



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



**DATED THIS SIXTEENTH DAY OF NOVEMBER 2022**  
**MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED**  
**TO ATTEND THE ORDINARY PARISH COUNCIL MEETING OF**  
**HALE PARISH COUNCIL TO BE HELD AT 7.30pm**  
**ON THE TWENTY FIRST DAY OF NOVEMBER 2022**  
**IN HALE VILLAGE HALL, HIGH STREET, HALE L24 4AE**  
**TO TRANSACT BUSINESS AS SHOWN IN THE AGENDA.**

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

**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](mailto: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.*

## MEETING AGENDA

1. **Apologies** - To Receive apologies for absence
2. **Declarations of Interest** - To Receive declarations of Interest
3. **Public Participation** – To adjourn the meeting for a period of public participation  
  
*\* Please note that anybody wishing to comment should raise their hand, wait to be acknowledged and should address the meeting through the Chair.*
4. **Minutes** – To approve the Minutes of the Ordinary Meeting of Hale Parish Council on 17<sup>th</sup> October 2022 as a true and accurate record
5. **Payments and Receipts** - To receive and accept the list of payments and receipts made between 7<sup>th</sup> October 2022 and 15<sup>th</sup> November 2022 as recorded in the cash book record which has been reconciled against the Bank statement to these dates as a true record, all payments having been made under Financial Regulation 6.4 as detailed (See Attached)
6. **Accounts** - To receive the reconciled bank statement and summary of receipts & payments 7<sup>th</sup> October 2022 and 15<sup>th</sup> November 2022 and to accept them as an accurate record and comparison against budget (See Attached)
7. **Planning** – To Consider planning Application Application Number: 22/00563/TEL - Factco Telegraph Poles
8. **Village Forum** – To discuss terms of reference & scope for a village forum as proposed at the meeting on 18<sup>th</sup> July 2022
9. **Kings Coronation** – To consider the Coronation of King Charles III and to plan to make arrangements in conjunction with the Village Forum to help celebrate the occasion. The date of **Saturday 6<sup>th</sup> May, 2023** has been confirmed by Buckingham Palace.

**10. St Mary's Church Graveyard** – To discuss the request by St Marys Church in Hale for assistance with maintaining the church grounds in partnership with Halebank Parish Council and to propose a shared budget for work to be carried out.

Halebank response: Re: St Mary's Church - *Graveyard Request*

*Hi Brian,*

*Further to your recent correspondent regarding the upkeep of Hale Graveyard.*

*This was discussed at our recent PC meeting on 7 November and the PC agree that this is something they would consider depending on the cost. Can you let me know if you have any figures regarding the cost of the upkeep?*

*Thanks*

*Christine Southern*

*Clerk to Halebank Parish Council*

- 11. Payroll Contract** – To approve the renewal of the Contract with Dianne Malley as attached.
- 12. Queens Canopy** – Suggestions for type of Trees & to discuss the possible Siting of an installation.
- 13. Benches** – Cllr McNamara to update on the siting of the new benches following a meeting with Halton BC at 3pm on Thursday 17<sup>th</sup> November 2022
- 14. Personnel Committee** – To accept the amended Terms of Reference (attached) for the Personnel Committee.
- 15. Annual Civic Service** – To propose the date of 23<sup>rd</sup> April 2023 for the Annual Civic Service and to contact Rev Harvey to confirm. To generate a proposed guest list and invitations.
- 16. Proposed Parish Council Meeting Dates for 2023** – To approve the following dates
- i. January – Monday 16th January 2023 at 7.30pm**
  - ii. February – Monday 20th February 2023 at 7.30pm**
  - iii. March – Monday 20th March 2023 at 7.30pm**



# HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN  
THE COUNTY OF CHESHIRE



**DRAFT MINUTES OF THE ORDINARY PARISH COUNCIL MEETING  
OF HALE PARISH COUNCIL HELD IN HALE VILLAGE HALL  
ON MONDAY MONDAY 17<sup>TH</sup> OCTOBER 2022 AT 7.30pm**

Present: Cllr Cleary, Cllr Trevaskis, Cllr Brown, Cllr McNamara Cllr Healey,  
Cllr King

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

1. **Apologies** – Apologies were received by the Clerk from Cllr Anderson, Cllr Mitchell and Cllr Spargo,
2. **Declarations of Interest** – No declarations of interest were recorded by the Clerk
3. **Public Participation** – No matters were discussed.
4. **Minutes** – Cllr Trevaskis proposed that approval of the Minutes of Hale Parish Council Ordinary meeting on 18th July 2022 should be deferred pending minor amendments to the record. Cllr McNamara seconded the motion

**The Motion was approved**

5. **Payments & Receipts** – Cllr Trevaskis proposed that all payments and receipts for the period 7<sup>th</sup> July 2022 and 7<sup>th</sup> October 2022 are a true and accurate record. This was seconded by Cllr McNamara.

