



Helsby Parish Council

5th September 2023

To: All Members of Helsby Parish Council

You are hereby summoned to a meeting of Helsby Parish Council on Monday 11th September 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 the local Police Community Support Officer 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 10th July 2023 and the extraordinary meeting held on 7th August 2023.
6. Clerks' report from the previous meeting not covered elsewhere in the agenda (for information only).
7. Chair'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 Parks, Cemetery and Allotments Committee meeting held on 7th August 2023 (attached). Cllr. Nicklin will present the draft minutes. Council to note contents/resolutions.
10. Minutes of the Policy and Procedures Committee meeting held on 4th September 2023 (attached). Cllr. Temple will present the draft minutes. Council to consider the following recommendations:
 - 10.1 For all councillors to complete a Request for Dispensation form in relation to setting the precept over the next 4 years;
 - 10.2 To approve the amended Standing Orders as attached, subject to further amendments to the delegated functions of the PCA and Environment Committees which will be considered at the next Policy and Procedures Committee meeting;
 - 10.3 To approve the attached Retention and Disposal Policy subject to confirmation from the Cheshire Record Office that previous minutes can be archived there; and
 - 10.4 To replace the existing Appraisal and Training Policy with a new Appraisal Policy for Council Staff as attached (a new training policy/statement will be considered at the next Policy and Procedures meeting).

11. Miscellaneous Matters

- 11.1 To note that the May 2023 Elections Recharge Fee will be £591.00.
- 11.2 To consider the future of Helsby News.
- 11.3 To approve Cllr. Branigan to attend an online training course 'A short briefing on Planning for Councillors' on 3rd October at a cost of £30.
- 11.4 To consider a holding a defibrillator awareness session with the Community Heartbeat Trust.
- 11.5 To consider a Council response in relation to the proposed removal of a BT telephone box at the junction of Britannia Road and Chester Road.
- 11.6 To note a request by Nicola Brown of Helsby Methodist Church to amend a statement in the 2023 Chair's Address.
- 11.7 To give retrospective approval for the Clerk's attendance at a play area inspection training course held in Huntington on 30th August at a cost of £55.
- 11.8 To consider developing an information board showing what is in Helsby within a 10-minute walking and cycling range from Helsby station.
- 11.9 To consider quotes for the renewal of the cemetery roof.
- 11.10 To consider the Clerk's draft workplan as discussed at her informal mid-year review held on 4th September.
- 11.11 To approve renewal of the Council's allotment insurance with Chris Knott Insurance.
- 11.12 To consider a payment of £85.50 (£102.60 incl VAT) for Council ID badges.
- 11.13 To consider a Council response to an online engagement session on CW&C's new strategic plan for the borough from 2024-2028 being held on 27th September.

12. Councillor surgery update.

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

14. Burial grant approvals - to receive any new applications.

15. Planning

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

23/02596/FUL	19 Sandringham Avenue Helsby First floor rear extension, alteration to rear first floor window to french doors with glazed balustrade No objections
23/02757/TPO	Oaklands Alvanley Road Helsby Sycamore (T1) - Fell - tree in decline Awaiting comments
23/02658/FUL	Helsby High School Chester Road Erection of single storey classroom extensions Awaiting comments

15.2 To note the planning notification report (as attached).

15.3 To note the NALC Briefing: 'DLUHC Consultation on Local Plans.'

15.4 To receive any member reports – for information only.

16. Financial Matters

16.1 Bank Reconciliations for July and August 2023 – for inspection and approval (as attached).

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

16.3 To note the outcome of the external audit 31st March 2023 (Annual Governance & Accountability Return) as attached. To note that the Notice of Conclusion of Audit will be published along with the certified AGAR (Sections 1, 2 & 3) before 30 September.

16.4 To approve payment of £504 (£420 excl. VAT) for completion of the external audit by PKF Littlejohn Ltd.

17. To note the outstanding actions log.

18. Dates of the next Council meetings

25 th September	Finance Committee
26 th September	Environment Committee
9 th October	Parish Council meeting