

# HALSALL PARISH COUNCIL

**Minutes of the Meeting of Halsall Parish Council held on  
Wednesday 8th March 2023 at 7.30 p.m. at St Aidan's Hall, Renacres Lane, Halsall.**

**PRESENT:** Cllr. E Wright (Chair), 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), and 1 member of the public.

## **01/03/2023 Introductions / Apologies**

Cllr. J Ridley (Vice Chair)

## **02/03/2023 Declarations of Interest**

No declarations of interest.

## **03/03/2023 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 question was asked about a neglected, vacant property that was causing problems for neighbours. Advice was given that this was a matter that WLBC might be able to assist with and contact details for Councillor Hirrell were given.

## **04/03/2023 To confirm and sign the Minutes of the meeting held on 8th February 2023 as a correct record.**

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

## **05/03/2023 Discuss and Agree on any matters arising from Parish Clerk's Report**

Open and closed actions were reviewed.

- One Defib was returned to Shirdley Hill bus stop.
- NWAS have supplied a similar Defib to replace the one from Memorial Hall which they have misplaced.
- Leaving gifts were purchased for Councillors.
- Agreed to purchase replacement batteries for two original SPIDs at a cost of £175.92
- EPC survey completed and forwarded to councillors.
- Need a Royal Mail postal address before we can open a BT account for Broadband.

## **06/03/2023 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 is in March. School Trust are considering supporting MotorQuest.

## **07/03/2023 Planning Applications:**

### 7.1 Planning applications

14/2/2023 2023/0140/FUL 68 Summerwood Lane,

- Retrospective approval for canopy on rear extension - no comments

17/2/2023 2023/0016/FUL Ollery Hall Farmhouse. Plumpton Lane

- Demolition of greenhouse, garage and part of outtrigger, and erection of new garage - no comments

### 7.2 Planning decisions

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

23/2/2023 2022/1266/FUL Meridien Cottage, Gregory Lane

-Approved - single storey extension, changes to dormer windows

Signed:

Chairman

Date:

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## 08/03/2023 Reports from Committees & Working Groups

### 8.1 St Aidan's Management Committee

Terms of reference for the committee were clarified. An open community meeting on St Aidan's Hall is being advertised for Wednesday 15th March. All councillors are welcome to attend but it is optional. Cllr McCarthy-Thomason gave an update on work that has been completed by volunteers including extra security lights and new signage. The committee and council are grateful to a local resident who paid for the cost of repairs to the utility room floor. Emergency works to unblock the kitchen drain cost £80 and £65 to fix a leak from the boiler. The next project is to repaint the hall with materials and labour being supplied free of charge.

### 8.2 Finance – Cllrs L. Wright, A. Timon, M. Scofield, K Wright

All Direct Debits have been moved from RBS to Unity Bank and successfully paid.

### 8.3 Flooding – Cllr. E Wright and A Timon

Nothing to report.

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

Cllr Pyne reported on LCC progress with 4 Lane Ends. There was a single vehicle collision on Gorsuch Lane due to driver error; this was outside the parish. Lancashire Police conducted radar speed checks on Halsall Road and LCC were chased to repair the broken VAS sign on New Street.

The Clerk introduced the itemised report for purchasing a 3rd SPID device of the type being used in Scarisbrick. Waiting for the design and cost of specialist brackets that need to be 3D printed.

### 8.5 Energy Saving – Cllrs J. Ridley and M Lyons

The EPC Report is now available. Suggested actions include changing the gas boiler to a biomass boiler or heat pump boiler.

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

HR Group have completed a review of the job description, contract of employment and an advertisement for the role of Parish Clerk. To be advertised this week.

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

Nothing to report.

8.8. It was agreed to set up a new working party, at the request of Cllr Schofield to research the wider aspects of planning and local area development after suggestions that farmland has been sold for development. Members to include Cllr Schofield and co-opted member B Roberts.

## 9/03/2023 Finance

9.1 Schedule of Payments, to a revised format, was approved.

9.2 Finance statement for February 2023 and Bank Balance Reconciliation were approved.

Work is continuing to redevelop the finance spreadsheets to make them easier to print and view on the projector screen ready for the start of the new financial year.

## 10/03/2023 Annual Review of Policies and Documents

10.1 No changes were proposed for Standing Orders.

10.2 The section requiring bank statements to be printed daily was removed from Financial Regulations (s 5.6) and s5.5 was clarified to define "authorised councillors" for all digital bank transactions to be the 4 members of the Finance committee.

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10.3 The Risk Register was changed to update the risk of loss of funds to Low now that all digital banking transactions required two or three online authorisations depending on value.

10.4 Children's chairs were removed from the Asset register.

## **11/03/2023 To discuss and agree on a S137 Grant Policy and application form**

The proposed policy was Agreed. More publicity will be arranged through Halsall News that the Council has a policy and an application form for grants for local causes.

## **12/03/2023 To discuss and agree on application for a S19 Grant from Halsall Trust for replacement windows**

It was Agreed that Halsall Trust was a suitable organisation (a voluntary organisation providing recreational facilities) to qualify for a S19 Grant and the grant for £1400 was approved, to be paid from CIL budget.

## **13/03/2023 To agree on a date for Annual Parish Open Meeting**

It was Agreed to hold the annual open Parish meeting on Wednesday 12th April at 7pm at Memorial Hall. The scheduled Parish Council meeting will be delayed until 8pm.

## **14/3/2023- Date & Time of Next Meeting**

Date and time of next meeting: Wednesday 12th April 2023 at 8pm at Memorial Hall, Halsall Road.

Meeting Closed 9:00pm.