


HALSALL PARISH COUNCIL

Members of the Parish Council are summoned to attend the Meeting of Halsall Parish Council on Wednesday 8th January at 7:30 pm at St Aidan's Hall, Renacres Lane.

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 11th December
5.		Discuss and agree on any matters arising from Parish Clerk's Report
	5.1	Feedback from LCC Highways on Farm signs
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
	6.2	Ormskirk Foundation Trust Cllr A Timon
	6.3	Shirdley Hill Community Association Cllrs N McCarthy-Thomason & J Ferguson
	6.4	St Cuthbert's Church Committee Vacant
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 To Approve Proposed Budget for 2025/26 and Precept Calculation
	7.2	Human Resources Cllrs. A Timon, K Wright, and M Lyons
	a)	Update on Assistant Parish Clerk recruitment
	b)	To note the resignation of Cllr Schofield and propose a timetable for co-option 6th to 20th January - Notice of Election. Approved by WLBC 1st February - Halsall News & Noticeboard Vacancy Advert 28th February - Closing Date for applications 12th March Council Meeting - Election of Co-opted Councillor

7.3	Traffic and Road Safety
	Cllrs. N McCarthy-Thomason, R Brookfield, and B Roberts
7.4	Flooding
	Cllrs. E Wright, R Brookfield and A Timon
7.5	Healthy Halsall
	Cllrs. M Lyons and B Roberts
7.6	Planning & Development
	Cllr. B Roberts
7.7	Environment & Biodiversity Working Group
	Cllrs M Lyons, J Ferguson and Mr J Ferguson
8.	Planning Applications (1/1/25 WLBC Planning website is unavailable)
8.1	Applications
	2024/1015/PNP Gorse Hill Farm, New Cut Lane, prior permission farm track
	2024/1013/FUL La Mancha, conversion of outbuildings to 2 dwellings
8.2	Recent planning applications (for planning applications that are published on day of the meeting)
8.3	To Note Recent Planning Decisions
	2024/0902/FUL 32 Linaker Drive, Single extension; Granted
	2024/0739/FUL 93 Segars Lane, Caravan in garden; Refused
	2024/0715.FUL 1 Halsall Farm Groce, Childrens Play Equipment; Granted
9.	Finance
9.1	To approve the Schedule of Payments for January
9.2	To review the Spend to Date for December (Jan Meeting)
9.3	To approve the Monthly Bank Reconciliation (Jan Meeting)
9.4	To confirm the bank balances on accounts & sign bank statements
9.5	To approve the transfer of quarterly interest to the Reserves account £112.83 from Reserves, £85.91 from CIL, £103.67 from Precept accounts. Total £302.41 in quarterly interest New Reserves balance will be £17,181.79 approx 33% of turnover
10.	Demonstration from Easywebsites, Parish Council website Need to upgrade to a WCAG 2.2 compliant website. <i>Equality Act 2010</i>
11.	S137 Grant application from Bees & Butterflies for £500

		Bees & Butterflies Update report Bees & Butterflies Grant Application
12.		Notice of Information-Only Items
13.		Date and time of next meeting
		Next meeting date will be 12th February 2025 at Memorial Hall.
<p>Authorised by</p>  <p>Chris Pyne, Parish Clerk</p>		
<p>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.</p> <p>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.</p>		

HALSALL PARISH COUNCIL

Minutes of Halsall Parish Council meeting held on
Wednesday 11th December at 7:30 pm at St Aidan's Hall, Renacres Lane, Halsall.

PRESENT: Cllr M Lyons (Chair), Cllr R Brookfield, Cllr N McCarthy-Thomason, Cllr J Ferguson, Cllr D Adams, C Pyne (Clerk) and C Smith (Asst. Clerk)

1. Introductions and Apologies for Absence

Cllr E Wright (Vice Chair), Cllr K Wright, Cllr M Schofield, Cllr A Timon and Cllr B Roberts.

Cathy Smith was introduced as the new Assistant Parish Clerk.

Meeting was relocated from Memorial Hall to St Aidan's Hall due to damage from Storm Darragh.

2. Declarations of Interest

None.

3. Open Forum

3.1 West Lancs Borough Councillors

The Clerk reported on replies from Borough Councillors. They are working on several issues and concerns from residents, but these are confidential. Borough Councillors are always willing to attend parish council meetings to advise on any specific issues which the Parish Council wishes to raise. The Councillors read the agenda and will attend if they think they can assist with any issue.

3.2 Open Public Forum

No questions

4. To confirm and sign the [Minutes of the meeting held on 13th November](#)

Agreed 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 Remembrance Sunday

Reviewed at the December Trust meeting, it was agreed that we should order more healthy and vegetarian food options next year.

5.2 DHSC Defibrillator Grant (c. £750)

Further details of this scheme reveal that we must pay more than the commercial cost of an older model defibrillator to obtain a "free" external cabinet. This might cost more in the longer term due to difficulties in obtaining spare parts, replacement batteries and consumable pads. The Council will not apply for the grant.

