



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



DATED THIS FIFTEENTH DAY OF JANUARY 2025
MEMBERS OF HALE PARISH COUNCIL ARE HEREBY SUMMONED
TO ATTEND THE ORDINARY MEETING OF HALE PARISH COUNCIL
ON THE TWENTIETH DAY OF JANUARY 2024 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. **Welcome – To New Parish Councillor Andrea Hutchinson**
4. **Public Participation** – A period of public participation as set out in the “Note to Public” above.
5. **Minutes** –
 - i. To approve the Minutes of the Ordinary Meeting of Hale Parish Council on 18th November 2024 as a true and accurate record
6. **Accounts** - To receive the reconciled bank statement and summary of receipts & payments 12TH November 2024 – 31st December 2024 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. **Well Being Hub letter** – To hear a presentation from Shirley Bingham regarding support for a wellbeing Hub in the Village Hall and to agree a course of action
9. **Policies** - To review the two Policies below following an update by the Policies working group prior to this meeting.

Parish Council Policy documents reviewed for approval:-

- i. **Combined Equality & Diversity Policy**
 - ii. **Public Complaints Procedure**
10. **Anonymous Parking Complaint** - To review the recently received anonymous complaint and agree a course of action

It is proposed that the Formation of a Parking Working Group should be arranged

Description:

To address the growing parking challenges in the village, it is proposed to form a working group tasked with identifying opportunities to improve parking availability. These challenges affect both residents and visitors and are expected to worsen due to the following:

- The planned development of additional properties on Town Lane.
- Increased trade and footfall as local shops continue to grow in popularity.
- Continued popularity as a tourist destination.

Proposed Objectives of the Working Group:

- Assess Current Parking Needs:** evaluate the existing parking capacity and identify pressure points within the village
- Engage Stakeholders:** collaborate with residents, business owners, and developers to gather input and suggestions.
- Explore Solutions:** consider short-term and long-term options such as improved signage, shared parking arrangements, or the creation of new parking spaces.
- Funding Opportunities:** investigate potential grants or funding to support any proposed parking improvements.
- Report Findings:** provide recommendations to the Parish Council for further discussion and action.

Decision Required:

Approval to establish the working group, determine its membership, and set an initial timeline for its first report.

This initiative aims to proactively address parking issues to ensure the village remains accessible and welcoming for all.

11. Re: Town & Parish Councils & VE Day 80 – 8th May 2025

The Parish Council has received this information regarding plans for celebrating the 80th anniversary of VE Day, taking place on 8th May 2025, from the National Association of Local Councils.

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.

It is hoped that Hale Parish Council will take part in one or more of the activities planned, using the occasion to pay tribute to those that gave so much from within our local community, to ensure the freedom we all enjoy today.

Participating Councils and organisations are being asked to register their involvement as soon as possible by completing the Registration Form on the VE Day 80 website.

12. Civic Service Arrangements – To propose a date for the Annual Civic Service at St Mary’s Church in Hale and to arrange for a member to take the lead in contacting prospective attendees and the new Vicar to arrange the same

13. Guildswomen – To receive any nominations from the Guildswomen working group for individuals to be considered to receive the honour of “Guildswoman”



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 14th October 2024 – 12th 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 23rd 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** – 20th January 2025 at 8.00pm

