



MINUTES OF ORDINARY MEETING OF HALEBANK PARISH COUNCIL

MONDAY 1 SEPTEMBER 2025

Present:

Cllrs Terry Colquitt (Chair) (TC) John Anderton (Vice-Chair) JA Jayne Caslin (JC), Adam Harrison (AH), Rebecca Littler (RL)

Also in attendance: Clerk: Christine Southern (CS)

PCSO Marnick

7 Members of the public.

1. Welcome and Introduction

TC Welcomed everyone to the meeting

2. To receive and accept apologies for absence

None to report.

3. To agree to co-opt New Parish Councillor

It was noted that this item was added in error.

4. Declaration of Interests

No declaration of interests was received.

5. Minutes of previous meeting

To resolve to approve the minutes of the Ordinary Meeting on 7 July 2025.

Resolved that: The Minutes of the meeting held on 7 July 2025 be accepted as a true record.

6. Clerks Report

6.1

The clerk updated the meeting on action taken in respect of the noise and dust complaints regarding Seras Biomass. The Parish Council have received a copy of the Environment agency report from 7 May 2025. The report advised the company to take actions but does not give a time scale.

Residents of Sunningdale Park continue to report the noise and dust to Halton Borough Council and the Environment Agency.

Action

Clerk to request advice regarding legal action and contact local media regarding the issue. Clerk to continue to liaise with residents.

6.2

A request to remove the PC defibrillator has been received from the new owners of the Smithy, Halebank Road. There is work being carried out on the site and access is blocked to the equipment.

Resolved that; the Defibrillator be removed and transferred to the external wall outside 54 Halebank Road (Cllr Andertons property).

Action: JA to remove the equipment from the Smithy and install it on the external wall of 54 Halebank Road.

6.3

Iain Dignall (Public Right of Way Officer) has been contacted regarding the illegal landgrab off the PROW on Pickering Pasture.

Action: Clerk to chase Iain Dignall for a response.

7. Police Report

PC members agreed to move Ward Councillors Report to item 15 as no Ward councillors were in attendance and no report has been received.

A copy of the Police Report was distributed to the meeting. A discussion took place regarding items in the report. PCSO Marnick answered questions from those present.

Action

Police report to be added to Parish Council Website.

8. Finance

8.1 To approve accounts submitted for payments since last meeting on 7 July 2025.

Resolved that: The schedule of payments and accounts since the last meeting on 7 July 2025 be approved and accepted.

8.2 To agree and accept monthly Budget Report for August/September.

Resolved that: monthly Accounts and balance for August/September be approved, accepted and signed by members of the finance committee.

8.3 To discuss allocation of Community Improvement budget.

Resolved that: The discussion be deferred until meeting arranged with HBC in respect of 'Plans for Halebank'.

9. Public Forum

A discussion took place regarding the upcoming meeting on 3 September in respect of application 25/00346/REM. PC members took questions from the public.

10. Planning Applications

To consider planning application 25/00346/REM approval of reserved matters in respect of Hale Gate/Halebank Road development.

Resolved that: PC to take further advice regarding the above application.

11. Planning Updates

Matters discussed as part of items 9 and 10

12. Ditton Bridge

Matter to be discussed as part of item 13.

13. Community Meeting 3 September 2025 – 7:45pm in Halebank Youth Club.

A meeting has been arranged by the PC to inform residents of issues in respect of the planned development of Halebank/Hale Gate Road and Ditton Bridge JA advised those present of the matters for discussion.

14. Correspondence

To review any correspondence, receive since previous meeting.

14.1 A letter of resignation has been received from Cllr Bob Stokes. Cllr Stokes has been unable to attend meetings for several months due to work commitments.

Resolved that: Cllr Stokes resignation be accepted by the Parish Council.

Action: Clerk to notify HBC and Notice of Vacany to be published.

15. Police Report

PC agreed to transfer to item 7

16. Chairpersons Closing Comments

TC advised that prominent resident Flo Hurley had sadly passed away. A discussion took place and those in attendance agree that a memorial should be created for both Flo Hurley and Flo Woodward who had contributed greatly to the local community both in respect of their support of the Parish Council and the Youth Club.

Action: Clerk to enquire as to a suitable memorial.