Signed Chair Date

5.3	<p>The Clerk thanked all councillors for their various contributions to the incidents at the Memorial Hall due to Storm Darragh on 7th December. The Council agreed to send Thank You letters to the residents who also assisted with the 3 fallen trees. Dealing with all these incidents (Insurance Claim for Memorial Hall roof, finding contractors, emergency repairs etc) has disrupted planned activities, we will defer these to the January meeting.</p> <p>The Council agreed to pay overtime for the Clerk for additional hours worked between 7th and 9th December. Details to be agreed.</p>
5.4	<p>With reference to item 5.6 in November, it was urgent to install the additional power sockets in the main hall before the new floor was fitted. Expenditure of £160 was noted.</p>
6.	<p>To receive reports from Representatives to outside Bodies and discuss and agree upon any actions arising;</p>
6.1	<p>Lancashire Association of Local Councils (LALC)</p>
	<p>Cllrs R Brookfield, M Lyons</p>
	<p>No meetings.</p>
6.2	<p>Ormskirk Foundation Trust</p>
	<p>Cllr A Timon</p>
	<p>No meetings.</p>
6.3	<p>Shirdley Hill Community Association</p>
	<p>Cllrs N McCarthy-Thomason & J Ferguson</p>
	<p>The contractors have fitted the new flooring in St Aidan's Hall. The Council agreed to pay an extra cost of £280 + VAT for waste disposal which had not been included in the quote.</p> <p>The switching on ceremony for the Christmas Lights incurred some last-minute expenditure. Cllr McCarthy-Thomason had to purchase a replacement electrical connector and tea urn. Noted for Cllr Expenses claim.</p>
6.4	<p>St Cuthbert's Church Committee</p>
	<p>Cllr M Schofield</p>
	<p>No meetings</p>
7.	<p>To receive reports from Working Groups and agree upon any actions arising;</p>
7.1	<p>Finance</p>
	<p>Cllrs. M Lyons, E Wright, A Timon, and K Wright</p>
	<p>a) To Review Draft Budget 2025/26 and Precept Calculation</p> <p>The Clerk explained the process for building a budget and the Precept calculation. Councillors asked questions about the proposed reductions in some budget lines. The final figure for the Precept is linked to the end of year outturn, currently expected to be £1000 to £2000 surplus, we will review again in January. This leads to a 7-10% increase in the Precept (£3 - 4,000) in the context that we reduced the Precept by 10% last year. Increased wage</p>

Signed Chair Date

		costs, including National Insurance and a higher allocation for repairs and maintenance are the major budget line increases.
	b)	To approve the 2023/24 CIL Return to WLBC Agreed.
7.2		Human Resources
		Cllrs. A Timon, K Wright, M Lyons, and M Schofield
		Interviews for the post of Assistant Parish Clerk have been completed and Cathy Smith will start in January/February.
7.3		Traffic and Road Safety
		Cllrs. N McCarthy-Thomason, R Brookfield, M Schofield and B Roberts
		Construction lorries have been observed using the shortcut through the village. Cllr McCarthy-Thomason has already spoken to the site manager, but it is going to require a 2nd visit.
		A resident fell on Heathey Lane. Cllr McCarthy-Thomason sent pictures of his injuries to LCC Cllr O'Toole, as additional support for our request for resurfacing of the Heathey Lane footpath/pavement.
		Clerk to investigate whether there are official warning signs for Farm Vehicles but if so, we would need permission from LCC Highways to install them.
		Clerk to contact LCC Parking Enforcement to discuss obstructions on Summerwood Lane.
7.4		Flooding
		Cllrs. E Wright, R Brookfield and A Timon
		No business.
7.5		Healthy Halsall
		Cllrs. M Schofield, M Lyons and B Roberts
		No business.
7.6		Planning & Development
		Cllrs M Schofield and B Roberts
		No business.
7.7		Environment & Biodiversity Working Group
		Cllrs M Lyons, J Ferguson and Mr J Ferguson
		No business.
8.		Planning Applications
8.1		Applications
		2024/1020/NMA, Grainstore, Plex Lane, Alterations to finishes
8.2		Recent planning applications/decisions received since the agenda was published. (for planning news published on day of the meeting)

