



**HALE PARISH COUNCIL**  
OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**DATED THIS 16th DAY OF SEPTEMBER 2026**  
**MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED**  
**TO ATTEND THE ORDINARY MEETING OF HALE PARISH COUNCIL**  
**ON THE 21<sup>st</sup> DAY OF SEPTEMBER 2026 AT 8.00PM**  
**IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE**  
**TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

**Mr. Brian Hargreaves**  
**Clerk and Responsible Financial Officer**

**Note to Councillors:**

If you are unable to attend the meeting, please notify the Clerk of your apologies.

Please email: [clerk@haleparishcouncil.gov.uk](mailto:clerk@haleparishcouncil.gov.uk) or call 07803611222

**Note to Public**

*Members of the public wishing to address the Council should note that they must advise the Clerk before 10am on the day of the meeting both of their wish to participate in the public forum and their topic. If residents fail to inform the clerk prior to the meeting, permission to speak at the meeting will be at the discretion of the Chairman. All participants are restricted to a maximum of three minutes. If the public wish to ask the Council questions, please note that the Council may not be able to answer the question if the Council has not considered or resolved the question on an agenda item at a prior meeting. Should this be the case, the Council will advise correspondence with the Clerk to request the item should be discussed at a future Parish Council meeting. If the question is considered outside the remit of Hale Parish Council, residents will be referred to Halton Borough Council.*

*\* Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

## MEETING AGENDA

*Please note: This meeting may be recorded and transcribed using approved AI tools solely to assist the Clerk in preparing accurate minutes; recordings and transcripts will be securely deleted once minutes are approved, in compliance with data protection rules.*

1. **Apologies** - To Receive apologies for absence
2. **Declarations of Interest** - To Receive declarations of Interest
3. **Public Participation** – A period of public participation as set out in the “Note to Public” above.

- i. **Co-Option of Two Parish Councillors**

Hale Parish Council will later consider applications received for co-option to fill two vacancies. Applicants are invited to speak briefly during this public session if they wish

4. **Minutes** –

- i. To consider the Minutes of the Ordinary Meeting of Hale Parish Council on 20<sup>th</sup> July 2026 and agree them as a true and accurate record

5. **Accounts** –

- i. To receive the reconciled bank statement and summary of receipts & payments 8<sup>th</sup> July 2026 – 9<sup>th</sup> September 2026 and to accept them as a true and accurate record and comparison against budget (See Attached)

6. **St Mary’s Church Defibrillator** – To consider the request by the Secretary of St Mary’s Church regarding repositioning the Defibrillator and ongoing support for its maintenance.

7. **St Mary’s Church Operations** - here is a short update for the next PC meeting, which addresses the minutes from the APM:

*St Mary’s has been invited by the Diocese of Liverpool to explore the possibility of collaborating with a number of other Church of England churches within the Liverpool South Deanery. The purpose of this is to explore ways of providing greater stability and support for St Mary’s - encouraging churches to work more closely together, share resources and find new ways of supporting Christian life and mission in their local communities. Discussions are ongoing and, at this stage, no decision has been made. For clarity, following the minutes from the Annual Parish Meeting, there are no structural changes or resource-sharing arrangements involving the Catholic*

*Church.*

*We would also like to clarify Rev. Michelle Goodwin's position. Her role at St Mary's Hale with Halebank was always an interim arrangement, during which she worked half-time at St Mary's Hale with Halebank and half-time at St Mary's West Bank. She has now taken up a new role at St Ambrose, Widnes and will continue to work within the Widnes Deanery.*

*St Mary's Hale with Halebank is currently in a period of interregnum while we work through the process of appointing a new Vicar. During this time, our usual Wednesday morning and Sunday services continue.*

Many Thanks,

Jenna (PCC Secretary)

- 8. Volunteer Guidance** – To consider a work schedule and instructions for the volunteer who has offered to assist with any project/s the Parish council sees fit
- 9. ChALC** - To consider the Annual Meeting of ChALC taking place in October, agree council representatives to attend, and consider any actions arising from the proposed motions, and any amends Hale PC may wish to put forward.
- 10. Policy Review** – To consider the amendments & additions suggested by the Policy working group and to decide upon any further changes or approvals.

**Equality Diversity & Inclusion Policy**

**Volunteer Policy**

**Information Security Policy**

**Co – Option Policy**

**Budget Setting Timetable**

- 11. Installation of Litter Bins including. Emptying** – To discuss the proposal by Halton BC streetscene and the local survey undertaken by two members. To agree a course of action.
- 12. Parking in Kildare Close** – To consider an email sent to the Clerk by a local resident regarding the increased parking issues in Kildare Close
- 13. Entertainment**
  - i. Jazz in the Village** – To review ticket sales and check on further requirements or assistance
  - ii. Halloween** – To establish plans & any assistance required
- 14. Civic Service** - Update by Cllr McNamara
- 15. Remembrance Day Parade** - Update by Cllr McNamara

- 16. Parish Council's Chairman's Chain of Office** - To ratify the Clerks decision to accept the estimate received from Gladman & Norman for refurbishing the Chairman's chain of office and jewel and his instruction to commence work.

