

# HALSALL PARISH COUNCIL

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 12th June at 7:30 pm at St Aidan's Hall, Renacres Lane, Halsall.

1. **Introductions and Apologies for Absence**
2. **Declarations of Interest**
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 15th May](#)**
5. **Discuss and agree on any matters arising from [Parish Clerk's Report](#)**
  - 5.1 Rear UPVC door at St Aidan's going to need a specialist repair at a cost of xxx
  - 5.2 Used delegated authority to refit annex door, new lock, handles and fix trim at a cost of £140 by Oakholt due to lock jamming.
  - 5.3 Used delegated authority to repair Plex Lane Bus Shelter at a cost of £495. Allocate to CIL budget.
  - 5.4 Total cost (6 items) of preparing for Hygiene Inspection was £447.41 Documents, Oven Clean, Cleaning materials, Training, Repairs, Kitchen items, Overtime.
  - 5.5 Finished Hive installation at a cost of £372.
  - 5.6 Parking barrier on Village Green was replaced at a cost of £84.66
6. **To receive reports from Representatives to outside Bodies and discuss and agree upon any actions arising;**
  - 6.1 **Lancashire Association of Local Councils (LALC)**  
Cllrs R Brookfield, M Lyons & vacancy
  - 6.2 **Ormskirk Foundation Trust**  
Cllr A Timon
  - 6.3 **Shirdley Hill Community Association**  
Cllrs N McCarthey-Thomason & J Ferguson
  - 6.4 **St Cuthbert's Church Committee**  
Cllr J Ridley & deputy representative Cllr M Schofield
7. **To receive reports from Working Groups and agree upon any actions arising;**
  - 7.1 **Finance**  
Cllrs. M Lyons, E Wright, A Timon, and K Wright
  - 7.2 **Human Resources**  
Cllrs. A Timon, K Wright, M Lyons, and M Schofield

- 7.3 **Traffic and Road Safety**  
Cllrs. N McCarthy-Thomason, R Brookfield, and M Schofield
- 7.4 **Flooding ( see item 15 too)**  
Cllrs. E Wright , R Brookfield 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, J Ferguson and Mr J Ferguson
- 8. **Planning Applications**
  - 8.1 **Applications**  
2024/0452/FUL, 9 Summerwood Lane; new two storey extension and refurbishment of house, barn and annexe  
2024/0400/FUL, 165 Carr Moss Lane; demolish workshop and replace with gym and store building
  - 8.2 **To Note Recent Planning Decisions**  
2024.0231/FUL, Holly Farm Buildings, swapping living room and bedroom layouts, Agreed.  
2024/0138/FUL, Sycamore Lodge, New Cut Lane, replacement dormer windows, Refused.  
2023/0888/PNP, Agricultural Building, New Cut Lane, Refused
  - 8.3 **Recent planning emails received since agenda published**
- 9. **Finance**
  - 9.1 **To approve the Schedule of Payments for June**
  - 9.2 **To review the Spend to Date and Budget Allocations**
  - 9.3 **To approve the Bank Reconciliation**  
Note: The Internal Auditor is suggesting this new reporting format.
  - 9.4 **To confirm the bank balances on accounts agree with bank statements**
  - 9.5 **Publication of Notice of Public Rights**
- 10. **Acceptance of Office and Register of Interests**  
To note that all councillors forms have been completed and published on the council website.

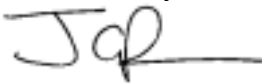
11. **To appoint a 3rd representative to LALC**
12. **To Approve new Version of Financial Regulations**
13. **To Approve the repainting of car park lines at a cost of £1400 quoted by Line Marking Ltd.**
14. **To approve requests for S137 Grants**
  - 14.1 **£45 from FROG for annual cost of garden waste service from WLBC**
  - 14.2 **£500 from Bees and Butterflies Brigade for soil and plants for memorial garden at St Cuthbert's**
15. **Received an invitation from Scarisbrick PC for a "Flooding" meeting on 4th October 2024**

Invited all West Lancs PCs, MP for West Lancs, Save the Flow and Environment Agency.
16. **To consider future for Speed Indicator Devices**