Signed Chair Date

		2024/0715/FUL 1 Halsall Farm Grove, children's play area - Approved	
		2024/1015/PNP Gorse Hill Farm, new access and farm track Not appropriate to comment on PNP permission application. Wait until WLBC determines if a Planning Application is required.	
	8.3	To Note Recent Planning Decisions	
		2024/0080/TP. Hollybrooks Farm, Moss Road, Fell TPO tree, Refused	
	9.	Finance	
	9.1	To approve the Schedule of Payments for December Agreed.	
	9.2	To review the Spend to Date for November (Dec Meeting) Agreed.	
	9.3	To approve the Monthly Bank Reconciliation (Dec Meeting) Agreed.	
	9.4	To confirm the bank balances on accounts & sign bank statements	
		Later confirmed by Cllr Timon who was unable to attend the meeting but has access to the bank account balances.	
	9.5	To agree that HPC will voluntarily pay pension scheme contributions. Either;	
		a Local Government Pension Scheme (LGPS) at £1531 p.a.	
		b NEST Company scheme at £364.57 p.a.	
		Option B Agreed. Halsall Parish Council will join the NEST Pension scheme if an employee requests membership of a pension scheme.	
	9.6	To agree the 2025/6 cross charging for admin & cleaning services to the Trust.	
		<u>Comparison - if Trust still employed a Secretary</u>	
		2024 Position with Trust Secretary (August 2024)	£719 p.m.
		2025 Position with Trust Secretary (April 2025 + pay rise + NI)	£775 p.m.
		2025 Position with Trust Secretary (April +1 hour)	£820 p.m.
		<u>2025/6 using Council Staff - Cross Charge amounts</u>	
		a 40% of gross salaries (inc new NI)	£796 p.m.
		b 40% of full on-cost (+ Pension go to £826 or £924)	
		c some other option	
		Reorganisation is £24 p.m. cheaper than status quo because Assistant Clerk costs less per hour than Trust Secretary (inc an extra hour per week) but slightly more expensive (£6) if we pay into NEST pension.	
		Even without the reorganisation, the Trust faces a significant increase of £100 p.m. in wage costs.	

Signed Chair Date

		Option B agreed. The cross-charging amount for 2025/26. For further discussion in January. Should the Memorial Hall be required to cover all its costs? - the Council subsidises the cost of St Aidan's Hall?
10.		Update on EV Car Parking Spaces Deferred to January meeting
11.		Update on proposal to provide CPR Training from Heartbeat UK HPC asked to guarantee a minimum donation of £100 from course attendees. Agreed. <i>1972 LGA s137 Donations to UK Charity</i>
12		Update on Footpath 28. To agree on sending a letter to LCC. Draft letter from OSS to LCC Draft letter from HPC to LCC Agreed. Clerk to adapt to Council Letterhead and send letter to LCC.
13.		To agree s137 grant request from Halsall Proud & Tidy for £500 Grant application Agreed. <i>1972 LGA s137 Donations to local voluntary groups of benefit to the community</i>
14.		To approve annual review of council policies & documents
	a)	Standing Orders - last reviewed Nov 23
	b)	Financial Regulations - last reviewed Jun 24
	c)	Asset Register - last reviewed Mar 24. Changes Required Agreed variations in Insurance values proposed by new Aviva Insurance, all in excess of previous insured values with Zurich. Added details of insured property held in Trust which are included within the Policy.
	d)	Financial Reserves - last reviewed July 23
	e)	Health & Safety Policy - last reviewed Dec 23
	f)	Complaints Policy - last reviewed Jun 24
	g)	Data Protection Policy - last reviewed July 24
	h)	Risk Register & Policy - last reviewed Sep 24
	i)	Codes of Conduct - last reviewed Dec 23 (WLBC document)
	j)	(FR 1.7) Direct Debits and Delegated Expenditure - reviewed monthly
	k)	(FR 3.7) J.O'Donoghue will be Internal Auditor for 2024/25
	l)	(FR 6.1) Halsall Parish Council will bank with Unity Trust Bank

Signed Chair Date

		No changes required to other Council documents. Annual procedures in Financial Regulations confirmed.
15.		Demonstration from Easywebsites, Parish Council website Need to upgrade to a WCAG 2.2 compliant website. Deferred to January <i>Equality Act 2010</i>
16.		Notice of Information-Only Items
		Parish Clerk is on A/L w/c 16th December for 1 week Cleaner is on A/L w/c 23rd December for 2 weeks
17.		Date and time of next meeting
		Next meeting date will be 8th January 2025 at St Aidan's Hall Meeting closed 20:48

Signed Chair Date

PARISH CLERKS REPORT

January 2025

I am going to report using the [HPC Action List](#) (on the Intranet under Quick Links).

Completed Activities since Last Meeting (11th December)

Budget & Precept preparation have been the priority and getting employment of Assistant Clerk organised.

Recently Completed Activities

Ref	Date	Completed Activities	Source	Resolution	Date	Recent
359	15/11/2024	Organise WCAG2.2 demo	Minutes	December agenda, delay until January	03/01/2025	
379	12/12/2024	Update all document review dates	Minutes		03/01/2025	
380	12/12/2024	Buy new HDMI cables	Clerk	Ordered, delivery 6th Jan	03/01/2025	
330	12/9/2024	Update policies on website	Minutes	December & January meetings	31/12/2024	
363	12/12/2024	Send Thank You cards	Minutes	Done	31/12/2024	
365	12/12/2024	Format Overtime request	Minutes	Done, Paid in December	31/12/2024	
366	12/12/2024	Pay Floor invoice & Waste Disposal	Minutes	Done, Paid in December	31/12/2024	
368	12/12/2024	Do Bank reconciliations before 16/12 for A/L handover	Minutes	Done	31/12/2024	
369	12/12/2024	Data Protection tidy up on Interviews	Minutes	Done	31/12/2024	
370	12/12/2024	Investigate Farm Road signs	Minutes	Sign 553.1 . written to LCC.	31/12/2024	
371	12/12/2024	Contact LCC Parking	Minutes	Filled in a LCC form requesting advice	31/12/2024	
372	12/12/2024	Get Bank reconciliation from Andy for 1st Dec	Minutes	Done, Filed with Minutes	31/12/2024	
373	12/12/2024	Contact NEST Pension Scheme	Minutes	Employee declined optional pension scheme	31/12/2024	
377	12/12/2024	Do Footpath 28 Letter	Minutes	Drafted, posted on 31/12/2024	31/12/2024	
378	12/12/2024	Pay HPAT £500	Minutes	Done	31/12/2024	
381	12/12/2024	Keys for snooker club	Clerk	Done, Left at Bakehouse, Jason aware.	31/12/2024	

