

HALSALL PARISH COUNCIL

Minutes of the Meeting of Halsall Parish Council held on
Wednesday 10th April at 7.30 p.m. at St Aidan's Hall, Renacres Lane, Halsall

PRESENT: Cllr E Wright (Chair), Cllr M Lyons (Vice Chair), Cllr R Brookfield, Cllr N McCarthy-Thomason, Cllr J Ferguson, Cllr M Schofield, Cllr J Ridley, Cllr B Roberts and Cllr A Timon, C Pyne (Clerk), and 3 visitors.

1. **Introductions and Apologies**
Cllr K Wright, apology accepted
2. **Declarations of Interest**
None
3. **Open Forum for 15 Minutes for matters raised by members of the public**
 - 3.1 **West Lancs Borough Councillors**
Cllr M Westley gave her apologies due to a WLBC meeting.
 - 3.2 **Open Forum**
Cllr McCarthy-Thomason gave an introduction. He has arranged with Mr Green, the new owner of La Mancha, for a public meeting next week, Wednesday 17th April at 7pm at St Aidan's. Mr Green will give a presentation on his plans for the property and then answer questions. Any questions on La Mancha will be deferred to the public meeting.

No other questions.
4. **To confirm and sign the minutes of the meetings held on**
 - a) Council meeting on 13th March.
 - b) Parish meeting on 20th March.
The minutes were Agreed and signed.
5. **Discuss and agree on any matters arising from Parish Clerk's Report**
The Clerk to send photographs of War Memorial stone tablets to Cllr McCarthy-Thomason.

The problem of school time car parking on Summerwood Lane is not unique to this location, double parking on narrow lanes occurs elsewhere i.e Carr Moss Lane. Halsall Road is much busier (20,000 vehicles per week) and more people use cars to bring their children to the school. The ultimate solution of installing double yellow lines will only displace inconsiderate car parking to other nearby unsuitable locations.
 - a) Repairs to 5 damaged foldup tables at a cost of £50 was Agreed.
 - b) Repairs to stage carpet at a cost of £69.50 was Agreed.
 - c) It was Agreed to fit a Break Glass container to the utility room external door at a cost of £11.58.
 - d) The new cleaning rota for St Aidan's Hall will be Monday 11am to 1pm, immediately after the Memorial Hall.

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
No recent meetings.

6.2 Ormskirk Foundation Trust

Cllr A Timon
Nothing to report.

6.3 Shirdley Hill Community Association

Cllr McCarthy-Thomason

It was Agreed to purchase a new catering size teapot (£39) and Coffee Pot (£16.99) for the St Aidan's Hall kitchen for Hall events.

Future events include a Wine Tasting (13th April); Quiz Night (3rd May) and the 80th Anniversary of D-Day on Village Green (6th June). The Fire Service has approved the Risk Assessment for the event. Cllr Brookfield is arranging a WW2 display in his garden and will attend the event to read the Roll of Honour.

6.4 St Cuthberts Church

Cllr Ridley
Proposed committee meeting will be re-arranged.

The Annual Parochial Church Council meeting is on 14th April.

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
Agenda items on End of Year, Internal and External Audit work.

7.2 Human Resources

Cllrs. A Timon, K Wright, M Lyons, M Schofield
Details for contract of employment have been agreed with the new Cleaner.

7.3 Traffic and Road Safety

Cllrs. N McCarthy-Thomason, R Brookfield, B Roberts, M Schofield

It was Agreed that Plex Lane bus shelter is beyond economic repair and with the expired lease for the land then the best option is to dismantle it. Cllr McCarthy-Thomason has a contact with a suitable van and the firewood will be distributed.

Cllr McCarthy-Thomason is working with Cllr O'Toole (LCC) to highlight the poor condition of the pedestrian footpath on the route to village green.

7.4 Flooding

Cllrs. E Wright and A Timon
Nothing to report.

7.5 Healthy Halsall
Cllrs. M Schofield, J Ridley, M Lyons, B Roberts
Cllr Schofield has been working with a local Farmer to write a letter in support of British Farming. The Council Agreed to send the letter to local MP and to circulate to other Parishes.

7.6 Planning & Development
Cllrs M Schofield and B Roberts
Nothing to report.

7.7 Environment & Biodiversity Working Group
Cllrs M Lyons and J Ferguson
Clerk to obtain details on costs of signposts and footpath markers for publication to landowners.

