

# HALSALL PARISH COUNCIL

Minutes of Halsall Parish Council meeting held on  
Wednesday 9th April 2025 at 7:30 pm at Memorial Hall, Halsall Road

Present: Cllr M. Lyons (Chair), Cllr E Wright (Vice Chair), Cllr K Wright, Cllr Roberts, Cllr N McCarthy-Thomason, Cllr J Ferguson, Cllr P. Barker, Cllr D Adams, Cllr R Brookfield, and C Pyne (Clerk) & C Smith (Asst Clerk)

1. **Introductions and Apologies for Absence**  
No apologies.
2. **Declarations of Interest**  
None.
3. **Open Forum**
  - 3.1 **West Lancs Borough Councillors**
  - 3.2 **Open Public Forum**  
No updates
4. **To confirm and sign the [Minutes of the meeting held on 12th March](#)**  
Agreed.
5. **Discuss and agree on any matters arising from Parish Clerk's Report**

Minor payments to be claimed as expenses

  - 5.1 £40 Paid to Haycock Engineers to repair 3 village hall tables.
  - 5.2 Two £50 gift cards purchased from Chair's Allowance as leaving gifts.  
To note some payments before closing balance for 2024/25
  - 5.3 £20 for Council hire of Memorial Hall in March 2024
  - 5.4 £65 for Annual service of St Aidan's Central Heating
  - 5.5 £112.69 in Cleaning Supplies for St Aidan's Hall

All agreed.

*Local Government Act 1972 s111 power to perform subsidiary functions.*
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  
No meetings.
  - 6.2 **Ormskirk Foundation Trust**  
Cllr Adams was proposed and agreed to be parish council representative at Ormskirk Foundation Trust.
  - 6.3 **Shirdley Hill Community Association**  
Cllrs N McCarthy-Thomason & J Ferguson

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

Cllr Roberts will join the SHCA to jointly organise events at both Shirdley Hill Village Green and the Memorial Hall recreation ground.

Progress is being made in booking stalls for the VE day event. Clerk to check the Performing Rights Music License for the event.

Clerk to investigate the cost of a Square Card Reader device for charging admission and collecting Gift Aid donations.

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

**7.1 Finance**

Cllrs. M Lyons, E Wright, and K Wright

Cllr Adams was proposed and agreed to join the group of authorised signatories for the bank accounts.

Clerk to progress.

**7.2 Human Resources**

Cllrs. K Wright, and M Lyons

- a) To note the resignation of Cllr A. Timon on 16th March.  
Cllr Timon was thanked for his service as a parish councillor and his role on the Ormskirk Foundation Trust. A Thank You card and a gift from the Chair's Allowance (5.2) have already been organised.

- b) To agree a timetable for recruiting a Co-opted Parish Councillor

It was agreed to organise recruitment of a co-opted councillor at the June meeting. This will give time to place an advert in the May edition of Halsall News.

- c) Need to appoint another HR representative?

Cllr Barker was proposed and agreed to join the HR working group.

- d) To approve annual length of service salary increments in April.  
Clerk to SCP28 (SCP28 Max) to £939.91 (increase £22.79 per month)  
Cleaner to SCP5 (SCP6 Max) to £335.00 (increase £5.22 per month)  
Asst Clerk role does not qualify for a 1 year service increment.

Agreed.

- e) To increase contribution from Trust to £618.31 per month (£9.14 per month)

Agreed

- f) To pay Cleaner 2.5 hours overtime for 30th March

Agreed.

*All HR actions, Local Government Act 1972 s111 power to perform subsidiary functions.*

### **7.3 Traffic and Road Safety**

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

- a) FOI from Police on New Cut Lane was inconclusive. Appealed their assertions that the information is exempt from disclosure under prevention or detection of crime, or the information is available elsewhere ( it is but not in sufficient details).

There was a fatal RTC on New Cut Lane on 30/3/2025. It is believed this was a medical emergency, there were no other vehicles involved.

- b) Halsall Road/Gregory Lane mini roundabout, the location of many pothole complaints, has been fully resurfaced along with many temporary pothole fixes along A5147.

Cllr Brookfield brought up inconsiderate parking during school times which causes disruption to residents and is a safety risk to children and parents.

It was agreed to contact Lancashire Highways to investigate parking restrictions on Summerwood Lane and to contact the school.

We need to put the “no parking on pavements which obstructs pedestrians” phrase back in the Halsall News because of residents’ complaints.

### **7.4 Flooding**

Cllrs. E Wright, & R Brookfield  
No update

### **7.5 Healthy Halsall**

Cllrs. M Lyons and B Roberts  
No Update

### **7.6 Environment & Biodiversity Working Group**

Cllrs M Lyons, J Ferguson and Mr J Ferguson

Cllr Ferguson gave an update on speaking with the Veolia representative at Parbold Funding fair. Our objectives for the woodland appear to align with the funding criteria and Veolia are enthusiastic about receiving an application for a grant. They arrange quarterly applications and funding tranches. Need to progress the legal acquisition of the land before considering a grant application.

## **8. Planning Applications**

### **8.1 Applications**

2025/0227/FUL, 86 New Street, single story extension plus outbuilding  
T/2025/0034/TPO, 76 Moss Road, remove branches and crown lift

### **8.2 Any planning applications published on day of the meeting**

2025/0315/FUL, 7 Shaw Close, garden store to front of the property.

