



## **HALEBANK PARISH COUNCIL**

**ALWAYS PUTTING THE PEOPLE OF HALEBANK FIRST**

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**MINUTES OF ANNUAL GENERAL MEETING HELD 12 MAY**

**2025**

**PRESENT: Cllr Terry Colquitt (Chair)  
Cllr John Anderton (Vice Chair)  
Cllr Jayne Caslin  
Cllr Billy Knowles  
Cllr Adam Harrison**

**ALSO PRESENT: Christine Southern (Clerk)  
Four 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 Billy Knowles and unanimously agreed by the members.

**Resolved** that Councillor Terry Colquitt be appointed Chair of the Parish Council for the 2025 – 26 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 Jayne Caslin nominated Councillor John Anderton to be appointed Vice Chair of the Parish Council. This was seconded by Councillor Terry Colquitt and unanimously agreed by the members.

**Resolved** that Councillor John Anderton be appointed Vice- Chair of the Parish Council for the 25 – 26 municipal year.

**Resolved** that 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 Stokes and PCSO Marnick.

**Resolved that:** Apologies be 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 15 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 25/26 municipal 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 25 – 26 municipal year.

5.4 Resolve to adopt the following Policies and Procedures:  
(I) Freedom of Information Policy  
(II) Social Media and Electronics Policy  
(III) Training and Development Policy

**Resolved that** the policies and procedures above be adopted for the year 25 – 26.

**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 request received from members of the public.

**7. Police Report**

No Police Report was received.

**Action:** Clerk to contact PCSO for update.

## 8. Ward Councillors Report

No Ward Councillor report was received.

## 9. Minutes

- 9.1 To resolve to approve the Minutes of the Full Council meeting held on 7 April 2025.

**Resolved** that the minutes of Parish Council Meeting held on 7 April be approved and accepted as a true record

## 10. Finance

- 10.1 To approve the accounts submitted for payment since the meeting of 7 April.

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

- 10.2 To resolve to appoint an Internal Auditor for 25/26

**Resolved that:** An internal auditor be appointed for 25/26

- 10.3 To note that the Annual Governance and Accountability Return (AGAR) be presented to the members at the Full Council Meeting on 9 June 2025.

**Resolved that:** The AGAR be presented for agreement on 9 June 2025.

- 10.4 To approve the Financial Risk Assessment for 25/26

**Resolved that:** the financial risk assessment for 25/26 be accepted

- 10.5 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.

## 11. Committees

- 11.1 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.

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

**Resolved** that Committee Membership for 25 – 26 be as follows:

**Planning Committee** – Cllrs John Anderton, Vincent Stokes, William Knowles, and Adam Harrison.

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

**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.

## 12. Planning Updates and New Applications

**Application 26/00165/COU.** Proposed change of use from social club to commercial storage (class B8) at Oddies Social Club, Hale Road, Widnes

JA put it to the members that the Oddies is a Community Asset and should remain as such. JA proposed that the Parish Council put in an objection to the Halton Planning Department regarding the change of use and instruct Richard Gee of Roman Sumner to produce the objection letter. A vote took place, and all members agreed.

**Action:** Clerk to instruct Richard Gee of Roman Sumner in respect of the objection.

**Application 25/000126/FUL** Proposed conversion of public house to form private dwelling, including the construction of two detached houses to adjoining car park at Beehive, Halebank Road, Widnes.

A discussion took place in respect of the proposed building development and its location within the conservation area.

**Action:** Cllr Colquitt to review the design.

**Application 24/00466/FUL** Proposed development Linner Farm Cottage.  
No update received.

## 13. Update on action taken in respect of Ditton Bridge

A discussion took place regarding actions previously taken in respect of Ditton Bridge.

#### 14. Clerks Report

Clerk Christine Southern updated the meeting on actions and developments since the meeting held 7 April.

The clerk updated the meeting on developments in respect of the Noise and Dust complaint in relation to Seras/Eskin.

- The site had been visited by Environment Agency and Halton Environmental Health on 7 May 2025, and we await the EA report.
- Halton Environmental Health are looking to install a monitor to measure the dust particulates in Halebank.

**Resolved that** the clerk continue to liaise with all parties.

#### 15. Correspondence

A request was received from Halebank Community Hub for a donation of £400.00 for rental of Marquees for Summer Festival.

A vote took place from which Cllr Caslin abstained.

**Resolved that:** A donation of £400.00 be given to Halebank Community Hub.

#### 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 19 May at 8:00pm.

The next Full Council Meeting will be held on Monday 9 June 2025 in Halebank Youth Club at 8:00pm.

Signed



(Chair)

Date

9.6.2025