8. Planning Applications

8.1 Applications – No comments on following applications:
2024/0269/PNP prior approval required for an extension at Bangor’s Green Farm
2024/0232/FUL Holly Farm buildings, Velux roof windows
2024/0213/LDP 20 Linaker drive, extend the ground floor extension
2024/0142/FUL 59 Moss Road, replace garage
Late additions after Agenda was published.
2024/0138/FUL Sycamore Lodge, New Cut Lane, Glazed Gable Windows
2024/0176/FUL Grainstore House, Plex Lane, Detached garage

8.2 To Note Recent Planning Decisions - all granted:
T/2024/0021/TCS/S211 White Lodge, The Runnels, tree removal
2024/0009/PNP Gorse Hill Farm, PP is required for new farm track

8.3 To Note Planning Enforcement
WLBC notified the Council that an appeal on an Enforcement action for 104 Renacres Lane is to be made to the Secretary of State. The Council will not make a comment.

9. Finance

- a) The Schedule of Payments for April was Agreed and signed.
- b) The Spend to Date Statement for April was agreed. £135 overspend on Halsall News will be transferred from S137 Grants.

The new style Bank Reconciliation was Agreed and signed.

- c) Cllr A. Timon confirmed the bank balances were as reported in the accounts.
- d) The End of Year Financial Statement was Agreed. The Council will C/Fwd. £36,286 into 2024/25 including £15,716 in CIL account.
- e) It was Agreed to transfer quarterly interest payments totalling £290.73 to Reserves account.

The Council must report annually on how CIL grant is spent, any interest earned on the CIL bank account is not part of the grant amount.

- f) It was Agreed to transfer £2000 from C/Fwd. amount into Earmarked Reserves, as planned in the 2024/25 budget process.

Staff Recruitment / Locum	30
	0
Election Reserve	40
	0
Noticeboard Replacement	30
	0
Defibrillators Replacements	80
	0
St Aidan's Replacements	20
	0

10. To consider the documents for the 2023-24 Internal and External Audits

- a) The Clerk introduced the responses to the Internal Auditor's Questionnaire, and it was Agreed to submit this.
- b) Clerk introduced the Section 1 Annual Governance Statement for 2023/24 External Audit. The Council Agreed with the responses and the document was signed. The variation on Question 4 was explained.
- c) Clerk introduced the Section 2 Accounting Statement for 2023/24 External Audit. The Council Agreed with the financial statement and variances, and the document was signed.

11. To approve a new version of Financial Regulations

The new version of NALC Financial Regulations will not be available until May now.

12. To Consider an upgrade to St Aidan's CCTV at a cost of xxxx

The Council reviewed the project and previous quotations and Agreed, by majority, that the scope of the project should be a joint one between the two halls. Reuse the CCTV server from Memorial Hall at St Aidan's Hall, which will create future capacity for any additional cameras at MH and allow St Aidan's to upgrade to digital cameras with online management.

Partial expenditure on Memorial Hall via S19 LGA (Miscellaneous Provision) Act 1976.

Clerk to obtain new quotations for revised specification.

13. To register ownership of St Aidan's Hall with the Land Registry through Council's solicitors at an approximate cost of £750

It was Agreed to proceed with the registration at the solicitors estimated cost plus the usual legal disbursements, probably closer to £1000 in total. The funds to come from Reserves as not included in 2024/25 budget.

14. To consider further correspondence with School Governors

Cllrs Schofield and Lyons commented on the received letter which made some good points, but it was felt that other points needed further clarification. A response will be drafted.

- 15. To consider adding white car parking lines to St Aidan's Hall Car Park**
The Council reviewed the proposed project and Agreed it should be a joint one for car parks at both halls. Preliminary estimates were considered as affordable and will be reported at next meeting.

Partial expenditure on Memorial Hall via S19 LGA (Miscellaneous Provision) Act 1976.

- 16. To approve S137 Grant of £300 for Shirdley Hill Community Association for Planters at St Aidan's Hall**
Agreed. St Aidan's Hall has been entered in Lancashire Best Kept Village competition.

- 17. To approve annual increment for Parish Clerk, subject to performance**
The Council Agreed to award an additional salary increment for the Parish Clerk at an additional cost of £270 p.a. from 1/4/2024 (now Salary Point 27 Pro-Rata £10,626 p.a.)

- 18. Notice of Information-Only Items**
The Council thanked the Clerk for carrying out the joint role of Trust Secretary at Memorial Hall now that this role is transferring to John Ferguson.

