



# Helsby Parish Council

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4<sup>th</sup> June 2024

**To: All Members of Helsby Parish Council**

**You are hereby summoned to a meeting of Helsby Parish Council on Monday 10<sup>th</sup> June 2024 at 7.00pm in the parish office at Helsby Community Sports Club 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. Co-option of Parish Councillor. Emma Foster of Helsby wishes to be considered for the role of Parish Councillor for North Ward (application attached). If accepted, the candidate will sign a Declaration of Acceptance of Office, thereby agreeing to abide by the terms.
3. To note any apologies for absence. Apologies should be submitted to the Parish Clerk in advance of the meeting.
4. Declarations of Members' Interests. To receive declarations of personal, prejudicial and pecuniary interests from members relevant to items under discussion at the meeting.
5. Policing Update. To receive an update from the local Police Community Support Officer and to raise any questions related to policing in Helsby.
6. Confirmation of Previous Minutes. To receive and confirm the minutes of the meeting of Helsby Parish Council held on 13<sup>th</sup> May 2024.
7. Clerks' report from the previous meeting not covered elsewhere in the agenda (for information only).

8. Chair's Announcements (for information only).
9. To receive communications from Cheshire West and Chester Council and to consider reports and other matters relating to the principal authority.
10. Miscellaneous Matters
  - 10.1 To note the clerk's report on the 'Accessibility of HPC Website and Cyber Security' and to consider next steps.
  - 10.2 To consider renewal of the Council's membership with the Society of Local Council Clerks (cost to be confirmed).
  - 10.3 To approve the purchase of compost, fertiliser pellets and bark chippings from Helsby Village Produce Association for the village planters and village signs (cost to be confirmed).
  - 10.4 To note SLCC's advice note on the General Election and the Pre-election Period.
  - 10.5 To consider the draft design for the cemetery extension area from Above Zero Landscape Architecture and to agree next steps.
  - 10.6 To consider purchasing additional stickers for the new planters at an approximate cost of £100.
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 and any other applications that may be distributed in advance of the meeting:
 

<b>24/01182/FUL</b>	1 Britannia Gardens Helsby Part single and two storey side extension, single storey rear extension <b>No objections</b>
<b>24/01332/TPO</b>	1 Bridgeside Drive Helsby 1 x Ash – remove <b>Object as no reason provided for removal of the tree and in conflict with Helsby Neighbourhood Plan Policy ENV6 (Trees and Woodland) which seeks to retain mature trees, especially those protected by TPO's</b>
<b>24/01247/FUL</b>	Helsby Hillside Primary School Bates Lane Helsby Extension of existing front playground area with new surface, 3m high mesh fencing and ball stop netting roof <b>Awaiting comments</b>
  - 13.2 To note the latest planning notification report.

- 13.3 To consider comments on the proposed Frodsham Neighbourhood Development Plan (Publicity stage - Regulation 16) consultation.
- 13.4 To consider comments to the consultation by Lancet Homes for a new housing development on Callender Way.
- 13.5 To receive any member reports – for information only.

14. Financial Matters

- 14.1 Bank Reconciliation for May 2024 – for inspection and approval (as attached).
- 14.2 To approve payments made and note receipts to the end of May (as attached).
- 14.3 To consider new bank signatories following the resignation of Cllr. Atkinson.
- 14.4 To consider renewal of the Council’s subscription with Scribe at a cost of £480 plus VAT.
- 14.5 Annual external audit – to note that the Annual Governance and Accountability Return (AGAR) 2023/24 Part 3 has been sent to PKF Littlejohn.

15. To note the outstanding actions log.

16. Dates of the next Council meetings

17 <sup>th</sup> June 2024	Finance Committee meeting
1 <sup>st</sup> July 2024	Environment Committee meeting
8 <sup>th</sup> July 2024	Full Council 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 leave the meeting during consideration of the following: To note legal advice in relation to the guide hut on the parish field.