

HALSALL PARISH COUNCIL

Minutes of the Halsall Parish Council meeting held on Wednesday 10th September
at 7:30pm at Memorial Hall, Halsall Road.

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

Introductions were made for 6 members of the public attending.

1. Introductions and Apologies for Absence

Apologies received from: Cllr K. Wright, Cllr T. Atlay
Cllr B Roberts left at 8.22pm

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

No comments

**Councillors agreed 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.**

Four applicants applied for the post and Lesley Stephenson received the
majority of votes in the first round of voting. The Acceptance of Office was
signed, and the Register of Interests will be completed by next meeting.

**13. Received [LCC Consultancy proposal](#) for Woodland project . To
approve any appropriate decisions detailed in the Decision Matrix.**

Representative of the Moore's family advised there aren't any objections
for a separate charity being set up to enable the project to move forward.

Representatives from the church said they are very grateful to the
Moore's family and advise the project is being well supported by the
community.

13.1 Should the Council proceed with the land donation?

Agreed to proceed.

**13.2 Preferred ownership model? Council, Trust, New Sole Trustee
Charity.**

Signed.....Date.....

Agreed to form a new Sole Trustee Charity

- 13.3 **Approval to engage with Council's solicitors for the land transfer (approx. £1500)**
Agreed.

- 13.4 **Preferred perpetual protection model; none, Village Green, Fields in Trust.** Agreed-To apply for the area to be registered as both Fields in Trust and Village Green.

- 13.5 **To note any other decisions - none are critical before the land transfer** Next - potential initial grant application c. £5000 Agreed.
After land transfer, apply for grants.

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

14. 14.1 **To discuss the results of the St Cuthbert's Community Survey.**
Events coordinator to work with the church 2–3-year plan so events don't clash.

- 14.2 **Specifically, to approve s137 grant request for £2,000 for lighting of the new disabled access ramp.**
St Cuthberts need to replace the armoured cable that will feed the lights for the disabled ramp. Final figure may be more than this as work is still out to tender, but this grant would provide a substantial contribution.
To be paid from reserves.

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

To return to the usual sequence of agenda items

4. **To confirm and sign the Minutes of the [Council meeting held on 9th July](#).**
Agreed & signed at the end of the meeting.

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.
No further evidence of rodents.
Noted. No further action

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

- 5.2 **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](#)

Damage reported by a member of the public. Greenhalgh's report

Signed.....Date.....

extensive rot, recommending it be replaced

it was decided that the bench does not get used sufficiently to warrant it being replaced. Quotation to be sourced to remove old bench and concrete footings. Agreed.

5.3 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. Agreed.

Item 14.3 New Farm Gate. Estimate £360. Cost was £300 +VAT 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) There was a LALC meeting on 17th July to provide an update on Lancashire County Council reorganisation. Clerk attended the meeting.

Councillors to submit questionnaire forms individually.

6.2 Ormskirk Foundation Trust (Cllr D. Adams) No update.

6.3 Shirdley Hill Community Association (Cllr N. McCarthy-Thomason) None

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

7.1 Finance (Cllrs M. Lyons, E. Wright, K. Wright, & D. Adams)

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

Noted.

7.2 Human Resources (Cllrs K. Wright, M. Lyons, & P. Barker) No update.

7.3 Traffic and Road Safety (Cllrs N. McCarthy-Thomason, R. Brookfield, & B. Roberts) No update.

7.4 Flooding (Cllrs E. Wright, D. Adams & R. Brookfield) No update.

7.5 Healthy Halsall

Signed.....Date.....

Remembrance service healthy buffet menu has been created by Cllr M. Lyons & C. Smith Asst Clerk.

- 7.6 Environment & Biodiversity Working Group** (Cllr M. Lyons, P Barker)
No update

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, change to drive.
2025/FUL/FUL Dicconsions farm, erection of wall and gate

8.2 Any planning applications published on day of the meeting

None.

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

Agreed.

9.2

To review the Spend to Date and Budget Allocations

Noted. All Under budget at present.

9.3 To approve the Bank Reconciliation

Agreed.

9.4 Independent Review of Bank Balances and signatures

Cllr E. Wright confirmed the bank statements were correct & signed at the end of the meeting.

9.5 To approve transfer of £105 (£65 + £40) Memorial Hall hire payments incorrectly paid into Council's bank account.

Agreed.

Charities Act 2011 s130 accounting records must show all sums of money received and expended by the charity.

10. To discuss latest quote for restoration of the War Memorial

Two quotes received, one did not contain sufficient information and the other was too high. It was discussed that provided we used the appropriate cleaning materials and equipment, we could clean the memorial ourselves at a minimal cost.

Chair asked C. Smith to arrange.

11. To discuss the MP's letter on removal of Litter Bins by WLBC

Councillors were not satisfied with the letter from the MP.

Chair to draft a response.

Signed.....Date.....

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.**
Noted.
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.

Agreed. Open Space Society to take further action & HPC to support.
17. **To approve a Vexatious Complaints Policy**
Policy written by Clerk to be used by HPC. Agreed.
18. **To note progress on the Halsall Calendar**
The calendar competition is now complete.
Cllr McCarthy Thompson reported initial costs of £80 for 30 calendars.
This may increase if we require more copies.
Clerk explained VAT implications if sold through HPC.
S137 grant for £100 to the Trust. Calendars to be sold via Trust.
Noted & Agreed.

Local Government Act 1972 s137, grants to local organisations providing a benefit to some or all of the residents.
19. **Notice of information-only items**
None.
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.
Agreed.
21. **To consider changing staff hours and duties**
To reduce the Clerk's hours by 2 hours.
To increase the Assistant Clerk's hours by 2 hours.
To promote the Assistant Clerk to Deputy Clerk SCP18-23
Agreed.

All HR actions, Local Government Act 1972 s112 power to appoint such officers as the Council thinks necessary for proper discharge of duties.
22. **Date and time of next meeting**
The next meeting will be on 8th October at St Aidan's Hall.
To include the Halsall War Memorial Trust meeting.

Meeting closed at 21.08pm

Signed.....Date.....