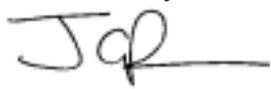


7.4	Flooding	
	Cllrs. E Wright, R Brookfield and A Timon	
7.5	Healthy Halsall	
	Cllrs. M Schofield, J Ridley, M Lyons, B Roberts	
7.6	Planning & Development	
	Cllrs M Schofield and B Roberts	
7.7	Environment & Biodiversity Working Group	
	Cllrs M Lyons, J Ferguson and Mr J Ferguson	
8.	Planning Applications	
8.1	Applications	
	Moss View; Continuation of residence with an agricultural occupation North Moor Lane: TPO reduce branches on two mature Ash trees Mill Brow Farm: change of use from agricultural to commercial La Mancha, Renacres Lane; restore an external door Hollybrooks Farm, Moss Road: TPO Fell diseased Hornbeam tree	
8.2	To Note Recent Planning Decisions	
	<u>Approved</u> 59 Moss Road; Erection of a new garage 18 Summerwood Gardens; Rear Extension and Porch Grainstore House, Plex Lane: Erection new garage <u>Refused</u> 69 Renacres Lane: TPO Fell Sycamore	
8.3	Recent planning emails received since agenda published	
9.	Finance	
9.1	To approve the Schedule of Payments for July	
9.2	To review the Spend to Date and Budget Allocations	
9.3	To approve the Bank Reconciliation	
9.4	To confirm the bank balances on accounts & sign bank statements	
9.5	To move quarterly interest payments of £315.16 into Reserves	
10.	To approve Clerk's Annual Leave from 29th July to 5th August	
11.	To consider a change to Financial Regulations so Councillors must see invoices before they can be approved	

12.		To approve Insurance Renewal for 2024/5 and optionally 3-year deal
	a)	Renew with Zurich (L/Y so minimum will be £2688) Premium will increase due to claim & will not quote until within 30 days.
	b)	Gallagher Insurance (provisionally between £3700 and £4700) So will not progress to a detailed quote as they expect us to want to improve on Zurich renewal.
	c)	Clear Insurance (Aviva Policy) £2096.19 with 3-year deal at £2009.23
13.		To approve GDPR requirements raised by Internal Audit
	13.1	Data Protection Policy (might need some CCTV additions)
	13.2	Freedom of Information Policy
14		To approve purchase of Halsall History WW2 Board at a cost of £xxx Internal Hall display. Need a new display frame.
15.		To start planning for Remembrance Sunday Event
	15.1	To approve single quote process for Kays Traffic Management
	15.2	To approve arrangements and budget for ceremony event
16.		To consider options for the spare external HPC Noticeboard
	a)	A second board at Village Green (use reverse side?)
	b)	Reuse internally at MH for official notices (replace current one)
	c)	Any others? Dispose?
17.		To consider a plan for Co-opting a new councillor
	17.1	To note the resignation of Cllr James Ridley
	17.2	To notify WLBC Election Office of the Vacancy & Election Notice
	17.3	To approve a new standing order on advertising and recruitment
	17.4	To agree a timetable for advertising and a selection meeting
18.		To approve improvements to picnic benches at Recreation Ground at a cost of £340 to be charged to CIL budget
19.		Notice of Information-Only Items
20.		Date and time of next meeting
		Next meeting date will be 11 th September at St Aidan's
Authorised by		
		
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 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.

HALSALL PARISH COUNCIL

Minutes of Halsall Parish Council meeting held on Wednesday 12th June at 7:30 pm
at St Aidan's Hall, Renacres Lane, Halsall.

PRESENT : Cllr M Lyons (Chair), Cllr R Brookfield, Cllr N McCarthy-Thomason, Cllr J Ferguson, C Pyne(Clerk) and 1 visitor.

