

# HALSALL PARISH COUNCIL

Minutes of the Annual Halsall Parish Council Meeting held on Wednesday 13<sup>th</sup> May at 7:30 pm  
at Memorial Hall. Cross Lane, Halsall

		Present: Cllr M. Lyons (Chair), Cllr N. McCarthy-Thomason (Vice Chair, Cllr P. Barker, Cllr D. Adams, R. Brookfield, and C. Smith (Clerk) S. Donnelly (Asst Clerk), LCC L.Graham, LCC A. Blundell & 3 members of the public.
		Plaud to transcribe meeting, permission granted from all attending for the meeting to be transcribed via Plaud.
<b>1.</b>		<b>Introductions and Apologies for Absence</b>
		Apologies received from Cllr B. Roberts, Cllr E. Wright & Cllr L Stephenson.
<b>2.</b>		<b>Declarations of Interest</b>
		Cllr M Lyons declared interest in S137 for the Frogs. Cllr N McCarthy-Thomason declared interest in S137 for SHCA.
<b>3.</b>		<b>Appointments and Acceptance of Office</b>
	<b>3.1</b>	<b>Appointment of Chair</b> Cllr Lyons agreed to stand for Chair again. No other applicants. Cllr Lyons application was proposed, seconded and agreed. Acceptance of Office was signed.
	<b>3.2</b>	<b>Appointment of Vice Chair</b> Cllr N McCarthy-Thomason agreed to stand again. No other applicants. Cllr McCarthy-Thomason application was proposed, seconded and agreed. Acceptance of Office was signed.
<b>4.</b>		<b>Open Forum</b>
	<b>4.1</b>	<b>West Lancs Borough Councillors</b> None
	<b>4.2</b>	<b>Open Public Forum</b>
		LCC A. Blundell, reported on the Borough elections that have resulted in no overall control, mayor to be determined within next two weeks, move toward a unitary authority for efficiency/cost savings; first unitary election possibly in 2027. Halsall parish council thanked Cllr Blundell for the calling in of the New Cut Lane Proposal. LCC L Graham, reported that the issue mentioned in last month's meeting, regarding the possible flytipping in New Cut Lane, has been resolved. Following the confirmation from the land owner that the hardcore and rubble are for use on the land. Traffic issues on Renacres Lane were discussed, especially the motorbikes speeding every Wednesday evening ( discussion carries on in item 9.3) It was reported there is a missing 30 mph sign on Summerwood Lane.

		Clerk to contact Cllr Graham to discuss replacement speed sign and possible new traffic signage.
<b>5.</b>	<b>5.1</b>	<b>Appointments of Representatives to Outside Bodies</b>
	a)	<b>Ormskirk Foundation Trust</b> currently Cllr D. Adams. Agreed to continue.
	b)	<b>Lancashire Association of Local Councils &amp; NALC</b> currently Cllrs R. Brookfield & M. Lyons both to continue. Agreed.
	c)	<b>Shirdley Hill Community Association</b> currently Cllrs N. McCarthy-Thomason. . Cllr D.Adams asked to be involved in anything related to SHCA. Agreed.
	<b>5.2</b>	<b>Appointments to Committees and Working Groups</b>
	a)	<b>Finance</b> currently Cllrs M. Lyons, E. Wright. Cllr P. Barker asked to be involved in anything related to finance. Agreed
	b)	<b>HR</b> currently Cllrs M. Lyons, & P. Barker Cllr T,Atlay asked to be involved in anything related to HR. Agreed.
	c)	<b>Transport &amp; Road Safety</b> currently Cllrs N. McCarthy-Thomason, R. Brookfield, & B. Roberts Cllrs P. Barker & T. Atlay asked to be involved in anything related to transport & road safety. Agreed.
	d)	<b>Flooding</b> Working group closed. Agreed.
	e)	<b>Propose to close: Healthy Halsall</b> Working group closed. Agreed.
	g)	<b>Propose to close: Environment and Biodiversity WG</b> Working group closed. Agreed.
	h)	<b>Halsall News</b> currently Cllr N McCarthy-Thomason. Agreed.
	i)	<b>Woodland Project</b> currently Cllrs P. Barker, D. Adams, L. Stephenson & T. Atlay Cllr M Lyons asked to be involved in anything related to the woodland project. Agreed.
<b>6.</b>		<b>Confirm other S.O. Items Required at an Annual General Meeting</b> ( Standing Orders items 5 M i to xxi)
	<b>6.0</b>	<b>To confirm and sign the <a href="#">minutes of meeting 8th April 2026</a></b> Minutes were proposed and seconded and agreed.
	<b>6.1</b>	<b>Review of <a href="#">Standing Orders</a> &amp; <a href="#">Financial Regulations</a></b> SO have been amended . No further changes were suggested. Agreed.
	<b>6.2</b>	<b>Review of <a href="#">asset register 2026</a></b> Reviewed, no changes of assets.
	<b>6.3</b>	<b>Review of Insurance <a href="#">policy schedule 2026</a></b> Council & Trust have joint £10M of Employer's Liability and Public Liability

