



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 20th JULY 2026 AT 8.00pm

Attendance

Members Present:

Councillors Joe McNamara, Peter Healey, Pat Lewis, Mark Lewis, Carol Anderson

Also Present:

The Clerk to the Council; 10 members of the public

1. Apologies for Absence

Apologies were received from Councillors M Roberts, L Trevaskis, and A Hutchinson.

2. Declarations of Interest

None declared.

3. Public Participation

- i. Fire Access in Dry Conditions: Residents raised concerns about improving access for fire engines to fields at risk during periods of dry weather. This matter will be noted for further discussion.
- ii. Co-option Process: A resident enquired about the process for co-opting new councillors, and expressed frustration regarding perceived changes to engagement procedures and potential favouritism towards candidates. The Chair confirmed that the Council will review and clarify the co-option process for future vacancies.
- iii. Traffic Calming: A letter from Halton Borough Council was read to the meeting. It confirmed that no additional budget is available for new traffic calming measures, and only minimal low-cost improvements can be considered. Halton BC provided a report on existing controls; further inexpensive enhancements will be explored in coming months. Any significant works are prioritised based on collision data, and Hale currently records low accident rates.

- iv. Parking and Change of Use: Concerns were raised about parking on residential roads linked to a property believed to be operating as a care facility. The Clerk will contact Halton Borough Council to confirm the planning status of the property and any conditions attached to the change of use.
- v. Ward Councillors: The Clerk was requested to extend a further standing invitation to the three ward councillors representing Hale to attend all future monthly meetings.
- vi. Volunteer Litter Picking: Members asked the Council to formally thank two residents for their ongoing efforts to keep the village tidy. The Chair wished for these thanks to be recorded in these minutes.
- vii. Ivy Court and Chemist Shop: The Clerk advised that he has written to shopkeepers in Ivy Court regarding litter outside their premises and had visited one of the premises to ask personally for their assistance in keeping the area outside their property clean and tidy. It was noted that Halton Borough Council has donated bin bags to assist. The Clerk will also write again to the management of the chemist shop requesting an action plan to repair the large front window at their premises.
- viii. Cllr P Lewis informed the meeting that further to the minutes of 15th June (item 16) she had been able to acquire a plan showing the Utility services positioned beneath the war memorial green. This was provided by a resident to assist with the siting of a proposed Christmas tree at that site. Cllr Lewis will bring the plan along to the Parish Council meeting in September for further review.

4. Approval of Minutes

- i. Ordinary Meeting – 15 June 2026

Resolved: That the minutes of the Ordinary Meeting held on 15 June 2026 be approved as a true and accurate record.

*Proposed by: Cllr P Lewis | Seconded by: Cllr M Lewis | **Carried unanimously***

- ii. Ordinary Meeting – 18 May 2026

Resolved: That the minutes of the Ordinary Meeting held on 18 May 2026, previously proposed and seconded on 15 June 2026, be accepted in their original format. The alternative recollections submitted by Cllr Trevaskis will be attached to the minutes with a note of his differing account.

*Proposed by: Cllr J McNamara | Seconded by: Cllr P Lewis | **Carried unanimously***

- iii. Extraordinary Meeting – 29 June 2026

Resolved: That the minutes of the Extraordinary Meeting held on 29th June 2026 be approved as a true and accurate record.

*Proposed by: Cllr J McNamara | Seconded by: Cllr C Anderson | **Carried unanimously***

5. Accounts

Resolved: That the reconciled bank statement and summary of receipts and payments for the period 26 May 2026 to 7 July 2026 be received and approved as a true and accurate record.

*Proposed by: Cllr P Lewis | Seconded by: Cllr M Lewis | **Carried unanimously***

****The Clerk notified the meeting that in preparing the pack for this meeting he had inadvertently included the names of three employees on bank statements provided for scrutiny. He apologised personal to the three employees who were present and informed the meeting that he had reported the incident to the Data protection organisation ICO (case REF: IC-541033-W1H5) of the mistake.***

6. Draft AI Policy

Resolved: That the Draft AI Policy be considered and approved in its current form.

*Proposed by: Cllr J McNamara | Seconded by: Cllr M Lewis | **Carried unanimously***

7. Policy Working Group

Resolved: That a meeting of the Policy Working Group be held on Thursday 6 August 2026 at 7:00pm at Hale Village Hall.

*Proposed by: Cllr C Anderson | Seconded by: Cllr P Lewis | **Carried unanimously***

8. Concerns Raised by Councillor

Resolved: That this item be deferred to the Ordinary Meeting on 21st September 2026, to allow full consideration of concerns raised regarding training arranged by the Clerk.

*Proposed by: Cllr J McNamara | Seconded by: Cllr M Lewis | **Carried unanimously***

9. Alleged Vehicle Vandalism

Resolved: That the Clerk write to the complainant to express sympathy, and advise that this matter falls outside the remit of the Parish Council. As the Council has no knowledge of the incident, the complainant should report the matter directly to the police.

*Proposed by: Cllr J McNamara | Seconded by: Cllr C Anderson | **Carried unanimously***

10. Volunteer Role

Resolved: That no formal agreement be adopted for the proposed volunteer role, as this could be misconstrued as an employment contract. The role will be clearly defined as voluntary, with all work carried out under the direction and supervision of the Parish Council.

*Proposed by: Cllr J McNamara | Seconded by: **Cllr P Lewis** | **Carried unanimously***

11. Installation of Litter Bins

Resolved: That the Clerk will contact Halton Borough Council to discuss the frequency of litter bin emptying, following reports of overflowing bins in some areas. Members agreed that installing additional bins without a confirmed emptying schedule would be ineffective. The quoted cost of £500 per bin (including servicing) is considered good value, subject to a regular emptying commitment being secured.

*Proposed by: Cllr J McNamara | Seconded by: Cllr C Anderson | **Carried unanimously***

12. Action Log

Resolved: That this item be deferred to a future meeting, to allow time to agree a clear process for use, updating and follow-up of the Action Log.

*Proposed by: Cllr P Healey | Seconded by: Cllr J McNamara | **Carried unanimously***

13. Grant Request – Hale Table Tennis Group

Resolved: That a donation of £70.00 be awarded to Hale Table Tennis Group towards the purchase of replacement equipment.

*Proposed by: Cllr C Anderson | Seconded by: Cllr M Lewis | **Carried unanimously***

14. Liverpool John Lennon Airport Consultative Committee

Cllr McNamara reported on a recent committee meeting:

- The airport is operating well, and thanks were extended for the loan of noise monitoring equipment used by seven residents. Data sharing issues have now been resolved, and recordings will be made available for review shortly.
- Flight numbers remain similar to last year, though passenger volumes are lower – attributed partly to the conflict in the Middle East and cost-of-living pressures.
- One scheduled route to Cyprus has been suspended indefinitely due to security concerns.

The Chair closed the meeting at 10.30pm