

HALSALL PARISH COUNCIL

Minutes of Halsall Parish Council meeting held on
Wednesday 11th September at 7:00pm
at St Aidan's Hall, Renacres Lane, Halsall

PRESENT: Cllr M Lyons (Chair), Cllr E Wright (Vice Chair), Cllr R Brookfield, Cllr K Wright, Cllr B Roberts, Cllr M Schofield, Cllr A Timon, C Pyne (Clerk) and 3 visitors.

1. Introductions and Apologies for Absence

Ken Sharp and Gaynor Culshaw attended as representatives from Open Spaces and West Lancashire Footpath Group for item 22.

Apologies accepted from Cllrs N McCarthy-Thomason and J Ferguson.

2. Declarations of Interest

None.

22. To consider a Letter of Support for Open Spaces' proposed changes to Footpath 28.

The Chair moved Item 22 to the start of the meeting to allow the guests to leave after the presentation and Q&A.

The Chair thanked Ken Sharp and Gaynor Culshaw for attending and providing the presentation.

The invitation to walk the path and observe a potential deviation was accepted.

The Clerk will research Council minutes for discussions related to September 1999 DMMO and correspondence with the WFLG in 2014.

Cllr Brookfield has many old maps of the area and will contact Ken Sharp.

The Clerk has researched S30 of the Highways Act 1980

“Section 30 of the Highways Act 1980 covers the dedication of a highway by agreement with a parish or community council. This can include footpaths, bridleways, or restricted byways.

A council can enter into an agreement if:

- The dedication would be beneficial to the inhabitants of the parish or community
- The person has the necessary power to dedicate the highway
- The dedication is for a highway over land in the parish or community, or an adjoining parish or community

The council can then:

- Carry out any works incidental to or consequential on the agreement
- Contribute towards the expense of carrying out the works “

Signed Chair Date

- 3. **Open Forum**
- 3.1 **West Lancs Borough Councillors**
- 3.2 **Open Public Forum**

It was suggested that for the previous item that local Bridleway group might be interested in the proposals and that grants available for set aside land might be incorporated into a proposed route.

- 4. **To confirm and sign the [Minutes of the meeting held on 10th July](#)**
Minutes of 10th July were accepted.

- 5. **Discuss and agree on any matters arising from [Parish Clerk's Report](#)**

- 5.1 Update on Memorial Hall Picnic Benches

Work was scheduled for this morning, but it has been rained off again. To be rescheduled.

- 5.2 Update on Parish Council Insurance

Zurich have quoted a renewal cost of £2980.22 (£2,707.38 – 3-year)
Aviva have quoted a new cost of £2230.62 (TBC - 3 Year)
which includes an extra cost for Cyber insurance option.

It was confirmed that the Council will switch insurance providers to Aviva as the late quotation from Zurich is more expensive.

Discharge of functions - Local Government Act 1972 s111

- 5.3 Update on Advertising Parish Council Vacancy

Published in the September edition of Halsall News. Also published on the Council website and all parish council notice boards. Closing date 11th October. To be progressed in the November meeting.

- 5.4 Update on planning for Remembrance Sunday

Traffic management is booked, WLBC Traffic Order applied for, budget for the reception agreed, British Legion not advertising poppies yet.

- 5.5 Update on Bakehouse Lease

The 10-year lease has now been signed by both parties. The Council/Trust has planned income for next 10 years.

It was agreed to pay the solicitor's fee of £1181.50 + VAT. This was not expected expenditure in December's planning for the budget, so it was agreed to pay for this from the Reserves account.

Discharge of functions - Local Government Act 1972 s111

- 5.6 Update on Halsall Trust Secretary position.

The Trust Secretary resigned on 4th September. The Council as Sole Trustee has agreed that the Parish Clerk will take over these duties until a replacement is recruited, and that the additional hours be added to the Clerk's salary.

