

HALSALL PARISH COUNCIL

Minutes of the Halsall Parish Council meeting held on
Wednesday 11th June 2025 at 7:30pm at Memorial Hall, Halsall Road.

Present: Cllr M. Lyons (Chair), Cllr N. McCarthy-Thomason (Vice Chair), Cllr K Wright, Cllr P. Barker, Cllr R. Brookfield, Cllr B Roberts and C. Pyne (Clerk), C. Smith (Asst Clerk), and 4 members of the public.

1. Introductions and Apologies for Absence

Apologies received from Cllrs D. Adams and E. Wright

2. Declarations of Interest

Cllr M. Lyons declared an interest in Item 19 as a member of FROG and did not take part in the discussion or voting.

The Chair proposed a change to the agenda and items 7.2 (A) Co-option and Item 18 S137 Grant Application and Item 19 S137 Grant Application were taken next so that visitors could leave earlier.

19.44 Cllr B Roberts arrived after these items had been completed.

3. Open Forum

LCC Councillor L. Graham reported that he had raised the issue of speeding on the New Cut Lane and Gregory Lane with LCC Highways. Analysis of vehicle data showed that the average speed of 85% of vehicles was 60.9 mph which would not justify a request to lower the speed limit. He will follow up on this 85% rule to understand when requests to lower the speed limit would be justified.

The number of collisions on the road with a reported cause of excess speed are also insufficient to justify any changes.

3.1 West Lancs Borough Councillors

No reports.

3.2 Open Public Forum

A question was asked about excess speed on Summerwood Lane, which becomes Asmall Lane, LCC Graham responded that residents were encouraged to report concerns via [LoveCleanStreets App](#).

It was also suggested that [Lancashire Constabulary Operation SNAP website](#) has a facility to upload dashcam video clips of moving traffic offences.

Residents can also create Regular Excess Speed Concerns on [Lancashire Road Safety Partnership website](#).

4. To confirm and sign the Minutes of the [Annual Council meeting held on 14th May](#).

Minutes were agreed and signed.

5. Discuss and agree on any matters arising from Parish Clerk's Report

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- 5.1** To note that Clerk has raised an issue with the Information Commissioner that Lancashire Constabulary consider that speed enforcement information for New Cut Lane is confidential and not suitable for publication under FOI.
- Also shared FOI correspondence on collisions with LCC Councillor Leon Graham.
- 5.2** Spent £7.13 replacing the broken emergency alarm cord in St Aidan's again. This time a plastic, hygienic, stronger cord was purchased.
- 5.3** To note that Open Spaces, West Lancs Footpath group and 2 LCC councillors visited Footpath 28, and it was agreed that the Clerk would write to the landowner to set up a meeting to discuss an amended route.
- 5.4** To note progress on [Open Activities](#), 22 closed, 3 on Agenda, 12 C/Fwd.
- 5.5** To note the Cleaner's overtime for 2 Bank holidays in May. 2 x 4 X £12.65= £101 Overtime payment agreed.
- 6. To receive reports from Representatives to outside Bodies and agree on any actions arising;**
- 6.1 Lancashire Association of Local Councils** (Cllrs R. Brookfield & M. Lyons)
Not attended any LALC meetings.
- 6.2 Ormskirk Foundation Trust** (Cllr D. Adams)
Cllr Adams is attending an OFT meeting tonight.
- 6.3 Shirdley Hill Community Association** (Cllr N. McCarthy-Thomason)
Cllrs D Adams and B Roberts can deputise for Cllr N. McCarthy-Thomason.
The laminate floor in St Aidan's Hall floor has developed a "bounce". Cllr McCarthy-Thomason will speak to the installers.
- 7. To receive reports from Working Groups and agree any actions arising;**
- 7.1 Finance** (Cllrs M. Lyons, E. Wright, K. Wright, & D. Adams (4 signatures))
- To note Cllr Adams should now have access to approve Council and Trust bank payments.
- 7.2 Human Resources** (Cllrs K. Wright, M. Lyons, & P. Barker)
- a) To elect a Co- Opted Parish Councillor (Cllr Timon vacancy)**
- The two applicants spoke in support of their applications. The Council voted. Cllr Tim Atlay received the majority of the votes and signed the Declaration of Office. Both applicants were thanked for their interest and applications. It was stated that there was a further vacancy (Cllr Ferguson vacancy) and this would be advertised in the July edition of Halsall News magazine.
- b) To note the resignation of Cllr Ferguson**
- WLBC have been informed and approved the Election Notice. We will advertise in the July edition of Halsall News with a closing date of the end of August. Hold a

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council election at the September 10th meeting as there is no Council meeting in August.

It was agreed to purchase a £50 Gift voucher for Cllr Ferguson from the Chair's Allowance held in Reserves.

Local Government Act 1972 s15 (2) Council may pay the chairman a reasonable allowance to meet expenses of his office.

7.3 Traffic and Road Safety (Cllrs N. McCarthy-Thomason, R. Brookfield, & B. Roberts)

No further business, there were discussions at Item 3 and 3.2

7.4 Flooding (Cllrs E. Wright, D. Adams & R. Brookfield)

No activity.

7.5 Healthy Halsall (Cllrs M Lyons & B. Roberts)

No activity.

7.6 Environment & Biodiversity Working Group (Cllr M. Lyons)

Cllr P Barker agreed to join the Environmental working group.

