

HALSALL PARISH COUNCIL

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 10th September at 7:30pm at Memorial Hall, Recreation Ground, Halsall Road.

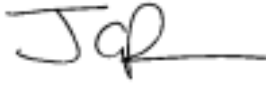
1.			Introductions and Apologies for Absence
2.			Declarations of Interest
3.			Open Forum
	3.1		West Lancs Borough Councillors
	3.2		Open Public Forum
			To change the sequence of agenda items so that guests can leave after their item.
15.			To consider applications and appoint a new co-opted parish councillor.
13.			Received LCC Consultancy proposal for Woodland project . To approve any appropriate decisions detailed in the Decision Matrix.
	13.1		Should the Council proceed with the land donation?
	13.2		Preferred ownership model ? ; Council, Trust, New Sole Trustee Charity.
	13.3		Approval to engage with Council's solicitors for the land transfer (approx £1500)
	13.4		Preferred perpetual protection model ?; none, Village Green, Fields in Trust, Both.
	13.5		To note any other decisions - none are critical before the land transfer Next - potential initial grant application c. £5000
14.	14.1		To discuss the results of the St Cuthbert's Community Survey.
	14.2		Specifically, to approve s137 grant request for £2,000 for lighting of the new disabled access ramp.
			To return to the usual sequence of agenda items
4.			To confirm and sign the Minutes of the Council meeting held on 9th July.
5.			Discuss and agree on any matters arising From the Parish Clerks Report.
	5.1		To note spent £12.99 on mouse bait boxes for St Aidan's and borrowed an electronic trap. Boxes located in the utility room and kitchen. No evidence of mice in boxes between 12th August and 10th September.

5.2		<p>To approve a replacement public bench at Gregory's roundabout at a cost of £585 plus VAT. Phoenix model from Glasdon - recycled plastic, same as picnic tables</p> <p>Damage reported by a member of the public. Greenhalgh's report extensive rot, recommending it be replaced.</p>
5.3		<p>To approve changes to costs on June's CIL projects at Memorial Hall Item 14.1 Fencing. Estimate was £480. Cost was £667 as Bakehouse wanted a larger fence and contributed £200 towards extra cost. Item 14.2 Loft Ladder. Estimate was £600. Extra Materials cost £86. Moving electrical cables cost extra £157. Item 14.3 New Farm Gate. Estimate £360. Cost was £300 +VAT</p>
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) Attended LALC meeting on 17th July for an update on Lancashire County Council reorganisation.
6.2		Ormskirk Foundation Trust (Cllr D. Adams)
6.3		Shirdley Hill Community Association (Cllr N. McCarthy-Thomason)
7.		To receive reports from Working Groups and agree any actions arising;
7.1		Finance (Cllrs M. Lyons, E. Wright, K. Wright, & D. Adams)
		<p>To note that Employers and Unions have agreed a 2025/26 pay deal earlier than usual November agreement for all NJC staff.. Pay awards and backpay are due from 1st April 2025. Clerk salary increased from £19.66 to £20.39 Asst Clerk from £14.84 to £15.31 Cleaner from £12.85 to £13.26 Monthly wage cost has increased from £1855.23 to £1914.43 Monthly contribution from Trust will increase to £638.14</p>
7.2		Human Resources (Cllrs K. Wright, M. Lyons, & P. Barker)
7.3		Traffic and Road Safety (Cllrs N. McCarthy-Thomason, R. Brookfield, & B. Roberts)
7.4		Flooding (Cllrs E. Wright , D, Adams & R. Brookfield)
7.5		Healthy Halsall
7.6		Environment & Biodiversity Working Group (Cllr M. Lyons, P Barker)
8.		Planning Applications
8.1		Applications

		2025/0698/FUL 27 Renacres Lane, 2 storey extension to the front, extensions to side and rear, new windows, solar panels changes to drive. 2025/FUL/FUL Dicconsos farm, erection of wall and gate
	8.2	Any planning applications published on day of the meeting
	8.3	To Note Recent Planning Decisions
		2025/0688/PNP White House Farm Morris Lane, Agriculture Store. Permitted 2024/0780/FUL 69 Renacres Lane, Front & Rear Dormers. Approved.
9.		Finance
	9.1	To approve the Schedule of Payments for September
	9.2	To review the Spend to Date and Budget Allocations
	9.3	To approve the Bank Reconciliation
	9.4	Independent Review of Bank Balances and signatures
	9.5	To approve transfer of £105 (£65 + £40) Memorial Hall hire payments incorrectly paid into Council's bank account.
10.		To discuss latest quote for restoration of the War Memorial
11.		To discuss the MP's letter on removal of Litter Bins by WLBC
12.		To note the satisfactory result of the external audit and the publication of the Public Notice of the Conclusion of the Audit on 22/8/2025 for 30 days.
16.		To consider the next stage in Footpath 28 project The Landowner does not want to enter into a local agreement with the Parish Council (s30 Highways Act 1980). To consider supporting the proposed action from Open Spaces to escalate this to Lancashire County Council.
17.		To approve a Vexatious Complaints Policy
18.		To note progress on the Halsall Calendar
19.		Notice of information-only items
20.		EXCLUSION OF PUBLIC AND PRESS Under the Public Bodies (Admission to Meetings) Act 1960 (2) to resolve that members of the public and press be requested to leave the meeting by reason of the confidential nature of staffing business about to be transacted.
21.		To consider changing staff hours and duties
22.		Date and time of next meeting

			Next meeting will be on 8th October at St Aidan's Hall.
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Authorised by



Chris Pyne, Parish Clerk

All present will act respectfully towards every other person present and will not act in a manner that demeans, insults, threatens or intimidates him or her.

All statements, questions and responses, challenges to statements, complaints or criticisms must be related to the facts of the matter and not personal in nature.

Members of the public disturbing a Council meeting will be asked by the Chair to desist in disrupting the meeting. If the behaviour continues Council can resolve, without discussion, that the person(s) withdraw from the meeting or be removed.

If a meeting becomes unmanageable because of interruption, or it is impossible to continue due to disturbance or disregard for the Chair's instructions, the Council can and will resolve to either close the meeting for a period or have the meeting deferred to another date.



LCC REPORT FOR
HALSALL PARISH COUNCIL
GUIDANCE FOR THE
ACQUISITION OF HALSALL RECTORY

AUGUST 2025

Ref: LCC 25-057

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Background and Brief

Halsall Parish Council has the opportunity to acquire the site of Halsall Rectory comprising the ruins of the rectory and surrounding woodland. The donor of the land wishes to secure that the land is maintained perpetually for the public.

The parish council commissioned Local Council Consultancy to produce a report advising on:

- a) Responsibilities of owning the scheduled ancient monument and wider site
- b) Guidance on options for perpetual protection of the land to meet the donor's aims
- c) Guidance and considerations for improvement and restoration of the land and ruins
- d) Sources of funding for the project

A site visit was undertaken in July 2025.

This report was prepared by LCC Associate Adam Keppel-Green in July/August 2025. Adam has worked in the sector since 2012, his primary role being the full time Town Clerk to a growing council in north Cheshire. Adam is also clerk to a small parish council and involved in various sector bodies including as a Director of the Society of Local Council Clerks and board member of the Cheshire Association of Local Councils.

This report does not constitute legal advice; in respect of the land transfer, the council should appoint a solicitor to act on its behalf and advise on any conveyancing matters.

Landowner Responsibilities

Statutory Designations

The land is subject to four statutory protections.

Listed Building

The ruins of the rectory are listed as a structure of special architectural or historic interest. First listed in 1968 they are recorded at Grade II and the listing description is contained in appendix 1.

There is no duty on landowners to maintain a listed building in a state of good repair, however the borough council has powers under the Planning (Listed Buildings and Conservation Areas) Act 1990 to compel action in certain circumstances. An urgent works notice can be served on a landowner of an unoccupied building and where the owner does not undertake works within seven days has powers to execute the works and recover the cost from the landowner; this is limited to emergency works and current guidance defines this as works to keep a building wind and weatherproof and safe from collapse, or action to prevent vandalism or theft. It is unlikely to be relevant to the ruins of the rectory.

More widely, the borough council can serve a repairs notice where it considers a listed building is not being properly preserved and this can require restoration to the condition the building was in at the point of listing. This provides a period of two months to demonstrate works are being progressed. Generally, these powers are used as a matter of last resort and after repeated attempts at cooperative dialogue with a landowner. These powers are relatively rarely used, and it is apparent that there has been no action to compel the existing/previous owners to take work and as such the risk from this is relatively low.

Scheduled Monument

Since 1993, the majority of the land has been designated as a Scheduled Monument, the listing description is contained in appendix 2 and a plan of the extent of the area is contained in appendix 3. The scheduling covers the whole area and includes the surviving walls.

Most works affecting a scheduled monument require prior consent from the Secretary of State for Culture Media and Sport (Scheduled Monument Consent), which is obtained through Historic England. There is no fee for the application, but it may be necessary to provide supporting documentation. Historic England provide guidance on works and will support applicants in develop an application. Ancient monuments legislation takes precedence over listed building legislation, therefore listed building consent is not required.

The landowner of a scheduled monument is under no duty to manage the monument to ensure its long-term survival. However, it is a criminal offence to damage the monument or carry out works/permit works without scheduled monument consent.

