

# HALSALL PARISH COUNCIL

Minutes of the Meeting of Halsall Parish Council held on  
Wednesday 12th July at 7.30 p.m. at St Aidan's Hall, Renacres Lane, Halsall.

**PRESENT:** Cllr. E Wright (Chair), Cllr. M Lyons, Cllr K Wright, Cllr N McCarthy-Thomason, Cllr. K Pyne, Cllr M Schofield, Cllr. R Brookfield, C Pyne (Clerk), and 5 visitors.

## **01/07/2023 Introductions / Apologies**

Apologies were received from Cllr. J Ridley, Cllr. A Timon and Cllr B Roberts, and were accepted.

## **02/07/2023 Declarations of Interest**

Cllr Wright declared an interest in Item 20 and did not participate in the discussion or voting.

## **03/07/2023 Borough Councillor's Report followed by Open Forum for 15 minutes for matters raised by members of the public for Councillors to respond to.**

No Borough Councillors attended the meeting.

A resident asked if there was an explanation for the continuing and varied road restrictions on Birkdale Cop. Temporary lights are in different positions, working and not, the length of the temporary 30mph seems excessive leading to conflict between drivers restricting their speed and others who see no reason not to utilise the road to full 60mph limit. The Clerk agreed to contact LCC Highways for details of the Temporary Traffic Regulation Order or possibly Sefton Highways as it is Sefton Council development and Birkdale Cop is the boundary between LCC and Sefton.

A resident asked about the excessive car parking on pavements throughout the parish, obstructing pedestrian's safe right of way. Cllr Pyne agreed to gather more details and investigate.

## **04/07/2023 To confirm and sign the Minutes of the meeting held on 14th June as a correct record.**

The Minutes were previously circulated with the Agenda. Agreed. Signed as a correct record.

## **05/07/2023 Annual Governance and Accountability Return (AGAR)**

The External Auditor advised that not all of the AGAR documents had been uploaded to the website. These needed to be uploaded and the "clock" restarted on the 30 day inspection period. The inspection period is now 5th July to 15th August. Work was completed the same day. Duly noted by the Council.

## **06/07/2023 Discuss and Agree on any matters arising from Parish Clerk's Report**

There were no new matters arising from the Clerk's report.

## **07/07/2023 Receive reports from Representatives and discuss and decide upon any actions arising.**

Lancashire Association of Local Councils – The Clerk will attend the meeting on Thursday 13th July.  
Ormskirk Academy – Cllr. Timon is on holiday, and will report at the next Council Meeting.

## **08/07/2023 Reports from Committees & Working Groups**

8.1 St Aidan's Management Committee

Committee meeting was held on 3rd July. Cllr McCarthy-Thomason gave a verbal update on progress with items not included on this Agenda.

- BT/Openreach want £1000 to install a new telephone pole as the Hall is too far from the last pole in the village. It was agreed that the Council is not prepared to pay this. Other options will be investigated; a wireless dongle, speaking to ex-BT engineers about other solutions, investigating rural grants for access to broadband.
- Redecoration in the Kitchen should be completed this week. It was agreed to purchase some additional paint for the WC.
- Plan to install the screen and projector in the next week or two.
- The fridge is erratic and leaking water all over the kitchen floor. It was proposed and agreed to allocate £150 from CIL for a domestic fridge.

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Financial items from the Committee requiring Council approval ( over £250 delegated spending)

- 8.1.1.Purchase two electrical hand dryers at a cost of £300
- 8.1.2 Purchase Baby Changing table at a cost of £250
- 8.1.3 Purchase ceiling speakers and an amplifier at a cost of £300  
These were agreed as necessary infrastructure improvements to the hall for the benefit of all Halsall residents who use the Hall and therefore to fund them from the CIL budget.
- Arrange an Annual Contract with Millennium Hygiene at a cost of £99 p.a for feminine hygiene bin service. Same contractor as for the Memorial Hall.
- The Council noted the Committee's decision to increase the hourly hire rate to £10 and the discount rate to £7. The hire rates had not changed since 2014.

## 8.2 Finance

The Chair and Clerk are working on changing the expenditure codes to create cost centres and match budget items to the cash book entries using the same code. This will make it easier to automatically report on expenditure to date.

## 8.3 Human Resources

Still finalising the contract of employment documents.

## 8.4 Transport and Road Safety

- Maps and Drawings were presented showing the changes planned for Four Lane Ends, following questions asked on the Village Facebook forum.  
LCC plans to have the work completed within 2/3 months from the beginning of June.  
Cllr Pyne will ask for an update at the end of July.
- The Renacres Lane postbox has been moved to Morris Lane, stopping cars from parking at the junction.
- Shirdley Hill residents CCTV captured evidence of a driver doing wheel spins at the village green junction. A VRN has been passed to the Police. Residents were advised to contact the Road Safety Partnership directly, not through the Council, for greater effect.
- Correspondence with the Road Safety Partnership has confirmed that speeding on Heathey Lane is a problem again and the camera van will make more visits especially in the morning.
- Expecting Mark Brown's campaign on the Solar Powered speed sign on New Street will be successful and it will be replaced in July.

## 8.5 Flooding

Waiting for another flooding event on Summerwood Lane to capture the extent of the flood water and its relation to road drains.

## 8.6 Healthy Halsall

Nothing to report .

## 8.7 Planning and Development

Nothing to report.