*Hale Parish Chain refurb* **£351.03**  
*inc, Clean chain & Jewel, replating all*  
*Hard Gold Plate.*  
*Lead Time - approx 4-5 weeks*

- 17. Action Log** – To establish and agree a working format for updating the action log produced by a current councillor.
- 18. Training Concerns** – To discuss the concerns raised, regarding training and to agree upon a course of action for future external training.
- 19. Liverpool John Lennon Airport (LJLA) Consultative Committee** - To receive a report and update by Cllr J McNamara regarding the current situation at LJLA
- 20. Part II** - To consider conducting a closed Part ii meeting for business of a confidential nature

## **PART 2**

### ***Exclusion of the Press and Public***

#### ***(Public Bodies (Admission to Meetings) Act 1960 Section 1)***

***The Council is recommended to pass the following recommendation in relation to the following items: “That, in accordance with Section 1 of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting for the following business, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons arising from the nature of that business or of the proceedings.”***

#### **1. Co-Option of Two Parish Councillors**

Hale Parish Council will consider applications received for co-option to fill two vacancies. Voting will be conducted in accordance with NALC guidance and the Council’s Standing Orders. Successful candidates will be notified by the Clerk as soon as possible after the meeting

- 2. Staffing** - To arrange a date for a meeting of the Staffing Committee to review Staffing matters.



# HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



## **DRAFT MINUTES OF THE ORDINARY MEETING OF HALE PARISH COUNCIL HELD AT HALE VILLAGE HALL ON MONDAY 20th JULY 2026 AT 8.00pm**

### **Attendance**

Members Present:

Councillors Joe McNamara, Peter Healey, Pat Lewis, Mark Lewis, Carol Anderson

Also Present:

The Clerk to the Council; 10 members of the public

### **1. Apologies for Absence**

Apologies were received from Councillors M Roberts, L Trevaskis, and A Hutchinson.

### **2. Declarations of Interest**

None declared.

### **3. Public Participation**

- i. Fire Access in Dry Conditions: Residents raised concerns about improving access for fire engines to fields at risk during periods of dry weather. This matter will be noted for further discussion.
- ii. Co-option Process: A resident enquired about the process for co-opting new councillors, and expressed frustration regarding perceived changes to engagement procedures and potential favouritism towards candidates. The Chair confirmed that the Council will review and clarify the co-option process for future vacancies.
- iii. Traffic Calming: A letter from Halton Borough Council was read to the meeting. It confirmed that no additional budget is available for new traffic calming measures, and only minimal low-cost improvements can be considered. Halton BC provided a report on existing controls; further inexpensive enhancements will be explored in coming months. Any significant works are prioritised based on collision data, and Hale currently records low accident rates.

- iv. Parking and Change of Use: Concerns were raised about parking on residential roads linked to a property believed to be operating as a care facility. The Clerk will contact Halton Borough Council to confirm the planning status of the property and any conditions attached to the change of use.
- v. Ward Councillors: The Clerk was requested to extend a further standing invitation to the three ward councillors representing Hale to attend all future monthly meetings.
- vi. Volunteer Litter Picking: Members asked the Council to formally thank two residents for their ongoing efforts to keep the village tidy. The Chair wished for these thanks to be recorded in these minutes.
- vii. Ivy Court and Chemist Shop: The Clerk advised that he has written to shopkeepers in Ivy Court regarding litter outside their premises and had visited one of the premises to ask personally for their assistance in keeping the area outside their property clean and tidy. It was noted that Halton Borough Council has donated bin bags to assist. The Clerk will also write again to the management of the chemist shop requesting an action plan to repair the large front window at their premises.
- viii. Cllr P Lewis informed the meeting that further to the minutes of 15<sup>th</sup> June (item 16) she had been able to acquire a plan showing the Utility services positioned beneath the war memorial green. This was provided by a resident to assist with the siting of a proposed Christmas tree at that site. Cllr Lewis will bring the plan along to the Parish Council meeting in September for further review.

#### **4. Approval of Minutes**

- i. Ordinary Meeting – 15 June 2026

Resolved: That the minutes of the Ordinary Meeting held on 15 June 2026 be approved as a true and accurate record.

*Proposed by: Cllr P Lewis | Seconded by: Cllr M Lewis | **Carried unanimously***

- ii. Ordinary Meeting – 18 May 2026

Resolved: That the minutes of the Ordinary Meeting held on 18 May 2026, previously proposed and seconded on 15 June 2026, be accepted in their original format. The alternative recollections submitted by Cllr Trevaskis will be attached to the minutes with a note of his differing account.

*Proposed by: Cllr J McNamara | Seconded by: Cllr P Lewis | **Carried unanimously***

- iii. Extraordinary Meeting – 29 June 2026

Resolved: That the minutes of the Extraordinary Meeting held on 29th June 2026 be approved as a true and accurate record.

*Proposed by: Cllr J McNamara | Seconded by: Cllr C Anderson | **Carried unanimously***

## **5. Accounts**

Resolved: That the reconciled bank statement and summary of receipts and payments for the period 26 May 2026 to 7 July 2026 be received and approved as a true and accurate record.

*Proposed by: Cllr P Lewis | Seconded by: Cllr M Lewis | **Carried unanimously***

***\*The Clerk notified the meeting that in preparing the pack for this meeting he had inadvertently included the names of three employees on bank statements provided for scrutiny. He apologised personal to the three employees who were present and informed the meeting that he had reported the incident to the Data protection organisation ICO (case REF: IC-541033-W1H5) of the mistake.***

## **6. Draft AI Policy**

Resolved: That the Draft AI Policy be considered and approved in its current form.

*Proposed by: Cllr J McNamara | Seconded by: Cllr M Lewis | **Carried unanimously***

## **7. Policy Working Group**

Resolved: That a meeting of the Policy Working Group be held on Thursday 6 August 2026 at 7:00pm at Hale Village Hall.