**The Motion was approved**

6. **Accounts** – Cllr Trevaskis proposed that the accounts presented for the period 7<sup>th</sup> July 2022 and 7<sup>th</sup> October 2022 are a true and accurate record and Cllr McNamara seconded the proposal.

**The Motion was approved**

7. **Planning** –

- i. It was resolved that the Clerk should contact Halton planning and establish the intentions for access into the Shetland Rescue facility
- ii. It was agreed that an objection based upon similar criteria as the submission by Halebank Parish Council should be submitted on behalf of Hale Parish Council. The Chairman advised that proper integration should be a condition to be considered with density and affordable dwellings also being important

Proposed by Cllr Trevaskis and seconded by Cllr Cleary

**The Motion was approved**

iii. It was noted that this project has not yet gone through the planning process. The Lord Mayor expressed an opinion that Hale Parish Council should be fully involved with the planning process and should push for at least 25% retirement style property and 25% affordable style property to be built. It was noted that the area in question will be perfect for retirement property due to its close proximity to shops, Pharmacy and local public transport. A resident also noted that proper consideration should be given to the existing farm pond and was keen to see this integrated into the plan along other “green space” considerations.

It was proposed that the Clerk should arrange a meeting with planners to convey the wishes of the local residents

Cllr Trevaskis Proposed the motion and Cllr Brown seconded it.

**The Motion was approved**

- 8. Defibrillator Training** – It was resolved to allow a budget of up to £140 to arrange further defibrillator training courses following the success of the previous sessions.

Proposed by Cllr Trevaskis and seconded by Cllr King

**The Motion was approved**

- 9. Police Report** – The Police Report submitted by PCSO Steve Marnick was noted by the Council.

- 10. DBS Checks** – It was resolved that the Parish Council will finance independent basic DBS checks for those Councillors who elect to be included. A decision about this subject in respect of Village Hall Committee members and staff will be made at the next Village Hall Committee meeting.

Proposed by Cllr Trevaskis and seconded by Cllr McNamara

**The Motion was approved**

- 11. Village Forum** – The Chairman asked for the approval of a £100 budget for refreshments during the proposed meeting of the new Village Hall Forum in Early November. A resident asked that as a first matter for consideration the Kings Coronation in May 2023 might be considered along with any other ideas.

Proposed by Cllr Trevaskis and seconded by Cllr McNamara

**The Motion was approved**

- 12. St Mary's Graveyard** – Further to a request by the Rev. Roland Harvey for assistance with maintaining the church yard at St Mary's church it was agreed that the Clerk should approach Halebank Parish Council to discuss a shared funding exercise. In addition to this a local resident suggested we might be able to take advantage of a local "Community Payback scheme" but that it may be limited in the ability to take on repeat work or work on a rotation basis. The Lord Mayor suggested that the Freemen could assist with maintenance if they have prior notice.

Proposed by Cllr Cleary and seconded by Cllr Trevaskis

**The Motion was approved**

- 13. Coronation of King Charles III** – A local resident suggested that this would be a great project in which to involve the Village Hall Forum. It was suggested that a commemorative coin and certificate (approx. £4/£5) could be distributed to children from the Village and that it gives a great opportunity for local group participation and involvement. It could demonstrate the Parish Council working together with groups within the area.

- 14. Benches** – This item is deferred pending additional information regarding land ownership & installation costs

- 15. Christmas Tree Lighting (Ivy Farm Shops)** – It was agreed that the Clerk should contact Halebank Parish Council regarding the installation of lighting at Ivy Farm shops which is similar to that installed adjacent to the Co-Op in Halebank and report back to this council.

Proposed by Cllr Cleary and seconded by Cllr Brown

**The Motion was approved**

- 16. Queens Canopy** – It was agreed to defer this item pending a proposed Site visit when types of trees and their placement can be discussed.

- 17. Hale Village Hall Trustee Meeting Part III** – It was resolved to agree the date of 14<sup>th</sup> November 2022 to hold the Village Hall Trustee Meeting PT III. In addition to agree for an amendment to a prior resolution to enable the available non-councillor positions to be advertised on social media, posters and noticeboard until the beginning of November 2022. There will be no requirement to advertise in a newsletter unless one is printed before that time.