1. **Introductions and Apologies for Absence**
Cllr J Ridley, E Wright, K Wright, B Roberts, M Schofield, A Timon, apologies accepted.
2. **Declarations of Interest**
None.
3. **Open Forum**
 - 3.1 **West Lancs Borough Councillors**
No reports
 - 3.2 **Open Public Forum**
No comments
4. **To confirm and sign the [Minutes of the meeting held on 15th May](#)**
The minutes of 15th May were agreed and signed.
5. **Discuss and agree on any matters arising from [Parish Clerk's Report](#)**
 - 5.1 Rear UPVC door at St Aidan's going to need a specialist repair at a cost of xxx. Needs new metal inserts for the bolts.
 - 5.2 Used delegated authority to refit annex door, new lock, handles and fix trim at a cost of £140 by Oakholt due to lock jamming.
 - 5.3 Used delegated authority to repair Plex Lane Bus Shelter at a cost of £495. Allocate to CIL budget.
 - 5.4 Total cost (6 items) of preparing for Hygiene Inspection was £447.41 Documents, Oven Clean, Cleaning materials, Training, Repairs, Kitchen items, Overtime.
 - 5.5 Finished Hive installation at a cost of £372.
 - 5.6 Parking barrier on Village Green was replaced at a cost of £84.66

Minor repairs and renewals were noted and agreed.

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

6. **To receive reports from Representatives to outside Bodies and discuss and agree upon any actions arising;**
 - 6.1 **Lancashire Association of Local Councils (LALC)**
Cllrs R Brookfield, M Lyons & vacancy

No meetings

6.2 Ormskirk Foundation Trust

Cllr A Timon

No meetings

6.3 Shirdley Hill Community Association

Cllrs N McCarthy-Thomason & J Ferguson

The 80th Anniversary of D-Day event was well attended, with over 100 guests at one point, 80 Fish & Chip meals were served. The SHCA raised £300.71 for its funds and British Legion raised £100.

The Picnic in the Park will be on Sunday 30th June.

The Shirdley Hill Olympics will be 6th July.

All the Food Hygiene training for the Luncheon Club has been completed.

6.4 St Cuthbert's Church Committee

Cllr J Ridley & deputy representative Cllr M Schofield

No meetings

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

7.1 Finance

Cllrs. M Lyons, E Wright, A Timon, and K Wright

Nothing to report

7.2 Human Resources

Cllrs. A Timon, K Wright, M Lyons, and M Schofield

The Clerk's original contract of employment from May 2023 has been redrafted on to the new NALC model Contract of Employment. No changes were made.

7.3 Traffic and Road Safety

Cllrs. N McCarthy-Thomason, R Brookfield, and M Schofield

Many of the potholes reported last month have been fixed.

The drains outside St Aidan's are blocked.

The Clerk suggested the chevrons at junction of Heathey Lane and Jacksmere Lane should be reported again as adjacent signs were fixed but these are still knocked down.

7.4 Flooding (see item 15 too)

Cllrs. E Wright, R Brookfield and A Timon

The village green is suffering from poor drainage, particularly in the centre of the field. WLBC have been out to assess it and all calling out further resources to inspect the field drain with a camera.

7.5 Healthy Halsall

Cllrs. M Schofield, J Ridley, M Lyons, B Roberts

No report

7.6 Planning & Development

Cllrs M Schofield and B Roberts

No report

7.7 Environment & Biodiversity Working Group

Cllrs M Lyons, J Ferguson and Mr J Ferguson

No further communication with LCC since the briefing in Leyland in January.

8. [Planning Applications](#)

8.1 Applications

2024/0452/FUL, 9 Summerwood Lane; new two storey extension and refurbishment of house, barn and annexe

2024/0400/FUL, 165 Carr Moss Lane; demolish workshop and replace with gym and store building

No comments were raised.

8.2 To Note Recent Planning Decisions

2024.0231/FUL, Holly Farm Buildings, swapping living room and bedroom layouts, Agreed.

2024/0138/FUL, Sycamore Lodge, New Cut Lane, replacement dormer windows, Refused.

2023/0888/PNP, Agricultural Building, New Cut Lane, Refused

Noted.

8.3 Recent planning emails received since agenda published

None were received.