Historic England advises that clearance of trees and undergrowth does not require scheduled monument consent, provided there is no ground disturbance. If trees/undergrowth are cut off close to ground level and stumps/roots poisoned the consent would not be required and this is the recommended method for dealing with trees etc growing on scheduled monuments as whilst roots cause damage to buried archaeological remains, attempting to dig them out can be just as damaging.

Woodland Tree Preservation Order

The whole of the site is also covered by a woodland tree preservation order, made in 2004. Appendix 4 shows the boundaries of the order.

A woodland TPO protects all trees within the area, at the time of the order and in the future. Seedlings and saplings are included in the protection. Though guidance stipulates that planning authorities should not prevent proper woodland management, removal of such small trees will require consent.

Generally, the landowner will require consent from the borough council before undertaking any works to trees within the area. Exceptions to this include undertaking urgent work presenting an immediate risk of serious harm (which requires five working days' notice to be served on the borough council) and the removal of dead branches from living trees.

There is no fee for a tree works application. However, the landowner will require an arboriculturist's report justifying the proposed works. It is recommended to commission a tree health survey and develop a woodland management plan to form the basis of a tree works application; subject to dialogue with the borough council's tree officer, this could approve the ongoing implementation of the plan i.e. selective thinning.

Halsall Conservation Area

The whole of the site is contained within the Halsall Conservation Area. The area was first designated in 1975, and the extant appraisal was produced by the borough council in 2005. The appraisal document notes that "the wooded nature of the land on both sides of the road to the west and north of the church provides an enclosed vista along the road, but restricts wider views. Both Halsall House, and its extensive grounds containing the remains of Halsall Rectory, are largely hidden from view by woodland."

The conservation area designation, and the appraisal document, would be a material consideration in any planning application for the site and permitted development rights are affected.

Generally

Under the Occupiers Liability Acts, landowners have a duty of care to anyone on land they are in control of, regardless of the lawfulness of their presence. The existing fencing of the site mitigates some of this liability risk and this should be maintained until the site is made safe.

When opening the land up to public access, the landowner would have to ensure that it was sufficiently safe for the public to be present and consider how access to dangerous areas would be restricted and dangers made clear to visitors. This will be pertinent to any access near the ruins themselves.

There will be a temptation for visitors to get close to the monument and for some to climb the ruins. Restoration of the timber fencing which was previously around the ruins would be recommended to reinforce a separation from the ruins to visitors; this should be accompanied by clear signage warning of the dangers to individuals and the ruins.

Options for Perpetual Protection

Village Green Status

A village green is registered under the Commons Act 2006 and affords land statutory protections under the Inclosure Act 1857 and Commons Act 1876. Designation as a village green secures the right of local people to enjoy land for recreation in perpetuity and registration makes acts which seek to interfere with the public right of recreation on the land an offence. Village green registration protects the public right of access.

The owner of land can apply to have land registered as a village green under s15(8) of the Commons Act 2006. This is subject to consent from any leaseholder or charge holder in respect of the land and requires a statutory declaration to be submitted with an application to the registration authority (Lancashire County Council).

The owner of a village green can apply for it to be released from registration by application to the Planning Inspectorate. This requires the registration of a suitable alternative site as a village green in exchange and this land must be at least as good as, and if not better than, the land it is replacing. Whilst the bar for exchange is high, it is not impossible to secure deregistration of land. There is a defined legal process to go through for deregistration, opportunity for public objection and a national organisation that resists the deregistration of village greens (Open Spaces Society). It is a strong protection for public rights on open space.

The one consideration that would need to be given, is that it is an offence to prevent access to a village green. Therefore, if the council wishes to restrict access to the ruins themselves (e.g. installing a new fence to keep visitors away) this area would need to be excluded from the Village Green designation.

Restriction on Title: Fields in Trust

Fields in Trust (FIT) is a national charity which provides legal protection to parks and green spaces to prevent them being sold for development. When land is subject to a FIT restriction, consent is required from FIT for change of use, fencing restricting public access, granting easements and leasing land.

Protecting land with FIT involves a Deed of Dedication. This is a legally binding agreement between the landowner and FIT, which will ensure the area can only be used for sport/recreation activities and always be for the benefit of the community and nature. The deed is registered with the Land Registry against the title of the land.

The restriction on title prevents disposal of the property without approval of Fields in Trust. The model deed provides that FIT will not unreasonably withhold consent to any disposal of the land if it is replaced with freehold land, approved by Fields in Trust, which is “of equivalent or better quality than the Property, with equivalent or better facilities than the Property, of the same or greater dimensions than the Property, in the same catchment area as the Property, and as accessible to the public as the Property”.

Restrictive Covenants

Restrictive covenants are permanent obligations placed on the title of a property, usually at the point of a sale/transfer, and they are binding on all future owners of the land. The covenant is usually to the benefit of the retained land, i.e. in this instance it would be to Greenways and the successors in title would have the ability to enforce the covenant through the courts. Covenants can be discharged/modified through application to the Upper Tribunal (Lands Chamber), though it has limited scope as to the grounds on which it can discharge covenants. In this case, the vendor could apply a restrictive covenant benefitting Greenways

requiring consent for disposal of the land and/or requiring the land to be perpetually maintained as public open space.

The principal downside of covenant protection is that it requires private enforcement and would likely only require the agreement of one landowner (the future freeholder of Greenways) to discharge, removing any public interest test. It is suggested that this alone would be insufficient.

Vesting in a charity

The level of protection afforded to land held by a charity will depend on the governance and objects of the charity and whether the land is 'designated land'.

In general, consent of the Charity Commission is not required for disposal of charity land where disposal is in the best interests of the charity, would not impact on the purpose for which the land is held and would not impact how the charity furthers its purpose. Consent would be required when a governing document does not provide the power to dispose of land or where the charity is disposing of land that is necessary for its purpose.

A governing document may provide that land is regarded as 'designated land', this is where the trusts on which the land is held stipulate that the land is to be used for the purposes or any particular purpose of the charity. When designated land is to be disposed of, there must be consultation with beneficiaries and consent will be required from the Charity Commission except where the proceeds of the sale/lease will replace the designated land with equivalent land for the same charitable purposes.

Options for Ownership

Halsall Parish Council

The Parish Council is a corporate body with perpetual existence. It is therefore a good custodian of public assets, and councils across the country hold public open space and historic assets in their own right. The council has express powers¹ to acquire land for public open space and more widely for the benefit, improvement or development of the area.

A council can dispose of public open space and whilst this is subject to a requirement to publicise the proposed disposal and consider any objections, in practical terms this offers limited protection. However, the protection afforded by designation as a village green and/or a restriction on title with Fields in Trust, would provide strong protection for the land.

Halsall War Memorial Playing Field and Hall

The parish council is the trustee of the Halsall War Memorial Playing Field and Hall, a registered charity (#521111) governed under a scheme dated 4th December 2006. This charity has objects to, in the interests of social welfare, improve the conditions of life of the inhabitants of the area by the provision and maintenance of a village hall and a recreation ground.

One option the parish council wishes to consider is for the land to be held by this charity. This would require an amendment to the existing scheme to incorporate charitable objects which were appropriate for the management of the new asset. Amendments to the scheme would require consent from the Charity Commission and a key consideration for this will be whether it is in the charity's best interests.

The acquisition of this land will not deliver the same social welfare outcomes as the existing assets managed by the charity; it has very limited scope for income generation and potentially comparably significant costs. The management and outcomes for the rectory site will be different to the management of the village hall and recreation field and it is considered that it would not be in the best interests of the existing charity to extend the scheme to take ownership of this land.

Halsall Rectory Trust

Instead of seeking to amend the existing charity scheme, it is suggested that consideration be given to establishing a new charity (e.g. the Halsall Rectory Trust). This could either be:

- a) A trust with the parish council as sole trustee
- b) A charitable incorporated organisation with independent trustees

Under (a) the land would be vested in the parish council as trustee. It would be managed by the parish council, as trustee, in a similar manner to the existing charity. The council is already familiar with being a sole trustee and managing a charity in this way. This ensures the parish council retains direct control over the charity (as the trustee). Under (b) the charity would have a separate legal identity (as an incorporated body) and could hold the land itself. The charity could be set up in a number of different ways, with trustees appointed solely by the parish council, partly by the parish council or through other means (e.g. from the parish at large). Which model is most suitable is best determined by the parish council, perhaps with a view

¹ Under Open Spaces Act 1906 s9 and Local Government Act 1972 s124

as to the future involvement it directly wishes to have in the management of the land. The advantage of this model is that it can widen involvement in managing the charity, for example by having residents join as trustees which will reduce the time required of councillors and council staff. It does, however, somewhat reduce the control the council has over the operations of the charity as once appointed a trustee would serve out their term.

The trust deed/constitution for the charity would expressly provide that the purpose of the charity is to provide this land for the public benefit, this should make the land 'designated land' for the purposes of charity law, adding additional protection in comparison to being held by the existing charity.

Under Charity Commission rules, for an organisation to have charitable status with preservation objects, it must demonstrate that the building/site is of sufficient historical/architectural interest and that they provide sufficient public access, with any incidental benefit to an individual being incidental. A Halsall Rectory Trust would meet these requirements; the land is demonstrably special (evidenced by its statutory designations) and the objectives of the council are to provide public access.

