

HALSALL PARISH COUNCIL

**Minutes of the Meeting of Halsall Parish Council held on
Wednesday 10th May 2023 at 7.30 p.m. at St Aidan's Hall, Renacres Lane, Halsall.**

PRESENT: Cllr. E Wright (Chair), Cllr. R Brookfield, Cllr, M Schofield, Cllr. A Timon, Cllr. K Wright, Cllr. K Pyne, Cllr, N McCarthy-Thomason, Cllr, B Roberts, C Pyne (Clerk) , and 6 members of the public.

01/05/2023 Introductions / Apologies

Apologies were received from Cllr. J Ridley and Cllr. M Lyons

02/05/2023 Declarations of Interest

None

03/05/2023 Appointment of Chair and Acceptance of Office

Cllrs Brookfield and Timon proposed and Cllr E Wright was duly elected as Chair of Halsall Parish Council for 2023/24. The Acceptance of Office was signed and witnessed by the Acting Parish Clerk.

04/05/2023 Appointment of Vice Chair

The Chair deferred this to a later meeting as Cllr Ridley was not present.

05/05/2023 Appointment of Representatives to Outside Bodies

5.1 LALC - no nominations were made, defer decision to later meeting.

5.2 Ormskirk Academy- Cllr Timon was nominated and accepted.

06/05/2023 Appointment to Committees and Working Groups

6.1 St Aidan's Hall Management- Cllr McCarthy-Thomas was proposed as Chair and duly elected. Other committee members Cllr M Lyons, the Chair and Vice Chair, were Agreed.

6.2 Finance - Current members were proposed and Agreed. Cllrs E Wright, K Wright, A Timon and M Schofield.

6.3 HR - Current members were proposed and Agreed. Cllrs A Timon, K Wright, M Lyons and M Schofield. It was clarified that HR is an advisory group and that decisions are made by the full Council. It is no longer considered best practice for the Chair to be responsible for HR.

6.4 Transport & Road Safety - Cllrs K Pyne and N McCarthy-Thomason were proposed and Agreed

6.5 Flooding - Current members Cllrs A Timon and E Wright were proposed and Agreed.

6.6 Healthy Halsall - Cllrs J Ridley, M Schofield, M Lyons and B Roberts were proposed and Agreed.

6.7 Planning & Development - Cllrs M Schofield and B Roberts were proposed and Agreed.

07/05/2023 To Discuss and Agree Calendar of Parish Council Meetings for 2023/24

The calendar of 11 parish meetings for 2023/24 was Agreed. No meeting in August. Publishing the calendar in all Parish Notice Boards meets the requirement to publish the date, time and venue of parish meetings as required by Sched 12 LGA 1972.

08/05/2023 Open Forum for 15 minutes for Items raised by Members of Public

8.1 Borough Councillors

The newly elected WLBC councillors for the new Ward of Rural West introduced themselves; Cllrs A Blundell, J Marshall and M. Westley. They each bring a wide variety of experience and local knowledge of the new Ward. It is early days, but they will probably work as a group, rather than divide according to Parish Council areas. One frequent issue during canvassing was the speed of vehicles, especially on New Cut Lane.

8.2 Open Forum

A member of the public recounted his experiences of dealing with Lancashire Constabulary regarding damage to his car while parked overnight. Cllr Pyne agreed to help draft a letter of complaint.

Comments were made about the state of the pavement on New Street going towards Haskayne , this was forcing people to walk in the road. Cllr Timon advised that the new LoveCleanStreets website and phone app provided

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by LCC appeared to be working well. He had reported footpath problems on Renacres Lane, and these had been resolved quickly as had problems with drains reported by Cllr McCarthy-Thomason.

09/05/2023 To confirm and sign the Minutes of the meeting held on 12th April as a correct record.

It was proposed and seconded that an amendment was required to item 8.4. "D. Corfield" was deleted, he was not a member of Traffic and Road Safety in April. The minutes were then accepted, and it was Agreed that they be signed as a correct record.

10/05/2023 Discuss and Agree on any matters arising from Parish Clerk's Report

Open and closed actions were reviewed.

