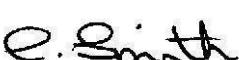


HALSALL PARISH COUNCIL

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 11th February 2026, 7.30pm at St Aidans Hall, Renacres Lane, Halsall.

1.	Introductions and Apologies for Absence
1.1	Plaud to transcript meeting
2.	Declarations of Interest
3.	Open Forum
3.1	West Lancs Borough Councillors
3.2	Open Public Forum
4.	To confirm and sign the Minutes of the meeting held on <u>2026</u> <u>14 Jan minutes</u>
5.	Discuss and agree on any matters arising from Parish Clerk's Report
5.1	Requested a quote for boarding part of the loft in St Aidans for storage purposes.
5.2	Gov. email addresses, contact form from Easywebsites to all councillors, should now have been completed.
5.3	To note. £75.00 has now been refunded to our HPC account, from the company who had tried to repair the oven in St Aidan's.
5.4	Website updates almost complete, only three councillors to still provide a photograph.
5.5	To note progress on <u>HPC Action List</u> . Closed C/Fwd
6.	To receive reports from Representatives to outside Bodies and agree on any matters arising;
6.1	Lancashire Association of Local Councils (Cllrs R. Brookfield & M. Lyons)
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)
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)
		To note. Camera opposite St Cuthberts, decommissioned. 31.5.2025 .Renacles Lane Speeding and pot holes. New Street, smaller access point New Cut Lane Speeding
	7.4	Flooding (Cllrs E. Wright, D. Adams & R. Brookfield)
	7.5	Healthy Halsall (Cllrs M. Lyons & B. Roberts)
	7.6	Environment & Biodiversity Working Group (Cllr M. Lyons, P Barker)
	7.7	Halsall News (Cllr N. McCarthy-Thomason)
8.	<u>Planning Applications</u>	
8.1	Applications	
		<p>2026/0055/FUL The erection of a new outbuilding to the rear of the existing property. The Willow House 1 Halsall Farm Grove Halsall Ormskirk Lancashire L39 8AB Received on 26 Jan 2026/Validated: Tuesday 27 Jan 2026 Status: Registered.</p> <p>Approval of details reserved by condition no's 9,10 & 11 of planning permission 2024/0547/FUL relating to Hedge & Tree Planting, Environmental Management Plan and Bird boxes. Mill Brow Farm 98 New Street Halsall Lancashire L39 8RSRef NO 2026/0033/CON Received Mon 19 Jan 2026/Validated Mon 19 Jan 2026/Status:Registered.</p> <p>Certificate of Lawfulness - Use of glasshouses, yard and buildings for B8 Use. Land To The Rear Of 19 Summerwood Lane Halsall Lancashire Ref. No: 2026/0058/LDC Received: Mon 26 Jan 2026 Validated: Mon 26 Jan 2026 Status: Registered</p> <p>2025/0937/PNP Application for Determination as to Whether Prior Approval is Required for Details - Erection of proposed construction of a new barn.Application received 29 Jan 2026. Validated 2nd Feb 2026.Status: Registered. Ambrose Farm Carr Moss Lane Halsall Ormskirk Lancashire L39 8RY</p>
8.2	Any planning applications on the day of the meeting.	
8.3	To note recent Planning Decisions	
9.	Finance	
9.1	To approve the 2026 11 Feb Schedule of payments.pdf	
9.2	To review the 2026 Feb Spend to date .pdf	
	Payments of £45402.36, receipts are higher than planned. Approx eight weeks to year end, confident we can carry more than predicted to reserves.	
9.3	To approve the 2026 Jan bank rec.pdf	
9.4	Independent Review of Bank Balances	

