



Helsby Parish Council

7th May 2024

To: All Members of Helsby Parish Council

You are hereby summoned to attend the Annual Meeting of Helsby Parish Council on Monday 13th May 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. To elect a Chair and Vice Chair of the Parish Council. Cllr. Ellams would like to be considered for the role of Chair, however other candidates may be proposed and seconded at the meeting. Once selected, the Chair will sign a Declaration of Acceptance of Office.
2. To note any apologies for absence. Apologies should be submitted to the 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. To review the delegation arrangements and terms of reference for the following committees, and to appoint members to serve until May 2025. 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

In accordance with Standing Order 4d(ii), each Standing Committee to elect a Chair and Vice Chair.

In accordance with Standing Order 4e(vi), the Finance Committee to consist of the Chairs and Vice Chairs of the Environment and Parks, Cemetery and Allotments Committees and the Chair and Vice-Chair of the Council.

5. To consider the appointment of any new committees in accordance with Standing Order 4.
6. To appoint members to represent the Council on external bodies and to review arrangements for reporting back (see attached report).
7. To review the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
8. To confirm the time and place of ordinary meetings of the Council up to and including the next annual meeting of the Council. To consider a move to the parish office for future ordinary council meetings and to consider any office furniture purchases in this respect.
9. 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.
10. Public Participation. A period of up to 10 minutes for members of the public to ask questions or submit comments.
11. Policing Update. To receive an update from the local Police Community Support Officer 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 15th April 2024.
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 and Allotments Committee meeting held on 22nd April 2024. Cllr. Nicklin will present the draft minutes for information.
17. Miscellaneous Matters
 - 17.1 To consider quotes for the renewal of the Council's insurance policy.
 - 17.2 To consider a report on the Local Council Award Scheme.
 - 17.3 To consider giving retrospective approval for the Clerk to attend an online training course: 'Everything you need to know about your council's website and .gov.uk webinar' at a cost of £30 plus VAT (payment made under Standing Order 16(b) Delegation to the Responsible Financial Officer).
18. Outside Body Reports - to receive any reports from representative members (for information only).
19. Councillor surgery update.

20. Planning

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

- | | |
|---------------------|---|
| 24/00854/FUL | Land At 136B Chester Road Helsby
Existing garage to be used for temporary residential accommodation (part retrospective)
No comments – CW&C did not authorise an extension |
| 24/00860/FUL | 12 Holly Court Helsby
Extension to bungalow and rebuilding of garage
No comments – CW&C did not authorise an extension |
| 24/00905/FUL | Land At Grid Ref 348596 374897 Longster Close Helsby
Erection of a two storey dwelling. Resubmission of approved application 21/00084/S73
No objections |
| 24/00942/FUL | Redwood 12 Chester Road Helsby
Two storey side extension to form utility accommodation and bedroom
No objections |
| 24/00956/OUT | Land At 3A The Rock Alvanley
Erection of three detached dwellings - resubmission of 19/01460/OUT
Objections based on backland development, contrary to HNP |

20.2 To note the latest planning notification report.

20.3 To note the publication of the proposed Frodsham Neighbourhood Development Plan (Publicity stage - Regulation 16) consultation and to consider making comments on the document in advance of the deadline of Friday 14th June 2024.

20.4 To receive any member reports – for information only.

21. Financial Matters

21.1 Bank Reconciliation for April 2024 – for inspection and approval (as attached).

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

21.3 2023/24 Annual Governance and Accountability Return (AGAR). To note the Annual Internal Audit Report and any recommendations received.

21.4 Annual Governance and Accountability Return (AGAR) 2023/24 Part 3.

Section 1 – Annual Governance Statement 2023/24 (see attached form). It is a requirement of the external audit that the Chair reads out questions 1-9 which must be answered truthfully and signed by the Chair and Clerk and minuted accordingly demonstrating that the Parish Council has a sound system of internal financial control in place.

Section 2 – Accounting Statements 2023/24 (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.

21.5 To note that a VAT reclaim for the previous fiscal year ending 31st March 2024 has been received from HM Revenue and Customs for £10,829.08.

22. To note the outstanding actions log.

23. Dates of the next Council meetings

20 th May 2024	Policy and Procedures Committee
10 th June 2024	Full Council meeting
17 th June 2024	Finance Committee meeting
1 st July 2024	Environment Committee meeting

Confidential Matters

24. 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 review the terms and conditions of service of existing employees (Standing Orders 11 and 19 must be read in conjunction with this requirement), including any amendments to the Clerk's Revised Contract of Employment (dated 10th July 2023) and the Update of the Clerk Flexible Working Time Conditions document dated 8th May 2023.