

# HALSALL PARISH COUNCIL

**Minutes of the Meeting of Halsall Parish Council held on  
Wednesday 13th December at 7.30 p.m. at St Aidan's Hall, Halsall Road, Halsall**

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

**1. Introductions and Apologies for absence**

Apologies were received from Cllr M Schofield, Cllr J Ridley, Cllr B Roberts and Cllr Timon and were accepted.

**2. Declarations of Interest**

None.

**3. Open Forum for 15 minutes for matters raised by members of the public**

A member of the public advised the Council that there may be a planning application for glamping (glamorous camping units ) in the future. This may be a concern as the private access road is narrow.

**4. To confirm and sign the minutes of the meeting held on 8th November 2023 as a correct record.**

Agreed and signed at the end of the meeting.

**25. Finance** - it was agreed to consider Item 25 Finance first due to the importance of setting the budget for next year.

a) To review the provisional budget for 2024/25.

The budget priorities were agreed in principle.

- Reducing the cost of the Precept ;
- Moving £1700 into Earmarked Reserves to create contingencies for items that will need to be purchased in the future ;
- Increasing the general level of reserves as they are below recommended minimum ;
- Further research is needed on councillor expenses.

The final budget to be presented in January for approval.

b) To approve the Schedule of Payments for December. Agreed.

c) To receive a Financial Statement for November and sign Bank Reconciliation. Agreed

d) To confirm that bank balances in the accounts agree with the balances at the bank.

Chair and Clerk agree on the actual bank balances.

**5. Discuss and agree on any matters arising from Parish Clerk's Report.**

Cllr Ferguson agreed to look into availability of other landscape contractors for St Aidan's.

The £300 Biodiversity Grant has been received from LCC. Halsall Proud & Tidy have applied for £100 to provide bird boxes in Bishop's Walk Woods. Agreed to pay that and expecting similar bids from Friends of Village Green and Bees & Butterflies groups.

**6. To receive reports from representatives and discuss and agree on any actions arising;**

**6.1 Lancashire Association of Local Councils (LALC)**

**- Cllrs R Brookfield, J Ridley, E Wright**

Clerk attended a LALC meeting where a subsidy towards the cost of the CiLCA exam was discussed. This may be useful later in the financial year.

**6.2 Ormskirk Foundation Trust**

**- Cllr A Timon**

No update as Cllr Timon was not available.

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

**7.1 St Aidan's Hall Committee - Cllrs M Lyons and N McCarthy-Thomason**

The Shirdley Hill Community Association has now been set up. It was proposed, seconded, and agreed to close the St Aidan's Hall Committee. Cllr McCarthy-Thomason as chair of the Association will coordinate on activities in Shirdley Hill and on use of St Aidan's Hall.

A £16,500 proposal to fit solar panels and upgrade the central heating in St Aidan's has been submitted to the National Lottery.

**7.2 Finance - Cllrs. E Wright, A Timon, M Schofield and K Wright**

No business to report.

**7.3 Human Resources – Cllrs. A Timon, K Wright, M Lyons, M Schofield**

Contract of employment for the Clerk is being updated.

Job description for the Cleaner is being progressed then the advert.

**7.4 Traffic and Road Safety – Cllrs. N McCarthy-Thomason, R Brookfield, B Roberts**

Contractor lorries have been observed on Renacres Lane today in contravention of the agreed transport route. Cllr McCarthy-Thomason to contact the building site.

The footpath along Heathey Lane, especially near Village Green is in poor condition. As is the New Cut Lane footpath. The Clerk to write to LCC about resurfacing them.

Cllr Brookfield brought up the numerous complaints on the Village Facebook about school-time car parking on Summerwood Lane with reference to the 2006 Parish Plan. We have not solved this problem and it is getting worse. Clerk to write to Cllr Westley and Neighbourhood Police to investigate what options are available.

**7.5 Flooding – Cllrs. E Wright and A Timon**

No business to report.

**7.6 Healthy Halsall – Cllrs. M Schofield, J Ridley, M Lyons, B Roberts**

No business to report.

**7.7 Planning & Development - Cllrs. M Schofield and B Roberts**

No business to report.

