

HALSALL PARISH COUNCIL

**Minutes of the Meeting of Halsall Parish Council held on
Wednesday 12th April 2023 at 7.30 p.m. at Memorial Hall, Halsall Road, Halsall.**

PRESENT: Cllr. E Wright (Chair), Cllr. J Ridley (Vice Chair), Cllr. M Lyons, Cllr. R Brookfield, Cllr M Schofield, Cllr. A Timon, Cllr. K Wright, Cllr N McCarthy-Thomason, C Pyne (Clerk) , and 4 members of the public.

01/04/2023 Introductions / Apologies

Cllr. K Pyne

02/04/2023 Declarations of Interest

Cllr Schofield declared an interest in Item 10 and left the room when candidates for co-option were considered.

03/04/2023 Borough Councillor's Report followed by Open Forum for 15 minutes for matters raised by members of the public for Councillors to respond to.

No Borough Councillor's report.

A member of the public had contacted Cllr Pyne about the visibility at Plex Lane junction now that the new houses are ready for occupation. It was agreed that the Clerk will contact the LCC Highways department.

04/04/2023 To confirm and sign the Minutes of the meeting held on 8th March 2023 as a correct record.

It was proposed and seconded that an amendment was required to the numbering (change February to March) and that the amount "£1400" had been omitted from item 12/03/2023.

The minutes were then accepted and it was **Agreed** that they be signed as a correct record.

05/04/2023 Discuss and Agree on any matters arising from Parish Clerk's Report

Open and closed actions were reviewed.

- Royal Mail postal address has been setup. Now need an order with BT for Broadband.
- The 3D-printed brackets will cost £5 each, £15 per lamp post. Need to survey the number of hexagonal lamp posts and tubular steel ones. Should then have all information required for a detailed cost proposal for the next meeting.
- An EPC report has been circulated. No essential changes required, just advice on the next replacement boiler.
- Vacancy for Parish Clerk has been advertised in Parish Magazine, all noticeboards and village Facebook
- Parish Council spreadsheets have been redesigned. Chair agrees with reconciliation to previous design. Parish accounts scheduled for internal audit on 15th April.
- Halsall News publicity for S137 Grants. Insufficient space in April edition, we will get priority for May edition.
- S19 grant for £1400 was paid to Halsall War Memorial Playing Fields and Hall charity.
- The agreed date for Open meeting on 12th April clashed with Auditor's proposed date of 15th so the meeting was cancelled before it was advertised. Now on this Agenda to agree a new date for Open Parish Meeting.
- It was suggested as part of the pre-audit review that the Council should have a Reserves Policy.

06/04/2023 Receive reports from Representatives and discuss and decide upon any actions arising.

Lancashire Association of Local Councils – Cllrs. R Brookfield, J. Ridley and E. Wright - No meetings.

Ormskirk School – Cllr. A. Timon. School Trust has awarded grants to previous students for continuing education.

07/04/2023 Planning Applications:

7.1 Applications

- 2023/0032/TPO Mill House Farm, New Street, Halsall - No comments.
T1- Raise Crown 5m and create 3m separation from property.
T2- Fell Cherry

Signed:

Chairman

Date:

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- 2023/0207/FUL Ollery Barn, Plumpton Lane, Halsall. – No comments.
Erection of Oak Framed Carport and other ancillary buildings within curtilage
- 2023/0111/FUL 74 New Street, Halsall - No comments.
First floor side extension

7. 2 Decisions

It was agreed to record this information to track the results of applications and to inform residents.

- 2022/0970/FUL Holly Farm Buildings, Plex Lane, Halsall
Granted - Variations in Conditions
- 2023/0017/LDP Malt Kiln Barn, Halsall Road, Halsall
Permitted - Certificate of Lawfulness
- 2022/1318/FUL Renacres Hall Farm, Renacres Lane, Halsall
Granted - Proposed Canopy with entrance.

08/04/2023 Reports from Committees & Working Groups

8.1 St Aidan's Management Committee

It was Agreed that the quorum should be changed to 3. Cllr McCarthy-Thomason gave an update on all repairs and improvements carried out at St Aidans by the volunteers. There will be an Open Village meeting next week to update residents and seek views on future developments at the hall.

8.2 Finance – Cllrs E.Wright, A.Timon, M.Schofield, K Wright

It was Agreed that, in future, Leaving Gifts for Councillors would not be purchased from the Council Budget. Need an item on the next Agenda to consider the cost of Cleaning.

8.3 Flooding – Cllr. E Wright and A Timon

Nothing to report.

8.4 Traffic and Road Safety – Cllrs. R Brookfield and K Pyne

Nothing to report. No update received from LCC Highways on progress with Four Lane Ends junction.

8.5 Human Resources Working Group – Cllrs A. Timon, K Wright, M Lyons, M Schofield

The advert for Parish Clerk role and supporting documents has been published in Halsall News, Council Website, all noticeboards and Village Facebook Forum.

The HR group was asked to consider a contingency plan if no applications are received; to identify members for the interview panel; to organise interviews for any applicants.

8.6 Healthy Halsall – Cllrs. R Brookfield, M Schofield, J Ridley and M Lyons

Nothing to report.

9/04/2023 To Agree on A Date for the Annual Parish Open Meeting

It was Agreed to hold the Annual Open Parish meeting on Wednesday 24th May at 7.30 pm at St Aidan's Hall.

10/04/2023 To Discuss and Decide upon Any applications for Co-Option

Cllrs Timon and K. Wright requested a signed ballot under Standing Order 9 for the purpose of selecting a Councillor for Co-option. The candidates for Co-option gave a short presentation. Beth Roberts received the most votes and was asked by the Chair to join the Council.

11/04/2023 To Make Appointments to St Aidan's Hall Committee

11.1 It was Agreed that Cllr McCarthy-Thomason would be Chair of the St Aidan's Management Committee.

11.2 It was Agreed that Pauline Woods, Claire Kershaw and Kyle Blackburn would be co-opted to the committee as non-voting advisory members.

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12/04/2023 To Discuss and Agree on Idea of Planting Coronation Trees

12.1 Cllr Schofield gave an update on the idea for planting a Coronation Tree following the example of the 1911 Coronation Tree. A resident has offered a suitable location and the cost of a commemorative stone is being researched.

12.2 Cllr McCarthy-Thomason suggested that Queen Elizabeth and King Charles commemorative roses were available and it was Agreed these would be appropriate for Shirdley Hill Village Green Rose bed to be purchased at approximate cost of £35.

13/04/2023 To Review Requirements and Contract for Open Spaces Maintenance

As the meeting was running late the Chair decided to adjourn this item to the next meeting.

14/04/2023 To Discuss and Agree on a Diary of Routine/Regular Events for Parish Council

As the meeting was running late the Chair decided to adjourn this item to the next meeting.

15/4/2023 Finance

15.1 The Schedule of Payments was Agreed.

15.2 The Financial Statement for March 2023 was presented and it was Agreed that the Bank Balance and Bank Statement were correct. As this is the last month of the financial year, this is also the statement for the end of year so the Chair also reconciled the accounts due to the 3 changes in the RFO role and the change from RBS to Unity Bank and confirmed all the accounts as correct. The Internal Audit is now scheduled for 15th April.

16/4/2023 Date & Time of Next Meeting

Date and time of next meeting: Wednesday 10th May 2023 at 7:30 pm at St Aidan's Hall.

Meeting Closed 9:03pm.