10.		Woodland Project (Cllr's D.Adams, T.Atlay, L.Stephenson & P.Barker)
11.		<p>To approve annual review of policies & procedures.</p> <p><u>2024 reserves policy</u> <u>wlbc codes of conduct</u></p> <p>Other policies as due It policy- May 2026 Document retention-June 2026 Halsall news- June 2026 Vexatious- Sept 2026 Model financial regs- June 2026 S.Orders & Financial Regs-March 2026</p>
12.		To Approve a S137 grant of £500.00 from the Bees & Butterflies.
13.		To discuss, residents request for a mobile post office.
14.		To note. Plaud transcript to be tested in the meeting 11th February 2026. Plaud has been added to our data protection policy.
15.		<p><u>Unity Bank Charges to increase monthly fee and reduce interest rate</u></p> <p>Monthly charge of £6.00 to increase to £7.00 Interest rate of 2.10% to reduce to 1.95</p>
16.		To note. update on Holly close flooding/ paving problems.
17.		To discuss a candidate to go forward for voting, Buckingham palace garden party 12th May 2026.
18.		To note. Update on Footpaths from OSS, Ken Sharp.
19.		Residents letter concerning heat pump installation at St Cuthberts
20.		Notice of Information-Only Items
21.		<p>Date and time of next meeting</p> <p>Next meeting will be on 11th March 7.30pm at The Memorial Hall</p>
		Authorised by
		
		Cathy Smith, 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 recalled for another date.

HALSALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Wednesday 14th January at 7:30pm at The Memorial Hall, Cross Lane Halsall.

Present: Cllr N. McCarthy-Thomason (Vice Chair), Cllr P. Barker, Cllr K. Wright, Cllr L Wright, C. Smith (Clerk Ag), Cllr R. Brookfield, Cllr L. Stephenson, Cllr D.Adams, Cllr T. Atlay.

1. Introductions and Apologies for Absence

Apologies received from Cllr M. Lyons and Cllr B.Roberts.

2. Declarations of Interest

None.

3. Open Forum. Chair has received a letter from a local resident, raising concerns over new build houses in Holly Close, Plex Lane. Clerk to write to Cllr Westley to discuss matters further.

3.1 West Lancs Borough Councillors

LCC L. Graham reported there would be an increase of 3.8% in 2026-2027 council tax.

3.2 Open Public Forum

None.

7.2 Human Resources (propose a change to the order of the agenda)

a) Deputy Clerk Cathy Smith approved and accepted the post of Parish clerk. Approved
b) To advertise for an assistant clerk @ five hours per week, post will be on Halsall parish website and placed in the Halsall magazine. Approved.

All HR actions, Local Government Act 1972, S112 power to appoint any employee as the Council thinks necessary for proper discharge of duties.

Return to Scheduled agenda.

4. To confirm and sign the Minutes of the meeting [2025 10 Dec Minutes ML.doc](#)

Approved.

5. Discuss and agree on any matters arising From the Parish Clerks Report.

5.1 Noted. Strong boxes for storage, very expensive, clerk to sort the amount of books & paperwork and decide how many we will need.

5.2 Noted. Clerk advised that the Gov. email addresses are in process and Easywebsites are to contact all councillors via email. A request for Easywebsites to visit the meeting was declined.

5.3 To note progress on [HPC action list.](#) 3 closed, 6 carried forward.

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

9.3 To approve the [2025 Dec bank rec](#)

Agreed.

9.4 Independent Review of Bank Balances. Cllr E Wright had circulated bank balances.

Agreed.

10. Woodland Project. (Cllrs D. Adams, L. Stephenson, T. Atley & P.Barker)

- a) Further discussions are required prior to the completion of the constitution and charity as a few concerns were raised, how to sustain the area, access to the fields and general start up costs.
- b) Compliance. Cllr P Barker to come forward for compliance with Cathy Smith, Parish Clerk.
Agreed.

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

11. To Approve annual review of policies & procedures

[2024 12 Dec Health and Safety Policy 2025](#)

[2024 12 Dec Complaints Policy.pdf](#)

[2025 06 Jun Model Publication scheme for Halsall Parish Council \(2\).pdf](#)

[2024 09 Sept Risk Management Policy.pdf](#)

[2024 12 Dec Data Protection Policy.docx](#)

All Approved.

12. To approve the quarterly transfer of interest from CIL £53.26 and Precept £89.93 to the reserves account. The new reserves account will be £19348.50. Approved.

