

HALSALL PARISH COUNCIL

Minutes of the Meeting of Halsall Parish Council held on Wednesday 20th Sept at 7.30 p.m. at the Memorial Hall, Halsall Road, Halsall

PRESENT: Cllr. E Wright (Chair), Cllr. M Lyons, Cllr K Wright, Cllr N McCarthy-Thomason, Cllr M Schofield, Cllr. R Brookfield, Cllr A Timon, C Pyne (Clerk), and 1 visitor.

01/09/2023 Introductions / Apologies/Resignations

Apologies were received from Cllr. J Ridley and Cllr. B Roberts, and were accepted. Cllr Kim Pyne has resigned and there is a vacancy.

02/09/2023 Declarations of Interest

None.

03/09/2023 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 Alex Blundell attended and asked if there were any issues for his attention. Cllr Brookfield mentioned long term flooding in Summerwood Lane, congestion from car parking close to St Cuthbert's school, and speeding in the Parish. Cllr Schofield mentioned concerns of local residents whose children, within walking distance, are excluded from St. Cuthbert's school, whilst children further afield are accepted, thus adding to the traffic problems. The criteria for acceptance to the school was discussed.

04/09/2023 To confirm and sign the Minutes of the meeting held on 12th July 2023 as a correct record.

The Minutes were previously circulated with the Agenda. Agreed. Signed as a correct record.

05/09/2023 Discuss and Agree on any matters arising from Parish Clerk's Report

Installation of the telegraph pole to enable wi-fi at St Aidan's Hall is still ongoing.

Inclusion of the children's play area in the 2023/24 asset register for the Memorial Hall to be implemented following its gifting by the Parish Council to the Trust.

Still awaiting the final return from the external auditor.

An old SPID is failing to charge due to the age of the battery charger.

A road safety mirror requested to be installed by Halsall Council, for the junction of Plex Lane, has had permission refused by LCC.

The War Memorial is a listed monument. WLBC have insisted on use of a specialist company, so too late for the cleaning to be completed prior to Remembrance Day.

The speed limit on Birkdale Cop has been queried. LCC has deferred to Sefton whose housing development at Kew abuts the road and query their responsibility to implement 30 mph.

Refurbishment of St Aidan's Hall has continued and a sanitary bin service has been implemented, electric hand dryers installed, a projector, speakers, screen and amplifier have also been installed.

A baby changing table installation to be discussed at the next St Aidan's Refurbishment Committee Meeting.

Waiting for a revised quote from a contractor to reduce open spaces maintenance.

The Shirdley Hill bus shelter has been adopted by a resident who is maintaining its appearance.

The new MP's first surgery is booked at the Memorial Hall for 22nd September 2023.

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06/09/2023 Receive reports from Representatives and discuss and decide upon any actions arising.

a) Ormskirk Academy Cllr Timon attended a meeting and described the school's initiative to give grants to alumni of the School. 18 applications have been received and granted. The School's history stretches back to the 1620s. An antique clock, a Jacobean casket has been relocated to Knowsley Hall to be displayed and the School's foundation document, in the form of a book, dated 1621, signed by 9th Lord Derby, is to be repaired and also displayed at Knowsley Hall..

b) Lancashire Association of Local Councils – None.

07/09/2023 Reports from Committees and 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 None

7.2 Finance - Cllrs. E Wright, A Timon, M Schofield and K Wright To be convened to review Financial Procedures.

7.3 Human Resources – Cllrs. A Timon, K Wright, M Lyons, M Schofield None

7.4 Traffic and Road Safety N McCarthy-Thomason Following the resignation of Cllr Kim Pyne, a vacancy has arisen. Cllr Schofield stated that Cllr Beth Roberts wished to join this group. As she wasn't present, confirmation with Cllr Roberts will be sought.

Road markings have been upgraded at Four Lane Ends by LCC.

Traffic Signs Plan for Four Lane Ends - Awaiting illuminated signs at the junctions. The radar sign in New St. has been replaced and is now working.

7.5 Flooding – Cllrs. E Wright and A Timon Cllr Timon reported the prompt success in addressing flooding issues he has recently achieved through reporting residents' complaints through Love Clean Streets

7.6 Healthy Halsall – Cllrs. M Schofield, J Ridley, M Lyons, B Roberts None

7.7 Planning & Development - Cllrs. M Schofield and B Roberts Ideas about land acquisition for community use and Community grants were discussed. Clerk to investigate.

08/09/2023 Planning Applications:

8.1 Applications - to discuss whether the Parish Council should comment on

Past 21 day comment period due to no meeting in August

2020/0390 78 New Cut Lane, details reserved relating to drainage and lighting

2023/0679 34 Summerwood Lane, single storey extension at side and rear

2022/1096 58 New Street, details reserved relating to glazing

2023/0617 Sports Pavilion, install a gate, occasional parking on field

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2023/0769 Malt Kiln Cottage, outbuildings for home office and swimming pool No comment

2023/0770 48 Summerwood Lane, 2 storey side extension No comment

Mona Wind Farm Development Notified that scale of the development has been reduced so Halsall Parish Council are no longer on the list of consultees.

8.2 To Note recent Planning Decisions - all granted

2023/0061 74 New Street, TPO Crown, thin, reduce birch tree

2023/0098 Greenways, Halsall, TPO

2023/0081 Old Rectory, Halsall, TPO

2023/0505 58 New Street, Refurbishment of main roof

09/09/2023 To approve expenditure of £450 for Kays Traffic Management for Remembrance Sunday by waiving Financial Orders FO 11.1 to obtain 3 quotes for items over £250

Agreed

10/9/2023 To consider expenditure on Refreshments for the Volunteer Event with a budget provision of £350.