It is a common law requirement that that organisations established to preserve buildings must be set up for the advancement of education of the public. Therefore, in seeking to register a new charity the following is suggested as its object:

- a) For the public benefit, the preservation, conservation, protection and improvement of the physical and natural environment and biodiversity of the site of Halsall Rectory to encourage others to engage with, understand, enjoy and protect the woodland and rectory site
- b) in pursuance of the above, to advance the education of the public.

This would create a charity with the dual objects of preserving and educating on the heritage of the rectory and the woodland area.

Improvement and Restoration Plan

Safeguarding the Ruins

The ruins of the rectory are on the Historic England “Heritage at Risk” register. Historic England notes that

“The front face of one of the arches in the ruins has suffered serious collapse, and the remaining ruins are at risk of further collapse and structural movement if not consolidated. Vegetation growth in stonework is further destabilising the upstanding remains. The wider scheduled area is covered in extensive vegetation growth, which is obscuring views of, and access to, the upstanding remains.”



c. 1999



2025

As of 2025, access to the ruins is restricted by dense vegetation and it is unclear to what extent the wooden fencing around the ruins is still standing. The site would benefit from brushcutting to clear the vegetation and provide access around the ruins for further investigation. As noted above, provided the works do not involve digging / ground disturbance no scheduled monument consent will be required. Removal of any trees will require a tree works application due to the woodland TPO. The vegetation growing out of the ruins should be cut back flush with the surface and poisoned; roots should not be removed to prevent disturbing the structure and should be poisoned.

Once the ruins can be accessed, a specialist structural engineer should be appointed to undertake a structural survey and produce recommendations on preventing further deterioration and ensuring the safety of any persons around the site. This could form the basis of securing funding and necessary consents for the works, with this report, further advice should also be sought from Historic England.

Tree works and Vegetation Clearance

The site has extensive vegetation cover. There was significant tree felling c. 2013 and as a consequence there are few mature trees. Notwithstanding this, due to the woodland TPO order, the council will need to obtain tree works consent before undertaking any tree works. To inform this, it should commission a tree survey to identify and map the significant trees within the area, and to report on any tree health and health and safety considerations.

Historic England notes that when the site was cleared in 2013, there was complaints from a nearby owner concerning privacy from the loss of screening. After evaluation work demonstrated that little to no archaeology survived at this end of the scheduled area, a screen of trees was re-planted. It would be prudent not to remove this band of trees if tree removal is planned.

Planting new trees on the scheduled monument area will require Scheduled Monument Consent.

Access Point

The creation of a new access to Halsall Road would require the demolition of part of the stone wall which runs along the side of the pavement. If the height of the wall is more than 1 metre, it will require planning permission.

The conservation area would be a material consideration to any planning application, but a strong case can be made that there is a strong public benefit to the creation of the access which arguably outweighs any harm to the heritage asset (the conservation area).

There are two potential access points. It is understood that the preferred access is opposite Cross Lane, where there remains the original alignment of the continuation of this lane, which would allow a level access from the main road. The new path would then have to go up, by a ramp or steps, to the raised ground. This land is owned by the church and permission would need to be sought; if this option is taken forward it would be recommended that a formal agreement / licence is issued providing the consent for creating the access.

The alternative would be to create an access further north, directly into the acquired land. This would require steps/ramp directly from the pavement.

Paths

The creation of the new paths would not require planning permission if undertaken by the parish council as it would be permitted development under Part 12 of the General Permitted Development Order 2015. Paths created by a charity (even if the council is sole trustee) would not have the same permitted development rights and, depending on materials, may require consent. Direction should be obtained from the planning authority once a plan is known.

At the site meeting, it was suggested that simple woodchip paths would be created. These would be simple to install, as it just involves laying a sufficient depth of woodchip to form the path, either with or without an edge. Creating paths this way at the scheduled monument site would not require scheduled monument consent, unless there was any ground disturbance. The main drawbacks of woodchip paths are that they are not accessible for wheelchair/pushchair users and they will require regular maintenance replenish the woodchip as it rots down.

An alternative path surface, which is relatively low cost, is crushed limestone, which will self-bind to form a durable path. Whilst higher cost initially, it will require less maintenance and would be suitable for wheelchair/ pushchair users. This path could require scheduled monument consent if it requires excavation of the ground or edging boards to the sides, though it is possible to create this as a raised path, noting there can be some slippage to the sides over time. The council should give consideration to the desirability of creating an accessible path and its duties under the Equality Act 2010.

Sources of Funding

There are a number of potential sources of funding for this project. Except where stated, all funds are open to charities and local authorities.

Conservation of Scheduled Monument

- Historic England Repair Grants offer funding of up to £200,000. The funding is primarily for urgent repairs or other works to address risk, project development work to understand sites/options for future use. Funds could be sought for initial project development (surveying scheduled monument, commissioning a management plan for the area) and arising works (stabilisation of the monument to prevent further deterioration).
- National Lottery Heritage Grants offer funding up to £250,000 for projects which save heritage, protect the environment and support inclusion, access and participation. A key objective of this funding is about public understanding and involvement in heritage, and they will often require projects to deliver more than just repairs to a historic asset.
- Wolfson Foundation provides grants of up to £100,000 for conservation and restoration work, interpretation and education spaces. The fund's criteria include scheduled monuments. This could be a source of funding for restoration or additional works beyond the initial stabilisation of the monument.
- Pilgrim Trust offers grants of up to £30,000, with grants under £5,000 dealt with more quickly. The scheme funds preservation and repair of historic buildings, structures and architectural features.

General Funders

- National Lottery Awards for All offers funds of up to £20,000. The application process is straightforward and scheme provides funds for projects which bring people together and/or improve places and spaces that are important to the community.
- Lancashire Environmental Fund Main Grant Scheme provides funds of up to £30,000 for 75% of a project's costs for areas within 10 miles of a landfill site for projects improving public amenities and parks. It requires a 10% third party contribution. This scheme closes in 2026 and the final funding round requires expressions of interest by 2nd December.
- Veolia Environmental Trust offers grants up to £75,000 and aims to promote community action and wellbeing, protect and enhance biodiversity and natural habitats, be inclusive and accessible to all. Halsall is within the area covered by the fund, which requires a 10% third party contribution.
- Lancashire Environmental Fund Green Grants scheme offers a maximum grant of up to £3,000 for standalone projects which deliver improvement to public access, such as benches and seating. The scheme closes in 2026.
- Postcode Neighbourhood Trust provides grants of up to £25,000 for the improvement of green spaces, improving biodiversity and access to the outdoors. It is only open to charities.
- The Lancashire County Council Member Grants scheme offers grants of up to £2,000 for community projects; the scheme is not open to parish councils.

Environmental

- The Tree Council provides grants of up to £1,500 for tree planting. Grants must be for suitable trees and can include supports.
- The HDH Wills General Fund offers grants of up to £2,000 for the conservation of wildlife and the environment. The scheme is only open to charities.
- The Martin Wills Wildlife Maintenance Trust offers grants of up to £2,000/£5,000 for the conservation of wildlife and the environment. The scheme is only open to charities.

Recommendations

The potential acquisition of this site presents the opportunity to safeguard an important historic site and provide a new public open space for the local community. The council is commended for its ambition to lead this project.

To accompany the recommendations, Appendix 5 contains a decision matrix. An initial draft of this was prepared by the Clerk and this has been adapted by the author.

Recommendation One: Ownership Model

There is merit in the asset being vested in a charity, both for the protection of the asset in line with the vendor's wishes, and to widen the scope of potential grant funding. The council is not advised to seek to extend the objects of the existing hall and playing field charity as it is not in the best interests of that charity.

It is recommended that the council establish a new charity. The simplest form would be a charitable trust with the council as sole trustee, formed to hold the property, with the objects set out above.

Recommendation Two: Perpetual Protection

To meet the vendor's wishes to secure perpetual protection of the gifted asset for the community, it is suggested that the vendor add a requirement in section 11 of the TR1² that:

- a) The transferee applies to Lancashire County Council to dedicate the land as a village green (excluding an area around the monument to enable access to be restricted)
- b) The transferee be required to enter into an agreement with Fields in Trust to safeguard the land as public open space

This would add a dual-layer of protection to the land and perpetually secure the land as public open space. Applying the requirements as part of the TR1 ensures the transfer can proceed without delay with an obligation on the council/charity to add the protection.

Recommendation Three: First Steps

To begin delivering improvement to the site and inform future management decisions and funding applications, it is recommended that:

- a) The council arrange for vegetation around the ruins to be cleared, noting the requirement for TPO consent for the removal of any saplings or seedlings
- b) Apply to the Pilgrim Trust for a grant towards the commissioning of an arboriculturist to prepare a tree survey and woodland management plan to enable the effective management of the site and commissioning a specialist structural engineer to report on measures necessary to safeguard the ruins, safety of access and options for future conservation

² The TR1 is a Land Registry form which will form part of the transfer documents. Section 11 allows the vendor to add covenants / requirements.

The reports can then inform applications to Historic England (for conservation of the moment) and other funders (for enhancement of the space for the public enjoyment).

