



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



**DATED THIS SEVENTEENTH DAY OF JANUARY 2024
MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED
TO ATTEND THE ORDINARY PARISH COUNCIL
MEETING OF HALE PARISH COUNCIL AT 7.30pm
ON THE TWENTY SECOND DAY OF JANUARY 2024
IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

A handwritten signature in black ink, appearing to be 'B. Hargreaves', written in a cursive style.

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 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

1. **Election of Chair** - To elect a chair for the remainder of the current year following the resignation of the former chair (Cllr Bernie Mitchell).
2. **Apologies** - To Receive apologies for absence
3. **Declarations of Interest** - To Receive declarations of Interest
4. **Public Participation** – A period of public participation as set out in the “Note to Public” above.
5. **Minutes** – To agree the Minutes of the ordinary Meeting of Hale Parish Council on 20th November 2023 as a true and accurate record
6. **Payments and Receipts** - To receive and accept the list of payments and receipts made between 8th September – 30th November 2023 as recorded in the cash book record which has been reconciled against the Bank statement to these dates as a true record, all payments having been made under Financial Regulation 6.4 as detailed (See Attached)
7. **Accounts** - To receive the reconciled bank statement and summary of receipts & payments 8th September – 30th November 2023 and to accept them as an accurate record and comparison against budget (See Attached)
8. **Committee’s**
 - i To review the functionality of the Finance Committee and to appoint additional members if required
 - ii To agree Staffing Committee Terms of Reference (attached)
 - iii To agree appointment of members to the Staffing Committee
 - iv To review the current members and agree any additional appointment of members to represent Hale Parish Council at the airport consultative committee?
9. **Budget & Precept 2024 – 2025** - To consider the Annual Budget for 2024 – 2025
10. **Insurance policy** – Clerk to update the Parish Council
11. **Remembrance Sign** – To consider a request by the Royal British Legion to place an additional sign in keeping with the two silhouette figures which are already on the memorial green.
12. **D-Day 80th Anniversary Celebrations 6th June 2024** – Update from Cllr Roberts
13. **Town Lane development** - To Note that Cllr Trevaskis has made representations to the planning department regarding the proposed planning application for the Town Lane development on behalf of Hale parish Council as requested at the meeting held on 20th November 2023 (Copies Available from the Clerk upon request)

- 14. Request from Hale Bank Parish Council** - Hale Bank Parish Council asked Hale Parish Council to support their media release with regard to the proposed development 22/00423/OUTEIA – Land at Halebank.
 - i. To Review and approve Cllr Roberts’ draft letter of support, and to then instruct the Clerk to forward it to the Clerk at Hale Bank Parish Council.

- 15. Bank Signatories –**
 - i. To note the removal of ex - Cllr Bernie Mitchell and Gary Wright from the list of approved signatories for both the Parish Council and the Village Hall Unity Bank accounts as agreed.
 - ii. To note the addition of Cllr Pat Lewis as a signatory to both the PC and Village Hall accounts as agreed
 - iii. To note the addition of Cllr Mark Roberts as a signatory to both the PC and Village Hall accounts as agreed
 - iv. To add Cllr McNamara to the list of signatories for both the Parish Council Unity current account and also the Village Hall Unity current account.

- 16. Current Councillors Terms of Office** – To Note the current Councillors and their length of time in office are as follows:-
 - i. Cllr Luke Trevaskis – 2007 - current
 - ii. Cllr Peter Healey - 14th October 2021- current
 - iii. Cllr Bernard Cleary - TBC - current
 - iv. Cllr Catherine Williams – January 2012 - current
 - v. Cllr Carol Anderson – April 2019 - current
 - vi. Cllr Jason Brown – 14th October 2021- current
 - vii. Cllr Mark Roberts – 22nd June 2023 - current
 - viii. Cllr Patricia Lewis – 22nd June 2023 – current
 - ix. Cllr Joe McNamara – 12th January 2024 - current

- 17. Guildswomen** – To receive any nominations from the Guildswomen working group for individuals to be considered to receive the honour of “Guildswoman”

- 18. Notification to Clerk** – To Review the Current Position and agree a course of action with regard to issuing a letter notifying the Clerk of the decisions made by the Parish Council at their meeting on 20th November 2023. Specifically to re-instate him immediately and to issue an apology to him.

- 19. Date of next Meeting** - Monday 19th February 2024 at 7.30pm in Hale Village Hall

Minutes of the Meeting of Hale Parish Council

Hale Village Hall

Monday 20th November 2023 – 8.00pm

In attendance

Cllr Mitchell (Chair)

Cllr Healy

Cllr Williams

Cllr Anderson

Cllr Lewis

Cllr Brown

Cllr Roberts

Cllr Cleary

Cllr Trevaskis

In addition there were 36 members of the public present.

Apologies

Ward Cllr King

Declarations of Interest

Cllr Mitchell declared an interest in the 'Vote of no confidence' motion as she was named in the motion and an interest in the approval of payments as she would be a recipient of one.

Cllr Anderson declared an interests in the item 'payments to staff' as it was her motion.

Public Participation

The Council was invited to note with regard to the make up of the current cohort only 2 members are new to the Council. Members were asked what progress had been made with regard to fundraising or grant applications for the running of the Village Hall. The Chair responded that this was a matter for the Village Hall Committee and should be addressed there. It was agreed that the Council would produce a list of Councillors and their length of service.