Agreed to combine the volunteers' event with the Remembrance Service event on 12/11/2023 and that the refreshments budget be revised to a **maximum of £500.**

11/9/2023 To consider the appointment of new Local Auditor at a cost of £440 pa.

Under review by the Parish Clerk

12/9/2023 To approve changing the website hosting contract from Annual to Quarterly Renewals £60 per quarter, £240 pa, so in a better position to change. Due 28/7/2023

Deferred until next meeting due to time constraints

13/9/2023 [CP] To consider changing Council Email to a .GOV.UK system with website hosting through Cloud Next

£55 per year for .gov.uk email plus £50 per year for website hosting

JPAG "best practice" recommendations 5.205 thru 5.208

Suggestions that External Auditors want this to become mandatory

Deferred until next meeting due to time constraints.

14/9/2023 To approve the transfer of £161.88 of quarterly interest into the Reserves Account

Agreed

15/9/2023 To approve a Waste Collection service for St Aidan's from West Lancs Borough Council at a cost of £200 for the balance of this year with £200 available unspent in the Business Rates budget

Agreed

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**16/9/2023 To approve the Switch of Electricity Supplier to Octopus on 27th September
Current supplier EON £560.46, British Gas £514.96, Octopus £461.68**

Agreed

17/9/2023 To apply for Lancashire County Council Biodiversity Grant of £300

Agreed

18/9/2023 To apply for the £500 LCC Grant for Public Rights of Way Local Delivery Scheme

Agreed

**19/9/2023 To approve expenditure of £190.42 on items for St Aidan's funded from £1000
Donation (Power & data cables, brackets, replacement for faulty microphone)**

Agreed

**20/9/2023 To approve expenditure of £129.03 on more signs, smoke detectors etc to meet new Fire
Safety Standards from 1st October**

Agreed

**21/09/2023 To approve expenditure of £53+VAT on an additional CO2 fire extinguisher from Fire
Equipment Services**

Agreed

**22/09/2023 To consider purchasing a 3rd defibrillator for the Parish £900 available in the
budget**

Agreed subject to further decision about placement options.

23/09/2023 To approve applications for s137 Grants

a) **Halsall Proud and Tidy £500** Agreed

b) **Friends of Shirdley Hill Village Green £250** As this application was intended as funding to cover start-up costs for the fortnightly Warm Spaces Luncheon club at St Aidan's, after discussions, it was decided that should be a Council sponsored initiative, using the Council's public liability insurance and Council funding, to purchase additional kitchen equipment for the Hall (£83.33) and a new budget line for Warm Spaces for the cost of food (£117.43). Grant application cancelled. Also noted that it is more appropriate that the Autumn Fair on 01/10/2023 on the Village Green is a Council sponsored activity. Council's public liability insurance sent to West Lancs Borough Council.

c) **Friends of Shirdley Hill Village Green £500 to cover cost of new raised bed**

Agreed. Noted that a further request may be made for additional funding for Christmas tree lights and insurance for the FROGS.

**24/09/2023 To support the Clerk's application to attend the next CiLCA course. LALC are
offering subsidised CiLCA Training courses £495 reduced to £195 for Clerk to pay.**

Agreed and Parish Council is minuting its support here, as required, and the Chair has signed the Training Support Agreement. No cost to the Council.

**25/09/2023 To approve a S19 Grant Request for £329 from Memorial Hall Trust for a security
camera**

Agreed to fund from CIL account

**26/09/2023 To approve expenditure of £30 to fit a parking post in the entrance to village green
A removable post to prevent unauthorised vehicles from getting access to the green**

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Agreed

27/9/2023 To consider a Request from Memorial Hall Trust for funding to provide public toilets S87 of 1936 Public Health Act and/or S19 1976 Local Government (MP) might apply

Deferred due to time constraint

28/9/2023 To Consider a variation in the Bakehouse lease extension - a 10 year lease

Agreed provisionally in principle subject to several provisos – notably there must be an inflation linked rent review clause in the lease, and the lease is not sold on without the Council vetting tenants. Also it was noted that a lease over 6 years has to be written into the title deeds of the property and recorded at the Land Registry. Also research is needed to determine if approval from the Charity Commission is required for a lease over 7 years as it is a property with a Charitable Trust status.

29/9/2023 To Consider restoration of stone monuments at Lychgate at St Cuthbert's church

The Chair reported to the meeting that discussions with the Church had been undertaken and although the stones were placed there by Halsall Parish Council in the 1890s, they are incorporated into the fabric of the Grade I listed building and the property of the Church. Consequently, permission is required from the authority overseeing Grade I listed buildings, and this is at the discretion of the Church and not the Council.

30/9/2023 To approve expenditure of £200 for annual service of St Aidan's CCTV

Agreed

31/09/2023 Finance

a) To approve the Schedule of Payments for September

Agreed

b) To approve Annual Insurance Premium to Zurich Insurance of £2688.72

(Year 5 of a 5-year deal)

Agreed

c) To receive a Financial Statement for July and August 2023

Agreed

d) To confirm that bank balances in the accounts agree with the balances at the bank

Agreed independently by the Clerk and the Chair using two different accounting platforms

e) To review the new format of the Quarterly Spend to Date spreadsheet

The meeting was informed that an accounting code system had been introduced to automatically match and update actual spend plus scheduled spend to budget using pivot tables. The new system gives an up to date daily picture, incorporating commitments to creditors also. The 'clock' stops at the end of each month to reconcile only the actual spend to the Bank Balance as described above.

32/09/2023 Advance Notice of Information-Only Items

None.

33/09/2023 Date and time of next meeting:

Wednesday 11th October at 7.30pm at St Aidan's. Meeting closed at 9.10pm