### **8.3 To Note Recent Planning Decisions**

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

2025/0040/FUL, Malt Kiln Barn, demolish & rebuild Refused  
2024/1107/FUL, 233 Carr Moss Lane, Garage to living accomd. Granted

The Parish Council has no comments to make on any planning applications.

Residents should contact the Enforcement Team at WLBC (via their website) for confidential discussions about potential planning issues. Parish Council should not be in the communication route otherwise the complaint is not confidential.

**9. Finance**

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

Agreed

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

Agreed

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

Agreed

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

Cllr E Wright confirmed the reported bank balances matched the bank statements.

- 9.5** To approve the [EOY financial summary, conversion to AGAR format and EOY Bank Reconciliation](#)

Agreed and signed by Clerk and Chair.

- 9.6** To approve transfer of quarterly interest to Reserves Account

Reserves interest £106.58  
CIL Interest £56.87  
Precept Interest £27.23  
Total Q4 Interest £190.68

Noted.

- 9.7** To approve the [allocation of Earmarked Reserves , General Reserves](#) and C/Fwd to the 2025/26 accounting year.

Agreed. It was discussed whether we should publish the reason why we need a significant reserve for election expenses, but it was decided best to leave unsaid.

- 9.8** To approve the submission of the [Internal Audit report](#).

Agreed. The Clerk was thanked for the work in preparing this.

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

10. **Update on potential donation of recreational land from the Moores estate to become open public access land managed by the Charity/Council.**

[First Visit into Woodland](#)

It was agreed that any councillors wishing to view the land should contact PCC Treasurer to arrange a guided tour.

It was agreed the Clerk would contact the Trustees for the woodland to involve our respective solicitors in arranging the donation of the land to the Parish Council in Trust for the residents of Halsall.

*Local Government Act 1972 s124 (1) parish council may acquire by agreement any land... (b) for the benefit, improvement or development of their area.*

11. **To agree a date for the Annual Parish Meeting combined with Annual Charity meeting with an item for public consultation on the Donated Woodland.**

Annual Parish Meeting will be at 7pm on 14th May, immediately before the scheduled Council meeting.

We will arrange an annual Trust charity meeting when there is more definite progress on the donation of the woodland probably in July, after some solicitor involvement.

12. **To approve s137 request from Halsall Trust to support a summer fair on the recreation ground at a cost of £600.**

Agreed. The Parish Council will fund any additional costs, up to £600, not covered by other grants.

*Local Government Act 1972 s137, grants to local organisations providing a benefit to some or all of the residents.*

13. **To approve replacements and renewals for both Defib Cabinets**

a) 2 x Cabinets due to faulty keypads (originally purchased in 2013)

**Unlocked ( external quality with mains heating system)**

[ARKY Outdoor \( with door open alarm\)](#) £299.00 + VAT

[AED Outdoor](#) £495.00 + VAT

[Risk Assessment](#) £549.00 + VAT

[Aivia 200 Outdoor](#) ( Replacement w/o keypad) £649.78 + VAT

**Locked ( external quality with mains heating system )**

[AED Alarmed Outdoor](#) £348.15 + VAT

[AWC001 Defibrillator](#) £557.89 + VAT

[Risk Assessment](#) £589.00 + VAT

[Aivia 210 Outdoor](#) ( Replacement model) £696.33 + VAT

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

this is exactly the same cabinet as we already have.

Plus approx £100 for an electrician to fit.

The Council agreed to the option to use AED Outdoor (Unlocked) cabinets at a cost of £495 each to be funded from CIL.

Clerk to check with the insurance company that the contents of unlocked cabinets are insured. Otherwise, we may have to use locked cabinets.

*Public Health Act 1936 s234 power to provide life-saving appliances.*

- b) Replacement Sticky Pads at a cost of £130 each, for two cabinets to meet June 2025 replacement date.

[LifePak CR Plus Replacement Pads](#) £130.00 + VAT

Although NW Ambulance think they have some at £85 + VAT

Agreed.

*Public Health Act 1936 s234 power to provide life-saving appliances.*

14. **J. Forshaw are requesting replacement of the batteries in the SPIDS at a cost of xxx.**

Agreed. Waiting for specification and exact cost of batteries, believe it is around £120.

15. **To provide .GOV.UK email addresses for Parish Councillors**

For the 2025/26 Audit it is mandatory that the Council/Clerk has a .GOV.UK email address, (been compliant for several months), now recommended that all Councillors have one.

<https://www.nalc.gov.uk/resource/council-email-addresses.html>

Defer discussion until next meeting - insufficient time.

16. **To approve 3 replacement paragraphs ( 5.4, 5.7 and 5.11 ) in Financial Regulations to comply with 2023 Procurement Act and 2024 Procurement Regulations (Invitations to tender for contracts over £30,000)**

Agreed.

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

- a) **WLBC Litter Bin Service**

Watch WLBC proposals for cost savings on litter collection. May need to provide our own service.

- b) **Halsall Charity Calendar**

Good idea, many talented local photographers. Cllr Roberts to progress.

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

Next Trust meeting date will be 7th May 2025 at Memorial Hall

Next Council meeting date will be 14th May 2025 at St Aidan's Hall

**Meeting Closed 21:20**

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

Draft

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