Proposed by Cllr Trevaskis and seconded by Cllr Brown

**The Motion was approved**

- 18. Staging** – It was agreed to purchase an additional 12 blocks of staging @£50 per block to compliment the staging already acquired. It was recognised that the staging can be used for a number of applications and indoor/outdoor events throughout the calendar year with the Freemen suggesting that a donation for them using the equipment might be appropriate.

Proposed by Cllr Trevaskis and seconded by Cllr McNamara

**The Motion was approved**

- 19. Hale Proms in the Park** – It was resolved to authorise the Chairman to make preliminary plans with advanced notice for an event similar to the Proms in the Park event held in August 2022. No budget was agreed but planning should take place to reserve entertainment and Hire equipment. This event could possibly dovetail with the Coronation events and/or Hale Carnival 2023.

Proposed by Cllr Trevaskis and seconded by Cllr Cleary

**The Motion was approved**

- 20. Historic Complaints** – The Chairman once again explained the role of the Monitoring Officer and the difference between Code of conduct complaints against individual Councillors and any general complaints involving procedure and/or operational matters. He re-iterated that the code of conduct complaints being questioned by a local resident had all been addressed and that the complainants should all have been informed of the outcome according to the Monitoring Officer. The chairman again made it very clear that as a result of the precedence set in the Ledbury Case, Parish Councils cannot legally investigate Code of Conduct complaints against themselves. It was suggested by another local resident that the previous Clerk in question should be asked to return to clarify the situation and address any outstanding operational complaints. The Chairman suggested that a review of the current Complaints procedure should take place in the immediate future.

Proposed by Cllr Trevaskis and seconded by Cllr Cleary

**The Motion was approved**

- 21. Appraisals** – It was resolved to approve the addition to the responsibilities of the Personnel Committee Terms of Reference as follows:-

- **To ensure that appraisals are undertaken for all employees at least annually, based upon job description**

Proposed by Cllr Cleary and seconded by Cllr Brown

**The Motion was approved**

- 22. Respect & Civility Pledge** – It was resolved to adopt the respect and Civility Pledge as promoted by NALC

Proposed by Cllr Trevaskis and seconded by Cllr McNamara

In a tied vote the Chairman used his casting vote to approve the motion

**The Motion was approved**

- 23. Standing Orders and Financial Regulations** – It was agreed to form a working group from which the two documents should be examined line by line and any changes made. Cllr Cleary gave an opinion that the current documents have some contentious points which need reviewing.

**24. Lone Workers Policy** – It was agreed that the Parish Council should have a Lone Workers policy. Cllr Cleary agreed to supply a model document for discussion at the next meeting.

Proposed by Cllr Cleary and seconded by Cllr King

**The Motion was approved**

**25. Exclusion of Press & Public**

It was resolved that the Chairman would ask all employees in the first instance if they wished to be part of a pension scheme, with further confirmation being sought from ChALC regarding contractual obligations.

\*\* Proposer & Secunder to be confirmed

**The Motion was approved**

**The Chairman closed the Meeting at 9.45pm**



## Hale Parish Council

### Transactions for Hale Parish Council Unity Bank

| Voucher | Date       | Chq/Rec No. | Description       | Supplier           | Total     | Cashed date |
|---------|------------|-------------|-------------------|--------------------|-----------|-------------|
| 90      | 07/10/2022 |             | Internet/Website  | Google Ireland Ltc | -13.80    | 07/10/2022  |
| 91      | 20/10/2022 |             | Internet/Website  | Freethought Intern | -120.00   | 20/10/2022  |
| 92      | 20/10/2022 |             | Room Hire         | Hale Village Hall  | -107.00   | 20/10/2022  |
| 94      | 20/10/2022 |             | Training          | Chalc              | -270.00   | 20/10/2022  |
| 93      | 20/10/2022 |             | Payroll & Scribe  | DM Payroll Service | -72.00    | 20/10/2022  |
| 95      | 20/10/2022 |             | External Audit    | PKF Accountants    | -240.00   | 20/10/2022  |
| 96      | 20/10/2022 |             | Entertainer Proms | Opera Viva         | -100.00   | 20/10/2022  |
| 98      | 27/10/2022 |             | Proms stage       | R Big Tops         | -809.94   | 27/10/2022  |
| 97      | 27/10/2022 |             | Halloween Goods   | Jonathan Connolly  | -245.00   | 27/10/2022  |
| 99      | 27/10/2022 |             | HMRC              | Clerk Salary       | -340.63   | 27/10/2022  |
| 101     | 27/10/2022 |             | Clerks Expenses   | Clerk Salary       | -10.00    | 27/10/2022  |
| 100     | 27/10/2022 |             | Clerk Salary      | Clerk Salary       | -1,069.66 | 27/10/2022  |
| 102     | 27/10/2022 |             | Halloween Goods   | Batleys Cash & C   | -88.15    | 27/10/2022  |
| 104     | 01/11/2022 |             | Internet/Website  | Google Ireland Ltc | -13.80    | 07/11/2022  |
| 103     | 01/11/2022 |             | Insurance         | Hiscox             | -293.92   | 01/11/2022  |
| 105     | 11/11/2022 |             | Halloween Goods   | Repayment          | -206.85   | 11/11/2022  |
|         |            |             |                   |                    | -4,000.75 |             |