The Chair Closed the Meeting at 10.15pm

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	
1	02/04/2024		Precept	Halton Borough C	58,846.50	90,772.70	02/04/2024
1	02/04/2024		Insurance	Hiscox	-284.11	90,488.59	02/04/2024
2	04/04/2024		Village Hall Support	Hale Parish Counc	-31,000.00	59,488.59	04/04/2024
3	08/04/2024		Google Invoice	Google Ireland Ltd	-15.41	59,473.18	08/04/2024
2	17/04/2024		Vat Refund	VAT Refund	1,182.70	60,655.88	17/04/2024
4	23/04/2024		Maintenance	Lucas Electrical	-202.00	60,453.88	23/04/2024
5	25/04/2024		Subscription	Chalc	-570.76	59,883.12	25/04/2024
6	25/04/2024		Salary	Hale Parish Counc	-1,087.60	58,795.52	25/04/2024
7	25/04/2024		Expenses	Clerk Expenses	-10.00	58,785.52	25/04/2024
8	25/04/2024		Salary	Clerk Salary	-315.84	58,469.68	25/04/2024
9	01/05/2024		Insurance	Hiscox	-284.11	58,185.57	01/05/2024
10	03/05/2024		Payroll & Scribe	Scribe (Starboard	-414.72	57,770.85	03/05/2024
11	08/05/2024		Google Invoice	Google Ireland Ltd	-18.00	57,752.85	08/05/2024
12	29/05/2024		HMRC	Hale PC	-315.80	57,437.05	29/05/2024
13	29/05/2024		Salary	Hale PC	-1,087.40	56,349.65	29/05/2024
14	29/05/2024		Expenses	Hale PC	-10.00	56,339.65	29/05/2024
15	03/06/2024		Insurance	Hiscox	-284.11	56,055.54	03/06/2024
16	07/06/2024		Google Invoice	Google Ireland Ltd	-18.00	56,037.54	07/06/2024
17	21/06/2024		Carnival Display		-196.00	55,841.54	21/06/2024
18	21/06/2024		Electrical Repair - War Memorial	Lucas Electrical	-120.00	55,721.54	21/06/2024
19	21/06/2024		Internal Audit	JDH Business Ser	-712.80	55,008.74	21/06/2024
20	21/06/2024		Accreditation	Living Wage Foun	-82.80	54,925.94	21/06/2024
21	28/06/2024		Clerk	UK Pos	-123.87	54,802.07	28/06/2024
22	28/06/2024		Accreditation	Cheshire Commur	-50.00	54,752.07	28/06/2024
23	28/06/2024		Expenses	Hale Parish Counc	-40.60	54,711.47	28/06/2024
24	28/06/2024		HMRC	Hale Parish Counc	-315.80	54,395.67	28/06/2024
25	28/06/2024		Salary	Hale Parish Counc	-1,087.40	53,308.27	28/06/2024
26	30/06/2024		Bank Charges	Unity Bank	-18.00	53,290.27	30/06/2024
27	01/07/2024		Insurance	Hiscox	-284.11	53,006.16	01/07/2024
28	05/07/2024		Google Invoice	Google Ireland Ltd	-18.00	52,988.16	05/07/2024
29	25/07/2024		Remembrance Day Wreath	Royal British Legic	-25.00	52,963.16	25/07/2024
30	25/07/2024		Salary	Hale Parish Counc	-291.48	52,671.68	25/07/2024
31	25/07/2024		Salary	Hale Parish Counc	-1,139.48	51,532.20	25/07/2024
32	25/07/2024		Salary	Hale Parish Counc	-257.40	51,274.80	25/07/2024
33	25/07/2024		Expenses	Hale Parish Counc	-10.00	51,264.80	25/07/2024
34	25/07/2024		Salary	Hale Parish Counc	-854.32	50,410.48	25/07/2024
35	01/08/2024		Insurance	Hiscox	-284.11	50,126.37	01/08/2024
36	07/08/2024		Google Invoice	Google Ireland Ltd	-18.00	50,108.37	07/08/2024
37	23/08/2024		Room Hire	Hale Village Hall	-180.00	49,928.37	23/08/2024
38	23/08/2024		Payroll & Scribe	DM Payroll Servic	-168.00	49,760.37	23/08/2024
39	28/08/2024		Salary	Hale Parish Counc	-1,029.13	48,731.24	28/08/2024
40	28/08/2024		Salary	Salary	-374.07	48,357.17	28/08/2024
41	28/08/2024		Expenses	Hale Parish Counc	-10.00	48,347.17	28/08/2024
42	30/08/2024		Insurance	Hiscox	-284.11	48,063.06	30/08/2024
43	06/09/2024		Internet/Website	Google Ireland Ltd	-45.86	48,017.20	06/09/2024
44	30/09/2024		Salary	Salary	-72.87	47,944.33	30/09/2024
45	30/09/2024		Maintenance	Risk Support Serv	-319.27	47,625.06	30/09/2024
46	30/09/2024		Printing	Printstat Ltd	-318.00	47,307.06	30/09/2024
47	30/09/2024		Repayment	SLCC	-188.00	47,119.06	30/09/2024
48	30/09/2024		Salary	Salary	-374.07	46,744.99	30/09/2024
49	30/09/2024		Salary	Salary	-1,029.13	45,715.86	30/09/2024
50	30/09/2024		Expenses	Hale Parish Counc	-10.00	45,705.86	30/09/2024
51	30/09/2024		Salary	Salary	-284.87	45,420.99	30/09/2024
52	30/09/2024		Bank Charges	Unity Bank	-18.00	45,402.99	30/09/2024

