



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



DATED THIS ELEVENTH DAY OF NOVEMBER 2020

**MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED
TO ATTEND THE ORDINARY MEETING OF
HALE PARISH COUNCIL**

TO BE HELD AT 7.30PM ON THE SIXTEENTH DAY OF NOVEMBER 2020
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

This meeting is to be held remotely, adhering to the legislation of the Coronavirus Act 2020

This meeting will be accessible to members of the public via the internet or by
telephone. For instructions on how to access the meeting, please email:
clerk@haleparishcouncil.gov.uk or call 07803611222

Mr. Brian Hargreaves
Clerk and Responsible Financial Officer

Note to Councillors:

If you are unable to attend the meeting, please notify the Clerk of your apologies.

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 Chairman. 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 should 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 Receive declarations of Interest
3. To adjourn the meeting for a period of public participation
4. To consider and approve the Minutes of the meetings held on the 15TH October 2020
5. To receive the list of payments made between 5th October 2020 and 6th November 2020 as recorded in the cash book record which has been reconciled to the Bank statement to these dates, all payments having been made under Financial Regulation 6.4 as detailed below

October/November 2020 Payments

8/10/2020 – Google Invoice – £20.30

21/10/2020 – Freethought Domain Registration – £120.00

23/10/2020 – Transfer of Remaining Village Hall Budget - £6495.00

05/11/2020 – Salary - £1024.61

05/11/2020 – HMRC - £392.18

06/11/2020 – Google Invoice – £12.42

6. To Consider a proposal by cllr Mitchell regarding Carr Lane?
“There is more fly tipping and it is causing a hazard to traffic. Could the PC request that Carr Lane be made “Access Only” do you think? It is only a matter of time before there is a nasty accident along there.”
8. To consider and agree the appended Scheme of Delegation.
9. To consider and agree a donation towards a local wildlife initiative.



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**MINUTES OF ORDINARY MEETING OF HALE PARISH COUNCIL HELD REMOTELY ON
THURSDAY 15TH OCTOBER 2020 AT 7.30pm**

Present: Cllr Mitchell, Cllr Spargo, Cllr Kierman, Cllr Williams, Cllr Trevaskis,
Cllr Wright, Cllr Cleary, Cllr Anderson.

1/ Apologies were received by Cllr Trevaskis who was not able to be present for the beginning of the meeting.

2/ No interests were declared.

3/ No members of the public were present to make representation.

4/ The Minutes of the Parish Council Extra ordinary meeting on 31st August 2020 were approved unanimously.

The Minutes for the Parish Council Ordinary meeting on 21st September 2020 were approved unanimously.

5/ The list of payments made between 3rd September 2020 and 5th October 2020 were approved by members unanimously.

6/ The financial statement for Hale Parish Council for the period 1st April 2020 to 8th October 2020 was approved unanimously.

7/ It was resolved to approve the quotation for renewal of the Hale Parish Council Insurance policy Ref: 3110228 from Came and Co. highlighting Ecclesiastical as the most suitable policy provider.

8/ This Item was withdrawn upon instruction from the Chairman of Hale Royal British Legion.

i/ 8.45pm - Cllr Cleary left the meeting having had an external commitment and having given a prior apology to the Chairman.

ii/ At this point Cllr Mitchell was asked by the Chairman about the presence of an undeclared observer being present at the meeting. Cllr's Anderson, Williams, Kierman, Spargo and the Clerk clearly heard Cllr Mitchell speak to an undisclosed party whilst discussions were taking place. The Chairman reminded Cllr Mitchell that this was unacceptable if true and that all participants are required to declare their attendance so that the Council is aware of who is present if it were to enter into a topic of conversation that may be prejudicial and require exclusion of the public. Cllr Mitchell

contested the general consensus and explained that she was merely speaking to her pet cat who was present. Cllr Anderson suggested that she felt that this was not the first time that a person or persons unknown who, in the company of Cllr Mitchell had been involved in a Parish Council meeting without being declared. This was once again refuted by Cllr Mitchell.

- 9/ Further to an official email giving notice of intention to commence work at the entrance to Hale Park by The Friends of Hale Village (TFoHV volunteers).

A motion to allow TFoHV to undertake light maintenance work including power washing, pruning, removal of general debris and tidying of the general area was approved by members subject to the sight of all relevant documentation including a scope of work, risk assessment, insurance documentation and adherence to current Covid -19 government guidance.

