



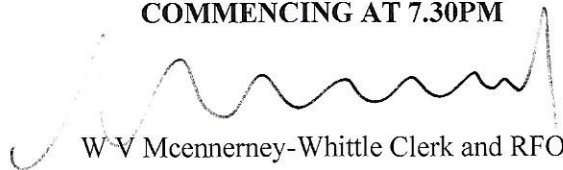
HALE PARISH COUNCIL

of the Halton Borough in the County of
Cheshire



NEXT MEETING

Members of the Council are summoned to the **PARISH COUNCIL MEETING** to be held on
Monday the 18th November 2019 at **HALE VILLAGE HALL, HIGH STREET, HALE VILLAGE, L24 4AE**
COMMENCING AT 7.30PM



W V Mcennerney-Whittle Clerk and RFO

Note to Councillors:

If you are unable to attend the meeting, please notify the clerk of your apologies either by e-mail
clerk@haleparishcouncil.gov.uk or telephone 01772 733829

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 Council. 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 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.

MEETING AGENDA

1. To receive Apologies
2. To consider and approve the Minutes of the meetings held on the 12th September, 17th September, 23rd September and 3rd October 2019.
3. To receive Declarations of Interest
4. To receive and note (if available) the police report on crime statistics

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.

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

Please 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. Financial accounts will be received later in this meeting as they are relevant to the budget and Precept setting for the next financial year.

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

Please note that the Council may not make any lawful decision during this session – any items raised by members of the public may be considered for a future agenda. Members of the public are defined as any persons present other than parish council members or officials. This session will be conducted by the Clerk as it is not part of the official Council meeting.

7. To receive and ratify the list of payments (enclosed) made between 11th September 2019 and 30 October 2019 recorded in the Cash Book Record which has been reconciled to the Bank Statements to that date all payments having been made under Financial Regulation 6.4
8. To receive a summary of income and expenditure to the 31st October 2019 for Hale Village Hall and a projection of income and expenditure for 2020/2021 which will be required to assist HPC setting its Precept for 2020/2021
9. To consider and approve that Scott Harris should be engaged as a sole trader with a Service Contract for 6 months to undertake open space works on behalf of this Council as required from time to time – cost quotations will be obtained in advance for any works proposed to be undertaken, such works currently including the cutting of Hale Park hedges and the maintenance of various borders within the village whilst ground works around the Village Hall will be included on a specific hourly basis as defined in his existing employment contract.
10. To approve that Scott Harris should continue as the cleaner and caretaker for the Village Hall on an extended employment contract for a further period of 6 months for 14 hours per week at a rate of £9.00 per hour to coincide with item 9 on this agenda.
11. To consider whether to appoint John Henry to undertake a full review of and implement all necessary policies and privacy statements in relation to GDPR and thereafter act as this Council's Data Protection Officer at a first-year cost of £600 and annual fee (subject to review) of £400 per annum thereafter.
12. To consider the appointment of Steve Parkinson to investigate and establish the legal position concerning recent Vat reclaims made in respect of the building of the new Village Hall and advise this Council on any necessary actions to protect the Council's position by providing indemnified advice at a cost of £2000.
13. To approve the following policies which have already been circulated to members in advance of this meeting
 - Disciplinary Procedure
 - ACAS Dignity in the Workplace Policy
 - Social Media Policy
 - Volunteer Policy
 - Risk Management Policy
 - Risk Management Register
14. To consider the draft budget proposals (enclosed) and taking into account any financial decisions made previously at this meeting and any amendments that may be put forward by members agree and set the Precept for 2020 / 2021

It is anticipated that the RFO, who has compiled the draft documentation will talk members through all lines of income and expenditure so that a meaningful debate can take place before setting the Precept above referred to

15. To note that the next meeting is scheduled for Monday the 20th January 2019



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



EXTRA-ORDINARY MEETING OF HALE PARISH COUNCIL

HELD AT 7.30PM ON 12th DAY OF SEPTEMBER 2019 IN HALE VILLAGE HALL,
HIGH STREET, HALE VILLAGE, HALTON, CHESHIRE, L24 4AE.

Present: Cllr Luke Trevaskis (Chair), Cllr Malcolm Spargo (Vice Chair), Cllr Gary Wright, Cllr Ann Kierman, Cllr Catherine Williams, Cllr Bernie Cleary, Cllr Peter Healey, Cllr Bernie Mitchell.