A request to view the correspondence between the gas supplier Cadent and the Village Hall Committee was made and the Chair advised that this should be brought up at the Committee meeting not at the Council meeting.

A request was made that the forthcoming Finance Committee Meeting be well advertised in advance of the meeting.

Vote of No Confidence

Cllr Roberts spoke to this motion expressing disappointment that the Chair had been unsuccessful in moving the Council forward and cited a number of issues of concern

including a lack of transparency; bullying of staff; lack of financial continuity following the suspension of the Clerk; inability to control meetings and fostering an environment within the Council that allowed in-fighting and fractionalisation.

Cllr Roberts spoke of the considerable amount of good and positive work the Chair had done in the community of Hale but concluded that the Council could not function fully under the current chairmanship.

The Chair responded by refuting the claims made by Cllr Roberts and adding that the behaviour of the Council was not the sole responsibility of the Chair.

The motion to pass a vote of no confidence in the Chair was put to the meeting.

Proposer: Cllr Roberts

Seconded: Cllr Williams

The vote was 4 for; 4 against; 1 abstention – the Chair used her casting vote against

The motion was lost

Minutes

The minutes of the meeting held on 16th October were circulated prior to the meeting.

It was agreed that the minutes be approved as a correct record subject to the clarification that a named vote does not have to be made prior to the vote taking place.

Proposer: Cllr Lewis

Seconded: Cllr Anderson

All votes were in favour

Finance

The Council was asked to approve the following payments:

Civic Service Expenses	£164.54 (payment to Cllr Lewis)
Cllr Mitchell	£45.50
ChALC (Training)	£25.00 x 2 (ChALC)
Election Costs	£3093.06 (Halton BC)
Poppy Wreath	£25.00(Cllr Mitchell)
Christmas Tree	£120.00 (Wellbeing Fund)

It was proposed the payments be approved except for the £120.00 (Christmas Tree). The status of this payment is to be checked and if necessary brought back to the Council for payment.

Proposer: Cllr Cleary

Seconded: Cllr Brown

All votes were in favour

Payments to Staff

Cllr Anderson asked that the Council express its thanks to the Staff for their patience and loyalty to the Village Hall and the Community. She added that the Council should apologise to those Staff.

It was agreed that the Council would apologise and thank the staff for their continued support.

Proposer: Cllr Roberts

Seconded: Cllr Trevaskis

All votes were in favour

Jubilee Celebrations

The Council requested an update on the allocation of surplus funds and were advised on behalf of the Freemen that the surplus had been used for village signs and two picnic benches which have been situated in the park.

Accounts

Members were invited to note that the current account balance stands at £46,209.91.

Bank Signatories

Members reviewed correspondence from the Bank and confirmed the active signatories as set out below.

	Name	Permissions
Internet Banking Users	Cllr Anderson	V A
	B Hargreaves	V S
	Cllr King	V A
	Cllr Mitchell	V S A
	Cllr Trevaskis	V A
	G Wright	
Authorised Signatories	Cllr Anderson	
	Cllr King	
	Cllr Trevaskis	
	G Wright	

The signatories above were agreed by the Council.

It was further agreed that G Wright be removed from the account.

Proposer: Cllr Trevaskis

Seconded: Cllr Anderson

In addition the Council also agreed to add Cllr Lewis to the list of authorised signatories.

Proposer: Cllr Roberts

Seconded: Cllr Trevaskis

Land on Town Lane

Cllr Anderson asked about the current status of the land and was advised by the Chair that a planning application had been submitted and would be considered by Halton Borough Council on the 5th December.

A member of the public wanted to raise an objection to the application as the environmental report submitted made no mention of the old pond that was on the land. The Chair mentioned a meeting held some time ago with the Developers and the issue of the pond had been raised there.

The Council agreed that Cllr Trevaskis would make representations to the planning department on their behalf.

Proposer: Cllr Mitchell

Seconded: Cllr Lewis

2024 D Day Celebrations

Cllr Roberts stated that he was awaiting an update from the new Lord Mayor so that any diary clashes with other groups could be avoided and so asked that this item be deferred until the January meeting.

Location of Christmas Crib

Permission was sought from the Council to site the Christmas Crib in the 'coffee shop' area of the Village Hall. The Chair pointed out that this was really a matter for the Village Hall Committee to consider but members understood the time sensitivity of the issue.

It was proposed that the Council book the space and pay a hire fee of up to £100 for 1 month subject to the appropriate Risk Assessment being undertaken.

Proposer: Cllr Roberts

Seconded: Cllr Trevaskis

The proposal was carried with 8 votes for and 1 abstention

Request from Hale Bank Parish Council

Hale Bank asked Hale Parish Council to support their media release with regard to the proposed development 22/00423/OUTEIA – Land at Halebank.

It was proposed that Cllr Roberts would draft a letter of support, share it with fellow councillors and then send it to the clerk at Hale Bank.

Proposer: Cllr Williams

Seconded: Cllr Brown

The proposal was unanimously agreed.

Extra-ordinary meeting date

Members needed to arrange a further meeting to agree the budget and subsequent precept request. However, it was felt that it would be useful to have a meeting of the Finance Committee to draft proposals first.

It was proposed that a meeting of the Finance Committee would take place on Monday 11th December.

