



HELSEBY PARISH COUNCIL

8th April 2025

To: All Members of Helsby Parish Council

You are hereby summoned to a meeting of Helsby Parish Council on Monday 14th April 2025 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 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 10th March 2025.
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 17th March 2025 (attached). Cllr. Temple will present the draft minutes for information. Council to note and/or consider the following recommendations:
 - 9.1 To note the updated the policy table including the revised review periods for each policy and to note the new policy referencing system;
 - 9.2 To consider proposed amendments to the: Standing Orders; Code of Conduct; Disciplinary Policy; Grievance Policy; Equality and Diversity Policy, Lone Working Policy and Risk Assessment; Publication Scheme; Freedom of Information Policy; Sickness Absence Policy and Health and Safety Policy;
 - 9.3 To consider the proposed amendments to the General Risk Assessment as well as to add the following '*The Chair is copied into emails to the payroll agent notifying them of changes to the Clerk's pay rates*' under 'Clause 47 – Fraud by Clerk' as based on the internal auditor's comments from the 2023/24 audit; and
 - 9.4 To consider the adoption of a new Co-Option of Councillors Policy.
10. Minutes of the Finance Committee meeting held on 7th April 2025 (attached). Cllr. O'Neill will present the draft minutes for information. Council to note and/or consider the following recommendations:
 - 10.1 To approve the earmarked reserves balance of £131,642.33 at 31st March 2025;
 - 10.2 To accept the Bank Reconciliation Report detailing a final balance for 2024/25 of £181,871.85 and the Net Payment and Receipts Budget Reports;
 - 10.3 To accept the Financial Report for the Year Ending 31st March 2025;
 - 10.4 To consider the proposed amendments to the Financial Regulations;
 - 10.5 To consider the proposed amendments to the Internal Control Policy;
 - 10.6 To accept the Asset Register detailing £231,674.54 being the total value of assets held at 31st March 2025;
 - 10.7 To accept the council's current insurance schedule with various amendments to the insurance cover for the council's assets;
 - 10.8 To note the S106 funds available to the council for Helsby projects;
 - 10.9 To approve the annual renewal of the insurance policy for Helsby Community Centre with Community First at a cost of £570.46;
 - 10.10 To accept the council's current investment programmes;
 - 10.11 To note the dates for the internal and external auditing of the council's 2024/25 accounts and to accept the appointment of JDH Business Services to carry out the council's internal audit;
 - 10.12 To add the following line to the Powers and Responsibilities of the Finance Committee in the Standing Orders: '*To annually review the scope of the work of the internal auditor and to minute the review and appointment*'; and
 - 10.13 To continue paying regular payments by Direct Debit as an efficient and acceptable method of payment.
11. Miscellaneous Matters
 - 11.1 To approve the meeting date schedule for 2025/26.
 - 11.2 To consider the annual renewal of the council's membership with the Institute of Cemetery and Crematorium Management (ICCM) at a cost of £105.00.
 - 11.3 To provide an update on the cemetery extension area project and to note the approval of a payment of £385 to Cheshire Wildlife Trust to install a reptile fence

around the perimeter of the works (approval made under Standing Order 16[b] Delegation to Responsible Financial Officer).

- 11.4 To consider renewing the council's membership with ChALC for 2025/26 at a cost of £1,592.
- 11.5 To consider a request from the Scouts for their Squirrels group to visit Queens Drive allotments on 1st and 8th May as part of their summer learning programme. To note that a risk assessment has been submitted to the council in this respect.
- 11.6 To discuss the poor visibility for vehicles exiting the Queen's Drive/Chester Road junction and what measures might be taken to address the issue.
- 11.7 To consider approval of the following SLCC/National Allotment Society training session for the Clerk 'Allotment Management: Tenancy Agreements and Policies' on 15th May at a cost of £45.
- 11.8 To sign a copy of the Original Lease relating to Land situate at Mountain View, Helsby Cheshire (Helsby Village Produce Association lease) for a term of 6 years from and including 1st August 2024.
- 11.9 To note that Helsby Parish Council now meets the definition of a local authority covered by the requirements of The Local Government Transparency Code 2015, as it is defined as 'a parish council which has gross annual income or expenditure (whichever is higher) exceeding £200,000'.

12. Councillor surgery update.

13. Allotment tenancies - to receive any new applications.

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

15. Planning

15.1 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:

25/00592/FUL	Youds Cottage 7 Old Chester Road Helsby Erection of first floor side extension No objections
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25/00250/FUL	5 Hill View Avenue Helsby Single storey rear extension No objections
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15.2 To note the planning notification report (as attached).

15.3 To receive any member reports – for information only.

16. Financial Matters

16.1 Bank Reconciliation for March 2025 – for inspection and approval (as attached).

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

16.3 To note any recent bank transfers made under Financial Regulation 6.6 (iv).

17. To note the outstanding actions log.

18. Dates of the next council meetings

17 th April	Annual Parish Meeting (Electorate)
28 th April	Parks, Cemetery and Allotments Committee
12 th May	Parish Council Annual Meeting

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:

19. To receive an update on the discussions held with the council's solicitor about the guide hut and to consider approval of a draft Settlement Agreement with the guides.
20. To consider quotes for the path edging work on the parish field, play area and Sherwood Court.