

HALSALL PARISH COUNCIL

**Minutes of the Meeting of Halsall Parish Council held on
Wednesday 8th February 2023 at 7.30 p.m. at Memorial Hall, Halsall Road, Halsall.**

PRESENT: Cllr. E Wright (Chair), Cllr. J Ridley (Vice Chair), Cllr. D Corfield, Cllr. M Lyons, Cllr. R Brookfield, Cllr M Schofield, Cllr. A Timon, Cllr. K Wright, Cllr. K Pyne, Cllr N McCarthy-Thomason, C Pyne (Clerk) , WLBC Councillor D Hirrell and 3 members of the public.

01/02/2023 Introductions / Apologies

No apologies.

The Chair thanked Councillor Dave Corfield for his many years of service to the community and his commitment to major projects in the parish. The Chair invited the Council to show their appreciation and offered Councillor Dave Corfield best wishes for the future on his retirement.

02/02/2023 Declarations of Interest

No declarations of interest.

03/02/2023 Borough Councillor's Report followed by Open Forum for 15 minutes for matters raised by members of the public for Councillors to respond to.

Borough Councillor Hirrell gave an update on matters raised by residents. The emphasis this month has been on planning matters. Several residents have raised concerns about the proposed new convenience store on Moss Road. Cllr Hirrell has arranged for the application to be called in for scrutiny by the WLBC Planning Committee.

Cllr Hirrell was thanked for her intervention on the lights on Gregory Lane. The situation is now much improved. Cllr Hirrell also has details of how to make compensation claims for damage caused by the large pothole that developed at Gregory Lane mini-roundabout which damaged several car wheels/tyres.

A question was asked about the 40 mph speed limit on Halsall Road and another question about accidents on North Moor Lane. Halsall Road has 3 different speed limits 30mph, 40 mph and 50 mph. The Road Safety Group is working with Lancashire Road Safety Partnership on road safety issues in the parish and there are several more to add to their agenda as progress is made. [see later decision at 08/02/2023 Halsall Parish Council to invest in a speed monitoring SPID device]

04/02/2023 To confirm and sign the Minutes of the meeting held on 11th January 2023 as a correct record.

The minutes, having been circulated were accepted and it was **Agreed** that they be signed as a correct record.

05/02/2023 Discuss and Agree on any matters arising from Parish Clerk's Report

Open and closed actions were reviewed.

A Shirdley Hill resident has offered some additional lighting from their property to help illuminate the village green path.

Some progress has been made on the Defibrillator. An NWAS Coordinator has upgraded one defibrillator free-of-charge (cost £230 + VAT) but has recommended that both defibrillators are near the end of their life. Replacement batteries are now difficult to obtain and very expensive, the 8-year warranties have expired, the devices are 10-years old and can no longer be repaired. It was suggested that they be replaced. There might be grants available via the Football Association for sports fields. The second defibrillator is still missing and NWAS are still looking for it.

Action Clerk to research grants and replacement costs. Return the refurbished Defib to Shirdley Hill Bus Stop.

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It was **Agreed** to accept the offers from volunteers to erect new signs at the St Aidan's Hall and to add new sensor lights to the car park. Cllr McCarthy-Thomason was thanked for his initiative in seeking volunteers to assist with works at St Aidan's Hall.

It was **Agreed** to purchase an appropriate leaving gift for Councillor Young.

06/02/2023 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.

Moss Alliance – Cllr. E. Wright. Nothing to report. No meetings.

Ormskirk School – Cllr. A. Timon. Next meeting March 2023.

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

The purpose of this group is to promote health and welfare initiatives to all residents of Halsall. Events and opportunities need to be signposted like the coffee morning for the Tiny Tickers Heart Charity.

07/02/2023 Planning Applications:

19/1/2023 2022/1358/FUL Gettern Farm, Plex Moss Lane, proposed First Floor extension - No comments.

Planning applications received after the Agenda

11/1/2023 2022/1318/FUL Renacres Hall Farm, Renacres Lane, proposed canopy to front elevation with entrance porches to create covered display (Webster's Farm) - No comments.

Also two Certificates of Lawfulness but it is not appropriate to comment on these. WLBC Planning department will decide whether full planning permission is required and if so then the applications can be considered later.

08/02/2023 Reports from Working Group

8.1 (Not used)

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

Application to add K Wright to list of authorised bank account users has been approved by Unity Bank..

8.3 Flooding – Cllr. E Wright and A Timon

Cllr Brookfield reported that flooding of Summerwood Lane outside his house was a recurring problem after heavy rain and that "pumping-out" visits were not resolving the problem. Perhaps there is a more fundamental problem than a temporary blockage. The sewers on New Cut Lane took years of campaigning before they were upgraded.

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

Cllr Pyne introduced the attached minutes of a further meeting with Andy Pratt and LCC Highways regarding repeated collisions at Four Lane Ends. LCC Highways accepts that there is a cluster of collisions and work is needed to reduce the number of collisions. Suggestions were made by LCC and questions asked by Road Safety Group. The final report is expected within next month.

The Clerk introduced the attached report on purchasing a 3rd SPID device of the type being used in Scarisbrick. The proposed option 4 was **Agreed**.

Action Clerk to obtain quotations for necessary items and works, to be agreed later

8.5 Energy Saving – Cllrs J. Ridley and M Lyons

The EPC Report for St Aidan's can now be ordered (see item 12/2/2023)

Action Clerk to progress

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

HR Group are continuing with work to review the job description, contract of employment and an advertisement

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for the role of Parish Clerk.