1. APOLOGIES

Apologies received from Cllr Sheila Hunter and Cllr Carol Anderson.

2. DECLARATIONS OF INTEREST

Cllr Luke Trevaskis and Cllr Malcolm Spargo, as representatives sitting on the Liverpool John Lennon Airport Consultative Committee, both declared an interest in Item 4 of the agenda.

3. PUBLIC PARTICIPATION

Representations were made by members of the public regarding their concern for the Policy included in Halton Borough Council's proposed Local Plan supporting the development of Liverpool John Lennon Airport's runway extension, the ring road, and destruction of the environment, in particular for residents of Bailey's Lane.

Concerns were also expressed regarding the size of residential development proposed for Hale Bank.

4. HALTON BOROUGH COUNCIL DELIVERY AND ALLOCATIONS LOCAL PLAN (DALP) CONSULTATION

Cllr Luke Trevaskis and Cllr Malcolm Spargo, as representatives sitting on the Liverpool John Lennon Airport Consultative Committee, both declared an interest in this item of the agenda. It was explained to members that both members only act in a capacity as representatives of Hale Parish Council on the Committee, and have no further interest in Liverpool John Lennon Airport. The Council resolved to grant a dispensation to Cllr Luke Trevaskis and Cllr Malcolm Spargo that they may remain present and take part in any discussions or voting relating to Liverpool John Lennon Airport.

The Council discussed many key issues surrounding the residential development in Hale Bank and expansion of Liverpool John Lennon Airport as proposed in Halton Borough Council's Delivery and Allocations Local Plan consultation.

The Council resolved for Cllr Luke Trevaskis to construct the representation for Hale Parish Council. The Council agreed with the two Conservation areas as outlined in the Plan and noted the need for housing in Hale as outlined in the residential allocation H1. The Council objected to any loss of Green Belt, and expressed concerns regarding increased traffic, pollution, and poor infrastructure. The Council wished to ensure particular objections were made regarding the scale of housing allocated in Hale Bank, citing contrary housing need figures from Central Government, and the proposed expansion of Liverpool John Lennon Airport Policy as outline in Policy CS (R) 17 of the Plan. The Council noted previous objections to similar schemes regarding Liverpool John Lennon Airport and it was agreed for arguments put forward in past objections to be included in the representation.



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



EXTRA-ORDINARY MEETING OF HALE PARISH COUNCIL

HELD AT 7.30PM ON 17th DAY OF SEPTEMBER 2019 IN HALE VILLAGE HALL,
HIGH STREET, HALE VILLAGE, HALTON, CHESHIRE, L24 4AE.

Present: Cllr Luke Trevaskis (Chair), Cllr Malcolm Spargo (Vice Chair), Cllr Gary Wright, Cllr Ann Kierman, Cllr Catherine Williams, Cllr Carol Anderson, Cllr Bernie Mitchell.

1. APOLOGIES

Apologies received from Cllr Sheila Hunter, Cllr Bernie Cleary and Cllr Peter Healey.

2. DECLARATIONS OF INTEREST

None.

3. EXCLUSION OF PRESS AND PUBLIC

No press or public were present.

4. LADYBRIDGE HR CONSULTANCY LTD

The Council resolved to appoint Ladybridge HR Consultancy Ltd, at a cost of £600.00, to undertake requested Grievance and Dismissal Hearings.



HALE PARISH COUNCIL

of the Halton Borough in the County of
Cheshire



MINUTES of the **PARISH COUNCIL MEETING** held on Monday the 23rd September 2019 at **HALE VILLAGE HALL, HIGH STREET, HALE VILLAGE, L24 4AE COMMENCING AT 7.30PM**

Present: Cllrs Trevaskis, Williams, Spargo, Healey, Hunter, Cleary and Mitchell
There were 28 members of the public present

1. To receive Apologies

Cllrs Wright, Anderson and Kierman

2. To consider and approve the Minutes of the Ordinary Meeting held on the 11th July 29th August and 2nd September 2019 enclosed

It was resolved that the Minutes of the meeting held on the 11th July, 29th August and 2nd September 2019 should be approved and that the Chairman should be authorised to sign them as a true and accurate record

3. To receive Declarations of Interest

None

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

No police report was presented

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

No Village Hall report was presented

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

The meeting was adjourned

A question was asked as to whether the recent dismissal of the VH Manager and the Audit query regarding Vat might have any affect on next year's Precept. The Clerk responded that appropriate professional advice had or was being taken on both issues. A professional consultant was dealing with the employment issue and responses had been received from two professional organisations regarding the Vat which at first glance looked favourable, however until each issue had been completed it was not possible to advise further.