9. Finance

9.1 To approve the [Schedule of Payments for June](#)

Approved.

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

The VAT Return (Form 126) has been submitted for £2237.56 which was higher than the predicted £1500 in December Budget due to building repairs later in the year.

9.3 To approve the [Bank Reconciliation](#)

Note: The Internal Auditor is suggesting this new reporting format.

New format for the report was agreed and signed. Cllr McCarthy-Thomason co-signed due to absence of Cllr E Wright.

9.4 To confirm the bank balances on accounts & sign bank statements

Cllr Lyons agreed that bank balances matched the accounts.

9.5 [Publication of Notice of Public Rights](#)

Publication of Notice of Public Rights was explained and viewed on Council Website, along with the AGAR Sections 1 and 2 documents.

It was agreed that the AGAR section 1 Accounts page could be published in Halsall News to promote transparency and the Notice of Public Rights procedure.

10. [Acceptance of Office and Register of Interests](#)

All councillors' forms have been completed and published on the council website.

11 To appoint a 3rd representative to LALC

Cllr J Ferguson agreed to be 3rd LALC representative.

12. To Approve new Version of [Financial Regulations](#)

Council agreed that FR7.4 would be changed to reflect that any personal data associated with salary payments (i.e. net salary, N.I. , Tax, Pension etc) would be redacted from any FOI requests rather than duplicate transactions in a confidential cashbook. Disproportional effort for only 2 employees. Do not get FOI requests, so no extra work required unless we do receive one.

FR 18.2 Power to suspend Financial Regulations

13. To Approve the repainting of car park lines

Council still concerned conditions attached to the lowest cost bid. Council needs the flexibility to book our timeslot and not have work crew turn-up unannounced when they have an opportunity. Café car park could be very busy and not get painted.

Agreed to select CCL Surfacing at a cost of £2500 + VAT

To funded from CIL Budget

Power to support a voluntary organisation proving recreation facilities on

*behalf of the Council.
Local Government (Misc. Prov,) 1976 s19*

- 14 [To approve requests for S137 Grants](#)
- 14.1 **£45 from FROG for annual cost of garden waste service from WLBC**
- Agreed.
- 14.2 **£500 from Bees and Butterflies Brigade for soil and plants for memorial garden at St Cuthbert's**
- Agreed. First £120 to come from Reserves, balance of LCC Biodiversity grant , then £380 from S137 budget line.
- Power to give grants to local organisations. Free Resource.
Local Government Act 1972 s 137*
15. **Received an invitation from Scarisbrick PC for a “Flooding” meeting on 4th October 2024**
- Invited all West Lancs PCs, MP for West Lancs MP, Save the Flow and Environment Agency.
- Cllr Brookfield agreed to attend.
16. **To consider future plans for Speed Indicator Devices**
- Faulty charger or batteries again. No spare parts. Should we replace? [New LCC Policy/Requirements.](#) Potential [Problems.](#)
- Council agreed to invest in new batteries and more than one battery charger, if possible, due to the difficulty in obtaining spare parts. Continue using original SPID devices. Potential cost would be approximately £150.
- FR 5.15 Clerk's delegated authority under £500
Discharge of functions - LGA 1972 s111*
17. **To approve new [Complaints Policy](#)**
- Agreed.
18. **Notice of Information-Only Items**
- Clerk identified that two “simple” actions from Auditor's report could require significant work. Cllr McCarthy-Thomason agreed to review the Webmail facility and to assist with the Web Accessibility requirements which need to be in place for Oct 2024.

19..

Date and time of next meeting

Next meeting date will be 10th July at Memorial Hall

Meeting closed at 08:35 pm.

Signed Chair Date

PARISH CLERKS REPORT

July 2024

I am going to report using the [HPC Action List](#) (on the Intranet under Quick Links).

