# HALSALL PARISH COUNCIL

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 9th September 2026, 7.30pm at St Aidans hall, Halsall.

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| **1.** | | | **Introductions and Apologies for Absence** |
| | **1.1** | | Plaud to transcribe meeting |
| **2.** | | | **Declarations of Interest** |
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| **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 8th July 2026**<br>**No business in August due to council break.** |
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| **5.** | | | **To discuss and agree on any matters arising from Parish Clerk's Report.** |
| | **5.1** | | HPC Action list |
| | **5.2** | | Ink & paper purchased £54.49<br>A4 Punch pockets and laminating pockets £11.98<br>2 x Four way utility key £7.98<br>Clerk to claim on expenses. |
| | **5.3** | | Wallpaper in the small vestibule at St Aidans has been repaired and is ready for painting. Cost £35.00 |
| **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) |
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| | **6.2** | | **Ormskirk School Foundation Trust** (Cllr D. Adams) |
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| | **6.3** | | **Shirdley Hill Community Association** (Cllr N. McCarthy-Thomason & D.Adams) |
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| **7.** | | | **To receive reports from Working Groups and agree any actions arising;** |

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| | 7.1 | | **Finance** (Cllrs M. Lyons, P. Barker)<br><br>To note that Employers and Unions have agreed a 2026/27 pay deal for all local government employees.<br>Pay awards and backpay are due from 1st April 2026.<br>Clerk salary increased from £18.35 to £18.96<br>Asst Clerk from £15.31 to £15.82<br>Cleaner from £13.47 to £13.92<br>Monthly wage cost has increased from £1914.43 to £1942.28<br>Monthly contribution from Trust will increase to £647.43 |
| | | **a.** | To discuss the increments for 2026. |
| | 7.2 | | **Human Resources** (Cllrs M. Lyons, P. Barker & T.Atlay) |
| | | **a.** | To note the resignation of Cllr E Wright. WLBC have been informed and approved the Election Notice.<br>Advertise position of councillor vacancy on website and social media. |
| | | **b.** | To approve. Assistant clerk has requested a two week holiday from 6th September.<br>Clerk to request one weeks holiday from 27th September 2026. |
| | | **c.** | To approve four hours overtime for the cleaner, due to the halls being used over the bank holiday £55.68 |
| | 7.3 | | **Traffic and Road Safety** (Cllrs N. McCarthy-Thomason, R. Brookfield, B. Roberts, P.Barker & T.Atlay) |
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| | 7.4 | | **Halsall News** (Cllr N.McCarthy-Thomason) |
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| **8.** | | | **Planning Applications** |
| | **8.1** | | **Applications** |
| | | | Application No: 2026/0591/FUL Date Valid: 23 July 2026<br>Proposal: Retention of caravan for use as ancillary family accommodation and occasional use as an 'Air B and B'.<br>Site Location: 90 Segars Lane, Halsall, Southport, Lancashire, PR8 3JG.<br>Applicant: Mr Neil Howard<br><br>Application No: 2026/0636/FUL Date Valid: 4 August 2026<br>Proposal: Installation of roof mounted solar panels<br>Site Location: Halsall St Cuthberts C Of E Primary School, New Street, Halsall, Ormskirk, Lancashire.<br>Applicant: The Governing Body |
| | **8.2** | | **Any planning applications on the day of the meeting.** |
| | **8.3** | | **To note recent delegated decisions.**<br><br>Application: 2026/0491/LDP Decision: Cert of Lawfulness (PROPOSED) Permitted. Proposal: Single storey side extension<br>Location: 1 Linaker Drive, Halsall, Ormskirk, Lancashire, L39 8SB<br>Applicant: Ms Ellie Wright<br><br>Application: 2026/0463/FUL Decision: Planning Permission Granted |

