'Neill read out a statement from the Chair of their working group which acknowledged the contribution of funds from the Council to the annual event. It was stated that the Committee had aimed not to increase the 2023/24 precept for taxpayers but rather to take monies from the Council's general reserves, where required. The following was noted/agreed:
 - 13.1 It was **RESOLVED to approve the 'Grants and Earmarked Reserves for Identified Projects' table as set out in Appendix 1 of the minutes with the caveat that the cemetery garage roof and wheelchair accessible roundabout projects were to be considered under Item 13.2 – HPC05/23**;
 - 13.2 It was **RESOLVED to allocate £12,500 of general reserves monies in 2022/23 to fund the proposed cemetery garage roof and wheelchair accessible play equipment projects (monies to go into earmarked reserves), thus reducing the PCA budget for**

- 2023/24 to £40,405 – HPC06/23.** It was agreed that new project codes would be allocated to these projects;
- 13.3 It was **RESOLVED to approve the proposed Finance Committee budget for 2023/24 totalling £67,688 as set out in Appendix 2 of the minutes - HPC07/23;**
- 13.4 It was **RESOLVED to approve the receipts budget totalling £140,798 for 2023/24 as set out in Appendix 3 of the minutes, subject to approval of the precept figure (see below) - HPC08/23;**
- 13.5 It was **RESOLVED to approve an expenditure budget totalling £142,293 (Budget A plus £1,100 for the Ho Ho Helsby traffic management service) for 2023/24 - HPC09/23;** and
- 13.6 It was **RESOLVED to issue a precept request to Cheshire West and Chester Council for £104,844 based on the above budget calculations for 2023-24 as attached to the Finance Committee minutes along with the ‘Budget Report: Justification of Precept Request 2023/24’ – HPC10/23.**

14. Miscellaneous Matters

- 14.1 It was **RESOLVED to give retrospective approval for a payment of £258.92 to Helsby Village Produce Association for the purchase of compost and ant powder (payments made under Standing Order 26(a) Delegation to the Clerk) – HPC11/23.** Cllr. Temple did not vote.
- 14.2 Cllr. Gardner gave a verbal report on the loose coping stones on a wall adjacent to the parish field and made some recommendations for its repair. It was agreed that legal advice would be sought before taking any action.
- 14.3 It was **RESOLVED to take out a 5-year photocopier contract with Pro Print Solutions at an annual cost of £360 plus additional printing fees at a cost of £0.0035 for black and white copies and £0.03 for colour copies – HPC12/23.** It was agreed that a refurbished model would be adequate for the Council’s needs.
- 14.4 It was noted that the Clerk had written to a number of local groups and organisations in relation to the 2023 Helsby Grant Show to be held at Helsby Community Sports Club on 28th February between 6.30pm and 9.00pm. The Clerk agreed to send the final paperwork to members along with a list of organisations that had been invited to attend.
- 14.5 Cllr. O’Neill outlined that he had approached ChALC in relation to any guidance for the King’s Coronation on 6th May 2023. It was noted that no information had been released as yet.
- 14.6 Concerns were raised in relation to the apparent lack of communication in informing residents about forthcoming road closures through Temporary Traffic Regulation Orders (TTRO). Several examples were cited including a closure of Rake Lane on 22nd December to fell a tree and the recent closure of Britannia Road to carry out gas works. It was **RESOLVED to write to CW&C Highways to request clarification about the TTRO process and to ask them to ensure that the relevant organisations are meeting their responsibilities by informing residents about closures – HPC13/23.**
15. Members noted the contents of the councillor surgery held on 7th January at JTO Vintage and the Old Bank Tearooms. It was noted that 6 residents had engaged on various matters including concerns relating to the potential withdrawal of funds for the Ho Ho Helsby traffic management service, the lack of school places for local children, overgrown vegetation and

closures on Old Chester Road. Cllr. Nicklin agreed to arrange the next few surgeries and suggested that the Tesco café might be another potential venue. The Clerk agreed to circulate a schedule to councillors and to advertise the surgeries until May on the Council's noticeboards.