**Hale Parish Council**

**Transaction listing for account 60-83-01 20415507 from 06 Oct 2022 to 15 Nov 2022**

| <b>Date</b> | <b>Time</b> | <b>Description</b>               | <b>Serial No</b> | <b>Debits</b> | <b>Credits</b> | <b>Balance</b> |
|-------------|-------------|----------------------------------|------------------|---------------|----------------|----------------|
| 11Nov2022   | 13:15       | Repayment                        |                  | (206.85)      |                | 40,638.76      |
| 07Nov2022   | 06:33       | Direct Debit (GOOGLE CLOUD EMEA) |                  | (13.80)       |                | 40,845.61      |
| 01Nov2022   | 06:28       | Direct Debit (HISCOX)            |                  | (293.92)      |                | 40,859.41      |
| 27Oct2022   | 06:30       | Repayment                        |                  | (88.15)       |                | 41,153.33      |
| 27Oct2022   | 06:28       | Salary                           |                  | (1,079.66)    |                | 41,241.48      |
| 27Oct2022   | 06:27       | Salary                           |                  | (340.63)      |                | 42,321.14      |
| 27Oct2022   | 06:26       | B/P to: R Big Tops               |                  | (809.94)      |                | 42,661.77      |
| 27Oct2022   | 06:25       | Repayment                        |                  | (245.00)      |                | 43,471.71      |
| 20Oct2022   | 06:35       | B/P to: Opera Viva               |                  | (100.00)      |                | 43,716.71      |
| 20Oct2022   | 06:34       | B/P to: PKF Accountants          |                  | (240.00)      |                | 43,816.71      |
| 20Oct2022   | 06:31       | B/P to: Chalc                    |                  | (270.00)      |                | 44,056.71      |
| 20Oct2022   | 06:30       | B/P to: DM PAYROLL SERVICE       |                  | (72.00)       |                | 44,326.71      |
| 20Oct2022   | 06:29       | B/P to: Hale Village Hall        |                  | (107.00)      |                | 44,398.71      |
| 20Oct2022   | 06:28       | B/P to: Freethought Int.         |                  | (120.00)      |                | 44,505.71      |
| 07Oct2022   | 06:23       | Direct Debit (GOOGLE CLOUD EMEA) |                  | (13.80)       |                | 44,625.71      |

## Hale Parish Council

Prepared by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (Clerk/RFO etc)*

Approved by: \_\_\_\_\_

Date: \_\_\_\_\_

*Name and Role (RFO/Chair of Finance etc)*

|          |   |            |           |                  |
|----------|---|------------|-----------|------------------|
|          | <b>Bank Reconciliation at 15/11/2022</b>            |            |           |                  |
|          | Cash in Hand 01/04/2022                             |            |           | 17,391.85        |
|          | <b>ADD</b><br>Receipts 01/04/2022 - 15/11/2022      |            |           | 50,394.64        |
|          |   |            |           | 67,786.49        |
|          | <b>SUBTRACT</b><br>Payments 01/04/2022 - 15/11/2022 |            |           | 27,153.11        |
| <b>A</b> | <b>Cash in Hand 15/11/2022</b><br>(per Cash Book)   |            |           | <b>40,633.38</b> |
|          | Cash in hand per Bank Statements                    |            |           |                  |
|          | Petty Cash  | 10/06/2021 | 0.00      |                  |
|          | Hale Parish Council Unity Bank                      | 15/11/2022 | 40,638.76 |                  |
|          |   |            |           | <b>40,638.76</b> |
|          | Less unrepresented payments                         |            |           | 5.38             |
|          |   |            |           | 40,633.38        |
|          | Plus unrepresented receipts                         |            |           |                  |
| <b>B</b> | <b>Adjusted Bank Balance</b>                        |            |           | <b>40,633.38</b> |
|          | <b>A = B Checks out OK</b>                          |            |           |                  |