*Proposed by: Cllr C Anderson | Seconded by: Cllr P Lewis | **Carried unanimously***

## **8. Concerns Raised by Councillor**

Resolved: That this item be deferred to the Ordinary Meeting on 21st September 2026, to allow full consideration of concerns raised regarding training arranged by the Clerk.

*Proposed by: Cllr J McNamara | Seconded by: Cllr M Lewis | **Carried unanimously***

## **9. Alleged Vehicle Vandalism**

Resolved: That the Clerk write to the complainant to express sympathy, and advise that this matter falls outside the remit of the Parish Council. As the Council has no knowledge of the incident, the complainant should report the matter directly to the police.

*Proposed by: Cllr J McNamara | Seconded by: Cllr C Anderson | **Carried unanimously***

## **10. Volunteer Role**

Resolved: That no formal agreement be adopted for the proposed volunteer role, as this could be misconstrued as an employment contract. The role will be clearly defined as voluntary, with all work carried out under the direction and supervision of the Parish Council.

*Proposed by: Cllr J McNamara | Seconded by: **Cllr P Lewis** | **Carried unanimously***

## **11. Installation of Litter Bins**

Resolved: That the Clerk will contact Halton Borough Council to discuss the frequency of litter bin emptying, following reports of overflowing bins in some areas. Members agreed that installing additional bins without a confirmed emptying schedule would be ineffective. The quoted cost of £500 per bin (including servicing) is considered good value, subject to a regular emptying commitment being secured.

*Proposed by: Cllr J McNamara | Seconded by: Cllr C Anderson | **Carried unanimously***

## **12. Action Log**

Resolved: That this item be deferred to a future meeting, to allow time to agree a clear process for use, updating and follow-up of the Action Log.

*Proposed by: Cllr P Healey | Seconded by: Cllr J McNamara | **Carried unanimously***

## **13. Grant Request – Hale Table Tennis Group**

Resolved: That a donation of £70.00 be awarded to Hale Table Tennis Group towards the purchase of replacement equipment.

*Proposed by: Cllr C Anderson | Seconded by: Cllr M Lewis | **Carried unanimously***

## **14. Liverpool John Lennon Airport Consultative Committee**

Cllr McNamara reported on a recent committee meeting:

- The airport is operating well, and thanks were extended for the loan of noise monitoring equipment used by seven residents. Data sharing issues have now been resolved, and recordings will be made available for review shortly.
- Flight numbers remain similar to last year, though passenger volumes are lower – attributed partly to the conflict in the Middle East and cost-of-living pressures.
- One scheduled route to Cyprus has been suspended indefinitely due to security concerns.

**The Chair closed the meeting at 10.30pm**

## Hale Parish Council

Prepared by: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

|          |                                                     |           |                  |
|----------|-----------------------------------------------------|-----------|------------------|
| <b>A</b> | <b>Bank Reconciliation at 01/09/2026</b>            |           |                  |
|          | Cash in Hand 01/04/2026                             |           | 12,980.99        |
|          | <b>ADD</b><br>Receipts 01/04/2026 - 01/09/2026      |           | 74,731.43        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2026 - 01/09/2026 |           | 87,712.42        |
|          |                                                     |           | 27,981.52        |
|          | <b>Cash in Hand 01/09/2026</b><br>(per Cash Book)   |           | <b>59,730.90</b> |
| <b>B</b> | Cash in hand per Bank Statements                    |           |                  |
|          | Petty Cash 10/06/2021                               | 0.00      |                  |
|          | Hale Parish Council Unity Bank 09/09/2026           | 59,159.74 |                  |
|          | Instant Access Account 09/09/2026                   | 571.16    |                  |
|          |                                                     |           | <b>59,730.90</b> |
|          | Less unrepresented payments                         |           |                  |
|          |                                                     |           | 59,730.90        |
|          | Plus unrepresented receipts                         |           |                  |
|          | <b>Adjusted Bank Balance</b>                        |           | <b>59,730.90</b> |
|          | <b>A = B Checks out OK</b>                          |           |                  |

**Hale Parish Council**  
**RECONCILIATION - Hale Parish Council Unity Bank 09-09-2026**

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|                         |            |
|-------------------------|------------|
| From Accounts . . . . . | £59,089.74 |
|-------------------------|------------|

|                                |                    |
|--------------------------------|--------------------|
| Payments not cashed . . . . .  | Add . . . . .      |
| Receipts not entered . . . . . | Subtract . . . . . |

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|                                      |                   |
|--------------------------------------|-------------------|
| <b>Statement should be . . . . .</b> | <b>£59,089.74</b> |
|--------------------------------------|-------------------|

Current T1

60-83-01 • 20415507

Balance

Available balance

£ 59,089.74

£ 59,089.74

Show:

Transactions

▼

Balances are correct as of 09:11 on 09 Sep 2026.