References

- Charity Commission (2000) *The Recreational Charities Act 1958*.
- Charity Commission (2001) *Preservation and Conservation*.
- Gillard, C. and Semple, K. (2017) *Charity Law and Governance: A Practical Guide*. ICSA
- Historic England (2019) *Scheduled Monument Consent: Notes for Applicants*
- Historic England (ND) *Tree Management, Consents and Controls*
- Hodgson, N. and Riddall, J. (2022) *Getting Greens Registered*. 4th Ed. Open Spaces Society
- West Lancashire Metropolitan Borough Council (2005) *Halsall Conservation Area Appraisal*.

Further Guidance

Historic England

Andrew Davison
Inspector of Ancient Monuments North West
andrew.davison@historicengland.org.uk
0161 242 1412 | 07747 638329

Julie Griffiths
Partnerships Team Leader North West
julie.griffiths@historicengland.org.uk

Local Consulting Engineers

From the Conservation Accreditation Register of Engineers which identifies civil and structural engineers skilled in the conservation of historic structures and sites.

Blackett-Ord Conservation	www.blackett-ordconservation.co.uk
Thomasons	www.thomasons.co.uk
Renaissance	www.renaissance-ltd.com

Village Green Protection

Open Spaces Society	www.oss.org.uk/what-do-we-fight-for/village-greens
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Appendices

Appendix 1: Historic England Grade II Listing

The following is extracted from the Historic England website, as at July 2025.

Possible remains of priest's house, later folly. C14, probably altered late C18 or early C19. Squared sandstone. A masonry wall survives to a maximum height of approximately 5 metres. At the eastern end is a double- chamfered doorway with depressed pointed arch.

To the west is a gap, a free-standing square rubble pier, and another gap. The remainder of the wall has the splayed jamb of a window; the sill, moulded jambs, and part of the springing of the arch of a second window; and a doorway similar to the one at the east.

To the south of the rubble pier is a second free- standing rubble pier. Some of the stonework shows evidence of late C18 or early C19 tooling, suggesting some reconstruction at that time. The remains do not conform to any obviously medieval plan.

See here: <https://historicengland.org.uk/listing/the-list/list-entry/1278327>

Appendix 2: Historic England Scheduled Monument Listing

The following is extracted from the Historic England website, as at July 2025.

Reasons for Designation

A medieval rectory was the official residence of a clergyman or rector who was the cleric in charge of a parish, college, religious house or congregation. The main components of a medieval rectory included domestic ranges, some of which may have been grouped around a courtyard and may have contained offices and guest rooms, ancillary outbuildings for agricultural use and storage, a precinct wall and a gatehouse. Foundation dates and sequences of occupation are usually established through documentary sources, stylistic dating of worked stone or other archaeological techniques. Medieval rectories contribute to our understanding of the organisation of the medieval church. Their buildings often include decoration and details which assist analysis and study of changes in church architecture. All surviving examples retaining significant medieval remains may be identified as nationally important.

Halsall medieval rectory remains unencumbered by modern development and contains upstanding 14th/15th-century and later masonry. Further remains of the original buildings and structures referred to in 16th and 17th century documentary sources will survive below ground.

Details

The monument is Halsall medieval rectory (priest's house) located c.230m north-north-east of St Cuthbert's Church. It is also known as Halsall Abbey or Halsall Priory. The monument includes a wall of yellow sandstone, 17m long, pierced by doors and windows and standing to a maximum height of nearly 5m. This surviving walling indicates a substantial structure of 14th/15th-century date that is thought to have been arranged around three or four sides of a courtyard. Documentary sources indicate that in the 16th and 17th centuries it contained a considerable number of rooms including a hall, parlours and chambers and, possibly, a gatehouse.

A group of buildings also lay to the east while the Tithe Map of 1843 shows further structures to the north and west. A plinth course on the north face of the upstanding walling indicates that it was originally an exterior wall. Short projections at each end of the north face are contemporary with the wall and are evidence for larger projections shown on the Tithe Map. A break in the plinth course, together with repairs, indicates that there was another projecting wall running north.

Original doorways at either end of the wall display 15th-century architectural details while a third doorway in the eastern part of the wall was a later addition. There is a window close to the west door, a second window survived until the late 19th/early 20th century and there is evidence of a third window close to the east door. Immediately to the south of the east door, springing from an arch suggests an opening in the east wall possibly originally giving access to outbuildings. Footings for another structure survive a short distance to the south-west and photographs of the site taken between 1890-1920 indicate the presence of one, or possibly two, doorways of a turret. Repairs and rebuilding occurred in the late 17th/early 18th centuries and the rectory was largely demolished in the mid-19th century.

The upstanding building remains are listed Grade II. All walls and fences, are excluded from the scheduling, although the ground beneath all these features is included.

See here: <https://historicengland.org.uk/listing/the-list/list-entry/1007601>

Appendix 3: Extent of Scheduled Monument Area



Heritage Category:

Scheduling

List Entry No :

1007601

County: Lancashire

District: West Lancashire

Parish: Halsall

Each official record of a scheduled monument contains a map. New entries on the schedule from 1988 onwards include a digitally created map which forms part of the official record. For entries created in the years up to and including 1987 a hand-drawn map forms part of the official record. The map here has been translated from the official map and that process may have introduced inaccuracies. Copies of maps that form part of the official record can be obtained from Historic England.

This map was delivered electronically and when printed may not be to scale and may be subject to distortions. All maps and grid references are for identification purposes only and must be read in conjunction with other information in the record.

List Entry NGR: SD 37177 10510

Map Scale: 1:10000

Print Date: 15 July 2025

Name: Halsall medieval rectory

This is an A4 sized map and should be printed full size at A4 with no page scaling set.


HistoricEngland.org.uk

Appendix 4: Extent Tree Preservation Order



Appendix 4: Decision Matrixes

Ownership Model

Option	Pros	Cons	Risks	Summary
Parish Council	<ul style="list-style-type: none"> Simplest option Council has full control. Benefits from local authority permitted development rights 	<ul style="list-style-type: none"> Reduced grant opportunities Reduction in level of protection 	<ul style="list-style-type: none"> May not meet donor's requirements 	The most straight forward option but will need to be combined with stronger protection measures to meet donor requirements for protection.
Existing Charity	<ul style="list-style-type: none"> Utilises existing structure Wide grant opportunities 	<ul style="list-style-type: none"> Not in the interests of the existing charity Less strong protection. 	<ul style="list-style-type: none"> May affect the viability / operations of existing successful charity 	Not recommended due to potential impact on existing charity
New Charity - PC as Trustee	<ul style="list-style-type: none"> Simple option Council retains control over charity operations Council experienced in operating a charity Wide grant opportunities Strong protection of asset 	<ul style="list-style-type: none"> Requires continued investment from the council (time of members and officers) 	<ul style="list-style-type: none"> No substantial risks. 	A good option, adding additional protection to the land and building on existing success in managing charitable assets for the community.
New Charity - Independent Trustees	<ul style="list-style-type: none"> Most independently operated model Reduced resource requirement from council Wide grant opportunities Strong protection of asset 	<ul style="list-style-type: none"> Council has reduced control over the future management of the organisation Requires recruitment of trustees More complex option 	<ul style="list-style-type: none"> Inability to recruit trustees now/in future Risk of disconnect with wider community, though manageable through setting up a charity where the PC or community appoints trustees³ 	A good option, adding additional protection to the land and potential for wider involvement in charity management.

³ The current issues in relation to nearby Scarisbrick Village Hall were highlighted by the council as an example.

Perpetual Protection

Option	Pros	Cons	Risks	Summary
Village Green Status	<ul style="list-style-type: none"> Strong statutory protection Independent national body with an interest in preserving village greens would resist any change 	<ul style="list-style-type: none"> Will require the ruins themselves to be excluded if the council wishes to restrict access 	<ul style="list-style-type: none"> Future deregistration, although this will be challenging 	A strong and established protection, will meet donor requirements.
Fields in Trust Deed	<ul style="list-style-type: none"> Strong legal protection Third party involved in any change, with a single focus of preserving access to public open space 	<ul style="list-style-type: none"> Additional ongoing legal compliance may involve engagement with FIT over changes 	<ul style="list-style-type: none"> Future deregistration, although this will be challenging 	A strong and established protection for public open space, will meet donor requirements.
Restrictive Covenants	<ul style="list-style-type: none"> Direct vendor control Simple to apply as part of transfer 	<ul style="list-style-type: none"> Requires active involvement of beneficiary of the covenant, which may diminish / be lost over time 	<ul style="list-style-type: none"> Future beneficiary may vary covenant if in their interest 	Offers some, but limited protection. Other options offer stronger protection.
Combination (FIT and VG)	<ul style="list-style-type: none"> Builds in an additional layer of protection insofar as two approvals would be needed for any change 	<ul style="list-style-type: none"> Makes future changes more difficult (albeit this is the objective) 	<ul style="list-style-type: none"> Fettered ability to make changes to access on the land (albeit this is the objective) 	This offers maximum security for the vendor in knowing the land will be perpetually protected.

