



## **HALEBANK PARISH COUNCIL**

**ALWAYS PUTTING THE PEOPLE OF HALEBANK FIRST**

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### **MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD**

**13 MAY 2024**

**Prior to the meeting all members of the newly elected Council present signed the Declaration of Acceptance of Office in the presence of the Clerk.**

**PRESENT:** Cllr Terry Colquitt (Chair)  
Cllr John Anderton (Vice Chair)  
Cllr Jayne Caslin  
Cllr Kevin Courtney  
Cllr Vincent Stokes  
Cllr Stephen Bibby

**ALSO PRESENT:** Christine Southern (Clerk)  
Six members of the public

#### **1. Election of Chair and Acceptance of Office**

Cllr John Anderton nominated Cllr Terry Colquitt to be appointed Chair of the Parish Council. This was seconded by Cllr Vincent Stokes and unanimously agreed by the members.

**Resolved** that Councillor Terry Colquitt be appointed Chair of the Parish Council for the 2024 – 25 municipal year.

**Resolved** 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 Terry Colquitt 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 24 – 25 municipal year.

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

### 3. Update on election 2 May 2024

It was noted that the recent election for Halebank Parish Council had been uncontested. Seven nominations had been received for the eight Parish Council vacancies.

### 4. Apologies for absence

Apologies were received from Cllr William Knowles. It was noted that Cllr Knowles will complete his acceptance on his return in the presence of the Clerk. Apologies were also received from Ward Cllr Mike Wharton and PCSO Marnick.

### 5. Declaration of Interests – Members are reminded of their responsibility to declare any personal or prejudicial interests.

There was no declaration of disclosable interests

### 6. Governance

#### 6.1 Councillors' Register of Interests:

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

#### 6.2 Standing Orders

**Resolved** that adoption of the Council Standing Orders be reaffirmed for the 24 – 25 municipal year.

#### 6.3 Financial Regulations

**Resolved** that adoption of the Financial Regulations be reaffirmed for the 24 – 25 municipal year

#### 6.4 Code of Conduct

**Resolved** that the Councillor's commitment to abide by the Model Councillor Code of Conduct be reaffirmed for the 24 – 25 municipal year.

#### 6.5 Resolve to adopt the following Policies and Procedures:

- (I) Complaints Procedure
- (II) Social Media Policy
- (III) Asset Register Policy

**Resolved** that the policies and procedures above be adopted for the year 24 – 25.

- 7. 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 request received from members of the public.

**8. Police Report**

A report was received from PCSO Marnick and a summary read out by Cllr Terry Colquitt.

**Action:** Report to be added to the Parish Council website.

**9. Ward Councillors Report**

No Ward Councillor report was received.

**10. Minutes**

- 10.1 To resolve to approve the Minutes of the Full Council meeting held on 8 April.

**Resolved** that the minutes of Parish Council Meeting held on 8 April be approved and accepted as a true record.

- 10.2 To resolve to approve the Minutes of the Events Meeting held on 8 April.

**Resolved** that the minutes of Event Meeting held on 8 April be approved and accepted as a true record.

**11. Finance**

- 11.1 To approve the accounts submitted for payment since the meeting of 8 April.

**Resolved** that the accounts submitted for payment be approved and accepted.

- 11.2 To approve balances and income for 24/25

**Resolved** that the balances and income for 24/25 be approved and accepted.

- 11.3 To resolve to appoint an Internal Auditor for 24/25

**Resolved** to procure a new internal Auditor for the 24/25 financial year.

- 11.4 To note that the Annual Governance and Accountability Return will be presented to the Council at the Full Council meeting on 17 June 2024.

- 11.5 To approve the Financial Risk Assessment for 24/25

**Resolved** that the Financial Risk Assessment be approved and accepted for 24/25.

- 11.6 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.

## 12. Committees

- 12.1 To resolve to adopt the terms of reference for Committees.  
(I) Planning Committee  
(II) Staffing Committee  
(III) Finance Committee  
(IV) Community Events Committee

**Resolved** that the terms of reference for the above committees be approved and adopted.

- 12.2 To consider and approve Membership of the Councils existing Committees.

**Resolved** that Committee Membership for 24 – 25 be as follows:

**Planning Committee** – Cllrs John Anderton, Vincent Stokes, William Knowles, and Stephen Bibby.

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

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

**Community Events Committee**

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

## 13. Planning Updates and New Applications

No new planning applications had been received since the last meeting.

Councillor John Anderton gave a brief update on the status of the Hale Gate/Halebank Road housing development.

**Action** Cllr John Anderton and Clerk Christine Southern to continue to liaise with Halton Borough Council Planning regarding the decision in respect of the application.

#### 14. Clerks Report

Clerk Christine Southern updated the meeting on actions and developments since the meeting held 8 April.

- Footpath on Linner Park/Halebank Park has now been cleaned by Street Scene to ensure accessibility for residents.
- David Jacobs of Marshalls confirmed that the temporary fence on the boundary of the construction site has been moved to ensure access for installation of new perimeter fencing. On completion of work the original boundary will be reinstated with the trees and hedges being on the outside of the fence.
- An Air Monitoring table has now been received for the year 23- 24. It was noted that the levels were raised for the area outside Halebank Primary School.
- Road Markings have now been updated on the area at the bottom of Ditton Bridge. A Yellow box is to be added at the entrance to the Village Green to prevent vehicles from parking and blocking access.
- Cllr Mike Wharton confirmed that a plan is being drawn up by Halton Borough Council landscape Architect for the creation of a Community Garden at the entrance of Baguley Avenue. The plans will be available for the Parish Council meeting on the 17 June.

#### 15. D Day Anniversary Beacon Lighting

Councillor Terry Colquitt informed the meeting that following the submission of Plans and Risk Assessment for the Beacon Lighting a response had been received from Halton Events Department which would take some time to consider.

**Action: A meeting of the Beacon Lighting working group to be arranged asap.**

#### 16. Chairs closing comments.

Councillor Terry Colquitt thanked everyone for their attendance.

#### 17. To confirm time and date of next meeting.

The Annual Parish Meeting will be held in Halebank Youth Club on Monday 20 May at 8:00pm.

The next Full Council Meeting will be held on Monday 17 June 2024 in Halebank Youth Club at 8:00pm.

Signed



(Chair)

Date

17 June 2024