| ↓ Date   | Description                                            | Paid in  | Paid out  | Balance   |
|----------|--------------------------------------------------------|----------|-----------|-----------|
| 07/09/26 | Direct Debit • 82385888GZ6O3YNAHH (GOOGLE CLOUD EMEA)  |          | -70.00    | 59,089.74 |
| 31/08/26 | Service Charge                                         |          | -7.00     | 59,159.74 |
| 28/08/26 | B/P to: Employer Pension • HALE PC 00296               |          | -333.08   | 59,166.74 |
| 28/08/26 | B/P to: • INV 0735                                     |          | -108.00   | 59,499.82 |
| 28/08/26 | B/P to: • 120PA00288525 1806                           |          | -658.14   | 59,607.82 |
| 28/08/26 | B/P to: • AUG SALARY                                   |          | -419.80   | 60,265.96 |
| 28/08/26 | B/P to: • AUG SALARY                                   |          | -1,174.21 | 60,685.76 |
| 28/08/26 | B/P to: • HALE PC 00296                                |          | -89.63    | 61,859.97 |
| 28/08/26 | B/P to: • 120PA00288525 1806                           |          | -552.11   | 61,949.60 |
| 28/08/26 | HALE VILLAGE HALL • JULY CHARGEBACK                    | 2,666.60 |           | 62,501.71 |
| 28/08/26 | B/P to: • AUGUST SALARY                                |          | -805.77   | 59,835.11 |
| 28/08/26 | B/P to: • AUGUST SALARY                                |          | -734.68   | 60,640.88 |
| 19/08/26 | Direct Debit • 04AEZF6124/011/110 (PREMIUM CREDIT LTD) |          | -416.35   | 61,375.56 |
| 07/08/26 | Direct Debit • 82385888G79QBDUMYW (GOOGLE CLOUD EMEA)  |          | -70.00    | 61,791.91 |
| 06/08/26 | B/P to: Hale Village Hall • INVOICE 1669               |          | -15.00    | 61,861.91 |

|          |                                   |                      |           |           |
|----------|-----------------------------------|----------------------|-----------|-----------|
| 06/08/26 | B/P to: Gladman & Norman          | • PRO FORMA HALE PC  | -451.24   | 61,876.91 |
| 31/07/26 | Service Charge                    |                      | -7.00     | 62,328.15 |
| 29/07/26 | B/P to:                           | • JULY SALARY        | -805.77   | 62,335.15 |
| 29/07/26 | B/P to:                           | • JULY SALARY        | -734.48   | 63,140.92 |
| 29/07/26 | B/P to:                           | • JULY SALARY        | -419.80   | 63,875.40 |
| 29/07/26 | B/P to:                           | • JULY SALARY        | -1,164.01 | 64,295.20 |
| 29/07/26 | B/P to:                           | • JULY PHONE         | -10.00    | 65,459.21 |
| 29/07/26 | B/P to:                           | • HALE PC 00296      | -89.63    | 65,469.21 |
| 29/07/26 | B/P to:                           | • HALE PC 00296      | -333.08   | 65,558.84 |
| 29/07/26 | B/P to:                           | • 120PA00288525 1806 | -552.31   | 65,891.92 |
| 29/07/26 | B/P to:                           | • 120PA00288525 1806 | -658.34   | 66,444.23 |
| 27/07/26 | B/P to:                           | • TRAINING MATERIAL  | -142.00   | 67,102.57 |
| 27/07/26 | B/P to:                           | • P OFFICE           | -24.96    | 67,244.57 |
| 27/07/26 | B/P to: Halton B.C                | • INV 62460173       | -306.49   | 67,269.53 |
| 27/07/26 | HALE VILLAGE HALL                 | • CHARGEBACK JUNE    | 2,666.60  | 67,576.02 |
| 20/07/26 | Direct Debit (PREMIUM CREDIT LTD) | • 04AEZF6124/011/109 | -416.35   | 64,909.42 |
| 07/07/26 | Direct Debit (GOOGLE CLOUD EMEA)  | • 82385888GK28DI5IT6 | -70.00    | 65,325.77 |
| 30/06/26 | Service Charge                    |                      | -7.00     | 65,395.77 |
| 29/06/26 | B/P to:                           | • 120PA00288525 1806 | -552.31   | 65,402.77 |
| 29/06/26 | B/P to:                           | • HALE PC 00296      | -89.63    | 65,955.08 |
| 29/06/26 | B/P to:                           | • 120PA00288525 1806 | -658.14   | 66,044.71 |
| 29/06/26 | HALE VILLAGE HALL                 | • MAY CHARGEBACK     | 2,666.60  | 66,702.85 |
| 29/06/26 | B/P to:                           | • FUEL EXPENSES AGAR | -34.20    | 64,036.25 |
| 29/06/26 | B/P to:                           | • INV 0651           | -54.00    | 64,070.45 |
| 29/06/26 | B/P to: JDH BUS SERVICES          | • HALE PC            | -951.60   | 64,124.45 |
| 29/06/26 | B/P to: Living Wage Found.        | • INV 188408         | -120.00   | 65,076.05 |
| 29/06/26 | B/P to: Hale Village Hall         | • INV 1623 & 1624    | -125.00   | 65,196.05 |
| 29/06/26 | B/P to:                           | • PHONE EXPENSES     | -10.00    | 65,321.05 |

|          |                                         |                      |           |           |
|----------|-----------------------------------------|----------------------|-----------|-----------|
| 29/06/26 | B/P to:                                 | • HALE PC 00296      | -333.08   | 65,331.05 |
| 29/06/26 | B/P to:                                 | • JUNE SALARY        | -1,164.01 | 65,664.13 |
| 29/06/26 | B/P to:                                 | • JUNE SALARY        | -734.68   | 66,828.14 |
| 29/06/26 | B/P to:                                 | • JUNE SALARY        | -419.80   | 67,562.82 |
| 29/06/26 | B/P to:                                 | • JUNE SALARY        | -805.77   | 67,982.62 |
| 19/06/26 | Direct Debit<br>(PREMIUM CREDIT<br>LTD) | • 04AEZF6124/011/108 | -416.35   | 68,788.39 |