Application of Conditions

Option	Pros	Cons	Risks	Summary
Forms part of TR1	<ul style="list-style-type: none"> Certainty for vendor that the restrictions will be sought/applied 	<ul style="list-style-type: none"> Minor increase in complexity of transfer (negligible) 	<ul style="list-style-type: none"> No substantial risks. 	Recommended.
Protections applied separately	<ul style="list-style-type: none"> Slightly more simple transfer (negligible benefit) 	<ul style="list-style-type: none"> Reduced certainty / control from vendor that desired restrictions will be applied 	<ul style="list-style-type: none"> Not being in the interests of the new charity to fetter their land, reduces protection in future 	Not recommended.

Initial Site Works

Option	Pros	Cons	Risks	Summary
Vegetation Clearance Only	<ul style="list-style-type: none"> Quick improvement 	<ul style="list-style-type: none"> Temporary solution 	<ul style="list-style-type: none"> Failure to understand liabilities Reduced ability to obtain funding Failure to deliver long-term potential benefits 	Should only be considered as a stop gap, it would be unwise for this to be the long-term strategy.
Clearance and Surveys Commissioned	<ul style="list-style-type: none"> Quick Improvement Supports future funding bids Ensures condition of land properly understood 	<ul style="list-style-type: none"> Additional upfront costs (albeit some potential for grant funding) 	<ul style="list-style-type: none"> Funding bids rejected regardless of investment 	The most responsible approach that will deliver the long term benefits the council seeks to achieve

Access Point

Option	Pros	Cons	Risks	Summary
Opp Cross Lane	<ul style="list-style-type: none"> Level approach Historic link 	<ul style="list-style-type: none"> Requires licence from church 	<ul style="list-style-type: none"> Future rescinding of licence Challenge in creating an accessible path (ramp) within confines of land 	Both options could deliver a viable entrance, it is recommended the council investigates the costs and feasibility of each option to determine the most appropriate.
Direct from Northern Boundary	<ul style="list-style-type: none"> No third-party involvement/agreement needed Potential to create a gateway entrance to the site 	<ul style="list-style-type: none"> Greater extent of grounds works likely required to create safe entrance through the higher land which will be more costly 	<ul style="list-style-type: none"> Refusal of TPO consent for any trees in the way 	Both options could deliver a viable entrance, it is recommended the council investigates the costs and feasibility of each option to determine the most appropriate.

Path Surface

Option	Pros	Cons	Risks	Summary
Woodchip	<ul style="list-style-type: none"> Cheapest option Quick and easy to install 	<ul style="list-style-type: none"> Not accessible Highest ongoing maintenance 	<ul style="list-style-type: none"> Excludes wheelchair users and pushchair users from enjoying the land 	A cheap but inaccessible option.
Crushed Limestone	<ul style="list-style-type: none"> Relatively low-cost option for benefits delivered Accessible and low maintenance surface 	<ul style="list-style-type: none"> Requires occasional maintenance 	<ul style="list-style-type: none"> Some risk of slippage from grading of land (to avoid need for digging) but manageable and repairable. 	A low cost and inclusive option.
Bound Gravel	<ul style="list-style-type: none"> Very durable surface Attractive 	<ul style="list-style-type: none"> Expensive Requires greater 	<ul style="list-style-type: none"> Refusal of monument consent 	An attractive but expensive option.

groundworks which require consent				
Tarmac	<ul style="list-style-type: none"> • Very durable surface 	<ul style="list-style-type: none"> • Expensive • Not suitable for woodland environment • Not sympathetic to environment • Requires greater groundworks which require consent 	<ul style="list-style-type: none"> • Refusal of monument consent • Reduced aesthetic appeal to space 	Not suitable.

Community Survey Overview for St Cuthbert's Halsall

- **Conducted by:** Dan Rous for St Cuthbert's PCC
- **Period:** Mid-April to end of May 2025
- **Respondents:**
 - **70 Adult responses** (online + paper) were received
 - **88 Children's responses** to a separate children's survey (via school)

Purpose: To understand local views on life in Halsall, the role of the Church, existing community activity, and opportunities for future development.

Demographics & Local Context

Halsall Snapshot (2021 Census):

- Population: 2,186 (up from 1,873 in 2001)
- Area: 2,801 hectares — largely rural (78 people/km²)
- Average age: 46.1
- **Education:**
 - 18.5% of over-16s have no qualifications
 - 30.9% have Level 4 or higher
- **Housing:**
 - 49.1% own their homes outright
 - 6.5% are in social housing
- **Access to Services:**
 - Nearest GP/hospital: Ormskirk (3–4 miles away)
 - Public transport is limited: regular bus service between Liverpool and Southport until early evening, but often requires 2 buses to Ormskirk. Nearest railway stations at Southport and Ormskirk.

Adult Survey Demographics:

- **66.7%** identified as local residents, **12.35%** identified as visitors, **11.1%** identified as being part of local community groups

Age groups of the respondents (percentages rounded)

- **34%** aged 60+
 - **30%** aged 41–59
 - **12%** aged 25–40
 - **7%** were aged 16–24
 - **6%** were aged 11–15
 - **12%** were aged 0–10
-

Church & Community Findings

Attendance & Views on St Cuthbert's:

- **33%** attend church regularly
- **59%** have attended for special services (major festivals, funerals, weddings, etc.)
- **8.5%** have never attended

Views on Worship & Importance:

- **64%** rated the church 4 or 5 out of 5 as a place of Christian worship
- **13%** rated the church 1 or 2 out of 5
- **94%** think it is important to retain a place of worship in the village
- **88.6%** support opening the church more often for quiet reflection and pastoral support: Although concerns were raised around **security, insurance, and supervision** if opened more frequently

Churchyard Access:

- Most access it for:
 - **Quiet space (40%)**
 - **Paying respects (35%)**
 - **7%** of respondents **reported access difficulties**, due to uneven ground and lack of ramps
-

Community Life

Perceptions of Halsall:

- **87%** say it's a good or excellent place to live
- Highest dissatisfaction was with **employment opportunities** (10% rated it poor, 1.4% very poor)
- Described in positive terms as: *Friendly, rural, beautiful, peaceful, historic*

Feelings of Connection:

- **54%** felt strongly connected to others in the village (rated 4 or 5 out of 5)
 - **21%** felt poorly connected to others (rated 1 or 2 out of 5)
 - **57%** felt supported by the church
 - Potential isolation, particularly for elderly or newer residents
-

Current Activities in Halsall that people were part of:

Church-Based:

- Regular services, Christingle, Remembrance
- Knit & Natter, Coffee mornings
- Church Without Walls, Messy Church
- Events like Scarecrow Festival, Christmas Tree Festival
- Social events (eg Harvest supper, brunches)

Wider Village:

- Memorial Hall events, darts team, Scouts, gardening, dog walking, Bakehouse and pub meetups
 - Family events, nature walks, local celebrations
 - Community gardening, bees & butterflies brigade, village clean-up events
-

Activities Outside Halsall

Many residents travel for:

- **Exercise & Wellness:** Yoga, gym, karate, swimming, fencing, slimming clubs
 - **Culture & Arts:** Concerts, dancing, painting workshops, choir
 - **Spirituality:** Messy Church (Aughton), church groups, other places of worship
 - **Learning & Socialising:** U3A, crafts at libraries, language classes, community volunteering
-

What the Community Wants

Based on 70 adult and 88 child responses, the following **themes emerged**:

1. Build Connection & Belonging

- Weekly coffee mornings (including the intention of inviting parents from school)
- Community choir
- Buddy system for isolated residents
- Family-friendly events: Lego Club, Rose Queen parade, fayres
- More inclusive, all-age church services
- Bible study sessions and friendly themed discussions
- Bell ringing

2. Culture, Heritage & Learning

- Use church for music events, rehearsals, and recording
- Art and craft workshops
- Book and language clubs

- History projects (especially about the canal, agriculture)

3. Health & Wellbeing

- Gentle exercise or wellness classes (especially for elderly)
- Carers support group
- Wellness events with Christian context

4. Support Services & Sustainability

- Collaborations with mobile shops, farmers' markets, post office
- Volunteer transport/buddy services for those without cars

5. Celebration & Tradition

- Bring back Rose Queen parade, jumble sales, village fairs
- Strengthen community identity through seasonal celebrations

Church Mission Focus

5 Key Focus Areas:

1. **Connection** – Combat loneliness and strengthen neighbourly ties
2. **Culture** – Encourage music, heritage, and lifelong learning
3. **Care** – Promote health, wellbeing, and pastoral support
4. **Collaboration** – Partner with local groups and volunteers
5. **Celebration** – Keep traditions alive and inclusive, with St Cuthbert's at the heart of the community as a space for spirituality, belonging and heritage

Children's Survey Results (88 responses)

Key Themes:

- **Top likes at school:** Friends, teachers, PE, art, school trips, playtime
- **76%** feel safe in the village
- **74%** know who to ask for help
- Church engagement:
 - **17%** love Church Without Walls and **14%** said 'it's okay'
 - **20%** love Messy Church and **19%** said 'it's okay'
 - Majority have **never attended** either (**63%** and **57%** respectively)
 - **37.5%** love special school services and **48%** said 'it's okay'

Feedback:

- Children wanted **more colour, comfort, and fun** in church spaces
- Requests included cake, sweets, soft seating, and music variety

