



Helsby Parish Council

16th May 2023

To: All Members of Helsby Parish Council

You are hereby summoned to attend the Annual Meeting of Helsby Parish Council on Monday 22nd May 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. To elect a Chair of the Parish Council. Cllr. Branigan would like to be considered for the role however other candidates may be proposed and seconded at the meeting. Once selected, the Chair will sign a Declaration of Acceptance of Office.
2. Co-optioin of Parish Councillor. Mark Atkinson of Helsby wishes to be considered for the role of Parish Councillor for South Ward (application attached). If accepted, the candidate will sign a Declaration of Acceptance of Office, thereby agreeing to abide by the terms.
3. To consider granting a dispensation for Robert Foreman to sign his Declaration of Acceptance of Office form at the July Full Council meeting.
4. To elect a Vice-Chair of the Parish Council.
5. To appoint members to represent the Council on external bodies (see attached report).
6. To consider new committee structures as set out in the attached Note of the Policy and Procedures Working Group as held on 27th April 2023 and to confirm amendments to the Standing Orders in this respect. To appoint Standing Committees to serve until May 2024. Note that the Chair and Vice-Chair of the Parish Council are *ex-officio* members of every committee.

- a) Environment Committee

- b) Parks, Cemetery and Allotments Committee
- c) Policy and Procedures Committee (formerly known as the Standing Orders Committee)

In accordance with Standing Order Nos. 7(a)vii. and 21(e), this meeting will adjourn whilst the Standing Committees (with the exception of the Standing Orders Committee) elect a Chair and Vice Chair.

In accordance with proposed amendments to Standing Order No. 21(d), HPC Finance Committee to consist of the Chairs and Vice Chairs of the PCA and Environment Committees and the Chair and Vice-Chair of HPC.

7. To note that the deeds for the Council's lands may be inspected at the parish office. To note that the counterpart lease for the 'Eccies' is held with DTM Legal LLP.
8. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
9. To note any apologies for absence. Apologies should be submitted to the Parish Clerk in advance of the meeting.
10. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
11. Policing Update. To receive an update from PCSO and to raise any questions related to policing in Helsby.
12. Confirmation of Previous Minutes. To receive and confirm the minutes of the meeting of Helsby Parish Council held on 17th April 2023.
13. Clerks' report from the previous meeting not covered elsewhere in the agenda (for information only).
14. Chair's Announcements (for information only).
15. To receive communications from Cheshire West and Chester Council and to consider reports and other matters relating to the principal authority.
16. Minutes of the Parks, Cemetery & Allotments Committee meeting held on 24th April 2023 (attached). Cllr. Temple will present the draft minutes. Council to note and/or consider the following recommendations:
 - 16.1 To continue with cemetery, allotments and general maintenance contract during 2023/24 with Helsby Garden Services and to agree an increase in rates (with a 10% increase cap on 2022/23 prices);
 - 16.2 To appoint Northwich Town Council to carry out monthly play inspections; and
 - 16.3 To renew the Council's annual membership with the ICCM at a cost of £95;
17. Miscellaneous Matters
 - 17.1 To note the results of the 2023 ROSPA safety inspections (attached).

- 17.2 To consider a premises licence application made by The Helsby Tap Limited to Cheshire West and Chester Council (application number 565238).
- 17.3 To seek retrospective approval to renew the Council's subscription with Microsoft 365 at a cost of £59.99.
- 17.4 To approve payment of the Chair's Allowance of £225 to meet the expenses of office.
- 17.5 To approve renewal of the Council's insurance with Zurich Municipal at a cost of £1,333.67 (note: 3 year long-term undertaking agreement in place until 1st June 2024).
- 17.6 Mid-Cheshire Footpath Society – to approve renewal of the Council's annual subscription at a cost of £8.
- 17.7 To purchase a coffee machine and assorted pods (x56) for the parish office at a cost of £95.99.

18. Outside Body Reports - to receive any reports from representative members (for information only).

19. Councillor surgery – to consider dates and locations.

20. Planning

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

23/00855/S73 Land To The Front of 132 Chester Road Chester Road Helsby
Erection of one dwelling and associated garage - variation of condition 3 (materials) and condition 4 (landscaping) of application 22/01056/FUL
Does not object to or support the application (retrospective)

23/01210/FUL Oakcliffe 130 Old Chester Road Helsby
Two storey front extension to the road-facing elevation of the house, alteration to rear elevation to include door
Awaiting comments

23/01239/FUL Land Off Ash Road Elton Chester
A revised application for the construction and operation of a stand-by electricity generation plant with ancillary structures including an access road, DNO metering station, transformer compound, switch room, storeroom and oil storage tanks (21/04024/FUL)
Awaiting comments

20.2 To receive any planning notifications.

20.3 To receive any member reports – for information only.

21. Financial Matters

21.1 Bank Reconciliation for April 2023 – for inspection and approval (as attached).

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

21.3 To note various amendments to HMRC payments.

- 21.4 2022/23 Annual Governance and Accountability Return (AGAR). Annual audit – to note the Annual Internal Audit Report and recommendations received.
- 21.5 Annual Governance and Accountability Return (AGAR) 2022/23 Part 3.
Section 1 – Annual Governance Statement 2022/23 (see attached form). It is a requirement of the external audit that the Parish Council Chair read out questions 1-9 which must be answered truthfully and signed by the Chair and Parish Clerk and minuted accordingly demonstrating that the Parish Council has a sound system of internal financial control in place.
Section 2 – Accounting Statements 2022/23 (see attached form). To approve the amounts in Section 1-11 (must agree with bank reconciliation). If approved, Section 2 will be signed by both the Chair and Clerk and minuted accordingly.
- 21.6 To note that a VAT reclaim for the previous fiscal year ending 31st March 2023 has been received from HM Revenue and Customs for £11,602.61.

22. To note the outstanding actions log.

23. Dates of the next Council meetings

12 th June 2023	Full Council meeting
19 th June 2023	Finance Committee meeting
3 rd July 2023	Environment Committee meeting