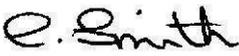


HALSALL PARISH COUNCIL

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 11th March 2026, 7.30pm at Memorial Hall, Cross 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 2026 11 Feb minutes
5.		Discuss and agree on any matters arising from Parish Clerk's Report
	5.1	To note. A request for a quotation for the boarding of part of the loft in St Aidan`s hall. The work cannot be carried out, due to the amount of insulation within the loft void. Storage unit to be discussed at Item 13.
	5.2	Gov. email addresses, contact form from Easywebsites to all councillors, should now have been completed.
	5.3	Spent £120.39 on cleaning materials for St Aidan`s Hall.
	5.4	Spent £64.89 on items required for the kitchen in St Aidan`s to comply with the environmental inspection.
	5.5	To Note. Brief of the rules and regulations of payments as set out in HPC financial regulations.
	5.6	To note progress on HPC Action List . 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) To discuss remuneration for Clerk.
7.3	Traffic and Road Safety (Cllrs N. McCarthy-Thomason, R. Brookfield, & B. Roberts) To note. Clerks report from the visit to the police surgery on 12th February 2026.
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 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.
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 <u>2026 Mar Schedule of payments</u>
9.2	To review the <u>2026 March Spend to date</u> Balances of precept & current accounts are higher than planned. Predicted surplus of £6300.00. To approve. 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 <u>2026 Feb bank rec</u>
9.4	Independent Review of Bank Balances
9.5	To note. £17.19 error on expenses sheet, vat amount had been added to expenses column instead of vat column, amount has been returned.

9.6		Easywebsite Monthly payment has increased due to Gov.uk email addresses from £36.96 to £63.36
10.		Woodland Project (Cllr's D.Adams, T.Atlay, L.Stephenson & P.Barker)
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. It policy- May 2026 Document retention-June 2026 Halsall news- June 2026 Vexatious- Sept 2026 Model financial regs- June 2026
12.		To review the working groups that need to be removed, due to inactivity of business being carried out.
13.		To approve the purchase of storage unit for St Aidans Hall £300.00
14.		To note, the best kept village will not take place this year.
15.		To discuss the HPC Intranet. The removal of items that are no longer required.
16.		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.		To approve purchase of the following items for St Aidans. Microwave £100.00 Utensil holder £12.25 extension lead £38.00
18.		To approve a S137 From HWECC for £500.00 for the purchase of treatment materials for the field.
19		To approve a S19 from Memorial Hall for £180.00. To purchase basic kitchen equipment for the memorial hall.
20.		Notice of Information-Only Items
21.		Date and time of next meeting Next meeting will be on 8th April 7.30pm at St Aidans
Authorised by		
		

Cathy Smith, Parish Clerk	
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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 11th February at 7:30pm at St Aidan`s Hall, Renacres 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 B.Roberts and five members 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 T Atly, Cllr K.Wright & Cllr E.Wright.
LCC L.Graham in attendance

2. Declarations of Interest

Cllr Lesley Stephenson declared interest in Renacres Lane wall construction.

3. Open Forum. Chair proposed change to the agenda.

Item 12. Approved. S137 grant of £500.00 from the Bees & Butterflies. To purchase trees, subject to planning and drainage considerations; planting targeted for 22 March. Appreciation recorded for Bees & Butterflies volunteering.

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

Item 19. Residents letter concerning heat pump installation at St Cuthbert school. Agreed. Parish council to submit a comment requesting reconsideration of location to reduce noise and preserve aesthetics, request thorough noise measurements for any alternative elevation.

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

a). Noted. Traffic/safety: speeding at 60-to-30 mph transitions, were discussed, particularly in Renacres Lane, Halsall Road and New Cut Lane.

b). Noted. Concerned resident has asked the council to look at extending railings by the school close to Bishops walk, for the safety of children and parents/carers.

Ongoing school parking issues; Cllr. T. Atlay, documenting with photos.

Security camera opposite St Cuthberts was decommissioned on 31st May 2025, we await a reply from LLC as to whether it can be reinstated, if not then removed.

Councillor L.Graham confirmed that the council have agreed to paint all road lines at the junction of Summerwood lane and Halsall Road.

Clerk to attend police surgery Thursday 12th February to discuss all speeding issues and school parking.

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

c). Noted. Concerned residents raised the issue of repeated works and current collapse causing large potholes and pooling, causing damage to residents gates. Heavy vehicles contribute silt/debris; residents clearing drains themselves. LCC L.Graham advised reporting via Love Clean Streets app recommended with photos/markers; walking survey and multiple reports encouraged; repairs may take 8–12 weeks.
Conclusion: Persist with app-based reporting and escalate incorrect patching.

d). Noted. Resident raised an issue over an 8-foot wall extending onto the public pathway, enforcement/highways contacted repeatedly without action.
LCC L.Graham advised the resident to escalate to borough councillor Marilyn Westley.

Return to scheduled agenda.