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

16 November 2022 (2022-2023)

**Expenditure**

| Code             | Title                         | Receipts |        |          | Payments         |                  |                  | Net Position           |
|------------------|-------------------------------|----------|--------|----------|------------------|------------------|------------------|------------------------|
|                  |                               | Budgeted | Actual | Variance | Budgeted         | Actual           | Variance         | +/- Under/over spend   |
| 1                | Asset Purchase                |          |        |          | 2,000.00         | 1,518.84         | 481.16           | 481.16 (24%)           |
| 2                | Wellbeing working group       |          |        |          | 3,000.00         | 674.51           | 2,325.49         | 2,325.49 (77%)         |
| 3                | Guildswomen Working Group     |          |        |          | 150.00           | 25.00            | 125.00           | 125.00 (83%)           |
| 4                | War Memorial Working Group    |          |        |          | 1,286.00         |                  | 1,286.00         | 1,286.00 (100%)        |
| 5                | Civic Service Working Group   |          |        |          | 650.00           | 494.42           | 155.58           | 155.58 (23%)           |
| 7                | Legal/Consultation Fees       |          |        |          | 5,000.00         | 175.00           | 4,825.00         | 4,825.00 (96%)         |
| 8                | Grants                        |          |        |          | 1,500.00         | 1,512.00         | -12.00           | -12.00 (-0%)           |
| 9                | Training                      |          |        |          | 1,000.00         | 414.00           | 586.00           | 586.00 (58%)           |
| 10               | Insurance                     |          |        |          | 3,000.00         | 1,959.44         | 1,040.56         | 1,040.56 (34%)         |
| 11               | Web Site                      |          |        |          | 750.00           | 182.79           | 567.21           | 567.21 (75%)           |
| 12               | Newsletter                    |          |        |          | 500.00           |                  | 500.00           | 500.00 (100%)          |
| 13               | Audit                         |          |        |          | 1,000.00         | 701.25           | 298.75           | 298.75 (29%)           |
| 14               | Subscriptions/Advisory Bodies |          |        |          | 1,500.00         | 1,638.88         | -138.88          | -138.88 (-9%)          |
| 15               | Staffing Including NI         |          |        |          | 20,000.00        | 9,872.03         | 10,127.97        | 10,127.97 (50%)        |
| 17               | Administration                |          |        |          | 250.00           | 64.92            | 185.08           | 185.08 (74%)           |
| 18               | Staff Allowances/Expenses     |          |        |          | 300.00           | 133.00           | 167.00           | 167.00 (55%)           |
| 19               | Payroll & Scribe              |          |        |          | 750.00           | 360.00           | 390.00           | 390.00 (52%)           |
| 20               | Village Hall Support Costs    |          |        |          | 3,000.00         |                  | 3,000.00         | 3,000.00 (100%)        |
| 21               | Election Costs                |          |        |          | 3,500.00         | 3,105.74         | 394.26           | 394.26 (11%)           |
| 22               | Hall Hire (Rent)              |          |        |          | 500.00           | 396.00           | 104.00           | 104.00 (20%)           |
| 35               | General Reserve               |          |        |          | 6,695.00         | 1,952.35         | 4,742.65         | 4,742.65 (70%)         |
| 39               | Environmental                 |          |        |          | 10,000.00        | 189.71           | 9,810.29         | 9,810.29 (98%)         |
| <b>SUB TOTAL</b> |                               |          |        |          | <b>66,331.00</b> | <b>25,369.88</b> | <b>40,961.12</b> | <b>40,961.12 (61%)</b> |

**Income**

| Code             | Title             | Receipts |                  |                  | Payments         |        |                  | Net Position            |
|------------------|-------------------|----------|------------------|------------------|------------------|--------|------------------|-------------------------|
|                  |                   | Budgeted | Actual           | Variance         | Budgeted         | Actual | Variance         | +/- Under/over spend    |
| 24               | Precept           |          | 47,500.00        | 47,500.00        | 47,500.00        |        | 47,500.00        | 95,000.00 (200%)        |
| 25               | Vat Recovered     |          | 1,227.89         | 1,227.89         |                  |        |                  | 1,227.89 (N/A)          |
| 40               | Budget Adjustment |          | 1,409.13         | 1,409.13         |                  |        |                  | 1,409.13 (N/A)          |
| <b>SUB TOTAL</b> |                   |          | <b>50,137.02</b> | <b>50,137.02</b> | <b>47,500.00</b> |        | <b>47,500.00</b> | <b>97,637.02 (205%)</b> |

