

## **HALEBANK PARISH COUNCIL**

**ALWAYS PUTTING THE PEOPLE OF HALEBANK FIRST**

Website: <https://www.halebankpc.org>

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### **MINUTES OF ORDINARY**

### **MEETING OF HALEBANK PARISH COUNCIL MEETING HELD**

**17 JUNE 2024**

**PRESENT: Cllr Terry Colquitt (TC) (Chair)**  
**Cllr Jayne Caslin (JC)**  
**Cllr Vincent Stokes (VS)**  
**Cllr Stephen Bibby (SB)**  
**Cllr Billy Knowles (BK)**

**ALSO PRESENT: Christine Southern (Clerk)**  
**One member of the public**

**1. Welcome and Introductions**

TC welcomed all those present to the meeting.

**2. To receive and accept apologies for absence.**

Apologies for absence were received from Parish Cllrs John Anderton and Cllr Kevin Courtney, Ward Cllrs Mike Wharton, and Eddie Dourley and PCSO Steve Manick.

**3. Declaration of Interests**

Members are reminded of their responsibility to declare any personal or prejudicial interests.

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

**4. Minutes of Previous Meetings**

To resolve to approve the minutes of the Annual Parish Meeting on 13 May 2024.

**Resolved that:** The minutes of the Annual Parish Council Meeting on Monday 13 May 2024 be accepted as a true record.

## 5. Clerks Report

Clerk to update meeting on any initiatives or events since meeting held on 13 May 2024

- Bins for Pickering Pasture Nature Reserve – After many complaints regarding overflowing rubbish and lack of bins CS had contacted local businesses regarding sponsoring the purchase of additional bins. HBC had advised they were not prepared/unable to increase the collection of rubbish from the nature spot. (This week a new small bin had been added to the site by HBC).

Positive responses had been received from Univar and Veolia. A response is awaited from Croda.

**Resolved that:** New bins be purchased for Pickering Pasture and surrounding areas at a cost of £1800.

**Action:** Clerk to continue to liaise with local businesses and HBC and also arrange order of bins.

- **Street Cleaning**

CS updated the meeting on a quote received in respect of Street Cleaning

**Christmas Lights**

- Two quotes had been received in respect of Christmas Lights. Christmas Decorators and Lites.Co.Uk.

**Resolved that:** A Further quote should be acquired before PC members decide.

**Action:** CS to acquire additional quote for upgrade of current Christmas Lights.

## 6. Finance

- 6.1 To approve accounts submitted for payment since last meeting on 13 May 2024.

**Resolved that:** The schedule of payments since last meeting on 13 May 2024 be approved and accepted.

- 6.2 To agree a trial with K Sweep for cleaning of Roads and Pavements from the Ditton side of Ditton Bridge to the junction of Halebank/Mersey View Road at a cost of approximately £315.00 (4 hours + travel & waste disposal).

**Resolved that:** A trial clean by K Sweep was unanimously agreed by all PC members present.

**Action:** Clerk to instruct K Sweep to undertake trial clean of proposed area.

## **7. To agree and sign the Annual Governance Statement and Return**

- 7.1 *Members to acknowledge and confirm Annual Governance Statement Sections 1 23/24 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.

*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 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

4. *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 'yes' to this question and asked if Elected Members agreed. Members confirmed their agreement.

5. *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.

6. *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.

7. *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.

- 7.2 *The Annual Governance Statement and Return were signed by the Chair and Clerk.*

**8 Ward Councillors Report**

No Ward Councillor report was received.

**9 Police Report**

A report was received from PCSO Marnick and a summary read out by TC

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

**10 Public Forum**

No requests were received from members of the public.

**11 Planning Applications**

To consider any new Planning Applications received.

No New Planning applications had been received before the meeting.

**12 Planning Updates**

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

**13 Correspondence**

To Review any correspondence received since previous meeting.

**14 Vacancies**

There is currently one vacancy on the Parish Council.

**Action:** Clerk and Councillors to continue looking for a suitable applicant to fill the vacancy.

**15 Golden Triangle – Tipping/Land Fill**

Residents of Sunningdale Park had contacted Halton Environmental Health regarding dumping of waste on an area of the Golden Triangle opposite their homes.

The Parish Clerk liaised with Halton Environmental Health, the Environment Agency, local Councillors and residents.

The work has now ceased, and the matter continues to be investigated by both Halton BC and the Environment Agency.

**Action:** Clerk to continue to liaise with all parties

**16 Community Garden**

Three suggested plans for the Baguley Avenue Community Garden have been received from HBC Landscape Architects.

**Resolved that:** Plans to be reviewed by Parish Council Members and agreed at the next Parish Council meeting.

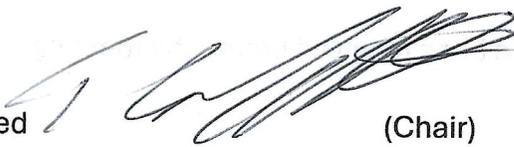
**17 Chairpersons closing comments.**

TC thanked everyone for their attendance.

**18 To confirm time and date of next meeting.**

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

Signed



(Chair)

Date

8 JULY 2024

Halebank Parish Council  
PAYMENTS (AWAITING AUTHORISATION) LIST

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
22 Audit	01/07/2024		Current Account		Audit	Halton & St Helens VCA	Z	45.00		45.00
23 Website	01/07/2024		Current Account		Website & Email Maintenance	ThenMedia Ltd	S	282.00	56.40	338.40
24 Consultancy	01/07/2024		Current Account		Professional Charges	M J Egan	Z	250.00		250.00
26 Clerks PAYE/NIC	01/07/2024		Current Account		Clerks HMRC	HMRC	Z	148.02		148.02
26 Employers NI	01/07/2024		Current Account		Clerks HMRC	HMRC	Z	74.20		74.20
25 Clerks Salary	01/07/2024		Current Account		Clerks Salary	Christine Southern	Z	1,563.70		1,563.70
<b>Total</b>								<b>2,362.92</b>	<b>56.40</b>	<b>2,419.32</b>

Prepared by: C Southern-Clerk Date: 8/7/24

Approved by: [Signature] (Clerk) Date: 8/7/24

Approved by: [Signature] (Clerk) Date: 08/7/24