Open Activities

Ref	Date	Open Activities	Source	Latest Update - DO NOT EDIT ! - Edit the All page
142	12/10/2023	Get estimate for power at Saracens Head	Minutes	
210	14/2/2024	Community Skip	Minutes	Pick a date? Coordinate Halsall News/WLBC availability
223	14/6/2023	Cleaning War Memorial Tablets	Minutes	Got photos . Sent to Ormsby
225	10/4/2024	Cost of Footpath Signs	Minutes	Can we do engraved wooden markers?
237	15/5/2024	All Councillors should have .gov email	Audit	Need to research auto forwarding
276	12/6/2023	Do research into 3 websites suppliers	Minutes	December presentation
278	6/7/2024	check all 2024 minutes/agenda to new audit standards	Clerk	
301	19/7/2024	Look at Formby Children Playing signs	Clerk	
302	20/7/2024	Look at SLCC document retention policy	Clerk	January agenda
304	25/7/2024	Halsall Trust page on Council website	Clerk	New idea. several days of work. Not urgent
314	12/9/2024	Move solicitors onto the Conveyancing	Minutes	written to Natasha
333	16/10/2024	CILCA Exam and CPD	Clerk	after Assistant Parish Clerk
343	11/11/2024	Get a keys for ash tray (me, Louise)	Clerk	
348	15/11/2024	Fix another pothole in car park at Memorial Hall	Minutes	Asked Simon to do on a fine day
355	15/11/2024	More information required on EV Charging Bays	Minutes	December Agenda, delay until January
358	15/11/2024	Organise the poster competition	Minutes	

Mr Chris Pyne
Sent by email
halsallparishclerk@gmail.com

Phone: 0300 123 6780
Email: highwaysdistrictlead@lancashire.gov.uk
Our ref: 84852
Date: 31 December 2024

Dear Mr Pyne

New Signage, Shirdley Hill Village, Halsall

Thank you for your email dated 12 December 2024, regarding possible signage in Shirdley Hill Village, Halsall.

We are not aware of an increased number of agricultural premises along Renacres Lane, that would indicate an increased presence of tractors. Drivers travelling through this area should expect to encounter these types of vehicles, in such a rural/semi-rural location.

On review of this location, we do not have any road safety concerns related to farm traffic manoeuvring or otherwise. In this instance, there have been no recorded injury incidents at this location within the past 5-year period. With the road appearing to be operating satisfactorily, in terms of road safety.

We acknowledge that Renacres Lane, like many rural areas, has individual property and field entrances likely used by traffic. However, our records show that these entrances do not pose a significant concern for vehicles using them, or the surrounding network.

Given the information above, we do not consider signage is required at this location, at this current time.

I hope this clarifies our position.

Yours sincerely



Mark Stephenson
Highways District Lead Team Officer
Highways District Lead Team
Highways Operations and Design
Highways and Transport
Lancashire County Council

