

# HALSALL PARISH COUNCIL

Minutes of Halsall Parish Council meeting held on Wednesday 10th July at 7:30 pm  
at Memorial Hall, Halsall Road, Halsall.

**PRESENT:** Cllr M Lyons (Chair), Cllr E Wright (Vice Chair), Cllr R Brookfield, Cllr N McCarthy-Thomason, Cllr J Ferguson, Cllr K Wright, Cllr B Roberts, C Pyne (Clerk) and 1 visitor.

- 1. Introductions and Apologies for Absence**  
Cllrs M Schofield and A Timon, apologies accepted.
- 2. Declarations of Interest**  
None
- 3. Open Forum**
  - 3.1 West Lancs Borough Councillors**
  - 3.2 Open Public Forum**  
No comments.
- 4. To confirm and sign the Minutes of the meeting held on 12th June**  
Minutes of 12th June were accepted.
- 5. Discuss and agree on any matters arising from Parish Clerk's Report**
  - 5.1** To approve emergency repair to rear UPVC door at a cost of £185
  - 5.2** To approve Cleaner's overtime for working May Bank Holidays at cost of £50  
  
Minor repairs and renewals were noted and approved.
  - 5.3** To consider a second waste bin for St Aidan's at a cost of £90 per quarter.  
  
it was agreed to order a 2nd Waste Bin from WLBC.  
  
*FR 5.15 Clerk's delegated authority for expenditure under £500*  
*Discharge of functions - Local Government Act 1972 s111*
- 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  
No meeting since last month, one is being organised for August.
  - 6.2 Ormskirk Foundation Trust**  
Cllr A Timon  
No report, no meeting, Cllr Timon gave apologies.

**6.3 Shirdley Hill Community Association**  
Cllrs N McCarthy-Thomason & J Ferguson

The Parish Council would like to thank Doug Scholes for 24 years of dedicated service as Headmaster of St Cuthbert's school. His experience will be missed, and the council wishes him a long and happy retirement.

**6.4 St Cuthbert's Church Committee**  
Cllr J Ridley & deputy representative Cllr M Schofield

Clerk to write to Cllr Ridley regarding representation on the Church committee following his resignation.

**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

Clerk to chase changes to banking authorisations.

**7.2 Human Resources**  
Cllrs. A Timon, K Wright, M Lyons, and M Schofield

Nothing to report

**7.3 Traffic and Road Safety**  
Cllrs. N McCarthy-Thomason, R Brookfield, and M Schofield

More blocked drains and potholes were reported on the Renacres/Heathey Lane route. LCC observed repairing damaged signs at the junction of Heathey Lane and Jacksmere Lane that were reported in May.

Cllr Brookfield has pictures of flooding on Summerwood Lane. Cllr McCarthy-Thomason will assist in copying these to LoveCleanStreets.

**7.4 Flooding**  
Cllrs. E Wright, R Brookfield and A Timon  
Nothing to report.

**7.5 Healthy Halsall**  
Cllrs. M Schofield, J Ridley, M Lyons, B Roberts  
Nothing to report.

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

**7.7 Environment & Biodiversity Working Group**  
Cllrs M Lyons, J Ferguson and Mr J Ferguson

Clerk is attending West Lancs Ramblers next walk in August and meeting

with Lancashire Open Spaces on TBD.

Clerk to provide Cllr Ferguson with a map of all footpaths in Halsall.

## 8. Planning Applications

### 8.1 Applications

Moss View; Continuation of residence with an agricultural occupation  
North Moor Lane: TPO reduce branches on two mature Ash trees  
Mill Brow Farm: change of use from agricultural to commercial  
Hollybrooks Farm, Moss Road: TPO Fell diseased Hornbeam tree  
La Mancha, Renacres Lane; restore an external door

The details of La Mancha application were discussed but these are only minor repairs, not the substantial changes that are anticipated.

No other comments raised.

### 8.2 To Note Recent Planning Decisions

#### Approved

59 Moss Road; Erection of a new garage  
18 Summerwood Gardens; Rear Extension and Porch  
Grainstore House, Plex Lane: Erection new garage

#### Refused

69 Renacres Lane: TPO Fell Sycamore

Noted.

### 8.3 Recent planning emails received since agenda published

None. (Planning applications are published on day of meeting)

## 9. Finance

### 9.1 To approve the Schedule of Payments for July

Approved. Clerk to investigate why HMRC have not taken DD for NI payments for May.

### 9.2 To review the Monthly Spend to Date - July

Noted. Increase in predicted income due to higher-than-expected HMRC VAT refund.

### 9.3 To approve the Bank Reconciliation

Cllr E Wright confirmed the calculations were correct.

