

# HALSALL PARISH COUNCIL

Minutes of Halsall Parish Council meeting held on  
Wednesday 9th October at 7:30 pm at Memorial Hall, Halsall Road.

PRESENT: Cllr M Lyons (Chair), Cllr R Brookfield, Cllr A Timon, Cllr N  
McCarthy-Thomason, Cllr J Ferguson and C Pyne (Clerk). No visitors.

1. **Introductions and Apologies for Absence**  
Apologies received and accepted from Cllrs E Wright, K Wright, B Roberts,  
M Schofield and LCC Councillor D O'Toole.
2. **Declarations of Interest**  
Chair declared a non-pecuniary interest in Item 12 as a member of FROG.
3. **Open Forum**
  - 3.1 **West Lancs Borough Councillors**
  - 3.2 **Open Public Forum**  
No visitors, no comments.
4. **To confirm and sign the [Minutes of the meeting held on 11th Sept.](#)**  
Minutes of 11th September were accepted and signed at the end of the  
meeting.
5. **Discuss and agree on any matters arising from [Parish Clerk's Report](#)**
  - 5.1 Update on Memorial Hall Picnic Benches  
Now completed.
  - 5.2 Update on advertising Parish Councillor vacancy  
2 applications received so far, closing date 11th October.
  - 5.3 Update on planning for Remembrance Sunday  
Traffic Order obtained; Traffic Management booked at a cost of £425 + VAT  
as per Item 15.1 in July. Refreshments ordered from Bakehouse Cafe.  
  
Cllr Timon will arrange the flags at the flagpole and War Memorial.  
Cllr Roberts and Lyons have agreed to give readings at the church service.  
Clerk to purchase Poppy Wreaths from British Legion at a cost of £65.  
  
*Power to support involvement with religious events Local Government Act  
1972 s138B (1) (d)*
  - 5.4 To note that Notice of Closure of External Audit was displayed by 30th  
September on Council website and on Council notice boards.  
Noted.
  - 5.5 To note emergency repairs for Henry Hoover at a cost of £22.16  
Noted.

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

*FR 5.15 Clerk's delegated authority for emergency expenditure under £500.  
Discharge of functions - Local Government Act 1972 s111*

**5.6** To note the Memorial Hall Trust has paid £563.55 for the Clerk's services for September and monthly until further notice.  
Noted. Temporary measure until we can recruit as Assistant Parish Clerk.

**5.7** To note emergency repairs of St Aidan's door lock at a cost of £100 (included fitting the baby changing table).  
Key safe refused to open, so a contractor removed the key safe and replaced it.

*FR 5.15 Clerk's delegated authority for emergency expenditure under £500.  
Discharge of functions - Local Government Act 1972 s111*

**5.8** To note the supply of a 2nd waste bin service from WLBC  
Noted.

**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  
Annual meeting of LALC at Preston LCC on 2nd November  
The Clerk will attend.

**6.2 Ormskirk Foundation Trust**

Cllr A Timon  
Next meeting of the Foundation Trust is 6th November.

**6.3 Shirdley Hill Community Association**

Cllrs N McCarthy-Thomason & J Ferguson  
A recent Race Night raised £315 for Shirdley Hill Community Association. Next event is a Quiz night on behalf of FROG.  
The Community lunches will restart and will be held once per month. Thinking of complementing those with a Coffee Morning on a day that the Mobile Library could attend.  
There is now the potential to show a movie at community events.

For December there will be a Race night, Christmas lunch and arrange a date for switch-on of Christmas tree lights on village green.

**6.4 St Cuthbert's Church Committee**

Cllr M Schofield  
No report, apologies received.

**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

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

Financial implications of new Assistant Parish Clerk role covered under Item 7.2

**7.2 Human Resources**

Cllrs. A Timon, K Wright, M Lyons, and M Schofield

To consider a proposal to merge Council and Trust administrative work into a new role of Assistant Parish Clerk and to charge the Trust for supplying administrative services, instead of recruiting a Trust Secretary.

[Job Advert v4](#) [Job Description v3](#)  
[Proposed Reorganisation](#)

Agreed. Need to use all available free sources of advertising; Halsall News, Halsall Facebook, other adjoining neighbourhood Facebooks, notice boards.

**7.3 Traffic and Road Safety**

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

Complaints about dogs roaming on Heathey Lane causing traffic disruption were reported to the police who spoke to the owner.

A section of the pavement near the village green has been repaired.

**7.4 Flooding**

Cllrs. E Wright, R Brookfield and A Timon

Flooding Meeting organised by Scarisbrick PC on 4th October. Waiting for minutes to be distributed.