	insurance until 30/9/2026 as part of a 3-year ( until 30/9/2027) with Clear Councils (Aviva) so the policy will be automatically renewed this year.
<b>6.4</b>	<b>Review of Subscriptions (LALC &amp; NALC)</b> The Council paid £445.17 in subscriptions to LALC & NALC in 2024/25. £470 has been allocated in the 2026/27 budget.
<b>6.5</b>	<b><u>Review of Council Policies</u></b> (all on Website) Complaints Policy Data Protection Policy Halsall News Policy Health & Safety Policy Reserves Policy Risk Management Policy IT Policy Document Retention policy Vexatious Policy Halsall News Policy  All policies reviewed. No changes required. Agreed.
<b>6.6</b>	<b>Review of <u>S137 grants</u></b> The Council awarded a total of £3642.88 in S137 Grants, £315.00 in S19 Grants and spent £4488.28 in WLBC CIL funds. The budget for the S137 and S19 grants for 2026/7 is £5000.00
<b>6.7</b>	<b>To agree Time and Place of <u>Calendar of meetings May 2026-May 2027</u></b> Website and noticeboards to be updated. Agreed.
<b>7.</b>	<b>Discuss and agree on any matters arising from Parish Clerk's Report</b>
<b>7.1</b>	First aid box and CCTV signage has been installed at St Aidan`s.
<b>7.2</b>	Storage unit delivered to St Aidan`s Hall, the marquees to be removed from the Memorial Hall kitchen and stored within St Aidan`s.
<b>7.3</b>	£50 Amazon voucher purchased for Keith Wright.
<b>7.4</b>	Audit sent to J`O`Donahue, first part of AGAR prepared.
<b>7.5</b>	Quotation for perspex panels for St Aidan`s lower walls, 1200mm x 600 mm £25.00. Not including fitting. Cllr Adams to measure the hall.
<b>7.6</b>	£45.00 spent on the clerk`s laptop to remove a virus.
<b>8.</b>	<b>To receive reports from Representatives to outside Bodies and agree on any actions arising;</b>
<b>8.1</b>	<b>Lancashire Association of Local Councils (LALC)</b> No reports.
<b>8.2</b>	<b>Ormskirk Foundation Trust</b> No reports.
<b>8.3</b>	<b>Shirdley Hill Community Association</b> No reports.
<b>9.</b>	<b>To receive reports from Working Groups and agree any actions arising;</b>
<b>9.1</b>	<b>Finance</b>

