

# HALSALL PARISH COUNCIL

Minutes of Halsall Parish Council meeting held on  
Wednesday 13th November at 7:30 pm at St Aidan's Hall, Renacres Lane, Halsall.

PRESENT: Cllr M Lyons (Chair), Cllr E Wright(Vice Chair), Cllr R Brookfield, Cllr A Timon, Cllr N McCarthy-Thomason, Cllr J Ferguson, Cllr K Wright, Cllr M Schofield and C Pyne (Clerk).  
Seven visitors.

**1. Introductions and Apologies for Absence**

Apologies received and accepted from Cllr Roberts.

**2. Declarations of Interest**

None.

**3. Open Forum**

**3.1 West Lancs Borough Councillors**

Cllr Brookfield observed that Borough Councillors had not attended any recent meetings. The Clerk believes that dates of Parish Council and West Lancs Borough Council meetings clash. It was agreed that the Clerk would write to Borough Councillors to ask if they could provide an update on any activities relevant to Halsall parish, to be read out at the meeting.

**3.2 Open Public Forum**

Members of the public asked questions about recent planning applications at La Mancha which the Clerk responded to.

Why was it necessary to apply for permission for an advertising sign ?  
This is a retrospective application, West Lancs Council(WLBC) had been informed that an advertising sign had been installed, which requires planning permission, and so WLBC advised the owner to apply.

What were the circumstances of the planning application for a new external door ?  
The Clerk was aware that the external door was originally included in a previous application for the blocking up of an internal door and other internal changes. It was a condition of that planning approval that the external door had to be resubmitted as a separate application.

What is happening with the current planning application for a holiday let?  
Planning applications are open for 23 days for consultation, so sometimes consultation closes before the next parish council meeting. The Clerk was not aware that this had been extended to 15th November. There are at least a dozen objection comments registered on the application and WLBC Cllr Blundell, has already asked for this application to be escalated to WLBC Planning Committee so there is nothing further that the Parish Council can add to the process.

**4. To confirm and sign the [Minutes of the meeting held on 9th October](#)**

Cllr McCarthy-Thomason asked for a spelling mistake to be corrected.  
Minutes were agreed.

Signed Chair ..... Date .....

**10. Election of Co-opted Parish Councillor**

The Chair proposed moving this item to the start of the meeting which was agreed. The two applicants introduced themselves and their applications. The Council voted and Mr David Adams received the majority of votes cast. Cllr Adams signed the Declaration of Office.

*Local Government Act 1972 s89 Filling Casual Vacancy*

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

**5.1 Update on Remembrance Sunday**

The weather was fine and there was good attendance at the ceremony. Around 50 people returned to the Hall for refreshments. The Chair thanked councillors for organising the event and for arranging the refreshments from the Bakehouse Cafe.

**5.2 To note repairs to Plex Lane Bus Shelter at a cost of £128.50**

Agreed. The Clerk will look at the items that have been left in the bus shelter.

**5.3 To note fixing of potholes in car park at a cost of £83.55**

It was agreed that this was a cost effective repair and we should look at repairing another one, close to the entrance way.

**5.4 To note extra costs on refurbishment of Memorial Hall Gates. A CIL funded project, Item 11 October. Gates were in a worst condition, needing stripping back to bare metal, £136.99 in extra labour and materials. ( £786.99).**

Additional costs agreed. Positive comments were received about the quality of work in repainting the Memorial Hall Gates and in time for the event.

**5.5 To note attendance & expenses to attend annual LCC Parish Clerk's Liaison meeting in Preston. Noted.**

**5.6 To note £30 to repair the Council laptop.**

The donated laptop, used for Trust meetings, now works correctly with the projector.

*All Section 5 - Local Government Act 1972 s111 Discharge of functions.*

Verbal updates on recent activity after the report was published.

Updating of the Fire Risk Assessment has highlighted that a trailing socket lead is essential for the sound and audio equipment. It was agreed to get a quotation from an electrician to install additional power sockets and to change the power sockets in the kitchen for the fridge and freezer.

The project to install a Defibrillator at Saracen's Head stalled when the CIL budget was not replenished by grants. Additional grants have now been

Signed Chair ..... Date .....

received and the CIL budget has a higher balance, nearly £12,000 available. It was agreed that the Saracens Head project should restart.

It was noted that the Defibrillator cabinet at the school, provided by them, is still empty. It was suggested that the school contact the Parish Council to request a grant, if funding is a problem.

**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

Annual general meeting was held at the LCC Liaison event on 2nd November. No feedback from the meeting.

**6.2 Ormskirk Foundation Trust**

Cllr A Timon

The Ormskirk Foundation Trust is a charity which previously supported activities at the state-run Grammar School. Now the school is a privately-run Academy the Trust has revised its objectives to support a wider range of student activities. £23,000 in grants for academic study were awarded to local students at the October meeting. The Trust meets 3 times per year. All parish councils in the catchment area for Grammar School have a representative on the committee.