**7.5 Healthy Halsall**

Cllrs. M Schofield, M Lyons, B Roberts

No report.

**7.6 Planning & Development**

Cllrs M Schofield and B Roberts

No report.

**7.7 Environment & Biodiversity Working Group**

Cllrs M Lyons, J Ferguson and Mr J Ferguson

Update on Footpath 28. It was agreed that Ken Sharp (OSS) would liaise directly with Councillors to arrange a site visit.

**8. [Planning Applications](#)**

**8.1 Applications**

2024/0770/LBC, La Mancha, replacement door on eastern elevation

2024/0752/PNC, Green Barn, Asmall Lane, change of use to dwelling

2024/0739/FUL, 93 Segars Lane, retrospective application for caravan

2024/0780/FUL, 69 Renacres Lane, new porch, dormers & boundary wall

**8.2 To Note Recent Planning Decisions**

2024/0680/PNP, Gorse Hill Farm - planning permission required

2024/0555/LDC, Moss View, Moss Road, - granted Certificate of Occupancy

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

2024/0529/LBC, La Mancha, - changes to internal doors approved.  
Change to the external door moved to new application.  
2024/0692/FUL, 71 Segars Lane, demolition & rebuilding - Withdrawn

**8.3 Recent planning emails received since agenda published**

2024/0813/ADV, La Mancha, Identification Sign

No comments made on any planning applications.

**9. Finance**

**9.1** To approve the [Schedule of Payments for October](#)

The Standing Order to pay Clerk's salary has been cancelled as payments will vary while waiting to fill the vacancy. The cost of window cleaning has increased from £35 to £40.

**9.2** To review the [Monthly Spend to Date - October](#)

Clerk demonstrated a new projections table in the Cashbook to illustrate likely receipts and spending up to 31/3/2025. This is to assist in planning the 2025/26 budget as the Council's predicted turnover has increased.

**9.3** To approve the [Bank Reconciliation](#)

Agreed and signed by Chair and Cllr Timon.

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

Confirmed by Cllr Timon.

**9.5** To move £321.36 in quarterly interest to Reserves Account

Agreed.

**10. To consider increasing St Aidan's Hire Charges**

It was agreed to increase one-off hire charge to £15 per hour and regular hires to £10 per hour, as from 1st January 2025.

*Power to provide public buildings - Local Government Act 1972 s133*

**11. To approve S19 Grant Request from Memorial Hall for programme of [repairs and improvements](#) at a cost of £2150 to be funded from CIL.**

Agreed.

It is not possible to find a donor to refurbish the Memorial Gates so the repaint at a cost of £650 will be added to this cost.

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

This proposal does include the project to refurbish the Triple Play Platform Item 21 in September minutes. Neither painting contractor is prepared to quote so it was agreed that we will use the quote from Yates Playgrounds.

**12. To approve a S137 Grant Request of £500 from [FROG for Christmas Lights \(storage, testing, connection\) and annual volunteer insurance.](#)**

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

Agreed.

*Power to give grants to support interests in the area to some or all of the inhabitants - Local Government Act 1972 s137.*

**13. To approve replacing the carpet in St Aidan's Hall at a cost of £xxx**

The Hall has a domestic carpet and underlay which is not ideal for the dining chairs. Sink too deep into the pile and then will not slide. Looked at industrial/office carpet tiles and laminate floor, could also look at replacement with [high quality vinyl or lino](#). Further investigation required.

**14. To approve a \$19 Grant to Memorial Hall to help fund a Children's Well Being event at a cost of £350**

Agreed. The Council will approve a \$19 grant to make up the difference between admission charges at Memorial Hall and total cost up to £350.

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

**15. To approve £80 in S133 payments (May to Dec) for Council Meetings at Memorial Hall**

Agreed. Council to pay the Memorial Hall Trust charity for hire of their meeting room on alternate months.

*Power to contribute towards cost of public meetings - Local Government Act 1972 s133*

**16. 2 Volunteers required for Remembrance Sunday readings at St Cuthberts**

Cllrs Roberts and Lyons agreed to do church readings for Remembrance Sunday.

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

Legal Deposit Libraries Act 2003, send a copy of Halsall News to the British Library. A small additional task each month.

Cllr Timon raised an opportunity to provide Defib and CPR training at a reduced cost. These courses can be arranged by providing a £100 donation to a Heart Charity. Agreed to add this to next month's agenda as potential expenditure.

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

Next meeting date will be 13th November at St Aidan's

Meeting closed at 08:30 pm