- St Aidan's Hall is still not recognised as a valid address by BT despite being on Royal Mail address list since 10th March. Waiting for an explanation for the delay in placing an order for the Broadband line.
- The work to identify SPID locations has been delayed due to a problem with the replacement batteries. The 8 new Lucas batteries are just slightly (< 2mm) too large to fit in the battery boxes. A local engineer is making 8 new battery boxes at a cost of £40. This extra cost is still within the agreed cost of £172 (March 05/03/2023) as Lucas batteries were £80 cheaper than Powerfit-brand batteries.
- Internal Audit was completed on 15th April.
- Agenda item on cleaning costs was deferred to a later meeting as there are 20 items on this agenda.
- Actions associated with advertising, interviewing and appointing a new Parish Clerk were completed.
- Action to publish S137 Grants in Parish Magazine was completed and two applications were received.
- Currently investigating Wayleave payments for the electricity substation at Memorial Hall field
- And correcting the Land Registrations for Memorial Hall & Field and St Aidan's Hall

11/05/2023 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 Academy – Cllr. A. Timon. Next meeting is in June.

12/05/2023 Reports from Committees & Working Groups

12.1 St Aidan's Management Committee

Cllr McCarthy-Thomason proposed that the kitchen storage rack be replaced by 2 smaller ones at a cost of £35 from B&Q. These would fit better in the storage room. This was Agreed, to be purchased by the Parish Clerk.

It was suggested that St Aidan's Hall doors should open inwards, not outwards, as they currently block access when coming up the disabled slope. Action Parish Clerk to obtain quotes.

There are more signs to be installed outside, new notice boards for inside, and items relating to the history of Halsall and St Aidan's Hall are to be displayed. Everyone agreed that the redecoration was going well.

12.2 Finance – Cllrs E.Wright, A.Timon, M.Schofield, K Wright
Nothing else to report. Finance items are later on the agenda.

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

The appointment of a new Clerk is later on the agenda. Cllr K. Wright asked about the need for a complaints policy. The Clerk has already found some example policies and templates, these are available on Intranet. It was Agreed that the HR Group would review these and draft a version to be discussed and agreed later.

12.4 Traffic and Road Safety – Cllrs K Pyne and N McCarthy-Thomason

No update from Lancashire Road Safety Partnership. The Clerk has written to a new contact in LCC Highways for an update on Four Lane Ends.

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A reply was received from LCC Highways that a Road Safety Mirror was not justified at Plex Lane junction because there were no recorded collisions at this junction and traffic flows and safety had been assessed as part of the planning permission for the new housing development. However, there was an injury collision this week when a car emerged from Plex Lane into the path of a vehicle coming from Maghull. Comments on Facebook about the accident suggest there have been other incidents at this junction. The council will submit a FOI request to Lancashire Constabulary to get our own history and then resubmit our request to LCC with more supporting evidence.

12.5 Flooding – Cllr. E Wright and A Timon

Cllr Brookfield again reported flooding on Summerwood Lane. It has been that way for years after heavy rain. Cllr Timon will visit on the next occasion and take photos for LoveCleanStreets.

12.6 Healthy Halsall – Cllrs J Ridley, M Schofield, M Lyons and B Roberts

Cllr Roberts is keen to restart coffee mornings and asked about Grants. Action for Clerk to research.

12.7 Planning and Development

Cllr Schofield and Roberts have made contact with Scarisbrick Parish Council and potentially other PC's in the area that have land owned by Halsall Estates Ltd.

13/05/2023 Planning Applications:

13.1 Applications

To discuss whether the Parish Council should comment on;
Morgan and Morecambe Offshore Wind Farm - no comment

Mona Offshore Wind Farm - no comment

2019/1214/FUL Diccason Farm Lane, Halsall - no comment

Change of use of barn to single dwelling with rear extension

2023/0232/FUL 52A New Cut Lane, Halsall - no comment

Erection of 1 dwelling with double garage

13.2 Decisions

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

2023/0104/FUL 68 Summerwood Lane, Halsall

Granted - Side extension, Porch and rear canopy

2023/0043/LDP 20 Gregory Lane, Halsall

Split - Permitted Development & Permission required

2023/0016/FUL Ollery Farm House, Plumpton Lane, Halsall

Granted - Demolition and replacement of garage

2022/1324/FUL Convenience Store, Moss Road/Benthams Way

Withdrawn

2022/0328/FUL Rear of 84 & 86 New Street, Halsall

Refused - New dwelling at rear

14/05/2023 To Review Requirements and Contract for Open Spaces Maintenance

Due to Cllr Lyons absence this item was deferred.