Action HR Group

8.7 Entertainment – Cllr M Schofield

Cllrs Schofield and McCarthy-Thomason are investigating possible Coronation events in Halsall and Shirdley Hill.

Councillor Corfield left the meeting after item 8.

9/02/2023 Proposed St Aidan's Management Committee

9.1 a) **Agreed.** Chair and Vice Chair will join the Committee

b) **Agreed.** There will be three external members (residents) and four Councillors.

Cllrs Mary Lyons and Noel McCarthy-Thomason were appointed as Councillors on the Committee

c) **Agreed.** The quorum will be 4.

d) **Agreed.** Quarterly Financial report to the Full Council

e) No other amendments suggested

It was **Agreed** to create the St Aidan's Management Committee with these terms of reference.

Cllr Lyons was thanked for her work in setting this up.

10/02/2023 NALC Civility and Respect Project

It was **Agreed Not** to formally accept the Pledge commitments within NALC Civility and Respect project but there is useful information within the project which should be of interest to our HR Group. Coppull Parish Council is one of the few local parish councils to formally adopt the Pledge and their website has useful information.

11/02/2023 Discuss and decide on grant application from Halsall Trust for £1795

It was **Agreed** to give a grant to the Trust out of CIL funds to cover the historical cost of erecting wire netting within the hedge and installation of a new gate. The Trust has acquired hedgerow saplings from Woodland Trust to be planted in November to fill in gaps in the hedgerow.

12/02/2023 Review and Re-affirm the decision to to commission an EPC survey of St Aidan's Hall

The three original companies were contacted and asked to supply replacement quotes and Easy EPC Ltd were confirmed as the lowest cost at £159 +VAT

Action Clerk to order the survey

Councillor Timon left the meeting after item 12

13/02/2023 To discuss and agree the installation of Broadband facilities at St Aidan's Hall

Agreed to order Broadband connection at approximately £25 per month as part of a project to improve hire facilities at the hall but due to the delays installing broadband at Memorial Hall will ensure this is achieved first before proceeding with a projector and screen.

14/02/2023 Finance

14.1. To approve Schedule of Payments:

The process of the Full Council approving the schedule of payments and then the Finance Group approving the payments through the new dual authorisation banking system was discussed. There is duplication of effort and delays in the process that could be refined now that we have a more secure banking process.

Action Clerk to review Financial Regulations and propose changes for approval

14.2 To receive a Financial Statement for January 2023 and confirm the bank balances shown in the accounts agrees with the bank statements.

The Chair and Clerk apologised for the late publication of the spreadsheet, It was challenging to find a method of presenting the move from two RBS bank accounts to three new Unity Bank accounts with a reconciliation across

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all 5 active bank accounts. The plan is to close the RBS accounts at the end of February, so March's reporting will be more usual and we can adopt a new process for next financial year.

Agreed Financial Statement received and accepted and that the balance shown on the bank reconciliation is the same as on the bank statements.

Agreed the Schedule of Payments below.

Paid Jan 2023 by C Pyne Acting Parish Clerk				
paid by				
5-Jan	RBS	DPC	Evergreen	60
16-Jan	RBS	DPC	TFR CIL TO UNITY CIL A/C	19,640
16-Jan	RBS	DPC	TFR REVENUE TO UNITY CURRENT A/C	7,408
16-Jan	UNITY CIL	DPC	TFR FROM CIL IN UNITY TO UNITY CURRENT A/C	1,168
16-Jan	RBS	DPC	A LITTLE	87
16-Jan	RBS	DPC	C/NAULD HMRC FP 13/01/2023	381
16-Jan	RBS	DPC	J FORSHAW	302
23-Jan	RBS	DD	Water Plus	14
24-Jan	RBS	DD	E-On	382
24-Jan	RBS	DD	E-On	77
26-Jan	UNITY CUR	DPC	FOR HIRE OF MH FOR HPC MEETINGS	84
Projected Payments for Feb 2023 by C Pyne Acting Parish Clerk				
9-Feb	UNITY CUR	DPC	A Little Cleaning	86.86
22-Feb	UNITY CUR	DD	Water Plus	14.16
24-Feb	UNITY CUR	DD	EON GAS	(as invoiced)
24-Feb	UNITY CUR	DD	EON ELECTRICTY	(as invoiced)
25-Feb	UNITY CUR	DPC	J FORSHAW (Ground Maintenance)	302.00
28-Feb	UNITY CUR	DD	Water Plus	11.06
28-Feb	UNITY CUR	DD	Unity Bank Charge	6.00

14.3 To agree the proposed budget for 2023/24 and therefore the Precept calculation

Two late amendments to the budget proposed in January. Another £600 added to the energy budget following receipt of the latest Gas Bill and £900 for a replacement Defibrillator following the recommendation from NWS.

The council has now completed the reduction in reserves to the minimum requirement and no further subsidy is available from reserves towards the budget and precept.

Agreed. The proposed budget for 2023/24 will be £35,977 and the Precept will be £32,783 to be requested from WLBC.

Cllr Brookfield complained about the number of emails this month. Too many emails are sent to "ALL". It is not possible to read every email and he will only read emails from the Clerk and the Chair.

Email circulations are potentially contentious in both large and small organisations, it is a fine balance between keeping people informed and over-circulating information. Sending or replying to ALL should not be the default, Councillors are asked to consider who needs to know the information and address their emails accordingly.

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15/2/2023- Date & Time of Next Meeting

Date and time of next meeting: Wednesday 8th March 2023 at 7.30 p.m. at St Aidan's Hall, Renacres Lane.

Meeting Closed 9:50pm.