- 19. Date and time of next meeting**
Annual General Meeting will be on 15th May 2024 at Memorial Hall.

Meeting finished at 9.05 pm.

13th March 2024

Received Date	Minutes Ref	Status	Bank Date	Expenditure Category	Amount	Payee	Notes		
Changes since last month : Highlighted									
Direct Debits (manually listed)									
			3rd Month	Open Space maintenance	320.00	Forshaw	Monthly		
			8th Month	BT/Internet	42.00	Nat Broadband	Monthly		
			9th Month	Electricity	as claimed	Octopus	Monthly		
			21st Month	Gas	as claimed	EON	Monthly		
			28th Month	22 HMRC Employers N.I.	as claimed	HMRC	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)									
			28th	14 Cleaning	£24 per week	Fessey	1 x 2 hour sessions		
			28th	15 Cleaning Expenses	as claimed	Fessey	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				
			1/4/2024	Hygiene / Waste	90.54				
			1/4/2024	S142 Grant Halsall News	484.50				
			9/4/2024	Gas	63.50				
			9/4/2024	Property Expenses	69.40				
			9/4/2024	Property Expenses	50.00				
			9/4/2024	Window Cleaning	35.00				
			10/4/2024	Office Expenses	43.97				
			11/4/2024	Clerk's Mileage	7.02				
			11/4/2024	S137 Grant	300.00				
Signed		11/4/2024	Property Expenses	55.99				
			11/4/2024	Cleaner's Salary	256.80				
Date		11/4/2024	Cleaner's Tax & NI	64.20				
			11/4/2024	Clerk's Salary	708.50				
			11/4/2024	Tax and NI	177.00				

HALSALL PARISH COUNCIL CIL Monthly Bank Reconciliation (CAPITAL)													
	April to Mar EOY 31/3/24	April - Feb to 29/1/2024	April-Jan to 31/1/2024	April-Dec to 31/12/2023	April-Nov to 30/11/2023	April-Oct to 31/10/2023	April-Sept to 30/9/2023	April-August to 31/8/2023	Apr-July to 31/7/2023	Apr-June to 30/6/2023	Apr-May to 31/5/2023	April 30/4/2023	B/Fwd at 1/4/2023
Date Reconciliation Reviewed	April Meeting	March meeting	Feb Meeting	Jan Meeting	Dec Meeting	Nov meeting	Oct meeting	Sept meeting	Sept meeting	July meeting	June meeting	May Meeting	
B/Fwd CIL Balance 1/4/2023	15,345.64	15,345.64	15,345.64	15,345.64	15,345.64	15,345.64	15,345.64	15,345.64	15,345.64	15,345.64	15,345.64	15,345.64	15,345.64
CIL Receipts	6,824.55	6,701.70	6,701.70	6,701.70	6,562.12	6,562.12	6,562.12	6,421.57	6,421.57	6,421.57	6,314.88	6,314.88	
CIL Payments	6,453.62	5,233.62	2,547.08	2,407.50	2,407.50	1,407.50	1,266.95	1,160.26	1,160.26	573.64	68.64	0.00	
Calculated Balance	15,716.57	16,813.72	19,500.26	19,639.84	19,500.26	20,500.26	20,640.81	20,606.95	20,606.95	21,193.57	21,591.88	21,660.52	
Unity CIL (20471392)	15,716.57	16,813.72	19,050.26	19,639.84	19,500.26	20,500.26	20,640.81	20,606.95	20,606.95	21,193.57	21,591.88	15,345.64	15,345.64
Difference between Bank and Calculated	0.00	0.00	-450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	-6,314.88	
Checked Date	31/3/2024	1/3/2024	31/1/2024	31/12/2023	30/11/2023	31/10/2023	30/9/2023	31/8/2023	31/7/2023	30/6/2023	31/5/2023	30/4/2023	
			Transfer £450 for Groundworks	Interest added £139.58	spent £840 and £160	transfer £140.55 out	transfer £106.69 interest out. But another £140.55 added	nothing spent	£586.62 spent	£505 spent + £106.69 Interest	B/Fwd included £68.64 interest from 2022/3 so transfer out to Reserves	£6314.88 was in RBS bank account	
HALSALL PARISH COUNCIL Current/Precept/Reserves Monthly Bank Reconciliation (REVENUE)													
	balance	to 29/2/2024	to 31/1/2024	to 31/12/2023	to 30/11/2023	to 31/10/2023	to 30/9/2023	to 31/8/2023	to 31/7/2023	to 30/6/2023	to 31/5/2023	30/4/2023	at 1/4/2023
Date Reconciliation Reviewed		March meeting	Feb Meeting	Jan Meeting	Dec Meeting	Nov meeting	Oct meeting	Sept meeting	Sept meeting	July meeting	June meeting	May Meeting	
B/Fwd Current Balance 1/04/23	8,856.87	8,856.87	8,856.87	8,856.87	8,856.87	8,856.87	8,856.87	8,856.87	8,856.87	8,856.87	8,856.87	8,856.87	8,856.87
Receipts YTD	45,244.72	44,831.94	44,590.94	44,019.01	43,423.97	42,272.47	39,984.92	22,947.10	22,632.10	19,798.53	19,552.74	18,919.10	8,856.87
Payments YTD	33,532.58	29,875.53	27,278.61	24,310.03	22,132.66	19,778.97	16,782.03	10,341.64	8,534.95	5,296.72	3,126.54	925.85	
Calculated Balance	20,569.01	23,813.28	26,169.20	28,565.85	30,148.18	31,350.37	32,059.76	21,462.33	22,954.02	23,358.68	25,283.07	26,850.12	8,856.87
RBS Deposit											0.00	24,004.60	
RBS Current (color for any RBS items)											0.00	135.05	15.00
Unity Reserves (20478586)	9,730.42	9,664.37	9,664.37	9,388.20	9,323.75	9,323.75	9,104.32	8,882.01	8,882.01	8,882.01	8,856.87	0.00	0.00
Unity Current (20471376)	524.50	588.59	769.30	1,337.94	1,377.81	1,430.86	16,856.99	3,001.53	989.19	753.85	458.57	9,025.35	8,841.87
Unity Precept (20471389)	10,314.09	13,560.32	16,185.53	17,839.71	19,446.62	20,595.76	6,098.45	9,578.79	13,082.82	13,722.82	15,967.63	0.00	0.00
Unity Balance	20,569.01	23,813.28	26,619.20	28,565.85	30,148.18	31,350.37	32,059.76	21,462.33	22,954.02	23,358.68	25,283.07	33,165.00	8,856.87
Difference between Bank and Calculated	0.00	0.00	450.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	6,314.88	0
Checked Date	to 31/3/2024	to 29/2/2024	to 31/1/2024	31/12/2023	30/11/2023	31/10/2023	30/9/2023	31/8/2023	31/7/2023	30/6/2023	31/5/2023	30/4/2023	
Variations		All CIL invoices paid	Not paid £450 Ground works		£60 MH fee transferred	£90 MH Fee transferred to MH					Opened Reserve Account	Closed RBS accounts. £6314.88 went to CIL account.	
													24,202.51
Signed (Chair)	Date.....												