Proposer: Cllr Roberts

Seconded: Cllr Trevaskis

A named vote was requested by Cllr Trevaskis

The proposal was agreed with Cllrs Brown and Healy voting against

The meeting was then closed to the press and public due to the confidential nature of the business to be conducted as defined in Schedule 12 of the LGA 1972.

PART B

Suspension of the Clerk

Members discussed events leading up to the suspension of the Clerk in particular whether the process had been procedurally correct.

It was generally agreed that there was sufficient concern expressed around how the suspension had been dealt with as to make it unreasonable to continue with the suspension.

The following actions were proposed as a means of rectifying the current position:

- 1. The Clerk should be reinstated with immediate effect;***
- 2. The Council should write to the Clerk apologising for the suspension and acknowledging that their actions had been incorrect;***
- 3. The Council will ensure that it has a robust Staffing Committee in place to address all staffing matters.***

The proposal was agreed by the Council with 5 members voting for and 4 voting against.

Employment Tribunal Notice served on the Council

Members briefly discussed the Notice which was now extremely time sensitive. Concern was expressed that the Chair had not actioned it earlier. It was however noted that the Notice was served on the wrong entity and that the Village Hall Committee should have been named not the Parish Council.

It was proposed that the Chair write to the Tribunal explaining the error and asking for a time extension to give the Committee time to give proper notice and to meet.

Proposer: Cllr Roberts

Seconded: Cllr Williams

The proposal was unanimously agreed.

ACTION LIST

1. It was agreed that the Council would produce a list of Councillors and their length of service.
2. Check if the payment of £120 for the Christmas Tree was for last year or if it is still outstanding.
3. Remove G Wright from the Councils Bank Account signatories lists.
4. Luke to make the Councils views on the development at Town Lane known to the Planning Department at Halton Borough Council.
5. D Day Celebration details to go onto the January agenda (Cllr Roberts)
6. Write to Clerk notifying him of the decision of the Council.
7. Write to the Employment Tribunal advising of the errors contained in the Notice and asking for an extension.

Hale Parish Council

Transactions for All Banks (From 01/04/2023 to 30/11/2023)

Voucher Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
				STARTING BALANCE					24,324.76	
1 03/04/2023	Hale Parish Council	Precept		Precept	Halton Borough Council	37,000.00		37,000.00	61,324.76	03/04/2023
1 03/04/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	61,044.20	03/04/2023
2 11/04/2023	Hale Parish Council	Web Site		Google Invoice	Google Ireland Ltd	-13.80		-13.80	61,030.40	11/04/2023
3 02/05/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	60,749.84	02/05/2023
2 05/05/2023	Hale Parish Council	Vat Recovered		Vat Refund	VAT Refund	2,354.45		2,354.45	63,104.29	05/05/2023
4 09/05/2023	Hale Parish Council	Web Site		Google Invoice	Google Ireland Ltd	-13.80		-13.80	63,090.49	09/05/2023
6 12/05/2023	Hale Parish Council	Wellbeing Fund		Easter Eggs/Sweets	Repayment	-314.02		-314.02	62,776.47	12/05/2023
8 12/05/2023	Hale Parish Council	Wellbeing Fund		Easter Eggs/Sweets	Repayment	-33.92	-33.92	-33.92	62,742.55	12/05/2023
5 12/05/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale PC	-1,076.53		-1,076.53	61,666.02	12/05/2023
7 12/05/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale Parish Council	-326.67		-326.67	61,339.35	12/05/2023
9 12/05/2023	Hale Parish Council	Staff Allowances/E:		Clerks Expenses	Hale Parish Council	-10.00		-10.00	61,329.35	12/05/2023
10 01/06/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	61,048.79	01/06/2023
11 07/06/2023	Hale Parish Council	Web Site		Google Invoice	Google Ireland Ltd	-13.80		-13.80	61,034.99	07/06/2023
13 21/06/2023	Hale Parish Council	Wellbeing Fund		Donation	St Mary's Church	-750.00		-750.00	60,284.99	21/06/2023
14 21/06/2023	Hale Parish Council	Wellbeing Fund		Donation	Hale Village Gardener	-500.00		-500.00	59,784.99	21/06/2023
18 21/06/2023	Hale Parish Council	Wellbeing Fund		Queens Jubilee Trees	Halton Borough Council	-420.00	-84.00	-504.00	59,280.99	21/06/2023
19 21/06/2023	Hale Parish Council	Wellbeing Fund		Decorations	Hale PC	-68.50	-13.70	-82.20	59,198.79	21/06/2023
20 21/06/2023	Hale Parish Council	Wellbeing Fund		Repayment	A B Mitchell	-7.15	-1.43	-8.58	59,190.21	21/06/2023
15 21/06/2023	Hale Parish Council	Subscriptions/Advi:		Subscription	Chalc	-582.01		-582.01	58,608.20	21/06/2023
12 21/06/2023	Hale Parish Council	Hall Hire (Rent)		Room Hire	Hale Village Hall	-22.00		-22.00	58,586.20	21/06/2023
16 21/06/2023	Hale Parish Council	Hall Hire (Rent)		Room Hire	Hale Village Hall	-40.00		-40.00	58,546.20	21/06/2023
17 21/06/2023	Hale Parish Council	Payroll & Scribe		Payroll & Scribe	Scribe (Starboard Sys	-345.60	-69.12	-414.72	58,131.48	21/06/2023
21 21/06/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale PC	-1,076.33		-1,076.33	57,055.15	21/06/2023
22 21/06/2023	Hale Parish Council	Staff Allowances/E:		Clerks Expenses	Hale PC	-10.00		-10.00	57,045.15	21/06/2023
23 21/06/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale PC	-326.87		-326.87	56,718.28	21/06/2023
24 30/06/2023	Hale Parish Council	Administration		Bank Charges	Unity Bank	-18.00		-18.00	56,700.28	30/06/2023
25 03/07/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	56,419.72	03/07/2023
26 05/07/2023	Hale Parish Council	Staff Allowances/E:		Clerks Expenses	Clerk Expenses	-30.60		-30.60	56,389.12	05/07/2023
27 05/07/2023	Hale Parish Council	Hall Hire (Rent)		Room Hire	Hale Village Hall	-12.00		-12.00	56,377.12	05/07/2023
28 05/07/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale Parish Council	-1,076.33		-1,076.33	55,300.79	05/07/2023
29 05/07/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale Parish Council	-326.87		-326.87	54,973.92	05/07/2023
30 05/07/2023	Hale Parish Council	Staff Allowances/E:		Clerks Expenses	Hale Parish Council	-10.00		-10.00	54,963.92	05/07/2023
31 07/07/2023	Hale Parish Council	Web Site		Internet/Website	Google Ireland Ltd	-13.80		-13.80	54,950.12	07/07/2023

