

HALSALL PARISH COUNCIL

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 13th November at 7:30 pm at St Aidan's Hall, Renacres Lane.

1. **Introductions and Apologies for Absence**
2. **Declarations of Interest**
3. **Open Forum**
 - 3.1 **West Lancs Borough Councillors**
 - 3.2 **Open Public Forum**
4. **To confirm and sign the [Minutes of the meeting held on 9th October](#)**
5. **Discuss and agree on any matters arising from [Parish Clerk's Report](#)**
 - 5.1 Update on Remembrance Sunday
 - 5.2 To note repairs to Plex Lane Bus Shelter at a cost of £128.50
 - 5.3 To note fixing of potholes in car park at a cost of £83.55
 - 5.4 To note extra costs on refurbishment of Memorial Hall Gates. Item 11 October. Gates were in a worst condition, needing stripping back to bare metal, £136.99 in extra labour and materials. (now £786.99)
 - 5.5 To note attendance at annual LCC Parish Clerk's Liaison meeting in Preston.
 - 5.6 To note £30 to repair the Council laptop.
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
 - 6.2 **Ormskirk Foundation Trust**
Cllr A Timon
 - 6.3 **Shirdley Hill Community Association**
Cllrs N McCarthy-Thomason & J Ferguson
 - 6.4 **St Cuthbert's Church Committee**
Cllr M Schofield
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
 - 7.2 **Human Resources**
Cllrs. A Timon, K Wright, M Lyons, and M Schofield
 - 7.1 Update on Applications received for new role of Assistant Parish Clerk.
 - 7.2 To note the annual NJC Pay award with back pay to April 2024
New rate for Clerk £917.53 per month, back pay £223.72

New rate for Trust £583.89 per month, back pay £40.86
New rate for Cleaner £329.78 per month, back pay £63.94

7.3 Traffic and Road Safety

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

7.4 Flooding

Cllrs. E Wright, R Brookfield and A Timon

7.5 Healthy Halsall

Cllrs. M Schofield, 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
Update on Footpath 28

8. [Planning Applications](#)

8.1 Applications

2024/0902/FUL, 32 Linaker Drive, single storey rear extension
2024/0843/FUL, La Mancha, change of use to holiday let
Request from Cllr Blundell to go to planning committee ("Called In")
2024/0718/FUL, 38 Heathey Lane, extensions, relisted as changes added
2024/0715/FUL, 1 Halsall Farm Grove, children's play structure

8.2 To Note Recent Planning Decisions

2024/0752/PNC, Green Barn, Asmall Lane, change to dwelling - agreed
2024/0724/FUL, 3 Plex Moss Lane, extension - refused
2024/0400/LDP, 165 Carr Moss Lane, gym in an outbuilding - agreed

8.3 Recent planning emails received since agenda published

(Planning applications are published on day of the meeting)

9. Finance

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

9.2 To review the [Monthly Spend to Date - November](#)

9.3 To approve the [Bank Reconciliation](#)

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

9.5 To determine whether the £114.51 raised at the Halloween event should be repaid to the Council (Item 14 October) or donated to the Charity.

- 9.6** To note that St Cuthbert's is proceeding with its reorganisation of administrative processes and requires the Parish Council to take over administration of the Halsall News parish magazine.

The Clerk has checked this with our Internal Auditor and a national VAT specialist at SLCC. There are no VAT implications so long as advertising income remains below £5,000 p.a. threshold. The council and church will continue to jointly subsidise the parish magazine through an annual (January) reconciliation of the account.

Local Government Act 1972 s142, power to provide newsletters.