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	
53	01/10/2024		Insurance	Hiscox	-284.11	45,118.88	01/10/2024
54	07/10/2024		Internet Website	Google Ireland Ltd	-54.00	45,064.88	07/10/2024
55	11/10/2024		Room Hire	Hale Village Hall	-50.00	45,014.88	11/10/2024
56	11/10/2024		Repayment	Halloween	-60.00	44,954.88	11/10/2024
57	11/10/2024		SLCC Conference	SLCC	-234.00	44,720.88	11/10/2024
58	11/10/2024		SLCC Training	SLCC	-35.00	44,685.88	11/10/2024
59	11/10/2024		External Audit	PKF Accountants	-252.00	44,433.88	11/10/2024
60	11/10/2024		Park Workers Lunch	Repayment	-72.92	44,360.96	11/10/2024
61	11/10/2024		DBS Accreditation Repayment	Hale PC	-18.00	44,342.96	11/10/2024
62	11/10/2024		Banquet Roll Halloween	Amazon	-44.12	44,298.84	11/10/2024
95	11/10/2024		Park Workers Lunch	Home Bargains	-4.50	44,294.34	11/10/2024
80	15/10/2024		DBS Accreditation Repayment	Hale Parish Council	-18.00	44,276.34	15/10/2024
63	29/10/2024		Postage	Post Office Ltd	-3.35	44,272.99	29/10/2024
64	29/10/2024		Halloween Goods	Batleys Cash & Co	-151.31	44,121.68	29/10/2024
65	29/10/2024		Remembrance Day Wreath	Royal British Legic	-99.90	44,021.78	29/10/2024
66	29/10/2024		Halloween Goods	Pat Lewis	-34.50	43,987.28	29/10/2024
67	29/10/2024		Salary	Hale Parish Council	-3,767.71	40,219.57	29/10/2024
68	29/10/2024		Internet Website	Freethought Intern	-120.00	40,099.57	29/10/2024
69	29/10/2024		Salary	Hale Parish Council	-7,877.49	32,222.08	29/10/2024
70	29/10/2024		Room Hire	Hale Village Hall	-48.00	32,174.08	29/10/2024
71	29/10/2024		Stationery	Viking Direct	-56.00	32,118.08	29/10/2024
72	31/10/2024		Halloween Goods	Halloween	-50.00	32,068.08	31/10/2024
73	31/10/2024		Halloween Goods	Costco	-121.23	31,946.85	31/10/2024
74	31/10/2024		Internet Website	Freethought Intern	-120.00	31,826.85	31/10/2024
75	31/10/2024		Bank Charges	Unity Bank	-5.40	31,821.45	31/10/2024
76	01/11/2024		Insurance	Hiscox	-284.11	31,537.34	01/11/2024
77	01/11/2024		Salary	Salary	-72.87	31,464.47	01/11/2024
78	01/11/2024		Salary	Salary	-284.87	31,179.60	01/11/2024
79	07/11/2024		Google Invoice	Google Ireland Ltd	-54.00	31,125.60	07/11/2024
81	27/11/2024		Crib Donation	Hale Parish Council	-100.00	31,025.60	27/11/2024
82	27/11/2024		Remembrance Day Room Hire	Hale Parish Council	-25.00	31,000.60	27/11/2024
83	27/11/2024		Remembrance Day Catering	Hale Parish Council	-7.53	30,993.07	27/11/2024
84	27/11/2024		Remembrance Day Wreath	Hale Parish Council	-27.50	30,965.57	27/11/2024
85	28/11/2024		DBS Accreditation Repayment	M Roberts	-18.00	30,947.57	28/11/2024
86	28/11/2024		Expenses	Hale Parish Council	-10.00	30,937.57	28/11/2024
87	28/11/2024		Salary	Hale Parish Council	-1,029.13	29,908.44	28/11/2024
88	28/11/2024		Insurance	Butterworth Speng	-2,421.84	27,486.60	28/11/2024
89	29/11/2024		C of E Bike Shed Donation	Hale Parish Council	-100.00	27,386.60	29/11/2024
90	29/11/2024		Pumpkin Purchase	As da	-22.80	27,363.80	29/11/2024
91	29/11/2024		Employer Pension	Hale Parish Council	-284.87	27,078.93	29/11/2024
92	29/11/2024			Hale Parish Council	-72.87	27,006.06	29/11/2024
93	29/11/2024		HMRC	Clerk Salary	-374.07	26,631.99	29/11/2024
94	30/11/2024		Bank Charges	Unity Bank	-6.00	26,625.99	30/11/2024
3	04/12/2024		Donation	Knight Hill Ltd (Ho	250.00	26,875.99	04/12/2024
96	06/12/2024		Google Invoice	Google Ireland Ltd	-45.00	26,830.99	06/12/2024
97	09/12/2024		Support	Risk Support Serv	-319.27	26,511.72	09/12/2024
98	09/12/2024		Christmas Party Goods	Batleys Cash & Co	-214.53	26,297.19	09/12/2024
99	09/12/2024		Christmas Party Goods	As da	-325.00	25,972.19	09/12/2024
100	09/12/2024		Christmas Party Goods	B & Q	-10.22	25,961.97	09/12/2024
101	09/12/2024		Support	Risk Support Serv	319.27	26,281.24	09/12/2024
102	20/12/2024		Support	Worknest	-372.50	25,908.74	20/12/2024
103	20/12/2024		Support	Worknest	-372.50	25,536.24	20/12/2024
104	23/12/2024		Salary	Hale Parish Council	-2,656.37	22,879.87	23/12/2024
105	23/12/2024		Employee Pension	Clerk Salary	-72.87	22,807.00	23/12/2024

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	22,522.13	23/12/2024
107	24/12/2024		HMRC	Hale Parish Council	-1,167.19	21,354.94	24/12/2024
108	31/12/2024		Bank Charges	Unity Bank	-6.00	21,348.94	31/12/2024
			CLOSING BALANCE			21,348.94	
				Bank statement should show		£21,348.94	

Hale Parish Council

Current T1

60-83-01 • 20415507

Balance

£ 20,605.45

Available

£ 20,605.45

Balances are correct as of 10:00 on 15 Jan 2025.