Hale Parish Council

Transactions for All Banks (From 01/04/2023 to 30/11/2023)

Voucher Date	Bank	Cost Code	Chq/Rec No.	Description	Supplier	Net	VAT	Total	Balance	Cashed date
35 25/07/2023	Hale Parish Council	Wellbeing Fund		Decorations	M T Sutton	-120.00		-120.00	54,830.12	25/07/2023
39 25/07/2023	Hale Parish Council	Wellbeing Fund		Donation	Hale Parish Council	-360.00		-360.00	54,470.12	25/07/2023
36 25/07/2023	Hale Parish Council	Audit		Internal Audit	JDH Business Service	-597.00		-597.00	53,873.12	25/07/2023
37 25/07/2023	Hale Parish Council	Subscriptions/Advi		Subscription	Chalc	-31.50		-31.50	53,841.62	25/07/2023
32 25/07/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale Parish Council	-326.67		-326.67	53,514.95	25/07/2023
33 25/07/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale Parish Council	-1,076.53		-1,076.53	52,438.42	25/07/2023
34 25/07/2023	Hale Parish Council	Staff Allowances/E:		Clerks Expenses	Clerk Expenses	-10.00		-10.00	52,428.42	25/07/2023
38 25/07/2023	Hale Parish Council	General Reserve		Clerk	Repayment	-10.00	-2.00	-12.00	52,416.42	25/07/2023
40 01/08/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	52,135.86	01/08/2023
41 07/08/2023	Hale Parish Council	Web Site		Google Invoice	Google Ireland Ltd	-13.80		-13.80	52,122.06	07/08/2023
43 18/08/2023	Hale Parish Council	Subscriptions/Advi		Subscription	Living Wage Foundatit	-79.20		-79.20	52,042.86	18/08/2023
45 18/08/2023	Hale Parish Council	Subscriptions/Advi		Support	Risk Support Services	-266.06	-53.21	-319.27	51,723.59	18/08/2023
42 18/08/2023	Hale Parish Council	Payroll & Scribe		Payroll & Scribe	DM Payroll Services L	-78.00		-78.00	51,645.59	18/08/2023
44 18/08/2023	Hale Parish Council	Hall Hire (Rent)		Room Hire	Hale Village Hall	-18.00		-18.00	51,627.59	18/08/2023
46 18/08/2023	Hale Parish Council	Subscriptions/Advi		Support	Risk Support Services	-247.50	-49.50	-297.00	51,330.59	18/08/2023
47 31/08/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Clerk Salary	-326.87		-326.87	51,003.72	31/08/2023
48 31/08/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Clerk Salary	-1,076.33		-1,076.33	49,927.39	31/08/2023
49 31/08/2023	Hale Parish Council	Staff Allowances/E:		Clerks Expenses	Clerk Expenses	-10.00		-10.00	49,917.39	31/08/2023
50 01/09/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	49,636.83	01/09/2023
51 07/09/2023	Hale Parish Council	Web Site		Google Invoice	Google Ireland Ltd	-13.80		-13.80	49,623.03	07/09/2023
52 30/09/2023	Hale Parish Council	Administration		Bank Charges	Unity Bank	-18.00		-18.00	49,605.03	30/09/2023
53 02/10/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	49,324.47	02/10/2023
54 06/10/2023	Hale Parish Council	Web Site		Google Invoice	Google Ireland Ltd	-13.80		-13.80	49,310.67	06/10/2023
55 01/11/2023	Hale Parish Council	Insurance		Insurance	Hiscox	-233.80	-46.76	-280.56	49,030.11	01/11/2023
56 06/11/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale PC	-1,076.33		-1,076.33	47,953.78	06/11/2023
57 06/11/2023	Hale Parish Council	Staffing Including N		Clerk Salary	Hale PC	-1,076.53		-1,076.53	46,877.25	06/11/2023
58 06/11/2023	Hale Parish Council	Staffing Including N		HMRC	Hale PC	-326.87		-326.87	46,550.38	06/11/2023
59 06/11/2023	Hale Parish Council	Staffing Including N		HMRC	Hale PC	-326.67		-326.67	46,223.71	06/11/2023
60 07/11/2023	Hale Parish Council	Web Site		Google Invoice	Google Ireland Ltd	-13.80		-13.80	46,209.91	07/11/2023
CLOSING BALANCE - 30/11/2023						22,566.11	-680.96	21,885.15	46,209.91	