**6.3 Shirdley Hill Community Association**

Cllrs N McCarthy-Thomason & J Ferguson

Cllr McCarthy-Thomason advised that Shirdley Hill Community Association has registered with LCC as a Warm Spaces provider and has requested a grant to support 2 Luncheon Club meetings per month.

A Christmas Tree has been donated by two local residents for Shirdley Hill village green. The Switch On ceremony will be on Sunday 1st December at 4:30pm.

There is a Christmas Luncheon Club meeting and New Years event being planned.

**6.4 St Cuthbert's Church Committee**

Cllr M Schofield

Cllr Schofield is in regular contact with Rev Salt. There has been no formal meeting of the committee that the Church proposed.

The Church is proposing a joint Well Being event in May 2025.

**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

No business.

**7.2 Human Resources**

Signed Chair ..... Date .....

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

7.1 Update on Applications received for new role of Assistant Parish Clerk.

3 applications have been received to date ( 4th after the meeting). Closing date is 22nd November.

7.2 To note the annual NJC Pay award with back pay to April 2024

New rate for Clerk £917.53 per month, back pay £223.72

New rate for Trust £583.89 per month, back pay £40.86

New rate for Cleaner £329.78 per month, back pay £63.94

The Chair thanked Cllr E Wright for assistance in calculating the salary arrears.

*Local Government Act 1972 s113 Power to employ staff*

**7.3 Traffic and Road Safety**

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

Cllr McCarthy-Thomason had to visit the building site again as a new HGV contractor started using the shortcut through the village. Lorries now using the approved transport route.

Cllr McCarthy-Thomason is in touch with LCC Cllr O'Toole about the uneven state of the Heathey Lane pavement leading to the village green. Uneven surfaces are making it difficult for people with walkers and wheelchairs, they are having to use the road. Similar problems on Asmall Lane and Summerwood Lane.

Cllr Schofield raised issues with car parking and traffic management at the Fireworks event. The Clerk will contact the WLBC Events team to see what event planning documents are available.

**7.4 Flooding**

Cllrs. E Wright, R Brookfield and A Timon

No feedback from the Scarisbrick meeting about progress on the need for an Internal Drainage Board.

FROG have reported drainage problems with the football field on Village Green to Head Ranger (WLBC own the village green). It is proposed to use a camera to investigate drainage pipes.

Cllr Schofield raised concerns from local residents about the smell from drains associated with new houses off Summerwood Lane. New residents are concerned about the quality of the work. Not an issue that the Parish Council can assist with. Residents might have to raise the issue with Water Plus or Canals and River Trust.

Cllr Brookfield again raised the issue of large puddles forming on a section of Summerwood Lane after heavy rain. This is more of a problem with the camber of the road than blocked drains. We need photographs of the extent of this flooding to send to LCC Highways.

Signed Chair ..... Date .....

**7.5 Healthy Halsall**  
Cllrs. M Schofield, M Lyons, B Roberts  
No business.

**7.6 Planning & Development**  
Cllrs M Schofield and B Roberts  
There is local interest in the WLBC process for the next Development Plan.  
There are some views that 600+ new houses per year for WLBC is excessive and will lead to the erosion of Green Belt arable farming land.

Cllr McCarthy-Thomason asked about potential developments at Turbury Farm, regular deliveries of soil have been observed and contractors working on fencing. Clerk to make inquiries with WLBC Planning.

**7.7 Environment & Biodiversity Working Group**  
Cllrs M Lyons, J Ferguson and Mr J Ferguson  
Update on Footpath 28. Representatives from parish council walked the route with Ken Sharp from OSS and Local Ramblers Association. The OSS will draft a letter describing the proposed changes for the Council to consider supporting at the next meeting.

Mr J Ferguson ( Biodiversity representative) informed the Council that no further information had been received from LCC following their initial enthusiasm for setting up local liaison representatives.

**8. [Planning Applications](#)**

No concerns nor additional comments to make on planning applications other than discussions on La Mancha recorded under Item 3.2 Open Public Forum.

**8.1 Applications**  
2024/0902/FUL, 32 Linaker Drive, single storey rear extension  
2024/0843/FUL, La Mancha, Change of use to holiday let  
Request from WLBC Cllr Blundell to go to planning committee ( "Called In")  
2024/0718/FUL, 38 Heathey Lane, extensions, relisted as changes added  
2024/0715/FUL, 1 Halsall Farm Grove, children's play structure

**8.2 To Note Recent Planning Decisions**  
2024/0752/PNC, Green Barn, Asmall Lane, change to dwelling - agreed  
2024/0724/FUL, 3 Plex Moss Lane, extension - refused  
2024/0400/LDP, 165 Carr Moss Lane, gym in an outbuilding - agreed

**8.3 Recent planning emails received since agenda published**  
(Planning applications are published weekly, potentially on day of the meeting)  
None received.