8. [Planning Applications](#)

8.1 Applications

2025/0470/LDP. 3 Plex Moss Lane, single storey extension and porch
2025/0452/PNC. Gregory Farm, change of use of building to dwelling
T/2025/060/TPO, 1 Halsall Hall Drive, trim one and fell 2nd sycamore
T/2025/0061/TPO, Mill House Farm, trim 2 trees to clear power lines

The Parish Council has no comments on these applications.

8.2 Any planning applications published on day of the meeting

2025/0486/FUL 37 Renacres Lane, building a gym.

This is a retrospective planning application, the property is 80% built. Several residents have raised concerns. The Parish Council agreed to raise this with local WLBC councillors with a view to the application being called in to the WLBC Planning Committee.

8.3 To Note Recent Planning Decisions

2025/0067/FUL, 3 Plex Moss Lane, ground and 1st floor extension, Granted
2024/0527/FUL, Mill Brow Farm, change Agriculture to Commercial, Granted

9. Finance

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

Agreed.

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

Expenditure against budget lines is satisfactory. VAT and CIL budget lines are always outside the budget as a VAT refund is claimed at the end of the year and CIL expenditure is from a different budget/bank account.

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- 9.3 To approve the [Bank Reconciliation](#)**
All expenditure and receipts for the previous month are listed. Bank balances are correct.
- 9.4 Independent Review of Bank Balances**
Cllr K Wright independently checked the reported bank balances.
- 10. 2024-25 Internal and External Audits**
To note that AGAR reports have been submitted to the external auditor and published on website and noticeboards. The Notice of Public Rights to access the unaudited accounts has also been published for the period 2nd June to 14th July.
- 11. Update on [SLCC Consultancy proposal](#) for Woodland project**
The SLCC business consultant will visit the woodland site on 15th July to start the feasibility report.
- 12. To provide .GOV.UK email addresses for Parish Councillors**
(recommended best practices in audit requirements for 2025/26).
Cost 10 x 12 x 2.20 = £264 per year for email. Not including Outlook.
- Council agreed to order [.gov.uk](#) email addresses for Councillors. Clerk to contact Easywebsites, providers of our [.gov.uk](#) domain. It is believed that all councillors already have licensed copies of Microsoft Outlook.
- Local Government Act 1972 s111 power to perform subsidiary functions.
Expenditure on IT to meet future audit requirements.*
- 13. To approve £50 annual grant for adoption of the Heathey Lane Bus stop.**
Agreed.
- Local Government (Miscellaneous Provisions) 1953 s4 Power to provide bus shelters.*
- 14. To approve the transfer of £425 polling station fee to Memorial Hall which WLBC have paid to the Parish Council in error.**
- WLBC has again paid income for the Charity into the Council's bank account. Essential to transfer this to the correct bank account to comply with Financial and Audit requirements.
- Charities Act 2011 s130 Accounting records must show all sums of money received and expended by the charity.*
- 15. WLBC Project to remove waste bins**
15.1 **To consider replacing the Shirdley Hill Village Green dog waste bin at approximate cost of £150.**
WLBC advice is that specific dog waste bins are no longer required and dog waste can be placed in normal litter bins.
- Clerk to source some signs to be attached to Shirdley Hill litter bins asking dog walkers to put dog waste into the main bin.

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The stand for the dog waste bin needs to be removed; trip hazard.

- 15.2 **To consider replacing waste bins and providing an emptying service at Memorial Hall at a cost of £xxx.**

Wait for feedback from the WLBC Parish Clerks meeting to identify which Halsall litter bins will be removed before considering how to provide any alternative litter service.

16. **To approve Changes to Policy documents**

- 16.1 **To approve a new [Document Retention Policy](#)**
Agreed.

- 16.2 **To approve revised version of [Model Publication Scheme Changes](#) to NALC template**
Agreed.

- 16.3 **To approve revised version of [Financial Regulations](#) Changes to NALC template (v2025)**
Agreed.

17. **To consider transferring Council Minutes from 1995 to 2020 to the Lancashire County Archives.**

Agreed in principle. Cllr McCarthy-Thomason has a book binding machine. Need to look for a low-cost binding solution as County Archives will not accept them in plastic wallets and ring binders.

18. **To approve a [S137 Grant application](#) from FROG to pay for their green waste bin service at a cost of £46.**

Agreed.

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

19. **To approve a [S137 Grant Application from Halsall West End Cricket Club](#) to part fund a purchase of a new lawnmower for Recreation Ground at a cost of £500.**

Agreed.

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

20. **To consider the offer from Easywebsites to add 'Whats App' function to the Council website.**

Not necessary, already have sufficient communication channels and do not need another one to manage.

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

- 21.1 To note a free 90-day trial of a Parish Council finance system.

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[Bank Reconciliation](#)
[Monthly Report on Payments and Receipts](#)
[Schedule of Payments ?](#)

- 21.2 The Parish Clerk is taking one week's annual leave w/c 16th June. During this time, assistant Parish Clerk (Cathy Smith) will deal with any urgent parish business.

22. Date and time of next meeting

Next Trust meeting will be 2nd July at Memorial Hall.

Next Council meeting will be 9th July at St Aidan's Hall.

Meeting Closed at 20:51

Signed Chair Date