Completed Activities since Last Meeting

Ref	Date	Completed Activities	Source	Resolution	Date
271	12/6/2023	Organise CCL Surfacing to do car park lines	Minutes	Phone and email, arranging a date and specifications . Done.	28/06/2024
274	12/6/2023	Find batteries and charges for James SPIDs	Minutes	Ordered 2 chargers from Ebay. james has one working OK	28/06/2024
265	29/5/2024	Specialist UPVC repair on rear door	Clerk	Oakholt are subcontracting done	27/06/2024
268	12/6/2023	Better Fire evacuation photo.drawing/posters	Clerk	Done new ones to put up	27/06/2024
128	23/9/2023	Review CCTV at St Aidans due to Internet access	Minutes	New Internet CCTV at St Aidans installed 25/6/2024	25/06/2024
241	15/5/2024	Update Financial Regulations	Audit	On June Agenda (Duplicate 209). Done to website and Intranet	18/06/2024
270	12/6/2023	Make changes to FR permanent and publish	Minutes	Reviewed and done, copied to Website	18/06/2024
272	12/6/2023	Pay Frog Grant	Minutes	Bank payment setup 16/6/2024	16/06/2024
273	12/6/2023	Pay £B's grant	Minutes	Bank payment setup 16/6/2024	16/06/2024
275	12/6/2023	Setup Noel with webmail	Minutes	Noel is working and testing	15/06/2024
206	14/2/2024	Unity Bank Charge Card	Minutes	Chased Unity Bank, Paid application fee 5/6/2024 . Made 1st Purchase	13/06/2024
209	14/2/2024	New Financial Regulations	Minutes	On agenda 12/6/2024 . Agreed with change at 7.14	13/06/2024
230	10/4/2024	Organise car park lines quotes	Minutes	Done, presented at 15/5/2024 - research Road Studs - Council agreed CCL	13/06/2024
246	15/5/2024	Adopt NALC Employment Contract	Audit	Chair signed at June meeting	13/06/2024
113	18/8/2023	Fire Escape procedure	Fire Safety	Done display notices, put up in June	12/06/2024
250	15/5/2024	Publish Financial Reports	Audit	Now included in Minutes	12/06/2024

Open Activities

Ref	Date	Open Activities	Source	Latest Update
48	14/4/2023	Get Rent Review. Now a new 10 year lease	Minutes	Draft lease now available 5/6/2024 . With other solicitors.
83	12/7/2023	Purchase baby changing table	Minutes	What model ?
126	22/9/2023	Fire Safety Risk Assessment	Fire Safety	Got draft document, need to finalise it
142	12/10/2023	Get estimate for power at Saracens Head	Minutes	
146	24/10/2023	Get links to NPPF and WLBC Planning policy	Course	
148	24/10/2023	Statutory Instrument for HPC, where is it ?	Course	
189	11/1/2024	Look at Four lanes end lighting at night	Clerk	
193	11/1/2024	Circulate Hire agreement	Minutes	
198	11/1/2024	Write to Halsall Estates re Plex Lane bus stop	Minutes	Got a contact. Email Lease on 2nd Feb, chased 29th Feb with 2nd bus stop lease
210	14/2/2024	Community Skip	Minutes	Pick a date? Coordinate Halsall News/WLBC availability
218	14/2/2024	FOI on Website	Clerk	Needs a new web page. Bluesock?
219	14/2/2024	Footpath meeting	Minutes	Booked 20th August
220	29/2/2024	Ask BTR to do St Aidans Conveyance	Clerk	Have a new solicitor at BTR since 1st April
223	14/6/2023	Cleaning War Memorial Tablets	Minutes	Got photos . Sent to Ormsby
225	10/4/2024	Cost of Footpath Signs	Minutes	Can we do engraved wooden markers?
237	15/5/2024	All Councillors should have .gov email	Audit	Need to research auto forwarding
242	15/5/2024	2 councillors to authorise payments	Audit	Done printed forms - need to change bank authorisations
243	15/5/2024	Consider business Interruption & Cyber insurance	Audit	include that when renew insurance in September
244	15/5/2024	Need a Risk Management Policy	Audit	
255	15/5/2024	Need Data Protection Policy	Audit	Drafted for July Agenda
256	15/5/2024	Need GDPR(FOI) Policy	Audit	Drafted for July Agenda
266	7/6/2024	Get insurance quotes for 1st Sept renewal	Clerk	need approval at July meeting, as no August meeting
267	12/6/2023	Hive instructions for St Aidans	Clerk	
276	12/6/2023	Do research into 3 websites suppliers	Minutes	