### 7.8 Environment & Biodiversity

It was agreed to set up a working group to develop this required policy. Cllr M Lyons, Cllr J Ferguson, and Mr J Ferguson will be members. They will attend the LCC presentation in Leyland in January.

## 8. Planning Applications

### 8.1 Applications - No comments made on;

T/2023/0179/TPO, 2 Halsall Farm Grove, prune trees over Carr Moss Lane  
T/2023/0168/TCA, Sports Pavilion, prune trees over Cross Lane

### 8.2 To Note recent Planning Decisions - all granted.

T/2023/0102/TCA, Sports Pavilion, prune trees adjoining Halsall Road  
2023/0822/LDC 84 Renacres Lane, single storey rear extension.  
T/2023/0125/TPO, 69 Renacres Lane, prune tree  
2023/0617/FUL, Sports Pavilion - WITHDRAWN

It was noted that one of our planning applications to prune trees on Halsall Road was approved, but with no planning officer comments. The other is still in the pending queue. We will wait for official notification of approval and any attached conditions.

## 9. To Agree a correction to Item 9 September Minutes

The amendment to the cost of Kays Traffic Management to £455+VAT was agreed.

## 10. To Agree changes to Asset Register for next audit

The changes to Asset Register for recent purchases were agreed.

## 11. To Approve a Calendar of Council meetings for 2024

A revised calendar for 2024/25 taking local council elections into account was agreed.

## 12. To Confirm St Aidan's and Memorial Hall as Polling Stations for 2024 Elections

It was agreed to make St Aidan's and Memorial Hall available as polling stations.

## 13. To Consider Quotations received for Repairs and Improvements to St Aidan's

- a) damaged lintel and brickwork on the Eastern end wall.
- b) to extend the stage cupboard for storage of chairs and tables.
- c) to fit an extractor hood over the cooker to reduce condensation.
- d) to fit a HIVE remote control heating system.

Company	New Cupboard	Brickwork	Cooker Hood	Hive	Total
A	1200	-	-	-	
B	2280	2600	680	480	6040
C	560 +VAT	350+VAT	310 + VAT	-	1220
D	-	-	-	372 + VAT	
E					4400

It was agreed that companies C and D offered the best value to complete the required work. Company C has completed work for a resident and company D has worked for the Council before. The repairs and improvements to St Aidan's will be of benefit to the community and will maintain the infrastructure of an important and popular parish asset so the work can be charged to the CIL budget.

## 14. To Discuss Hire Agreement Conditions and Hire Charges for St Aidan's Hall

Deferred to January meeting.

**15. To Agree a new Health & Safety Policy**

Deferred to January meeting.

**16. To Discuss Public Realm Agreements**

Deferred to January meeting.

**17. To Note Emergency Repairs to blocked drains costing £160 and £840 on 23/11/23**

Agreed.

**18. To Agree a Trade Waste Contract with WLBC at annual cost of £364.16**

This was agreed and a contract was signed, the cost to the end of the financial year will be £91 for which funds are available. Annual cost to be added to next year's budget.

**19. To Approve a S137 application from Shirdley Hill Community Association for £250.**

To support the Warm Spaces Lunchtime Club being provided by SHCA members.

**20. To Agree a new version of Financial Orders**

Deferred to January meeting.

**21. To Agree a Planning Application at Memorial Playing Fields at a cost of £210.**

Agreed to request planning permission for a storage container on Memorial field for the football team.

**22. To Purchase a Public Music Licence for St Aidan's Hall**

It was agreed to purchase a licence at a cost of £282.07 for a 61 to 120 m2 premises for St Aidan's Hall

**23. To Purchase a small freezer for St Aidan's kitchen**

Agreed at a cost of £179.

**24. To Provide a community skip for Christmas Holiday period**

It was agreed to contact other suppliers to see if the cost could be reduced. For a New Year installation.

**25. Finance - Moved to start of business**

**26. Advance Notice of Information-Only Items**

Further discussion of Parish Plan to be scheduled for January.

Cllr Timon and Cllr McCarthy-Thomas will provide cover for Parish Clerk for St Aidan's for the Christmas holiday.

**27. Date and time of next meeting:**

7:30 pm on 10th January 2024 at Memorial Hall

Meeting closed at 9:05 pm