Faulty charger or batteries again. No spare parts. Should we replace? New LCC policy/requirements. No use of concrete lamp posts!
17. **To approve new Complaints Policy**
18. **Notice of Information-Only Items**
19. **Date and time of next meeting**

Next meeting date will be 10th July 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 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

## June 2024

### Outstanding Actions from previous meetings

I am changing the format of the Parish Clerk's report. This was a list of "major" actions agreed at Council meetings but it was never a comprehensive list of everything that had to be actioned. Other activities can arise from emergencies and/or delegated responsibilities so it was not a complete account of the current status, nor all the activities that had been completed since the previous meeting.

Also, I keep a separate list of Council activities in a spreadsheet, the same format as I designed for the Trust ; All Items, Closed and Open. This is the list that I work from on a day to day basis.

The Parish Clerk's report was a separate document that I had to compose each month. Duplicating effort in recording activities. So I am going to report using the [HPC Action List](#) ( on the Intranet under Quick Links) . This document will update automatically when the spreadsheet changes.

### Completed Activities since Last Meeting

Ref	Date	Completed Activities	Source	Resolution	Date
263	24/5/2024	Water Plus DD does not match Bank payment	Clerk	Chased, Waterplus agree, technical problem, will get £6.02 credit	06/06/2024
239	15/5/2024	New format for Bank Reconciliation	Audit	Done for June meeting	05/06/2024
240	15/5/2024	Independent person to sign bank reconciliation	Audit	Done for June meeting	05/06/2024
245	15/5/2024	Improve tracking of hall bookings	Audit	New spreadsheet to match Hall bookings with received payments	05/06/2024
251	15/5/2024	Publish payments over £100	Audit	In place for 2023-24. Mistake in Audit Report.	05/06/2024
252	15/5/2024	Publish Councillor Declarations	Audit	Done	05/06/2024
254	15/5/2024	Use suggested dates for Public Rights	Audit	Done , published on time 1/6/2024	05/06/2024
257	15/5/2024	Repair Plex Lane Bus Shelter	Clerk	Got a quote < £500 used delegated authority to fix it quickly.	05/06/2024

258	15/5/2024	Investigate Road Studs instead of lines	Clerk	Sent report, not cheaper, doubt more cost effective, use painted lines	05/06/2024
264	25/5/2024	Concurrent grant receipt too high, query with WLBC	Clerk	Includes £250 Election Hall hire - changed the accounts	04/06/2024
109	18/8/2023	Boiler Service, upgrade to Hive control	Fire Safety	Reuse Green's fCH rom Memorial Hall installation	29/05/2024
259	15/5/2024	Repair annex door	Clerk	Used delegated authority - fixed by Oakholt Joinery	29/05/2024
260	15/5/2024	Environmental Health Inspection	Minutes	Extra purchases, extra cleaning , site visit - went well , got 5 star report	23/05/2024
262	20/5/2024	AGAR posters on 5 notice boards plus website	Minutes	Done	20/05/2024
261	15/5/2024	Publish Calendar of meetings on 5 noticeboards	Minutes	On website and all five noticeboards	18/05/2024
224	10/4/2024	Farming Letter	Minutes	Done	15/05/2024
226	10/4/2024	Send Internal Audit Report to Councillors	Minutes	Done	15/05/2024
228	10/4/2024	Do specification for CCTV	Minutes	Selected AC Security work starts 10th June	15/05/2024
231	10/4/2024	Do S137 payment for Hygiene Training	Minutes	Done	15/05/2024
236	2/5/2024	Election vacancy	Clerk	2 applicants - Andy Timon selected	15/05/2024

