



HELSEBY PARISH COUNCIL

3rd December 2024

To: All Members of Helsby Parish Council

You are hereby summoned to a meeting of Helsby Parish Council on Monday 9th December 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. 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. 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 November 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 Policy and Procedures Committee meeting held on 25th November 2024 (attached). Cllr. Temple will present the draft minutes. Council to note and/or consider the following recommendations:
 - 9.1 To adopt a new version of the Financial Regulations, as based on NALC's latest model version from April 2024;
 - 9.2 To adopt a revised version of the Internal Control Policy (amendments made to Section 3[m] and Appendix 1);
 - 9.3 To adopt a revised version of the Standing Orders with two amendments: to increase the Public Contracts Regulations 2015 threshold from £25,000 to £30,000 and to enable tender documents to be submitted electronically as well as by post;
 - 9.4 To adopt the following new GDPR policies: a Bring Your Own Device Policy; a Data Breach Policy; and a Subject Access Request Policy; and
 - 9.5 To adopt a revised version of the Privacy Notice as based on a template from the Information Commissioner's Office.

10. Miscellaneous Matters

- 10.1 To consider payments for the design and printing of Helsby News in 2025.
- 10.2 To consider setting up a Helsby Parish Council Facebook page, and if approved, to agree any requirements for admin support and usage of the site.
- 10.3 Update on the new website.
- 10.4 To consider council support for the installation of an Active Travel time-based map at Helsby Station.
- 10.5 To consider hosting a play inspection training course in February and to book two places at a cost of around £245 per attendee plus an optional £265 per candidate to sit the associated exam.
- 10.6 To approve the Clerk's workplan for 2025.

11. Councillor surgery update.

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

13. Planning

- 13.1 To note/consider the council's responses to the following planning applications and any other applications that may be distributed in advance of the meeting:

24/02856/TPO

The Vicarage Vicarage Lane Helsby
Work to 2 x sycamore trees
No objections

24/03315/FUL

Land Adjacent 1 Proffits Lane Helsby
Demolition of existing outbuilding and construction of dwelling house

Awaiting comments

24/03430/TPO

Helsby Quarry Woodland Park Robin Hood Lane Helsby
Full sectioned fell of large Silver Birch tree

Awaiting comments

- 13.2 To note the planning notification report (as attached).
- 13.3 To consider a response to the Phase Two consultation on Frodsham Solar.
- 13.4 To consider a response to Cheshire West and Chester's Design Code: Vision Engagement survey (deadline 20th December).
- 13.5 To receive any member reports – for information only.

14. Financial Matters

- 14.1 Bank Reconciliation for November 2024 – for inspection and approval (as attached).
- 14.2 To approve payments made and note receipts to the end of November (as attached).
- 14.3 To note various bank transfers as set out in the attached report and to consider any recommendations in the report.

15. To note the outstanding actions log.

16. Dates of the next Council meetings

- | | |
|---------------------------|---|
| 11 th December | Environment Committee budget meeting |
| 11 th December | Parks, Cemetery and Allotments Committee budget meeting |
| 13 th January | Finance Committee |
| 20 th January | Full Council meeting (note third Monday of the month) |

Confidential Matters

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:

- 17. To consider quotes received for the design phase of the park masterplan project.
- 18. To receive an update on the future of the guide hut and to consider next steps.
- 19. To review and recommend any changes to the clerk's "Terms and Conditions of Employment" in respect of her remuneration, grading, holiday allowance and pension (clerk also to leave the meeting during this discussion).