

# HALSALL PARISH COUNCIL

## NOTICE OF PARISH COUNCIL MEETING

Members of the Council are summoned by the Chair to attend the Meeting of Halsall Parish Council on Wednesday 11th January 2023 at 7.30 p.m. at St Aidan's Village Hall, Renacres Lane, Halsall.

1. Introductions / Apologies for absence
2. Declarations of Interest
3. Borough Councillor's Report followed by Open Forum for 15 minutes for matters raised by members of the public for Councillors to respond .
4. To confirm and sign the Minutes of the meeting held on 14<sup>th</sup> December 2022 as a correct record.

### **5 Halsall Parish Clerk**

5.1 Following the resignation of David Bond from his post as Parish Clerk to the Council wef 30/11/2022, **to appoint an Acting Parish Clerk**, until a permanent replacement is found.

5.2 To discuss and decide on the **timetable for advertising** and appointing a permanent Parish Clerk.

5.3 To discuss and decide on commissioning the Human Resources Working Group to

a) Draw up a **job description and draft advertisement** for the permanent post for discussion and agreement in the February HPC meeting

b) Draw up **an expenses claiming policy** for Halsall Parish Council employees and Councillors for discussion and agreement in the February HPC meeting

5.4. Parish Clerk's report replaced by a report from the Chair.

### **Representatives to outside bodies**

6. To receive reports from the following representatives and discuss and decide upon any actions arising:

6.1 Lancashire Association of Local Councils – Cllrs. R Brookfield, J Ridley and E Wright

6.2 Moss Alliance – Cllr. E Wright

6.3 Ormskirk School – Cllr. A Timon

6.4 Healthy Halsall – Cllrs. R Brookfield, M Schofield, J Ridley and M Lyons - To include feedback following the review of business communication and working practices between Parish Councillors, staff and residents of Halsall with a view to improving health and wellbeing for all.

## **7. Planning Applications:**

**WLBC website search of Planning Apps for week beginning 05/12/22. None subsequent to the one below in December 2022**

7.1 2022/1266/FUL aka PP-11716499

Received 28/11/2022

Validated 08/12/2022

Meridien Cottage 10, Halsall Lane, Halsall

Proposal Single storey extension to the rear of the building with modifications to existing dormer windows to enlarge 2 no. bedrooms.

## **8. Working Groups**

8.1 To receive reports from the following Working Groups and discuss and decide upon any actions arising and **appointment** of any additional Councillors wishing to join any of these groups:

8.2 Finance - Cllrs. E Wright, A Timon and M Schofield including appointment of Cllr Keith Wright to this group.

8.3 Flooding – Cllrs. E Wright and A Timon

8.4 Traffic and Road Safety Working Group – Cllrs. K Pyne, R Brookfield, D Corfield

8.5 Energy Saving – Cllrs. M Lyons, J Ridley

8.6 Human Resources Working Group – Cllrs. A Timon, K Wright, M Lyons, M Schofield.

8.7 Entertainments – Cllr M Schofield

8.8 Building and Estates- To **discuss and decide** whether to appoint an Executive Committee with a brief to define Terms of Reference going forward for buildings/estate management. **If agreed**, to appoint Councillors to this group.

## **9. Building and Estates**

9.1 **To discuss and decide**, following reports received about St Aidan's Hall's leaking roof and loose floorboards, together with other minor issues, whether

a) to **commission** the Acting Parish Clerk, together with a Building and Estates Committee (if appointed) to

b) **obtain** quotes for any essential repairs.

c) **action** the remedial work

It is anticipated that any essential infrastructure repair will qualify for CIL capital funding

## **10. Disabled Slope at St Cuthbert's Church**

10.1 To **further discuss and decide** what action to take following an update by Councillor Brookfield about any appropriate grants which HPC can apply for on behalf of the PCC for the disabled slope at St Cuthbert's Church.

## **11 Application for co-option to fill vacancy on Halsall Parish Council**

- Councillor Brian Young resigned from Halsall Parish Council, St Cuthbert's Ward, in December 2022. WLBC has been informed and a public notice has been displayed

- An application for co-option has been received from Mr Noel McCarthy-Thomason accompanied by a resume of his experience.

11.1 To **discuss and decide** whether to co-opt Mr Noel McCarthy Thomason to serve as a Parish Councillor representing St Cuthbert's Ward, Halsall

11.2 To **discuss and decide** upon an appropriate leaving gift for former Councillor Brian Young, in grateful recognition of his long and valuable voluntary service to the Council.

## **12 NALC Civility and Respect Project**

[Civility and Respect Project \(nalc.gov.uk\)](http://nalc.gov.uk)

12.1 To **discuss and decide** upon the Proposal by Cllr Ridley for Halsall Parish Council to take the [Civility and Respect Pledge](#)

## **13. Finance:**

13.1. To approve Schedule of Payments.

13.2. To receive Financial Statement for December 2022 and confirm that the bank balance shown in the accounts agrees with the balance on the bank statement.

13.3. To receive Q3 budget/actuals statement and confirm that it agrees to the 9 months' spend of HPC (April-Dec 2022)

13.4. To receive the proposed budget for 2023/24 and **discuss and decide** whether it will be used as the basis for the Precept Calculation to be submitted to WLBC by mid-February 2023.

**14 Date and time of next meeting:** Wednesday 8<sup>th</sup> February 2023 at 7.30 p.m. at Halsall War Memorial Hall, Halsall Road, Halsall.

Signed

Elizabeth Wright

Chair Halsall Parish Council

**NB:** 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 any behaviour considered to be 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.