

HALSALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Wednesday 8th October at 7:30 pm at St Aidan's Hall, Renacres Lane.

Present: Cllr M. Lyons (Chair), Cllr N. McCarthy-Thomason (Vice Chair), Cllr P. Barker, Cllr T. Atlay, C. Smith (Deputy Clerk), Cllr K. Wright, Cllr B. Roberts (arrived 7.50pm), Cllr R. Brookfield, Cllr L. Stephenson and 5 members of the public.

1. **Introductions and Apologies for Absence**
Apologies received from Cllrs E. Wright, Cllr D Adams.
2. **Declarations of Interest**
Cllr Noel McCarthy-Thomason Declared interest in S137 Knit & Natter
3. **Open Forum.**
 - 3.1 **West Lancs Borough Councillors**
LCC Cllr Leon Graham reported that the only update was the La Mancha planning application, which will be going to the November planning meeting Cllr Graham Leon has spoken to local residents about their concerns.
 - 3.2 **Open Public Forum**
None.
4. **To confirm and sign the Minutes of the [Council meeting held](#) on 10th September.** Agreed.
5. **Discuss and agree on any matters arising From the Parish Clerks Report.**
 - 5.1 Noted. £45.84 spent on cleaning materials.
Noted. 2 extra hours for cleaner due to hirer leaving both halls in unsatisfactory state. Cost for wages (£26.52)
Deputy clerk explained we are issuing cleaning charges when the halls are left in an unsatisfactory condition & £100 received to date.

Local Government Act 1972 s111 power to perform subsidiary functions.
 - 5.2 To note progress on [Open Actions](#), 4 closed, 8 carried forward.
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) None.
- LCC Cllr Leon Graham left at 8.05pm
- 6.3 Shirdley Hill Community Association** (Cllr N. McCarthy-Thomason)
Reported Tapas evening is a sellout & planning for a Christmas meal is 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) Noted resignation of Clerk Mr C Pyne
 - b) Agreed to promote deputy clerk to acting clerk @ 20 hours.
Council agreed to advertise the clerk's post, HR team to work on a revised job description, person specification and advert. Once a new clerk is in post, the assistant clerk's post will be advertised.
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- All HR actions, Local Government Act 1972 s112 power to appoint such officers as the Council thinks necessary for proper discharge of duties.
- c) Approved. extra hours to Deputy in absence of clerk, four weeks @ 9 hours £551.16
 - d) Approved. £50 to be spent on voucher from Chairs allowance for leaving gift.
- 7.3 Traffic and Road Safety** (Cllrs N. McCarthy-Thomason, R. Brookfield, & B. Roberts)
No business.
- 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**
Applications
2025/0835/PNP Application for Determination as to Whether Prior Approval is Required - Agricultural storage building. Plex Lane, Halsall.
2022/0789/OUT seeking approval for the proposed layout, scale, appearance and landscaping. 14B New Cut Lane, Halsall.
2025/0713/PNC Application for determination as to whether prior approval is

required - Class Q, Agricultural buildings to dwelling houses.
Brookside Farm , Carr Moss Lane, Halsall, Lancashire.

8.2 Any planning applications on the day of the meeting.

8.3 To Note Recent Planning Decisions

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Application: 2025/0520/FUL Decision: Planning Permission REFUSED

Proposal: Conversion of an attached garage into living accommodation; a single storey extension; erection of a detached domestic outbuilding containing a single garage, gym, garden store and carport.

Location: Weaver House Bridge, 10 Morris Lane, Halsall.

9. Finance

9.1 To approve the [Schedule of Payments for October](#)
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 had circulated bank balances. Agreed.

**10. To approve purchase of two hand towel dispensers @ cost £15.99 plus vat
Each & 2000 towels £19.99 all plus vat.**
Refused.

**11. To approve updates on Deputy clerk laptop.
Office 2024 £30 & PDF Pro £60, both paid annually.**
Refused. Further discussion required as to the future package required, to be researched & changed in April 2026.
Cllr's T. Atlay & Cllr P. Barker to research & advise Deputy Clerk for new financial year.

12. To discuss the cleaning of the war Memorial, 11th October 2025.
Volunteers to meet at Memorial car park at 10.45am

**13. To approve S137 from Bees & Butterflies of £160, to help pay for new
planted area and soil removal. Agreed.**

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

**14. To approve S137 grant from Knit & Natter of £300, to supply wool and
refreshments for the local residents who knit for the community.**
Agreed.

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

- 15. To approve a S137 Grant application of £500 From Halsall Village Proud & Tidy.
Agreed.**

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

- 16. To approve £120 to update and restore the CCTV app for 2 phones.**

CCTV needs to be reset, and new passcodes are required & need to be programmed on both phones.

Agreed.

- 17. To consider site maintenance for St Aidans at £180 per month, with an Initial clearance at £480 from Wayne Webster.**

Refused.

The quotation was deemed too expensive.

It was agreed to ask Connor Johnson to carry out the work at a cost of: first call £150.00 followed by monthly payment of £100.

- 18. Notice of information-only items**

- 19. Date & time of next meeting** 12th November at Memorial Hall, 7.30pm
Meeting closed 20.30pm