Cllr Trevaskis joined the meeting.

It was confirmed by Cllr Trevaskis that an agreement between Hale Parish Council and Hale Estates (currently managed by Savills) was reached a number of years ago regarding the maintenance of the land to the right-hand side of the park entrance and Hale Parish Council has paid for this to be maintained for nearly twenty years. It was also confirmed that Hale Park Gates are included within the asset register of the Parish Council.

It was agreed that in principal Hale Parish Council would support the efforts of TFoHV and do not want to discourage them from embarking upon their proposed work. However the relevant measures must be undertaken and demonstrated. More comprehensive plans including installations and possible commitment to service contracts should be discussed further as individual projects prior to any approval by the Parish Council.

The Clerk agreed to write to Charles Lang at Savills to establish their position in relation to this proposed work and also to review the Parish Council's agreement with the landowner. In addition he will arrange a further meeting with the Chair of TFoHV for further discussions.

- 10/ It was agreed that the Clerk should write to Hale Estates (Savills) regarding the various vacant properties in Hale Village currently in a state of poor repair. Cllr Trevaskis advised that a number of the properties identified were in the process of being renovated for rental to ensure adherence to current legal requirements such as minimum energy efficiency ratings.
- 11/ The request by Hale Park Estate volunteer gardeners for a donation to purchase equipment and materials to compliment their offering was approved. A gift voucher in the sum of £300 was agreed unanimously. Cllr Mitchell stated that it was unreasonable to make the request for a publicity photograph on the Parish Council's behalf a prerequisite of the donation. It was explained by the Chairman that this was not a condition of the award and that a publicity photograph was simply a request which was made to assist with demonstrating a positive message to encourage other community groups to apply for available funding. The Parish Council exists to support all groups who may require essential assistance during this time with other worthwhile community projects.
- 12/ It was agreed that the Clerk should be permitted to allocate four hours of his weekly sixteen-hour work schedule to training and course work towards attaining the CiLCA accreditation approved by the Parish Council on 20th July 2020. A named vote was requested by Cllr Mitchell who did not agree with the proposal. Members in favour included Cllrs Trevaskis, Kierman, Wright, Anderson, Spargo and Williams. Cllr Mitchell voted against the motion.

The Chairman thanked members and closed the meeting at 9.00pm



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Scheme of Delegation
Adopted by Hale Parish Council on XX

Introduction

This document sets out the manner in which Hale Parish Council has delegated its powers.

The legal basis of the delegation conferred by the Scheme is contained in Section 101 of the Local Government Act 1972.

Proper Officer and Responsible Financial Officer

The Proper Officer of the Council is delegated and authorised to act as the Proper Officer for the purposes of all relevant sections of the Local Government Act 1972 and any other statute requiring the designation of a Proper Officer.

The Proper Officer is designated and authorised to act as the Responsible Financial Officer for the purposes of any statute requiring the designation of a Responsible Financial Officer.

The Proper Officer of the Council is employed by the Council under Section 112 of the Local Government Act 1972 for the proper discharge of its functions.

The Proper Officer is designated to discharge the delegated authority outlined in any resolutions of the Council, and including (but not limited to) all decisions relating to payroll management provisions, office equipment and consumables, rent, award schemes, subscriptions, accreditations, publications, insurance, communications, public relations, marketing, community engagement, the neighbourhood plan, wellbeing activities, and any such projects and/or campaigns delegated to him/her in consultation with members if so required, provided that any such decisions fall within the budget headings decided by the Council.

Committees

A Committee of the Council is delegated to act in all matters covered by the Committee's Terms of Reference and subject to prior Council approval of any delegated capital and revenue estimates.

Any activity requiring application for consent to borrow must first have been approved by the Council, and loan sanction secured.

Every Committee shall have power to authorise an officer to take decisions on specific matters falling within the Committees' terms of reference.

Council

The following matters are reserve for the full Council and may not be delegated to an officer or Committee:

- The adoption of Standing Orders and Financial Regulations
- The adoption of policies and procedures
- The appointment of permanent representatives to outside bodies
- Co-option
- The making of by-laws
- The dismissal of officers
- The setting of the annual budget and precept
- The approval of final accounts and statutory return
- The noting of the internal audit report