- 10. Election of Co-opted Parish Councillor**
- 11. Update on CIL funded repairs to Children's Playground**
Yates prefers to delay repairs and repainting until Spring.
- 12. To consider a proposal to use a Broker to find a supplier of EV Chargers for Recreation Ground car park.**
Proposed rental £150-£300 per bay p.a. suggested 2 bays.
- 13. Update on proposal to provide CPR Training**
- 14. Proposal to replace St Aidan's floor with laminate at a cost of £2340**
To include removal of all old flooring, preparation, underlay and fitting. Other quotes were £1684 and £2442 for supply only. Removals and fitting would be extras.
- 15. Proposal to have a student's graphic design competition for WW2 commemorative posters. Suggested budget £600.**
- 16. Notice of Information-Only Items**
December meeting - arranged demonstration of a new WCAG 2.2 website
- 17. Date and time of next meeting**
Next meeting date will be 11th December at Memorial Hall,

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.

PARISH CLERKS REPORT

November 2024

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

Completed Activities since Last Meeting (9th October)

Majority of time spent working with contractor on schedule of improvements at Memorial Hall

Date	Completed Activities	Ref	Source	Resolution	Date
12/9/2024	1999 Minutes on the DMMO for footpath 28	305	Minutes	Replied - possibly a single line in the minutes. Wrong footpath number?	08/11/2024
12/9/2024	2014 Correspondence on Footpath 28	306	Minutes	Replied no information found	08/11/2024
12/9/2024	Is there a local Bridleway Group?	307	Minutes	St Helens Facebook, Lancashire Horse (none closer)	08/11/2024
12/9/2024	What are grants for set aside land?	308	Minutes	Abolished in 2008 (by EU) . Now called Countryside Stewardship	08/11/2024
12/9/2024	Tidy up Applications file (Data Protection)	311	Minutes	Discarded all previous applicants	08/11/2024
12/9/2024	Arrange walk of footpath 28	317	Minutes	Walk completed	08/11/2024
12/9/2024	Work on alternative quotes for painting playground	329	Minutes	Going with Yates Playgrounds	08/11/2024
16/10/2024	Do Assistant Parish Clerk Advert	334	Minutes	Done Halsall News, Council website, Noticeboards & Facebook	08/11/2024
16/10/2024	Organise the scheme of works at Memorial Hall	335	Minutes	Almost complete, waiting on parts for thresholds. Paid from CIL	08/11/2024
16/10/2024	Pay s137 grant to Memorial Hall (Halloween)	337	Minutes	Done	28/10/2024
16/10/2024	Pay s137 grant to FROGs	336	Minutes	Done	23/10/2024
11/7/2024	Purchase Poppies	294	Minutes	Not in stock yet (27/8/2024). From British Legion store on Amazon	16/10/2024
12/9/2024	Purchase Poppy wreaths	312	Minutes	Duplicate	16/10/2024
9/10/2024	Libraries Act. Send Halsall News to British Library	339	Minutes	Done	15/10/2024
9/10/2024	Pay s133 hire payments to Memorial Hall	338	Minutes	Done	11/10/2024

Open Activities

Ref	Date	Open Activities	Source	Latest Update - DO NOT EDIT ! - Edit the All page
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	
210	14/2/2024	Community Skip	Minutes	Pick a date? Coordinate Halsall News/WLBC availability
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
276	12/6/2023	Do research into 3 websites suppliers	Minutes	December presentation
277	4/7/2024	Look at SLCC Monthly and Annual Calendar	Clerk	Saved to default Downloads
278	6/7/2024	check all 2024 minutes/agenda to new audit standards	Clerk	
301	19/7/2024	Look at Formby Children Playing signs	Clerk	
302	20/7/2024	Look at SLCC document retention policy	Clerk	
304	25/7/2024	Halsall Trust page on Council website	Clerk	New idea. several days works. Not urgent
314	12/9/2024	Move solicitors onto the Conveyancing	Minutes	written to Natasha
316	12/9/2024	Look at Flooding at Gregory's bus stop	Minutes	
330	12/9/2024	Update policies on website	Minutes	December & January meetings
332	25/9/2024	Move S137 spreadsheet into Cash Book	Clerk	
333	16/10/2024	CILCA Exam and CPD (after Asst Parish Clerk)	Clerk	