↓ Date	Description	Paid In	Paid out	Balance
31/12/24	Service Charge		-6.00	21,339.94
24/12/24	B/P to: HMRC • 120PA00288525 1806		-1,167.19	21,345.94
23/12/24	B/P to: Employer Pension • HALE PC 00296		-284.87	22,513.13
23/12/24	B/P to: Employee Pension • HALE PC 00296		-72.87	22,798.00
23/12/24	SALARY		-2,656.37	22,870.87
20/12/24	Direct Debit (PREMIUM CREDIT LTD) • 04AEZF6124/010/102		-372.50	25,527.24
20/12/24	Direct Debit (PREMIUM CREDIT LTD) • 04AEZF6124/010/101		-372.50	25,899.74
09/12/24	REJ B.P: RISK SUPPORT SERV.	319.27		26,272.24
09/12/24	• BATLEYS XMAS PART		-214.53	25,952.97
09/12/24	• ASDA - SEL. BOX		-325.00	26,167.50
09/12/24	• XMAS - CABLE TIES		-10.22	26,492.50
09/12/24	B/P to: Risk Support Serv. • INV 2723		-319.27	26,502.72
06/12/24	Direct Debit (GOOGLE CLOUD EMEA) • 82385888GJDBK26YMV		-54.00	26,821.99
04/12/24	KNIGHT HILL LTD • DONATION	250.00		26,875.99
30/11/24	Service Charge		-6.00	26,625.99
29/11/24	B/P to: HMRC • 120PA00288525 1806		-374.07	26,631.99
29/11/24	B/P to: Employee Pension • HALE PC 00296		-72.87	27,006.06
29/11/24	B/P to: Employer Pension • PENSION		-284.87	27,078.93
29/11/24	• PUMPKINS JOE		-22.80	27,363.80

29/11/24	B/P to: Hale CE Primary Sc • HALE PC DONATION	-100.00	27,386.60
28/11/24	B/P to: Butterworth Speng. • INSURANCE	-2,421.84	27,486.60
28/11/24	• SALARY	-1,029.13	29,908.44
28/11/24	• TEL ALLOW.	-10.00	30,937.57
28/11/24	• DBS FEE	-18.00	30,947.57
27/11/24	B/P to: RBL POPPY APPEAL • REM SUNDAY	-27.50	30,965.57
27/11/24	B/P to: Hale Village Hall • ROOM HIRE REM DAY	-25.00	30,993.07
27/11/24	• REM BUSCUITS	-7.53	31,018.07
27/11/24	B/P to: Hale Village Hall • CRIB	-100.00	31,025.60



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



PUBLIC COMPLAINTS PROCEDURE
ADOPTED 21st October 2024

Any resident wishing to make a formal complaint against Hale Parish Council must contact The Clerk or Chairman with their complaint.

All correspondence must be sent through The Clerk who can be contacted by emailing clerk@haleparishcouncil.gov.uk or writing to The Clerk, Hale Parish Council, c/o Hale Village Hall, Hale Village, Halton L24 4AE

Please note that, in order for your complaint to be dealt with by Hale Parish Council, one of the following must apply.

- 1) You believe a Parish Councillor has acted unlawfully whilst conducting Parish Council business. This procedure does NOT cover complaints regarding Hale Village Hall or its operational affairs. Hale Parish Council recommends that complaints regarding Hale Village Hall should be directed to the Police by the complainant.**
- 2) You believe that Hale Parish Council has acted unlawfully whilst conducting its business. Any complaints must relate to procedural issues (e.g. Voting on non-agenda items) This procedure does not cover complaints from residents who disagree with a decision. In that instance, residents should voice concerns during public participation and before decisions are made.**
- 3) You have a complaint about a matter that Hale Parish Council is responsible for.**

Please note, due to the timings of Parish Council Meetings, your complaint may take up to 12 weeks to be dealt with by the Council. The full complaints procedure of Hale Parish Council can be found below. Assistance will be given to the claimant if necessary.

1. Introduction

- 1.1** This procedure covers routine complaints and those that could be described as habitual and vexatious. The majority of complaints generally fall under the first category and only occasionally move to the second option covered by paragraph 4 onwards.
- 1.2** Habitual or Vexatious complaints are defined here as unreasonable complaints, enquiries or outcomes that are repeatedly or obsessively pursued.
- 1.3** Some types of complaint will be handled outside this procedure: Financial irregularity will be handled by the Council's own auditor/Audit commission; Criminal activity by the Police; Member conduct by the Standards committee of the relevant principle authority; Employee conduct by internal disciplinary procedure.

2. Complaints procedures for Local Councils

- 2.1** Councils will handle complaints in full Council or nominate councillors who are authorised to deal with complaints but are not involved with the particular case.
- 2.2** If councillors should not take part in the proceedings. They will then be available to handle any appeal, if required
- 2.3** The Clerk will normally represent the Council through the proceedings but a nominated councilor may act instead

3. The Procedure

3.1. Before the Meeting

- The complainant will complain in writing to the clerk or to the chairman of the council. Assistance will be given to the claimant if necessary.
- The complainant will be advised when the matter will be considered and whether it will be treated confidentially or heard by a committee. A copy of this procedure will also be given to the complainant.
- The complainant will be invited to attend a meeting with a representative if wished.

