



# 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 15th JUNE 2026 AT 8.00pm**

Members Present: Cllrs Mark Roberts, Luke Trevaskis, Peter Healey, Pat Lewis, Mark Lewis, Carol Anderson

Public Present: 4 Residents

### **1. Apologies**

Apologies received from The Clerk, Cllrs Joe McNamara and Andrea Hutchinson

### **2. Declarations**

None.

### **3. Public Participation**

A resident raised an issue regarding school teachers parking on Hale Estate roads. The resident was advised the matter would be addressed further down the agenda and they would be given an opportunity to speak then.

A resident also raised the agenda item regarding speeding traffic. The resident was advised the matter would be addressed further down the agenda and they would be given an opportunity to speak then.

A resident raised an issue regarding the infrequent emptying of the bin at the shop by Halton BC.

### **4. Minutes**

It was noted by members that a number of the resolutions of the minutes did not reflect the meeting as recollected by those in attendance.

Cllr Trevaskis advised that he did not second any motion to sign off the AGAR. Rather, he proposed that the Council await receipt of its draft IA audit report prior to signing off its AGAR so it could consider any issues raised. Cllr Trevaskis also clarified that this sequencing had been standard practice in all prior years (except 2025, when he was not

present at that meeting). It was also noted that the AGAR specifically advises that the Council first receive its IA prior to approving it.

Cllr Trevaskis also noted his motion regarding policies specifically related to members receiving clear tracked change documents (or an additional document clearly listing any proposed changes) and not simply deferring the review of the policies. All members agreed with that recollection of the motion. Cllr Trevaskis also emailed a copy of the motion during the meeting held on 18 May.

It was clarified by all members in attendance at the last meeting that no resolution was made to ask a recently retired Councillor to undertake some Voluntary work on behalf of Hale Parish Council.

Councillors agreed that the minutes should be amended and requested that drafted amends be resolved at the next meeting:

Draft Amend (Minute 11, 18 May 26) - **DELETE** " It was agreed to approve and sign the Governance Statement in a Draft format for submission to the Internal auditor for review."  
**MINUTE AMEND:** "It was agreed that the draft IA Report would be presented to the Council at its next meeting, after which it can review the findings and conclude the signing of the AGAR".

Draft Amend (Minute 12, 18 May 26) - **DELETE** "it was agreed to approve and sign the Accounting Statement in a Draft format for submission to the Internal auditor for review."  
**MINUTE AMEND:** "It was agreed to accept the draft Accounting Statement be reviewed by the Internal Auditor and presented back to the Council, with the IA Report, at its next meeting. After which, the Accounting Statement would be agreed and signed".

Draft Amend (Minute 16, 18 May 26) - **DELETE** "it was resolved to ask a recently retired Councillor to undertake some Voluntary work on behalf of Hale Parish Council"

Draft Amend (Minute 18, 18 May 26) - **DELETE** "these Items were deferred pending further discussion and amendments to be reviewed at the June meeting"  
**MINUTE AMEND:** (as emailed during meeting on 18 May): "For the policies approved, following last review, to be re-circulated, with an additional document highlighting any proposed changes to original documents."

Proposed: Luke Trevaskis

Seconded: Pat Lewis

Vote: Unanimous

## 5. Accounts

The Council received the reconciled bank statement and summary of receipts and payments between 6th May - 26th may 2026 and accepted them as a true and accurate record.

Proposed: Carol Anderson

Seconded: Pat Lewis

Vote: Unanimous

## **6. Instant Access Account**

The Council received the reconciled bank statement and summary of receipts and payments dated 6th May 2026 - 10th June 2026 and accepted them as a true and accurate record.

Cllr Luke Trevaskis raised the point that if this account is the VH account, it should be going to the VH Trustee Meeting.

Proposed: Carol Anderson

Seconded: Pat Lewis

Vote: Unanimous

## **7. Notice of Public Rights to Inspect the Accounts**

The Council noted that it did not need to resolve the dates relating to the Notice of Public Rights inspection, and that this was a responsibility of the Proper Officer and RFO, who is empowered to set these dates autonomously.

## **8. Policies**

The Council noted that the resolution of the previous meeting required the policies and the proposed amendments to be presented clearly on no more than two documents (one being the original policy, ideally with tracked changes, and in the absence of this a policy with a separate sheet of proposed amends). It was agreed that this matter would be progressed once the Proper Officer was able to provide the documentation in the format requested by the Council.

Proposed: Luke Trevaskis

Seconder: Mark Roberts

Vote: Unanimous

## **9. Annual Audit**

The Council agreed to Annual Audit process as listed.

Cllr Mark Roberts also suggested a similar chronology for the budgeting process would be helpful and proposed that be presented at the next meeting. All members agreed.

Proposed: L Trevaskis

Seconded: C Anderson

Vote: Unanimous

## **10. Parish Council Vacancies**

Cllr Lewis highlighted that there was an additional application in the printed pack that had not been circulated digitally prior to the meeting. Members expressed concern that there had not been any prior notification of this agenda amend prior to the meeting.

Cllr Roberts also noted he was aware of at least two additional applications that he believed had applied prior to the deadline.

One applicant who had applied, and was in attendance at the meeting, advised that there had been little communication from the Council regarding the co-option process and that they had not been formally invited to speak about their application.

Given some of the confusion, and the importance of ensuring a fair and transparent process for all, the Council resolved to defer this item until the September meeting and agreed that the Proper Officer should undertake the below.

1. Ensure promotion of vacancies as agreed at prior meeting.
2. Extend application date.
3. Thank all applicants and confirm receipt of application.
4. Advise applicants of next steps, and invite applicants to the September meeting, providing them with an opportunity (should they wish) to speak to their application or deliver a short summary of why they feel they would be suitable for the role.
5. For the process of voting to be clarified.
6. Following the September meeting, for all applicants to be thanked.

