

HALSALL PARISH COUNCIL

Minutes of the Meeting of Halsall Parish Council held on Wednesday 15th May at 7.30 p.m. at Memorial Hall, Halsall

PRESENT: Cllr E Wright (Chair), Cllr M Lyons (Vice Chair), Cllr R Brookfield, Cllr N McCarthy-Thomason, Cllr J Ferguson, Cllr M Schofield, Cllr B Roberts, Cllr K Wright, C Pyne(Clerk) and 7 visitors

1. **Introductions and Apologies for Absence**
Cllr J Ridley, apology accepted.
2. **Declarations of Interest**
None
3. **Appointments and Acceptance of Office**
 - 3.1 **Appointment of Chair**
Cllr E Wright informed the Council that she would not be re-applying for the role of Chair and thanked everyone for their support over the past 2 years.

Cllr Brookfield was proposed and seconded. Cllr Lyons was proposed and seconded. Cllr K Wright asked for a written vote.

Cllr Lyons was elected Chair by majority of votes and signed Acceptance of Office.

Cllr Lyons took over the role of Chair of the meeting.
 - 3.2 **Appointment of Vice Chair**
Cllr E Wright was proposed and seconded. Cllr E Wright was elected Vice Chair and signed Acceptance of Office.
4. **Open Forum**
 - 4.1 **West Lancs Borough Councillors**
Apologies received as Parish meeting clashes with WLBC Council meeting.
 - 4.2 **Open Public Forum**
Carol Ward introduced herself as the new St Cuthbert's Church Warden.

No further questions
5. **Further Appointments and Acceptance of Office**
 - 5.1 **Councillors Acceptance of Office and Register of Interests**
Councillors signed Acceptance of Office forms. The Council agreed that any remaining forms could be submitted at the next meeting.
 - 5.2 **Co-option of Parish Councillor due to one Election Vacancy**
Should the Council publicly advertise the vacancy or select from 2 applications already received?

Further publication of the vacancy was discussed, and the Council agreed to vote now on the two applications.

A Timon and J Arrowsmith were invited to speak in support of their applications.

Cllr K Wright proposed a written vote. A Timon received majority of votes and was invited to join the Council as a Co-opted member. The Acceptance of Office form was signed.

5.3 Appointments of Representatives to Outside Bodies

a) Ormskirk Foundation Trust

Cllr A Timon was appointed.

b) Lancashire Association of Local Councils & NALC

Cllrs R Brookfield & M Lyons were appointed. A decision on a 3rd representative was deferred to the next meeting.

c) Shirdley Hill Community Association

Cllrs N McCarthy-Thomason & J Ferguson were appointed.

d) St Cuthbert's Church Committee

Cllr J Ridley was appointed with Cllr M Schofield as deputy representative.

5.4 Appointments to Committees and Working Groups

a) Finance WG

Cllrs Lyons, E Wright, Timon & K Wright were appointed. 4 representatives are required so that there are 3 available for online financial approvals.

b) HR WG

Cllrs. A Timon, K Wright, M Lyons & M Schofield were appointed.

c) Transport & Road Safety WG

Cllrs. N McCarthy-Thomason, R Brookfield, B Roberts & M Schofield were appointed.

d) Flooding WG

Cllrs. E Wright, A Timon & R Brookfield were appointed. It was clarified that the primary purpose of the Flooding Working Group was the proposed Internal Drainage Board. No recent activity on this matter but it will be resurrected by the Department of Environment and WLBC.

e) Healthy Halsall WG

Cllrs. M Schofield, J Ridley, M Lyons & B Roberts were appointed.

f) Planning & Development WG

Cllrs M Schofield & B Roberts were appointed.

g) Environment and Biodiversity WG

Cllrs M Lyons, J Ferguson & Mr J Ferguson were appointed.

6. Other Items Required at an Annual General Meeting

(Standing Orders items 5 M i to xxi)

6.0 To confirm and sign the [Minutes of the meeting held on 10th April](#)

The minutes of 10th April were Agreed and signed.

6.1 Review of [Standing Orders](#) & [Financial Regulations](#)

A new version of Standing Orders was agreed in November 2023 (Item 12). No further changes required.

NALC published the new version of Financial Regulations in the 1st week of May, Council will review these and discuss in June meeting.

