

HALSALL PARISH COUNCIL

NOTICE OF PARISH COUNCIL MEETING

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 14th February 2024 at 7.30 p.m. at St Aidan's Hall.

- 1. Introductions and Apologies for absence**
- 2. Declarations of Interest**
- 3. Open Forum for 15 minutes for matters raised by members of the public**
 - 3.1 West Lancs Borough Councillors**
 - 3.2 Open Forum**
- 4. To confirm and sign the minutes of the meeting held on 10th January 2024 as a correct record**
- 5. Discuss and agree on any matters arising from Parish Clerk's Report**
- 6. To receive reports from Representatives to outside Bodies and discuss and agree on any actions arising;**
 - 6.1 Lancashire Association of Local Councils (LALC)**
- Cllrs R Brookfield, J Ridley, E Wright
 - 6.2 Ormskirk School**
- Cllr A Timon
 - 6.3 Shirdley Hill Community Association**
- Cllr McCarthy-Thomason
- 7. To receive reports from Working Groups and agree upon any actions arising;**
 - 7.1 Finance - Cllrs. E Wright, A Timon, M Schofield and K Wright**
 - 7.2 Human Resources – Cllrs. A Timon, K Wright, M Lyons, M Schofield**
 - 7.3 Traffic and Road Safety – Cllrs. N McCarthy-Thomason, R Brookfield, B Roberts, M Schofield**
 - 7.4 Flooding – Cllrs. E Wright and A Timon**
 - 7.5 Healthy Halsall – Cllrs. M Schofield, J Ridley, M Lyons, B Roberts**
 - 7.6 Planning & Development – Cllrs M Schofield and B Roberts**
 - 7.7 Environment & Biodiversity Working Group - Cllrs M Lyons and J Ferguson**
- 8. Planning Applications**
 - 8.1 Applications - to discuss whether the Parish Council should comment on:** T/2024/003/TCA , White Lodge, The Runnel, Tree pruning
2024/0008/FUL, Gesterfield Barn, Halsall Road, Removal of conditions
2023/1152/FUL, Sport Pavilion, Placement of storage container
 - 8.2 To Note Recent Planning Decisions - all granted**
2023/1092/FUL, Renacres Hall Farm, Renacres lane, Steel framed building
T/2023/0179/TPO, Halsall Farm Grove, Pruning trees over Carr Moss Lane
 - 8.3 Planning Appeals**
2022/0328/FUL Leckwith Contracts Ltd Land To The Rear Of 84 And 86, New Street, Halsall, Erection of a one and a half storey high detached house on land to the rear of 86 New Street, Halsall

8. Finance

- a) WLBC Confirmation of Precept 2024/25 and Band D Calculation
- b) To approve the Schedule of Payments for February
- c) To approve Financial Statement for January and sign Bank Reconciliation
- d) To confirm that bank balances in the accounts agree with the balances at the bank
- e) To note a report on St Aidan's Income and Expenditure
- f) To transfer the 2022 and 2023 total Wayleaves payments of £130.70 to Halsall War Memorial Playing Field & Hall charity, and any historical payments?
- g) To approve purchase of new recycling waste bins in the kitchen at a cost of £36
- h) To consider payment of Salaries and HMRC Tax by Direct Debit
- i) To consider applying for a Unity Bank Charge Card at an initial cost of £50 plus £36 p.a.
- j) To consider publishing the £100 transaction list
([Smaller Authorities Transparency Regulations 2015 s7.10](#))

9. To Consider Hire Agreement Conditions and Hire Charges for St Aidan's Hall

10. To defer approval of a new version of Financial Regulations

Current 2020 NALC version is to be updated in March 2024.

11. To Consider providing a community skip

12. To Agree arrangements for an employed Cleaner

13. To Consider an upgrade St Aidan's CCTV at a cost of REDACTED

14. A review of the Parish Plan

15. Update on Plex Lane Bus Shelter

In contact with Halsall Estates Land Agents (in Carlisle)

16. Discuss a Resident's Offer to fund a Pedestrian Crossing on New Street for the School

17. To Consider s19 Purchases for Memorial Hall Trust from CIL Fund

[\[Local Government Act \(Miscellaneous Provisions \) 1976\]](#)

- a) £450 + VAT for groundwork behind Snooker Club building
- b) £1750 + VAT for Felling Dead Trees & Pruning
- c) £200.44 to install Emergency Alarm in Disabled Toilet
- d) REDACTED for two additional CCTV Cameras
- e) £286.10 + VAT for external fire alarm siren

18. To Consider purchasing £150 Parish Hedgehog Pack from LCC Biodiversity Fund

19. To Consider external maintenance of St Aidan's car park, hedging, gutters & drains at a cost of £100 per month.

20. To write a letter to LCC Councillor in support of British Farmers

21. Notice of Information-Only Items

Changes to Halsall Parish Council Website

St Aidan's will be Polling Station for 2024 May Local and later General Election

Referred the condition of Trees at entrance to Renacres Lane to LCC Highways following road blockages in October and December, who have agreed to investigate.

