**MINUTES OF ORDINARY MEETING OF HALE PARISH COUNCIL 2018/19 HELD ON MONDAY 25 MARCH 2019 AT 7.30PM IN HALE VILLAGE HALL, HALE, HALTON, CHESHIRE, L24 4AE**

**ATTENDANCE RECORD**

**Members of Hale Parish Council:**

Cllr Luke Trevaskis (Chair)

Cllr Catherine Williams

Cllr Ann Kierman

Cllr Gary Wright

Cllr Peter Platt

Cllr Sheila Hunter

Cllr Bernie Cleary

**Member(s) of Halton Borough Council:**

No members in attendance.

**Member(s) of Public:**

Tracey Bellis (Clerk to Hale Parish Council) Jimmy Ross, Bernie Mitchell

**PART 1**

**APOLOGIES**

Apologies received from Cllr Malcolm Spargo

**DECLARATIONS OF INTEREST**

Cllr Sheila Hunter declared an interest in item 13(b).

**HALE POLICE REPORT**

PCSO Stephen Marnick sent apologies.

**MINUTES**

Minutes approved of meetings held on 18 February 2019 and 21 January 2019.

**PARISH COUNCILLOR VACANCY**

The Chair advised the time for residents to request a bi election had passed. This meant that Councillors were able to co-opt a new Councillor for the vacancy. ChALC had provided an application form/job description.

**Job description and application form agreed and to be placed on the Parish Council Website.**

**PLANNING**

(a) Halton Borough Council will no longer produce paper notifications for Planning Applications. In future these will be forwarded electronically to the Parish Clerk.

**Noted**

(b) The Chair attended a recent meeting of Halewood Town Council regarding the development on Green Belt and land used by Shetland Rescue Centre. It was agreed at that meeting that there is a requirement for homes and it was stated that 1500 new homes would be built, with some of these being affordable homes. No proposal to build homes on the Shetland area of the land. However, there is a proposal to build a supermarket, which could cause traffic congestion around the proposed site. It was noted that the pond was showing as located in a different place on the map.

**No objections to be made but concerns to be raised relating to siting of the supermarket due to traffic congestion at the intersection. Also, to be highlighted that the pond’s location is incorrect on the plan.**

**CHILD OF HALE WALKING STICK**

The Child of Hale walking stick will be on loan and displayed in the Village Hall.

**Approved that the Parish Council would pay the extra insurance premium of £9.63 per annum (to commence once the insurance is renewed).**

**GARDENING EQUIPMENT**

It was agreed by all that the community gardening equipment can be stored in the new storage container.

**MONTHLY PARISH COUNCIL SURGERIES**

Discussion in relation to holding monthly Parish Council surgeries with Councillors in the Village Hall once a month on a trial basis for 3 months - May/June/July 2019. Surgeries to be held whilst the coffee shop is open, which is hoped will create a relaxed atmosphere.

**Surgeries will be advertised in April’s newsletter.**

**PARISH COUNCIL FINANCE**

(a) Receipts – No receipts to approve.

(b) Payments – All approved.

**POLICIES**

The Chair thanked Cllr Platt for drafting the new Financial Regulation and Risk Management Policy.

**To be ratified at Resources Committee, which is to be rescheduled.**

**ASSET REGISTER**

Assets to be listed at their original purchase price. The Child of Hale walking stick will be added to the Asset Register.

**GRANTS**

(a) Grant to Val Borlase, Hale Park Estate (Hale in Bloom) for £250 – Approved

(b) Grant to Ruth Nickson, Hale Dance and Social Society for £300 for audio equipment. Cllr Williams proposed that The Parish Council ask Ruth Nickson if other groups could use the equipment or offer to purchase the equipment so that the Parish Council retained ownership. This proposal was seconded by the Chair. Cllr Hunter abstained from this vote due to her interest. Vote of 6 in favour and 1 abstained - Approved

(c) Grant to Cerri Gallagher and Mal Sutton (Hale Carnival) for £660 – Approved. This included a sum of £200 for hire of the Village Hall, which would be paid back to the Parish Council. Questions were raised relating to the logic of giving funding for hire of the Village Hall if it was to be paid back to the Parish Council. Reason given for doing this was for accounting and record keeping purposes. There needs to be a record kept for Village Hall bookings. Cllr Wright checked the Village Hall diary and confirmed the proposed date for the Carnival of Saturday 8 June 2019 was available.

