

HALSALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Wednesday 11th March at the Memorial Hall, Cross Lane, Halsall.

Present: Cllr M. Lyons (Chair) Cllr N. McCarthy-Thomason (Vice Chair), Cllr P. Barker, C. Smith (Clerk), Cllr R. Brookfield, Cllr L. Stephenson, Cllr D. Adams, Cllr T. Atlay. One member of the public.

Information given and permission granted from all attending for the meeting to be transcribed via Plaud.

1. Introductions and Apologies for absence

Apologies received from Cllr B. Roberts, Cllr K. Wright & Cllr E. Wright.

2. Declarations of Interest.

None

3. Open Forum.

The Chair proposed a change to the agenda, Item 18. brought forward, to enable the visitor to leave.

18. To approve a S137 grant of £500.00 for Halsall Cricket Club. The club requested the funds so that they can treat the outfield in sections, to control weeds & moss. Approved.

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

Return to scheduled agenda.

3.1 West Lancs Borough Councillors No representatives.

4. To confirm and sign the Minutes of the meeting [2026 11 Feb 2026](#) Approved & signed.

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

5.1 Noted a request for boarding out the loft in St Aidan`s, cannot be carried out due to the amount of insulation in the loft. Storage solution to be discussed in Item 13.

5.2 Noted. Gov. email addresses, three councillors to be completed by 30th March.

5.3 Approved. £120.39 spent on cleaning materials.

5.4 Approved. £64.89 spent on kitchen items required for the environmental inspection.

Local Government Act 1972 s111 power to perform subsidiary functions.

1 Signed.....Date.....

5.5 Noted. The clerk explained the rules and regulation of spending council funds and the correct authorisation procedures. All purchase/expenditure costs have to go to the Clerk as the Responsible financial officer. Emergency purchases were discussed and noted.

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)

Nothing to report.

6.2 Ormskirk School Foundation Trust (Cllr D. Adams)

Nothing to report, next meeting 18th March 2026.

6.3 Shirdley Hill Community Association (Cllr N. McCarthy-Thomason)

Nothing to report.

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

7.1 Finance (Cllrs M. Lyons, E. Wright, K. Wright) It was discussed that there is a need for another signatory on the finance group. Cllr. P. Barker agreed to be added to the Bank signatory.

7.2 Human Resources.(Cllrs K. Wright, M.Lyons & P.Barker)

Assistant clerk to be appointed for five hours per week, start date TBA. Approved.
Honorary payment to C Smith for £1000.00, for extra hours carried out from September 2025, this is a one time payment and all leave must be taken in the next financial year. One month's notice from 11th March 2026, given to the clerk to reduce hours to 15. Approved.

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

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

Noted. Clerks report from the visit to the police surgery on 12th February 2026. Successful visit, meeting with the local police officers. Information gained on how to report speeding issues within Halsall, clerk to publish on the website.

Clerk to contact LCC regarding the road markings at the Summerwood/Hallsall Road junction, road markings are not sufficient.

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

7.5 Healthy Halsall No Business.

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

No Business.

2 Signed.....Date.....

7.7 Halsall News (Cllr N.Mccarthy-Thomason)

Noted. Halsall News will go Bi-monthly from May. St Cuthberts Church are in full agreement, with a view to going fully online in the future.

Local Government Act 1972 s142, power to provide a newsletter.

8. Planning applications

8.1 Applications.

Ref:T/2026/0014/TPO, Application received 18 Feb 2026. Application Validated 18 Feb 2026. 66 Moss Road Halsall Southport Lancashire PR8 4JQ. T1 Mature Sycamore - Crown thin by 20% to improve light and wind penetration. The tree has co-dominant stems, with included bark running from the base to the union.

No comments raised.

8.2 Any planning applications on the day of the meeting.

None.

8.3 To note recent Planning Decisions

None.

9.1 To approve the [2026 March Schedule of payments](#)

Agreed.

9.2 To review the [Spend to Date 2026 March](#)

Agreed.

The Clerk explained the surplus funds and proposed earmarks for the end of financial year 2025-2026.

Transfer of balance to reserves, to be earmarked as follows:

£2000.00 Solicitors costs for the Woodland.

£2000.00 Grant for St Cuthberts (Disabled Ramp)

£1000.00 Elections

£1300.00 Defib replacements 2027

9.3 To approve the [2026 Feb bank rec](#)

Agreed.

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

Agreed.

9.5 Approved. £17.19 banking error on the expenses sheet has been corrected and signed by Chair.

9.6 Approved. The Easywebsites monthly payments have increased from £36.96 to £63.36 due to gov. Addresses for all councillors and clerk.

3 Signed.....Date.....

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

Draft constitution aims and objectives discussed. It was agreed that the working group would work on filling in any gaps over the weekend. Clerk to take draft to the solicitors for the first review, when complete.

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

Standing Orders

To adopt revised 2025 NALC version, amend sections 14 and 18, to update to gender-neutral language. Adopted & Approved.

Other policies as due

- It policy- May 2026
- Document retention-June 2026
- Halsall news- June 2026
- Vexatious- Sept 2026
- Model financial regs- June 2026

12. Noted. Working groups were briefly discussed, at least three of the groups haven't had any information to report for several months, a decision as to which groups are to be kept will take place at the meeting in May.

13. Approved. Purchase of a new storage unit for St Aidan's, this will enable the removal of the marquees from Memorial Hall kitchen.

14. Noted. Best kept village will not take place this year, due to retirement and reorganisation of the group.

15. Noted. Clerk and Assistant clerk to work through Intranet and decide what needs to be kept.

16. Noted. Assertion 10, introduced in the 2025 practitioners guide, requires local councils to ensure robust digital, data, and IT compliance. It mandates using official council-owned (.gov.uk) domains for email, maintaining accessible websites, implementing IT policies, and complying with UK GDPR/data protection.

17. Approved. The purchase of the following items for St Aidans.

Microwave £100.00, Utensil holder £12.25, extension lead £38.00.

19. Approved. The S19 Grant £180.00 for the Memorial Hall to purchase basic kitchen equipment.

4 Signed.....Date.....

20. Notice of information-only items.

21. Date & time of next meeting

Next meeting will be on 8th April at St Aidan's Hall, Renacres Lane, Halsall. 7.30pm.

Meeting closed: closed 20.54pm