

# 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.....

**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 School Foundation Trust (Cllr D. Adams)**

Nothing to report, the next meeting isn't until March 2026.

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

Cllr Noel McCarthy-Thomason reported that the Christmas party had gone very well and that the association has already started planning events for 2026.

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

**7.1 Finance (Cllrs M. Lyons, E. Wright, K. Wright ) Approved.**

The Clerk explained the calculations of the budget and precept Calculation.[2026-2027 Budget Book](#) There is a 24% increase on previous year due to the lose of council grants, increase in wages, S137 donation of £2000 to St Cuthbert's church and a new accounting package.

Precept request For 26/27 of £45048.70 24.38% increase Approved.

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

Cllr T Atlay raised concerns over the parking at St Cuthberts school, this has been an ongoing problem. Cllr Atlay has offered to monitor the situation and photograph dangerous and inconsiderate parking information to be shared with Clerk and LCC L.Graham.

Clerk to check if the camera facing Summerwood Lane is in working order.

**7.4 Flooding (Cllrs E. Wright , D, Adams & R. Brookfield)**

Cllr R Brookfield reported flooding on Summerwood Lane, photographs to be provided to support the Clerk who will write to County Council with relevant information.

**7.5 Healthy Halsall**

No Business.

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

**7.7 Halsall News (Cllr N.Mccarthy-Thomason)**

Noted. Increase to prices for advertising to start on next invoicing run. Cllr N McCarthy-Thomason to provide a new spreadsheet, ensuring the total of new advertising revenue remains under the £5000.00 threshold.

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

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

## **8. Planning applications**

### **8.1 Applications**

2025/1049/FUL Date Valid: 8 December 2025 Proposal: Single storey extension at front side and rear. Site Location: 32 Summerwood Lane, Halsall, Ormskirk, Lancashire, L39 8RJ.

### **8.2 Any applications on the day of the meeting.**

Application No: 2025/1082/FUL Date Valid: 7 January 2026 Proposal: External air source heat pump and enclosure. Site Location: Halsall St Cuthberts C Of E Primary School, New Street, Halsall, Ormskirk, Lancashire. Applicant: The Governing Body Decision Level: Delegated to the Assistant Director of Planning and Regulatory Services for determination unless Member requests consideration by Planning Committee

Rural West Ward Parish: Halsall Application No: 2025/1100/FUL Date Valid: 23 December 2025 Proposal: Variation of conditions 1, 2, 3, 4, 5, 6, 7, 8, 11, 14, 15, 17, 18, 19 and 21 of planning permission 2019/0991/FUL in relation to approved plans, drainage, contamination, traffic management and Ecology. Site Location: Former Fine Janes Farm, Moss Road, Halsall, Southport, Lancashire.

### **8.3 To note recent Planning Decisions**

Decision: Permission in Principle Refused Proposal: Application for Permission in Principle - Residential development up to 4no.dwellings Location: Land North West Of, Heathey Lane, Shirdley Hill, Halsall, Lancashire, L39 2025/0690/FUL

Decision: Planning Permission Granted Proposal: Erection of a wall and gates. Location: Dicconsons Farm, Dicconsons Lane, Halsall, Ormskirk, Lancashire, L39 7HR 2025/0713/PNC

Decision: PNC Details Refused Proposal: Application for determination as to whether prior approval of details is required - Class Q, Agricultural buildings to dwelling houses. Location: Brookside Farm , Carr Moss Lane, Halsall, Lancashire, L39 8SA 2025/0835/PNP

Decision: Prior Notif-Agriculture-Details Approved Proposal: Consideration of Details for Prior Approval - Agricultural storage building. Location: Land North Of Plex Lane , Plex Lane, Halsall, L39 7JY,

### **9.1 To approve the 2026 14 Jan Schedule of payments**

Agreed.

### **9.2 To review the Spend to Date 2026 Jan 14**

Agreed.

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.....