



Helsby Parish Council

7th November 2023

To: All Members of Helsby Parish Council

You are hereby summoned to a meeting of Helsby Parish Council on Monday 13th November 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 audio 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. Any remaining members are requested to sign Request for Dispensation forms in relation to setting the precept over the next 4 years.
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 9th October 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 30th October 2023 (draft copy attached). Cllr. Temple will present the draft minutes.

10. Miscellaneous Matters

- 10.1 To note a report on the Council's existing IT systems and to consider using the services of a specialist IT company to move to a Microsoft 365 Business account.
- 10.2 To note a report in relation to the guide hut on the parish field.
- 10.3 To note correspondence from Onward Homes Ltd and to consider the proposed affordable housing scheme for 215 new properties in Helsby (Land at Cable Drive).
- 10.4 To consider the purchase of a commemorative bench for the 80th Anniversary of the D-Day landings in June 2024 at a cost of £1,575 plus VAT.
- 10.5 To receive an update from the Communications Working Group and to consider the development of terms of reference for the group.
- 10.6 To amend resolution HPC171/23 in relation to a donation of £325 to the British Legion for the 2023 Poppy Appeal (donation should be £327.50 as suggested donation for wreath has increased by £2.50).
- 10.7 To give retrospective approval for the purchase of Christmas lighting replacement parts at a total cost of £344.77 plus VAT (payment made under Standing Order 16(b) Delegation to the Responsible Financial Officer). To consider the purchase of a number of lit spheres for the 2023 festive period (quotes to be considered at the meeting).
- 10.8 To note the Local Government Pay Claim 2023/4 for a flat rate increase of £1,925 for scale points up to SCP 43 with effect from 1 April 2023 (see attached NALC report).
- 10.9 To amend resolution HPC168/23 to add that in the case of a long-term absence of the parish clerk, online banking payments can be created by one Class B user but they may not authorise the release of payments during the same pay period. Also, in line with the Council's Financial Regulations, to ensure that any changes to the banking mandate/direct debit payments are approved by Full Council rather than the Finance Committee.
- 10.10 To give retrospective approval for the purchase of a replacement Body Twist Pod footplate at a cost of £79.00 plus VAT (payment made under Standing Order 16(b) Delegation to the Responsible Financial Officer).
- 10.11 To approve an additional payment of £108.33 plus VAT for steel green flashing as part of the cemetery garage roof project (see previous resolution HPC149/23).
- 10.12 To consider a request for funding from the Little Robins' Baby & Toddler Group.
- 10.13 To consider adopting ChALC's Cheshire Officer/Member Protocol.

11. Councillor surgery update.

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

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

14. Planning

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

23/03077/LDC

Teuthill Farm Tarvin Road Frodsham

For a period of excess of the requisite 10 years, the land and buildings have been used for the processing, storage and distribution of potatoes

Awaiting comments

23/03145/FUL

3 Portland Place Helsby

Rendering the external fabric of the property, installation of new windows, storm porch and a dormer window to the first floor, and a proposed carport to the rear

Neither objects to nor supports but comments on the location of the proposed garage and carport and the colour of the render

14.2 To note the latest planning notification report (as attached).

14.3 To receive any member reports – for information only.

15. Financial Matters

15.1 Bank Reconciliation for October 2023 – for inspection and approval (as attached).

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

15.3 To remove Cllrs. Temple and Duffy as signatories from both NatWest bank accounts and to add Cllrs. Nicklin and Atkinson as signatories for both accounts.

16. To note the outstanding actions log.

17. Dates of the next Council meetings:

20th November Policy and Procedures Committee

11th December Full Parish Council meeting