Skills Offering

- **38 people** volunteered skills, of whom **24 gave permission** to be contacted
- Offered skills:
 - General help, events, gardening, creative skills
 - Some digital, social media, finance
 - youth work
- Notably **missing:** Legal, planning, and heritage expertise
- **Action:** These volunteers should be contacted promptly and encouraged to get involved

Action Plan Highlights

Short-Term (0–6 months):

- Expand coffee mornings
- Trial Lego Club
- Start gentle exercise group
- Launch volunteer buddy system

Medium-Term (6–18 months):

- Develop music programme
- Run craft and wellbeing workshops
- Form history and book clubs, and launch a village history project
- Pilot mobile shop or market
- Create a team to organise programme of regular social events

- Expand provision for children and young people

Long-Term (18+ months):

- Improve infrastructure (e.g. parking)
 - Formalise annual fairs and festivals
 - Form partnerships with farms, heritage organisations, and health services
 - Establish sustainable service models (e.g. regular shop, mobile services)
-

Financial Support

- 41% would be prepared to give regular financial support
- 24% might
- 34% said no

HALSALL PARISH COUNCIL

Guidelines for Grant applications

Section 137 of the Local Government Act 1972 allows the Parish Council to spend a limited amount on activities which the Council considers 'will bring direct benefit to the area, or any part of it, for all or some of its inhabitants'. The benefit obtained should be commensurate with the expenditure incurred. A range of grants from £30 to £500 can be considered.

- Grant applications are available to organisations for charitable, social, cultural, recreational, or philanthropic purposes. Business projects cannot be supported.
- The Parish Council will consider the application at its next meeting.
- Any payments made are subject to the budgetary constraints of the Parish Council and can only be made by Bank Transfer (BACS), not cash or cheques.
- Applications and decisions will be recorded in the Parish Council Minutes which are available on the council website, disclosable under the Freedom of Information Act and may also be published in the Halsall News parish magazine.
- Applications should be made in writing to clerk@halsallparish.gov.uk
- Applicants must attend the Parish Council meeting to present their application and answer any questions.
- Please include the following information.

1.	Name of the Group: St Cuthbert's Church
2.	Short Description of the Aims of the Group: To improve access to the church by installing a disabled ramp costing approximately £70,000
3.	Contact Details: Name, address, email, telephone number: Rev Susan Salt rectorhalsallandlydiate@gmail.com
4.	Is this a Registered Charity? no Registration Number
5.	Purpose of the Grant: To part fund the lighting solution for the ramp
6.	Amount of Grant: £2000
7.	Identify the benefit to some or all of the residents of Halsall: Necessary part of the ramp design to have lighting to allow the ramp to be used safely in evenings / poor lighting conditions for visitors to the church services or visitors to the graveyard.
8.	Bank account name: Sort code: Account number:

HALSALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Wednesday 9th July at 7:30 pm at St Aidan's Hall, Renacres Lane.

Present: Cllr M. Lyons (Chair), Cllr N. McCarthy-Thomason (Vice Chair), Cllr. D. Adams, Cllr P. Barker, Cllr T. Atlay, C. Pyne (Clerk), C. Smith (Asst Clerk), and 3 members of the public.

1. **Introductions and Apologies for Absence**
Apologies received from Cllrs E. Wright, K. Wright, R. Brookfield, B. Roberts.
2. **Declarations of Interest**
None
3. **Open Forum**
 - 3.1 **West Lancs Borough Councillors**
Apologies from LCC Cllr Leon Graham
 - 3.2 **Open Public Forum**
A member of the public commented on the excellent road resurfacing in Halsall. Another attended the meeting with the view that a planning application was to be discussed but this was one on the June agenda. Planning application is now with West Lancs Planning department. Speeding on Renacres Lane was also discussed.
4. **To confirm and sign the Minutes of the [Council meeting held](#) on 11th June.**
Agreed.
5. **Discuss and agree on any matters arising From the Parish Clerks Report.**
 - 5.1 The ICO have agreed to investigate the complaint about New Cut Lane speeding information being treated as confidential under FOI.
 - 5.2 The Landowner has not responded to our request for a meeting over Footpath 28. For further discussions & consider a new address to correspond with.
 - 5.3 To note progress on [Open Actions](#), 16 closed, 9 carried forward.
 - 5.4 To note £22.99 spent on a Wi-Fi booster to improve reliability of the Hive.
Agreed.

*Local Government Act 1972 s111 power to perform subsidiary functions.
Maintenance of council property and facilities.*
 - 5.5 Need to repair 2 damaged tables approx. cost £30.
It was agreed to repair 1 table, scrap 1 table as it has been repaired before and purchase a replacement table. Clerk to arrange.

*Local Government Act 1972 s111 power to perform subsidiary functions.
Maintenance of council property and facilities.*

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)
None
 - 6.2 **Ormskirk Foundation Trust** (Cllr D. Adams)
Cllr D. Adams reported - there were 10 Bids for funding.
3 were rejected, others funded to value of £6,945.00
 - 6.3 **Shirdley Hill Community Association** (Cllr N. McCarthy-Thomason)
Meeting scheduled on Wednesday 16th July to discuss the new build of 4 houses on Heathey Lane. The lunch club is still going well.
7. **To receive reports from Working Groups and agree any actions arising.**
 - 7.1 **Finance** (Cllrs M. Lyons, E. Wright, K. Wright, & D. Adams)
No business.
 - 7.2 **Human Resources** (Cllrs K. Wright, M. Lyons, & P. Barker)
 - a) To note an update on a Co- Opted Parish Councillor (Cllr Ferguson vacancy).
Advert placed in Halsall News, reminders to be placed on Halsall FB page.
 - 7.3 **Traffic and Road Safety** (Cllrs N. McCarthy-Thomason, R. Brookfield, & B. Roberts)
Cllr L Graham`s written report provided more information on how LCC Highways assess traffic conditions.
 - 7.4 **Flooding** (Cllrs E. Wright, D, Adams & R. Brookfield)
No business.
 - 7.5 **Healthy Halsall None**
No Business.
 - 7.6 **Environment & Biodiversity Working Group** (Cllr M. Lyons, P Barker)
No Business.
8. **Planning Applications**
 - 8.1 **Applications**
2025 14B New Cut Lane, detailed plans for new property
2025/0520/FUL Weaver House. Morris Lane, convert garage to living accom,
new extension, new outbuilding for garage & gym.

The Parish Council has no objections.

- 8.2 Any planning applications published on day of the meeting**
2025/0584/PIP, Heathey Lane, Shirdley Hill, 4 new houses
[SHEELA for Heathey Lane](#)
[Planning Statement](#)
- Concerns from residents, to be discussed in a community meeting to be held 16th July 2025 at St Aidan's.
The Clerk explained SHEELA, a WLBC file that identifies all potential development sites with an assessment of their suitability. Heathey Lane is listed as a potential site for up to 40 homes but is in the Green Belt.
- 8.3 To Note Recent Planning Decisions**
2025/0452/PNC Gregory Farm, change to residential, Not Permitted Development
2025/0315/FUL 7 Shaw Close, garden store, Refused
2025/0318/FUL New Clinic, Northmoor Lane, Refused
2024/0452/FUL Geble Farm, Summerwood Lane, Granted
- 9. Finance**
- 9.1 To approve the [Schedule of Payments for July](#)**
Agreed.
- 9.2 To review the [Spend to Date and Budget Allocations](#)**
Agreed.
- 9.3 To approve the [Bank Reconciliation](#)**
Agreed.
- 9.4 Independent Review of Bank Balances**
Cllr E Wright was asked and did confirm via email that bank balances were correctly reported.
- 10. Update on [LCC Consultancy proposal](#) for Woodland project .**
Information being collated on [Halsall History](#) website.
Next planned visit to the Woodland is 15th July.
- 11. To approve a S19 Grant request from Memorial Hall charity for £252 to cover the cost of unblocking drains and a camera inspection.**
Approved.
- LGA (Misc. Provisions) 1976 s19 a local authority may contribute towards expenses incurred by any voluntary organisation providing recreational facilities.*
- 12. To consider changes to the Halsall News**
Discussions & opinions given. Cllr N McCarthy Thomason to provide forecasts of bimonthly, colour & internet costs at October meeting.
- 13. To start planning for Remembrance Sunday.**
WLBC Event plan must be submitted in August.
- 13.1 To suspend FR 5.9 to obtain 3 quotes for Traffic Management services, propose using Kays Traffic Management again at approximate cost of £550.**

Agreed to go to a single supplier.

LGA 1972 s138B (1) (d) local authority may facilitate any event connected to a religious event (Remembrance Sunday Church service and parade)

- 13.2 To set a budget for the community event after the Ceremony, suggest £500**
£500 Agreed. Cllr Mary Lyons & Assist Clerk Cathy Smith will organise a menu.

LGA 1972 s138B (1) (d) local authority may facilitate any event connected to a religious event (Remembrance Sunday Church service and parade)

- 13.3 To purchase poppy wreaths from British Legion at a cost of £80**
Cllr D Adams to order.

LGA 1972 s137 (3) local authority may contribute to any UK charitable body.