Written to the Head of Highways regarding the approach to fixing potholes on Gregory's

Lane. And have received a response.

St Cuthbert's setting up a group to research use of the building, repairs, grants etc.

- a) Asked Councillor Ridley to be a Council representative
- b) FOI Question on statistics for social deprivation

22. Date and time of next meeting:

(2nd Wednesday would be 13th March 2024 at Memorial Hall)

Authorised by



Chris Pyne, 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 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.

PARISH CLERKS REPORT

February 2024

Outstanding Actions from previous meetings

14/6/2023 Parish Clerk's Report

Order a new SPID.

Action : On going

14/06/2023 To Discuss and Agree Restoration Work on War Memorial

The War Memorial is a listed monument. Need to use a specialist company.

Action: Get 3 new quotes.

12/7/2023 Review requirements for Open Spaces Maintenance Contract

Want a new price to maintain the exterior of St Aidans. Car Park, Hedges, Gutters and Drains

On Agenda

20/9//2023 WLBC Waste

Logged a request for a Waste Bin service for St Aidan's Hall. Form received on 6/10/2023

On-going. Contract signed. Waiting for the delivery of bin. Chasing Frequently.

20/9//2023 Bakehouse Lease

Now with our solicitor and Bakehouse to create a new lease.

On-Going:

11/10/2023

Arrange for a Defibrillator at Saracen's Head

On-going

8/11/2023

Prepare 2024/25 Budget and then 2024/25 Precept.

Completed : Precept request submitted to WLBC and receipt confirmed.

9th February 2024

PARISH CLERKS REPORT

February 2024

8/11/2023

Need a new contract employment for Cleaner , then advertise and recruit.

On-going: On Agenda

13/12/2023

Application to National Lottery for new Heating system

Not Successful.

Write to LCC regarding falls on footpath on route to village green.

On-going:

Escalate issue of school car-parking on Summerwood Lane. Consult with WLBC Councillors and Neighbourhood police.

On-going:

Builder repairs and improvements to St Aidan's Hall

On-going: Started building work. completed Brickwork repairs, cupboards next.

Planning Permission for "Football" Container

On-going: Planning permission submitted, decision due 11/3/2024

Purchase a Music License for St Aidan's

On-going:

HALSALL PARISH COUNCIL Scheduled Payments for 14th February 2024

Received Date	Minutes Ref	Status	Bank Date	Expenditure Category	Amount	Payee	Notes		
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Changes since last month : Highlighted

Direct Debits (manually listed)									
			8th Month	BT/Internet	42.00	Nat Broadband	Monthly		
			9th Month	Electricity	as claimed	Octopus	Monthly		
			21st Month	Gas	as claimed	EON	Monthly		
			end of quarter	Water	as claimed	Water Plus	Quarterly		
			end of quarter	Bank Charges (£6 per month)	18.00	Unity	Quarterly		
			15/12/2023	Information Commissioner	35.00	ICO	Annually		

Paid under Delegated Authority (manually listed)									
			1st month	Open Space maintenance	320.00	Forshaw	monthly		
			28th	14 Cleaning	£22 per week	Little	1 x 2 hour sessions		
			28th	15 Cleaning Expenses	as claimed	Little	monthly		
			28th	23 Member Expenses	as claimed	as claimed	monthly		
			28th	23 Clerk's Expenses	as claimed	Pyne	monthly		
			28th	20 Clerk's Salary	690.40	Pyne	monthly		
			28th	22 HMRC Tax	172.60	HMRC	monthly		
			as claimed	Window Cleaning	£35 per month	P Walsh	monthly		

Payments Awaiting Approval (automatic filter)									
			Date		Amount				
Signed								
Date								

HedgehogsRus@mail.com

Firstly, thank you for taking the time to read this letter!

I am writing to all Councils, Parishes, Towns and Wards in the UK to ask them to take part in this amazing project!

Hedgehogs R Us Highway Project

With Hedgehog numbers in decline and Hedgehog awareness on the rise, there has never been a better time to get involved in Hedgehog conservation.