- 6.2 Review of [Asset Register](#)**

The Asset Register was reviewed as part of Budget Planning in January 2024. No further changes required.
- 6.3 Review of [Insurance Cover](#)**

Council & Trust have joint £10M of Employer's Liability and Public Liability insurance until 30/9/2024 so the policy will be reviewed/renewed this year.
- 6.4 Review of Subscriptions (LALC & NALC)**

The Council paid £412.32 in subscriptions to LALC & NALC in 2023/24. Subscriptions are necessary to receive template documents, attend meetings and consult for advice.
- 6.5 Review of Council Policies**

New policies for Complaints and GDPR are required.
- 6.6 Review of [S137 Expenditure](#)**

The Council awarded a total of £2775 in S137 Grants and £1168 in S19 Grants (Total £3,943) in 2023/24. The budget for these grants for 2024/25 is £4000.
- 6.7 Time and Place of [Ordinary Meetings of the Council for 2024/25](#)**

Proposed timetable of meetings was agreed. The Parish meeting will be scheduled for April, after St Cuthbert's annual meeting.
- 7. Discuss and agree on any matters arising from [Parish Clerk's Report](#)**
 - 7.1** To approve emergency repair of Village Green car park bollard at a cost of £65.68.

[Paid under Clerk's delegated authority FR 5.15 Items under £500 Discharge of functions - LGA 1972 s111]
 - 7.2** Repairs are necessary to Rear External Door and Internal door between Main Hall and Toilet Annex. Noted.
- 8. To receive reports from Representatives to outside Bodies and discuss and agree on any actions arising;**
 - 8.1 Lancashire Association of Local Councils (LALC)**

Cllrs R Brookfield, J Ridley, E Wright
No meetings.
 - 8.2 Ormskirk Foundation Trust**

Cllr A Timon
Nothing to report.
 - 8.3 Shirdley Hill Community Association**

WLBC Environmental Health has arranged to inspect kitchens at St Aidan's and Memorial Halls. Cllr McCarthy-Thomason is leading on the preparations

required. SHCA and Trust volunteers are being recommended to update their Food Safety Training.

The Council agreed to a cost of £140 to have the St Aidan's catering oven professionally cleaned. The council agreed to arrange overtime for the Cleaner for both Halls. The kitchens have not been inspected since 2018 as there has been no regular preparation of food but the new Luncheon Clubs now require regular inspections.

*[Clerk's delegated authority FR 5.15 Items under £500
Discharge of functions - LGA 1972 s111]*

SHCA hosted a public meeting where Mr Green outlined his proposals following the purchase of La Mancha Hall. The Hall will be primarily an extended family home. The Hall does have additional land which may be used commercially for Mr Green's glamping business subject to all usual planning procedures. No decisions reached yet. Mr Green has other sites in the UK that he is investigating.

8.4 St Cuthbert's Church

Cllr Ridley - no report due to apologies.

9. To receive reports from Working Groups and agree upon any actions arising;

9.1 Finance

Cllrs. E Wright, A Timon, M Schofield and K Wright – nothing to report.

9.2 Human Resources

Cllrs. A Timon, K Wright, M Lyons, M Schofield – nothing to report.

9.3 Traffic and Road Safety

Cllrs. N McCarthy-Thomason, R Brookfield, B Roberts, M Schofield
Cllr McCarthy-Thomason paid another visit to the site office to remind them of the correct transport route for lorries using the construction site, no lorries should use Heathey Lane and Renacres Lane.

Cllr Brookfield spoke about traffic congestion on Summerwood Lane caused by fishing competitions on the canal and school car parking. The Council will try to engage with the school about car parking. Special arrangements were made to use the school field for a large funeral event so there is potential for a change.

In view of the comments on Village Facebook regarding potential demolition of Plex Lane Bus shelter, should we arrange for new quotations for repairs?

Halsall Estates have replied through a 3rd party that they believe the bus shelter lease extends to 2030. Clarification is being sought as this would change the perspective on spending money at the site.

9.4 Flooding

Cllrs. E Wright and A Timon – nothing to report.

9.5 Healthy Halsall
Cllrs. M Schofield, J Ridley, M Lyons, B Roberts – nothing to report.

9.6 Planning & Development
Cllrs M Schofield and B Roberts – nothing to report.

9.7 Environment & Biodiversity Working Group
Cllrs M Lyons and J Ferguson – nothing to report.

10. [Planning Applications](#)

10.1 Applications

2024/0341/FUL North Moor Cottage; New tiled conservatory roof
2024/0039/TPO 69 Renacres Lane; remove diseased tree
2024/0627/FUL 18 Summerwood Gardens; rear extension & front porch
2024/0187/FUL 80 New Street; double storey rear extension
2024/0187/FUL Grainstore House; Plex Lane; detached garage

No comments were made on any planning applications.