2023/24 Receipts & Payments for 2024 /2025 (inc Scheduled Payments)						Proposed Receipts & Payments for 2025/26			
Spent	Code	Budget Item	Budget	To Date	Expected	EYO Comments	Budget Item	Budget	Budget Comments
7,594.80	21	Clerk's (+ Asst Clerk) Salary	11,000	8,644.37	13,200.00		Gross Salaries	21,918.44	
							Clerk		11,010.41
							Asst Clerk		6,824.31
							Cleaner		4,083.73
1,881.13	22	HMRC PAYE & Emp NI	0	2,455.88	2,735.88	£140 per month * 2 = £280	HMRC Emp NI	1,300.00	
51.03	23	Clerk's Mileage	150	38.79	50.00	stopped claiming now only 8p per mile	Staff Mileage	150.00	Asst Clerk claiming
0.00	24	Office Expenses	250	487.56	500.00		Staff Office Expenses	700.00	2 Home offices
374.40	25	Staff Training	750	0.00	450.00	Move to Earmarked reserves if not spent	Staff Training	400.00	Asst Clerk claiming
80.00	26	Staff Recruitment	0	0.00	0.00		Staff Recruitment	0.00	
0.00	27	Cleaner Salary	1500	3,034.41	4,100.00			0.00	Merge codes 27&28 into 21&22
0.00	28	HMRC PAYE & Emp NI	0	0.00	0.00	No PAYE or Emp NI for cleaner		0.00	
200.00	31	Chair's Allowances	200	0.00	200.00	Move to Earmarked reserves if not spent	Chair's Allowances	0.00	£200 in earmarked reserves
0.00	33	Mileage	100	0.00	0.00		Mileage	50.00	Reduce - rarely spent
50.96	34	Expenses	100	0.00	50.00	Xmas lights?	Expenses	50.00	Reduce - rarely spent
0.00	35	Training	400	0.00	0.00		Training	200.00	Reduce - rarely spent
312.00	41	Audit fees	450	628.00	628.00		Audit fees	660.00	659.40
412.32	42	Subs LALC	450	445.17	445.17		Subs LALC	470.00	467.43
35.00	43	ICO	35	35.00	35.00		ICO	35.00	Same
0.00	44	Reserve re elections etc	400	435.35	435.35	Had to pay this year, so no transfer to reserves	Reserve re elections etc	1,000.00	Need £10K earmarked reserve
666.00	45	Legal Fees - Solicitor/Planning	600	3,156.60	3,156.60	Bakehouse Lease & Planning Fees	Legal Fees - Solicitor/Planning	1,200.00	Need St Aids Conveyance
425.96	46	Music Licence	300	391.52	391.52		Music Licence	600.00	Need Film & Music Licences
178.00	17	Refunds (Hire Fees, etc)	0	689.00	689.00	Hires paying Council when should have paid the Trust	Transfers to MH	0.00	In and Out budget code
1,057.87	51	Rem Sunday / War memorial	1,200	910.48	910.48	Complete, underspent, reduce next year	Rem Sunday / War memorial	1,000.00	1,001.53
50.00	52	Bus shelters	350	50.00	50.00	3/6/2024 Paid from CIL	Bus shelters	350.00	wooden shelter need maintenance
0.00	54	Seats	250	0.00	0.00		Seats	0.00	include in above - which ones?
569.18	55	Noticeboards / Web Hosting	800	197.98	602.02	check fees current (+£120) and new?	Noticeboards / Web Hosting	800.00	Need govuk website
0.00	56	Spids	300	0.00	0.00		Spids	300.00	same
4,277.97	57	Maintenance of open spaces	4,500	3,290.00	4,550.00		Maintenance of open spaces	4,500.00	same
0.00	58	New Defibrillator	450	0.00	450.00	Move to Earmarked reserves if not spent	New Defibrillator Pads	300.00	Buy from reserves £100 p.a. per site
851.26	61	Electricity	1,100	456.51	610.00		Electricity	800.00	Better management & prices but dont
899.05	62	Gas	1,300	581.82	800.00		Gas	1,100.00	under-estimate usage
418.88	63	Water	600	450.86	600.00		Water	720.00	
504.93	64	Internet	500	378.00	500.00		Internet	560.00	554.4
97.00	65	Mobile Phone	100	0.00	0.00		Mobile Phone	150.00	2 mobiles Clerk & Asst
2,983.16	66	Insurances/Inspections/Fire	3,200	2,683.55	2,950.00	Plus £250 excess	Insurances/Inspections/Fire	3,000.00	Insurance, PAT, Fire
96.76	67	Hygiene / Waste	450	604.57	604.57		Hygiene / Waste	1,200.00	W/LCC + 2 Milenium
245.00	68	Window cleaning	420	195.00	360.00		Window cleaning	500.00	£40 per month
72.00	69	Bank Charges	75	103.40	140.00		Bank Charges	110.00	£6+£3 * 12
1,200.82	71	St Aids Cleaning	0	0.00	0.00		St Aids Cleaning	0.00	redundant now a salary cost
107.74	72	Cleaning supplies	200	182.35	250.00		Cleaning supplies	300.00	buy for two sites
1,395.84	73	St Aids Property	1,100	1,558.10	2,000.00		St Aids Property	3,000.00	Merge all property expenses (invoice & debit card costs)
50.00	75	Hire Refunds & Adjustments	0	100.00	100.00		Hire Refunds & Adjustments	0.00	In and Out budget code on Hall hires
754.23	77	Lloyds Debit Expenses	0	944.22	1,200.00		Lloyds Debit Expenses	0.00	Merge all property expenses (invoice & debit card costs)
2,775.00	81	S137 (Anyone)	3,365	2,191.00	2,700.00	£500 for SBs in January	S137 (Anyone)	3,000.00	
1,168.80	82	S19 (only MH)	1,500	0.00	0.00	CIL projects rather than Precept funded ones	S19 (only MH)	1,500.00	
331.50	83	S142 Halsall News (+ printing)	485	484.50	2,000.00		S142 Halsall News (+ printing)	4,300.00	10 *£380 printing + £500 contribution
959.56	84	VAT for CIL Grant	500	647.60	1,000.00		VAT for CIL Grant	0.00	IN and OUT Budget code
72.00	85	S133 Meetings at MH	150	80.00	100.00		S133 Meetings at MH	150.00	
117.43	86	S19 Warm Spaces	200	0.00	0.00		S19 Warm Spaces	0.00	
180.00	87	LCC Biodiversity	0	120.00	120.00	£500 left in LCC Reserves, was £620	LCC Biodiversity	0.00	Potential external grant
	88		0	0.00	0.00		LCC Footpaths	0.00	Potential external grant
25.00	89	Best Kept Village	0	25.00	25.00		Best Kept Village	0.00	merge within S137
33,532.58		Payments to date	39,780	36,676.59	49,688.59	Spend on Salaries but get refunds from Trust. Spend on printing get advertising revenue	Large Budget Increase	56,373.44	Printing Halsall News but getting advertising revenue. Taking on Trust Salary costs but get 40% refunded. Need more for Elections, Waste Mgt, Annual Salary increases (inc Emp NI)
		Difference to actual payments (should be zero)		11,493.61		CIL Spend not included in budget planning			
Received to Date	Code	Receipts	Agreed to date	Received to date	Expected income	Explanations for expected income	Proposed Receipts		Explanations for Budgets
	10	Refund salary costs from Trust	0.00	3,077.79	6,500.00		Refund salary costs from Trust	9,287.38	40% gross salaries + Emp NI
32,783.00	12	Precept	29,436.00	29,436.00	29,436.00		Precept		
1,433.00	13	Council Support	1,433.00	1,433.00	1,433.00		Council Support	1,433.00	Same
1,761.00	14	Concurrent Grant	1,761.00	1,761.00	1,761.00		Concurrent Grant	1,761.00	Same
1,900.00	15	Reserves / Received Grants	3,200.00	0.00	3,200.00	Less likely to need Reserves to balance the budget	£ Paid from Reserves	1,250.00	Early Surplus on 2024/25
3,599.50	16	Hall Hire	2,000.00	3,643.50	4,000.00	anticipate £400 by EYO	Hall Hire	4,000.00	Increase but not over estimate
	17	Refund /Transfer to MH	0.00	689.00	689.00	to be Excluded from AGAR - IN & OUT	Refunds / Transfers to MH	0.00	IN & OUT Budget Code
1,051.98	18	Interest Received	450.00	938.93	850.00	expect £1150	Interest Received	750.00	Interest rates decreasing
83.67	19	Other Income	0.00	0.00	840.00	Adverts - £280 per month *3 = £840 ?	Other Income	3,200.00	Advertising income + £400 Church
2,622.57	26	VAT Refund	1,500.00	2,237.56	2,237.56		VAT Refund	2,200.00	Actual at 31/12/2024
45,244.72		Receipts to date inc Scheduled	39,780.00	43,216.78	50,946.56			23,881.38	Income without Precept
45,244.72		Difference (should be zero)	0.00	6,314.88		CIL Income not included in budget planning		32,482.07	Precept required
				1,257.97		Surplus		3,056.07	Increase Precept
								10.38	% Precept increase
								917.52	Taxbase
								35.41	Band D rate
									2023 = £37.09, 2024 = £33.56