Schedule of Payments July for 10th July Meeting									
Received Date	Minutes Ref	Status	Bank Date	Expenditure Category	Amount	Payee	Notes		
Changes since last month : Highlighted									
Direct Debits (manually listed)									
			3rd Month	Open Space maintenance	320.00	Forshaw	Monthly		
			3rd Month	Open Space maintenance	100.00	Connor St Aidans	Monthly		
			8th Month	National Broadband 4G Intern	42.00	Nat Broadband	Monthly		
			9th Month	Electricity	as claimed	Octopus	Monthly		
			21st Month	Gas	as claimed	EON	Monthly		
			24th Month	Lloyds Bank Credit Card	as claimed	Lloyds	Monthly		
			28th Month	22 HMRC Employers N.I.	as claimed	HMRC	Monthly		
			28th Month	20 Clerk's Salary	708.50	Pyne	monthly		
			end of quarter	Water	as claimed	Water Plus	Quarterly		
			end of quarter	Bank Charges (£6 per month)	18.00	Unity	Quarterly		
			15/12/2023	Information Commissioner	35.00	ICO	Annually		
Paid under Delegated Authority (manually listed)									
			28th	14 Cleaning (Salary)	321.00	Fessey	1 x 2 hour sessions		
			28th	10 MH Refund Cleaning	-214.00	Trust	2 x 2 Cleaning sessions		
			28th	15 Cleaning Expenses	as claimed	Fessey	monthly		
			28th	23 Member Expenses	as claimed	as claimed	monthly		
			28th	23 Clerk's Expenses	as claimed	Pyne	monthly		
			as claimed	Window Cleaning	£35 per month	P Walsh	monthly		
Payments Awaiting Approval (automatic filter)									
			Date		Amount	Payee	Notes		
			20/5/2024	Tax and NI	187.09	HMRC	Provisional until DD for May		
			28/6/2024	Tax and NI	187.09	HMRC	Provisional until DD for June		
			2/7/2024	Property Expenses	130.00	Connor	St Aidan's plus line painting		
			2/7/2024	Property Expenses	3,000.00	CCL	Car Park Line Painting		
			2/7/2024	Office Expenses	57.49	Pyne	Printer Ink		
			2/7/2024	Clerk's Mileage	22.23	Pyne	Mileage		
			2/7/2024	Window Cleaning	30.00	Pyne	Windows Clean in June		
			2/7/2024	Property Expenses	95.25	Pyne	Planters & Door handles		
			3/7/2024	Property Expenses	320.00	Forshaw	Village Green		
			3/7/2024	Internet	42.00	National Broadbar	Internet for July		
			4/7/2024	Electricity	48.48	Octopus	Electricity for June		
Signed		(Chair)		Signed			(Councillor)
Date				Date			

Receipts and Payments 2024/2025 Spend to Date Summary		
Planned Budget	39,780.00	
Total Income	42,348.00	£2568 additional income
Total Expenditure	17,055.23	
Available to date	25,292.77	

Receipts & Payments for 2024 /2025 (inc Scheduled Payments)					
Code	Budget Item	Agreed Budget	Spend to Date	Available	Explanations /Comments