16. Protos – Cllr. Temple outlined that the next Community Forum meeting would be held on 18th January and a Community Benefit Fund Panel meeting was scheduled for 8th March. It was noted that a new secretary had been appointed.
17. Helsby Community Association – the Clerk reported that she had written to CW&C's Library Service to request a meeting regarding the future work programme for the centre.
18. Cycle North Cheshire – Cllr. Temple summarised the meeting held on 10th January, including the appointment of a schools travel officer (based at Helsby High School) and a proposal by Sustrans to carry out a consultation exercise on various cycle routes around Helsby. It was agreed that the minutes would be circulated in due course.
19. Helsby Community Sports Club – Cllr. O'Neill reported that another successful half marathon event had been held during the previous weekend. It was noted that there were currently a number of vacancies at the club.
20. Cheshire Association of Local Councils – the resignation of a board member was noted.
21. Transport and Wind Farm Matters – Cllr. Ellams agreed to circulate some information regarding a number of planned local motorway closures.

22. Planning

- 22.1 It was **RESOLVED to approve the response as below in relation to the following planning application:**

22/03854/FUL

Hover Force Ltd Grassy Lane Frodsham
Construction of new building associated with outdoor target activities and siting of two weather shelters/viewing areas.
(part retrospective)

No objections – HPC14/23.

- 22.2 Planning notifications – none were received.
- 22.3 Mere's Edge Masterplan – Cllr. Duffy provided a summary of a meeting he had attended with Sustrans and Brookhouse on 5th January in relation to the linear park being proposed by Brookhouse as part of their plans to develop a new mixed-use development in the Mere's Edge area.
- 22.4 Member reports – none were received.

23. Financial Matters

- 23.1 It was **RESOLVED that the bank reconciliation sheet detailing £271,099.86 held in balances as at 31st December 2022 be accepted as accurate – HPC15/23.**

23.2 It was **RESOLVED** that the following payments totalling **£13,504.28** paid by either standing order, direct debit, bank transfer, cheque or under delegated authority for December be approved and duly noted – **HPC16/23**. The following receipts totalling £19,532.72 were also noted:

Payments

Primary Care	Defibrillator pads	£156.00
BT	Phone and broadband	£81.71
Water Plus	Water - community centre	£29.31
Scottish Power	Electricity - community centre	£373.02
Natwest	Safe Custody Service	£2.12
Claire Jones	Expenses	£11.94
Helsby Garden Serv.	General maintenance	£1,129.60
Community Heartbeat Trust	Defibrillator for phone kiosk	£2,574.00
Blue Arrow	Ho Ho Traffic M'ment	£1,260.00
Helsby VPA	Compost etc.	£258.92
LITE	Christmas lights	£588.00
LITE	Christmas brackets	£216.00
LITE	Christmas banners	£2,620.80
Cosmos Solutions	Defib pads	£70.20
Terry O'Neill	Expenses	£9.00
X2 Connect	Phone kiosk panels	£89.40
NMC Design	Helsby News printing	£733.00
HMRC	Tax and NI contributions Dec 22	£884.94
HPC Staff	Salaries Dec 22	£1,805.12
NEST	Pension contribution Dec 22	£611.20

Receipts

T Atherton	EROB transfer fee	£70.00
CW&C	Members Budgets Award (defib)	£1,500.00
HCA	Electricity payment	£1,007.33
CW&C	S106 payments (lighting and arts)	£16,920.78
Natwest	Interest Dec 22	£34.61

23.3 It was **RESOLVED** to purchase a Year End Health Check with Scribe at a cost of **£39** – **HPC17/23**.

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

31 st January	Human Resources Committee
13 th February	Parish Council meeting

It was noted that the Parks, Cemetery and Allotments Committee meeting scheduled on 30th January had been postponed. It was proposed to re-schedule this for 6th March 2023 (Clerk to check availability).

Confidential Matters - Exclusion of the Press and Public and the Parish Clerk

Pursuant to Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it was **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 accept as accurate the minutes of the previous confidential part of the meeting held on 12th December to review and recommend any changes to the clerk’s “Terms and Conditions of Employment” in respect of her remuneration, grading, pension and hours of work noted – HPC18/23.**

- 25. It was **RESOLVED that the confidential minutes of the meeting of Helsby Parish Council held on 12th December 2022 be accepted as accurate and duly signed by the Chairman – HPC19/23.**

The meeting closed at 8.40pm

Chairman’s signature..... Dated.....