



HALE PARISH COUNCIL

Of the Halton Borough in the County of Cheshire

**DRAFT MINUTES OF EIGHTH ORDINARY MEETING OF HALE PARISH COUNCIL
2018/19 HELD ON MONDAY 18 FEBRUARY 2019 AT 7.30PM IN
HALE VILLAGE HALL, HALE, HALTON, CHESHIRE, L24 4AE**

ATTENDANCE RECORD

Members of Hale Parish Council:

Cllr Luke Trevaskis (Chair)
Cllr Catherine Williams
Cllr Ann Kierman
Cllr Gary Wright
Cllr Peter Platt
Cllr Malcolm Spargo
Cllr Sheila Hunter
Cllr Bernie Cleary

Member(s) of Halton Borough Council:

No members in attendance.

Member(s) of Public:

Louise Hare (Locum Clerk to Hale Parish Council)
Paul Daly
Anthony Collins
Linda Brown
Alan Gray
Jackie Ormesher
Valerie Borlase
Bernie Mitchell
Ron Antrobus

APPENDED ITEMS:

APPENDIX 1: PCSO Report.
APPENDIX 2: Finance Report.
APPENDIX 3: Correspondence from Valerie Borlase and Ward Councillor Mike Wharton.

Meeting commenced at 7.30pm.

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Date:

PART 1

HPC 18-19/XXX APOLOGIES

Apologies for absence received from Cllr Peter Healey.

HPC 18-19/XXX DECLARATIONS OF INTEREST

No reported declarations of interest.

HPC 18-19/XXX HALE POLICE REPORT

PCSO Stephen Marnick sent apologies. Report to be appended to minutes once received.

HPC 18-19/XXX COMMITTEE REPORTS

HALE VILLAGE HALL COMMITTEE

Cllr Wright updated the Council that the Village Hall had not yet been returned to the Hale Village Hall charity and that it will remain under the management of the Parish Council for the foreseeable future.

The Buy-A-Brick wall is now in situ, with close to £7,000 being raised from the initiative.

Interviews had taken place for the Village Hall Manager position and a candidate had been chosen. It is hoped that having a manager in post will enable the hall to be run more effectively and overcome some of the complaints that have been received recently with regard to tidiness and cleanliness of the facilities.

The new manager will take up post once details of contract have been finalised.

CIVIC SERVICE COMMITTEE

Cllr Hunter reported that she is continuing to develop the scope of the Civic Service due to take place on 6 October 2019. The Committee wishes to increase the number of groups attending to include the Guides, Brownies, Police, Ambulance Service and others.

Ruth Nixon has confirmed her group is willing to help with serving refreshments on the day.

Due to the potential expansion of this event, the Committee have requested an increased budget for this project from £250 to £500. This money has not been allocated in the annual budget and would therefore need to be taken out of the Council's contingency fund.

Cllr Hunter proposed the increased budget, this was seconded by Cllr Cleary. The Council resolved unanimously to use £500 of the contingency budget for the 2019 Civic Service.

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Date:

HPC 18-19/XXX HALE CARNIVAL

Cllr Platt reported that he had been approached to ask if the Village Hall and Parish Council would like to take up the opportunity of a float at this year's Carnival. The float would provide much needed promotion for the hall and be a good opportunity to raise the profile of the Council, allowing the public to become more familiar with members. Without further information on costings and what would be involved in doing so the Council felt that it was unable to make a decision on this and elected to defer a resolution until the next meeting.

HPC 18-19/XXX RESIGNATION

The Chair explained that they had received notice of Cllr Andrew Ambrose's resignation and requested that be accepted by the Council and that an advertisement for a new Councillor be drafted by the Clerk to be publicised on the Parish Council's website and noticeboard.

The Council resolved unanimously to accept resignation and advertise casual vacancy.

HPC 18-19/XXX RENT

The Chair informed the meeting that some members of the public have raised the issue that by the Council not formally itemising their rental usage of the Village Hall it is not acting with good financial management. The Council should act transparently with regard to finances and it should be clear which monies paid to the Village Hall are a grant and which relate to hire fees.

The Council resolved to pay the appropriate hire fees, itemising the usage of the hall, with immediate effect.

HPC 18-19/XXX PLANNING

The Council considered two planning applications.

- a) 19/00023/FUL Proposed first floor side extension over existing garage, two storey side extension and single storey side extension at 1 Ennis Close.
- b) 19/00043/FUL Proposed increase in width of front and rear dormers, open balcony to rear dormer incorporating screen wall at 13 Bailey's Lane.

The Council resolved unanimously to raise no objections.

HPC 18-19/XXX DOG FOULING

Cllr Platt reported to the meeting his increasing concerns about dog fouling around the park and village. He feels frustrated about what to do to stop this occurring, but noted that he

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hoped that with Halton Borough Council's proposed new dog control order due to be adopted at a meeting on 19 February that the local PCSO would be in a better position to challenge and regulate this behaviour. In the meantime he proposed that dog fouling and litter concerns be addressed through a feature in the next newsletter.