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| | | | Proposal: Removal of agricultural occupancy condition imposed on planning permission 1980/0426.<br>Location: Croft End Bungalow, Plex Lane, Halsall, Ormskirk, Lancashire, L39 7JY<br><br>Application: 2026/0572/FUL Decision: Planning Permission REFUSED<br>Proposal: Proposed single-storey side extension to existing property with a pitched roof. |
| **9.** | | | **Finance** |
| | **9.1** | | **To approve the 2026 schedule of payments** |
| | **9.2** | | **To review the HPC spend to date Aug** |
| | **9.3** | | **To approve the HPC Aug bank rec** |
| | **9.4** | | **Independent Review of Bank Balances** |
| | **9.5** | | To Approve the audit action plan |
| | | **a.** | To discuss the Cyber Insurance policy recommended by the internal auditor. |
| | **9.6** | | To note the satisfactory result of the external audit and the publication of the Public Notice of the Conclusion of the Audit on 4/9/2026 for 30 days. |
| **10.** | | | **Woodland Project** (Cllr`s D.Adams, T.Atlay, L.Stephenson & P.Barker) |
| **11.** | | | To approve the CIL payments to the Trust as follows:<br>£1250.00 for the repairs to the potholes on the car park.<br>£348.00 for the painting of the railings at the Memorial Hall.<br>There aren't any VAT implications on the payments. |
| **12.** | | | To approve the transfer of the interest received from the precept and cil accounts into the reserves account.<br>Precept £48.78<br>Cil £37.68<br>Total £86.46 |
| **13.** | | | To consider a payment for Bees and butterflies<br>Application for a Certificate of Lawfulness for proposed development (to establish whether planning permission is needed for Halsall Nature Walk) there is a fee attached to the submission. Standard fee is £245.50. Fee is reduced to £77.25 if the application is made "on behalf of" the Parish Council. |
| **14.** | | | To approve payment of £100 for Canva for Halsall parish news. |
| **15.** | | | To approve the annual membership for SLCC for clerk at a cost of £200.00. |
| **16.** | | | To start planning for Remembrance Sunday. WLBC Event plan has been submitted. |

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| **17.** | | | To suspend FR 5.9 to obtain 3 quotes for Traffic Management services, propose using Kays Traffic Management again at approximate cost of<br>To set a budget for the community event after the Ceremony, suggest £500.00 |
| **18.** | | | To purchase poppy wreaths from British Legion at a cost of £100.00 |
| **19.** | | | To consider S137 from Memorial trust for the Halloween and Christmas events. |
| **19.** | | | **Notice of Information-Only Items** |
| **20.** | | | **Date and time of next meeting** |
| | | | Next meeting will be on 14th October 7.30pm at the Memorial Hall. |
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Authorised by

C. Smith

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.

Outlook

## Re: Agenda

**From** cllr.e.wright@halsallparish.gov.uk <cllr.e.wright@halsallparish.gov.uk>
**Date** Sat 2026-08-29 1:49 AM
**To** clerk@halsallparish.gov.uk <clerk@halsallparish.gov.uk>; adams david <cllr.adams@halsallparish.gov.uk>; assistantclerk@halsallparish.gov.uk <assistantclerk@halsallparish.gov.uk>; atlay tim <cllr.atlay@halsallparish.gov.uk>; barker paul <cllr.barker@halsallparish.gov.uk>; brookfield ray <cllr.brookfield@halsallparish.gov.uk>; cllr.ferguson@halsallparish.gov.uk <cllr.ferguson@halsallparish.gov.uk>; lyons mary <cllr.lyons@halsallparish.gov.uk>; robertd beth <cllr.roberts@halsallparish.gov.uk>; stephenson lesley <cllr.stephenson@halsallparish.gov.uk>

To the Parish Clerk/Trust Secretary,
Dear Cathy

Please will you put on the Agenda for the Sept 2026 meeting, the following two proposals:-

- The Council agrees to implement the NJC guidelines to award to the Parish Clerk/Trust Secretary, Mrs C Smith, an annual increment, wef 01/07/2026 to scale point 25, following six months' probation being satisfactorily completed. Arrears of salary at point 25 to be backdated to 01/07/2026.
- The Council agrees to implement the NJC guidelines to award the Assistant Parish Clerk, Mrs S Donnely, an annual increment wef 01/10/2026 to scale point 15, subject to six months' probation being satisfactorily completed by the middle of Sept 2026

Dear Councillors,
The Parish Clerk/Trust Secretary was interviewed and officially offered these posts on 02/01/2026 under the scale points 24-27,although she had been doing both these jobs for some months prior to this.
The Assistant Parish Clerk/Assistant Trust Secretary was appointed 16/03/2026 on scale points 14-17

- The budget was costed taking these two incremental progression costs for the Parish Clerk/Trust Secretary and the Assistant Parish Clerk/Assistant Trust Secretary into account in addition to costing in the annual pay award.
- Halsall Parish Council's and the Trust's policy for their employees comes under the core 'Green Book' terms as follows:-.