HALSALL PARISH COUNCIL			January	for	8th January	meeting
Chair	Mary Lyons		Signed			
Independent			Signed			
Received Date	Minutes Ref	Bank Date	Expenditure Category	Amount	Payee Use Clerk & Cleaner for FOI redaction	Notes
Changes since last month : Highlighted						
(Manual List) Direct Debits						
		3rd Month	Open Space maintenance	320.00	Forshaw	Monthly
		3rd Month	Open Space maintenance	100.00	Connor St Aidans	Monthly
		8th Month	National Broadband 4G Internet	42.00	Nat Broadband	Monthly
		9th Month	Electricity	as claimed	Octopus	Monthly
		21st Month	Gas	as claimed	EON	Monthly
		24th Month	Lloyds Bank Credit Card	as claimed	Lloyds	Monthly
		last day month	Bank Charges (£6 per month)	6.00	Unity	Monthly
		end of quarter	HMRC Tax & Employers N.I.	as claimed	HMRC	Quarterly
		end of quarter	Water	as claimed	Water Plus	Quarterly
		15/12/2023	Information Commissioner	35.00	ICO	Annually
(Manual List) Paid under Delegated Authority (not listed on the Agenda)						
		28th	21 Cleaner Salary	321.00	Cleaner	1 x 2 hour sessions
		28th	10 MH Refund Cleaning	-214.00	Trust	2 x 2 Cleaning sessions
		28th	27 Clerk & Trust Salaries	1,159.32	Clerk	Temp. Replacement
		28th	09 MH Refund Clerk's Salary	-563.55	Trust	7 hours per week for month
		28th	Window Cleaning	40.00	P Walsh	monthly via Clerk's expenses
		28th	23 Clerk's Expenses	as claimed	Clerk	monthly
		28th	15 Cleaner's Expenses	as claimed	Cleaner	monthly
		28th	23 Member's Expenses	as claimed	as claimed	monthly
(Automatic Filter) Payments Awaiting Approval						
Date	Minutes / Date	Bank Date		Amount	Use Clerk & Cleaner for FOI redaction	Notes
12/11/2024	DD		Tax and NI	891.67	HMRC	payable 22/1/2025
3/1/2024	DD		Gas	107.10	Eon	December(due 17th Jan)
3/1/2024	DD		Electricity	49.49	Octopus	December(due 17th Jan)
3/1/2024			Window Cleaning	40.00	Clerk	Walsh December
3/1/2024			Office Expenses	102.16	Clerk	ink, cable, spare keys