Hale Parish Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
52 Administration	30/09/2023		Hale Parish Council Ur		Bank Charges	Unity Bank	Z	18.00		18.00
53 Insurance	02/10/2023		Hale Parish Council Ur		Insurance	Hiscox	S	233.80	46.76	280.56
54 Web Site	06/10/2023		Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	Z	13.80		13.80
55 Insurance	01/11/2023		Hale Parish Council Ur		Insurance	Hiscox	S	233.80	46.76	280.56
56 Staffing Including NI	06/11/2023		Hale Parish Council Ur		Clerk Salary	Hale PC	Z	1,076.33		1,076.33
57 Staffing Including NI	06/11/2023		Hale Parish Council Ur		Clerk Salary	Hale PC	Z	1,076.53		1,076.53
58 Staffing Including NI	06/11/2023		Hale Parish Council Ur		HMRC	Hale PC	Z	326.87		326.87
59 Staffing Including NI	06/11/2023		Hale Parish Council Ur		HMRC	Hale PC	Z	326.67		326.67
60 Web Site	07/11/2023		Hale Parish Council Ur		Google Invoice	Google Ireland Ltd	Z	13.80		13.80
Total								3,319.60	93.52	3,413.12

Hale Parish Council
RECEIPTS LIST

Voucher Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
0										

Total

Hale Parish Council

Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			24,324.76	
1	03/04/2023		Precept	Halton Borough C	37,000.00	61,324.76	03/04/2023
1	03/04/2023		Insurance	Hiscox	-280.56	61,044.20	03/04/2023
2	11/04/2023		Google Invoice	Google Ireland Ltc	-13.80	61,030.40	11/04/2023
3	02/05/2023		Insurance	Hiscox	-280.56	60,749.84	02/05/2023
2	05/05/2023		Vat Refund	VAT Refund	2,354.45	63,104.29	05/05/2023
4	09/05/2023		Google Invoice	Google Ireland Ltc	-13.80	63,090.49	09/05/2023
5	12/05/2023		Clerk Salary	Hale PC	-1,076.53	62,013.96	12/05/2023
6	12/05/2023		Easter Eggs/Sweets	Repayment	-314.02	61,699.94	12/05/2023
7	12/05/2023		Clerk Salary	Hale Parish Council	-326.67	61,373.27	12/05/2023
8	12/05/2023		Easter Eggs/Sweets	Repayment	-33.92	61,339.35	12/05/2023
9	12/05/2023		Clerks Expenses	Hale Parish Council	-10.00	61,329.35	12/05/2023
10	01/06/2023		Insurance	Hiscox	-280.56	61,048.79	01/06/2023
11	07/06/2023		Google Invoice	Google Ireland Ltc	-13.80	61,034.99	07/06/2023
12	21/06/2023		Room Hire	Hale Village Hall	-22.00	61,012.99	21/06/2023
13	21/06/2023		Donation	St Mary's Church	-750.00	60,262.99	21/06/2023
14	21/06/2023		Donation	Hale Village Gard	-500.00	59,762.99	21/06/2023
15	21/06/2023		Subscription	Chalc	-582.01	59,180.98	21/06/2023
16	21/06/2023		Room Hire	Hale Village Hall	-40.00	59,140.98	21/06/2023
17	21/06/2023		Payroll & Scribe	Scribe (Starboard	-414.72	58,726.26	21/06/2023
18	21/06/2023		Queens Jubilee Trees	Halton Borough C	-504.00	58,222.26	21/06/2023
19	21/06/2023		Decorations	Hale PC	-82.20	58,140.06	21/06/2023
20	21/06/2023		Repayment	A B Mitchell	-8.58	58,131.48	21/06/2023
21	21/06/2023		Clerk Salary	Hale PC	-1,076.33	57,055.15	21/06/2023
22	21/06/2023		Clerks Expenses	Hale PC	-10.00	57,045.15	21/06/2023
23	21/06/2023		Clerk Salary	Hale PC	-326.87	56,718.28	21/06/2023
24	30/06/2023		Bank Charges	Unity Bank	-18.00	56,700.28	30/06/2023
25	03/07/2023		Insurance	Hiscox	-280.56	56,419.72	03/07/2023
26	05/07/2023		Clerks Expenses	Clerk Expenses	-30.60	56,389.12	05/07/2023
27	05/07/2023		Room Hire	Hale Village Hall	-12.00	56,377.12	05/07/2023
28	05/07/2023		Clerk Salary	Hale Parish Council	-1,076.33	55,300.79	05/07/2023
29	05/07/2023		Clerk Salary	Hale Parish Council	-326.87	54,973.92	05/07/2023
30	05/07/2023		Clerks Expenses	Hale Parish Council	-10.00	54,963.92	05/07/2023
31	07/07/2023		Internet/Website	Google Ireland Ltc	-13.80	54,950.12	07/07/2023
32	25/07/2023		Clerk Salary	Hale Parish Council	-326.67	54,623.45	25/07/2023
33	25/07/2023		Clerk Salary	Hale Parish Council	-1,076.53	53,546.92	25/07/2023
34	25/07/2023		Clerks Expenses	Clerk Expenses	-10.00	53,536.92	25/07/2023
35	25/07/2023		Decorations	M T Sutton	-120.00	53,416.92	25/07/2023
36	25/07/2023		Internal Audit	JDH Business Ser	-597.00	52,819.92	25/07/2023
37	25/07/2023		Subscription	Chalc	-31.50	52,788.42	25/07/2023
38	25/07/2023		Clerk	Repayment	-12.00	52,776.42	25/07/2023
39	25/07/2023		Donation	Hale Parish Council	-360.00	52,416.42	25/07/2023
40	01/08/2023		Insurance	Hiscox	-280.56	52,135.86	01/08/2023
41	07/08/2023		Google Invoice	Google Ireland Ltc	-13.80	52,122.06	07/08/2023
42	18/08/2023		Payroll & Scribe	DM Payroll Servic	-78.00	52,044.06	18/08/2023
43	18/08/2023		Subscription	Living Wage Foun	-79.20	51,964.86	18/08/2023
44	18/08/2023		Room Hire	Hale Village Hall	-18.00	51,946.86	18/08/2023
45	18/08/2023		Support	Risk Support Serv	-319.27	51,627.59	18/08/2023
46	18/08/2023		Support	Risk Support Serv	-297.00	51,330.59	18/08/2023
47	31/08/2023		Clerk Salary	Clerk Salary	-326.87	51,003.72	31/08/2023
48	31/08/2023		Clerk Salary	Clerk Salary	-1,076.33	49,927.39	31/08/2023
49	31/08/2023		Clerks Expenses	Clerk Expenses	-10.00	49,917.39	31/08/2023
50	01/09/2023		Insurance	Hiscox	-280.56	49,636.83	01/09/2023
51	07/09/2023		Google Invoice	Google Ireland Ltc	-13.80	49,623.03	07/09/2023
52	30/09/2023		Bank Charges	Unity Bank	-18.00	49,605.03	30/09/2023