13. To Increase the temperature from 5 to 12 degrees to allow the fabric of the building to heat during cold months. The clerk explained that Hirers have complained that the halls are too cold. The heating being on intermittently is not enough to heat the fabric of the building. Approved.

LCC L.Graham left at 8.34pm

14. Purchase of Plaud AI note taker at a cost of £169.00 with 300 minutes per month free of charge. Possible annual charge of £99 for extra minutes if required. The Plaud works on a transcript and voice recognition basis. Approved.

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

Discharge of functions - Local Government Act 1972 s111

15. To approve. The increase in hall hire charges. Suggested increase of fifty percent was discussed, it was felt that the rates have been too low for a while. Regular rates to increase £10 to £15 per hour and one off Hires £15 to £20. Increase to start from 1st April 2026. Approved.

Power to provide public buildings - Local Government Act 1972 s133

16. The clerk explained that the church and HPC have different year ends. The church has requested that they pay the shortfall costs of the parish magazine in December. Agreed.

17. Notice of information-only items.

18. Date & time of next meeting

Next meeting will be on 11th February 2026 at St Aidan's Hall, 7.30pm.

Meeting closed: closed 20.50pm

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

Schedule of Payments

HAI SAI PARISH COIN

HALFALL PARISH COUNCIL					
RECEIVED			RECORDED		
Chair	M Lyons	Independent	Signed	Signed	
Received	Minutes	Bank	Expenditure	Amount	Payee
Date	Ref	Date	Category		Notes Use Clerk & Cleaner for FOI redaction

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(Automatic Filter) Payments Awaiting Approval		Minutes / Date	Bank Date	Amount	Payee
1st Month	Easy Websites (Go Cardless)			36.96	Easywebsites
3rd Month	Open Space maintenance			320.00	Forshaw
3rd Month	Printing Halsall News			as claimed	Moulton
8th Month	National Broadband (Go Cardless)			42.00	Nat Broadband
9th Month	Electricity			as claimed	Octopus
15th Month	Open Space maintenance			100.00	Connor
21st Month	Gas			as claimed	EON
monthly	Water			as claimed	Overflow
last day month	Bank Charges			6.00	Unity
end of quarter	HMRC Tax & Employers N.I.			as claimed	HMRC
end of quarter	Hygiene/waste			102.59	WLBC
July	Hygiene/waste			as claimed	Millennium service
15th October	Information Commissioner			47.00	ICO
(Manual List) Paid under Delegated Authority (not listed on the Agenda)					
28th	27 Cleaner Salary			345.72	Cleaner
28th	21 Clerks Salaries			1,595.13	AG Clerk
28th	10 Salary Transfer from Trust			646.95	Trust
28th	Window Cleaning			40.00	P Walsh
28th	23 Clerk's Expenses			as claimed	Clerk
28th	15 Cleaner's Expenses			as claimed	Cleaner
28th	23 Member's Expenses			as claimed	as claimed

Receipts & Payments 2025/2026 Spend to Date Summary (including Scheduled payments)