A Hedgehog Highway is a 5 inch gap in a fence and is essential in the battle to prevent the extinction of our endangered spiky friends. This gap allows them access to forage for food and meet mates.

Hedgehog shaped fence surrounds raise awareness to the plight of Hedgehogs, create a talking point and encourage others to take part in the project. Fence surrounds are made from recycled plastic and can themselves be recycled.

I am asking for each area of the UK to use a small portion of their assigned funds to purchase a box of hedgehog highway surrounds and make them available for their residents.

Each box of 50 is £150 and includes:

- * 50 Hedgehog Highway surrounds & 50

information leaflets

- *A display box & window sticker showing you are part of the project.



Ideas of how to benefit your community

include:

- *Donate the Highways and leaflets to your local school to educate in wildlife conservation

- *Swap the Highways for a donation of Hedgehog food which can then be given to your local Hedgehog Rescue Centre

The project will be receiving a lot of publicity in the coming months via Social Media and I really hope that you choose to take part.

My dream is to make the whole of the UK one giant Hedgehog Highway and for that dream to come true, it needs EVERYONE to take part.

Money is donated to Hedgehog Conservation for every box sold too!

If you would like to order or have any questions please do not hesitate to get in touch and thank you for caring.



Linda Cook, Founder of Hedgehogs R Us



Halsall Clerk <halsallparishclerk@gmail.com>

78896: Pothole(s) at Gregory Lane/Halsall Road mini roundabout

Dear Mr Pyne,

Sarah has asked me to respond to the questions you have raised regarding the road surface condition at Halsall Road junction with Gregory Lane.

My team is responsible for the repair of defects that meet investigatory levels using a specified method of repair. Halsall Road is a classified road and therefore the repair method used on this type of road is to remove any loose material from the edge of the defect and infill using a high specification cold material. For your information highway safety inspections are completed on this road every month. I would consider that the existing road surface at this location is in poor condition. Defect repairs in the main appear to be holding, with further defects appearing in the existing road surface. Below is an image of the last condition scan for this area completed in January 2023; which identifies areas of the road to be Grade 5 suggesting severe surface failure.



Grade 3 - Serviceable	although these should not have a significant impact on road users. Damages may be limited to the surface or they may indicate structural issues that could cause more rapid deterioration. As with Grade 2, risk factors are also identified within these grades, such as patching or re-instatements
Grade 4 - Functional impairment	This grade refers to levels and types of damage that affect the functionality of the asset and that have a noticeable impact on users. The damage can usually be rectified by surface treatments, but there may also be signs of structural damage.
Grade 5 - Structural or severe surface impairment	This grade indicates severe surface failure and/or structural impairment, where full-depth resurfacing, or partial or full reconstruction is required to rectify the problems.

The analysis and prioritisation to include a road for resurfacing is completed by the Asset Management (AM) team who develop the capital programme based on the funding principles of Transport and Asset Management Plan (link to [TAMP](#)). I have checked with the AM team and this section of road currently does not feature in any of the draft programmes for 2024/25. However, I can confirm that there is a scheme suggestion submitted for this length of road.

In the meantime, until funding to resurface can be provided, we will continue to make safe any defects that appear at this location.



Halsall Clerk <halsallparishclerk@gmail.com>

Request for support and information

1 message

Halsall Clerk <halsallparishclerk@gmail.com> 6 February 2024 at 13:00 To:

Dear xxxx,

Thank you for your email on 24th January. .

" we would like to ask the parish council if they would help us by providing data around population demographics, deprivation and known social needs. This would help us discern what priorities might be and with potential grant applications."

The Parish Council does not hold any of this information. The only statistics that we have on the population of Halsall is the number of electors, 1787 and the electoral roll (which can legally only be used for very specific purposes) .

West Lancs Borough Council has a web page on [Demographic Breakdown of West Lancs](#) .
It is only a summary text. but the quoted figures suggest that they may have more detailed information available.

Perhaps WLBC Councillor Marilyn Westley can assist with which is the best department/officers at WLBC to contact.

The Local Government Association compiles statistics on all local authority areas.
This link should take you directly to [their demographic report on West Lancashire](#).

I have put this item on the agenda of the next Parish Council meeting to see what support the individual councillors can offer.

I am sorry that we cannot be of more help with access to information. Under the Freedom of Information Act you can ask for a review of our response, and if so please contact the Chair of Halsall Parish Council, Liz Wright, as above.

thanks
Chris Pyne
Clerk of Halsall Parish Council