

HALSALL PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 20th September 2023 at 7.30 p.m. at Memorial Hall, Halsall.

1. Introductions and Apologies for absence
2. Declarations of Interest
3. Open Forum for 15 minutes for matters raised by members of the public
 - 3.1 West Lancs Borough Councillors
 - 3.2 Open Forum
4. To confirm and sign the [minutes of the meeting held on 12th July 2023](#) as a correct record
5. Discuss and agree on any matters arising from [Parish Clerk's Report](#)
6. Reports from Representatives to outside Bodies
To receive reports from representatives and discuss and agree on any actions arising ;
 - 6.1 Lancashire Association of Local Councils (LALC) - Cllrs R Brookfield, J Ridley, E Wright
 - 6.2 Ormskirk Academy - Cllr A Timon
7. Reports from Working Groups
To receive reports from Working Groups and discuss and agree upon any actions arising;
 - 7.1 St Aidan's Hall Committee - Cllrs M Lyons and N McCarthy-Thomason
 - 7.2 Finance - Cllrs. E Wright, A Timon, M Schofield and K Wright
 - 7.3 Human Resources – Cllrs. A Timon, K Wright, M Lyons, M Schofield
 - 7.4 Traffic and Road Safety – Cllrs. K Pyne and N McCarthy-Thomason
 - [Road marking plan for Four Lane Ends](#)
 - [Traffic Signs Plan for Four Lane Ends](#)
 - New road markings
 - 7.5 Flooding – Cllrs. E Wright and A Timon
 - 7.6 Healthy Halsall – Cllrs. M Schofield, J Ridley, M Lyons , B Roberts
 - 7.7 Planning & Development - Cllrs.M Schofield and B Roberts
8. [Planning Applications](#)
 - 8.1 Applications - to discuss whether the Parish Council should comment on

[Past 21 day comment period due to no meeting in August](#)

[2020/0390 78 New Cut Lane, details reserved relating to drainage and lighting](#)

2023/0679 34 Summerwood Lane, single storey extension at side and rear

2022/1096 58 New Street, details reserved relating to glazing

2023/0617 Sports Pavilion, install a gate, occasional parking on field

2023/0769 Malt Kiln Cottage, outbuildings for home office and swimming pool

2023/0770 48 Summerwood Lane, 2 storey side extension

8.2 To Note recent Planning Decisions - all granted

2023/0061 74 New Street, TPO Crown, thin, reduce birch tree

2023/0098 Greenways, Halsall, TPO

2023/0081 Old Rectory, Halsall, TPO

2023/0505 58 New Street, Refurbishment of main roof

2023/0474 Malt Kiln Cottage, increase residential garden

- 9. To approve expenditure of £450 for Kays Traffic Management for Remembrance Sunday by waiving Financial Orders FO 11.1 to obtain 3 quotes for items over £250**
- 10. To consider expenditure on Refreshments for the Volunteer Event with a budget provision of £350.**
- 11. To consider the appointment of new Local Auditor at a cost of £440 pa
Previous Auditor was £60 pa, this would be an interim and final audit at £220 each split over 2 years.**
- 12. To approve changing the website hosting contract from Annual to Quarterly Renewals
£60 per quarter, £240 pa, so in a better position to change. Due 28/7/2023**
- 13. [CP] To consider changing Council Email to a .GOV.UK system with website hosting through Cloud Next
£55 per year for .gov.uk email plus £50 per year for website hosting
JPAG "best practice" recommendations 5.205 thru 5.208
Suggestions that External Auditors want this to become mandatory**
- 14. To approve the transfer of £161.88 of quarterly interest into the Reserves Account**
- 15. To approve a Waste Collection service for St Aidans from West Lancs Borough**

Council at a cost of £200 for the balance of this year with £200 available unspent in the Business Rates budget.

16. To approve the Switch of Electricity Supplier to Octopus on 27th September
Current supplier EON £560.46, British Gas £514.96, Octopus £461.68
17. To apply for [Lancashire County Council Biodiversity Grant of £300](#)
18. To apply for the £500 LCC Grant for [Public Rights of Way Local Delivery Scheme](#)
19. To approve expenditure of £190.42 on items for St Aidans funded from £1000 Donation (Power & data cables, brackets, replacement for faulty microphone)
([St Aidans Refurbishment Spreadsheet](#))
20. To approve expenditure of £129.03 on more [signs, smoke detectors etc](#) to meet new Fire Safety Standards from 1st October
21. To approve expenditure of £53+VAT on an [additional CO2 fire extinguisher from FireEquipment Services](#)
22. To consider purchasing a [3rd Defibrillator for the Parish £900 Available in the budget](#)
23. To approve [applications for S137 Grants](#)
 - a) [Halsall Proud & Tidy £500](#)
 - b) [Friends of Shirdley Hill Village Green £250](#)
(Startup costs for Residents Monthly Lunch)
 - c) [Friends of Shirdley Hill Village Green £500](#)
(New raised bed for Shrubs)
24. To support the Clerk's application to attend the next CiLCA Course
[LALC are offering subsidised CiLCA Training Courses](#) £495 reduced to £195.
For Clerk to pay.
Parish Council have to minute their support for the Training and sign the [Training Support Agreement](#)
25. To approve a S19 Grant Request for £329 from Memorial Hall Trust for a security camera
26. To approve expenditure of £30 to fit a parking post in the entrance to village green
A removable post to prevent unauthorised vehicles from getting access to the green
27. To consider a Request from Memorial Hall Trust for funding to provide public toilets
S87 of 1936 Public Health Act and/or S19 1976 Local Government (MP) might apply
28. To Consider a variation in the Bakehouse lease extension - now 10 year lease ?
29. To Consider restoration of stone monuments at Lychgate
30. To approve expenditure of £200 for annual service of St Aidans CCTV
31. Finance

- a) To approve the Schedule of Payments for September
- b) To approve Annual Insurance Premium to Zurich Insurance of £2688.72
(Year 5 of a 5-year deal)
- c) To receive a Financial Statement for July and August 2023
- d) To confirm that bank balances in the accounts agree with the balances at the bank
- e) To review the new format of the Quarterly Spend to Date spreadsheet

31. Advance Notice of Information-Only Items

32. Date and time of next meeting:

(2nd Wednesday in October would be 11th October at St Aidan's).

Signed
Chris Pyne
Parish Clerk

All present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her. All statements, questions and responses, challenges to statements, complaints or criticisms must be related to the facts of the matter and not personal in nature.

Members of the public disturbing a Council meeting will be asked by the Chair to desist in any behaviour considered to be disrupting the meeting. If the behaviour continues Council can resolve, without discussion, that the person(s) withdraw from the meeting or be removed. If a meeting becomes unmanageable because of interruption, or it is impossible to continue due to disturbance or disregard for the Chair's instructions, the Council can and will resolve to either close the meeting for a period or have the meeting recalled for another date.