

# HALSALL PARISH COUNCIL

**Minutes of the Meeting of Halsall Parish Council held on  
Wednesday 10th January 2024 at 7.30 p.m. at Memorial Hall, Halsall Road, Halsall**

**PRESENT:** , Cllr E Wright (Chair) , Cllr K Wright, Cllr R Brookfield, Cllr N McCarthy-Thomason, Cllr Ferguson, Cllr M Schofield, Cllr J Ridley, Cllr B Roberts and Cllr Timon, C Pyne (Clerk), and 1 visitor.

- 1. Introductions and Apologies for absence**  
Apologies received from Cllr M Lyons and were accepted.
- 2. Declarations of Interest**  
None.
- 3. Open Forum for 15 minutes for matters raised by members of the public**  
No questions asked.
- 4. To confirm and sign the minutes of the meeting held on 13th December 2023 as a correct record.**  
Agreed and signed.
- 5. Discuss and agree on any matters arising from Parish Clerk's Report.**  
Report was noted, no new comments, items are on the agenda for discussion and approval.
- 6. 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 meetings.
  - 6.2 Ormskirk Foundation Trust**  
- Cllr A Timon  
Cllr Timon was not available to attend the last meeting.
  - 6.3 Shirdley Hill Community Association (SHCA) - Cllr McCarthy-Thomason**  
The new Association will meet for the first time this week .
- 7. To receive reports from Working Groups and discuss and agree upon any actions arising;**
  - 7.1 St Aidan's Hall - Cllrs M Lyons and N McCarthy-Thomason**  
Cllr McCarthy-Thomason advised the Council that the damage to the lintel had increased and it was evident that rain from the recent storms had entered through the crack. The stage carpet is wet and there is water under the laminate floor. The builder is scheduled to start work on repairs and improvements in January and they will look to prioritise repairs to the brick work. A resident/contractor had previously volunteered to replace the laminate floor so this will be scheduled with the repair work.

No update yet on the application to the National Lottery for funding for central heating improvements.

Clerk will do a report on income received from the Hall.

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

No business to report. Budget and Precept is on the Agenda.

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

Job descriptions and adverts have been proposed and are on Agenda at item 15.

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

Cllr Schofield gave an update on intervention with LCC Highways to resolve the major pothole at Gregory's Lane roundabout over the Christmas period. We can ask via FOI for information on how much LCC Highways is spending on temporary fixes with a view to challenging LCC for a more thorough upgrade of the road surface .

Cllr McCarthy-Thomas will speak to the Headmaster on the issue of a lack of school crossing patrol.

It was reported that lighting at Four Lanes Ends seems to have been improved.

Cllr Schofield agreed to join the Traffic and Road Safety Group.

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

Exceptionally wet weather this season, the fields are flooded and there is run-off onto the roads. Cllr Timon believes that problems reported on LoveCleanStreets can drop off the system if they are not fixed quickly.

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

No business to report.

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

Complaints that WLBC are offering inconsistent advice and residents are having to change and repeat their planning applications. It is possible for members of the public to speak at WLBC Planning Committee meetings. Clerk to provide details on how to book a request.

**7.8 Environment & Biodiversity**

Members and residents are booked to attend the LCC presentation in Leyland in January.

**8. Planning Applications**

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

2023/1142/FUL, 38 Heathy Lane, proposed new garage

2023/1092/FUL. Renacres Hall Farm, demolition of 3 buildings, erection steel barn

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

T/2023/0102/TCA, Sports Pavilion, prune trees adjoining Halsall Road

T/2023/0168/TCA, Sports Pavilion, prune trees over Cross Lane

2023/0959/LDP, 7 Shaw Close, Loft conversion with dormer to rear

2022/0621/CON, 58 New Street, revision of glazing conditions

2023.0491/FUL, 20 Gregory Lane, Internal reconfiguration, rear extension.

2023/0863/LDC, Gesterfield Barn, Living accommodation - WITHDRAWN

The Council will wait for official notification of their approvals and any attached conditions.

Signed:

Chairman

Date:

Page 2

## **9. Finance**

( the agenda has 2 x paragraph 8 so numbering sequence changes)

- a) The Council agreed a budget of £39,780 for 2024/25.  
which will require a WLBC precept of £29,436  
which calculates as a Band D Council tax precept of £33.56 for Halsall,  
approximately 10% reduction on last year.
- b) the Schedule of Payments for January was approved and signed.
- c) Financial Statement for December was approved.
- d) The Clerk and Chair agreed that bank balances agree with the accounts
- e) It was agreed to move the quarterly interest from savings accounts into reserves.  
£64.45 (Reserves), £139.58(CIL), £136.59 (Precept), total £340.82 in interest.

## **10. To Discuss Hire Agreement Conditions and Hire Charges for St Aidan's Hall**

It was proposed that Hire Charges for St Aidans be changed to £15 per hour for one-off bookings ; £10 for regular bookings ; £7 for special events. However the Implications of having consistent charging with Memorial Hall need to be discussed at the next Trust meeting in February. The start of the new financial year 1/4/2024 would be the next time to change the hire fees.

The proposed Hire agreement to be circulated to all members with feedback sent to Cllr McCarthy-Thomason.

## **11. To Discuss a new Health & Safety Policy**

Agreed to adopt the proposed policy.

## **12. To Discuss Public Realm Agreements**

It was agreed that the Parish Council is not interested in the proposal from LCC to deliver delegated services such as Weed Control, Leaf Clearance, Rural Flail Cutting etc. The Clerk to reply to LCC.

## **13. To Agree a new version of Financial Regulations**

New version to be circulated to the Finance group for feedback on changes proposed by the Clerk.

## **14. To Provide a community skip**

We have quotes from suppliers and from WLBC, defer any decision until later in the year.

## **15. To Agree arrangements and advert for a Cleaner**

Job description and advert for the Cleaner was proposed and agreed. It will be an NJC Grade 2 position ( £12.09 to £12.50 per hour on 2023/4 pay scale) .

The Cleaner will be an employee of Parish Council and will report to the Parish Clerk.

Standing Orders were suspended and the Council met as Trustees to consider the Job description and advert for the Trust Secretary and this was approved.

**16. To Discuss upgrading St Aidan's CCTV to internet access**

It was agreed in principle to upgrade the CCTV system in St Aidan's Hall so that it can be managed via internet access. The supplier will provide a site survey and cost proposal next week.

**17. To agree additional cost of £142.50 for West Lancs Planning Fee**

WLBC advised that we had selected the wrong planning category for the football container application. The correct application category will cost an extra £142.50. Agreed to pay the correct fee.

**18. A review of the Parish Plan**

Defer to the next meeting.

**19. Plex Lane Bus Shelter**

Cllr Ridley advised the Plex Lane shelter was in a poor condition and we should investigate our responsibilities to provide a shelter and appropriate facilities.

The Clerk advised that he had found an expired lease in the archives and therefore the ownership of this land could be in doubt. It was agreed to write to Halsall Estates to inquire if they had purchased the freehold of this site from the Church Commissioners as part of their estate.

**20. Advance Notice of Information-only Items**

a) The timetable of publication dates for Halsall News was noted. We will display this on noticeboards, Facebook and council website.

b) Paradigm First Aid Training is using Memorial Hall and St Aidans Hall to provide 1 day and ½ day courses. The Council could support this by asking for training for members. Also could be useful for the Saracen's Head project.

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

7:30 pm on 14th February at St Aidan's Hall

Meeting closed at 9:00 pm