- Not later than seven clear working days prior to the meeting, the complainant and the council will exchange copies of any documentation or other evidence to be relied on.

3.2. At the Council Meeting or Committee Meeting

- The chairman of the meeting will introduce everyone and explain the procedure.
- The complainant (or representative) will outline the grounds for complaint before any questions from the clerk and then from members if present.
- The clerk will explain the council's position before any questions from the complainant, and from members if present.
- The complainant and the clerk will then summarise their position; they then leave the room while members decide whether or not the grounds for the complaint have been made.
- If the decision is unlikely to be finalised on that day an estimated date will be given.

3.3. After the Meeting

- The decision will be confirmed in writing within seven working days together with details of any action to be taken.
- The result of the proceedings will be reported at the next council meeting after the appeal period has passed, ensuring that agreed confidential issues are appropriately respected.

3.4. Appeals

- Should the complainant not agree with the decision they will be entitled to appeal the decision within fourteen days of receipt of the result of the proceedings.
- The councillors nominated to handle the appeal will, within twenty-one days of receiving the appeal, examine the way in which the council dealt with the complaint.
- If procedures were correctly handled by the council then the appellant will be notified that the appeal has not been successful. If the complaint was not handled correctly it will be referred back for consideration as

at 3.2.

- The appellant will be notified of the result of the appeals process within fourteen days.
- Should any resident or residents be unhappy with a decision made by the Parish Council it is suggested that they lobby their councillors and put forward a notice for requisition of a prior resolution (provided there are enough members who support the motion). The Clerk can circulate such complaints to members for consideration, however if no members are willing to support relitigating the matter then the matter should go no further.

4. Habitual and Vexatious Complaints

- 4.1.** Councils will endeavour to deal with complaints in an efficient, equitable and effective manner.
- 4.2.** The council may have to initiate further action, if the complainant behaves in ways which can: impede the investigation of the complaint; have significant resource implications; hinder the complaints service for others; be offensive, abusive or threatening.

5. Aims of this Section

- 5.1.** The aim of the council is to manage each case properly, consistently, fairly and respectfully and ensure that the complaint, not the complainant, is the issue during any procedure and decision making.
- 5.2.** It is important to establish guidelines for identifying habitual or vexatious complainants and that any decisions made follow agreed guidelines and procedures.

6. Guidelines

- 6.1.** Councils will try to keep open the lines of communication with appropriate support e.g. clarifying the reason for the outcome; offering relevant support for a complainant with special needs; suggesting an independent representative to help present their case.
- 6.2.** Any action taken as a result of proven persistent and/or vexatious complaint will be proportionate to the degree of annoyance/aggravation caused.

7. Procedure

7.1. The possibility of there being an unreasonably persistent and/or vexatious complaint will be brought to the attention of the chairman or vice chairman to ensure that the complaint has been dealt with according to the council's complaints procedure.

7.2. The chairman or vice chairman will contact the complainant in an effort to resolve the situation.

7.3. In the case of a meeting, if there is a personality issue, the complainant may nominate another councilor who will be made aware of all the facts. A complainant may wish to bring a representative. The council will give appropriate support (e.g. special needs) to the complainant in choosing a representative etc.

7.4. The chairman/vice chairman will:

- Listen to the grievance/complaint
- Assure the complainant of confidentiality with personal details
- Carefully explain what action the council has taken within its remit to resolve the complaint
- Offer any relevant support about the complaints procedure to the Complainant
- Suggest complaint routes available if complaint is outside the council's remit
- Explain how the complainant's actions are of concern but are hampering the complaints procedure
- Explain what actions the council may take
- Seek an assurance that the persistent/unreasonable nature of complaint will be addressed

7.5. The outcome and relevant details of the meeting will be noted.

8. Decision

- 8.1.** If the complainant continues to behave in unreasonable and/or vexatious way, the chairman or vice chairman will seek the approval of the council to follow the policy and agree what action(s) to take, e.g. restrict or refuse any further contact.
- 8.2.** The complainant will be advised by letter from the clerk of this action, including any further actions the complainant may take with other bodies including their right to obtain independent advice.
- 8.3.** The council will record the decision and hold all relevant correspondence except all personal details about the complaint and the complainant, which will be stored appropriately in line with the Data Protection Act.
- 8.4.** The clerk will notify all councillors and members of staff as appropriate.
- 8.5.** Any new complaint from any person who has come under the policy must be treated on its merit.

9. Review

- 9.1.** The decision taken at Section 8 will be reviewed after 6 months. The complainant will be notified of the result if the decision to apply the policy has been reversed.

The Clerk has the ultimate authority to remove any material which the Council views to be derogatory, discriminatory, defamatory, offensive or which brings the Parish Council into disrepute.