		Clerk explained that the concurrent grant had unexpectedly been received despite a higher precept being set when advised it would not be provided; grant restricted to open space/public infrastructure.
<b>9.2</b>		<b>Human Resources</b>
		Adverts for Co-option of a new councillor have been placed in the noticeboards, Halsall News and Facebook. Closing Date 24th May. June 10th Selection meeting.
<b>9.3</b>		<b>Traffic and Road Safety</b>
		Persistent motorcycle noise and speeding Renacres lane/Halsall Road. There is limited police progress. Cllr Graham suggested a need to distinguish speed vs noise and consider noise pollution frameworks. Hazardous driving behaviours reported on Halsall Road at all times of the day. Farm vehicle hazards on Renacres Lane, proposal for farm vehicle warning signage around the village. Dangerous parking on a blind bend near routes to Renacres Hospital. Chair to write to Renacres. School parking congestion continues, causing safety/access issues, temporary hire of parking attendants was suggested. Council to continue to monitor the situation. This brings up another issue, a local resident being unable to enrol her child into the school despite her two older children attending.
<b>9.4</b>		<b>Flooding Closed</b>
<b>9.5</b>		<b>Healthy Halsall Closed</b>
<b>9.6</b>		<b>Environment &amp; Biodiversity Working Group Closed</b>
<b>9.7</b>		<b>Halsall News</b>
		May/June issue of magazine had inserts included without permission, editor requires prior approval for all additions/alterations made.  One of our current magazine receivers/deliveriers will retire after the next issue .A replacement will be needed to cover their area. We would like to thank them for all their hard work.
<b>9.8</b>		<b>Woodland project</b>
		Solicitors handling the documents have advised a draft contract should be expected next week. Working group to organise a meeting to agree final inputs to the constitution and put in the application online to the Charity Commission.
<b>10.</b>		<b>Planning Applications</b>
<b>10.1</b>		<b>Applications</b>
		Rural West Ward Parish: Halsall Application No: 2026/0250/LBC Date Valid: 27 March 2026

		<p>Proposal: Listed Building Consent - Replacement external door.  Site Location: La Mancha House, 106 Renacres Lane, Halsall, Ormskirk, Lancashire.  Applicant: Mr Derry Green  Decision Level: Delegated to the Assistant Director of Planning and Regulatory Services for determination unless Member requests consideration by Planning Committee</p> <p>Rural West Ward Parish: Halsall  Application No: 2026/0275/FUL Date Valid: 31 March 2026  Proposal: Conversion of garage into living accommodation, a single storey extension and the erection of a detached domestic outbuilding containing a single garage, gym and garden store.  Site Location: Weaver House Bridge, 10 Morris Lane, Halsall, Ormskirk, Lancashire.  Applicant: Mr &amp; Mrs Alex &amp; Zara Heyes  Decision Level: Delegated to the Assistant Director of Planning and Regulatory Services for determination unless Member requests consideration by Planning Committee</p> <p>Rural West Ward Parish: Halsall  Application No: 2026/0283/FUL Date Valid: 16 April 2026  Proposal: Erection of New Wooden Outbuilding.  Site Location: 54B Heathey Lane, Shirdley Hill, Halsall, Ormskirk, Lancashire.  Applicant: Karen Hellier-Martin  Decision Level: Delegated to the Assistant Director of Planning and Regulatory Services for determination unless Member requests consideration by Planning Committee</p> <p>Rural West Ward Parish: Halsall  Application No: 2026/0315/FUL Date Valid: 17 April 2026  Proposal: Two storey extension to front.  Site Location: 176A Renacres Lane, Halsall, Ormskirk, Lancashire, L39 8SQ.  Applicant: Mrs Michelle Luk  Decision Level: Delegated to the Assistant Director of Planning and Regulatory Services for determination unless Member requests consideration by Planning Committee</p> <p>Rural West Ward Parish: Halsall  Application No: 2026/0332/FUL Date Valid: 23 April 2026  Proposal: Demolition of existing attached single-storey garage and erection of replacement attached single-storey garage with ancillary utility room and shower room accommodation, including a modest enlargement to the footprint.  Site Location: 11 Summerwood Lane, Halsall, Ormskirk, Lancashire, L39 8RG.  Applicant: Miss Laura Jackson  Decision Level: Delegated to the Assistant Director of Planning and Regulatory Services for determination unless Member requests consideration by Planning Committee</p> <p>Halsall Parish Council has no comments on any planning applications</p>
	<b>10.2</b>	<b>Any planning applications published on day of the meeting</b> None.
	<b>10.3</b>	<b>To Note Recent Planning Decisions</b>
	<b>11</b>	<b>Finance</b>
	<b>11.1</b>	<b>To approve the <a href="#">schedule of payments May 2026</a></b> Approved.
	<b>11.2</b>	<b>To review the <a href="#">spend to date report April i2026</a></b> Approved.
	<b>11.3</b>	<b>To approve the <a href="#">Bank Reconciliation</a></b> Approved.
	<b>11.4</b>	<b>Independent Review of Bank Balances.</b> Reviewed.

