



# HALE PARISH COUNCIL

of the Halton Borough in the County of  
Cheshire



Minutes of the **ANNUAL PARISH COUNCIL MEETING** held on  
Thursday the 16<sup>th</sup> May 2019 at **HALE VILLAGE HALL, HIGH STREET, HALE VILLAGE, L24 4AE**  
**COMMENCING AT 7.30PM**

Present: Cllrs Trevaskis, Williams, Anderson, Spargo, Wright, Healey and Cleary

There were 13 members of the public present

1. To elect a Chairman for the next 12 months who will then sign a 'Declaration of Acceptance of Office'

*Cllr Trevaskis was elected Chairman for the next 12 months – the 'Declaration of Acceptance of Office' was signed*

2. To elect a Vice Chairman for the next 12 months.

*Cllr Spargo was elected Vice Chairman for the next 12 months*

3. To receive Apologies

*Cllrs Hunter and Kierman*

4. To consider and approve the Minutes of the Extra Ordinary Meeting held on the 1<sup>st</sup> May 2019 (enclosed)

*It was resolved that the minutes of the Extra Ordinary Meeting held on the 1<sup>st</sup> May should be approved and signed by the Chairman as a true and accurate record*

5. To receive Declarations of Interest

*None*

6. To receive and note (if available) the police report on crime statistics

*No police report has been forthcoming*

7. To adjourn the meeting for a period of public participation

*The meeting was adjourned*

*A resident raised concerns at the content of the minutes of a recent meeting which referred to her personally. The Clerk explained that it was not best practice to name any member of the public in respect of any representations that they should make and that in future any minutes produced by the Clerk would not record who said what or any personal references to members of the public.*

*The same resident also expressed concern that recent meeting notices had been somewhat confusing. It was explained that this had been due to the resignation of another Clerk and that the recent appointment of the a new vastly experienced Clerk on a fixed term contract would hopefully bring some much-needed stability until such time as a permanent replacement could be found.*

*It was also explained that processes needed to be changed in order to comply with statutory requirements and that this was part of the role of the temporary Clerks appointment which would lead to a permanent appointment with the necessary hours to be able to do the job satisfactorily.*

*In response to a question from a member of the public it was explained that the Clerks mileage rate of 60p per mile was within NALC / SLCC guidelines and that the 45p referred to by the resident was an Inland Revenue figure used for tax purposes only.*

*The meeting was reconvened*

8. To authorise payment of the following accounts:

***There were no payments to be approved***

9. To formally approve the enclosed Fixed Term Contract of Employment for W V Mcennerney-Whittle as Clerk and RFO

***It was resolved that the contract as referred to above should be approved and signed by the Chairman on behalf of this Council***

10. To consider the following planning applications and decide whether any representation should be made  
19/00194/FUL – Proposed two storey side extension at 11 Pepper Street Hale Liverpool L24 4BB

***It was resolved that no representation should be made***

11. To receive an update with regard to the Village Hall.

*Please also note that the report whether in writing or given verbally is FOR INFORMATION ONLY and no decisions can be made in respect of any of its content.*

*A report had been produced by the manager and already circulated to members with hard copies available for residents who wished to take one.*

*A meeting had taken place yesterday, the minutes for which will be available in due course.*

12. To review Councillor membership and the need for the following Committees and appointments to Representative Bodies or Working Groups.

*Please note that each Committee must have a minimum of THREE members, that Terms of Reference must be provided to each Committee, that all meetings must have agenda produced and advertised in accordance with statutory regulations, minutes recorded, minutes provided to the full Council for information and that the meetings must be open public and press. Where under the Terms of Reference a Committee has not been given a decision-making power, they must not make any decisions and must place their recommendations back to the full Council for approval*

Parish Plan Committee

***It was resolved that Councillors Wright, Williams, Anderson, Trevaskis and Kierman should be appointed to the above Committee***

Village Hall Committee

***It was resolved that Councillors Wright, Spargo, Trevaskis, Williams, Kierman and Anderson should be appointed to the above Committee***

Community Wellbeing Committee

***It was resolved that Councillors Williams, Wright, Trevaskis and Kierman should be appointed to the above Committee***

Civic Service Committee to incorporate the previous War Memorial Committee

***It was resolved that Councillors Spargo, Hunter, Healy and Cleary should be appointed to the above Committee***

Staffing Committee

***It was resolved that for the time being all staffing matters would be dealt with by the full Council***

Liverpool Airport Liaison

***It was resolved that Councillors Spargo and Trevaskis should be appointed as liaison members in respect of Liverpool Airport updates etc.***

Finance Committee

***It was resolved that Councillors Wright, Williams, Spargo and Trevaskis should be appointed to the above Committee***

Guildswomen Committee

***It was resolved that Councillors Anderson, Wright, Williams and Hunter should be appointed to the above Committee***

Carnival Committee Representatives

***It was resolved that Councillors Williams, Anderson, Kierman and Trevaskis should be appointed as representatives to the above Committee***

Environmental Working Group

***It was resolved that Councillors should disbanded.***

13. To consider holding future meetings in the main hall and providing tea and coffee for members of the public

***It was resolved that the above motion should be approved on a trial basis***

14. To consider appointing a working group to research ideas and costs for Christmas street lighting.

***It was resolved that Cllrs Williams, Anderson, Spargo and Trevaskis should form the working group referred to above***

15. To consider appointing a small working group to undertake compilation of a new and up to date Asset Register since it would appear that the present one is out of date and therefore is in breach of Audit Regulations.

***It was resolved that Cllrs Wright and Cleary should form the working group referred to above to undertake compilation of a new and up to date Asset Register***

16. To consider how this Council might promote the recently called by-election and note that the costs, if it is held, are £2854.70 to Halton Borough Council plus hall hire fee of £300.

***It was resolved that the by-election call should be advertised on the website, social media, newsletter and /or flyers as appropriate. It was noted that following clarification the cost to this Council for the by-election would be £3004.70 should it actually take place.***

17. To note that meetings have now been scheduled for Monday the 17<sup>th</sup> June and Thursday the 11<sup>th</sup> July 2019

*Please note that Members are required to provide agenda items to the Clerk 10 days prior to the meeting so that the agenda can be prepared and issued in accordance with statutory requirements.*

*It must also be noted that agenda items require the specific details of the 'Items of Business to be transacted' in accordance with LGA 1972 Schedule 12 paragraph 10 (2) (b) – therefore any vague headings cannot be accepted – in case of doubt please refer to the Clerk who can assist with appropriate wording*

***It was noted that the dates above have been scheduled for the next two meetings.***