### 9.4 To confirm the bank balances on accounts & sign bank statements

Cllr E Wright confirmed the reported bank balances were correct.  
Cllr Lyons and K Wright signed the bank statements.

### 9.5 To move quarterly interest payments of £315.16 into Reserves

Approved.

**10. To approve Clerk's Annual Leave from 29th July to 5th August**

2 weeks annual leave to **9th August** approved as per contract of employment.

**11. To consider a change to Financial Regulations so Councillors must see invoices before they can be approved**

Clerk demonstrated that the Intranet screen for filed invoices can be used to check invoices prior to digitally approving them. If there any questions about approving invoices for payment, then please contact the Clerk.

Clerk to draft an amendment to Financial Regulations Orders.

**12. To approve Insurance Renewal for 2024/5 and optionally 3-year deal**

- a) Renew with Zurich (L/Y so minimum will be £2688)  
Premium will increase due to claim & will not quote until within 30 days.
- b) Gallagher Insurance (provisionally between £3700 and £4700)  
So will not progress to a detailed quote as they expect us to want to improve on Zurich renewal.
- c) Clear Insurance (Aviva Policy) £2096.19 with 3-year deal at £2009.23

Option C agreed. To renew Council and Trust insurance with Aviva through Clear Insurance brokers using the 3-year discount deal. Saving the Council approx. £600 per year.

*Discharge of functions - Local Government Act 1972 s111*

**13. To approve GDPR requirements raised by Internal Audit**

- 13.1 Data Protection Policy  
Advice from ICO - Surveillance Camera Code of Practice is Voluntary  
ICO suggested CCTV wording for GDPR Policies

Agreed. Clerk to add the CCTV addendum from ICO and recirculate final copy.

- 13.2 Freedom of Information Policy

Agreed. Create a new web page describing Freedom of Information policy, processes and record FOI requests for information.

**14. To approve purchase of Halsall History WW2 Board at a cost of £75**

Internal Hall display. Would need a new display frame.

It was agreed to accept a donation of historical information collated by the History Society on the 10 serviceman/woman who died in WW2 and to create a permanent display within Memorial Hall by purchasing a new picture frame/display board.

*Power to manage historical information and make it accessible to the public.  
Local Government (Records) Act 1962 s2*

**15. To start planning for Remembrance Sunday Event**

15.1 To approve single quote process for Kays Traffic Management

Satisfied with regular service provided by Kays at approx. cost of £550.

*Agreed to suspend FR 5.9 to obtain 3 estimates for services over £500.*

15.2 To approve arrangements and budget for the ceremony event.

£450 to £500 budget approved for catering for the Remembrance Sunday event. Purchase British Legion poppy wreaths. £550 for closing the road for church service at War Memorial.

*Power to support involvement with religious events  
Local Government Act s138B (1) (d)*

**16. To consider options for the spare external HPC Noticeboard**

- a) A second board at Village Green (use reverse side?)
- b) Reuse internally at MH for official notices (replace current one)
- c) Any others? Dispose?

There are 2 spare council notice boards. It was agreed to reuse an old St Aidan's noticeboard on the Shirdley Hill village green. The redundant noticeboard from Recreation Ground will be re-installed inside the Memorial Hall as a larger public notice board (uses magnetic buttons - to replace the cork board and pins).

Clerk to liaise with the Trust Secretary over installations.

**17. To consider a plan for Co-opting a new councillor**

17.1 To note the resignation of Cllr James Ridley

17.2 To notify WLBC Election Office of the Vacancy & Election Notice

Completed. Closing date for requests for a public election will be 30th July.

17.3 To approve a new standing order on advertising and recruitment

Proposed by Cllr Lyons, seconded by Cllr McCarthy-Thomason. Agreed.

17.4 To agree a timetable for advertising and a selection meeting.

A co-option advert will be placed in the next edition of Halsall News, published 1st September. Closing date for applications will be 11th October. Selection of new Councillor be at November 13th Council meeting.

**18. To approve improvements to picnic benches at Recreation Ground at a cost of £340 to be charged to CIL budget.**

Agreed.

*Power to support a voluntary organisation providing recreation facilities on behalf of the Council. Local Government (Misc. Provisions) 1976 s19*

**19. Notice of Information-Only Items**

LCC have asked for comments on County Councillor training.  
Add Cllr O'Toole to circulation for Agenda and Minutes. Do a personal invitation to discuss any specific items at next Council meeting.

**20. Date and time of next meeting**

Next meeting date will be 11<sup>th</sup> September at St Aidan's Hall, Renacres Lane, Halsall.

**Meeting closed at 08:25 pm.**

Signed Chair ..... Date .....

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