Chair M. Lyons Independent		Date Date	Signed	Signed		
Planned Budget		56,473.00				
Total Income to date		55,156.61				
Total Expenditure to date		45,402.36				
Code	Payments	Budget	Spend to Date	Available	Explanations /Comments	Centre Totals
21	Gross Salaries	21,918.00	17,110.82	-4,807.18		
22	inc Tax & NI	1,300.00	4,251.16	2,951.16		
23	Staff Mileage Expenses	150.00	0.00	-150.00		
24	Office Expenses	700.00	445.73	-254.27		
25	Staff Training	400.00	0.00	-400.00		
26	Staff Recruitment	0.00	0.00	0.00		21,807.71
31	Chair's Allowances	100.00	200.00	100.00		
33	Mileage	50.00	0.00	-50.00		
34	Expenses	50.00	0.00	-50.00		
35	Training	200.00	0.00	-200.00		200.00
41	Audit fees	660.00	628.00	-32.00		
42	Subs LALC	470.00	444.84	-25.16		
43	ICO	35.00	47.00	12.00		
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	165.00	165.00		2,160.49
51	Rem Sunday / War memorial	1,000.00	1,212.58	212.58		
52	Bus shelters	350.00	50.00	-300.00		
54	Seats	0.00	0.00	0.00		
55	Noticeboards/ Web Hosting	800.00	551.98	-248.02		
56	Spids	300.00	0.00	-300.00		
57	Maintenance of open spaces	4,500.00	3,510.00	-990.00		
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	5,563.56
61	Electricity	800.00	510.21	-289.79		
62	Gas	1,100.00	531.06	-568.94		
63	Water	720.00	489.71	-230.29		
64	Internet	560.00	294.00	-266.00		
65	Mobile Phone	150.00	0.00	-150.00		
66	Insurances/inspections/Fire	3,000.00	3,389.43	389.43		
67	Hygiene / Waste	1,200.00	679.95	-520.05		
68	Window cleaning	500.00	120.00	-380.00		
69	Bank Charges	110.00	60.00	-50.00		
72	Cleaning supplies	300.00	45.84	-254.16		
73	St Aidans Property	3,000.00	1,124.99	-1,875.01		
80	Grant	380.00	380.00	0.00	S144 Exhibition/Fair Grant (allocate from S19)	
81	S137 (Anyone)	3,000.00	3,534.88	534.88		
82	S19 (only MH)	1,120.00	315.00	-805.00		
83	S142 Halsall News	4,300.00	3,116.00	-1,184.00		
84	VAT for CIL Grant	0.00	383.23	383.23	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	3,848.28	3,848.28	CIL projects not included in budget	
89	Best Kept Village	0.00	0.00	0.00		7,349.11
	Payments to date inc Scheduled	56,473.00	49,250.64	-7,222.36		3,848.28
	Less CIL		45,402.36			25,195.80
	Difference (should be zero)		0.00		Pivot analysis same as Payments	72,199.31
Code	Receipts	Budget	Rec'd to date	More/Less	Explanations for surplus	
10	MH Refund Salary Costs	7,233.00	6,328.51	-904.49		
11	CIL	0.00	5,078.25	5,078.25		
12	Precept	34,546.00	36,859.50	2,313.50		
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	4,695.00	695.00		
17	Refund/Transfer from MH	0.00	425.00	425.00		
18	Interest Received	750.00	676.75	-73.25		
19	Other Income	0	275.00	275.00		
119	Halsall News Adverts	3,200.00	1,725.00	-1,475.00		
126	VAT Refund	2,200.00	3,291.35	1,091.35		
	Receipts to date inc Scheduled	56,473.00	60,234.86			
	Less CIL		55,156.61			
	Difference (should be zero)		0.00		Pivot analysis same as Receipts	
			3,194.00			