HALSALL PARISH COUNCIL		Schedule of Payments		November	for	13th November meeting	
Chair	Mary Lyons			Signed			
Independent				Signed			
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
			31st month	Bank Charges (£6 per month)	6.00	Unity	Monthly
			ad-hoc	Clerk & Trust Salaries	1,159.32	Pyne	Temp. Replacement
			end of quarter	Water	as claimed	Water Plus	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	09 MH Refund Clerk's Salary	-563.55	Trust	7 hours per week for month
			28th	Clerk & Trust Salaries	1,159.32	Pyne	Temp. Replacement
			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	40.00	P Walsh	monthly
Payments Awaiting Approval (automatic filter)							
			Date		Amount	Payee	Notes
			6/11/2024	CIL Project	786.99	Greenhalgh	Repaint MH Gates
			6/11/2024	CIL Project	83.55	Greenhalgh	Car park potholes
			6/11/2024	CIL Project	128.50	Greenhalgh	Roof Bus Shelter
			9/10/2024	Remembrance/ War Memorial	510.48	Kays Traffic Mgt	Rememberance Sunday
			4/11/2024	Gas	80.04	EON	October usage
			4/11/2024	Electricity	46.37	Octopus	October usage
			4/11/2024	ICO	35.00	ICO	2024-25 Certificate
			6/11/2024	Office Expenses	70.00	Pyne	Laptop & Window Cleaning

Receipts and Payments 2024/2025 Spend to Date Summary		
Planned Budget	39,780.00	
Total Income	39,780.00	£2568 additional income
Total Expenditure	37,563.28	
Available to date	2,216.72	

Receipts & Payments for 2024 / 2025 (inc Scheduled Payments)

Code	Budget Item	Agreed Budget	Spend to Date	Available	Explanations /Comments
Payments					
21	Clerk's Salary	11,000	5,861.14	5,138.86	
22	inc Tax & NI	0	1,564.21	-1,564.21	Code 21 & 22 taken together
23	Clerk's Mileage	150	38.79	111.21	
24	Office Expenses	250	280.74	-30.74	
25	Staff Training	750	0.00	750.00	
26	Staff Recruitment	0	0.00	0.00	
27	Cleaner Salary	1500	2,326.91	-826.91	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	628.00	-178.00	
42	Subs LALC	450	445.17	4.83	
43	ICO	35	35.00	0.00	
44	Reserve re elections etc	400	0.00	400.00	
45	Legal Fees - Solicitor/Planning	600	3,156.60	-2,556.60	
46	Music Licence	300	391.52	-91.52	
17	Refunds (Hire Fees, etc)	0	689.00	-689.00	7/5/2024 Transfer £100 Hire fee to Memorial Hall
			0.00	0.00	
51	Rem Sunday / War memorial	1,200	510.48	689.52	
52	Bus shelters	350	50.00	300.00	3/6/2024 Paid from CIL so £350 still available
54	Seats	250	0.00	250.00	
55	Noticeboards/ Web Hosting	800	197.98	602.02	
56	Spids	300	0.00	300.00	
57	Maintenance of open spaces	4,500	2,870.00	1,630.00	
58	New Defibrillator	450	0.00	450.00	
			0.00	0.00	
61	Electricity	1,100	355.82	744.18	
62	Gas	1,300	348.75	951.25	
63	Water	600	300.49	299.51	44
64	Internet	500	336.00	164.00	
65	Mobile Phone	100	0.00	100.00	
66	Insurances/inspections/Fire	3,200	2,143.55	1,056.45	
67	Hygiene / Waste	450	508.37	-58.37	
68	Window cleaning	420	155.00	265.00	
69	Bank Charges	75	91.40	-16.40	
			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	1,558.10	-458.10	
75	Hire Refunds & Adjustments	0	100.00		
77	Lloyds Debit Expenses	0	572.20	-572.20	
			0.00	0.00	
81	S137 (Anyone)	3,365	1,691.00	1,674.00	10/4/24 Move £135 to 83
82	S19 (only MH)	1,500	0.00	1,500.00	
83	S142 Halsall News	485	484.50	0.50	10/4/24 Overspent. Move £135 from 81
84	VAT for CIL Grant	500	647.60	-147.60	
85	S133 Meetings at MH	150	80.00	70.00	
86	S19 Warm Spaces	200	0.00	200.00	
87	LCC Biodiversity	0	0.00	0.00	£500 in Reserves
88	CIL Projects	0	8,937.61	-8,937.61	
89	Best Kept Village	0	25.00		
		0.00	37,563.28		
	Payments to date inc Scheduled	39,780	37,563.28		
	Difference (should be zero)		0.00		