HPC 18-19/XXX FINANCE

The Council considered the Finance Schedule (APPENDIX 2).

- a) Receipts – there were no receipts to note.
- b) Payments – there were no payments to note owing to the resignation of the Clerk.
- c) Hale Parish Council Payments to Approve – there were six payments to approve. The decision of purchasing a lockable storage cabinet was deferred until next meeting once the current storage room is tidied. The salary of C. Wyna was deferred until a further breakdown of costs was received. **The Council resolved to approve all payments except the storage cabinet and salary of C. Wyna.**
- d) Hale Village Hall Payments to Approve – **the Council resolved to approve payments.**

HPC 18-19/XXX POLICIES

It was noted that a Financial Regulations Policy and Risk Management Policy would need to be drafted prior to our next meeting ahead of our end of year annual audit.

The Council delegated this responsibility to the Finance Committee.

HPC 18-19/XXX ASSET REGISTER

It was noted that an updated Asset Register would need to be drafted prior to our next meeting ahead of our end of year annual audit.

Cllr Platt, Cllr Trevaskis and Cllr Wright agreed to draft.

HPC 18-19/XXX GRANTS

St Mary's Churchyard

The Council discussed the application from St Mary's Church for the upkeep of the graveyard. This is something that the Council has supported historically. It was discussed that St Mary's serves both the Parish of Hale and Hale Bank and therefore the church should be asked if they have also approached Hale Bank Parish Council to contribute to support. A decision on this grant was deferred until this information was known.

HPC 18-19/XXX TRAINING

Councillors resolved to attend a CHALC training session for all Councillors on Tuesday 9

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April 2019 or Tuesday 23 April 2019.

HPC 18-19/XXX CORRESPONDENCE

- a) **Valerie Borlase** wrote a letter (APPENDIX 3) to outline concern about the loss of grass-cutting services in the area and disappointment in the Council's decision not support additional maintenance of open spaces in the 2019/20 budget. The Council was asked to support the purchase of a community lawnmower. **The Council resolved to thank Valerie Borlase for her email and agreed to investigate the implications for the Parish Council of purchasing a lawnmower by contacting insurers, CHALC, and Paul Wright from Halton Borough Council.**
- b) **Ward Councillor Mike Wharton** responded to correspondence regarding the Parish Councils concerns about the proposal from Halton Borough Council to the Boundary Commission to merge Hale with Ditton. Disappointment was expressed that Councillor Wharton would not assist the Parish Council in supporting the case to retain Hale as a single-member Ward. It was agreed the Parish Council had therefore pursued all avenues at this stage and made every effort to retain Hale's independent identity. The Parish Council had submitted a strong objection to merging Hale with Ditton and it was hoped the Boundary Commission will have regard for this representation. **The Council resolved to thank Councillor Wharton for his response.**

HPC 18-19/XXX URGENT ITEMS

There were no urgent items to consider at the meeting.

HPC 18-19/XXX PUBLIC FORUM

Valerie Borlase reiterated her concerns about the grass-cutting and asked if the missing key to the Village Hall had been returned. Cllr Plat advised it had been returned safely.

Bernie Mitchell asked about the number of people that had attended community activities funded by the Parish Council. The Parish Council advised that a response had already been provided as best it could be. Bernie Mitchell advised the Council that recent lengthy correspondence received by the Chair was harassment and that she is seeking further advice on the content. The Chair advised that an in depth response was required in order to help Bernie Mitchell understand the required procedures to follow.

Tony Collins requested the vacancy for a Parish Councillor be added to the website and Facebook page.

Ron Antrobus asked if the Parish Council could consider digital storage solutions for Council documents. He is also happy to continue to support with the delivery of a storage container.

Alan Gray raised concerns about irresponsible dog owners particularly at night and asked if

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the Parish Council could share the newsletter feature with non-local individuals. The Chair advised this maybe difficult to achieve but agreed this could be looked at. It was hoped that the new dog-control byelaws would help address the issue.

HPC 18-19/XXX NEXT MEETING

- a) Agenda items for next meeting included Hale Carnival, Churchyard and Storage.
- b) Date of next meeting was confirmed for Monday 18 March 2019 at 7.30pm

HPC 18-19/XXX EXCLUSION OF PRESS AND PUBLIC

The Council resolved to request members of the public and press to withdraw from the meeting so that confidential matters could be discussed forthwith.

PART 2

HPC 18-19/XXX STAFFING

On the request of Cllr Cleary, the Chair agreed to forward NALC's model contract, alongside the job description and person specification of each role.

The role of the caretaker was also discussed at length.

It was resolved that the Staffing Committee would finalise the contracts for the new Parish Clerk and Village Hall Manager.

It was resolved that the Staffing Committee would bring forward to the March meeting a recommendation for the caretaker. The Clerk will contact CHALC and report back their advice.

Meeting closed at 10.20pm

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