HALE PARISH COUNCIL

OF THE HALTON BOROUGH IN THE COUNTY OF CHESHIRE



Equality and Diversity Policy **Adopted 27/2/2020**

Introduction

Hale Parish Council is an equal opportunities employer.

We are committed to equality of opportunity and to providing a service and following practices which are free from unfair and unlawful discrimination.

- i) The aim of this policy is to ensure that no applicant or member of staff receives less favourable treatment on the grounds of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, or is disadvantaged by conditions or requirements which cannot be shown to be relevant to performance. It seeks also to ensure that no person is victimised or subjected to any form of bullying or harassment.
- ii) We value people as individuals with diverse opinions, cultures, lifestyles and circumstances. All employees are covered by this policy and it applies to all areas of employment including recruitment, selection, training, deployment, career development, and promotion. These areas are monitored, and policies and practices are amended if necessary, to ensure that no unfair or unlawful discrimination, intentional, unintentional, direct or indirect, overt or latent exists.
- iii) All employees, workers or self-employed contractors whether part time, full time or temporary, will be treated fairly and with respect. Selection for employment, promotion, training, or any other benefit will be on the basis of aptitude and ability. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilised to maximise the efficiency of the Parish Council.
- iv) Equality of opportunity, valuing diversity and compliance with the law is to the benefit of all individuals in the Parish Council as it seeks to develop the skills and abilities of its people. The Parish Council is responsible for eliminating discrimination and providing equality of opportunity. Individuals at all levels have a responsibility to treat others with dignity and respect. The personal commitment of every employee to this policy and application of its principles are essential to eliminate discrimination and provide equality throughout the Parish Council.

2) Our Commitment as an Employer

- i) To create an environment in which individual differences and the contributions of our staff are recognised and valued.
- ii) Every employee, worker or self-employed contractor is entitled to a working environment that promotes dignity and respect to all. No form of intimidation, bullying or harassment will be tolerated.
- iii) Equality in the workplace is good management practice and makes sound business sense.

3) Our Commitment as a Service Provider

- i) We aim to provide services to which all clients are entitled regardless of age, disability. Gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation, offending past, caring responsibilities or social class.
- ii) We will make sure that our services are delivered equitably and meet the diverse needs of our service users and clients by assessing and meeting the diverse needs of our clients.
- iii) We have clear procedures that enable our clients, candidates for jobs and employees to raise a grievance or make a complaint if they feel they have been unfairly treated.
- iv) Breaches of our equality and diversity policy will be regarded as misconduct and could lead to disciplinary proceedings.

4) Equal Opportunity Policy Statements

AGE

We will:

- ensure that people of all ages are treated with respect and dignity;
- ensure that people of working age are given equal access to our employment, training, development and promotion opportunities; and
- challenge discriminatory assumptions about younger and older people.

DISABILITY

We will:

- provide any reasonable adjustments to ensure disabled people have access to our services and employment opportunities;

- challenge discriminatory assumptions about disabled people; and
- seek to continue to improve access to information wherever appropriate

RACE

We will:

- challenge racism wherever it occurs;
- respond swiftly and sensitively to racist incidents; and
- actively promote race equality in the Parish Council.

GENDER

We will:

- challenge discriminatory assumptions about women and men;
- take positive action to redress the negative effects of discrimination against women and men;
- offer equal access for women and men to representation, services, employment, training and pay and encourage other organisations to do the same; and
- provide support to prevent discrimination against transsexual people who have or who are about to undergo gender reassignment.

SEXUAL ORIENTATION

We will:

- ensure that we take account of the needs of lesbians and gay men; and
- promote positive images of lesbians, gay men and bisexuals.

RELIGION OR BELIEF

We will:

- ensure that employees' religion or beliefs and related observances are respected and accommodated wherever possible; and
- respect people's beliefs where the expression of those beliefs does not impinge on the legitimate rights of others.

PREGNANCY OR MATERNITY

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of pregnancy or maternity;

- challenge discriminatory assumptions about the pregnancy or maternity of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees' pregnancy or maternity.

MARRIAGE OR CIVIL PARTNERSHIP

We will:

- Ensure that people are treated with respect and dignity and that a positive image is promoted regardless of marriage or civil partnership;
- challenge discriminatory assumptions about the marriage or civil partnership of our employees; and
- ensure that no individual is disadvantaged and that we take account of the needs of our employees marriage or civil partnership.

EQUAL PAY

We will:

- ensure that all employees, male or female, have the right to the same contractual pay and benefits for carrying out the same work, work rated as equivalent work or work of equal value.

To whom it may concern

This is regarding cars parking and blocking both sides the pavement outside of the hall. After witnessing people having to walk in the road because the pavement is blocked and witnessing a lady pushing someone in a wheelchair and parents with children in prams again having to walk in the road this could be a potential hazard.

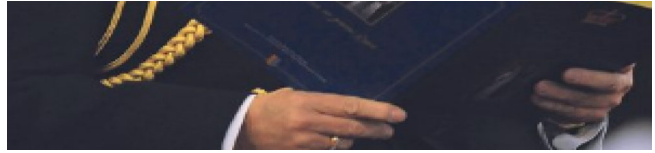
Speaking to neighbours they agreed and said it was becoming annoying and a hazard especially through the week and weekends, with the cars double parked on both sides of the pavement this is causing build ups off traffic trying to get through.