Hale Parish Council

Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			24,324.76	
53	02/10/2023		Insurance	Hiscox	-280.56	49,324.47	02/10/2023
54	06/10/2023		Google Invoice	Google Ireland Ltd	-13.80	49,310.67	06/10/2023
55	01/11/2023		Insurance	Hiscox	-280.56	49,030.11	01/11/2023
56	06/11/2023		Clerk Salary	Hale PC	-1,076.33	47,953.78	06/11/2023
57	06/11/2023		Clerk Salary	Hale PC	-1,076.53	46,877.25	06/11/2023
58	06/11/2023		HMRC	Hale PC	-326.87	46,550.38	06/11/2023
59	06/11/2023		HMRC	Hale PC	-326.67	46,223.71	06/11/2023
60	07/11/2023		Google Invoice	Google Ireland Ltd	-13.80	46,209.91	07/11/2023
			CLOSING BALANCE			46,209.91	
				Bank statement should show		£46,209.91	

Hale Parish Council
Current T1
 60-83-01 20415507

Balance Available
38,642.10 GBP 38,642.10 GBP

Balances are correct as of 15:09 on 17 Jan 2024.

i Viewing older transactions
 To view transactions or statements that are more than 89 days old, you will need to verify your identity using your chosen method of authentication.

↓ Date	Description	Paid in	Paid out	Balance
07/11/23	Direct Debit (GOOGLE CLOUD EMEA) • 82385888GK96H1Z4PP		-13.80	
06/11/23	Salary		-1,076.53	
06/11/23	Salary		-1,076.33	
06/11/23	Salary		-326.87	
06/11/23	Salary		-326.67	
01/11/23	Direct Debit (HISCOX) • HISCOX PIB 8187826		-280.56	
06/10/23	Direct Debit (GOOGLE CLOUD EMEA) • 82385888G4008BOX3I		-13.80	
02/10/23	Direct Debit (HISCOX) • HISCOX PIB 8187826		-280.56	
30/09/23	Service Charge		-18.00	

Summary of Receipts and Payments

All Cost Centres and Codes (Between 01/04/2023 and 30/11/2023)

Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Asset Purchase				1,000.00		1,000.00	1,000.00 (100%)
2	Wellbeing Fund				5,000.00	2,539.67	2,460.33	2,460.33 (49%)
3	Guildswomen Working Group				100.00		100.00	100.00 (100%)
4	War Memorial Working Group				1,286.00		1,286.00	1,286.00 (100%)
5	Civic Service Working Group				500.00		500.00	500.00 (100%)
7	Legal/Consultation Fees				5,000.00		5,000.00	5,000.00 (100%)
8	Grants				1,500.00		1,500.00	1,500.00 (100%)
9	Training				1,000.00		1,000.00	1,000.00 (100%)
10	Insurance				3,000.00	1,870.40	1,129.60	1,129.60 (37%)
11	Web Site				750.00	110.40	639.60	639.60 (85%)
13	Audit				1,000.00	597.00	403.00	403.00 (40%)
14	Subscriptions/Advisory Bodies				2,000.00	1,206.27	793.73	793.73 (39%)
15	Staffing Including NI				20,000.00	9,822.40	10,177.60	10,177.60 (50%)
17	Administration				250.00	36.00	214.00	214.00 (85%)
18	Staff Allowances/Expenses				300.00	80.60	219.40	219.40 (73%)
19	Payroll & Scribe				750.00	423.60	326.40	326.40 (43%)
21	Election Costs				3,500.00		3,500.00	3,500.00 (100%)
22	Hall Hire (Rent)				500.00	92.00	408.00	408.00 (81%)
23	Vat							(N/A)
35	General Reserve				5,000.00	10.00	4,990.00	4,990.00 (99%)
SUB TOTAL					52,436.00	16,788.34	35,647.66	35,647.66 (67%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Precept	37,000.00	37,000.00					(0%)
25	Vat Recovered	2,354.45	2,354.45					(0%)
SUB TOTAL		39,354.45	39,354.45					(0%)

