

HALSALL PARISH COUNCIL

Minutes of Halsall Parish Council meeting held on Wednesday 12th June at 7:30 pm at St Aidan's Hall, Renacres Lane, Halsall.

PRESENT : Cllr M Lyons (Chair), Cllr R Brookfield, Cllr N McCarthy-Thomason, Cllr J Ferguson, C Pyne(Clerk) and 1 visitor.

1. **Introductions and Apologies for Absence**
Cllr J Ridley, E Wright, K Wright, B Roberts, M Schofield, A Timon, apologies accepted.
2. **Declarations of Interest**
None.
3. **Open Forum**
 - 3.1 **West Lancs Borough Councillors**
No reports
 - 3.2 **Open Public Forum**
No comments
4. **To confirm and sign the [Minutes of the meeting held on 15th May](#)**
The minutes of 15th May were agreed and signed.
5. **Discuss and agree on any matters arising from [Parish Clerk's Report](#)**
 - 5.1 Rear UPVC door at St Aidan's going to need a specialist repair at a cost of xxx. Needs new metal inserts for the bolts.
 - 5.2 Used delegated authority to refit annex door, new lock, handles and fix trim at a cost of £140 by Oakholt due to lock jamming.
 - 5.3 Used delegated authority to repair Plex Lane Bus Shelter at a cost of £495. Allocate to CIL budget.
 - 5.4 Total cost (6 items) of preparing for Hygiene Inspection was £447.41 Documents, Oven Clean, Cleaning materials, Training, Repairs, Kitchen items, Overtime.
 - 5.5 Finished Hive installation at a cost of £372.
 - 5.6 Parking barrier on Village Green was replaced at a cost of £84.66

Minor repairs and renewals were noted and agreed.

*FR 5.15 Clerk's delegated authority under £500
Discharge of functions - LGA 1972 s111*
6. **To receive reports from Representatives to outside Bodies and discuss and agree upon any actions arising;**
 - 6.1 **Lancashire Association of Local Councils (LALC)**
Cllrs R Brookfield, M Lyons & vacancy

No meetings

6.2 Ormskirk Foundation Trust

Cllr A Timon

No meetings

6.3 Shirdley Hill Community Association

Cllrs N McCarthy-Thomason & J Ferguson

The 80th Anniversary of D-Day event was well attended, with over 100 guests at one point, 80 Fish & Chip meals were served. The SHCA raised £300.71 for its funds and British Legion raised £100.

The Picnic in the Park will be on Sunday 30th June.

The Shirdley Hill Olympics will be 6th July.

All the Food Hygiene training for the Luncheon Club has been completed.

6.4 St Cuthbert's Church Committee

Cllr J Ridley & deputy representative Cllr M Schofield

No meetings

7. To receive reports from Working Groups and agree upon any actions arising;

7.1 Finance

Cllrs. M Lyons, E Wright, A Timon, and K Wright

Nothing to report

7.2 Human Resources

Cllrs. A Timon, K Wright, M Lyons, and M Schofield

The Clerk's original contract of employment from May 2023 has been redrafted on to the new NALC model Contract of Employment. No changes were made.

7.3 Traffic and Road Safety

Cllrs. N McCarthy-Thomason, R Brookfield, and M Schofield

Many of the potholes reported last month have been fixed.

The drains outside St Aidan's are blocked.

The Clerk suggested the chevrons at junction of Heathey Lane and Jacksmere Lane should be reported again as adjacent signs were fixed but these are still knocked down.

7.4 Flooding (see item 15 too)

Cllrs. E Wright, R Brookfield and A Timon

The village green is suffering from poor drainage, particularly in the centre of the field. WLBC have been out to assess it and all calling out further resources to inspect the field drain with a camera.

7.5 Healthy Halsall

Cllrs. M Schofield, J Ridley, M Lyons, B Roberts

No report

7.6 Planning & Development

Cllrs M Schofield and B Roberts

No report

7.7 Environment & Biodiversity Working Group

Cllrs M Lyons, J Ferguson and Mr J Ferguson

No further communication with LCC since the briefing in Leyland in January.