Noted correspondence received from Mr Beilenshon regarding a potential planning application at Halsall Landscapes.

10.2 To Note Recent Planning Decisions

2023/0888/PNP Land at New Cut Lane
Prior approval for agricultural building refused.
Full Planning permission required.
2024/0231/FUL Holly Farm , Plex Lane, changes to internal layout and windows.

11 Finance

11.1 To approve the [Schedule of Payments for May](#)

Agreed and Signed. Significant change since last month is the future receipt of £214 per month from the Memorial Hall Trust towards the shared cost of a cleaner.

11.2 To review the [Spend to Date and Budget Allocations](#)

Agreed. We will receive £2500 of additional income from Memorial Hall Cleaning but the total cost of cleaning will increase, that will balance out.

11.3 To approve the [Bank Reconciliation](#)

Agreed and signed. Note - Internal Auditor is suggesting a new reporting format which should be ready next month.

11.4 Independent Review of Bank Balances

Cllr E Wright confirmed the bank balances as at 30/4/2024 matched the accounts. The Internal Auditor recommends that an independent councillor, not the Chair, should review the monthly bank balances. Cllr E Wright agreed to this.

- 11.5 To note [monthly charge to Memorial Hall Trust](#) for use of HPC Cleaner £214 per month recovery of our shared cleaning costs of £3850 p.a.
[Power to employ staff – LGA 1972 s112]
12. **2023-24 Internal and External Audits**
- 12.1 To accept the [report of the Internal Auditor](#) – Agreed
- 12.2 To consider an [Action Plan for Auditor’s Recommendations](#)
To be discussed with Finance WG and progressed through 2024/25.
- 12.3 To appoint J. O’Donoghue as Auditor for 2024/5 – Agreed
- 12.4 To approve payment of Internal Audit at a cost of £250 – Agreed
[Audit and Accountability Act 2014 s20]
- 12.5 To approve the publication of [Notice of Public Rights on 3rd June 2024](#)
Agreed.
13. To approve [new 2024 version of Financial Regulations](#) from NALC
To be reviewed and considered in June.
14. **To consider an upgrade to St Aidan’s CCTV**
- a) Company A: £1965.00
b) Company I : £2631.00
c) Company F: £2071.72
d) Company V: £2763.00 / £3021.15 (Positive Filming Warning)
- Agreed to purchase CCTV upgrade from Company A – AC Security of Southport.
[Crime Prevention – Local Government Rating Act 1997 s31]
15. **To consider repainting car parking lines at St Aidan’s & Memorial Hall**
- a) Company LM: £1400
b) Company C: £2500
c) Company T: £2870
d) Company F: £3000
e) Company L: £4600
- Council asked the Clerk to investigate other options that might be more cost effective than regularly repainting lines.
16. **To approve S19 Grant Requests from Memorial Hall Trust**
- a) £389 to [update internal locks](#) to new Fire Safety standards
b) £590 to [update emergency lighting](#) to new Fire Safety standards
- [Power to support recreational facilities provided by a voluntary group – LGA (MP) 1976 s19]*

17. **To consider an Invitation to [Scarisbrick Annual Civic service on 2nd June at St Marks 11.00am](#)**

Agreed, Clerk to accept invitation

18. **To consider contribution to the [Clerk's CiLCA examination fee \(£450\)](#)**

Agreed in principle, HR group to prepare a contractual agreement to fund training costs subject to pro-rata repayment.

19. **To consider a [S137 Grant request for £180](#) from Shirdley Hill Community Association for training in Food Safety**

The proposed motion was amended to £116 and then agreed.

[Free Resource Grants – LGA 1972 S137]

20. **To consider impact on Halsall News of changes to C. of E. Finance**
Noted, that Council may have to take more administrative responsibility for publication of Halsall News magazine, due to a proposed reorganisation of C. of E. financial systems.

21. **Notice of Information-Only Items**

None raised.

22. **Date and time of next meeting**

June Meeting will be 12th June at St Aidan's Hall

Meeting closed at 9:25pm

Signed Chair **Date**