Receipts & Payments 2024/2025 Spend to Date Summary including Scheduled payments)					
Chair - Mary Lyons		Date		Signed	
Independent		Date		Signed	
Planned Budget		39,780.00			
Total Income		49,531.66			
Total Expenditure		47,871.45			
Available to date		1,660.21			
Code	Payments	Budget	Spend to Date	Available	Explanantions /Comments
21	Clerk's Salary	11,000	8,644.37	2,355.63	Probably be £11-12,000 by EOY
22	inc Tax & NI	0	2,455.88	-2,455.88	Code 21 & 22 taken together
23	Clerk's Mileage	150	38.79	111.21	stopped claiming now only 8p per mile
24	Office Expenses	250	385.40	-135.40	
25	Staff Training	750	0.00	750.00	Havent paid the CILCA exam fee yet
26	Staff Recruitment	0	0.00	0.00	
27	Cleaner Salary	1500	3,034.41	-1,534.41	15/5/24 Transfer £1500 from Code 71. Going to be £3852
28	Cleaner Tax & NI	0	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	
41	Audit fees	450	628.00	-178.00	Completed. New Auditor more expensive than predicted
42	Subs LALC	450	445.17	4.83	Complete
43	ICO	35	35.00	0.00	
44	Reserve re elections etc	400	435.35	-35.35	Had to pay this year, so no transfer to reserves
45	Legal Fees - Solicitor/Planning	600	3,156.60	-2,556.60	New Bakehouse Lease
46	Music Licence	300	391.52	-91.52	
17	Refunds (Hire Fees, etc)	0	689.00	-689.00	Hirers paying Council when should have paid the Trust
51	Rem Sunday / War memorial	1,200	910.48	289.52	Complete, underspent, reduce next year
52	Bus shelters	350	50.00	300.00	3/6/2024 Paid from CIL so £350 still available
54	Seats	250	0.00	250.00	
55	Noticeboards/ Web Hosting	800	197.98	602.02	
56	Spids	300	0.00	300.00	
57	Maintenance of open spaces	4,500	3,290.00	1,210.00	
58	New Defibrillator	450	0.00	450.00	
61	Electricity	1,100	407.02	692.98	Most expensive months to come
62	Gas	1,300	474.72	825.28	Most expensive months to come
63	Water	600	450.86	149.14	44
64	Internet	500	378.00	122.00	
65	Mobile Phone	100	0.00	100.00	
66	Insurances/inspections/Fire	3,200	2,683.55	516.45	
67	Hygiene / Waste	450	604.57	-154.57	
68	Window cleaning	420	155.00	265.00	
69	Bank Charges	75	103.40	-28.40	
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	1,558.10	-458.10	
75	Hire Refunds & Adjustments	0	100.00		
77	Lloyds Debit Expenses	0	944.22	-944.22	
81	S137 (Anyone)	3,365	2,191.00	1,174.00	10/4/24 Move £135 to 83
82	S19 (only MH)	1,500	0.00	1,500.00	
83	S142 Halsall News	485	484.50	0.50	10/4/24 Overspent. Move £135 from 81
84	VAT for CIL Grant	500	647.60	-147.60	
85	S133 Meetings at MH	150	80.00	70.00	
86	S19 Warm Spaces	200	0.00	200.00	
87	LCC Biodiversity	0	120.00	-120.00	£500 in LCC Reserves, was £620
88	CIL Projects	0	11,493.61	-11,493.61	
89	Best Kept Village	0	25.00		
Payments to date inc Scheduled		39,780	47,871.45	8,091.45	Overspent on payments but receipts are higher
Difference (should be zero)			0.00		Pivot analysis same as Payments
Code	Receipts	Budget	Rec'd to date	Outstanding	Explanations for surplus
10	Cleaning Costs from MH	0.00	3,077.79	-3,077.79	£3852/6*4=2568/12 = £214 per month so £2568 expected
11	CIL	0.00	6,314.88	0	
12	Precept	29,436.00	29,436.00	0.00	
13	Council Support	1,433.00	1,433.00	0.00	
14	Concurrent Grant	1,761.00	1,761.00	0.00	
15	Reserves / Received Grants	3,200.00	0.00	3,200.00	
16	Hall Hire	2,000.00	3,643.50	-1,643.50	anticipate £4000 by EOY?
17	Refund /Transfer to MH	0.00	689.00	-689.00	to be Excluded from AGAR - IN & OUT
18	Interest Received	450.00	938.93	-488.93	expect £850 ?
19	Other Income	0.00	0.00	0.00	Charge for temorarily managing the Trust. Expect £2200
126	VAT Refund	1,500.00	2,237.56	-737.56	24/6/2024 additional £737.56 from VAT refund
Receipts to date inc Scheduled		39,780.00	49,531.66	9,751.66	Receipts are higher than predicted.
Difference (should be zero)			0.00		Pivot analysis same as Receipts

HALSALL PARISH COUNCIL

Guidelines for Grant applications

Section 137 of the Local Government Act 1972 allows the Parish Council to spend a limited amount on activities which the Council considers 'will bring direct benefit to the area, or any part of it, for all or some of its inhabitants'. The benefit obtained should be commensurate with the expenditure incurred. A range of grant applications from £30 to £500 can be considered.