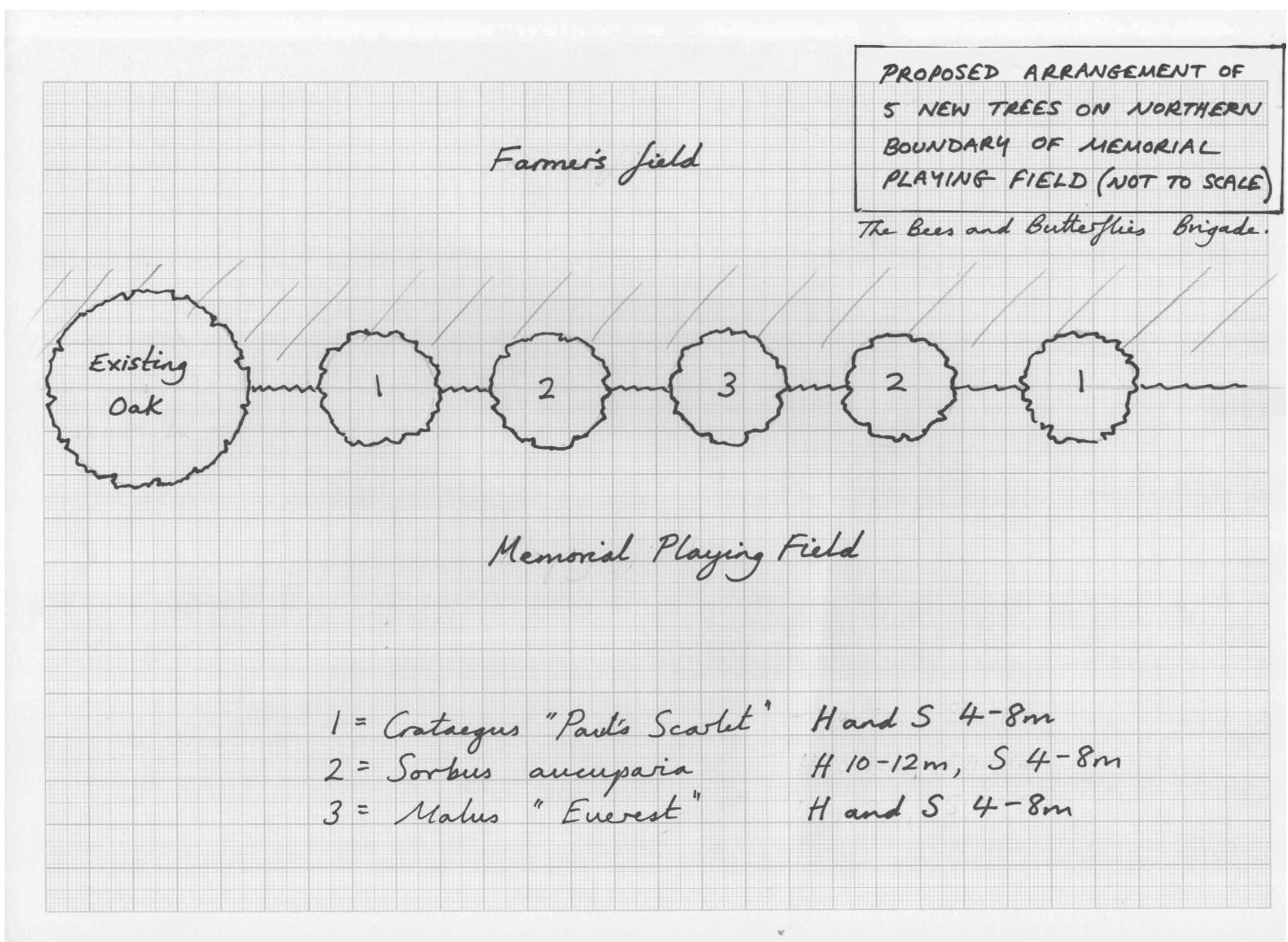
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HALSALL PARISH COUNCIL		Monthly Bank Reconciliation			
Chair	Mary Lyons	Signed	Signed	Date	Date
Independent					
Monthly Bank Reconciliation for January					
Bank Balances B/Fwd		Payments	3,918.31	Receipts	1,382.95
Reserves account	20478586	19,205.31	7/1/2026	63.36	Easywebsites
CIL account	20471392	9,440.97	8/1/2026	42.00	National broadband
Current account	20471376	2,339.23	9/1/2026	320.00	Forshaw
Precept account	20471389	10,993.56	13/1/2026	62.90	Octopus
Total at Bank	41,979.07	20/1/2026	102.59	WLBC	7/1/2026
Payments/Expenditure	3,918.31	23/1/2026	1,679.64	HMRC	12/1/2026
Receipts/Income	1,382.95	28/1/2026	1,273.47	Deputy clerk	12/1/2026
New C/Fwd	39,443.71	28/1/2026	345.72	Cleaner	13/1/2026
Bank Balances C/Fwd		29/1/2026	22.63	Everflow	14/1/2026
Reserves account	20478586	19,348.50	31/1/2026	6.00	unity
CIL account	20471392	9,387.71			14/1/2026
Current account	20471376	2,303.87			19/1/2026
Precept account	20471389	8,403.63			20/1/2026
Total at Bank		39,443.71			26/1/2026
Difference (New C/Fwd - Bank)		0.00			27/1/2026
Comments					30/1/2026
Checked as at 14:03 31/1/2026					