## Hale Parish Council

### Transactions for Hale Parish Council Unity Bank

| Voucher | Date       | Chq/Rec No. | Description             | Supplier            | Total     | Balance          | Cashed date |
|---------|------------|-------------|-------------------------|---------------------|-----------|------------------|-------------|
|         |            |             | <b>STARTING BALANCE</b> |                     |           | <b>12,412.59</b> |             |
| 1       | 01/04/2026 |             | Precept                 | Halton Borough C    | 64,216.00 | 76,628.59        | 01/04/2026  |
| 1       | 09/04/2026 |             | Google Invoice          | Google Ireland Ltd  | -70.00    | 76,558.59        | 14/04/2026  |
| 2       | 09/04/2026 |             | Donation                | Donation            | 120.84    | 76,679.43        | 14/04/2026  |
| 3       | 10/04/2026 |             | Donation                | Donation            | 100.00    | 76,779.43        | 14/04/2026  |
| 2       | 16/04/2026 |             | Easter Eggs/Sweets      | Repayment           | -17.46    | 76,761.97        | 06/05/2026  |
| 3       | 16/04/2026 |             | Payroll & Scribe        | Dalton Smith        | -54.00    | 76,707.97        | 06/05/2026  |
| 4       | 16/04/2026 |             | Training                | Chalc               | -40.00    | 76,667.97        | 06/05/2026  |
| 5       | 16/04/2026 |             | Subscription            | Chalc               | -600.80   | 76,067.17        | 06/05/2026  |
| 6       | 20/04/2026 |             | Subscription            | Worknest            | -416.35   | 75,650.82        | 06/05/2026  |
| 7       | 20/04/2026 |             | Room Hire               | Hale Village Hall   | -227.50   | 75,423.32        | 06/05/2026  |
| 8       | 28/04/2026 |             | Caretaker - Salary      | Hale Village Hall   | -559.60   | 74,863.72        | 06/05/2026  |
| 9       | 28/04/2026 |             | Booking Officer Salary  | Hale Village Hall   | -734.68   | 74,129.04        | 06/05/2026  |
| 10      | 28/04/2026 |             | Cleaner - Salary        | Hale Village Hall   | -791.77   | 73,337.27        | 06/05/2026  |
| 11      | 28/04/2026 |             | Clerks Expenses         | Hale Parish Council | -10.00    | 73,327.27        | 06/05/2026  |
| 13      | 29/04/2026 |             | Employee Pension        | Hale Village Hall   | -89.63    | 73,237.64        | 06/05/2026  |
| 14      | 29/04/2026 |             | Employer Pension        | Hale Village Hall   | -333.08   | 72,904.56        | 06/05/2026  |
| 15      | 29/04/2026 |             | HMRC                    | Hale Village Hall   | -552.11   | 72,352.45        | 06/05/2026  |
| 16      | 29/04/2026 |             | Staff HMRC              | Hale Village Hall   | -532.34   | 71,820.11        | 06/05/2026  |
| 4       | 30/04/2026 |             | Vat Refund              | VAT Refund          | 2,292.03  | 74,112.14        | 06/05/2026  |
| 17      | 30/04/2026 |             | Bank Charges            | Unity Bank          | -7.00     | 74,105.14        | 06/05/2026  |
| 12      | 06/05/2026 |             | Clerk Salary            | Hale Parish Council | -1,164.21 | 72,940.93        | 06/05/2026  |
| 18      | 08/05/2026 |             | Google Invoice          | Google Ireland Ltd  | -70.00    | 72,870.93        | 26/05/2026  |
| 19      | 14/05/2026 |             | Donation                | Hale Parish Council | -150.00   | 72,720.93        | 26/05/2026  |
| 20      | 14/05/2026 |             | Room Hire               | Hale Village Hall   | -155.00   | 72,565.93        | 26/05/2026  |
| 21      | 14/05/2026 |             | Payroll & Scribe        | Scribe (Starboard   | -580.81   | 71,985.12        | 26/05/2026  |
| 22      | 14/05/2026 |             | Payroll & Scribe        | Dalton Smith        | -54.00    | 71,931.12        | 26/05/2026  |
| 23      | 19/05/2026 |             | Consultation            | Worknest            | -416.35   | 71,514.77        | 26/05/2026  |
| 24      | 29/05/2026 |             | Employer Pension        | Clerk               | -333.08   | 71,181.69        | 12/06/2026  |
| 25      | 29/05/2026 |             | Employee Pension        | Clerk Salary        | -89.63    | 71,092.06        | 12/06/2026  |
| 26      | 29/05/2026 |             | Clerks Expenses         | Clerk Expenses      | -10.00    | 71,082.06        | 12/06/2026  |
| 27      | 29/05/2026 |             | Clerk Salary            | Hale Parish Council | -1,164.01 | 69,918.05        | 12/06/2026  |
| 28      | 29/05/2026 |             | Room Hire               | Hale Village Hall   | -30.00    | 69,888.05        | 12/06/2026  |
| 29      | 29/05/2026 |             | Payroll & Scribe        | Dalton Smith        | -54.00    | 69,834.05        | 12/06/2026  |
| 30      | 29/05/2026 |             | HMRC                    | Hale PC             | -552.31   | 69,281.74        | 12/06/2026  |
| 31      | 31/05/2026 |             | Bank Charges            | Unity Bank          | -7.00     | 69,274.74        | 12/06/2026  |
| 32      | 05/06/2026 |             | Google Invoice          | Google Ireland Ltd  | -70.00    | 69,204.74        | 12/06/2026  |
| 33      | 19/06/2026 |             | Consultation            | Worknest            | -416.35   | 68,788.39        | 19/06/2026  |
| 5       | 29/06/2026 |             | Salary Chargeback       | Hale Village Hall   | 2,666.60  | 71,454.99        | 13/07/2026  |
| 34      | 29/06/2026 |             | Cleaner - Salary        | Hale Parish Council | -805.77   | 70,649.22        | 13/07/2026  |
| 35      | 29/06/2026 |             | Caretaker - Salary      | Hale Parish Council | -419.80   | 70,229.42        | 13/07/2026  |
| 36      | 29/06/2026 |             | Booking Officer Salary  | Hale Parish Council | -734.68   | 69,494.74        | 13/07/2026  |
| 37      | 29/06/2026 |             | Clerk Salary            | Hale Parish Council | -1,164.01 | 68,330.73        | 13/07/2026  |
| 38      | 29/06/2026 |             | Employee Pension        | Hale Parish Council | -333.08   | 67,997.65        | 13/07/2026  |
| 39      | 29/06/2026 |             | Clerks Expenses         | Hale Parish Council | -10.00    | 67,987.65        | 13/07/2026  |
| 40      | 29/06/2026 |             | Room Hire               | Hale Village Hall   | -125.00   | 67,862.65        | 13/07/2026  |
| 41      | 29/06/2026 |             | Subscription            | Living Wage Foun    | -120.00   | 67,742.65        | 13/07/2026  |
| 42      | 29/06/2026 |             | Internal Audit          | JDH Business Ser    | -951.60   | 66,791.05        | 13/07/2026  |
| 43      | 29/06/2026 |             | Payroll & Scribe        | Dalton Smith        | -54.00    | 66,737.05        | 13/07/2026  |
| 44      | 29/06/2026 |             | Clerks Expenses         | Clerk Expenses      | -34.20    | 66,702.85        | 13/07/2026  |
| 45      | 29/06/2026 |             | Staff HMRC              | Hale Parish Council | -658.14   | 66,044.71        | 13/07/2026  |
| 46      | 29/06/2026 |             | Employer Pension        | Hale Parish Council | -89.63    | 65,955.08        | 13/07/2026  |
| 47      | 29/06/2026 |             | Staff HMRC              | Hale Parish Council | -552.31   | 65,402.77        | 13/07/2026  |
| 48      | 30/06/2026 |             | Bank Charges            | Unity Bank          | -7.00     | 65,395.77        | 13/07/2026  |
| 49      | 07/07/2026 |             | Internet/Website        | Google Ireland Ltd  | -70.00    | 65,325.77        | 13/07/2026  |