17. To confirm proposed date and time of next meeting

The next full meeting will be held on Monday 6 October 2025 in Halebank Youth Club at 8:00pm

Signed

Date

8.1

Halebank Parish Council
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
49	01/09/2025		Current Account		Flowers for Planters	Royal British Legion	Z	25.00		25.00
45	15/09/2025		Current Account	826	Clerks HMRC	HMRC	Z	168.68		168.68
45	15/09/2025		Current Account	826	Clerks HMRC	HMRC	Z	140.55		140.55
43	27/09/2025	September 2025	Current Account		Clerks Salary	Christine Southern	Z	1,211.50		309.23 1,211.50
44	27/09/2025		Current Account		Professional Charges	M J Egan	Z	600.00		600.00
47	27/09/2025		Current Account	JULY,AUG,SEPT	Payroll Fees	PATA PAYROLL SERVICES	Z	37.35		37.35
48	27/09/2025		Current Account		Audit	PKF Littlejohn LLP (SBA)	S	210.00	42.00	252.00
Total								2,393.08	42.00	2,435.08

Prepared by: _____ Date: _____
 Name and Role

Approved by: _____ Date: _____
 Name and Role

Approved by: _____ Date: _____
 Name and Role

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BUDGET UPDATE 06 OCTOBER 2025

HALEBANK PARISH COUNCIL 2025/26	Allocated 2025/26	Reserve	Current Spend	Current Balance
PRECEPT	40,960.00			
Course Training Fees & CILCA Qualifications & First Aid	600.00			600.00
Clerk's Salary & HMRI Contributions (if req)	17,919.00		8,280.88	9,638.12
Employers NI Contributions	1,728.00		843.30	884.70
Insurance	850.00			850.00
Office Expenses	1,250.00		1,470.61	-220.61
Hire of Youth Club	250.00			250.00
Payroll Services	200.00		74.70	125.30
Annual Audit	535.00		502.00	33.00
Air Monitoring				0.00
Section 137 Payment	500.00			500.00
Donation to outside bodies	500.00		400.00	100.00
Membership of Outside Bodies	750.00		188.00	562.00
Legal/Planning Consultancy Fees	7,361.00	25,000.00	3,762.00	3,599.00
Village Improvement Contributions	8,017.00	3,622.00	99.79	7,917.21
Website Support	500.00			500.00
Parish Council Elections 2024		2,000.00		0.00
Christmas Celebrations				0.00
General Reserves		9,400.00		0.00
	40,960.00	40,022.00	15,621.28	25,338.72
			VAT Claim	556.75
			Int (Apr - Aug)	335.77
			Balance	26,231.24
Income 25/26				
B/F 24/25	40,022.00			£64,617.69
Precept 25/26	40,960.00			2,643.47
VAT Claim 24/25	£556.75			67,261.16
Bank Interest (April - Aug 25)	£335.77			1,261.92
Total	£81,874.52			65,999.24

Name
 Signed
 Name
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 Name
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 Name
 Signed
 Members of the finance committee present

Section 3 – External Auditor’s Report and Certificate 2024/25

In respect of **Halebank Parish Council – CH0089**

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2025; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2024/25

Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR has not been signed in accordance with the Accounts and Audit Regulations 2015. Section 2 was not signed by the Responsible Finance Officer before approval.

Other matters not affecting our opinion which we draw to the attention of the authority:

We note that the smaller authority did not comply with Regulation 15 of the Accounts and Audit Regulations 2015 as it failed to make proper provision during the year 2025/26 for the exercise of public rights, since the period for the exercise of public rights did not include the first 10 working days of July. As a result, the smaller authority must answer ‘No’ to Assertion 4 of the Annual Governance Statement for 2025/26 and ensure that it makes proper provision for the exercise of public rights during 2026/27.

In the completion of the Annual Internal Audit Report, and their detailed report, the internal auditor has drawn attention to weaknesses in relation to Internal Control Objective L in respect of documentation published on the website. The smaller authority must ensure that action is taken to address this area of weakness in a timely manner.

The smaller authority has confirmed that it has not complied with the governance Assertion in Section 1, Box 5 but it has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address weaknesses identified. This is consistent with the internal auditor’s response to internal control objective C.

Information has come to our attention indicating that the smaller authority has not published explanations for the ‘No’ responses given in respect of Assertions 5 on the Annual Governance Statement. Accordingly, the smaller authority must disclose this by responding ‘No’ to Assertion 3 of the Annual Governance Statement for 2025/26 and publish the reason for that ‘No’ response on its website when the 2025/26 AGAR is published.

3 External auditor certificate 2024/25

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2025.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

09/09/2025