Several comments and objections were passed concerning the proposed Local Plan and the policies relating the expansion of Liverpool Airport. Residents were advised that this Council had discussed the issues at a recent extra ordinary meeting and were in process of writing an objection letter which supported the points being raised again this evening. This letter of objection will be circulated to members and made available to the public shortly.

The meeting was reconvened

7. To receive and ratify the list of payments enclosed made between 4th June 2019 and 3rd September 2019 being payment numbers 32 to 73 recorded in the Cash Book Record which has been reconciled to the Bank Statements to that date all payments having been made under Financial Regulation 6.4

It was resolved that the payments detailed on the list attached to the agenda and as described above were received and ratified.

8. To receive and approve a summary of expenditure to the 3rd September 2019 against original budget headings and consider the proposed revised budget drawn up by the RFO which negates the deficit position by re-aligning expenditure headings and will if approved provide a small reserve position of £2455.

It was resolved that the summary of expenditure against original budget headings was approved

It was resolved that the revised budget should be approved.

9. To approve the Contract of Employment terms for the Clerk agreed at the meeting on the 29th August 2019 which have already been circulated to members.

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

10. To approve renewal of the current insurance policy which expires on the 30th September 2019 at a cost of £2615.93 for one year.

It must be noted that it is essential that the Asset Register is now completed as a matter of urgency so that insurance cover can be reviewed to ensure it is adequate but not excessive.

It was resolved that the current insurance policy as detailed above should be renewed and that a full review of cover against the Asset Register (which was still to be finalised) should be undertaken as a matter of urgency.

11. To consider whether this Council is agreeable to the Child of Hale walking stick being displayed in the Village Hall and that insurance cover should be provided as an addition to the existing policy at a figure of £2000 (see attached request)

It was resolved that the Child of Hale walking stick should be displayed in the Village Hall and included on the Parish Council's insurance policy

12. To consider whether the existing VH cleaner, caretaker and grounds person should now be offered a permanent contract since his temporary contract will expire at the end of this month.

Please note that there is no lawful requirement to advertise any job position.

The above item was withdrawn

13. To receive an update following a recent meeting with ACRE concerning the legal position in respect of the management of the Village Hall

Please note that this item is for update only and no lawful decisions may be made at this meeting

It was noted that meetings had taken place with Cheshire Community Action and that two possible options were available which included the Parish Council acting as Sole Trustee to manage the VH through a Committee which would also involve some local residents and users or alternatively that the VHMC might be re-established, in which case the management would be handed to those new Trustees who would take liability as Trustees for all aspects of the management of the VH and the Parish Council would have no further involvement therein. It was noted that the

two existing Trustees of the VH remained responsible for the VH management since no documentation had been prepared or submitted to the Charity Commission to change previous arrangements although there might have been an intention to appoint the Parish Council as Sole Managing Trustee. This had not happened. Any future arrangements must conform to Charity law. The Parish Council are only the Custodian Trustee in law at this point and should not be managing the VH themselves. The National Lottery however provided funding to the Parish Council on the understanding that management was to be through the Parish Council, a point that remains to be resolved before any further action may be taken. The likely outcome may be that a new VHMC will need to be set up provided there are enough local residents prepared to become Trustees, but this will depend on the response from the National Lottery. If this is the case a suitable meeting will be arranged and CCA will make a presentation to set out to residents what becoming a Trustee actually means. It is now hoped that this long-standing issue will be finalised within the next few months.

14. (1) To approve that all Committees should now be disbanded (apart from the Village Hall Committee) and replaced with working group arrangements thereby saving a significant amount of time and resource in compiling agenda and minutes which are not currently undertaken lawfully.

The new ways of working will mean more flexibility in the meeting arrangements that can be undertaken by the working groups without any need for published agenda or minutes. The working groups whilst being allocated financial resources will not however be able to commit that funding without the formal agreement of the full council or the RFO (under delegated authority up to an agreed limit suggested at £500 per project, item or event)

It was resolved that the Committee system should be disbanded as detailed above and that the new ways of working introduced with the RFO given delegated authority to approve expenditure under allocated budgets up to a limit of £500 per project.

