



Helsby Parish Council

9th April 2024

To: All Members of Helsby Parish Council

You are hereby summoned to a meeting of Helsby Parish Council on Monday 15th April 2024 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 11th March 2024.
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 Finance Committee meeting held on 8th April 2024 (attached). Cllr. O'Neill will present the draft minutes. Council to note and/or consider the following recommendations:
- 9.1 To approve the 'Reserves Balance' table denoting a balance of £171,315.08 as at 31st March 2024 and to consider allocating £5,000 from general reserves to earmarked resources for the construction phase of the cemetery extension area design project.
 - 9.2 To accept the Bank Reconciliation, Budget Report and Financial Report for Year Ending 31st March 2024.
 - 9.3 To accept the existing Financial Regulations with no amendments.
 - 9.4 To accept the Asset Register detailing £221,826 being the total value of assets held as at 31st March 2024.
 - 9.5 To accept the Council's current insurance schedule.
 - 9.6 To accept the proposed amendments to the General Risk Assessment.
 - 9.7 To note the S106 funds available to the council for Helsby projects.
 - 9.8 To note approval of the annual renewal of the insurance policy for Helsby Community Centre with Community First at a cost of £540.25.
 - 9.9 To accept the Council's investment programmes.
 - 9.10 To note the dates for the internal and external auditing of the Council's 2023/24 accounts and to accept the appointment of JDH Business Services to carry out the council's internal audit for submission by Friday 19th April. To note that the council has been selected for an intermediate review by the PKF Littlejohn for the 2023/24 reporting year.
 - 9.11 To continue paying regular payments by Direct Debit as an efficient and acceptable method of payment.

10. Miscellaneous Matters

- 10.1 To approve the meeting date schedule for 2024/25.
- 10.2 To note a payment to the council of £182.78 from Helsby News representatives and to consider allocating these funds into 'earmarked reserves' for any Helsby News website costs following the closure of their own bank account.
- 10.3 To consider renewing the Council's membership with ChALC for 2024/25 at a cost of £1,551.66.
- 10.4 To consider renewal of the Council's annual membership with the Mid-Cheshire Footpath Society at a cost of £8.
- 10.5 To consider renewal of the Council's annual membership with the Wirral Transport Users Association at a cost of £10.

11. Councillor surgery update.

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

13. Planning

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

24/00592/LDC

12 Foxhill Grove Helsby

Lawful development certificate for existing use of replacement of rear flat roofs to pitched with skylights, new side window and replacement rear sun room

No objections

24/00637/FUL

23 Hornsmill Way Helsby

Amendments and alterations to existing conservatory

No objections

24/00196/FUL

Hover Force Ltd

Hover Force Ltd Grassy Lane Frodsham

Construction of new building associated with outdoor target activities and siting of two weather shelters/viewing areas

Awaiting comments

24/00828/TPO

Land At Mill Rise Helsby

Removal of leaning Pine

Awaiting comments

24/00761/PDG

209 - 211 Chester Road Helsby

Change of use of part of the ground floor from commercial to mixed use to include residential

Awaiting comments

24/00607/FUL

54 Bates Lane Helsby

Demolition of existing conservatory, erection of single storey rear extension

Awaiting comments

13.2 To note the latest planning notification report.

13.3 To receive any member reports – for information only.

14. Financial Matters

14.1 Bank Reconciliation for March 2024 – for inspection and approval (as attached).

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

15. To note the outstanding actions log.

16. Dates of the next Council meetings

22nd April 2024

Parks, Cemetery and Allotments Committee meeting

25th April 2024

Annual Parish Meeting (Electorate)

13th May 2024

Parish Council Annual Meeting

Confidential Matters

17. Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, it is 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 consider two matters in relation to the employment of the Parish Clerk – a proposed additional increment on the pay scale due to exceptional performance in 2023/24 and an increase in her working hours from 33 hours per week to 37 hours per week (a move to full-time employment).