21	Clerk's Salary	11,000	2,125.50	8,874.50	
22	inc Tax & NI	0	561.27	-561.27	Code 21 & 22 taken together
23	Clerk's Mileage	150	38.79	111.21	
24	Office Expenses	250	178.82	71.18	
25	Staff Training	750	0.00	750.00	
26	Staff Recruitment	0	0.00	0.00	
27	Cleaner Salary	1500	1,022.60	477.40	15/5/24 Transfer £1500 from Code 71. Going to be £3852
28	Cleaner Tax & NI	0	0.00	0.00	
			0.00	0.00	
31	Chair's Allowances	200	0.00	200.00	
33	Mileage	100	0.00	100.00	
34	Expenses	100	0.00	100.00	
35	Training	400	0.00	400.00	
			0.00	0.00	
41	Audit fees	450	250.00	200.00	
42	Subs LALC	450	0.00	450.00	
43	ICO	35	0.00	35.00	
44	Reserve re elections etc	400	0.00	400.00	
45	Legal Fees - Solicitor/Planning	600	600.00	0.00	
46	Music Licence	300	0.00	300.00	
17	Refunds (Hire Fees, etc)	0	100.00	-100.00	7/5/2024 Transfer £100 Hire fee to Memorial Hall
			0.00	0.00	
51	Rem Sunday / War memorial	1,200	0.00	1,200.00	
52	Bus shelters	350	495.00	-145.00	3/6/2024 Paid from CIL so £350 still available
54	Seats	250	0.00	250.00	
55	Noticeboards/ Web Hosting	800	138.00	662.00	
56	Spids	300	0.00	300.00	
57	Maintenance of open spaces	4,500	1,160.00	3,340.00	
58	New Defibrillator	450	0.00	450.00	
			0.00	0.00	
61	Electricity	1,100	179.44	920.56	
62	Gas	1,300	151.59	1,148.41	
63	Water	600	106.24	493.76	
64	Internet	500	168.00	332.00	
65	Mobile Phone	100	0.00	100.00	
66	Insurances/inspections/Fire	3,200	46.54	3,153.46	
67	Hygiene / Waste	450	277.84	172.16	
68	Window cleaning	420	65.00	355.00	
69	Bank Charges	75	71.00	4.00	
			0.00	0.00	
71	St Aidans Cleaning	0	0.00	0.00	15/5/24 Transfer all £1500 to 27
72	Cleaning supplies	200	182.35	17.65	
73	St Aidans Property	1,100	6,572.95	-5,472.95	
81	S137 (Anyone)	3,365	841.00	2,524.00	10/4/24 Move £135 to 83
82	S19 (only MH)	1,500	389.00	1,111.00	
83	S142 Halsall News	485	484.50	0.50	10/4/24 Overspent. Move £135 from 81
84	VAT for CIL Grant	500	77.80	422.20	
85	S133 Meetings at MH	150	0.00	150.00	
86	S19 Warm Spaces	200	0.00	200.00	
87	LCC Footpaths	0	0.00	0.00	£500 in Reserves
88	LCC Biodiversity	0	120.00	-120.00	17/6/2024 spent £120 of LCC Reserve on Bees s137
		0.00			
	Payments to date inc Scheduled	39,780	17,055.23		
	Difference (should be zero)		0.00		

Code		Agreed 2024/25	Received to date	Outstanding	Explanations for surplus
10	Cleaning Costs from MH	2,568.00	666.69	1,901.31	£3852/6*4=2568 = £214 per month (2568+1500=4068)
11	CIL	0.00	6,314.88	0	
12	Precept	29,436.00	14,718.00	14,718.00	
13	Council Support	1,433.00	1,433.00	0.00	
14	Concurrent Grant	1,761.00	880.50	880.50	
15	Reserves / Received Grants	3,200.00	0.00	3,200.00	
16	Hall Hire	2,000.00	1,439.00	561.00	
17	Refund /Transfer to MH	0.00	269.00	-269.00	to be Excluded from AGAR - IN & OUT
18	Interest Received	450.00	315.16	134.84	
19	Other Income	0.00	0.00	0.00	
126	VAT Refund	1,500.00	2,237.56	-737.56	24/6/2024 additional £737.56 from VAT refund
		42,348.00	28,273.79		
	Receipts to date inc Scheduled		28,273.79		
	Difference (should be zero)	2,568.00	0.00		Extra Income. Recovering shared cleaning cost from MH