## **Open Activities**

Ref	Date	Open Activities	Source	Latest Update
48	14/4/2023	Get Rent Review. Now a new 10 year lease	Minutes	Draft lease now available 5/6/2024 . With other solicitors.
83	12/7/2023	Purchase baby changing table	Minutes	What model ?
113	18/8/2023	Fire Escape procedure	Fire Safety	
118	21/9/2023	Check signs in SH and GR bus shelters	Clerk	
126	22/9/2023	Fire Safety Risk Assessment	Fire Safety	Got draft document, need to finalise it
128	23/9/2023	Review CCTV at St Aidans due to Internet access	Minutes	AC Security selected. Start w/c 10/6/2024
142	12/10/2023	Get estimate for power at Saracens Head	Minutes	
146	24/10/2023	Get links to NPPF and WLBC Planning policy	Course	
148	24/10/2023	Statutory Instrument for HPC, where is it ?	Course	
189	11/1/2024	Look at Four lanes end lighting at night	Clerk	

193	11/1/2024	Circulate Hire agreement	Minutes	
198	11/1/2024	Write to Halsall Estates re Plex Lane bus stop	Minutes	Got a contact. Email Lease on 2nd Feb, chased 29th Feb with 2nd bus stop lease
206	14/2/2024	Unity Bank Charge Card	Minutes	Chased Unity Bank, Paid application fee 5/6/2024
209	14/2/2024	New Financial Regulations	Minutes	On agenda 12/6/2024
210	14/2/2024	Community Skip	Minutes	Pick a date? Coordinate Halsall News/WLBC availability
218	14/2/2024	FOI on Website	Clerk	Needs a new web page. Bluesock?
219	14/2/2024	Footpath meeting	Minutes	
220	29/2/2024	Ask BTR to do St Aidans Conveyance	Clerk	Have a new solicitor at BTR since 1st April
223	14/6/2023	Cleaning War Memorial Tablets	Minutes	Got photos
225	10/4/2024	Cost of Footpath Signs	Minutes	Can we do engraved wooden markers?
230	10/4/2024	Organise car park lines quotes	Minutes	Done, presented at 15/5/2024 - now researching Road Studs
237	15/5/2024	All Councillors should have .gov email	Audit	Need to research autoforwarding
241	15/5/2024	Update Financial Regulations	Audit	On June Agenda (Duplicate 209)
242	15/5/2024	2 councillors to authorise payments	Audit	Done printed forms - need to change bank authorisations
243	15/5/2024	Consider business Interruption & Cyber insurance	Audit	include that when renew insurance in September
244	15/5/2024	Need a Risk Management Policy	Audit	
246	15/5/2024	Adopt NALC Employment Contract	Audit	Cleaner has one, update the Clerk's contract?
247	15/5/2024	Record more information on Asset Register	Audit	Needs an insurance value column
248	15/5/2024	Privacy Notice on Council website	Audit	Refer to Bluesock
249	15/5/2024	Publish Internal Audit Report	Audit	
250	15/5/2024	Publish Financial Reports	Audit	
253	15/5/2024	Council email address on website	Audit	Refer to Bluesock
255	15/5/2024	Need Data Protection Policy	Audit	
256	15/5/2024	Need GDPR(FOI) Policy	Audit	
265	29/5/2024	Specialist UPVC repair on rear door	Clerk	Oakholt are subcontracting
266	7/6/2024	Get insurance quotes for 1st Sept renewal	Clerk	need approval at July meeting, as no August meeting