3.1 West Lancs Borough Councillors

3.2 Open Public Forum

7.2 Human Resources.(Cllrs K. Wright, M.Lyons & P.Barker)
Update on Asst clerk vacancy, nothing to report.

4. To confirm and sign the Minutes of the meeting [2026 14 January 2026](#) Approved.

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

5.1 Requested a quote for boarding part of the loft in St Aidans for storage. Agreed

5.2 Noted. Gov. email addresses, three councillors to complete by end of month.

5.3 Noted. £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 Noted. Website updates almost complete, only three councillors to still provide a photograph.

5.5 Noted progress on [HPC action list](#). 3 closed, 6 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) Nothing to report.

6.2 Ormskirk School Foundation Trust (Cllr D. Adams)
Nothing to report

6.3 Shirdley Hill Community Association (Cllr N. McCarthy-Thomason)
Cllr Noel McCarthy-Thomason reported that the hall is due to be decorated by volunteers, with a start date of week commencing 19th February.

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

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

7.1 Finance (Cllrs M. Lyons, E. Wright, K. Wright) No update.

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.

7.7 Halsall News (Cllr N.Mccarthy-Thomason)

Agreed. To begin investigating the bimonthly magazine proposal and to discuss it with the church. The potential for a higher quality magazine at a lower annual deficit was seen as favorable.

Local Government Act 1972 s142, power to provide newsletter.

8. Planning applications

8.1 Applications.

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.

Approval of details reserved by condition no's 9,10 & 11 of planning permission2024/0547/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 Jan2026/Status:Registered.

Certificate of Lawfulness - Use of glasshouses, yard and buildings for B8 Use.and 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

2025/0937/PNP Application for Determination as to Whether Prior Approval is Required forDetails - Erection of proposed construction of a new barn.Application received29 Jan 2026. Validated 2nd Feb 2026.Status: Registered.Ambrose Farm Carr Moss Lane Halsall Ormskirk Lancashire L39 8RY

No comments raised.

8.2 Any planning applications on the day of the meeting.

None.

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

8.3 To note recent Planning Decisions

2025/1005/FUL Decision: Planning Permission Granted
Proposal: Introduction of new Part M compliant disabled access ramp to replace existing access steps and path Location: St Cuthberts Church, Halsall Road, Halsall, Ormskirk, Lancashire, L39 8RG

9.1 To approve the [2026 11 feb Schedule of payments](#)

Agreed.

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

Agreed.

Clerk reported Prior surplus amount of £1250.00 for reserves will be higher, approx £4000.00. Reserves to be earmarked: £1,000 for defibrillators due early 2027, £2,000 toward solicitor costs For Woodland.

9.3 To approve the [2026 Jan 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)

Noted. Complete the constitution, collaboratively review and finalise the CIO application; set a submission timeline.

Plan content for an exhibition at the Summer Fair, prepare clear public guidance on the future plans for the woodland, giving detailed access/safety and project timelines.

Share woodland plans with planning enforcement to confirm required approvals.

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

Cllr B.Roberts left at 20.26pm

11. To Approve annual review of policies & procedures

[2024 reserves policy](#)

[wlbc code of conduct](#)

Other policies as due

It policy- May 2026

Document retention-June 2026

Halsall news- June 2026

Vexatious- Sept 2026

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

13. Noted. A request for a mobile post office.

Haskayne village hall has a post office service on Mondays 11-1pm, a local service deemed non-viable due to low demand and security risks.

14. Noted in item 1.Plaud transcript was used in the meeting 11th February 2026. Plaud has been added to our data protection policy.

15. Noted. Unity Bank Charges to increase monthly fee and reduce interest rate Monthly charge of £6.00 to increase to £7.00
Interest rate of 2.10% to reduce to 1.95

16. Noted.Holly Close flooding and septic tank, no further action to be taken by parish council, LCC have carried out a satisfactory site visit.

17. Agreed. Cllr Ray Brookfield to go forward as our candidate in the ballot for Buckingham palace garden party 12th May 2026.

18. Noted Update on Footpaths from OSS, Ken Sharp

DMMS submitted, now with LC Council. Tension with landowners over footpaths, the process will take time, Council to continue support.

20. Notice of information-only items.

Date & time of next meeting

Next meeting will be on 11th March 2026 at the Memorial Hall, 7.30pm.

