HALEBANK PARISH COUNCIL

ALWAYS PUTTING THE PEOPLE OF HALEBANK FIRST

Website: www.halebankparishcouncil.gov.uk

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MINUTES OF ORDINARY

MEETING OF HALEBANK PARISH COUNCIL MEETING HELD

8 JUNE 2026

PRESENT: Cllr Terry Colquitt (TC) (Chair)
Cllr Jayne Caslin (JC)
Cllr John Anderton (JA)
Cllr Billy Knowles (BK)
Cllr Cliff McIlwraith
Cllr Rebecca Littler

ALSO PRESENT: Christine Southern (Clerk)
1 Member of the public

1. **Welcome and Introductions**
   TC welcomed all those present to the meeting.

2. **To receive and accept apologies for absence.**
   n/a

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

4. **Minutes of Previous Meetings**
   To resolve to approve the minutes of the Annual Parish Meeting on 11 May 2026.

   The chair pointed out that a discussion (under Chairs closing comments) regarding proposed enquiries and questionnaire in respect of possible community running of the Mersey View Public House had not been recorded on the minutes of 11 May 2026.

   Resolved that: The minutes of the Annual Parish Council Meeting on Monday 11 May 2026 be approved as amended.

   Action: Clerk to amend the Minutes as agreed.

5. **Clerks Report**
   Clerk to update meeting on any initiatives or events since meeting held on 11 May 2026

   5.1 RL updated the meeting on actions taken in respect of the Noise/Dust complaints in respect of Seras Biomass Fuel Site.

   RL advised that the company had now been served a noise abatement notice and HBC continue to gather evidence.

   Resolved that: Members continue to liaise with residents, HBC and the EA.

6. **Policies – To Review and agree policies previously distributed to members.**
   Members were asked to adopt polices previously distributed for review.

   The following policies were formally adopted:

   - Internal Control Policy
   - Data Protection Policy
   - Freedom of Information Policy
   - Privacy Policy

7. **Finance**

   7.1 To approve accounts submitted for payment since last meeting on 11May 2026.
   Resolved that: The schedule of payments since last meeting on 11 May 2026 be approved and accepted.

   7.2 To agree and accept the monthly Budget Report for May/June 2026
   Resolved that: The monthly accounts and balances for May/June 2026 be approved, accepted and signed by members of the Finance Committee present.

8. **To agree and sign the Annual Governance Statement and Return**

   8.1 Members to acknowledge and confirm Annual Governance Statement Sections 1 25/26 to be read to the meeting by the clerk as follows:

1. *We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.*

   The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

2. *We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.*

   The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

3. *We took all reasonable steps to assure ourselves there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business and manage its finances.*

   The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

4. *We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.*

   The Clerk confirmed that the Council had answered 'No' to this question (as advised in the Internal Auditors Report) and asked if Elected Members agreed. Members confirmed their agreement.

5. *We carried out an assessment of the risks facing this authority and took appropriate action to manage those risks, including the introduction of internal controls and/or external insurance cover where required.*

   The Clerk confirmed that the Council had answered 'No' to this question and asked if Elected Members agreed. Members confirmed their agreement.

6. *We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.*

The Clerk confirmed that the Council had answered Yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

7. *We took appropriate action on all matters raised in reports from internal and external audits.*

   The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

8. *We considered whether any litigation, liabilities or commitments, events, or transactions, occurring either during or after the year-end have a financial impact on this authority and where appropriate, have included them in the accounting statement.*

   The Clerk confirmed that the Council had answered 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

8.2 The Annual Governance Statement and Return were signed by the Chair and Clerk.

8.3 To agree Section 2 of the Annual Governance and Accountability Return (AGAR).

Resolved that: Section 2 of the AGAR be agreed and accepted.

8.4 To agree the dates of the Exercise of Public Rights

Resolved that: The Exercise of Public Rights be published from 15 June 2025 – 24 July 2025

8.5 To accept the Internal Auditors Report for 25/26 previously distributed to all members.

Resolved that: The internal auditors report be agreed and accepted.

8.6 To resolve to appoint Jo Donoghue FSLCC as internal Auditor for 25/26

Resolved that: Jo Donoghue FSLCC be appointed as internal Auditor to the Parish Council for 25/26.

9. Planning Applications

None received prior to meeting .

10. Planning Updates

To receive updates on planning applications currently being addressed by the Parish Council.

10.1 Application 24/00135/FUL Hazardous Substance consent at Univar Solutions.

JA Updated the meeting regarding the proposed increase in the volume of product to be permitted at the Univar Site.
Action: JA to continue to liaise with HBC and the HSE.

10.2 Application 26/00073/COU – Proposed conversion of Mersey View.
TC advised the meeting regarding advice and action being taken in respect of the possibility of the Mersey View being purchased to provide a community space.

11. Public Participation

A general discussion took place between councillors and members of the public present.

12. Correspondence

To Review any correspondence received since previous meeting.

13. Vacancies:

A notice of casual vacancy was submitted to HBC elections department on 26 May 2026 and advertised on Parish Council noticeboard, website and social media. If 10 signatures requesting elections are not received within 14 days of 26 May Parish Council members will be permitted to co-opt a person to fill the vacancy as soon as is practicable.

14. Chairpersons closing comments.

TC thanked everyone for their attendance.

15. To confirm proposed time and date of next meeting.

The next meeting of the Parish Council will be held on Monday 6 July 2026 in Halebank Youth Club at 8:00pm.

Signed (Chair) Date 6.7.26