HALSALL PARISH COUNCIL			Monthly Bank Reconciliation					
Chair	Mary Lyons		Signed			Date		
Independent	Elizabeth Wright		Signed			Date		
<b>Monthly Bank Reconciliation for</b>		May	<b>Payments</b>		4,975.62	<b>Receipts</b>		24,234.38
Bank Balances B/Fwd			Date	Amount	Payee	Date	Amount	Payee
Reserves account	20478586	16,962.86	01/05/2024	708.50	Pyne	01/05/2024	14,718.00	WLBC
CIL account	20471392	15,593.72	07/05/2024	100.00	Trust	01/05/2024	1,433.00	WLBC
Current account	20471376	1,417.62	09/05/2024	25.00	Lyons	01/05/2024	6,314.88	WLBC
Precept account	20471389	0.00	09/05/2024	100.00	St Aidans Outdoors	03/05/2024	100.00	Manu
Total at Bank		33,974.20	09/05/2024	42.00	National Broadband	03/05/2024	49.00	MH Trust
Payments/Expenditure		4,975.62	14/05/2024	106.24	Water Plus	03/05/2024	56.00	Sarigama
Receipts/Income		24,234.38	20/05/2024	15.93	Fessey	07/05/2024	214.00	MH Trust
New C/Fwd		53,232.96	20/05/2024	138.00	Bluesock	08/05/2024	42.00	Mariya Jospheh
Bank Balances C/Fwd			20/05/2024	84.66	Pyne	13/05/2024	35.00	West Coast Drivers
Reserves account	20478586	16,962.86	20/05/2024	9.54	Pyne	20/05/2024	35.00	Jinson
CIL account	20471392	21,519.60	20/05/2024	30.33	Pyne	20/05/2024	28.00	Jinson
Current account	20471376	629.00	20/05/2024	47.03	Ferguson	24/05/2024	880.50	WLBC
Precept account	20471389	14,121.50	20/05/2024	250.00	J o'Donoghue	24/05/2024	250.00	WLBC
Total at Bank		53,232.96	20/05/2024	320.00	Forshaw	24/05/2024	21.00	Kuriakose
Difference (New C/Fwd - Bank)		0.00	20/05/2024	77.80	Master Lock	28/05/2024	30.00	SHCA
Comments			20/5/2024	389.00	Master Lock	29/5/2024	28.00	Gaskell
			21/5/2024	140.00	Joes Cleaning			
			21/5/2024	26.42	J Ferguson			
			21/5/2024	12.69	SHCA ( NMT)			
			21/5/2024	50.00	Unity Bank			
			24/5/2024	116.00	SHCA			
			28/5/2024	708.50	Pyne			
			28/5/2024	50.00	Mondo			
			28/5/2024	500.00	BTR			
			28/5/2024	321.00	Fessey			
			29/5/2024	49.07	EON			
			29/5/2024	372.00	Green			
			29/5/2024	140.00	Oakholt			
			31/5/2024	45.91	Octopus			



Schedule of Payments								
June		12th June 2024						
Received Date	Minutes Ref	Status	Bank Date	Expenditure Category	Amount	Payee	Notes	
Changes since last month : Highlighted								
<b>Direct Debits (manually listed)</b>								
			3rd Month	Open Space maintenance	320.00	Forshaw	Monthly	
			8th Month	National Broadband 4G Intern	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	
			28th Month	20 Clerk's Salary	708.50	Pyne	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	
<b>Paid under Delegated Authority (manually listed)</b>								
			28th	14 Cleaning ( Salary)	321.00	Fessey	1 x 2 hour sessions	
			28th	10 MH Refund Cleaning	-214.00	Trust	2 x 2 Cleaning 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	
			as claimed	Window Cleaning	£35 per month	P Walsh	monthly	
<b>Payments Awaiting Approval (automatic filter)</b>								
			Date		Amount	Payee	Notes	
			20/5/2024	Tax and NI	187.09	HMRC	Provisional until DD	
			3/6/2024	Property Expenses	42.96	SHCA (NMT)	Kitchen items for inspection	
			3/6/2024	Maintenance of open spaces	100.00	Johnson	St Aidans Ground works	
			3/6/2024	Bus shelters	495.00	Oakholt Joinery	Plex Lane Bus stop	
Signed	.....		(Chair)		Signed	.....	(Councillor)	
Date	.....				Date	.....		

Receipts and Payments 2024/2025 Spend to Date Summary		
Planned Budget	39,780.00	
Total Income	42,348.00	£2568 additional income
Total Expenditure	8,638.05	
Available to date	33,709.95	

Receipts & Payments for 2024 /2025 ( inc Scheduled Payments)					
Code	Budget Item	Agreed Budget	Spend to Date	Available	Explanations /Comments