Power to employ staff, S112 Local Government Act 1972

- 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 & J Ferguson
Cllr Lyons & Clerk attended the meeting on 18th July. Nothing to report.
 - 6.2 Ormskirk Foundation Trust**

Cllr A Timon was unable to attend the last meeting due to annual leave. He is in contact with the Chair. Next meeting is in November with a report to Council's meeting in December.
 - 6.3 Shirdley Hill Community Association**

Cllrs N McCarthy-Thomason & J Ferguson
No report due to apologies.
 - 6.4 St Cuthbert's Church Committee**

Cllr M Schofield agreed to be the Council's representative. She is in regular contact with the Church Warden.
- 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
Will meet to consider the position of Trust Secretary as it is the same group as for the Trust.
 - 7.3 Traffic and Road Safety**

Cllrs. N McCarthy-Thomason, R Brookfield, B. Roberts and M Schofield.
It appears that cleaning Summerwood Lane drain only has a temporary effect, and soon blocks again.

Clerk to contact LCC Highways about flooding outside the bus stop at Gregory's Garage. Is this within the scope of the proposed re-surfacing.
 - 7.4 Flooding**

Cllrs. E Wright, R Brookfield and A Timon
Nothing to report
 - 7.5 Healthy Halsall**

Cllrs. M Schofield, M Lyons, B Roberts

Signed Chair Date

Nothing to report

7.6 Planning & Development

Cllrs M Schofield and B Roberts

There is concern about changes to West Lancs BC plans for housing, (which are not known). How will this affect potential development sites in Halsall?

7.7 Environment & Biodiversity Working Group

Cllrs M Lyons, J Ferguson and Mr J Ferguson

It was agreed to ask this group to work with Ken Sharp on Footpath 28.

8. Planning Applications

8.1 Applications

- 2024/0382/FUL 98 New Cut Lane, rebuild bungalow due to subsidence
- 2024/0724/FUL 3 Plex Moss Lane, extensions to rear and side
- 2024/0718/FUL 38 Heathey Lane, side, rear and granny annexe extensions
- 2024/0715/FUL 1 Halsall Farm Grove, retrospective children's play structure
- 2024/0699/FUL 176A Renacres Lane, 2 storey extension to rear & side ext.
- 2024/0692/FUL 71 Segar's Lane, demolition/rebuilding due to subsidence
- 2024/0660/PNP Gorse Hill Farm, Prior approval for Farm Track & Exit

Council is not aware of any concerns on these applications, no comments to be made.

8.2 To Note Recent Planning Decisions

- 2022/1095/CON 58 New Street, change in materials for railings
- 2024/0088/TPO North Moor Lane, reduce branches on 2 Ash trees
- 2024/0341/FUL North Moor Cottage, add tiled roof to conservatory
- 2024/0187/FUL 80 New Street, double storey rear extension

8.3 Recent planning emails received since agenda was published

- 2023/0739/FUL 93 Segars Lane, Retrospective permission for a caravan
- 2024/0752/PNC Green Barn, Asmall Lane, change to a Dwelling

Council not aware of any concerns on these applications, no comments to be made.

9. Finance

9.1 To approve the Schedule of Payments for September

Approved and signed at the end of the meeting.

9.2 To review the Monthly Spend to Date

At 6-month review stage. Clerk is confident that the budget is on target.

9.3 To approve the Bank Reconciliation

Approved and signed at the end of the meeting.

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

Signed Chair Date

Approved and signed at the end of the meeting.

- 9.5** To approve transfer of £400 to Memorial Hall Trust which was paid to HPC in error by WLBC as the Trust's Polling Station Hire Fee.

Approved to transfer the money. It was expected that WLBC would ask for the return of the incorrect payment, but the Council will assist them as sole Trustee of the charity.

- 9.6** Update on HMRC DD for PAYE and NI. - Although charges accrue monthly HMRC only takes payment quarterly.

Quarterly payment now taken, need to ensure there is sufficient balance in the account.

- 9.7** To approve overtime payments of £49 for cleaner for covering August Bank Holiday.