## Hale Parish Council

### Transactions for Hale Parish Council Unity Bank

| Voucher | Date       | Chq/Rec No. | Description             | Supplier                          | Total     | Balance           | Cashed date |
|---------|------------|-------------|-------------------------|-----------------------------------|-----------|-------------------|-------------|
|         |            |             | <b>STARTING BALANCE</b> |                                   |           | <b>12,412.59</b>  |             |
| 50      | 20/07/2026 |             | Consultation            | Worknest                          | -416.35   | 64,909.42         | 22/07/2026  |
| 6       | 27/07/2026 |             | Salary Chargeback       | Hale Village Hall                 | 2,666.60  | 67,576.02         | 05/08/2026  |
| 51      | 27/07/2026 |             | Halton BC               | Halton Borough Council            | -306.49   | 67,269.53         | 05/08/2026  |
| 52      | 27/07/2026 |             | Postage                 | Post Office Ltd                   | -24.96    | 67,244.57         | 05/08/2026  |
| 53      | 27/07/2026 |             | Training                | P Turton (Training)               | -142.00   | 67,102.57         | 05/08/2026  |
| 54      | 29/07/2026 |             | Staff HMRC              | Hale Parish Council               | -658.34   | 66,444.23         | 05/08/2026  |
| 55      | 29/07/2026 |             | HMRC                    | Clerk Salary                      | -552.31   | 65,891.92         | 05/08/2026  |
| 56      | 29/07/2026 |             | Employer Pension        | Hale Parish Council               | -333.08   | 65,558.84         | 05/08/2026  |
| 57      | 29/07/2026 |             | Employee Pension        | Hale Parish Council               | -89.63    | 65,469.21         | 05/08/2026  |
| 58      | 29/07/2026 |             | Clerks Expenses         | Hale Parish Council               | -10.00    | 65,459.21         | 05/08/2026  |
| 59      | 29/07/2026 |             | Clerk Salary            | Hale Parish Council               | -1,164.01 | 64,295.20         | 05/08/2026  |
| 60      | 29/07/2026 |             | Caretaker - Salary      | Hale Parish Council               | -419.80   | 63,875.40         | 05/08/2026  |
| 61      | 29/07/2026 |             | Booking Officer Salary  | Hale Parish Council               | -734.48   | 63,140.92         | 05/08/2026  |
| 62      | 29/07/2026 |             | Cleaner - Salary        | Hale Parish Council               | -805.77   | 62,335.15         | 05/08/2026  |
| 63      | 31/07/2026 |             | Bank Charges            | Unity Bank                        | -7.00     | 62,328.15         | 05/08/2026  |
| 64      | 06/08/2026 |             | Chair - Chain of Honour | Gladman & Norman                  | -451.24   | 61,876.91         | 06/08/2026  |
| 65      | 06/08/2026 |             | Room Hire               | Hale Village Hall                 | -15.00    | 61,861.91         | 06/08/2026  |
| 66      | 07/08/2026 |             | Google Invoice          | Google Ireland Ltd                | -70.00    | 61,791.91         | 07/08/2026  |
| 67      | 19/08/2026 |             | Consultation            | Worknest                          | -416.35   | 61,375.56         | 19/08/2026  |
| 8       | 28/08/2026 |             | Salary Chargeback       | Hale Village Hall                 | 2,666.60  | 64,042.16         | 01/09/2026  |
| 68      | 28/08/2026 |             | Booking Officer Salary  | Hale Parish Council               | -734.68   | 63,307.48         | 01/09/2026  |
| 69      | 28/08/2026 |             | Cleaner - Salary        | Hale Parish Council               | -805.77   | 62,501.71         | 01/09/2026  |
| 70      | 28/08/2026 |             | HMRC                    | Hale Parish Council               | -552.11   | 61,949.60         | 01/09/2026  |
| 71      | 28/08/2026 |             | Employee Pension        | Hale Parish Council               | -89.63    | 61,859.97         | 01/09/2026  |
| 72      | 28/08/2026 |             | Clerk Salary            | Hale Parish Council               | -1,174.21 | 60,685.76         | 01/09/2026  |
| 73      | 28/08/2026 |             | Caretaker - Salary      | Hale Parish Council               | -419.80   | 60,265.96         | 01/09/2026  |
| 74      | 28/08/2026 |             | Staff HMRC              | Hale Parish Council               | -658.14   | 59,607.82         | 01/09/2026  |
| 75      | 28/08/2026 |             | Payroll & Scribe        | Dalton Smith                      | -108.00   | 59,499.82         | 01/09/2026  |
| 76      | 28/08/2026 |             | Employer Pension        | Hale Parish Council               | -333.08   | 59,166.74         | 01/09/2026  |
| 77      | 28/08/2026 |             | Bank Charges            | Unity Bank                        | -7.00     | 59,159.74         | 31/08/2026  |
| 78      | 07/09/2026 |             | Google Invoice          | Google Ireland Ltd                | -70.00    | 59,089.74         | 09/09/2026  |
|         |            |             | <b>CLOSING BALANCE</b>  |                                   |           | <b>59,089.74</b>  |             |
|         |            |             |                         | <b>Bank statement should show</b> |           | <b>£59,089.74</b> |             |