**Summary**

|                    |                  |                  |                   |                  |                  |                          |
|--------------------|------------------|------------------|-------------------|------------------|------------------|--------------------------|
| <b>NET TOTAL</b>   | <b>50,137.02</b> | <b>50,137.02</b> | <b>113,831.00</b> | <b>25,369.88</b> | <b>88,461.12</b> | <b>138,598.14 (121%)</b> |
| <b>V.A.T.</b>      | <b>257.62</b>    |                  |                   | <b>1,783.23</b>  |                  |                          |
| <b>GROSS TOTAL</b> | <b>50,394.64</b> |                  |                   | <b>27,153.11</b> |                  |                          |



*Please ask for: Melissa Webster Extn: 0151 511 6526 Quoting 22/00563/TEL*

Date: 03.11.2022

Dear Sir/Madam,

**TOWN AND COUNTRY PLANNING ACT 1990**

Application Number: 22/00563/TEL

Prior notification for installation of 24 no. 9, 10 and 11 metre light(L)/medium(M) wooden poles to provide broadband service lines on land (as shown in the accompanying plans) in the vicinity of 15, 22, 47, 54, 93, Arklow Drive, 9 Aran Close, 2 Bandon Close, 2 Carlow Close, 6 Cocklade Lane, 2, 16, Greenore Drive, 1, 16 Kildare Close, 5 Ladypool, 8, 18 Langford, 14, 17, 36 Malin Close, 9, 12, 16 Pheasant Field, Elm Cottage, Ramsbrook Lane, 2 Wexford Avenue, all Hale Village Multiple Addresses In Hale Village

The Council has received the above planning application and would welcome any comments you may wish to make. Should you wish to make any comments on the proposed development, would you please reply by e-mail to [dev.control@halton.gov.uk](mailto:dev.control@halton.gov.uk) within 14 days of the date of this letter. The plans and supporting information can be viewed at :

<https://webapp.halton.gov.uk/planningAPPS/showCaseData.asp?CaseNo=22/00563/TEL>

Should we not hear from you within 14 days we will presume you have no comments to make on the application.

Yours faithfully



Andrew Plant  
Divisional Manager - Planning & Development

**It's all happening IN HALTON**

99+

Compose

Mail

**Inbox** 1,223

Chat

Starred

Spaces

Snoozed

Sent

Meet

Drafts

More

Labels

Luke

**PARISH COUNCIL** 35

Kind Regards

*Brian Hargreaves*

*Proper Officer*

*Hale Parish Council*

*07803611222*

On Tue, 8 Nov 2022 at 16:18, Charli George <charli@factco.co.uk> wrote:

Hi Brian,

I hope this email finds you well.

Thank you for getting in touch. There hasn't been a change of heart, as explained to all prior to beginning the project where possible, this would always be our first choice when building a network and connecting residents. However, unfortunately digging up every road and each resident's driveway was not feasible.

The last thing we want to do is upset the community. We fully appreciate poles may not be to everyone's satisfaction and others grateful they're being connected to full fibre, with access to the opportunities it will bring. We can assure you that FACTCO has reviewed all possible alternatives and in this situation we will build in Hale Village.

Councillor Mike Wharton, leader of Halton BC has spoken with our Managing Director here at FACTCO regarding necessary information.

Kind regards

Charli



**DM PAYROLL SERVICES LTD** 7 New Road  
Far Forest  
Kidderminster  
Worcestershire  
DY14 9TQ

Tel: 01299 269188  
Mobile: 07967 857397  
Email: [diane@dmpayrollservices.co.uk](mailto:diane@dmpayrollservices.co.uk)  
[www.dmpayrollservices.co.uk](http://www.dmpayrollservices.co.uk)

12<sup>th</sup> October 2022

Hale Parish Council  
69 Crocklade Lane  
Hale Village  
L24 4BD

Dear Brian

### **Payroll Services Contract**

This engagement letter sets out the terms and conditions forming the contract to provide payroll services.

The payroll will be processed in time for the payment date as advised on your PAYE information form. I will create a payslip and payroll reports which will be accessible via your own secure log in. I will complete and submit the required online RTI reports to HMRC, including the monthly nil returns if no payments are made to employees.

You will be responsible for ensuring I am advised of any changes, e.g. tax code, hours worked, rate paid, to ensure the payroll is accurate. I will automatically run the payroll one week before your scheduled pay date and therefore any changes should be advised before this date. If changes are persistently requested after the payroll has been run, then I reserve the right to make an additional charge.

Any pension contributions will be calculated as part of the payroll and is included within the payroll service cost. A software generated pension report will be provided as per the service. You will be responsible for completing pension returns/uploading pension data to the pension provider.

The parish council will be responsible for making payments to employees, HMRC, pension and any other deductions.