EOY Financial Statement (Accounts and AGAR)					Bank Reconciliation	As at March 31st 2024					
Receipts & Payments Accounts		AGAR Accounts Spreadsheet					Halsall Parish Council				
CIL Income	6,824.55	1 Balance	£24,203			Balance as per Bank Statement on 31st March 2024					
Revenue Income	45,244.72	2 Precept	£32,783 (Income) (less Precept)					Account no		£	£
Total Income	52,069.27	3 Receipts	£19,286	£52,069	£32,783	Current	Unity Bank	20471376		524.50	
		1+2+3	£76,272			Reserves	Unity Bank	20478586		9,730.42	
CIL Expenditure	6,453.62	4 Staff	£9,476			Precept	Unity Bank	20471389		10,314.09	
Expenditure	33,532.58	5 Loans	£0 (Expenditure) (less Staff)			CIL	Unity Bank	20471392		15,716.57	
Total Expenditure	39,986.20	6 Payments	£30,510	£39,986	£9,476	Petty Cash	Not used			0.00	
		4+5+6	£39,986								36,285.58
C/Fwd	12,083.07					Cheques	Not used			0.00	
											36,285.58
b/fwd 1/4/23	24,202.51	1+2+3	£76,272			Cash	None			0.00	
add C/Fwd	12,083.07	4+5+6	£39,986			Cash Book balance as at 31st March					
New C/Fwd 2024/5	36,285.58	Difference	£36,286								36,285.58
						Prepared by	C Pyne (Clerk & RFO)		on	8/4/2024	
						Approved by	Minutes 9 (d) 10/4/2024		on	10/4/2024	
		Reserves	Current	Precept	CIL						
at the Bank	36,285.58		9,730.42	524.50	10,314.09						
					15,716.57						