



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



DATED THIS TWELFTH DAY OF FEBRUARY 2025
MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED
TO ATTEND THE ORDINARY MEETING OF HALE PARISH COUNCIL
ON THE SEVENTEENTH DAY OF FEBRUARY 2025 AT 8.00PM
IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE
TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.

A handwritten signature in black ink, appearing to be 'B. Hargreaves'.

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.

Please email: clerk@haleparishcouncil.gov.uk or call 07803611222

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.

** Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*

MEETING AGENDA

1. **Apologies** - To Receive apologies for absence
2. **Declarations of Interest** - To Receive declarations of Interest
3. **Public Participation** – A period of public participation as set out in the “Note to Public” above.
4. **Minutes** –
 - i. To approve the Minutes of the Ordinary Meeting of Hale Parish Council on 20th January 2025 as a true and accurate record
5. **Police Report** - To receive a review from PCSO Stephen Marnick or a colleague including an overview in respect of the historical & recent parking issues experienced around Hale village
6. **Accounts** - To receive the reconciled bank statement and summary of receipts & payments 31st December 2024 – 11th February 2025 and to accept them as a true and accurate record and comparison against budget (See Attached)
7. **Invoice Sampling** – As required by Hale Parish Council Financial regulations 2.2 the appointed member shall check and sign all reconciliations against original Unity Bank statements and report including any exceptions to and noted by the council.
8. **Budget & Precept** – To discuss the setting of a budget and a precept request for submission to Halton Borough Council
 - i. To agree a budget for Financial year 2025 – 2026 (FY2526) which includes any request for support from Hale Village Hall Management Committee
 - j. To agree a Precept request for submission to Halton Borough Council for FY2526
9. **Family Day** – To discuss arrangements & set a budget for staging a Family afternoon Tea celebrating Mothers Day on 23rd March 2025
10. **V.E. Day 80th Anniversary – 8th May 2025**

To receive an Update from the Chair regarding plans for celebrating the 80th anniversary of V.E. Day, taking place on 8th May 2025,

The Guide to Taking Part in VE Day 80, along with all the other aspect they are encouraging Town and Parish Councils to take part in, can be viewed and downloaded from the official VE Day website - www.VEday80.org.uk.
11. **Liverpool John Lennon Airport (LJLA) – report by Cllr McNamara**



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 JANUARY 2025 AT 8.00pm**

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

In attendance: The Clerk, and seven members of public were also present

- 1. Apologies** – Apologies were received from Cllrs. Anderson and Williams. No apologies were received from Cllr Cleary.

Apologies were also received from Shirley Bingham (Item 8)

- 2. Declarations of Interest** – Cllr Roberts, declared an interest in the item regarding the gun club which a resident raised in the following Item (Public Participation)
- 3 Welcome** - The Chairman welcomed new Councillor Andrea Hutchinson on to the Parish Council
- 4 Public Participation** – Several key issues were discussed and the noise from shooting activities was highlighted, with a representative of the shooting club to be invited for clarification.

Airplane noise from Liverpool Airport was once again discussed, plans for new, quieter planes were considered. Cllr McNamara agreed to invite Robin Tudor from Liverpool John Lennon Airport (LJLA) to attend the February meeting.

It was noted that the Christmas event's Baby Jesus figure was missing from the installation this year. The Parish Council agreed to take full responsibility for its addition to the crib at midnight on Christmas Eve each year from now on.

- 5 Minutes.** – With a minor amendment, the minutes of the Ordinary Meeting of 18th November 2024 were approved as a true and accurate record

Proposed by Cllr Lewis and seconded by Cllr McNamara

The Motion was approved unanimously

- 6 **Accounts** – Cllr Wright proposed that the Accounts, having been reconciled to the bank statement and summary of receipts & payments 12th November 2024 – 31st December 2024 be accepted as a true and accurate record and comparison against budget. This was seconded by Cllr Healey

The Motion was approved unanimously

7. **Invoice Sampling** - In line with financial regulation 2.2 The Council appointed member has checked and signed the reconciled account against original Unity Bank Statements and reported to the Parish Council any exceptions.