### **Fee**

The offer of payroll services is based on up to 4 employees and the fee is £156 a year. The fee will be reviewed from time to time and the council will be notified of any intention to increase the fee at least 3 months before the increase date.

Payment for the payroll services will be made on receipt of an invoice and will be payable within 30 days of the invoice date. I reserve the right to charge an administration fee of £10.00 for unreasonably late payment.



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Registered company number 10880898

### **Termination of contract**

The contract can be terminated by either party with one calendar month's notice.

### **File destruction**

I am registered with the Information Commissioner's Office for handling of data.

Whilst certain documents may legally belong to you, unless you tell me not to, I intend to destroy correspondence and other papers that I store which are more than seven years old, other than documents which I think may be of continuing significance. If you require the retention of any document, you must notify me of that fact in writing.

If this contract ends, information relating to the payroll will be destroyed at the end of the financial year of when the contract ends.

### **Ethical guidelines**

I will observe the ethical guidelines of the Association of Accounting Technicians and accept instructions to act for you on the basis that we will act in accordance with those guidelines. A copy of these guidelines will be supplied to you on request. My AAT licence does not allow for the undertaking of investment work or giving pensions advice.

### **Customer service**

I am committed to providing a high standard of customer service. If you have any ideas as to how the service to you could be improved, or if you are dissatisfied with the service you are receiving, please let us know. In the event that you have a complaint, I will look into this carefully and promptly and do all I can to explain the position to you or address your concerns. If you are still not satisfied you may of course make a complaint to the Association of Accounting Technicians. Arrangements are in place for continuity in practice.

### **Third parties**

All accounts, statements and reports prepared by me are for your exclusive use within your business or to meet specific statutory responsibilities. They should not be shown to any other party without my prior consent.

No third party shall acquire any rights pursuant to our agreement to provide professional services.

### **Applicable law**

This engagement letter is governed by, and construed in accordance with, English law. The Courts of England will have exclusive jurisdiction in relation to any claim, dispute or difference concerning this engagement letter and any matter arising from it. Each party irrevocably waives any right it may have to object to any action being brought in those courts, to claim that the action has been brought in an inappropriate forum, or to claim that those courts do not have jurisdiction.

### **Disclaimer**

I will not be liable for any loss suffered by you or any third party as a result of our compliance with the Anti Money Laundering Legislation or any UK law or at all.

Please note the responsibility for the detection of irregularities and fraud rests with the council and that this would normally be outside the scope of the engagement.

### **Agreement of terms**

Once agreed, this letter will remain effective from the date of signature until it is replaced. Either party may vary or terminate our authority to act on your behalf at any time without penalty. Notice of termination must be given in writing.





## DM PAYROLL SERVICES LTD

7 New Road  
Far Forest  
Kidderminster  
Worcestershire  
DY14 9TQ

Tel: 01299 269188

Mobile: 07967 857397

Email: [diane@dmpayrollservices.co.uk](mailto:diane@dmpayrollservices.co.uk)  
[www.dmpayrollservices.co.uk](http://www.dmpayrollservices.co.uk)

### **Privacy Policy**

Your personal information is being processed by DM Payroll Services Ltd. We are devoted to managing personal information in line with current legislation and best practice, this includes the General Data Protection Regulation (GDPR) which was active from May 25<sup>th</sup>, 2018. Whenever you provide personal information, we will treat information in accordance with our privacy policy.

### **Description of processing**

The following is a broad description of the way this organisation processes personal information:

### **Reasons/purposes for processing information**

We process personal information to enable us to provide accounting, auditing and related services, to maintain our own accounts and records.

### **Type/classes of information processed.**

We process information relating to the above reasons/purposes. This information may include:

- Personal details
- Financial details
- Employment details

We also process sensitive classes of information that may include:

- Date of birth
- National Insurance Number

### **Who the information is processed about**

We process personal information about customers and employees.

### **Who the information may be shared with**

We sometimes need to share the personal information we process with the individual themselves and other organisations. Where this is necessary, we are required to comply with all aspects of the Data Protection Act (DPA). What follows is a description of the types of organisations we may need to share some of the personal information we process with for one or more reasons. Where necessary or required we share information with:

- central government- HMRC
- financial organisations- Pension providers
- ombudsmen and regulatory authorities- if necessary
- credit reference and debt collection agencies- Courts or department of work and pensions.



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## Personal information security

We have in place security measures, rules and technical measures to specifically protect your personal data from unauthorised or improper use, and from accidental loss. We are only responsible for the security of your data once it has been received, i.e. we are not responsible if it is lost in the post.