Introduction

Bruno Peek CVO OBE OPR, Pageantmaster





Bruno Peek CVO OBEOPR – Pageantmaster, provides insights into the arrangements for the upcoming VE Day 80th anniversary celebrations, and how local councils and others within their community can take part in this 'shared moment of celebration' on 8th May 2025.

VE Day 80 – 8th May 2025 – A Shared Moment of Celebration

Following on from the enormous success of D-Day 80 - 6th June 2024, in which we all commemorated the 80th Anniversary of the D-Day landings in Normandy, France, through the lighting of over one thousand beacons and five hundred lamp lights of peace throughout the United Kingdom, Channel Islands, Isle of Man and UK overseas territories that night, we are now focusing all our efforts on the celebration of the 80th Anniversary of VE Day which marked the end of the war in Europe and WWII as a whole on 8th May 1945, in a similar way.

On **Thursday 8th May 2025** we are encouraging the lighting of **Beacons** and **Lamp Lights of Peace** at **9.30pm**, the raising of a unique VE Day flag at **9am** and, where possible, holding parties of celebration throughout the day in the streets, gardens at home, churches, villages, town halls, pubs, clubs, hotels and all manner of locations throughout the United Kingdom, Channel Islands, Isle of Man and UK Overseas Territories.

Register your VE Day Event

Please Complete as Soon as Possible

So we can:

- Register your involvement
- Send your certificate
- Send you an outline of Press Release

Name (required)

First Name

Last Name

Email (required)

Your Country

Your County

City / Town / Parish / Community Council

Organisation Name

Public or Private Event

Select an option



Line

Raising a VE Day Flag? (9am)

- Yes
- No

Ringing of Cathedral or Church Bells? (6:30pm)

- Yes
- No

Name of Cathedral or Church

Lighting a Beacon? (9:30pm)

- Yes
- No

Lighting a Lamp Light of Peace? (9:30pm)

- Yes
- No

Singing 'I Vow To Thee My Country' (9:30pm)

- Yes
- No

Eating Fish & Chips? (All Day)

- Yes
- No

Baking a WI Celebration Cake (All Day)

- Yes
- No

SEND



DOWNLOAD THE GUIDE TO TAKING PART IN THIS EVENT

from 18th February 2025 - until 8th May 2025

Scotland and its Pipers lead the Nation in the 80 Day Countdown to VE Day 80

PIPE MAJOR LADY JANE MACRAE

PARTICIPATING PIPERS

On the 8th May 2025

9:00am

VE DAY 80 FLAG

12:00pm

PIPERS AND THE FOUR PEEKS

6:30pm

ASSOCIATION OF ENGLISH
CATHEDRALS

~~6:00pm~~
CATHEDRALS IN WALES

6:30pm
RINGING OUT IN CELEBRATION OF
PEACE

9:00pm
VE DAY 80 PROCLAMATION

9:30pm
BEACONS

9:30pm
VE DAY 80 TRIBUTE

All Day
FISH AND CHIPS

9:30pm

BRITISH PATRIOTIC HYMN "I VOW TO THEE MY COUNTRY"

9:30pm

NATIONAL ASSOCIATION OF CHOIRS LEAD THE NATION IN SINGING - I VOW TO THEE
MY COUNTRY

VE DAY 80 THEATRE SHOWS

VE DAY 80 THEATRE SHOWS
MESSAGE OF SUPPORT

FISH & CHIPS KEEPING THE NATION
FED

PIN BADGE

WI VE DAY CELEBRATION CAKE

THE ONLINE MEMORIAL AND
MUSEUM OF PRISONERS OF WAR

Lamplight of Peace (8th May 2025)

9:30pm

LAMPLIGHT OF PEACE

9:30pm

LIGHT A LAMPLIGHT OF PEACE FOR THE ANIMALS THAT
SERVED DURING WWII

9:30pm

AMBASSADORS

DOWNLOAD THE "I VOW THEE TO MY COUNTRY" MUSIC VIDEO HERE

I Vow to Thee My Country Music Video



In a shared celebration and remembrance of the 80th Anniversary of VE day, please do enjoy (and sing along with) this rendition of this famous hymn as played by the Massed Bands of HM Royal Marines.

Additional Ways to
Celebrate

VE Day 80 Street and Home Garden Parties (throughout the day)

Even though Thursday 8th May 2025 is not a public holiday, we encourage those with country parks and streets that can be closed, along with those that have gardens to hold street and garden parties decked in flags and bunting, dressing up in fancy dress or uniform, along with those communities that have town, village and community halls etc, to organise VE Day 80 parties within them, decorating them in a similar fun way.