Approved.

Power to employ staff, S112 Local Government Act 1972

- 10. To consider St Aidan's Hall Hire Agreement and Hire Charges**

Hire agreement approved. Discussion on Hire Charges to be deferred to the next meeting as Councillors have different views and not all present.

- 11. To approve MPLC Film Licence for St Aidan's Hall at a cost of £326.67 p.a.**

Approved. To support the activities of different hirers;

Discharge of functions - Local Government Act 1972 s111

- 12. To approve a monthly waste nappy collection bin and service at a £140 p.a. to be added to the Millennium service contract.**

Approved.

Discharge of functions - Local Government Act 1972 s111

- 13. To purchase a commercial baby changing unit from Amazon supplier at cost of £120. (Model M-Bi)**

Approved.

Discharge of functions - Local Government Act 1972 s111

14. **To approve renewal of Octopus as preferred electricity supplier for next 2 years at their suggested cost of £515 p.a. £110 less than our predicted cost for this year.**

Approved.

Discharge of functions - Local Government Act 1972 s111

15. **To approve 2024 payment of the Civic Dignitaries Allowance (Chairman's Fund) at a cost of £200.**

Approved but to be used to fund non-statutory payments such as leaving gifts, awards, certificates etc.

Power to pay the chairman an allowance, S15 Local Government Act 1972

16. **To continue with the scheme to fund local maintenance of Shirdley Hill Bus stop at a cost of £50 p.a.**

Approved.

Power to provide bus shelters, S4 Local Government (Miscellaneous Provisions) 1953

17. **To consider Nominations for the King's Award for Voluntary Service 2025**

Agreed, Council and Councillors will draft nominations.

18. **To approve a request for S19 Grant for Memorial Hall to create a Storeroom/Cleaner's Room to be funded from CIL.**

Deferred, as the planned Trust meeting to consider this project was cancelled. Not yet agreed by the Trust.

19. **To consider a purchase of a marquee(s). One for each venue Shirdley Hill & Recreation Ground? With options to hold events at same time or erect at one site for larger events at a cost of £400 each.**

Deferred, Cllrs Schofield and Roberts will research the manufacturer and model of the hired marquee.

20. **To approve S137 Grant request from Shirdley Hill Community Association for £400 to purchase a replacement for their damaged marquee.**

Deferred, Cllr McCarthy-Thomason not available to present the idea of needing both items 19 and 20.

21. **To approve a S19 Grant request from Memorial Hall for immediate repairs to children's playground at a cost of £349 plus VAT.**

Approved. Emergency Health and Safety work has been completed and the Council will pay the cost as a donation to the Trust.

Power to support voluntary organisation providing recreational facilities – S19 Local Government - Miscellaneous Provisions Act 1976

23. To approve a S19 Grant request from Memorial Hall for major work to children’s playground at a cost of £1900 plus VAT

Approved in principle that Council will fund an upgrade to Children’s playground but will work with the Trust Secretary to obtain quotes from other potential suppliers up to the cost of £1900.

Power to support voluntary organisation providing recreational facilities – S19 Local Government - Miscellaneous Provisions Act 1976

24. To approve Risk Management Policy (and Register) as required by Internal Auditor

Approved.

25. Notice of Information-Only Items

County Councillor and Borough Councillor posters. Installed
WLBC Councillor posters. Installed

St Cuthbert’s is merging its financial management with other churches. Has potential impact on how the Parish Magazine will be funded. Future Agenda item.

Massams is closing the Outreach Post Office due to poor service. No further action.

Decline the invitation to WLBC Civic Ceremony, not a suitable date at short notice.

Cllrs Brookfield and E Wright had a robust discussion on contributions to a Trust situation. Not a topic for the Council agenda. The Chair offered to mediate their dispute.

Cllr E Wright left the meeting at 20.52-

26. Date and time of next meeting

Next meeting date will be 9th October at Memorial Hall

Meeting closed at 20:54