Code	Agreed 2024/25	Received to date	Outstanding	Explanations for surplus
Receipts				
10	Cleaning Costs from MH	0.00	1,564.69	-1,564.69
11	CIL	0.00	6,314.88	0
12	Precept	29,436.00	29,436.00	0.00
13	Council Support	1,433.00	1,433.00	0.00
14	Concurrent Grant	1,761.00	1,761.00	0.00
15	Reserves / Received Grants	3,200.00	0.00	3,200.00
16	Hall Hire	2,000.00	2,848.50	-848.50
17	Refund /Transfer to MH	0.00	689.00	-689.00
18	Interest Received	450.00	636.52	-186.52
19	Other Income	0.00	1,127.10	-1,127.10
126	VAT Refund	1,500.00	2,237.56	-737.56
		39,780.00	48,048.25	+£8000 income on predicted budget BUT payments will be higher
	Receipts to date inc Scheduled		48,048.25	probably be +£11,000 by EOY
	Difference (should be zero)	0.00	0.00	

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HALSALL PARISH COUNCIL		Monthly Bank Reconciliation						
Chair	Mary Lyons		Signed			Date		
Independent			Signed			Date		
Monthly Bank Reconciliation for		October	Payments		6,490.96	Receipts		2,492.60
Bank Balances B/Fwd			Date	Amount	Payee	Date	Amount	Payee
Reserves account	20478586	16,675.91	03/10/2024	320.00	Forshaw	03/10/2024	563.55	Memorial Hall
CIL account	20471392	15,733.69	07/10/2024	90.54	WLBC	04/10/2024	880.50	WLBC
Current account	20471376	1,226.67	07/10/2024	100.00	Memorial Hall	07/10/2024	30.00	SHCA
Precept account	20471389	19,190.57	07/10/2024	180.00	Oakholt	07/10/2024	21.00	SHCA
Total at Bank		52,826.84	07/10/2024	391.52	MPLC	07/10/2024	42.00	Sarigama Dan
Payments/Expenditure		6,490.96	08/10/2024	42.00	National Broadband	07/10/2024	20.00	Sarigama Dan
Receipts/Income		2,492.60	09/10/2024	43.52	Octopus	09/10/2024	28.00	S Philepose
New C/Fwd		48,828.48	11/10/2024	80.00	Memorial Hall	21/10/2024	28.00	Gaskell Karate
Bank Balances C/Fwd			11/10/2024	20.00	Memorial Hall	24/10/2024	60.00	Puzait
Reserves account	20478586	16,879.38	11/10/2024	80.15	C Pyne	24/10/2024	563.55	Memorial Hall
CIL account	20471392	14,090.03	11/10/2024	540.00	Mulberry	28/10/2024	214.00	Memorial Hall
Current account	20471376	1,307.23	15/10/2024	100.00	Connor	29/10/2024	42.00	Jinson
Precept account	20471389	16,551.84	17/10/2024	1,169.85	Greenhalgh			
Total at Bank		48,828.48	18/10/2024	38.91	Eon			
Difference (New C/Fwd - Bank)		0.00	23/10/2024	500.00	FROG			
Comments			23/10/2024	179.80	Lloyds Bank			
checked as at 31.10.2024			24/10/2024	189.39	HMRC			
			24/10/2024	204.39	HMRC			
			24/10/2024	385.17	HMRC			
			28/10/2024	321.00	Fessey			
			28/10/2024	350.00	Cottage of Dreams			
			28/10/2024	1,159.32	Pyne			
			31/10/2024	5.40	Unity Bank			