- 14. To approve a S19 Grant request from Memorial Hall charity for improvements to infrastructure to be paid from CIL budget.**

LGA (Misc. Provisions) 1976 s19 a local authority may contribute towards expenses incurred by any voluntary organisation providing recreational facilities

- 14.1 Install wooden fence at rear of the Hall to construct a waste storage area at an approximate cost of £480 from council with similar contribution from tenant.**

Approved.

- 14.2 Install a loft ladder, flooring and lights to improve safety and access to the loft storage area at an approximate cost of £600.**

Approved.

- 14.3 Replace damaged gate with wider one to improve vehicle access to the field at an approximate cost of £360 plus installation fee to be agreed.**

Approved.

- 15. To consider a response to WLBC plan to remove 4 bins from the parish.**

Clerk to write to WLBC & MP. A letter of explanation on bin removal to go in the next addition of Halsall News.

- 16. To purchase a hose pipe reel for St Aidan's at a cost of £35**

Agreed.

*Local Government Act 1972 s111 power to perform subsidiary functions.
Maintenance of council property and facilities.*

- 17. Notice of information-only items**

None.

- 18. Date and time of next meeting**

Next meeting will be on 10th September at Memorial Hall.

Meeting closed 21.00



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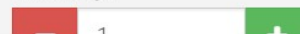
Nichola @ Glasdon

Hi, How can I help you today?

Your message



Quantity:



Schedule of Payments						
HALSALL PARISH COUNCIL			September	for	10th September	meeting
Chair	M Lyons		Signed			
Independent			Signed			
Received	Minutes	Bank	Expenditure	Amount	Payee	Notes
Date	Ref	Date	Category		Use Clerk & Cleaner for FOI redaction	
Changes since last month : Highlighted						
(Manual List) Direct Debits						
		1st Month	Easy Websites (Go Cardless)	36.96	Easywebsites	Monthly
		3rd Month	Open Space maintenance	320.00	Forshaw	Monthly
		3rd Month	Printing Halsall News	as claimed	Moulton	Monthly (standard £345)
		8th Month	National Broadband (Go Cardless)	42.00	Nat Broadband	Monthly
		9th Month	Electricity	as claimed	Octopus	Monthly
		21st Month	Gas	as claimed	EON	Monthly
		monthly	Water	as claimed	Everflow	Quarterly
		last day month	Bank Charges	6.00	Unity	Monthly
		end of quarter	HMRC Tax & Employers N.I.	as claimed	HMRC	Quarterly
		end of quarter	Hygiene/waste	102.59	WLBC	Quarterly
		July	Hygiene/waste	as claimed	Millennium service	Annually (was 269.59)
		15th December	Information Commissioner	47.00	ICO	Annually (was £35)
(Manual List) Paid under Delegated Authority (not listed on the Agenda)						
		28th	27 Cleaner Salary	335.00	Cleaner	(Gross salary standard month)
		28th	21 Clerks Salaries	1,520.13	Clerk & Asst	(Gross salary standard month)
		28th	10 Salary Transfer from Trust	-618.31	Trust	1/3rd Gross Salaries (0.3333)
		28th	Window Cleaning	40.00	P Walsh	monthly via Clerk's expenses
		28th	23 Clerk's Expenses	as claimed	Clerk	monthly
		28th	15 Cleaner's Expenses	as claimed	Cleaner	monthly
		28th	23 Member's Expenses	as claimed	as claimed	monthly
(Automatic Filter) Payments Awaiting Approval						
Date	Minutes / Date	Bank Date		Amount		Payee
22/8/2025			Office Expenses	36.53		Clerk
		8/9/2025	internet	42.00		National broadband
	Item 12 3.9.25		CIL Project	157.00		S Helawell
			Music licence	450.65		MPLC
			CIL Project	75.00		S greenhalgh
			Office Expenses	79.98		Asst clerk
			S142 Halsall News	345.00		Moulton Printing

Receipts & Payments 2025/2026 Spend to Date Summary (including Scheduled payments)						
Chair M. Lyons		Date		Signed		
Independent		Date		Signed		
Planned Budget		56,473.00				
Total Income to date		30,123.48				
Total Expenditure to date		21,423.48				
Code	Payments	Budget	Spend to Date	Available	Explanations /Comments	Centre Totals
21	Gross Salaries	21,918.00	8,257.48	-13,660.52		9,907.72
22	inc Tax & NI	1,300.00	1,476.87	176.87		
23	Staff Mileage Expenses	150.00	0.00	-150.00		
24	Office Expenses	700.00	173.37	-526.63		
25	Staff Training	400.00	0.00	-400.00		
26	Staff Recruitment	0.00	0.00	0.00		
31	Chair's Allowances	100.00	150.00	50.00		150.00
33	Mileage	50.00	0.00	-50.00		
34	Expenses	50.00	0.00	-50.00		
35	Training	200.00	0.00	-200.00		
41	Audit fees	660.00	628.00	-32.00		1,503.65
42	Subs LALC	470.00	0.00	-470.00		
43	ICO	35.00	0.00	-35.00		
44	Reserve re elections etc	1,000.00	425.00	-575.00		
45	Legal Fees - Solicitor/Planning	1,200.00	0.00	-1,200.00		
46	Music Licence	600.00	450.65	-149.35		
17	Refunds / Transfers (Hire Fees)	0.00	0.00	0.00		
51	Rem Sunday / War memorial	1,000.00	0.00	-1,000.00		2,206.76
52	Bus shelters	350.00	50.00	-300.00		
54	Seats	0.00	0.00	0.00		
55	Noticeboards/ Web Hosting	800.00	317.76	-482.24		
56	Spids	300.00	0.00	-300.00		
57	Maintenance of open spaces	4,500.00	1,600.00	-2,900.00		
58	New Defibrillator Pads	300.00	239.00	-61.00	Pads from here. Cabinets from Reserves	
15	Reserves/grants	0.00	696.30	696.30	Approved additional spends from Reserves - Defibs	
61	Electricity	800.00	241.21	-558.79		1,904.60
62	Gas	1,100.00	280.23	-819.77		
63	Water	720.00	337.77	-382.23		
64	Internet	560.00	252.00	-308.00		
65	Mobile Phone	150.00	0.00	-150.00		
66	Insurances/inspections/Fire	3,000.00	168.62	-2,831.38		
67	Hygiene / Waste	1,200.00	474.77	-725.23		
68	Window cleaning	500.00	120.00	-380.00		
69	Bank Charges	110.00	30.00	-80.00		
72	Cleaning supplies	300.00	0.00	-300.00		
73	St Aidans Property	3,000.00	862.19	-2,137.81		3,812.26
80	Grant	380.00	380.00	0.00	S144 Exhibition/Fair Grant (allocate from S19)	
81	S137 (Anyone)	3,000.00	1,396.00	-1,604.00		
82	S19 (only MH)	1,120.00	315.00	-805.00		
83	S142 Halsall News	4,300.00	1,834.00	-2,466.00		
84	VAT for CIL Grant	0.00	267.26	267.26	Funded from 2025/26 VAT 126	
85	S133 Meetings at MH	150.00	0.00	-150.00		
86	S19 Warm Spaces	0.00	0.00	0.00		
87	LCC Biodiversity	0.00	0.00	0.00		
88	CIL Projects	0.00	3,343.40	3,343.40	CIL projects not included in budget	
89	Best Kept Village	0.00	0.00	0.00		3,343.40
	Payments to date inc Scheduled	56,473.00	24,766.88	-31,706.12		12,920.67
	Less CIL		21,423.48			35,749.06
	Difference (should be zero)		0.00		Pivot analysis same as Payments	
Code	Receipts	Budget	Rec'd to date	More/Less	Explanations for surplus	
10	MH Refund Salary Costs	7,233.00	3,111.38	-4,121.62		
11	CIL	0.00	3,385.50	3,385.50		
12	Precept	34,546.00	17,989.50	-16,556.50		
13	Council Support	1,433.00	0.00	-1,433.00		
14	Concurrent Grant	1,761.00	880.50	-880.50		
15	Reserves / Received Grants	1,350.00	0.00	-1,350.00	Originally 1250. Extra £100 Transferred 27/5	
16	Hall Hire	4,000.00	2,600.00	-1,400.00		
17	Refund/Transfer from MH	0.00	425.00	425.00		
18	Interest Received	750.00	224.75	-525.25		
19	Other Income	0	200.00	200.00		
119	Halsall News Adverts	3,200.00	1,401.00	-1,799.00		
126	VAT Refund	2,200.00	3,291.35	1,091.35		
	Receipts to date inc Scheduled	56,473.00	33,508.98			
	Less CIL		30,123.48			
	Difference (should be zero)		0.00		Pivot analysis same as Receipts	

DRAFT QUOTE

halsallparishclerk@gmail.com

Date
22 Jul 2025

Expiry
21 Aug 2025

Quote Number
QU-0002

Reference
Halsall Road War Memorial

VAT Number
154576644

Rawcliffe's of Chorley Limited
Rawcliffes Of Chorley
Southport Road
Chorley
Lancashire
PR7 1LF
UNITED KINGDOM

Description	Quantity	Unit Price	VAT	Amount GBP
Doff superheated steam clean approved system by historic England.	1.00	2,995.00	20%	2,995.00
Lifting platform for top section of memorial	1.00	500.00	20%	500.00
Lift two stone plaques and re-paint in black enamel. Some letters will need to be hand cut to allow the re-painting of the letters.	1.00	1,250.00	20%	1,250.00
re-fix stone balustrades with stainless steel dowels.	1.00	950.00	20%	950.00
Site set up with heras fencing around memorial	1.00	495.00	20%	495.00
			Subtotal	6,190.00
			TOTAL VAT 20%	1,238.00
			TOTAL GBP	7,428.00

Terms

No chemicals will be used on the cleaning of the memorial. All alterations to lettering to allow the painting of them will be done by hand as they would of been done originally.



