



Helsby Parish Council

5th December 2023

To: All Members of Helsby Parish Council

You are hereby summoned to a meeting of Helsby Parish Council on Monday 11th December 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. Ollie Manco, a consultant from WSP, will give a short presentation about proposals to build a new carbon dioxide pipeline and above ground installation at Protos Energy Park.
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 13th November 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 Policy and Procedures Committee meeting held on 4th December 2023 (draft copy attached). Cllr. Temple will present the draft minutes. Council to note and/or consider the following recommendations:
 - 9.1 To adopt the revised PCA Committee section of the Standing Orders;
 - 9.2 To remove any references to the council's defunct committees, remove the signature section and amend the header section to include relevant dates within the Publication Scheme document;
 - 9.3 To adopt a new Press and Media Policy;
 - 9.4 To amend the existing Code of Conduct as follows: to update the date on page 1 and to delete several references to the Monitoring Officer in Sections 9 and 10 in relation to the disclosure of interests;
 - 9.5 To adopt a revised version of the council's Complaints Procedure and to adopt a new Vexatious Complaints Policy;
 - 9.6 To adopt a new Disciplinary Procedure;
 - 9.7 To adopt a revised Equality and Diversity Policy;
 - 9.8 To retain the existing Health and Safety Policy with only a change to the dates on the document; and
 - 9.9 To adopt a new Sickness Absence Policy.
10. Miscellaneous Matters
 - 10.1 To receive an update from the Communications Working Group and to consider a draft terms of reference for the group. To consider payments for the design and printing of Helsby News in 2024.
 - 10.2 As part of the transition to a .gov.uk domain, to agree specific staff, councillor and shared e-mail addresses (e.g. @helsbyparishcouncil.gov.uk, @helsby-pc.gov.uk).
 - 10.3 To consider granting approval to the clerk to attend a three-part Data Protection for Councils course with Breakthrough Communications at a cost of £90.
 - 10.4 To note that there will be a charge for the rubbish collection from CW&C for this year's Ho Ho Helsby event (note: previously provided as a courtesy service).
 - 10.5 To note the response from Onward Homes in relation to the allocation of the affordable rented units at the Land at Cable Drive development.
 - 10.6 To consider a council response to CW&C's consultation on the future of transport in the borough and to note the dates of various drop-in sessions and webinars.
 - 10.7 To consider a request from RSK to place another container at the rear of their property on Mountain View and to erect racking/shelving along the rear wall of the existing building for barrel storage.
 - 10.8 To note that the new annual subscription fee for Scribe Accounts has been increased from £400.00 to £480.00.
 - 10.9 To consider a 'Licence to Alter' document from CW&C in relation to the proposed works at Sherwood Court.
 - 10.10 To update members on a meeting held to discuss the installation of an average speed camera pilot scheme in Helsby.

- 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:

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|---------------------|---|
| 23/03431/FUL | The Maples 241 Chester Road Helsby
Single storey side extension
No objections |
| 23/03595/FUL | Land Adjacent 1 Proffits Lane Helsby
Erection of 3-bedroom park home to include parking and landscaping
Objections based on previous comments to 23/01813/OUT |
| 23/03585/FUL | 87 Robin Hood Lane Helsby
Erection of two storey side extension with single storey front/side extension, single storey rear extension with rooflights and conversion of loft to include rooflights to existing rear and front roof
No objections |

- 14.2 To note the latest planning notification report.
- 14.3 To receive any member reports – for information only.

15. Financial Matters

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

16. To note the outstanding actions log.

17. Dates of the next Council meetings:

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|---------------------------|--|
| 13 th December | Environment Committee |
| 13 th December | Parks, Cemetery and Allotments Committee |
| 8 th January | Finance Committee |
| 15 th January | Full Council meeting |