*Under the National Joint Council (NJC) "Green Book" terms for local government and school services, increments—known as Spinal Column Point (SCP) progression—are governed by standardized national rules alongside local adjustments. [1, 2]*

***Core NJC Rules for Incremental Progression***

- ***Annual Progression:*** *Employees automatically advance by* ***one salary increment (SCP) on April 1st each year*** *until they reach the maximum pay point allocated to their job grade. [1, 2]*

- ***The Six-Month Rule:*** *New starters or internally promoted staff who take up their post between October 1st and March 31st do not receive an increment on April 1st. Instead, they receive their first increment exactly* ***six months after their start date****, shifting to the standard April 1st cycle in subsequent years. [1, 2]*

- ***Maximum Grade Ceiling:*** *Once an employee reaches the top SCP of their specific grade, incremental progression stops. Future salary increases are solely dependent on the nationally*

| HALSALL PARISH COUNCIL<br>Internal Audit Report 2025-2026 | | | |
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| **Internal Control Objective** | **Testing** | **Recommendation** | **Outcome (2026-2027) testing) by IA** |
| A. Appropriate accounting records have been properly kept throughout the year. | **A1**. The accounting system in use is Google which does not enables the production of the Annual Accounting Statement and regular bank reconciliations and is not sector specific.<br>**A2**. The council's accounting records are accurate, up to date and well maintained. | **1.** The Council uses Google sheet cashbook and it is recommended that the Council uses sector specific accounting software. It is anticipated that this will become obligatory within the next 2 years and Council is recommended to consider implementing this with immediate effect. | The Council implemented the Scribe Accounts package with effect from 1st April 26 |

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| B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for. | **B1**. The Council has in place a set of Financial Regulations and Standing Orders and these have been subject to regular review.<br>**B2**. Standing Orders and Financial Regulations specify the same tender thresholds.<br>**B5**. The Council has approved the payments in accordance with the requirements of its Financial Regulations.<br>**B6**. The Council has in place effective controls on the making of payments. This should include the need for two signatures however it is not clear whether dual authorisation of online payments is in place. **B5**. The Council has approved payments in accordance with the requirements of its Financial | **2.** Recommended the date of approval and minute references of both the Finance Regs and Standing Orders is added to the policy document and published on the website.<br>**3.** It is recommended that the Council make arrangements for dual authorisation of online payments. | The date of approval and minute reference have been added to the Fin Regs and Standing Order documents on the website (13 May 2026 Item 6.1)<br><br>Arrangements have been made for the dual authorisation of online payments. |

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| | Regulations. | **4.** A suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation and applied to all invoices.<br>**5.** Grants awarded should be accompanied by paperwork from the appropriate organisation to confirm that the funds have been received and used for the intended purpose.<br>**6.** A parish council that does not hold the General Power of Competence should ensure that the statutory power authorising each item of expenditure is clearly evidenced within the payment schedule, minutes, or supporting reports, in order to demonstrate that the council is acting within its legal powers and to | A bank transaction sheet is attached to each online payment. This lists the authorisation details for the payment.<br>A Grants Policy is to be implemented. Organisations receiving grants will be required to submit appropriate documentation to confirm that the funds have been applied for the purposes intended.<br>Approval for each item of expenditure is recorded in the Council minutes.<br>The minute reference is recorded against the item of expenditure in the Scribe Accounts package. |

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| | | provide a clear audit trail. | |

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| C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these. | **C1**. It is not clear whether the council has carried out a risk assessment during the audit year.<br>**C2.** I have been provided with minute reference where the risk assessment was approved Reference item 6.5 14.5.2026. It is not clear whether a risk assessment was carried out during the audit year 1st April 2025 to 31st March 2026. The risk assessment available on the website is dated 21/07/2024. | **7.** The Council should consider adding cyber security to the insurance schedule. | The Council employs an external company to manage and maintain its website and intranet and is covered by the company's insurance. |
| D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate. | **D1**. The Council prepared and formally approved a budget for the year prior to the setting of the precept.<br>**D2**. The Full Council has considered, approved and adopted the annual precept, for the year subject to internal audit, prior to the statutory deadline of 1st March.<br>**D4**. The Council has reviewed budgetary reports however there is no evidence that significant variances have been subject to detailed query/review.<br>**D5**. The precept received during the year agrees to the precept raised by the council.<br>**D6.** The precept received during the year agrees to central government records. | **8.** The reports and variances should be published on the website or explained within the minutes. | A commentary explaining significant variances will be provided with the monthly budget report (Spend to Date Report). This document is included within the Council minutes.<br>Significant variances from budget are explained at each meeting by the Parish Clerk and Assistant Parish Clerk. |
| E. Expected income was fully received based on correct prices, properly recorded and banked; VAT appropriately accounted for. | **E1.** VAT was appropriately accounted for. | | |