Ashley Dalton

ashley.dalton.mp@parliament.uk

Assistant Director of Environmental Services
Kathryn Sephton
52 Derby Street
Ormskirk, West Lancashire, L39 2DF
Website: www.westlancs.gov.uk

Email: Stephen.bissette@westlancs.gov.uk
Telephone: 01695 585290
Date: 05/08/2025
Ref: AD15327

Dear Ashley,

Re: Halsall Parish Council

Thank you for your recent communication dated 24th July 2025 on behalf of Halsall Parish Council, in relation to the removal of litter and dog bins throughout the Borough.

To allow West Lancashire Borough Council to ensure a balanced budget is achieved in the next 2 financial years, we have unfortunately had to make savings throughout our services. One of the proposals passed by elected members was to reduce the number of litter/dog bins from 800 to 400. 200 are scheduled for removal in 2025/2026 and a further 200 in 2026/2027.

As you can expect, to empty 800 bins, some of which may require to be emptied daily is extremely demanding on a small service.

Although I do understand that we did not have adequate timing to consult residents, I personally attended the Lancashire Association of Parish and Town Council meeting on 10th April 2025, to feed this information to all Parish Council's. I also attend regular meetings with Parish Council's to feedback updates and answer any questions put to me.

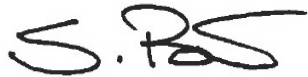
Up to now, we have only removed 20 – 30 bins and are currently working on a schedule of removals that will be shared with Parish Council's before further removals are carried out. Whilst compiling the list of bins to be removed, I have ensured that all areas still have an adequate number of bins for residents to access. I have tried to concentrate on the removal of dated metal bins and dog bins. We now allow dog waste to be deposited in all bins so smaller dog bins are no longer required.

Whilst we carry out the removal of litter bins, we do expect our residents to be responsible and take their waste home or to keep hold of it until they find a litter bin.

Halsall is scheduled for a total of 4 bins to be removed. 2 of them were removed in May before we paused removals to compile our schedule.

I hope this information has been helpful.

Yours Sincerely

A handwritten signature in black ink, appearing to read 'S. Bissette'.

Stephen Bissette
Clean and Green Operations Manager

Halsall 28 - Briefing Notes and Next Steps



- The LO has opposed the creation of a short length new path to extend the PRow to Plex Lane
- This rules out using s25 and s30 of the Highways Act (by LCC and HPC respectively) or an Expressed Dedication under Common Law
- Compulsory path creation powers s26 are possible but LCC are unlikely to use at this stage
- Proposal: to submit a new DMMO based on the original survey route
- This is a more direct line than the route around the field boundary
- The DMMO will claim the missing link is an unrecorded PRow because of a drafting error
- There is sufficient evidence to support this.
- The DMMO is an evidence-based process based on the balance of probabilities
- If the Order is subsequently opposed, it will go to the Planning Inspector for confirmation.
- The DMMO will be submitted on behalf of OSS, aiming at October
- HPC may wish to consider being joint applicants?
- This process could take 2-3 years, if the Order is opposed. (another reason for attempting to enter agreement with the LO)
- Should the DMMO eventually fail, use of compulsory powers (s26) remains an option for
- LCC

Review Date	Revision History
Sept 2025	Proposed Vexatious Complaints Policy

Persistent or Vexatious Complaints Policy

1. Introduction

This policy is about the management of abusive, persistent and/or vexatious complainants. It sets out how Halsall Parish Council will deal with complaints that fall within the scope of this definition and should be read in conjunction with the Council's separate Complaints Policy.

2. Persistent or vexatious complaints

Although complainants have the right to be heard, to have their complaint thoroughly investigated and to receive a considered response, there are occasions when their behaviour can be deemed to be unacceptable or unreasonable.

Examples of unreasonably persistent or vexatious behaviour include:

- Refusing to specify the grounds of a complaint, despite offers of help.
- Refusing to cooperate with the complaint investigation process.
- Refusing to accept that certain issues are not within the scope of the Council's jurisdiction or within the scope of a complaint procedure.
- Insisting on the complaint being dealt with in ways which are incompatible with the adopted complaint procedure or with good practice.
- Making unjustified complaints about staff or councillors who are trying to deal with the issues, and seeking to have them replaced.
- Changing the basis of the complaint as the investigation proceeds.
- Denying or changing statements he or she made at an earlier stage.
- Introducing trivial or irrelevant new information at a later stage.
- Raising many detailed but unimportant questions and insisting they are all answered.
- Submitting falsified documents from themselves or others.
- Adopting a 'scatter gun' approach: pursuing parallel complaints on the same issue with various members of staff, councillors and/or organisations.

- Making excessive demands on the time and resources of staff or councillors with lengthy phone calls, emails to numerous council staff or councillors, or detailed letters every few days, and expecting immediate responses.
- Submitting repeated complaints with minor additions/variations, which the complainant insists make these 'new' complaints.
- Refusing to accept the decision; repeatedly arguing points with no new evidence.
- Repeated or unnecessary invoking of Freedom of Information requests for information which is already in the public arena.

Examples of unacceptable or abusive behaviour include:

- Speaking to the member of staff or councillors in a derogatory manner which causes offence.
- Swearing, either verbally or in writing, despite being asked to refrain from using such language.
- Using violence or threatening language which provokes fear.
- Repeatedly contacting a member of staff or councillor regarding the same matter which has already been addressed.
- Using social media to make unfounded allegations against the Council, its staff or councillors.

The lists of what constitutes unreasonable or unacceptable behaviour are not exhaustive and other, similar behaviours may also fall within the definition of abusive, persistent or vexatious complaints.

3. Managing unreasonable or unacceptable complainant behaviour

This policy may be invoked if the Council considers that a complainant has behaved in a manner which is deemed unreasonable or unacceptable (see above).

The Council may take the following steps to deal with such complainants, bearing in mind that the response itself should be reasonable and proportionate in the circumstances:

- Where the complainant tries to reopen an issue that has already been considered through one of the Council's complaints procedures, they will be informed in writing that the procedure has been exhausted and that the matter is now closed.
- Where a decision on the complaint has been made, the complainant may be informed that future correspondence will be read and placed on file, but not acknowledged, unless it contains important new information.
- Limiting the complainant to one specific type of contact (for example telephone, letter, email, etc.).
- Placing limits on the number and duration of contacts with staff or councillors per week or month.

- Requiring contact to take place with a named person and informing the complainant that if they do not keep to these arrangements, any further correspondence that does not highlight any significantly new matters will not necessarily be acknowledged and responded to but will be kept on file.
- Assigning one person to read the complainant's correspondence, to ensure appropriate action is taken.
- Offering a restricted time slot for necessary calls to specified dates and times.
- Refusing direct contact with staff or councillors or requiring any face-to-face contact to take place in the presence of a witness and in a suitable location.

4. Procedures

4.1 In the first instance, the Parish Clerk in consultation with the Chair of Council will communicate with the complainant in writing to explain why their behaviour is causing concern and asking them to change this behaviour. They will explain what actions the Council may take if the behaviour does not change.

4.2 If the complainant continues with the concerning behaviour the Parish Clerk will seek the support of the Council's Complaints Review Panel to invoke this policy and agree the appropriate response.

The Parish Clerk will contact the complainant in writing to explain:

- Why the decision has been taken and;
- What action the Council will be taking and;
- The time period at the end of which the matter will be reviewed.

4.3 If the complainant continues to behave in a way which is deemed unreasonable or unacceptable then the Parish Clerk, in consultation with the Chair of Council, will raise the issue with the Council who may decide to refuse all contact with the complainant and cease any investigation into his or her complaint.

4.4 Any new complaints received from complainants falling under this policy will be treated on their merits. The Council does not support a blanket ban on genuine complaints simply because restrictions may have been imposed upon that complainant.

4.5 The Council's Review Panel will consider any restrictions at the end of the notified review period. Should the decision be taken to extend the period of restriction, the complainant will be advised in writing by the Parish Clerk explaining why and giving a further review date.

If at the end of the restricted period it is considered that the complainant's behaviour is no longer deemed to be unreasonable or unacceptable, the Parish Clerk will confirm this in writing advising that the restrictions have now been lifted.

5. Record Keeping

The Parish Clerk will keep a record of all complainants who have been treated as being abusive, unreasonably persistent and/or vexatious in accordance with this policy. This will include details of why the policy was invoked, what restrictions were imposed and for what period of time.

The record will be destroyed 12 months after the lifting of any restrictions.

Where there has been a threat of, or actual, violence then the complainant's name will be recorded on the Council's list of potential violent customers to protect the future health and safety of staff and councillors.