21	Clerk's Salary	11,000	1,417.00	9,583.00	
22	inc Tax & NI	0	374.18	-374.18	Code 21 & 22 taken together
23	Clerk's Mileage	150	16.56	133.44	
24	Office Expenses	250	121.33	128.67	
25	Staff Training	750	0.00	750.00	
26	Staff Recruitment	0	0.00	0.00	
27	Cleaner Salary	1500	642.00	858.00	15/5/24 Transfer £1500 from Code 71. Going to be £3852
28	Cleaner Tax & NI	0	0.00	0.00	
			0.00	0.00	
31	Chair's Allowances	200	0.00	200.00	
33	Mileage	100	0.00	100.00	
34	Expenses	100	0.00	100.00	
35	Training	400	0.00	400.00	
			0.00	0.00	
41	Audit fees	450	250.00	200.00	
42	Subs LALC	450	0.00	450.00	
43	ICO	35	0.00	35.00	
44	Reserve re elections etc	400	0.00	400.00	
45	Legal Fees - Solicitor/Planning	600	600.00	0.00	
46	Music Licence	300	0.00	300.00	
17	Refunds (Hire Fees, etc)	0	100.00	-100.00	Transfer £100 Hire fee to Memorial Hall
			0.00	0.00	
51	Rem Sunday / War memorial	1,200	0.00	1,200.00	
52	Bus shelters	350	495.00	-145.00	Paid from CIL so £350 still available
54	Seats	250	0.00	250.00	
55	Noticeboards/ Web Hosting	800	138.00	662.00	
56	Spids	300	0.00	300.00	
57	Maintenance of open spaces	4,500	840.00	3,660.00	
58	New Defibrillator	450	0.00	450.00	
			0.00	0.00	
61	Electricity	1,100	86.28	1,013.72	
62	Gas	1,300	112.57	1,187.43	
63	Water	600	106.24	493.76	
64	Internet	500	84.00	416.00	
65	Mobile Phone	100	0.00	100.00	
66	Insurances/inspections/Fire	3,200	0.00	3,200.00	
67	Hygiene / Waste	450	90.54	359.46	
68	Window cleaning	420	35.00	385.00	
69	Bank Charges	75	50.00	25.00	
			0.00	0.00	
71	St Aidans Cleaning	0	0.00	0.00	15/5/24 Transfer all £1500 to 27
72	Cleaning supplies	200	182.35	17.65	
73	St Aidans Property	1,100	877.70	222.30	
81	S137 (Anyone)	3,365	416.00	2,949.00	10/4/24 Move £135 to 83
82	S19 ( only MH)	1,500	389.00	1,111.00	
83	S142 Halsall News	485	484.50	0.50	Overspent. 10/4/24 Move £135 from 81
84	VAT for CIL Grant	500	77.80	422.20	
85	S133 Meetings at MH	150	0.00	150.00	
86	S19 Warm Spaces	200	0.00	200.00	
87	LCC Footpaths	0	0.00	0.00	£500 in Reserves
88	LCC Biodiversity	0	0.00	0.00	£120 in Reserves
		0.00			
	<b>Payments to date inc Scheduled</b>	<b>39,780</b>	<b>8,638.05</b>		
	<b>Difference ( should be zero)</b>		<b>0.00</b>		

Code		Agreed 2024/25	Received to date	Outstanding	Explanations for surplus
10	Cleaning Costs from MH	2,568.00	214.00	2,354.00	£3852/6*4=2568 = £214 per month (2568+1500=4068)
11	CIL	0.00	6,314.88	0	
12	Precept	29,436.00	14,718.00	14,718.00	
13	Council Support	1,433.00	1,433.00	0.00	
14	Concurrent Grant	1,761.00	1,130.50	630.50	
15	Reserves / Received Grants	3,200.00	0.00	3,200.00	
16	Hall Hire	2,000.00	723.00	1,277.00	
17	VAT Refund	1,500.00	269.00	1,231.00	
18	Interest Received	450.00	0.00	450.00	
19	Other Income	0.00	0.00	0.00	
		<b>42,348.00</b>	<b>24,802.38</b>		
	<b>Receipts to date inc Scheduled</b>		<b>24,802.38</b>		
	<b>Difference ( should be zero)</b>	<b>2,568.00</b>	<b>0.00</b>		Extra Income. Recovering shared cleaning cost from MH