Members also noted how pleasing it was that there was a choice of applicants and so many local people wishing to become involved in the Parish Council.

Proposed: L Trevaskis  
Seconded: C Anderson  
Vote: Unanimous

## **11. Guildswomen**

The Council noted the list of nominations as presented and thanked the Guildswomen.

## **12. Volunteer Role**

The Council considered the proposal put forward by a prior councillor and thanked them for their continued interest.

The Council agreed that they would fill a voluntary position to support the below activities.

- Neighbourhood Plan / Village Surveys
- Grant Applications
- Heritage / Conservation Work

The Council noted that a volunteer agreement should be drawn up for approval.

Members noted a name for the role could be "Community Engagement and Development Coordinator".

Proposed: Carol Anderson  
Seconded: Pat Lewis  
Vote: Unanimous

### **13. Traffic - Speeding**

The Council heard from a resident regarding additional traffic calming measures that are believed to be required on Town Lane, near Ellwood Close. The resident advised that the response from Halton was not satisfactory and that it was inadequate and insensitive to the issues at hand. The resident advised the same issue existed at the end of Ramsbrook Lane.

The Council agreed to put some weight behind the requests and agreed that the Proper Officer should write to Halton BC and request support from local councillors.

Proposed: Mark Roberts

Seconded: Carol Anderson

Vote: Unanimous

### **14. Parking - Hale Park Estate**

A resident advised that up to five members of staff from the local school were parking on residential streets each day.

The Council expressed concern about parking issues generally in the village, and acknowledged the challenge that parking associated with the school may be contributing to existing parking pressures within the village. Members agreed to make representations to Halton Borough Council, requesting that consideration be given to measures which would avoid a concentration of staff parking in the same locations at the same times, thereby reducing any disproportionate impact on nearby residents.

Members further expressed the view that employers should, wherever reasonably practicable, make appropriate provision for employee parking or otherwise encourage sustainable travel and parking arrangements that do not exacerbate existing parking issues within residential areas.

It was agreed to invite the Headteacher to attend a future meeting of the Council to discuss the matter and explore potential solutions in partnership.

Members also requested that opportunities for additional off-street parking be explored, including whether local public houses or other nearby premises may be willing to accommodate staff parking through voluntary arrangements.

Members also clarified that there had been no prior council resolution to approach Hale Estates to implement a car parking facility on land opposite the church on Church Road and it was suggested that the Proper Officer should clarify with Hale Estates that this had only been suggested for use on event days.

The Council agreed to keep looking at solutions for parking in the future.

Proposed: Mark Roberts

Seconded: Carol Anderson

Vote: Unanimous

### **15. Bins**

The Council requested that the model of bin (manufacturer, material and photograph) be provided prior to any decision being made. It was noted that there were various types of bin in the Parish, and given the Conversation Areas, there was a preference for large cast iron, black, bins.

The Council agreed that the Proper Officer should liaise with members to bring forward a definitive list of locations for proposed bins.

Proposed: Mark Roberts  
Seconded: Carol Anderson  
Vote: Unanimous

## **16. Xmas Tree**

The Council agreed with the principle of purchasing a Christmas Tree for the War Memorial. However, requested that the Proper Officer produce a map of any services underneath the land, and confirm that this would not impact existing infrastructure, prior to the project commencing.

Proposed: Mark Roberts  
Seconded: Carol Anderson  
Vote: Unanimous

## **17. Chain of Office**

The Council recognised that spending public money on the maintenance of historic items can be difficult to balance against wider community priorities, particularly during a period of increased cost of living pressures. Members were mindful of how such expenditure may be perceived by residents and agreed that any investment should demonstrate clear public value.

At the same time, the Council acknowledged its responsibility as custodian of the community's heritage and the importance of preserving historic assets so they can be enjoyed by future generations.

Subject to the project proceeding, the Council agreed to accept the refurbishment quotation and requested that the Proper Officer obtain quotations for a suitable display case, enabling the restored item to be exhibited in the Village Hall for the benefit of residents and visitors.

Members also requested that the refurbishment be deferred for six months to allow the Proper Officer to explore alternative restoration opportunities, including the potential for the item to be considered for repair through the television programme *The Repair Shop*.

Proposed: Cllr Mark Roberts  
Seconded: Cllr Carol Anderson  
Vote: Unanimous

## **18. Action Plan**

The Council resolved that Cllr Hutchinson's Action Plan log become a standing item on every future agenda, so that there was a clear record of updates for each project moving forward.

It was also agreed that the community survey should be brought forward as soon as practicable, to help progress a multi-year action plan for the Parish and it was hoped the Council's new volunteer would be able to support with this.

Proposed: Cllr Luke Trevaskis  
Seconded: Cllr Carol Anderson  
Vote: Unanimous

## **19. United Utilities**

Cllr Trevaskis noted the figures were circulated on 20 May 2026, which can be included in the minutes.

Members agreed that a notice should be included in next newsletter to support residents in identifying how to contact UU if any issues exist with their supply.

Below is the updated storm overflow information from 2025 (in Halebank), along with cumulative data from prior years. Overall this shows a significant reduction in 2025 which means UU may have been true to their word in 2024 when they said they would look to implement additional measures to reduce the storm overflows.

2025 - the Storm Overflow (Permit 016983012) spilled 89 times for 693.24 hours.  
2024 - the Storm Overflow (Permit 016983012) spilled 167 times for a total 1,711.66 hours.  
2023 - the Storm Overflow (Permit 016983012) spilled 165 times, totaling 2,046.35 hours.  
2022 - the Storm Overflow (Permit 016983012) spilled 173 times, totaling 1146.33 hours.