- Grant applications are available to organisations for charitable, social, cultural, recreational, or philanthropic purposes. Business projects cannot be supported.
- The Parish Council will consider the application at its next meeting.
- Any payments made are subject to the budgetary constraints of the Parish Council and can only be made by BACS payment.
- Applications and decisions will be recorded in the Parish Council Minutes which are available for public inspection.
- Applications should be made in writing to halsallparishclerk@gmail.com. Please include the following information.

1.	Name of the Group: The Bees and Butterflies Brigade
2.	Short Description of the Aims of the Group: To help beneficial insects by planting nectar-rich plants in the local area. To bring local people together to help wildlife.
3.	Contact Details: Name, address, email, telephone number: Mrs Clare Edwards, 3 Dicconsions Lane, Halsall, Lancs, L39 7HR
4.	Is this a Registered Charity? No, a community group. Registration Number
5.	Purpose of the Grant: To buy top soil, organic soil improvers and shade-loving plants so that we can continue to develop the woodland garden in St. Cuthbert's churchyard. We have already planted about 80 square metres of spring-flowering, nectar-rich plants and bulbs to help bees and other beneficial insects, but would like to extend the area of planting further this spring.
6:	Amount of Grant: £500
7.	Identify the benefit to some or all of the residents of Halsall: Our members are realising that being part of a group that helps nature is really rewarding – they are socialising with others whilst learning how good it feels to be connected to nature. For some of our members, being part of the group is combatting loneliness; for others it offers activities that the whole family can take part in. This year I'm going to try to teach them the names of the wildflowers/minibeasts/birds that are there, why they are important and why we should respect them.
8.	Bank account name : Lloyds Bank Treasurer's Account The Bees and Butterflies Brigade Sort code :30-99-50 Account number: 19989162

The Bees and Butterflies Brigade Diary 2024

17th March – Memorial Hall

Afternoon tea and fundraising activities in the Memorial Hall. Raised £237.50

24th March - St Cuthbert's

Planted the bank in the ha-ha with alpines.

The Aubretia flowers were particularly loved by emerging bumblebee queens.



21st April – St. Cuthbert's

Sowed annual and perennial wildflower seeds in the ha-ha.

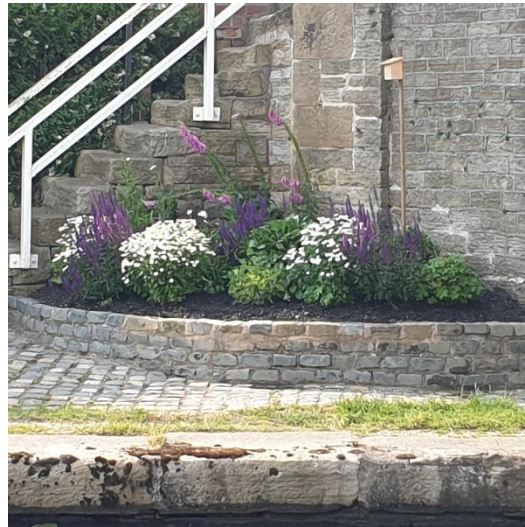
Planted a group of shade-loving plants.



28th April – Canal-side

Planted the small raised bed by bridge 25 with a mix of wild flowers and garden varieties.

Appreciation from passers-by.



18th May – St. Cuthbert's

Outdoor plant sale and afternoon tea fundraising event. Raised £500



2nd June

Made a "be kind to wildlife" scarecrow for Halsall Scarecrow Festival



28th June – Canal-side

Planted the rockery on the canal bank by The Saracens Head and bridge 25. Met The Canal and River Trust's Volunteer Team Leader Suzanne Shooman.



30th June – Canal-side

Planted the front garden of The Saracens Head to continue the border on from the canal bank. Lovely comments from patrons of the pub.



20th July – Canal-side

Maintenance session on the borders near bridge 25.



25th August – St. Cuthbert's

Bee and hedgehog habitat creation in the Memorial Garden and Sheila's garden. Mini-beast hibernation sites, log piles and hedgehog houses.



14th September – St. Cuthbert's

Thank you BBQ and bringing in the soil for the woodland border.



22nd September – St. Cuthbert's

Woodland-style, bee-friendly planting in the Memorial Garden.

Drinking pool for birds/hedgehogs.



Thank you everyone for an amazing year of bee-friendly planting and habitat creation!

I've had fun and I hope you have too. Here's to 2025!