



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN
THE COUNTY OF CHESHIRE



MINUTES OF THE ORDINARY MEETING OF HALE PARISH COUNCIL HELD AT HALE VILLAGE HALL ON MONDAY 18th MAY 2026 AT 8.00pm

Attendance

Present: Cllr P Lewis, Cllr A Hutchinson, Cllr C Anderson, Cllr J McNamara,
Cllr M Roberts, Cllr M Lewis, Cllr P Healey, Cllr L Trevaskis

In Attendance: The Clerk and Two members of the public.

1. **Election of Chairman:** - Cllr Mark Roberts was duly proposed and elected as Chairman for Hale Parish Council for FY26/27

Proposed by Cllr J McNamara seconded by Cllr P Lewis

2. **Election of Deputy Chairman:-** Cllr Joe McNamara was duly proposed and elected as Deputy Chairman for Hale Parish Council for FY26/27

Proposed by Cllr M Roberts seconded by Cllr C Anderson

3. **Apologies** – No apologies were received by the Clerk
4. **Declarations of Interest** – No declarations of interest were received by the Clerk
5. **Public Participation** –

- i. A local resident voiced his disappointment about the impact the housing development in Halebank will have on Hale Village and the surrounding areas.
- ii. He also noted that the new housing estate in the centre of Hale Village was still only sparsely populated and enquired about any steps the Parish Council can make in support of residents. He described the current shortage of small housing solutions and stated his annoyance at the developers unwillingness to cater for first time buyers and those with smaller housing requirements
- iii. A debate concerning the current appearance of Ivy Court and the surrounding area took place and the Clerk agreed to write to shopkeepers requesting a concerted effort to clean and tidy the area around each shop unit.

- iv. The Chair agreed to acquire an up to date account of the situation in Hale Park where anti-social behaviour has long been a problem for residents and which is well documented. It was hoped that Halton Borough Council would be able to install surveillance Cameras within the park and the Chair agreed to contact the local ward councillor for additional information

6. **Minutes** – The Minutes of the Ordinary Meeting on 18th April 2026 were agreed as a true and accurate account

Proposed by Cllr J McNamara

Seconded by Cllr P Healey

The Motion was approved

7. **Accounts** - The reconciled bank statement and summary of receipts and payments for 1st April 2026 – 6th May 2026 Were approved as a true and accurate record and comparison against budget (as attached)

Proposed by Cllr J McNamara

Seconded by Cllr C Anderson

The Motion was approved

8. **Invoice Sampling** – It was resolved that In line with financial regulation 2.2 The Council appointed member should check and sign the reconciled account against the original Unity Bank Statements and report to the Parish Council any exceptions on a 6 monthly basis.

Proposed by Cllr L Trevaskis

Seconded by Cllr J McNamara

The Motion was approved

9. **Instant Access Account** – The reconciled bank statement and summary of receipts and payments for 3rd March 2026 – 31st March 2026 were approved and agreed to be accurate.

Proposed by Cllr J McNamara

Seconded by Cllr C Anderson

The Motion was approved

10. Members Code of Conduct – This policy renewal was deferred pending a review of its contents. The Clerk agreed to highlight any proposed amendments and changes in a draft copy for further consideration at the June Parish Council meeting.

Proposed by Cllr M Roberts

Seconded by Cllr J McNamara

The Motion was approved

11. Governance Statement – It was agreed to approve and sign the Governance Statement in a Draft format for submission to the Internal auditor for review.

Proposed by Cllr J McNamara

Seconded by Cllr L Trevaskis

The Motion was approved

12. Accounting Statement – It was agreed to approve and sign the Accounting Statement in a Draft format for submission to the Internal auditor for review.

Proposed by Cllr J McNamara

Seconded by Cllr L Trevaskis

The Motion was approved

13. Afternoon Tea – It was resolved to cancel the proposed event on 24th May 2026 and to re-arrange it for a suitable date in June or July depending upon venue availability.

14. Co-Option of a two Councillors – It was agreed to advertise the current vacant positions on Hale parish Council on the following platforms & outlets. This will stand as a future method for advertising vacancies on the Parish Council moving forward. The outlets chosen are as follows:-

- i. Church Magazine
- ii. Facebook
- iii. Instagram
- iv. Hale Village Website
- v Hale Village Community Website
- vi Hale School Intranet
- vii Printed Posters

Proposed by Cllr A Hutchinson

Seconded by Cllr L Trevaskis

The Motion was approved

15. Committee Membership & Terms of Reference – The Membership and Terms of Reference for the following Committee for FY2627 were agreed

- i. **Staffing Committee** - Membership - Cllr M Roberts, Cllr L Trevaskis, Cllr A Hutchinson, Cllr C Anderson, Cllr J McNamara, Cllr P Lewis

Proposed by Cllr A Hutchinson

Seconded by Cllr P Lewis

The Motion was approved

16. Volunteer Parish Clerk – It was resolved to ask a recently retired Councillor to undertake some Voluntary work on behalf of Hale Parish Council. It was agreed that the Clerk will ask the individual to indicate the areas of Council work that interest her most and then to try to schedule some formal work which she can address.

It was agreed that the position will be on a strictly volunteer basis and that no employment agreement will be entered into.

The Clerk will contact the lady and arrange for her to state a preference for the work she would like to undertake. She will be asked to attend the June meeting for clarification.

17. Village Survey – It was proposed that a Village Survey should be undertaken to establish the levels of interest shown by residents in matters which concern the Village and its occupants. It was suggested that the exercise could be led by the prospective Volunteer mentioned in Item 16

18. Policies - These Items were deferred pending further discussion and amendments to be reviewed at the June meeting.

Proposed by Cllr M Roberts

Seconded by Cllr L Trevaskis

The Motion was approved

19. Refurbishment of The Chairmans Chain of Office – It was agreed to defer this item and review it at the June Parish Council meeting

20. Annual Parish Meeting – It was noted that the Annual Parish meeting will take place on Friday 29th May 2026 and that all Councillors, Village Hall users, stakeholders and residents are welcome to attend.

21. Liverpool John Lennon Airport (LJLA) - Following a recent meeting, Cllr McNamara provided an update regarding Liverpool John Lennon Airport (LJLA). He reported that the airport is performing well, with passenger numbers increasing by 3% during the first quarter. While EasyJet has cancelled one route to Cyprus due to recent regional instability, they have successfully redeployed the aircraft to a different route to maintain consistent traffic flow.

To further engage with our community, Cllr McNamara has tentatively arranged for representatives from LJLA to attend the June Parish Council meeting. This will serve as a public relations exercise and provide an opportunity for airport officials to meet directly with village residents.

The Chair closed the meeting at 10.15pm

Amendments Requested by Cllr Trevaskis - to be added to the minutes of 18th May 2026 included:-

- i. 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.
- ii. 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.
- iii. 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.
- iv. 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.
- v. Councillors agreed that the minutes should be amended and requested that drafted amends be resolved at the next meeting:
- vi. 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."
- vii. **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."
- viii. **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."