Cllr Wright proposed to accept the records and this was seconded by

Cllr Healey

The Motion was approved

8. **Wellbeing Hub Letter** – The representation by a local resident was deferred due to her absence through illness.

9. **Policies** – It was resolved to approve the two policies on this agenda.

i. Combined Equality & Diversity Policy

ii. Public Complaints Procedure

Cllr Trevaskis stated the importance of being proactive in recognising and addressing the needs of a diverse community. It was noted that some issues should be addressed as they arise while others can be planned for in advance. He went on to state that some issues can be handled by the Clerk without needing Council approval.

Cllr Hutchinson suggested there is an increasing need for regular ADI training for staff, Council members and volunteers.

Cllr Trevaskis proposed to accept the motion. This was seconded by

Cllr Lewis

The Motion was approved

10. **Anonymous Parking Complaint** – It was stated by Cllr Trevaskis that there is insufficient parking in Hale Village and as such there should be a channel of communication created with Halton Borough Council to improve matters. It is noted that certain areas around the Village such as the vacant parking area at the rear of Town Lane could be re-purposed to alleviate some of the problem and that the installation of yellow parking restriction lines could also be installed.

It was agreed to address the parking problem initially in the Parish Council Newsletter, while asking PCSO Steve Marnick for advice and assistance. The Clerk will contact Halton Council to enquire about the availability of prominent signage for the Village.

Cllr Lewis suggested that the village school could provide parking of a weekend or at busy holiday periods, however it was noted that the availability is relatively small.

11. Town & Parish Council's & VE Day 80th – 8th May 2025 – The Chairman suggested the formation of a sub-committee tasked with planning events which will be well organised, popular and well attended. It was agreed that a meeting between representatives of the Parish Council, Hale British Legion and The freemen of Hale should be arranged. The Chair agreed to take a lead in this and to report back to this Council.

12. Civic Service 2025 – It was agreed that the Annual Civic Service will take place on Sunday October 5th provided that St Mary's Church can accommodate it. It was agreed to contact the new Vicar and confirm the plans asap. Cllr Anderson & a local caterer will be asked to assist with food while the Freemen of Hale can provide a bar if required.

Cllr McNamara proposed to accept the motion.

This was seconded by Cllr Wright

The Motion was approved unanimously

13. Guildswomen – No new nominees have been received and in the absence of Cllr Williams this matter was deferred until a later date.

Proposed by Cllr Roberts and Seconded by Cllr Trevaskis

The Motion was approved unanimously

The Chair Closed the Meeting at 9.45pm

Hale Parish Council
RECONCILIATION - Hale Parish Council Unity Bank 07-02-2025

From Accounts	£17,126.85
Payments not cashed Add	
Receipts not entered Subtract	
<hr/>	
Statement should be	£17,126.85