11.5		<b>To note the VAT126 Claim for 2025/26 of £1302.50.</b> Noted.
12.		<b>2025-26 Internal and External Audits</b>
12.1		<b>To accept the report of the Internal Auditor</b> Deferred to June meeting, as reports have not been received.
12.2		<b>To consider an Action Plan for Auditor's Recommendations</b> Deferred to the next meeting.
12.3		<b>To appoint J. O'Donoghue as Auditor for 2026/7</b> Agreed.
12.4		<b>To approve payment of Internal Audit at a cost of £250</b> Agreed.
12.5		<b>To approve the submission of External Auditor's Reports</b>
	a)	<a href="#">Section 1 AGAR Report 25-26</a> Approved.
	b)	<a href="#">Section 2 AGAR Report 25-26</a> Approved.
	c)	<b>Annual Internal Audit Report (AIAR) to External Auditor</b> Deferred to June.
	d)	<b>Bank Reconciliation Report</b> Deferred to June.
	e)	<a href="#">Exercise of Public Rights</a> Approved.
	f)	<b>Variances Report</b> Deferred to June.
13.		To consider a S137 grant application from the SHRA for £500, to help towards the cost of the warm space lunchclub.  Deferred until the June meeting, research to be carried out as to whether the request meets the S137 criteria.
14.		To consider a S137 grant application from The Frogs for £47.50 to cover the cost of a brown bin. Approved.  s137 LGA 1972 local authority may incur expenditure which is in the interests of, and will bring benefit to some or all of its inhabitants.
15.		To approve transfer of Interest to Reserves from: CIL £47.35 Precept £35.95 Total interest received (inc reserves acc interest) £183.25 Approved.
16.		To consider a S137 grant application from Halsall proud & tidy for £500 for the upkeep of public areas in the village. Deferred until the June meeting. The group needs to attend a meeting and give a brief report of work.
17.		To approve quotation for the repair work in St Aidan`s toilets, following the damage to the walls due to damp issues. £728.00 plus vat Approved.
18.		To discuss any email issues councillors are having with the new email addresses.  Ongoing issues: email unreliability, limited website storage, lack of self-service updates, poor usability, outages; security concerns raised. Clerk to email all

		councillors, to check all issues and contact the provider to discuss the problems with both the emails and the website.
19.		To note, Scribe initial payment £537.60 has been paid. Direct debit set up @ £44.40 per month. Noted.
20.		To note. Annual parish meeting to be held on 27th May 2026 at the Memorial hall. Trust meeting to follow at 7.30pm. Agreed
21.		Notice of Information-Only Items Land registration of St Aidan`s is in progress. Summer fair planning is progressing with stalls, entertainment, and sponsorships, more volunteers needed.
22.		<b>Date and time of next meeting</b>
		Next meeting will be 10th June at St Aidans Hall.
		Meeting closed 21.02pm

Draft