8. [Planning Applications](#)

8.1 Applications

2024/0452/FUL, 9 Summerwood Lane; new two storey extension and refurbishment of house, barn and annexe

2024/0400/FUL, 165 Carr Moss Lane; demolish workshop and replace with gym and store building

No comments were raised.

8.2 To Note Recent Planning Decisions

2024.0231/FUL, Holly Farm Buildings, swapping living room and bedroom layouts, Agreed.

2024/0138/FUL, Sycamore Lodge, New Cut Lane, replacement dormer windows, Refused.

2023/0888/PNP, Agricultural Building, New Cut Lane, Refused

Noted.

8.3 Recent planning emails received since agenda published

None were received.

9. Finance

9.1 To approve the [Schedule of Payments for June](#)

Approved.

9.2 To review the [Spend to Date and Budget Allocations](#)

The VAT Return (Form 126) has been submitted for £2237.56 which was higher than the predicted £1500 in December Budget due to building repairs later in the year.

9.3 To approve the [Bank Reconciliation](#)

Note: The Internal Auditor is suggesting this new reporting format.

New format for the report was agreed and signed. Cllr McCarthy-Thomason co-signed due to absence of Cllr E Wright.

9.4 To confirm the bank balances on accounts & sign bank statements

Cllr Lyons agreed that bank balances matched the accounts.

9.5 [Publication of Notice of Public Rights](#)

Publication of Notice of Public Rights was explained and viewed on Council Website, along with the AGAR Sections 1 and 2 documents.

10. [Acceptance of Office and Register of Interests](#)

All councillors' forms have been completed and published on the council website.

11 To appoint a 3rd representative to LALC

Cllr J Ferguson agreed to be 3rd LALC representative.

12. To Approve new Version of [Financial Regulations](#)

Council agreed that FR7.4 would be changed to reflect that any personal data associated with salary payments (i.e. net salary, N.I. , Tax, Pension etc) would be redacted from any FOI requests rather than duplicate transactions in a confidential cashbook. Disproportional effort for only 2 employees. Do not get FOI requests, so no extra work required unless we do receive one.

FR 18.2 Power to suspend Financial Regulations

13. To Approve the repainting of car park lines

Council still concerned conditions attached to the lowest cost bid. Council needs the flexibility to book our timeslot and not have work crew turn-up unannounced when they have an opportunity. Café car park could be very busy and not get painted.

Agreed to select CCL Surfacing at a cost of £2500 + VAT

To funded from CIL Budget

Power to support a voluntary organisation proving recreation facilities on behalf of the Council.

Local Government (Misc. Prov,) 1976 s19

14 [To approve requests for S137 Grants](#)

14.1 £45 from FROG for annual cost of garden waste service from WLBC

Agreed.

14.2 £500 from Bees and Butterflies Brigade for soil and plants for memorial garden at St Cuthbert's

Agreed. First £120 to come from Reserves, balance of LCC Biodiversity grant , then £380 from S137 budget line.

Power to give grants to local organisations. Free Resource. Local Government Act 1972 s 137

15. Received an invitation from Scarisbrick PC for a "Flooding" meeting on 4th October 2024

Invited all West Lancs PCs, MP for West Lancs MP, Save the Flow and Environment Agency.

Cllr Brookfield agreed to attend.

16. To consider future plans for Speed Indicator Devices

Faulty charger or batteries again. No spare parts. Should we replace? [New LCC Policy/Requirements](#). Potential [Problems](#).

Council agreed to invest in new batteries and more than one battery charger, if possible, due to the difficulty in obtaining spare parts. Continue using original SPID devices. Potential cost would be approximately £150.

FR 5.15 Clerk's delegated authority under £500 Discharge of functions - LGA 1972 s111

17. To approve new [Complaints Policy](#)

Agreed.

18. Notice of Information-Only Items

Clerk identified that two "simple" actions from Auditor's report could require significant work. Cllr McCarthy-Thomason agreed to review the Webmail facility and to assist with the Web Accessibility requirements which need to be in place for Oct 2024.

19.. Date and time of next meeting

Next meeting date will be 10th July at Memorial Hall

Meeting closed at 08:35 pm.