15/05/2023 To Discuss and Agree on a Diary of Routine/Regular Events for Parish Council

Due to Cllr Lyons absence this item was deferred.

16/05/2023 To Discuss and Agree on Pre-Application Planning Advice at a cost of £132

The pre-application planning advice for a development at Memorial Hall was agreed at Memorial Hall Trust

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meeting however when making the application it was found that Memorial Field and Hall property is registered to Halsall Parish Council. So, it is appropriate to have the Council approve the application and the £132 application fee. This was Agreed.

17. To Discuss and Agree on decisions arising from Internal Auditors Report

17.1 To receive the Report

The Internal Auditors report, part of the AGAR information pack, was distributed to all councillors and accepted. Some audit advice was given on following minor items.

17.2 To consider adding Depreciation to Asset Register

The Auditor suggested the Council should take depreciation into account, some assets will need replacing regularly and provision should be made for these. The Council is not allowed to show depreciation in the asset register unlike commercial companies: it is a local authority accounting standard rule.

17.3 To consider the need for a Reserves Policy

A Reserves Policy can set up Earmarked Reserves to incrementally build up funds to replace assets. Action for Clerk to research Reserve Policies from other Parish Councils that would be suitable for adoption.

17.4 To consider transferring the Children's Playground Asset to Memorial Hall Trust

Conflicting advice about implications of reclaiming VAT on a potential gift and how to treat that on the Asset register. Leave as is until the Clerk can seek clarification, as it would require an explanation on the External Audit if it was changed.

17.4 To consider removing the Laptop from Asset Register

In 2022/23 it was reported that the Council laptop was no longer fit for purpose as it would not run a new version of HMRC PAYE software. It was agreed to move HMRC PAYE to payroll bureau Evergreen. However, there was no record in minutes to remove the laptop from the Asset Register. This is now Agreed.

17.5 to appoint a new Internal Auditor for 2023/24

Due to relocation, a new Internal Auditor will be required for 2023/24. The Finance Group agreed to lead on this.

18/05/2023 To Agree the Appointment of new Parish Clerk

The vacancy was advertised in Halsall News, on Council website, on all 5 Parish notice boards and on Halsall Facebook Forum. There was one applicant. An interview panel was convened, and the HR Group recommend the appointment of Chris Pyne as Parish Clerk. The Council Agreed.

19/05/2023 To Agree to change the Parish Clerk's Holiday Entitlement for 2023/24 to 28 days

Agreed to synchronise holiday entitlement between Parish Council and Memorial Hall Trust for the first year. In subsequent years they will be synchronised as they are the same NJC conditions of employment.

20/05/2023 Finance

20.1 The Schedule of Payments was Agreed. No changes to Direct Debits. No changes to delegated payments. All payments now need online approval by two signatories from the Finance group and these are done immediately when the invoices are received. There is no purpose in saving invoices until the next meeting for Council approval unless the order has not been previously approved in the minutes. £60 invoice for Internal Auditor Fees - Agreed.

20.2 The Financial Statement for April 2023 was previously circulated and presented; which included an End of Year Balance statement, with copies of end of year bank statements ; the balances from 2022/23 carried forward to new 2023/24 accounts; the receipt of first of two payments received for Precept and CIL All noted and agreed.

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20.3 Confirm the Bank balance in the accounts agrees with the balance at the Bank
Cllr Timon completed an independent check. Agreed.

20.4 To consider a S137 Grant Application for £55 from FROG
Agreed, A grant to help pay FROG's green waste disposal fee.

20.5 To consider a S137 Grant Application for £150 from Halsall Cricket Club
Agreed. A grant towards maintenance costs at Groundsman's Storage Hut.

21/05/2023 Date & Time of Next Meeting

Next meeting - Annual Open Parish meeting Wednesday 24th May at 7:30 pm St Aidan's.

Date and time of next Council meeting: Wednesday 14th June 2023 at 7:30 pm at Memorial Hall.

Meeting Closed 8:44 pm.