- (2) To approve that the Village Hall Committee continue in its present format awaiting the outcome of the investigations into future management arrangements except that all future meeting agenda and minutes must be compiled by the Clerk to the Parish Council, the meetings conducted in a lawful manner and major items of expenditure referred to the full Council before implementation.

It was resolved that the Village Hall Committee continue in its present format except as detailed above until a final decision is made concerning future management as detailed in item 13 above.

15. To note that the next meeting is scheduled for Monday the 28th October 2019

It was noted that the next ordinary meeting is scheduled for the 28th October 2019



HALE PARISH COUNCIL of the Halton Borough in the County of Cheshire



MINUTES of the EXTRA ORDINARY PARISH COUNCIL MEETING held on
Thursday the 3rd October 2019 at HALE VILLAGE HALL, HIGH STREET, HALE VILLAGE, L24 4AE
COMMENCING AT 7.30PM

Present: Cllrs Trevaskis, Williams, Anderson, Spargo, Wright, Mitchell, Kierman and Hunter

There were 36 members of the public present

1. To receive Apologies

Cllrs Cleary and Healey

2. To receive Declarations of Interest

None

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

The meeting was adjourned

It was confirmed that an amended recommendation had now been received from ACRE in the light of a copy of the old VHMC minutes of a meeting on the 26th September 2017 which had in the presence of 11 residents duly dissolved the existing Committee. The revised advice recommended that the Charity Commission should be made aware of all the facts and asked to make a ruling concerning the ongoing management of the village hall in accordance with charity law.

It was confirmed that the 2015 and 2017 Annual Return for the Village Hall has not yet been submitted to the Charity Commission and that any further documentation they might require would be produced as required.

A resident suggested that members of the public should form a new VHMC if they were dissatisfied with the Parish Council management of the Village Hall. In response it was pointed out that the old VHMC had been dissolved in 2017 (see above) and as such no Trustees currently existed. This meant that there were no Trustees enabled to call any meeting and that was why clarification was to be sought from the Charity Commission.

A question was asked concerning the latest position in respect of the Vat refund highlighted in the recent Internal Audit – it was stated that the Parish Council were to decide whether to obtain professional advice in order to clarify and if necessary, protect their position.

It was confirmed that following the dismissal of the VH Manager an HR Consultancy Company had been engaged at a cost of £600 to undertake grievance and dismissal appeal hearings.

It was confirmed that should the parish Council be established as the Trustee to the Village Hall conflicts of interest may occur in certain circumstances. It was confirmed that training had been undertaken with all members concerning the Code of Conduct of which the disclosure of interests was part.

A question was asked as to why the Parish Council wanted to be the Trustee of the Village Hall. In response it was pointed out that this had arisen as a result of the grant application to the National Lottery which has been undertaken by the Parish Council. The terms of the grant submission clearly showed that the Parish Council would be managing the VH and it was on this basis that the grant was approved.

The meeting was reconvened

4. To consider the advice from ACRE (enclosed) and decide what (if any) action should be taken

Please note that ACRE have since apologised and stated that inadvertently they did not take into account the minutes of a meeting held on the 26th September 2017 (which they had in their possession) which indicated that the old VHM Committee had been dissolved. Their advice may change in the light of this.

It was resolved that this item was adequately covered in items 5 and 6 below.

5. To consider what (if any) representation should be made to the National Lottery following the correspondence received from ACRE

It was resolved that no action was required at this time and until clarification has been sought from the Charity Commission

6. To consider what representation should be made to the Charity Commission and which documents should be submitted to them in order to obtain a ruling concerning the management of the Village Hall

It was resolved that representation should be made to the Charity Commission requesting clarification as to who was currently deemed to be the Trustee to the Village Hall and that the original grant application business plan to the National Lottery, the dissolution minutes of the old VHMC and any Parish Council minutes relating to the setting up by the Parish Council of their own VH Committee should be sent to them to aid their decision making process.

7. To consider whether or not to acquire the services of a Vat specialist to provide indemnified advice on the reclaims made in relation to the Village Hall

It was resolved that this Council did wish to acquire the services of a Vat specialist as above and that Steve Parkinson who manages such a specialist company and is also advisor to SLCC should be asked to provide a quotation for the work which would be accepted if below £1000

8. To approve that the VH financial records on the Charity Commission web site should be updated as below;

2015 Opening Balance £11131.48 Receipts £15804.35 Payments £23022.43 Closing Balance £3913.40

2017 Opening Balance £2286.79 Receipts £60336.81 Payments £61184.18 Closing Balance £1439.42

It was resolved that the financial records should be updated as detailed above.