BEES & BUTTERFLIES BRIGADE DEVELOPMENT PLAN 2026

MONTH	ACTION	PEOPLE	RESOURCES	IMPACT
February	Clearance and border preparation in Mem. Garden.	Conor and Clare		More ground ready for planting in April.
March	Tree planting on northern boundary of Mem. Field.	Medium group, 10 people ideal. Ask Enid to help with tree collection.	£500 Trailer to collect 5 standard trees, stakes, ties. Manure x 5 bags.	More native trees to support wildlife with food, shelter, nest sites. A new wildlife corridor.
April	Plant next section of woodland garden, (40-50 sq.m.) in Mem. Garden.	Medium group.	£300-£400 Soil/compost. Shade-loving groundcover plants. Plant food.	Extended woodland planting, more nectar plants for bees/pollinators.
May	Awareness-raising and fund-raising event at Rainbag Cottage. Must be ticketed to control numbers.	As many members as possible to run activities, talk to visitors/public. Nicola to help with marketing.	Resources needed will be driven by activities – possibly craft materials, bird box kits, seeds. Refreshments.	Will encourage others to have wildlife gardens by giving them practical advice and lots of ideas/information.
Early June	Move wild garlic to new area in the Mem Garden.	Medium group.	Hand tools and border spades.	More areas of wild garlic.
July	Big Butterfly Count		Identification sheets/pens/paper	More people noticing local wildlife.
August	“Closer to Nature” event, encouraging mindfulness, promoting well-being.	Clare and Marielke to lead.	Participating members to bring a folding chair/cushion/yog a mat etc.	More people realising that nature makes them feel better.
September	Plant/sow a “Butterfly Garden” in the sunny end of the ha-ha.	Medium group.	£100-£200 Buddlejas x 3, mix of fine grasses and wildflower seeds.	More habitat that supports caterpillars and helps butterflies to complete their life cycle.
October	Plant flowering shrubs/bulbs in Bishop’s Walk. Project to be decided.	Medium group.	£???? Soil improver, granular plant food, shrubs/bulbs.	More nectar-rich and pollen-rich flowers to support pollinators.
November	Plant 25-40m mixed hedge on the canal-side.	CRT volunteers to prep trench. Medium group. Enid’s help with	Free hedging whips from “The Woodland Trust”. Canes, wire	Another new section of native hedgerow/wildlife corridor on the

		manure.	netting, cable ties.	canal-side.
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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 grant applications 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 BACS payment.
- Applications and decisions will be recorded in the Parish Council Minutes which are available for public inspection.
- Applications should be made in writing to halsallparishclerk@gmail.com.
Please include the following information.

1.	Name of the Group: The Bees and Butterflies Brigade
2.	Short Description of the Aims of the Group: To help beneficial insects by planting nectar-rich plants in the local area. To bring local people together to help wildlife.
3.	Contact Details: Name, address, email, telephone number: Mrs Clare Edwards, 3 Dicconsons Lane, Halsall, Lancs, L39 7HR Tel: 07501126239
4.	Is this a Registered Charity? No, a community group. Registration Number
5.	Purpose of the Grant: To purchase five bare root trees (including stakes, ties and mulch) to be planted on the northern edge of the Memorial Playing Field. The trees will be chosen to suit the location and for their value to wildlife – see separate sheet for proposed species. They will be 8-10 standard trees, 2.3-3m tall on planting.
6:	Amount of Grant: £500 (£100 per tree)
7.	Identify the benefit to some or all of the residents of Halsall: By planting trees that will flower and fruit with plenty of colour and beauty, we will be improving the long-term view across the Memorial Field for all Halsall residents and visitors to enjoy. Hopefully the trees – and the birds and insects they attract - will bring interest and pleasure to many and a sense of achievement to those who take part in the planting.
8.	Bank account name : Community Current Account (Metro Bank) The Bees and Butterflies Brigade Sort code : 23-05-80 Account number: 55529406