

HALEBANK PARISH COUNCIL

ALWAYS PUTTING THE PEOPLE OF HALEBANK FIRST

Website: www.halebanksparishcouncil.gov.uk

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MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD

11 MAY 2026

PRESENT: Cllr Terry Colquitt (Chair)
Cllr John Anderton (Vice Chair)
Cllr Jayne Caslin
Cllr Rebecca Littler
Cllr Cliff McIlwraith

ALSO PRESENT: Christine Southern and 12 members of the public

1. Election of Chair and Acceptance of Office

Cllr Jayne Caslin nominated Cllr Terry Colquitt to be appointed Chair of the Parish Council. This was seconded by Cllr Cliff McIlwraith and unanimously agreed by the members.

Resolved that Councillor Terry Colquitt be appointed Chair of the Parish Council for the 2026/27 municipal year.

Action: that the Acceptance of Office form be signed in the presence of the meeting prior to further business being discussed.

2. Election of Vice-Chair and Acceptance of Office

Councillor Rebecca Littler Nominated Councillor John Anderton to be appointed Vice Chair of the Parish Council. This was seconded by Councillor Jayne Caslin and unanimously agreed by the members.

Resolved that Councillor John Anderton be appointed Vice- Chair of the Parish Council for the 26/27 municipal year.

Action: that the Acceptance of Office form be signed in the presence of the meeting prior to further business being discussed.

3. Apologies for absence

Apologies were received from Cllr Billy Knowles.

Resolved that: The absence of Cllr Knowles be noted and accepted.

- 4. Declaration of Interests** – Members are reminded of their responsibility to declare any personal or prejudicial interests.

Cllr Jayne Caslin declared an interest in item 12 in her capacity as Chair of Halebank Community Hub.

5. Governance

- 5.1 Councillors' Register of Interests:

Councillors were reminded to complete their declaration of interest previously distributed by the Clerk.

- 5.2 Standing Orders:

Resolved that the adoption of the Council Standing Orders be reaffirmed for the 26/7municipal year.

- 5.3 Code of Conduct

Resolved that: The Councillor's commitment to abide by the Model Councillor Code of Conduct be reaffirmed for the 26 /27 municipal year

- 5.4 Financial Regulations :

Resolved that: that the Financial Regulations be reaffirmed for the 26/27 municipal year.

- 5.5 Resolve to adopt the following Policies and Procedures:

- (I) Press and Media Policy
- (II) Grant Policy

Resolved that the policies and procedures above be adopted for the year 26/ 27 .

- 6. Public Participation** – Please note that anyone wishing to comment should raise their hand, wait for acknowledgment, and address the meeting through the Chair.

There was no requests received from members of the public.

7. Minutes

- 7.1 To resolve to approve the Minutes of the Full Council meeting held on 13 April 2026.

Resolved that the minutes of Parish Council Meeting held on 13 April 2026 be approved and accepted as a true record.

8. Finance

- 8.1 To approve the accounts submitted for payment since the meeting of 13 April 2026.

Resolved that: the schedule of payments and accounts since the meeting on 13 April accounts be approved and accepted.

- 8.2 To agree and accept the budget report for April/May 2026

Resolved that: Monthly accounts and balances for April/May 2026 be approved and accepted and signed by members of the finance committee present.

- 8.3 To resolve to appoint Jo O'Donohue as Internal Auditor for 26/27

Resolved that: Jo O'Donohue be appointed as internal auditor for 26/27

- 8.4 To note that the Annual Governance and Accountability Return (AGAR) be presented to the members at the Full Council Meeting on 8 June 2026.

Resolved that: The AGAR be presented for agreement on 8 June 2026.

- 8.5 To approve the Financial Risk Assessment for 26/27

Resolved that: the financial risk assessment for 26/27 be accepted

- 8.6 To note the following subscriptions:

CHALC – Cheshire Associations of Local Councils

SLCC – Society of Local Council Clerks

SCRIBE – Accounts Programme

ICO – Information Commission

HP SMART INK – Printer Ink Subscription

CANVA- Document Design Tool

Resolved that: the subscriptions noted be approved and accepted.

9. Committees

- 9.1 To consider and approve membership of the Councils committees for 26/27

Resolved that Committee Membership for 26 /27 be as follows:

Planning Committee – Cllrs John Anderton, William Knowles, and Jayne Caslin

Finance Committee – Cllrs Jayne Caslin, John Anderton, Terry Colquitt and Rebecca Littler.

Staffing Committee – Cllrs Jayne Caslin, John Anderton, and Terry Colquitt.

Community Events Committee

All members of the Parish Council with, as and when members of the public appointed.

Community Improvements Committee

Jayne Caslin, Billy Knowles and Rebecca Littler

10. Planning Updates and New Applications

10.1 **Application 26/00135/HSC – Hazardous substance consent at Univar Solutions Ltd.**

A discussion took place regarding plan for Univar to increase the amount of product stored on their Halebank site.

Resolved that: More information be requested from HBC regarding HSE involvement.

Action: JA to contact HBC

10.2 **Application 26/00073/COU - Proposed conversion of public house to form HMO and apartments at Mersey View Hotel 2 Mersey View Road, Halebank.**

10.3 **To confirm date and time for meeting with Cityheart (Developer Foundry Lane)**

JA consulted members on arrangements to meet with Cityheart at the Municipal building. Cllrs Littler, Caslin and Colquitt registered an interest in attending the meeting along with Cllr Anderton.

Action: That Tuesday 26 May at 5:30/6:00pm be put to Cityheart.

11. Planning Enforcement Updates since 13 April 2026

11.1 **Seras (Noise and Dust Complaints)**

RL gave an update to the meeting regarding the continuing action being taken in respect of the Seras complaint.

RL suggested that the council hire equipment to take vibration, noise and dust monitoring. Two quotes had been acquired and AcSoft were deemed to be the most cost effective at £2,100 (exc. VAT) for 4 weeks hire.

Resolved that: The Parish Council hire equipment to monitor air and noise pollution coming from the site.

Action: Clerk to instruct AcSoft as agreed.

11.2 **Site across from Goldmine**

There were no updates on this matter.

Action: Clerk to continue to liaise with Planning Enforcement.

11.3 **Global Metals site, Ditton Bridge**

Clerk updated the meeting on current action being taken against Global Metal. The companies permit for processing of household waste has been rescinded until such time as they comply.

Resolved that: Clerk and RL continue to liaise Planning Enforcement.

11.4 Potters Lane

Several complaints were received from residents regarding dangerous markers being placed on Potters Lane by Keepmoat (Developers). After communication with both HBC and Keepmoat the markers were removed (they were put in, in error).

Resolved that: Clerk continue to liaise with Keepmoat.

12. Correspondence

TC advised the meeting that the Parish Council has received notice of resignation from Cllr Adam Harrison due to work commitment. Terry thanked Adam for all his hard work on behalf of the people of Halebank.

Resolved that: Clerk to post notice of 2 vacancies.

Application received from Halebank Community Hub for £300.00 donation towards the Community Festival.

Resolved that: A donation of £300.00 be given to Halebank Community Hub towards Community Festival Costs.

Action: Clerk to make payments via BACS.

13. Chairs closing comments.

Councillor Terry Colquitt thanked everyone for their attendance.

14. To confirm time and date of next meeting.

The Annual Parish Meeting will be held in Halebank Youth Club on Friday 29 May 2026 at 8:00pm.

The next Full Council Meeting will be held on Monday 8 June 2026 in Halebank Youth Club at 8:00pm.

Signed

(Chair)

Date