Hale Parish Council

Transactions for Hale Parish Council Unity Bank

Voucher	Date	Chq/Rec No.	Description	Supplier	Total	Balance	Cashed date
			STARTING BALANCE			31,927.20	
106	23/12/2024		Employer Pension	Hale Parish Council	-284.87	22,513.13	23/12/2024
107	24/12/2024		HMRC	Hale Parish Council	-1,167.19	21,345.94	24/12/2024
108	31/12/2024		Bank Charges	Unity Bank	-6.00	21,339.94	31/12/2024
109	03/01/2025		ICD	ICD	-35.00	21,304.94	03/01/2025
110	08/01/2025		Google Invoice	Google Ireland Ltd	-54.00	21,250.94	08/01/2025
111	09/01/2025		Christmas Party Goods	Christmas Entertai	-275.00	20,975.94	09/01/2025
112	09/01/2025		Christmas Party Goods		-33.97	20,941.97	09/01/2025
113	09/01/2025		Pumpkin Purchase	Repayment	-17.25	20,924.72	09/01/2025
114	09/01/2025		Subscription	Risk Support Serv	-319.27	20,605.46	09/01/2025
115	20/01/2025		Support	Worknest	-372.50	20,232.96	20/01/2025
131	30/01/2025		Payroll & Scribe	DM Payroll Service	-168.00	20,064.96	30/01/2025
132	30/01/2025		Employee Pension	Hale Parish Council	-221.60	19,843.36	30/01/2025
133	30/01/2025		Employer Pension	Hale Parish Council	-821.44	19,021.91	30/01/2025
134	30/01/2025		HMRC	Hale Parish Council	-375.80	18,646.11	30/01/2025
135	30/01/2025		Clerks Expenses	Hale Parish Council	-10.00	18,636.11	30/01/2025
136	30/01/2025		Clerk Salary	Hale Parish Council	-1,089.81	17,546.30	30/01/2025
137	30/01/2025		Subscription	Risk Support Serv	-319.27	17,227.03	30/01/2025
138	30/01/2025		Christmas Tree	Mal Sutton	-140.00	17,087.03	30/01/2025
139	30/01/2025		Room Hire	Hale Village Hall	-15.00	17,072.03	30/01/2025
140	30/01/2025		Training	Chalc	-25.00	17,047.03	30/01/2025
143	30/01/2025		Christmas Tree	Mal Sutton	140.00	17,187.03	30/01/2025
141	31/01/2025		Bank Charges	Unity Bank	-6.00	17,181.03	31/01/2025
142	07/02/2025		Google Invoice	Google Ireland Ltd	-54.18	17,126.85	07/02/2025
116	08/02/2025		Christmas Party Goods	Aldi	-10.90	17,115.95	
117	08/02/2025		Halloween Goods	B&M	-30.00	17,085.95	
118	08/02/2025		Halloween Goods	Coop	-14.00	17,071.95	
119	08/02/2025		Halloween Goods	Coop	-5.53	17,066.42	
120	08/02/2025		Halloween Goods	Coop	-3.95	17,062.47	
121	08/02/2025		Queens Book of Condolence material	Abakhan	-148.59	16,913.88	
122	08/02/2025		Halloween Goods	B&M	-7.00	16,906.88	
123	08/02/2025		Easter Eggs/Sweets	Costco	-144.69	16,762.19	
124	08/02/2025		Queens Book of Condolence material	Hobbycraft	-105.60	16,656.59	
125	08/02/2025		Easter Eggs/Sweets	Morrisons	-181.25	16,475.34	
126	08/02/2025		Queens Book of Condolence material	Paperchase	-3.75	16,471.59	
127	08/02/2025		Queens Book of Condolence material	Plumbfix	-28.02	16,443.57	
128	08/02/2025		Queens Book of Condolence material	The Range	-25.66	16,417.91	
129	08/02/2025		Queens Book of Condolence material	Tesco	-34.00	16,383.91	
130	09/02/2025		Queens Book of Condolence material	Wiko	-19.50	16,364.41	
			CLOSING BALANCE			16,364.41	
			Value of uncashed entries	£762.44			
				Bank statement should show		£17,126.85	



Hale Parish Council
Current T1
 60-83-01 • 20415507

Balance Available
£ 17,126.85 £ 17,126.85

Balances are correct as of 10:07 on 12 Feb 2025.