## Access to Personal Information

If you wish, you can obtain a copy of any personal information we have about you by sending your request to [daine@dmpayrollservices.co.uk](mailto:daine@dmpayrollservices.co.uk). We will provide you, at no charge, an electronic copy of all the personal data that we have regarding you within 30 days; although we shall require proof of your identity.

### Retention Policy

|                          |   |  |
|--------------------------|---|--|
| Retention Period         |   |  |
| Existing clients         | Electronic and paper copy                             | Employee pay history: Review 3 years from the end of the financial year to which they relate.<br>Payroll sheets: Review 3 years from the end of the financial year to which they relate. |
| Previous clients         |   | Destroyed after the end of the current financial year.   |
| Authority:               | DM Payroll Services                                   |  |
| Information Asset Owner: | Director  |  |
| Location Held:           | Laptops and safe                                      |  |
| Permanent Preservation:  | No  |  |
| References:              | Information Commissioners Office: Retention Schedule. |  |
| Sensitive Personal Data: | Yes   |  |

### Rights of Data Subjects

|  |   |
|--|---|
| <b>The right to be informed</b>                | Data subjects should be clear about what, why and in what way, Personal Identifiable Information (PII) will be processed. |
| <b>The right of access</b>                     | Data subjects have the right to learn what PII is held on them by whom and why  |
| <b>The right of rectification</b>              | Data subjects can request corrections to their PII  |
| <b>The right to erase</b>                      | Data subjects can request to be forgotten   |
| <b>The right to restrict processing</b>        | Data subjects can ask organisation to stop processing their PII   |
| <b>The right to data portability</b>           | Data subjects can ask for their PII in machine readable format or to have it sent to another organisation                 |
| <b>The right to object</b>                     | Data subjects can object to organisation processing their PII   |
| <b>Automated decision making and profiling</b> | Protection against targeted marketing and decision making   |

If you wish to require more information regarding rights, you can do this by consulting the Information Commissioners Office (ICO) website or contact our Data Protection Officer for more specific enquires at [peter@dmpayrollservices.co.uk](mailto:peter@dmpayrollservices.co.uk).

Would you please confirm your agreement to the terms set out in this letter by signing and returning the enclosed copy? If anything is unclear to you or you require any further information please let me know.



# DM PAYROLL SERVICES LTD

7 New Road  
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[www.dmpayrollservices.co.uk](http://www.dmpayrollservices.co.uk)

I confirm I am a qualified Accounting Technician and Payroll Administrator, licenced and regulated by the Association of Accounting Technicians. I hold Professional Indemnity insurance with Trafalgar Insurance.

Please confirm acceptance of this contract by signing and returning the slip below.

Yours sincerely

## Diane Malley

Diane Malley

I/We\* confirm that I/we\* have read and understood the contents of this letter and agree that it accurately reflects the services that I/we\* have instructed you to provide.

Signed ..... Print Name .....

on behalf of ..... ( Name of Employer )

Dated .....

I/We\* confirm that I/we\* have read, understood the Privacy Policy and agree to DM Payroll Services Ltd using personal data for the purpose of processing payroll and associated responsibilities.

Signed ..... Dated .....



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Registered company number 10880898



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



## **Personnel Committee - Terms of Reference** **Adopted by Hale Parish Council on 12<sup>th</sup> May 2022 and amended on** **17th October 2022 Agenda Item 21**

### **1. Objective**

This Committee is constituted in order to fulfil the obligations of Hale Parish Council as an employer.

### **2. Membership**

Membership shall consist of five members, elected annually along with the Chairman and Vice Chairman of Hale Parish Council who may sit on any Committee in an ex-officio capacity.

The Chairman and Vice Chairman of the Personnel Committee shall be elected by the membership.

A quorum shall consist of three members.

All members must receive human resources training and must ensure compliance with applicable employment law.

### **3. Areas of Responsibility**

The Personnel Committee has the authority delegated in sub paragraphs *i) to Hi)* set out below.

- i) To review the Council's policies in respect of human resources and provide recommendations to the Council;
- ii) Appoint an independent third party to assist with any grievance and/or disciplinary proceedings;
- iii) To undertake recruitment, when directed by the Council, to fill any vacancies that may arise
- iv) To ensure that appraisals are undertaken for all employees at least annually, based upon job description

### **5. Meetings**

The Proper Officer may call Personnel Committee meetings when necessary.

The Chairman, or two other members, of the Personnel Committee may also call meetings of the Personnel Committee.

All meetings of the Personnel Committee will be minuted.

### **6. Review**

The terms of reference of the Personnel Committee are to be reviewed annually.