### **09/07/2023 Planning Applications:**

9.1 Applications - no comments suggested for

- 58 New Street, Listed consent for a replacement roof.
- Malt Kiln Barn, Certificate of Lawfulness to increase residential curtilage.  
Received after the Agenda was published

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- 20 Gregory Lane, single rear extension and internal changes

## 9.2 Decisions

Planning applications approved by WLBC (to track the results of applications and to inform residents).

- Gesterfield Barn, Removal of 7 trees in conservation area
- 59 Carr Moss Lane, new vehicular crossing
- Ollery Barn, new car port and ancillary sheds

Allowed on Appeal

- 104 Renacres Lane, removal of Agricultural Tenancy.

### **10/07/2023 To Review Requirements and Contract for Open Space Maintenance**

Items to be included in the Ancillary locations list (Part 3) were discussed and Agreed.

Item 1 Canalside. No, it is not the Council's land, the Council will support HPAT's work.

Item 2 Coffin Rest. No, it is not the Council's land, the Council will support HPAT's work.

Items 3 and 15. Yes, Wooden Bus Shelters to be kept clean and treated with Cuprinol

Items 4,7,8,9,10. Council Notice Boards on residents property. Council to ask if residents will maintain bushes, hedges, grass etc around the noticeboard for a small annual fee.

Item 5 St Aidan's Hedges, Gutters and Car park, Yes, this is a large job, needs a contractor.

Items 6 and 13. On village green , FROG have agreed to maintain these.

Items 11,12 and 14 have been previously agreed to be in Parts 1 and 2 of the specification.

Clerk to inform Groundworks contractor of change to specification.

### **11/07/2023 Note Reduced cost of Planning application ( £181 instead of £231)**

WLBC previously advised that the Planning fee would be £231 but their new website calculates the cost as £181. Paid and submitted.

### **12/07/2023 To Discuss and Agree on holding a Parish Volunteer Event**

It was agreed that due to other commitments it is not possible to hold an event in school holidays. The event will be deferred to the Autumn this year and try a soup and roll style refreshments.

### **13/07/2023 To Discuss and Agree on a Letter to School Governors**

It was agreed to send the final draft. Cllr Schofield and Lyons were thanked for their work on this.

### **14/07/2023 To Consider and Approve a Reserves Policy**

The Clerk explained the need to have a policy which defines how and why the Council will hold money in the Reserves account. It is best practice guidance in the Audit standards. Spending and saving in reserves will be approved through Agenda Items. Items that should be Reserves were suggested and these will be actioned, as part of the preparations for 2024/5 budget.

### **15/07/2023 To Invite Ashley Doyle MP to hold local Surgery**

It was Agreed to invite the local MP to hold surgery in Village halls at no cost.

### **16/07/2023 To Consider a Demonstration of Scribe Parish Council Financial System**

Our potential new Internal Auditor has advised against purchasing Scribe for our scale of Parish Council,

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## **17/07/2023 To Discuss and Agree on Performing Rights Licence**

Cllr McCarthy-Thomason agreed to research the potential costs for St Aidan's and Memorial Hall. Likely to be different as one is a Charity, the other is Local Authority property.

## **18/07/2023 To Consider appointing a Village Handyman**

It was agreed that a local contractor who could supplement the work of volunteers to complete small ad-hoc fixes and repairs would be beneficial. To be paid through invoices. Cllr McCarthy-Thomason to progress.

## **19/07/2023 to Purchase a Samsung A4 mobile phone at a cost of £90 plus £10 month SIM contract**

Agreed to purchase a mobile phone for the Clerk which can be handed over for business continuity ( e.g. loss of internet and landlines in Shirdley Hill area for 6 days in June) and for holiday cover.

## **20/07/2023 To Approve Chair's Annual Allowance**

It was agreed to pay the Annual Allowance of £200.

## **21/07/2023 To consider Changes to Clerk's Contract of Employment**

New duties are being implemented ; clerking for a sub-committee and weekly management of SPID data. It was agreed to include these in the proposed contract of employment. These are higher priority, time critical activities which will delay other lower priority work. It is too soon to assess the impact. The Clerk has introduced a timesheet to record activities. This can be assessed at the next annual appraisal.

## **22/7/2023 Finance**

22.1 The Schedule of Payments was Agreed.

Direct Debit for water has been changed to annual direct debits, too much clerical work for 24 monthly payments only totalling £250 per year.

Two future payments ; Millennium Hygiene annual contract for £99 and LALC/NALC annual subscription of £412.

22.2 The Financial Statement for the end of May 2023 was presented.

22.3 The Chair confirmed that the bank balances were correctly reported in the Cash Book Reconciliation.

## **23/06/2023 Advance Notice of Information-Only Items**

Cllr Brookfield reported that he was unhappy that his letter in the Halsall News was shortened at the request of the Church. It is the agreed process that the Editor will consult with the Church and the Parish Clerk over any likely contentious articles. It is now a conflict of interest that the Editor is also the Parish Clerk so a new Editor is taking over from September. There were technical difficulties with the July/August edition so it was not possible to circulate the draft version to contributors before it was sent for printing. That was unfortunate and the Editor apologises to Cllr Brookfield as he should have been given the opportunity to withdraw the article, if he was not happy with the edited version.

## **24/06/2023 Date & Time of Next Meeting**

Date and time of next meeting: Wednesday 13th September at 7:30 pm at Memorial Hall.  
( No meeting in August) .

Meeting Closed 9:00pm.

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Signed:

Chairman

Date:

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