↓ Date	Description	Paid In	Paid out	Balance
07/02/25	Direct Debit (GOOGLE CLOUD • 82385888GIQ21U9IN2 EMEA)		-54.18	17,126.85
31/01/25	Service Charge		-6.00	17,181.03
30/01/25	Returned Bill Payment – M T SUTTON	140.00		17,187.03
30/01/25	B/P to: Chalc • INDUCTION INV 137		-25.00	17,047.03
30/01/25	B/P to: Hale Village Hall • INV HVH-2020-1081		-15.00	17,072.03
30/01/25	B/P to: M T SUTTON • XMAS TREE 2024		-140.00	17,087.03
30/01/25	B/P to: Risk Support Serv. • INVOICE 3011		-319.27	17,227.03
30/01/25	HPC		-1,089.81	17,546.30
30/01/25	PHONE ALLOWANCE		-10.00	18,636.11
30/01/25	B/P to: HMRC • 120PA00288525 1806		-375.80	18,646.11
30/01/25	B/P to: Employer Pension • HALE PC 00296		-821.44	19,021.91
30/01/25	B/P to: Employee Pension • HALE PC 00296		-221.60	19,843.35
30/01/25	B/P to: DM PAYROLL SERVICE • INV 4124		-168.00	20,064.95
20/01/25	Direct Debit (PREMIUM CREDIT • 04AEZF6124/010/103 LTD)		-372.50	20,232.95
09/01/25	B/P to: Risk Support Serv. • INVOICE 2723		-319.27	20,605.45
09/01/25	PUMPKINS CLERK		-17.25	20,924.72
09/01/25	XMAS ENTERTAINER		-275.00	20,941.97
09/01/25	XMAS BAUBLES		-33.97	21,216.97
08/01/25	Direct Debit (GOOGLE • 82385888GNX4WDOJ7Q CLOUD EMEA)		-54.00	21,250.94

Hale Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

12 February 2025 (2024-2025)

Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Asset Purchase				100.00		100.00	100.00 (100%)
2	Wellbeing Fund				5,000.00	2,416.96	2,583.04	2,583.04 (51%)
3	Guildswomen Working Group				100.00		100.00	100.00 (100%)
4	War Memorial Working Group				1,261.00	449.40	811.60	811.60 (64%)
5	Civic Service Working Group				500.00		500.00	500.00 (100%)
7	Legal/Consultation Fees				1,500.00		1,500.00	1,500.00 (100%)
8	Grants				250.00		250.00	250.00 (100%)
9	Training				300.00	60.00	240.00	240.00 (80%)
10	Insurance				3,175.00	3,912.28	-737.28	-737.28 (-23%)
11	Web Site				250.00	594.42	-344.42	-344.42 (-137%)
13	Audit				1,000.00	804.00	196.00	196.00 (19%)
14	Subscriptions/Advisory Bodies				2,250.00	3,139.73	-889.73	-889.73 (-39%)
15	Staffing Including NI				23,500.00	22,744.74	755.26	755.26 (3%)
17	Bank Charges/Admin.				150.00	109.42	40.58	40.58 (27%)
18	Staff Allowances/Expenses				150.00	110.60	39.40	39.40 (26%)
19	Payroll & Scribe				600.00	681.60	-81.60	-81.60 (-13%)
21	Election Reserve				3,500.00		3,500.00	3,500.00 (100%)
22	Hall Hire (Rent)				500.00	418.00	82.00	82.00 (16%)
23	Vat							(N/A)
35	General Reserve				5,000.00		5,000.00	5,000.00 (100%)
37	Newsletters				500.00	265.00	235.00	235.00 (47%)
38	Village Hall Support Costs				31,000.00	31,000.00		(0%)
39	HR (Pension/Backpay)				10,481.00	7,625.75	2,855.25	2,855.25 (27%)
SUB TOTAL					91,067.00	74,331.90	16,735.10	16,735.10 (18%)

Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24	Precept	58,845.50	58,845.50					(0%)
25	Vat Recovered	1,182.70	1,182.70					(0%)
36	Refund					-266.06	266.06	266.06 (N/A)
40	Donations		250.00	250.00				250.00 (N/A)
SUB TOTAL		60,028.20	60,278.20	250.00		-266.06	266.06	516.06 (0%)

Summary

NET TOTAL	60,028.20	60,278.20	250.00	91,067.00	74,065.84	17,001.16	17,251.16 (11%)
V.A.T.					1,775.15		
GROSS TOTAL		60,278.20			75,840.99		