Summary

NET TOTAL	39,354.45	39,354.45	52,436.00	16,788.34	35,647.66	35,647.66 (38%)
V.A.T.				680.96		
GROSS TOTAL		39,354.45		17,469.30		

xxxxxParish Council**November 2023****1 Name** - Staffing Committee**2 Type** - Standing Committee governed by Council's Standing Orders, regulations including Local Government Act 1972, Section 106.**3 Purpose**

3.1 The committee is appointed to make recommendations to Full Council about all staffing matters, subject to any budget and expenditure limits.

3.2 To be the initial point of contact for the Clerk and Councillors to raise questions/concerns relating to staffing levels, performance, pay and contracts of employment.

3.3 To be a point of escalation for staff members other than the Clerk to raise questions/concerns relating to staffing levels, performance, pay and contracts.

4 Powers

4.1 The committee may make recommendations to Full Council.

4.2 The committee may establish subcommittees and working groups which report to the committee.

5 Membership

5.1 The committee shall consist of a maximum of five members.

5.2 The quorum shall be three members.

5.3 The Clerk may attend the Staffing Committee to participate in the discussion providing advice as appropriate for the maintenance of good employee relations. The Clerk does not have the right to vote.

5.4 Should the matter under discussion specifically relate to the Clerks employment, the Clerk will be excused from the meeting.

6 Meeting Arrangements

The Committee shall meet a minimum of twice per year with additional meetings called as necessary.

7 Reporting

The Committee will report to the Full Council.

8 Deliverables

- 8.1 To establish and review at regular intervals the staffing structure to best meet the Council's responsibilities and workload.
- 8.2 To review salary paycales for all staff and recommend any changes to Full Council
- 8.3 To undertake the annual appraisal of the Clerk.
- 8.4 To oversee the recruitment process and appointment of staff (the Full Council retaining the power to appoint).
- 8.5 To oversee any process leading to staff redundancy or dismissal.
- 8.6 To review staff working conditions including wellbeing, health and safety at work.
- 8.7 To monitor and address any regular or sustained staff absence.
- 8.8 To consider any appeal against any decision in respect of pay – including overtime.
- 8.9 To supervise and where necessary, performance manage the Clerk's work, to administer leave requests, record and monitor absences, and authorise overtime within the overall staffing budget agreed by the Full Council.
- 8.10 To review and make recommendations on employment contracts.
- 8.11 To draft, review, monitor and revise policies for all staff.
- 8.12 To arrange a staffing sub-committee as necessary for the resolution of grievance and disciplinary matters.

Renewal Confirmation [Version Ref: 120860109]

1 message

UK.CommunityRenewals <CommunityRenewals@ajg.com>
To: "clerk@haleparishcouncil.gov.uk" <clerk@haleparishcouncil.gov.uk>

22 November 2023 at 15:31

Dear Mr Hargreaves

Our Ref: 3110228**Policy Type:** AJG Community Schemes**Policy Holder:** Hale Parish Council**Insurer:** Hiscox Insurance Company Limited**Insurance Renewal 2023 for Hale Parish Council**

Further to our recent renewal invite and any subsequent discussions, we are delighted to confirm that we have automatically renewed your policy for Hale Parish Council with Hiscox Insurance Company Limited, through Gallagher.

Please find attached your renewal confirmation letter, including payment details, which must be made prior to the policy start date.

If you have any queries, please do not hesitate to contact me.

Kind regards

Daniel Dorney Account Handler

Insurance | Risk Management | Consulting

Daniel_Dorney@ajg.com**Gallagher**
Blenheim House, 1-2 Bridge Street, Guildford, Surrey, GU1 4RY
www.ajg.com/uk

22/00638/FUL - Objection1 message

OBJECTION - FOR URGENT CONSIDERATION

Dear members of the Development Committee,

Hale Parish Council would like to bring to your attention a breach of the NPPF and HBC's Local Plan in relation to Planning Application 11/00638/FUL for 13 dwellings on land at Town Lane, within Hale Village's Conservation Area.

Figure 3 (Page 11) of the Heritage Statement (link below and attached) highlights a historic pond in the top quadrant of the red circle that has not been adequately referenced in the content of the report, or subsequent designs (which appear to build directly on top of this natural water course). The pond is approximately 20 feet in diameter and serves as both a natural drainage point, and a focal point of significant value, fronting the Conservation Area of Town Lane. The pond can also be identified in Figures 4 and 5 (Page 12) of the report. You may also note various errors which appear as though the report has simply been copied and pasted from prior work (an example of which can be found on page five when reference is made to the development enhancing the 'Lydiat Hall and Chapel Conservation Area' (a location in Sefton, close to 20 miles away from the proposed site).

https://webapp.halton.gov.uk/planningapps/2200638FUL/OTH_HS%20-%20Hale%20Village%20Final%20Version.pdf

The pond has historic significance to the local community, is of cultural value, and provides significant local biodiversity. As a key feature of Hale's heritage, the pond has existed since the 1800s and it is disappointing that the developer has proposed to build over this natural drainage point, without providing any mitigation for an alternative site for the pond. The pond plays a vital role in enhancing the local environment and is important to residents and visitors alike.