# Hale Parish Council

## Summary of Receipts and Payments

All Cost Centres and Codes

09 September 2026 (2026-2027)

### Expenditure

| Code      | Title                             | Receipts |        |          | Payments  |           |            | Net Position         |
|-----------|-----------------------------------|----------|--------|----------|-----------|-----------|------------|----------------------|
|           |                                   | Budgeted | Actual | Variance | Budgeted  | Actual    | Variance   | +/- Under/over spend |
| 1         | Asset Purchase                    |          |        |          | 500.00    |           | 500.00     | 500.00 (100%)        |
| 13        | Audits                            |          |        |          | 1,500.00  | 793.00    | 707.00     | 707.00 (47%)         |
| 17        | Bank Charges/Admin.               |          |        |          | 300.00    | 59.96     | 240.04     | 240.04 (80%)         |
| 43        | Bank Transfer                     |          |        |          |           |           |            | (N/A)                |
| 5         | Civic Service Working Group       |          |        |          | 1,250.00  |           | 1,250.00   | 1,250.00 (100%)      |
| 15        | Clerk Salary Including NI , Pensi |          |        |          | 30,975.00 | 10,192.81 | 20,782.19  | 20,782.19 (67%)      |
| 47        | Contingency                       |          |        |          | 3,000.00  |           | 3,000.00   | 3,000.00 (100%)      |
| 21        | Election Reserve                  |          |        |          | 3,500.00  | 306.49    | 3,193.51   | 3,193.51 (91%)       |
| 35        | General Reserve                   |          |        |          | 16,800.00 |           | 16,800.00  | 16,800.00 (100%)     |
| 8         | Grants                            |          |        |          | 500.00    |           | 500.00     | 500.00 (100%)        |
| 3         | Guildswomen Working Group         |          |        |          | 200.00    |           | 200.00     | 200.00 (100%)        |
| 22        | Hall Hire (Rent)                  |          |        |          | 650.00    | 552.50    | 97.50      | 97.50 (15%)          |
| 10        | Insurance                         |          |        |          | 2,625.00  |           | 2,625.00   | 2,625.00 (100%)      |
| 7         | Legal/Consultation Fees           |          |        |          | 500.00    | 693.92    | -193.92    | -193.92 (-38%)       |
| 45        | Maintenance                       |          |        |          |           | 376.03    | -376.03    | -376.03 (N/A)        |
| 37        | Newsletters                       |          |        |          | 1,000.00  |           | 1,000.00   | 1,000.00 (100%)      |
| 19        | Payroll & Scribe                  |          |        |          | 850.00    | 763.01    | 86.99      | 86.99 (10%)          |
| 46        | Remembrance Day Planning          |          |        |          | 2,000.00  |           | 2,000.00   | 2,000.00 (100%)      |
| 18        | Staff Allowances/Expenses         |          |        |          | 150.00    | 74.20     | 75.80      | 75.80 (50%)          |
| 40        | Staff Salary Chargeback           |          |        |          |           | 10,985.90 | -10,985.90 | -10,985.90 (N/A)     |
| 14        | Subscriptions/Advisory Bodies     |          |        |          | 4,500.00  | 1,761.68  | 2,738.32   | 2,738.32 (60%)       |
| 9         | Training                          |          |        |          | 300.00    | 182.00    | 118.00     | 118.00 (39%)         |
| 38        | Village Hall Support Costs        |          |        |          | 5,000.00  |           | 5,000.00   | 5,000.00 (100%)      |
| 4         | War Memorial Working Group        |          |        |          | 811.60    |           | 811.60     | 811.60 (100%)        |
| 11        | Web Site                          |          |        |          | 600.00    | 408.33    | 191.67     | 191.67 (31%)         |
| 2         | Wellbeing Fund                    |          |        |          | 5,000.00  | 164.55    | 4,835.45   | 4,835.45 (96%)       |
| SUB TOTAL |                                   |          |        |          | 82,511.60 | 27,314.38 | 55,197.22  | 55,197.22 (66%)      |