HALE PARISH COUNCIL ACCOUNTS EXPENSES 2019/2020

DATE	DETAILS	CHQ NO	MINUTE NO	PYT NO	TOTAL
11/09/2019	ARGOS SEWING MACHINE	ON LINE		74	159.98
11/09/2019	ABAKHAN FABRICS	ON LINE		75	69.21
13/09/2019	B & Q	ON LINE		76	75.37
17/09/2019	STARTTRAFFIC SIGNAGE	ON LINE		77	40.99
26/09/2019	W V MC SEPTEMBER SALARY AND EXPENSES INC TRAINING	ON LINE		78	1227.63
26/09/2019	HMRC	ON LINE		79	888.76
26/09/2019	PAUL DALY	ON LINE		80	233.47
27/09/2019	VIKING DIRECT STATIONERY & CONSUMABLES	ON LINE		81	190.77
					24352.81
02/10/2019	CAME AND CO INSURANCE	ON LINE		82	2750.98
02/10/2019	DM PAYROLL SERVICES	ON LINE		83	72.00
02/10/2019	EVENTS SUPPLIES	ON LINE		84	56.75
03/10/2019	GOOGLE SUITE	DD		85	37.26
25/10/2019	BESTWAY	ON LINE		86	21.29
25/10/2019	S E LOVE HR SONSULTANT	ON LINE		87	500.00
25/10/2019	LITTLEJOHN EXTERNAL AUDIT	ON LINE		88	360.00
25/10/2019	LIVING WAGE FOUNDATION	ON LINE		89	72.00
25/10/2019	4 MAT DIGITAL	ON LINE		90	58.80
25/10/2019	POSTAGE CIVIC SERVICE	ON LINE		91	16.80
25/10/2019	LAKES AND RIVERS GUILDSWOMEN	ON LINE		92	100.00
28/10/2019	COSTCO CIVIC SERVICE	ON LINE		93	336.41
28/10/2019	COSTCO CIVIC SERVICE	ON LINE		94	160.33
28/10/2019	ASDA	ON LINE		95	81.44
29/10/2019	W V MC OCTOBER SALARY	ON LINE		96	874.63
29/10/2019	HMRC	ON LINE		97	615.76
30/10/2019	WX	ON LINE		98	122.40

BUDGET 2019 2020				FORECAST
BUDGET	INCOME	POSITION	OUT TURN	PRECEPT
		31st October 2019		2020 2021
6235	Balance b/f 1st April 2019	6235.15	6235	5985
43225	Precept	43225.00	43225	49000
	Bank Interest			
2500	V A T Recovered		2200	840
17000	Grant Neighbourhood Plan			
10857	Grant for VH Manager	10857.00	10875	
179	Other	179.00	179	
20	Class Fees	90.00	90	
80016	Total	60586.15	62804	55825
	LESS EXPENDITURE			
600	Asset Purchase	587.17	600	1000
5500	Well Being Committee	1252.04	5500	5500
500	Guildswomen Committee	100.00	500	500
1286	War Memorial Committee			1286
500	Civil Service Committee	519.20	520	600
17000	Parish Plan Committee			
1000	Legal / Consultation Fees	500.00	500	1000
3350	Grants	950.04	1500	3000
1000	Training	583.40	1000	1000
2700	Insurance	2750.98	2750	750
550	Web Site	147.02	550	550
1000	Newsletter		500	1000
1500	Audit	993.00	950	800
1100	Subscriptions	919.82	1100	1100
15000	Staffing	8926.39	15000	16650
	National Insurance	773.85	1230	1400
700	Administration	499.24	700	1000
1600	Allowances / Expenses	968.19	1600	1600
400	Payroll and Scribe	72.00	400	100
6000	Village Hall Support Costs	1080.59	6000	7000
3000	Election Costs	3004.70	3004	
10875	VH Manager	4666.67	10875	
1200	Rent	455.00	1200	900
1200	Vat	839.36	840	
77561	Total	30588.66	56819	46736
2455	Balance in hand	29997.49	5985	9089
	Bank Balance	29997.49		
	Net Balance	29997.49		