It was agreed that moving forward the grant procedure would need to be revisited.

**CORRESPONDENCE**

The Chair read out a letter from Williams Stephens, which was sent on behalf of Mr William Bagley, relating to damage caused to Mr Bagley’s fence by vehicles entering and exiting the Village Hall car park. The main issue seems to be parking on Pepper Street which restricts the movement of vehicles accessing the car park. Some discussion as to what can be done and a suggestion from Cllrs Wright and Platt to install an angle iron to protect Mr Bagley’s fence post was agreed could be the solution.

**Agreed that the matter should be deferred to the Village Hall Management Committee.**

**URGENT ITEMS**

None to consider.

**PUBLIC FORUM**

Mr Jimmy Ross said he has difficulty manoeuvring his vehicle in and out of the Village Hall car park due to cars being parked either side of the entrance. He asked if it was possible to have yellow lines put there.

Mr Ross also enquired when a Manager would be appointed for the Village Hall. The Chair explained it would be discussed further in the meeting.

Questions were raised by members of the public as to why the Parish Council had not handed the Village Hall back to the Charity. The Chair explained the complexities surrounding why this had not been done. The Chair said that the Parish Council hoped that once these issues had been resolved, together with the terms of the Lease, it was hoped the Village Hall would be handed back to the Charity.

Mr Ross read a note from Tony Collins in relation to the Parish Council ensuring that public footpaths and rights of way were registered.

Bernie Mitchell again raised the matter of the Chair’s emails to her and felt that the minutes of the meeting held on 18 February 2019 were not a true reflection of what she had said. B Mitchell highlighted a number of further emails which dated back a number of months that included links and attachments to publications from NALC and the Parish Council’s complaints procedure. B Mitchell read out a number of sentences from the emails and stated that the information provided by the Chair was not requested and that she felt the emails were most unnecessary. B Mitchell also wished to clarify that the term ‘harassment’ was a term used by her daughter, not herself, and that it was her daughter who felt the emails were not appropriate.

The Chair apologise if any emails had been perceived to cause offence and explained this had not been his intention. With a lot of misinformation being circulated the Chair felt it important to always clarify the facts and legislation that governs the PC when responding to any enquiries.

Bernie Mitchell said she felt the Parish Council were deliberately obstructing public attendance at meetings. Bernie asked why copies of the minutes from the last meeting and agenda for tonight’s meeting were not available for the public tonight. The Chair explained it was impossible to predict how many people would be in attendance and it was not appropriate to print off numerous copies of the agenda and minutes. If a resident wished to have sight of a particular month’s minutes, then they could request this directly from the Clerk or visit the website.

Bernie Mitchell asked why the Parish Council had not paid the hire fees for the Village Hall when this had been agreed at the last meeting. The Chair said that at the last meeting it was agreed that the Parish Council would make payments, however the Parish Council does not pay any sums until an invoice is presented. Payments may be made on a quarterly basis, if decided – a payment schedule has yet to be finalised. Bernie Mitchell stated that the PC had agreed to back pay sums from when it first occupied the new village hall. The Chair clarified this was not the case and the motion was to pay hire fees from the February meeting, as recorded in the minutes.

**NEXT MEETING**

Date of the next meeting was confirmed for Monday 15 April 2019 at 7.30pm,

**EXCLUSION OF THE PRESS AND PUBLIC**

**The Council resolved to request members of the public and press to withdraw from the meeting so that confidential matters could be discussed forthwith.**

**PART 2**

a) Councillors formally accepted the new Parish Clerk, Tracey Bellis.

b) Councillors formally accepted the new Village Hall manager appointment, Paul

Daly.

 c) Councillors formally accepted the Contract for the Parish Clerk subject to a few administrative changes. The Chair directed Councillors to the Employment Briefing from ChALC which he had forwarded to Councillors in relation to the Village Hall Manager. Discussion followed as to whether the new Manager should be given a fixed term employment contract. Cllrs Wright and Platt both said it had been there understanding that the Manager would be given a working agreement, not a contract of employment. A vote was taken with 6 in favour of a fixed term contract, 2 abstained. It was resolved to circulate the contract for final approval with a start date of 1 April 2019. d) Subject to a final agreement being drawn up by Cllr Cleary, it was agreed to approach the Village Hall Caretaker with a gesture of goodwill payment of £150 in final settlement relating to the termination of his employment. Flowers of £40 were also approved.