



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



**MINUTES OF THE ORDINARY PARISH COUNCIL MEETING
OF HALE PARISH COUNCIL HELD AT HALE VILLAGE HALL
ON THURSDAY 27th MARCH 2024 AT 8.00pm**

Present: Cllr Healey, Cllr Trevaskis, Cllr Williams, Cllr Roberts,
Cllr Lewis, Cllr McNamara, Cllr Wright, Cllr McNamara

In attendance: The Clerk, and one member of public were also present

- 1. Apologies** - Cllr Anderson sent her Apologies - received by the Clerk
No apologies were received from Cllrs Cleary or Brown
- 2. Declarations of Interest** – There were no declarations of Interest expressed
- 3. Public Participation** – The chair allowed members of the Public to address the meeting

A local resident expressed her opinion that the issue of Dog Fouling in and around the Village is becoming more and more of a problem. The Chair advised that he had spoken to the local environmental health department at Halton BC and that an official response is expected shortly. He advised that as is usually the case with these matters funding is a problem and it may well be that a local poster campaign may be a first step in the pursuit of a solution

The clerk had received a request from a local vendor who runs a coffee/cake cabin at Pickering's pasture in Halebank to speak at the cancelled meeting on the 18th March 2024. Cllr Lewis who is familiar with the residents request explained that the Vendor is anticipating having to move from Halebank due to extensive renovations at the existing commercial outlet. He is asking the Parish Council for support with any application he may make to re-site his operation in the park in Hale Village.

Cllr Trevaskis explained that while we could support his application Halton might not be very responsive as the park is sited in a conservation area and effectively the area is an exclusion zone for vendors. Issues such as litter and parking could also be a concern.

Cllr Roberts enquired whether a specific area could be earmarked for approved vendors with potential companies being vetted and included on an approved suppliers list managed by the Parish Council.

The Clerk agreed to find out who is responsible for the decision making process at Halton Open Spaces and at the Licensing department and to inform Cllr Roberts

4. Minutes. –

- i. The minutes of the Ordinary Meeting of 18th September 2023 were recorded as a true and accurate account

Proposed by Cllr Wright and seconded by Cllr Trevaskis

The Motion was approved

- ii. The minutes of the Ordinary Meeting of 19th February 2024 Were recorded as a true and accurate account with an amendment to item 9 which now truly reflects the motion proposed by Councillors

Proposed by Cllr Trevaskis, seconded by Cllr Lewis

The Motion was approved

- 5. Payments & Receipts –** Cllr Lewis proposed that all payments and receipts for the period 1st February 2024 – 8th March 2024 are a true and accurate record. This was seconded by Cllr J McNamara

The Motion was approved unanimously

- 6. Accounts –** The reconciled bank statement and summary of receipts and payments for the period 1st February 2024 – 8th March 2024 were accepted as a true and accurate record and comparison against budget.

Proposed by Cllr Trevaskis and seconded by Cllr Healey

The Motion was approved unanimously

It was also noted that in future Cllrs Lewis, Wright and J McNamara will sample up to 5 payments made against the Bank statement to help to ensure that no phishing/ghost payments have been processed.

- 7. Standing Orders –** It was resolved that a working party consisting of Cllrs Trevaskis, Roberts, McNamara and Lewis will review the current Standing Orders and any proposed versions to amend, update and present to the Council for discussion and agreement.

The motion was proposed by Cllr Trevaskis and seconded by Cllr McNamara

The Motion was approved unanimously

8. Policies – It was resolved to ask the working party named above Cllrs Trevaskis, Roberts, McNamara and Lewis to review the policies included namely:

- i. **Retention & Disposal Policy**
- ii. **Information Security Policy**
- iii. **Model Publication Scheme**
- iv. **Equality & Diversity Policy**
- v. **General Privacy Policy**
- vi. **Privacy Notice for Staff, Councillors & Role Holders**
- vii. **Data Protection Policy**
- viii. **Volunteer Policy**
- ix. **Expenses policy**

Cllr Trevaskis advised that an employee's handbook is required and that additional work should be undertaken to produce one.

The Clerk agreed to check the Insurance cover the Parish Council holds in respect of a personal claim against it and report back to this Council in the June meeting

Proposed by Cllr Roberts & Seconded by Cllr Williams

The Motion was approved unanimously

9. **Planning** – The planning application ref 24/00080/FUL – 07/03/2024 was discussed and it was agreed that there are no matters of concern with the proposed extension in Ellwood Drive.

Proposed by Cllr Roberts and seconded by Cllr McNamara

The Motion was approved unanimously

10. **Easter Event** – It was acknowledged that this annual event has this year been fully funded by donations from various organisations and individuals. No contribution from the wellbeing budget is required for this year's event. It was agreed to ask a local resident to photograph the event on Saturday morning

11. **Dog Fouling** – This matter was addressed in the Public Participation agenda item 3 by the resident who had asked for it to be included.

12. **Newsletter** – It was agreed that a small working group including Cllr Roberts, Cllr Lewis and the Clerk will collate information and update the existing (now out of date) version produced in 2023. It is hoped that a proof copy will be available for agreement at the April meeting.

Proposed by Cllr Roberts and seconded by Cllr Lewis

The Motion was approved unanimously

13. D-Day Commemorations – Further to discussions with the Freemen of Hale it is noted that there will not be any specific commemoration ceremony. However it was agreed that a number of attractions might be appropriate at the Carnival which takes place on 8th June 2024. Cllr Lewis advised that the choir might be willing to participate with a concert. The Clerk advised that the Village Hall could be available for a Coffee shop and perhaps a War time exhibition. Cllr Roberts advised that a friend of his has a tank which he may be willing to show and that the Lord Mayor owns a willeys Jeep which he may be willing to show. The Clerk will contact the archivist for the Freemen and ask him whether he would be willing to do a display in the Village hall. Cllr Lewis advised that Fr. Ed at St Ambrose Church may be willing to loan some display boards and that other contributors such as Bill Sergeant may be willing to contribute.

14. Date of Next Meeting - It was agreed that the next meeting will take place on 15th April 2024

PART II

15. Guildswomen – Two candidates were proposed and seconded for the honour of Guildswomen. The candidates will be informed in due course and the award will take place at the annual Civic service in October 2024
Proposed by Cllr Williams and seconded by Cllr Roberts

The Motion was approved unanimously

16. Complaints & Grievances – This Item was deferred pending an enquiry with the Monitoring Officer at Halton Borough Council
Proposed by Cllr Roberts and seconded by Cllr McNamara

The Motion was approved unanimously

17. Appraisal Panel – It was agreed that an appraisal panel will be formed by the members of the Staffing committee at their next meeting
Proposed by Cllr Roberts and seconded by Cllr Lewis

The Motion was approved unanimously

18. Clerk's Pension & Letter of Apology

- i. It is noted that the Clerk has accepted an agreement with the Parish Council in respect of his outstanding pension contributions
- ii. It is noted that the Clerk has now seen a suitable letter of apology and pending some minor amendments will accept the apology on behalf of the Parish Council

The letter of apology will be published on the Parish Council website and other suitable platforms including the public notice boards at the Village Hall and in Baileys lane

Proposed by Cllr Roberts and seconded by Cllr McNamara

The Motion was approved unanimously