### Income

| Code      | Title             | Receipts  |           |          | Payments |        |          | Net Position         |
|-----------|-------------------|-----------|-----------|----------|----------|--------|----------|----------------------|
|           |                   | Budgeted  | Actual    | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 44        | Bank Transfer     |           |           |          |          |        |          | (N/A)                |
| 42        | Credit Interest   |           | 2.76      | 2.76     |          |        |          | 2.76 (N/A)           |
| 39        | Donations         |           | 220.84    | 220.84   |          |        |          | 220.84 (N/A)         |
| 24        | Precept           | 64,216.00 | 64,216.00 |          |          |        |          | (0%)                 |
| 36        | Refund            |           |           |          |          |        |          | (N/A)                |
| 41        | Salary Chargeback |           | 7,999.80  | 7,999.80 |          |        |          | 7,999.80 (N/A)       |
| 25        | Vat Recovered     | 2,292.03  | 2,292.03  |          |          |        |          | (0%)                 |
| SUB TOTAL |                   | 66,508.03 | 74,731.43 | 8,223.40 |          |        |          | 8,223.40 (12%)       |

**Hale Parish Council**  
**Summary of Receipts and Payments**  
All Cost Centres and Codes

09 September 2026 (2026-2027)

**Summary**

|             |           |           |          |           |           |           |           |
|-------------|-----------|-----------|----------|-----------|-----------|-----------|-----------|
| NET TOTAL   | 66,508.03 | 74,731.43 | 8,223.40 | 82,511.60 | 27,314.38 | 55,197.22 | 63,420.62 |
| V.A.T.      |           |           |          |           | 737.14    |           |           |
| GROSS TOTAL |           | 74,731.43 |          |           | 28,051.52 |           |           |

Members of the Parish Council,

**Re: Proposed relocation of the defibrillator at St Mary's Church**

Following the conversations at the recent Annual Parish Meeting (29th May 2026) relating to the defibrillator at St Mary's Church, we are writing to propose that the defibrillator currently located inside the church be moved to an external location, making it available for use by members of the public at any time, including outside of church service times.

We believe that making the defibrillator accessible 24/7 would be of significant benefit to the local community, particularly given the location of the church at this end of the village. We would be very happy to discuss with the Parish Council the most suitable position for the defibrillator, with the aim of ensuring that it is readily accessible and able to serve residents and visitors in the vicinity of the lighthouse and Church Road.

While we would be keen to support the relocation and wider availability of the defibrillator, we would not be in a position to take on responsibility for its ongoing maintenance, servicing, monitoring or operational readiness. We would, however, be pleased to contribute £150 towards the cost of replacement battery and pads, and we also have a number of people who would be happy to undertake appropriate training in the use of the defibrillator.

We would be very pleased to work with the Parish Council to discuss the practical arrangements and agree the most appropriate location.

We look forward to hearing your thoughts on the relocation of the defibrillator.

Yours sincerely,

Jenna Birch  
Secretary, St Mary's Hale with Halebank PCC.



Hale Clerk <clerk@haleparishcouncil.gov.uk>

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## RE: Information

1 message

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**Garden Waste** <Garden.Waste@halton.gov.uk>  
To: Hale Clerk <clerk@haleparishcouncil.gov.uk>

5 June 2026 at 10:44

Hi Brian

The cost per bin and installation would be in the region of £500, and as below this would include ongoing emptying of the bin.

Kind regards

Cath

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**From:** Hale Clerk <clerk@haleparishcouncil.gov.uk>  
**Sent:** 04 June 2026 13:45  
**To:** Garden Waste <Garden.Waste@halton.gov.uk>  
**Subject:** Re: Information

Good afternoon Cath,

Thank you for your assistance and for providing the update from the Streetscene team.

Could you please arrange a quote for the purchase and installation of an additional litter bin? I would like to provide the Councillors with an accurate idea of the cost per unit.

Additionally, could you confirm if this cost includes the ongoing emptying of the bin, as previously mentioned?

Kind regards,

Brian Hargreaves  
Proper Officer  
Hale Parish Council  
07803611222

*Brian Hargreaves*

*Proper Officer*



Hale Clerk <clerk@haleparishcouncil.gov.uk>

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## Question for Parish Council 21st September 2026

1 message

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11 September 2026 at 20:29

I would like to raise a question regarding an item in the July draft minutes. The item is regarding the possible change of use, disruption to residents and the parking situation of 11 Kildare Close.

My question is as follows. Are there any restrictions on a residential property being used as a care home and does the Parish council feel it is acceptable that a once quiet close now has multiple comings and going often in excess of 20 in a day. This is causing light pollution and noise in the late night and early hours of the morning from cars dropping people off and collecting people often disturbing our sleep.

There are also further issues regarding parking not just in Kildare close but also on nearby streets. The house is often being used as a meeting and office facility for other carers / workers which appears to demonstrate that it is being used as a business premises rather than a home care facility.

Kind Regards

Sent from the all-new AOL app for iOS