Meeting closed: closed 20.54pm

Schedule of Payments									
HALSALL PARISH COUNCIL			February		for		11th March meeting		
Chair	M Lyons		Signed						
Independent			Signed						
Received	Minutes	Bank	Expenditure		Amount	Payee	Notes		
Date	Ref	Date	Category			Use Clerk & Cleaner for FOI redaction			
Changes since last month : Highlighted									
(Manual List) Direct Debits									
	1st Month		Easy Websites (Go Cardless)	63.36	Easywebsites			Monthly	
	3rd Month		Open Space maintenance	320.00	Forshaw			Monthly	
	3rd Month		Printing Halsall News	as claimed	Moulton			Monthly (standard £345)	
	8th Month		National Broadband (Go Cardless)	42.00	Nat Broadband			Monthly	
	9th Month		Electricity	as claimed	Octopus			Monthly	
	15th Month		Open Space maintenance	100.00	Connor			Monthly	
	21st Month		Gas	as claimed	EON			Monthly	
	monthly		Water	as claimed	Everflow			Quarterly	
	last day month		Bank Charges	6.00	Unity			Monthly	
	end of quarter		HMRC Tax & Employers N.I.	as claimed	HMRC			Quarterly	
	end of quarter		Hygiene/waste	102.59	WLBC			Quarterly	
	July		Hygiene/waste	as claimed	Millennium service			Annually (was 269.59)	
	15th October		Information Commissioner	47.00	ICO			Annually (was £35)	
(Manual List) Paid under Delegated Authority (not listed on the Agenda)									
	28th		27 Cleaner Salary	345.72	Cleaner			(Gross salary standard month)	
	28th		21 Clerks Salaries	1,595.13	AG Clerk			(Gross salary standard month)	
	28th		10 Salary Transfer from Trust	646.95	Trust			1/3rd Gross Salaries (0.3333)	
	28th		Window Cleaning	40.00	P Walsh			monthly via Clerk's expenses	
	28th		23 Clerk's Expenses	as claimed	Clerk			monthly	
	28th		15 Cleaner's Expenses	as claimed	Cleaner			monthly	
	28th		23 Member's Expenses	as claimed	as claimed			monthly	
(Automatic Filter) Payments Awaiting Approval									
Date	Minutes / Date	Bank Date		Amount				Payee	

Receipts & Payments 2025/2026 Spend to Date Summary (including Scheduled payments)						
Chair M. Lyons		Date			Signed	
Independent		Date			Signed	
Planned Budget		56,473.00				
Total Income to date		56,546.75				
Total Expenditure to date		48,720.85				
Code	Payments	Budget	Spend to Date	Available	Explanantions /Comments	Centre Totals
21	Gross Salaries	21,918.00	18,743.27	-3,174.73		
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	679.90	-20.10		
25	Staff Training	400.00	0.00	-400.00		
26	Staff Recruitment	0.00	0.00	0.00		23,674.33
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	615.34	-184.66		
56	Spids	300.00	0.00	-300.00		
57	Maintenance of open spaces	4,500.00	3,830.00	-670.00		
58	New Defibrillator Pads	300.00	239.00	-61.00	Pads from here. Cabinets from Reserves	5,946.92
15	Reserves/grants	0.00	696.30	696.30	Approved additional spends from Reserves - Defibs	
61	Electricity	800.00	565.33	-234.67		
62	Gas	1,100.00	573.06	-526.94		
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	66.00	-44.00		6,177.48
72	Cleaning supplies	300.00	166.23	-133.77		
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	4,034.88	1,034.88		
82	S19 (only MH)	1,120.00	315.00	-805.00		
83	S142 Halsall News	4,300.00	3,461.00	-839.00		
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	8,194.11
89	Best Kept Village	0.00	0.00	0.00		3,848.28
Payments to date inc Scheduled		56,473.00	52,569.13	-3,903.87		26,527.28
Less CIL			48,720.85			76,728.89
Difference (should be zero)			0.00		Pivot analysis same as Payments	
Code	Receipts	Budget	Rec'd to date	More/Less	Explanations for surplus	
10	MH Refund Salary Costs	7,233.00	6,975.46	-257.54		
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	4,940.00	940.00		
17	Refund/Transfer from MH	0.00	425.00	425.00		
18	Interest Received	750.00	676.75	-73.25		
19	Other Income	0	292.19	292.19		
119	Halsall News Adverts	3,200.00	2,206.00	-994.00		
126	VAT Refund	2,200.00	3,291.35	1,091.35		
Receipts to date inc Scheduled		56,473.00	61,625.00			
Less CIL			56,546.75			
Difference (should be zero)			0.00		Pivot analysis same as Receipts	
		3,194.00				

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 grants 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 Bank Transfer (BACS), not cash or cheques.
- Applications and decisions will be recorded in the Parish Council Minutes which are available on the council website, disclosable under the Freedom of Information Act and may also be published in the Halsall News parish magazine.
- Applications should be made in writing to clerk@halsallparish.gov.uk
- Applicants must attend the Parish Council meeting to present their application and answer any questions.
- Please include the following information.

1.	Name of the Group: Halsall Cricket Club
2.	Short Description of the Aims of the Group: To provide sporting facilities for the people of Halsall and in doing so maintain the grass surfaces.
3.	Contact Details: Name, address, email, telephone number: Club Secretary: Steve Briggs. Tel: 07922 735750 email: secretary@hwecc.uk
4.	Is this a Registered Charity? No Registration Number N/A
5.	Outfield repairs and renovation. Please see attached sheet for full details.
6:	Amount of Grant: £500
7.	Identify the benefit to some or all of the residents of Halsall: To preserve the grass surface and provide a safe and visually attractive green for all end users.
8.	Bank account name: Halsall West End Cricket Club Sort code: 09-01-54 Account number: 3061 3482

Thank you for your consideration in this matter,
Steve Briggs