

# HALSALL PARISH COUNCIL

## **Minutes of the Meeting of Halsall Parish Council held on Wednesday 11th October at 7.30 p.m. at St Aidan's Hall, Renacres Lane, Halsall**

**PRESENT:** Cllr E Wright (Chair), Cllr M Lyons, Cllr K Wright, Cllr J Ridley, Cllr M Schofield, Cllr R Brookfield, Cllr A Timon, Cllr B Roberts, C Pyne (Clerk), and 5 visitors.

### **1. Introductions and Apologies for absence**

Apologies were received from Cllr N McCarthy-Thomason and were accepted.

### **2. Declarations of Interest**

Cllr Lyons - non-pecuniary interest in item 20 as the Chair of FROG.

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

Cllr Marilyn Westley gave an update on her work with residents of the Rural West Ward which includes the parish of Halsall. WLBC will soon publish the next version of the West Lancashire Local Plan for consultation with the community. Please participate in the review process.

A question was asked to clarify the funding on footpaths. The request for a £500 Grant which has not been approved yet, is from Lancashire County Council funds. This is money LCC would normally spend on footpaths but they are delegating some work and funds to local parish councils.

The quality of waste disposal bins is poor with many residents complaining of them splitting. This is an area that Cllr Westley is pursuing at WLBC.

A question was asked about the status of land adjacent to the canal at Saracen's Head bridge. This land is owned by the Canal and Riverside Trust. Sometimes fishermen and patrons of Saracen's Head park cars there.

### **4. To confirm and sign the minutes of the meeting held on 20th September 2023 as a correct record.**

Agreed and signed at the end of the meeting.

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

The report was taken as read. There was a typo in the item on planning permission for car parking at Memorial Hall, the decision was delayed until 9th October, not 9th February. After the meeting WLBC asked for a further extension to 18th October.

Cllr Brookfield requested a copy of the Agenda and report be hand delivered.

### **6. Reports from Representatives to outside Bodies**

**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**

No recent LALC activity, There is a local West Lancs meeting on Friday 13th in Ormskirk and a Lancashire regional AGM on 4th November in Preston.

## **6.2 Ormskirk Foundation Trust - Cllr A Timon**

Cllr Timon spoke about the work being done to restore the Foundation's earliest document, a book from 1600's recording the history of the foundation of Ormskirk Grammar school. He has taken some photographs of the book which when restored will be displayed at Knowsley Hall.

## **7. Reports from Working Groups**

**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**

No recent meeting of the committee. Funding has been previously approved for a baby changing table, the outstanding work is to select one and install it.

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

Nothing to report.

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

Work is progressing on contracts of employment.

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

Summerwood Lane is congested by school car parking particularly in the evenings.

The road appears to have subsided at the junction of New Cut Lane and Renacres Lane due to a water leak. The leak has been repaired but not the slump, resulting in a very poor road surface. An LCC van was observed inspecting the damage. Clerk to raise with LCC Highways to ensure more work is scheduled.

LCC and Sefton have clarified their responsibilities with regards to Birkdale Cop. LCC are responsible for road works. Sefton MBC together with the developer are responsible for the new street lighting which will lead to this section of the road becoming a 30mph zone, probably after Christmas.

Clerk to chase LCC Highways about outstanding work on illuminated road signs at Four Lane ends.

Cllr Roberts asked to join the Traffic and Road Safety Group.

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

The flooding at Summerwood Lane has been reported via the LoveCleanStreet app and work has been allocated. Cllr Timon to copy Cllr Westley so the work can be monitored.

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

No reply received from the School Governors, Clerk asked to send a follow up letter.

There will be refreshments served at Memorial Hall after Remembrance Sunday. Community volunteers will be invited to the event.

The Warm Spaces events; Luncheon Club at St Aidan's and Coffee Morning at Memorial Hall have been well received and will continue.

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

Nothing to report. Very interested in the consultation phase of the Local Plan to identify the potential development sites in Halsall.

### **8. Planning Applications**

**8.1 Applications** - No comments made on ;

2023/0125/TPO 69 Renacres Lane, TPO Crown Reduction  
2023/0888/PNP Lower Crantum Farm, New Cut Lane  
- prior approval for an Agricultural Storage Building (published after the agenda)

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

2023/0688/CON 78 New Cut Lane, Land to rear,  
details reserved on drainage and external lighting.