This lack of consideration for the amenity of Hale's Conservation Area, and a key community asset, does not work to enhance or preserve Hale's Conservation Area, and the Parish Council, as a statutory consultee, strongly objects to current proposals which in effect remove a focal point of the centre of the village currently contributing significantly to the local landscape character of the Conservation Area.

Misleadingly, the ecology report (link below and attached) does not mention the pond, or highlight its ecological importance to supporting the diverse wildlife of Hale's Conservation Area. Page 19 of the report indicates there are no watercourses on the site, and completely omits any inclusion of the pond. The site map on the last page also fails to accurately record any presence of the pond.

https://webapp.halton.gov.uk/planningapps/2200638FUL/ECO_2200638FUL.pdf

It is the view of Hale Parish Council that this glaring inaccuracy could have significant consequences if a decision were to proceed regarding the application at the meeting this evening. Members of Halton Borough Council are required to have due consideration to the facts, alongside national and local planning policy.

The Parish Council believes the applicant has not provided all information to enable the Committee to consider all the material planning points required of it. Similarly, the planning officer has been unable to include all material planning considerations in their report.

It is understood the location of the pond may be behind scrub, and visibility may be restricted. However, the Parish Council believes the lack of transparent information disables the Committee (and any officers of Halton BC) from drawing a conclusion as to whether or not the applicant has properly provided due consideration to the effects the proposed development would have on the pond, its heritage value, and the wildlife it supports. Therefore, the Parish Council is of

the understanding the Committee would not currently be able to objectively assess whether the application currently satisfies the requirements of the NPPF, HBC's Local Plan and the Wildlife and Countryside Act 1981.

Specifically, the Parish Council does not believe the Committee would be able to assess how the development accords with the below.

- 1) The Planning (Listed Buildings and Conservation Areas) Act 1990 states that in the exercise of planning functions with respect to any buildings or land in a Conservation Area that special attention shall be paid to the desirability of preserving or enhancing the character and appearance of that area (s.72).
- 2) The NPPF (Paragraph 194) states "in determining applications, local planning authorities should require an applicant to describe the significance of any heritage assets affected, including any contribution made by their setting. The level of detail should be proportionate to the assets importance and no more than is sufficient to understand the potential impact of the proposal on their significance."
- 3) The NPPF (Paragraph 195) states local planning authorities should identify and assess the particular significance of a heritage asset, including its setting, and take this into account when considering the impact of a proposal in order to avoid or minimise conflict between the asset's conservation and any aspect of the proposal. Significance is defined in the NPPF Glossary (2021) as: the value of a heritage asset to this and future generations because of its heritage interest. That interest may be archaeological, architectural, artistic or historic. Significance derives not only from a heritage asset's physical presence, but also from its setting."
- 4) In determining applications, the NPPF advises that the local planning authority should take account of positives associated with the heritage asset and that the more important a heritage asset, the greater weight that should be given to the protection of its significances.
- 5) The NPPF (Paragraph 197) states that in determining application the local planning authority should take account of the desirability of sustaining and enhancing the significance of heritage assets and putting them to viable uses consistent with their conservation.
- 6) The NPPF (Paragraph 197) states that in determining application the local planning authority should take account of the positive contribution that conservation of heritage assets can make to sustainable communities including their economic vitality.
- 7) The NPPF (Paragraph 204) states that local authorities should not permit loss of the whole or part of a heritage asset.
- 8) Halton BC's LP (Policy CS(R)20) states "the Borough's historic environment, heritage assets and their setting, will be conserved and enhanced and opportunities to enhance them or increase understanding through interpretation and investigation will be encouraged, especially those assets at risk".
- 9) Halton BC's LP (HE2) states "the Council will support proposals that conserve and, where appropriate, enhance the Borough's historic environment" and "proposals that conserve or enhance the character or appearance of a Conservation Area will be supported".
- 10) Halton BC's LP (GR1) states "development proposals should make a positive contribution to their surroundings and ensure they contribute to the creation of a high quality public realm that enhances conditions for pedestrians and cyclists".

The Parish Council believes a decision regarding this development should be deferred until the above matters are addressed, and respectfully requests a Councillor to table a motion to that effect. Sadly I cannot make the meeting this evening and would appreciate a response from members/officers to confirm receipt of this representation on behalf of the Hale Village community.

For reference, I have also attached a video of the pond sent to me by a resident today.

Thank you in advance.

**Kind regards,
Luke Trevaskis**

***Councillor, Hale Parish Council
Executive Board Member, Cheshire Association of Local Council
Management Board Member, National Association of Local Councils***

 [c8d4e12a-353c-4cfa-a768-119aa0d70eec.mp4](#)

3 attachments

 **PLAN Land at Town Lane _701701 REV B 1200 Church End Jun23.pdf**
4773K



Heritage Statement - Hale Village Final Version - Land at Town Lane.pdf

6665K



Ecological Report_2200638FUL - Land at Town Lane.pdf

8832K