**9. Finance**

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

Signed Chair ..... Date .....

Agreed. Recent Clerk's forum discussions have considered the potential conflict between accurately recording salary payments for auditing purposes and the right of employees under GDPR not to have personal information released which occurs in documents that the Council must publish under Transparency regulations. It was agreed to follow a consensus that net salary, pension and national insurance payments would be anonymised in all publicly released documents and only retained in audit documents. All published documents for 2024/25 have been amended to anonymise personal payments.

*Data Protection Act 2018*

- 9.2** To review the [Spend to Date for November meeting](#)

Agreed. October Spend to Date is showing that the original budget predictions for income and expenditure have changed substantially. Council income is currently £8000 in excess of budget due to higher receipts from hiring the Hall and cross charging cleaning and administrative costs for the Trust charity. Expenditure on cleaning and administrative costs are also higher, so turnover will increase but little to no net effect on budget outcome.

- 9.3** To approve the [Bank Reconciliation](#)

Agreed, receipts and payments for October were listed and compared to the bank accounts.

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

Cllr Timon agreed that bank balances were reported correctly.

- 9.5** To determine whether the £114.51 raised at the Halloween event should be repaid to the Council (Item 14 October) or donated to the Charity.

It was agreed that £114.51 should be retained by the Trust Charity . There is another charitable event, Children's Film and visit from Santa planned and the funds can be used for that.

*Local Government Act 1972 s137 (3) Power to donate to Charities*

- 9.6** To note that St Cuthbert's is proceeding with its reorganisation of administrative processes and requires the Parish Council to take over administration of the Halsall News parish magazine.

The Clerk has checked this with our Internal Auditor and a national VAT specialist at SLCC. There are no VAT implications so long as advertising income remains below £5,000 p.a threshold. The council and church will continue to jointly subsidise the parish magazine through an annual (January) reconciliation of the account.

Agreed. The Council is acting within its powers.

*Local Government Act 1972 s142, power to provide newsletters.*

Signed Chair ..... Date .....

**13. Update on proposal to provide CPR Training**

Chair agreed to move to Item 13 next so that Cllr Timon could leave early.

Cllr Timon advised the Council of an offer to provide subsidised CPR Training. It was agreed that Council would donate £100 to the Heart charity to make the course available on an agreed date and offer it to residents of Halsall and encourage them to make further donations.

Cllr Timon left the meeting at 20:30pm

*Local Government Act 1972 s137 (3) Power to donate to Charities*

**11. Update on CIL funded repairs to Children's Playground**

Yates prefers to delay repairs and repainting until Spring.

Agreed.

**12. To consider a proposal to use a Broker to find a supplier of EV Chargers for Recreation Ground car park.**

Proposed rental £150-£300 per bay p.a. suggested 2 bays.

Council requested more information for a further discussion in the December meeting.

**14. Proposal to replace St Aidan's floor with laminate at a cost of £2340**

- a Local resident with flooring business - all inclusive remove all old flooring, preparation, supply underlay and laminate, fitting - £2340
- b 110m2 supply only from warehouse £1684
- c 110m2 supply only from warehouse £2442
- d Usual handyman contactor, remove old flooring and fit - £650

The carpet in the dining area needs to be replaced. The Luncheon Club event has exposed a problem that the chairs do not slide back on thick plush carpet. They tip backwards and elderly residents have had some near miss accidents when over-balancing.

It was agreed that Option A was the best value for money and the project will be funded from the CIL budget. To improve the Hall for events, supporting the now twice monthly Warm Spaces Luncheon Club event.

Cllr McCarthy-Thomason to progress with organising an installation date (9-10th December?)

*Power to provide public buildings - Local Government Act 1972 s133*

**15. Proposal to have a students' graphic design competition for WW2 commemorative posters. Suggested budget £600.**

Agreed in principle. To organise a competition for posters to promote and commemorate the anniversary of VE Day in May 2025. To include children and residents of Halsall not just college students. Cllr McCarthy-Thomason and Cllr Adams volunteered to assist. Further discussion at December meeting.

Signed Chair ..... Date .....

*Local Government Act 1972 s144 Power to promote / encourage visitors to events & exhibitions*

**16. Notice of Information-Only Items**

December meeting - arranged demonstration of a new WCAG 2.2 website

The current website was tested against the Lighthouse standard for accessibility and some changes were made to achieve a 100% score but this is not the full WCAG 2.2 accessibility standard. This is an interim solution until purchase of a new compliant website.

**17. Date and time of next meeting**

Next Trust meeting date will be 4th December at Memorial Hall

Next Council meeting date will be 11th December at Memorial Hall

Meeting Closed at 21:05 pm