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| F. Petty Cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for | **N/A** | | |

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| G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied. | **G1**. A formal employment contract is in place for staff.<br>**G2**. Staff salaries, gross pay due is correctly calculated in accordance with contract terms and conditions.<br>**G4**. The council has submitted RTI returns to HMRC and made payments due as required.<br>**G8**. The Council has submitted returns . | | |
| H. Asset and investment registers were complete and accurate and properly maintained. | **H1**. The Council is maintaining a formal asset register which is updated with any additions or disposals during the year.<br>**H2**. The Council has not got in place a process for the regular physical verification of its assets. | **9.** The Council should carry out a physical verification of the assets included within the assets register | The Council is to implement a process for the regular physical verification of its assets |

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| theI. Periodic bank account reconciliations were properly carried out during the year. | **I1**. Bank reconciliations are prepared regularly, for all Council bank accounts.<br>**I2**. It is not clear whether bank reconciliations are subject to independent review by members and that they are signed and dated as evidence of this review. | **10.** A member, other than the Chairman, should be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member should sign the reconciliations and the original bank statements (or similar document) as evidence of verification and check against bank statements. It is recommended that this is completed outside of a meeting in order to give due consideration. | A member of the Council currently independently checks the bank reconciliations and sends an email verification that this has been done. This is noted and recorded at each Council meeting.<br>In future, the member will sign the bank reconciliation produced by the Scribe Accounts package, together with the bank statement. This will be done prior to the Council meeting. |

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| K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt. | **N/A** | | |

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| L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with any relevant transparency code requirements | **L1**. The Council has published, for the prior financial year, all the information as required by the Transparency Code 2015 as follows:<br>(a) Location of public land and building assets<br>(b) 5 years' AGARs<br>**L2**. The Publication Scheme is available on the website: Freedom of Information Act 2000 (FOIA): Requires a Publication Scheme and access to information on request. | | |
| M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations. | **M1**. 'he date of the announcement of public rights was ropriately made. | **11.** It is recommended that the Council formally approve the dates for the Period for the Exercise of Public Rights following receipt of the IA report and signing of Section 1 and 2 of the AGAR at a full council meeting. | This was fomally approved at the May 26 Council Meting (Minute 12.5) |
| N. The authority complied with the publication requirements for the prior year AGAR. | **N1.** The Council published the Annual Governance Statement on its website together with the Accounting Statements on the website within the proposed timescale<br>**N2.** The Council published the External Auditor report on its website together with Notice of Conclusion of Audit on its website. | | |

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| O. The authority has complied with laws, regulations & proper practices relating to digital and data compliance. | **O1.** There is a published IT policy available on the website in accordance Which complies with Assertion 10 as specified in the SAPPP Practitioners' Guide 2025.<br>**O2.** The council holds a generic email address. | **12.** No specific testing has been carried out to ensure the website complies with WCAG 2.2 AA. | Compliance testing against WCAG 2.2 AA is carried out regularly. It was last tested on 29th June 26 by Easy Websites Ltd. The relevant statement can be found by scrolling to the end of the Halsall Parish Council website under 'Accessibility Statement' |
| P. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee | **P1.** The Council met its responsibilities. | | |

# 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 or 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 clerk@halsallparish.gov.uk

Please include the following information.

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| 1. | Name of the Group:<br>Halsall war memorial Trust |
| 2. | Short Description of the Aims of the Group:<br>The aims of the group are to:<br><br>The event aims to bring together residents of all ages for a day of entertainment, community engagement, and family-friendly activities. Our objective is to strengthen community spirit, encourage social inclusion, and provide an affordable event that everyone in the parish can enjoy. |
| 3. | Contact Details: Name, address, email, telephone number:<br>Cathy Smith<br>Trust Sec<br>Memorial Hall<br>Halsall<br>Cross lane. 07702812512 |
| 4. | Is this a Registered Charity? Yes  Registration Number 521111 |
| 5. | Purpose of the Grant:<br><br>To pay for:<br>Party games, materials, decorations,food, drinks and entertainment. |
| 6: | Amount of Grant: £500.00 |

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| 7. | Identify the benefit to some or all of the residents of Halsall:Provide opportunities for local groups, charities, and businesses to engage with residents.<br>Promote volunteering and community participation.<br>Create a safe, welcoming environment for families and older residents. |

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| 8. | Bank Account, name, sort code, account number<br>Name of Account: Halsall war memorial & playing fields<br>Name of Bank: Unity<br>Sort Code: 60 83 01<br>Account number: 20468606 |