



# 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 18th NOVEMBER 2024 AT 8.00pm**

Present: Cllr Roberts, Cllr McNamara, Cllr Lewis, Cllr Healey, Cllr Trevaskis,  
Cllr Williams, Cllr Anderson, Cllr Wright

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

- 1. Apologies** – No apologies were received from Cllr Cleary.
- 2. Declarations of Interest** – Cllrs Roberts, McNamara and the Clerk declared an interest in items being undertaken by or in conjunction with the Freemen of Hale
- 3. Public Participation** – A local resident once again expressed her concerns about the increased amount of dog waste on pavements and walkways within the Village. The Chair said he will re-contact the correct department at Halton Borough Council to register a complaint and request that action is taken.

A member of the Village Hall Management Committee requested that the Parish Council ask the resident who has asked for assistance to create a wellbeing hub in Item 14 on this Agenda should attend the January meeting and present her proposal and request personally. The Clerk will write to inform the resident.

Cllr McNamara informed the meeting that the sound monitor at Hale Junior School is monitored and calibrated every 12 months. They do not have a record of the monitor held by local resident Miriam. The Chair will make enquiries about the equipment held and will get some other options for consideration. Cllr McNamara agreed to ask Robin Tudor from LJLA to attend a meeting of Hale PC or to send a representative on his behalf to give a review of the current situation with regard to night flying.

- 4. Minutes.** – The minutes of the Ordinary Meeting of 21st October 2024 were approved as a true and accurate record

Proposed by Cllr Anderson and seconded by Cllr Wright

**The Motion was approved unanimously**

- 5 **Accounts** – Cllr Anderson proposed that the Accounts, being reconciled to the bank statement and summary of receipts & payments 14<sup>th</sup> October 2024 – 12<sup>th</sup> November be accepted as a true and accurate record and comparison against budget. This was seconded by Cllr Lewis

**The Motion was approved unanimously**

6. **Bank Payments** - In line with financial regulation 6.3 below. The Council gives delegated authority for Cllrs J McNamara and C. Anderson to become designated persons able to make payments in the event that the RFO is not available. All payments will require a further two signatories to approve as per the Unity Trust Bank account's terms and conditions.

*6.3 All payments shall be affected online or by other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council or duly delegated committee or officer.*

Cllr Roberts proposed to accept the motion and this was seconded by Cllr Williams

**The Motion was approved**

7. **Bike/Scooter Shed**– It was resolved to make a donation of £100 to Hale Village Junior School to assist with the installation of a Bike/Scooter shed. The project is being overseen and funded by the Freemen of Hale.

Cllr Trevaskis proposed to accept the motion and this was seconded by Cllr Roberts

**The Motion was approved unanimously**

8. **Crib** – It was resolved to donate a maximum of £100 to fund the hire of the Village Hall Community room to accommodate the installation of the Christmas Nativity Crib

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

Cllr Williams

**The Motion was approved**

9. **Cenotaph** – It was agreed that the Parish Council will help to support the efforts of the Freemen of Hale who are in the process of arranging work to commence on the refurbishment of the grounds surrounding the cenotaph on the War Memorial site at the centre of the Village.

It was agreed that a local resident who made a request to the Parish Council through Cllr Lewis should contact the Freemen of Hale and make arrangements to work on the project with them.

**10. Policies** - The Following Policies were deferred pending some minor amendments

- i. **Public Complaints Procedure** – Updated version to follow shortly
- ii. **Combined Equality & Diversity Policy** - Updated version to follow shortly

Proposed by Cllr Trevaskis and seconded by Cllr Roberts

**The Motion was approved unanimously**

**11. Insurance Renewal** – It was resolved to accept the proposal made by QBE in respect of the combined Insurance Policy required for Hale Parish Council. The Clerk will cross reference and agree that the policy is “like for like” and approve on that basis.

Proposed by Cllr Roberts and seconded by Cllr McNamara

**The Motion was approved unanimously**

**12. Hale’s Got Talent 23<sup>rd</sup> November 2024** – The Council thanked Cllr Roberts for his kind donation of trophies for presentation at this year’s Hale’s Got Talent event. The Freemen of Hale have agreed to install and provide a bar for refreshments and will donate 50% of their profits to Hale Parish Council. It is proposed that a raffle will take place and that a donated Christmas Turkey will be one of the prizes available.

Proposed by Cllr Roberts and seconded by Cllr Trevaskis

**The Motion was approved unanimously**

**13. Children’s Christmas Party** – It was agreed that the budget for this year’s event should be increased to £1000. The Clerk will order 120 Selection Boxes online direct from Cadbury. Pizza & Chicken Nuggets will be supplied for those attending the event

Proposed by Cllr McNamara and seconded by Cllr Anderson

**The Motion was approved unanimously**

**14. Wellbeing Hub Proposal** – It was agreed that the resident who has asked for assistance to create a wellbeing hub in Item 14 on this Agenda should attend the January meeting and present her proposal and request personally.

The Clerk will write to inform the resident.

**15. Anonymous Parking Complaint** – It was resolved to defer this item and present it on the January Agenda for proper discussion. 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.

Proposed by Cllr Trevaskis and seconded by Cllr Roberts

**The Motion was approved unanimously**

## **PART TWO**

1. **Co – Option of New Member** – In a secret ballot a new Member was selected to join Hale Parish Council. The Clerk will make arrangements for the correct documentation to be sent to Andrea Hutchinson for completion in advance of her official inclusion.
2. **HR Advice** – It was resolved to employ the services of Worknest on a three year agreement to attend to all HR and H&S matters for Hale Parish Council and Hale Village Hall. The cost as agreed by the Council and recorded with the archive minutes.
3. **National Pay Award** - The Clerk agreed to forfeit back pay from 2021 on the basis that the latest agreed pay award meets the national agreement on salaries and conditions of service of Local Council Clerks in England & Wales. The salary point SCP 34 is appropriate, as per the Clerks Contract of Employment.
4. **Next Meeting** – 20<sup>th</sup> January 2025 at 8.00pm

**The Chair Closed the Meeting at 10.15pm**