

# HALSALL PARISH COUNCIL

**Minutes of the Meeting of Halsall Parish Council held on 9<sup>th</sup> March 2022 at 7.30 p.m. at The Memorial Hall, Halsall Road, Halsall.**

**PRESENT:** Cllr. R Brookfield (Chairman), Cllr. E Wright (Vice Chairman), Cllr. D Corfield, Cllr. J Farley, Cllr. C Pyne, Cllr. J Ridley, Cllr. M Schofield, Cllr. A Timon, D Bond (Parish Clerk) and 1 member of the public.

## **01/03/2022 Introductions / Apologies**

Councillors introduced themselves to members of the public.

Apologies received from Cllr. B Young and Borough Councillor D Hirrell

## **02/03/2022 Declarations of Interest**

Cllr. Brookfield declared a pecuniary interest in item 6, 1 Plex Moss Lane.

## **03/03/2022 Borough Councillor's Report followed by Open Forum for 15 minutes for matters raised by members of the public for Councillors to respond to.**

Report received from Cllr. Hirrell via email.

## **04/03/2022 To confirm and sign the Minutes of the meeting held on 9<sup>th</sup> February 2022 as a correct record.**

The minutes, having been circulated were accepted and it was **Resolved** that they be signed as a correct record subject to amendment to item 8 (flooding) to read Cllrs. Wright and Timon appointed as members.

## **05/03/2022 Parish Clerk's Report**

The report having already been circulated was accepted without comment.

## **06/03/2022 Planning Applications:**

2022/0064/FUL - 1 Plex Moss Lane - Single storey rear extension – No comment

2022/0142/FUL - 34 Summerwood Lane - Demolition of existing sun lounge and detached garage. Proposed single storey extension at rear/side and detached outbuilding – No comment

Cllr. Pyne suggested that we comment on planning application 2021/1190/OUT as the deadline for comment is before the next meeting and it was agreed that Council submit his proposed comment.

## **07/03/2022 To consider and decide whether to agree the attached policies and procedures**

**Resolved:** That the following policies and procedures be adopted by Council:

Asset Register

Financial Regulations

Requests for information Schedule

Risk Management Document

Standing Orders / WLBC Revised Code of Conduct

## **08/03/2022 To discuss and decide upon any applications for co-option**

No applications received.

## **09/03/2022 Briefing from Cllr Pyne & Cllr Wright on the need for a Council Documents Archiving Project**

Cllrs Pyne and Wright briefed Council on the need for a Council Documents Archiving Project.

9.1. To discuss and decide upon document retention policy – Cllr. Pyne proposed that invoices over 6 years old be destroyed and this was approved by Council

9.2. To discuss the implications of transferring documents to LCC Archives and decide whether to file historical documents locally or archive them in Preston at LCC and whether to agree to incur small expenditure to improve filing / presentation to meet LCC Archiving standards – expenditure to improve filing / presentation to meet LCC Archiving standards approved.

Signed:

Chairman

Date: 13<sup>th</sup> April 2022

1

# HALSALL PARISH COUNCIL

## 10/03/2022 Demonstration by Cllr. Pyne of Parish Council intranet software

Cllr. Pyne demonstrated the Parish Council intranet software for which the Chairman thanked him.

Following discussion it was agreed that Council proceed as follows:

Explore internet access at both halls and whether CCTV could be included as part of the project

Look to invest in a better projector

## 11/03/2022 To discuss and decide whether and how the Council wishes to support the Community Roadwatch Scheme

Cllr Pyne explained how the scheme operates and the criteria which needs to be met for a road to qualify for marshalling.

Cllr. Pyne also agreed to publicise how anyone who wishes to become a marshall can apply.

Councillors were asked to come back to the next meeting with proposed roads where there are problems with speeding that meet the criteria.

## 12/03/2022 Finance

11.1. Schedule of Payments:

**Resolved:** That the following are approved for payment:

<u>Chq No /</u>	<u>D.D</u>	<u>Payee</u>	<u>Amount</u>
			£
<b>Direct Debits:</b>			
February		E-On	28.69
		E-On	146.95
		Water Plus	17.86

### **Paid:**

#### **February:**

D Bond – Sal	£ 959.27	
Mil-£	29.90	
Exp£	100.98	1090.15
J Forshaw		302.00
Jo-Ann Fay – Cleaning		45.00
St Cuthbert's PCC		500.00
Halsall Memorial Hall		1,932.00
FROG		100.00

#### **Paid under delegated authority**

J Jones - Trees 888.00

#### **For approval:**

J Forshaw – Trees 400.00

12.2. To receive Financial Statement and confirm that the bank balance shown in the accounts agrees with balance on the bank statement.

**Resolved:** Financial Statement received and accepted and that the balance shown on the bank reconciliation is the same as on the bank statement.

Date and time of next meeting: Wednesday 13<sup>th</sup> April 2022 at 7.30 p.m. at St Aidans Hall, Renacres Lane, Shirdley Hill, Halsall.

There being no further business the meeting closed at 9.25 pm

Signed:

Chairman

Date: 13<sup>th</sup> April 2022

2

# HALSALL PARISH COUNCIL