- 9. To approve changing the website hosting contract from Annual to Quarterly Renewals.**  
£60 per quarter, £240 pa, so in a better position to change to .GOV.UK system.  
Agreed.
- 10. To approve changing Council Email to a .GOV.UK system with website hosting through Cloud Next.**  
£110 (£55 p.a.) for .gov.uk email plus £60 per year for website hosting  
External Auditors have stated this is mandatory before 31/3/2024.  
Agreed,
- 11. To Approve the External Auditor's Report and note the publication of the Conclusion of the Audit on Council's Website.**  
Agreed.
- 12. To approve Remembrance Sunday Risk Assessment.**  
Agreed.
- 13. To consider the appointment of new Local Auditor at a cost of £100 per audit And Terms of Reference via Local Audit and Accountability Act 2014 S7**  
Need 2 audits for 2023/2024, Interim and Final.  
Kauser Audit £475, Cropper Audit £220, Sefton CVS Audit £100.  
Agreed to engage Sefton CVS Audit which also audits Formby Parish Council.
- 14. To purchase PDF Pro software at a cost of £47.96.**  
Agreed.
- 15. To approve the transfer of £279.86 of quarterly interest into the Reserves Account.**  
Agreed to transfer £78.88 Precept, £140.55 CIL together with £60.43 (from Reserves) into Reserves.
- 16. To approve purchase of MPLC Film Licence for Halsall War Memorial Trust via Local Government Act (Miscellaneous Provisions) 1976 S19 (3) Grant at a cost of £118.18 + VAT.**  
Agreed.

- 17. To approve purchase of National Broadband 4G service at a cost of £249 + VAT as BT have declined to extend the phone cable to St Aidan's Hall.**  
Maximum cost is £249; Internal Router + External Aerial, then £39 per month.  
Agreed, Type of sale and return purchase, if the internal 4G router works then we do not have to install the external aerial, if we need external aerial then we pay for it but if it does not find a sufficiently strong signal then we do not have to pay for that.
- 18. To suspend Financial Order 11. 1 and approve Tom Owen Ltd to improve drainage at the rear of Snooker Hut on behalf of Halsall War Memorial Trust via CIL at a cost of £450 + VAT.**  
Agreed. HPC financial and standing orders are very dated, the documents are from 2003 and 2009. They should be updated when new versions are issued by NALC. To be discussed at the next meeting. Parish councils are now using a £1000 limit for single tender purchases due to construction costs and difficulties in finding 3 suppliers to quote for small projects.
- 19. To purchase a 2nd Window Noticeboard for Memorial Hall at a cost of £130 and refund the cost of 1st Noticeboard via LGA 1972 S142 Provision of Information.**  
Agreed. To purchase and donate a 2nd noticeboard to the Trust and refund their cost of purchasing the 1st one as the council does have the powers to purchase new noticeboards.
- 20. To approve a S137 Grant application for £500 from FROG for installation of Christmas Lights and to renew insurance for volunteers working on Village Green.**  
Agreed, to clarify, HPC owns the Christmas lights, FROG will take over responsibility for coordinating the installation of the tree and lights from SHRA which has retired. FROG will pay the company that instals the lights, services them and stores them through the year.
- 21. To approve a Warm Spaces Luncheon Club at St Aidan's Hall under Local Government Act (Miscellaneous Provisions) 1976 S19 (1).**  
Agreed, trial recreational event was well received and Council approves this as a regular event.
- 22. To propose an amendment to FO 9.9**  
Agreed. So that individuals handing over cash or cheques to the RFO receive a receipt and that the Receipt Book can be reconciled with bank statements.
- 23. To Consider Options for a 3rd Defibrillator.**  
Agreed. Option 3 to install a 3rd Defib at Saracen's Head and arrange the defibs so that a child version is available at Memorial Hall Playing Fields. Provision of Life saving equipment is authorised by Public Health Act 1936 S234. Installation work to be funded from CIL budget,(to be determined after electrical survey) and defib to be purchased from council budget.
- 24. To note an emergency repair to the Oven in St Aidan's Hall at a cost of £185 work completed by SD Ireland under delegated authority FO 3.5**  
Agreed.
- 25. Finance**
- a) To approve the Schedule of Payments for October**  
Agreed.
- b) To receive a Financial Statement for September and sign Bank Reconciliation**  
Agreed.
- c) To confirm that bank balances in the accounts agree with the balances at the bank**

Agreed, checked by members of the finance group.

**d) To review the Quarterly Spend to Date spreadsheet**

Agreed to vire funds into 2 new budgets items, £100 for Refund of purchases, £100 for waste disposal. The Council noted the success of the St Aidan's Refurbishment. Hire fees for the first 6 months have exceeded last year's total. There is a new committee, new uses for the hall and more community involvement. Six-monthly expenditure is slightly less than 50%, income is higher than expected. Expecting the budget to balance with sufficient funds to increase reserves to at least minimum required and limit any increase in the precept to the rate of inflation. The report was Agreed.

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

No items

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

7:30 pm on 8th November at Memorial Hall.

Meeting closed at 08:58 pm