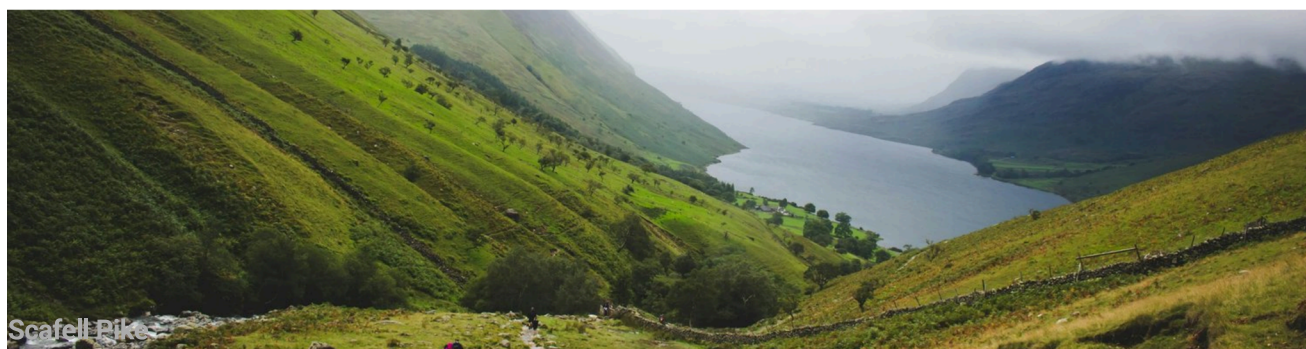


We also encourage care homes and children's homes, hospitals, schools, pubs, hotels and restaurants etc, to undertake similar events throughout the day in celebration of this important Anniversary. This would be a great,

and simple way for schools to take part, especially at lunch-time.

The Four Peaks - Mount Snowdon, Scafell Pike, Slieve Donard and Ben Nevis

Four Pipers will be playing 'Celebratum' from the top of the Four Peaks at 12 noon on 8th May which has been especially written for this historic occasion by by Stuart Liddell MBE. Piper Stuart Liddell MBE will be playing this tune at Inveraray Castle Balmoral, and Piper Lady Jane Macrae will also be undertaking it at 12 noon at Balmoral Castle that afternoon.





Top Tips

Invitations:

Extend an invitation to your HM Lord Lieutenant, Deputy Lord Lieutenant, local dignitary or VE Day veteran to light your beacon or lamp, **or more importantly**, a young person, as they are the future, and we need to encourage as many as we can to assist the world in promoting peace.

TV, Radio and Newsprint:

Make contact with your local, regional TV stations, radio and newsprint, informing them of your involvement in VE Day 80. We will be providing you with an overall press release outlining the overall plans for celebrating these important anniversary celebrations, enabling you to afix it to your plans.

Please remember to include your own contact details, enabling them to contact you direct.

Social Media:

Use the power of social media channels to promote your involvement in VE Day 80, and post your photographs of your beacon lighting and any other activities you will be taking part in during VE Day 80. **#VEDay80**

Advertising Opportunities for Your Support for VE Day 80

For all advertising enquiries supporting VE Day 80 please click the link below.

ADVERTISE HERE

Helping Sailors and Mariners now and always



**THE ROYAL NAVAL
BENEVOLENT TRUST**
SERVE A DAY, SUPPORTED FOR LIFE



PROUD TO SUPPORT OUR FORCES FAMILIES

GORDON'S SCHOOL

www.gordons.school



YEARS 7, 9 AND 12 BOARDING PLACES AVAILABLE



Students who attend the boarding school provision exceed their predicted outcomes and consistently reach, and further, their potential
OFSTED BOARDING INSPECTION REPORT 2019

BESPOKE RESIDENTIAL BOARDING HOUSE FOR YEAR 7 STUDENTS

BOARDING FROM UNDER £800 PER TERM WITH CEA

NON-SELECTIVE LOWER SCHOOL PRIORITY PLACES FOR FORCES

One Person Joins, but the Whole Family Serves

The Royal Navy and Royal Marines Charity is proudly at the heart of supporting our Royal Navy, Royal Marines and Royal Fleet Auxiliary personnel and their families; from World War Two veterans to the newest recruits.



For more information about what we do, please scan the QR code



One Navy. One Family. By Your Side.

rnmcc.org.uk



MERCHANT NAVY ASSOCIATION



Proud to have served

Help us support our comrades who fought to save us.

Find us at <https://mna.org.uk>
and click on Donations.

EX – SERVICES?

LOOKING FOR RETIREMENT ACCOMMODATION?

CESSA HA Ltd & Greenwich Hospital Sheltered Housing provide rented flats for people with a service connection aged 60+.

Our sheltered housing schemes are located in Portsmouth; Southsea; Fareham; Gosport; Greenwich, London & Saltash, Cornwall (2 locations naval-only).

Enquiries to: 02392 829319

www.cessaha.co.uk Please quote VEDAY80 when applying.



GREENWICH HOSPITAL
Supporting the Royal Navy since 1694

VE DAY



V E B A I ©

80TH ANNIVERSARY

A SHARED MOMENT OF CELEBRATION

8 M A Y 2 0 2 5