



HALTON WITH AUGHTON PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING Wednesday 10th April 2019 7:15pm at The Centre @ Halton

Chair: Cllr Carol Slinger
Present: Cllr Brian Jefferson, Cllr Barbara Duffy, Cllr Anne Lamb, Cllr Chris Coates, 1 member of the public
Clerk: Luke Mills

19/04/2814 Apologies for absence

Cllr Karen Gibson, Cllr Kevin Frea, Cllr Michael Bateson

19/04/2815 Approval of Minutes of previous meeting

It was resolved: that the minutes of the meeting held on 13th March 2019 be accepted as a true record and signed by the Chair.

19/04/2816 Council

- a) Declaration of member's interests in Agenda Items – Cllr Coates for Halton Mill.
- b) Change in declaration of member's interests – None

19/04/2817 Suspension of Standing Orders

Member of the public raised a question about the speed limit on Halton Road towards Lancaster. It is not clearly marked as 30mph. The current signage is displayed on the slip road off the roundabout, but it is difficult to see. There are no repeater signs along the road, so it is not apparent that it is 30mph. Also, the hedge just past near the Army Camp towards the canal is hiding the speed sign. Cllr Jefferson reported that Highways are aware of the issue, but there has been no action yet.

They also reported that the road drain at the bottom of Kellet Lane (turning right) is blocked and overflows.

19/04/2818 To consider and approve reports:

a) Open Spaces Report

Completed/In Progress

Allotment fence repaired
 Play area fence repaired
 Dog mess signs purchased and placed either end of Recreational Area.
 Play Area contact signs purchased and placed at St Wilfrid's Park & Schoolhouse Lane.
 Double gates to play area repaired
 Clearance of path along Low Road to Crook O'Lune
 Litter picking
 Link Path clearance
 Anti-slip coating applied to decking
 Power washing of decking, mosaics

Planned

Boardwalk repairs
 Refurbishing seating area outside main entrance to the Centre - Chris is feeling better, so hopefully work can start on the seating area after Easter
 Pole Pruning assessment –16th April.

Hours

108 hrs (incl. holidays) in March. 1,170 hrs for the year vs budget of 1,392

General

Cllr Slinger raised the issue of dog mess on St Wilfrid's Park.

It was resolved: that some dog mess signs will be provided for St Wilfrid's Park.

It was resolved: that the Centre car park be spiked, fertilised and re-seeded.

b) HCA Report

Cllr Jefferson reported that there has been a pay rise for the employees. They may look for another part-time employee to help in the office. They are still looking for grants to refurbish the old toilet block.

c) Finance Report

Statement to 31st March

Financial Statement - 31st March 2019				Balance b/f 1st April 2018			
Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
5,028	Salary - Clerk	5,028	-	34,489	Precept	34,489	-
12,180	Salary - Groundstaff	10,244	-	875	Allotments	875	-
1,530	Training	840	-	151	Rent	151	-
4,542	Grass Cutting	4,542	-	1,050	Burial Ground	4,023	-
150	Hedge Cutting	140	-	10	Bank Interest	65	-
300	Play Inspection	200	-	-	Damage	-	-
2,000	Repairs & Renewals	4,999	-	-	General	204	-
400	Pitch Feed	375	-	-	Grants	3,680	-
5,270	Public Works Loan	4,138	-	-	Donations	970	-
200	Audit	200	-	2,300	VAT	3,724	-
72	Bank Charges	74	-				
240	Clerks Expenses	200	-	38,875	TOTAL	48,180.70	-
1,734	HCA	1,672	-				
2,128	Insurance	2,102	-		ACTUAL		
555	Subs	486	-		Gross Receipts	£57,032	
50	Water	48	-		Gross Payments	£49,630	
250	Website	95	-		BALANCE IN HAND	£7,402.03	
20	S137	20	-				
-	Refunds	44	-		FUND BALANCES		
-	Assets	2,222	-		General A/C	£117	
-	B4RN	57	45		Village Improvement A/C	£7,285	
-	Emergency Response & Flood Grant	794	1,235		FUND TOTAL	£7,402.03	
-	Recreational Area Improvements	2,074	-				
-	War Memorial Restoration	5,312	328				
36,649.00	NET TOTAL	45,906.22	1,608		<i>FORECAST (incl outstanding commitments)</i>		
	VAT claimed	3,724			Receipts		57,032
2,300	VAT to be claimed	-			Payments		51,239
38,949.00	GROSS TOTAL	49,630.17	51,239		FORECAST BALANCE		5,794

Statement to 10th April

Financial Statement - 10th April 2019				Balance b/f 1st April 2019			
Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
6,838	Salary - Clerk	-	6,838	36,169	Precept	36,169	-
12,528	Salary - Groundstaff	-	12,528	865	Allotments	-	865
300	Training	-	300	151	Rent	-	151
5,442	Grass Cutting	1,480	3,962	1,200	Burial Ground	-	1,200
140	Hedge Cutting	-	140	15	Bank Interest	-	15
300	Play Inspection	-	300	-	Damage	-	-
2,000	Repairs & Renewals	-	2,000	-	General	-	-
400	Pitch Feed	-	400	-	Grants	-	-
4,138	Public Works Loan	-	4,138	-	Donations	-	-
200	Audit	-	200	2,300	VAT	-	-
72	Bank Charges	-	72				
180	Clerks Expenses	-	180	40,700	TOTAL	36,169.00	2,231
1,500	HCA	-	1,500				
2,192	Insurance	-	2,192		ACTUAL		
500	Subs	489	11		Gross Receipts	£43,571	
50	Water	-	50		Gross Payments	£2,005	
150	Website	-	150		BALANCE IN HAND	£41,566.22	
20	S137	-	20				
-	Refunds	-	-		FUND BALANCES		
-	Assets	-	-		General A/C	£32,781	
-	B4RN	-	45		Village Improvement A/C	£8,785	
-	Emergency Response & Flood Grant	-	1,235		FUND TOTAL	£41,566.22	
-	Recreational Area Improvements	-	-				
-	War Memorial Restoration	-	328				
36,950.00	NET TOTAL	1,968.81	36,590		<i>FORECAST (incl outstanding commitments)</i>		
	VAT claimed	-			Receipts		45,802
2,300	VAT to be claimed	36.00			Payments		38,594
39,250.00	GROSS TOTAL	2,004.81	38,594		FORECAST BALANCE		7,208

The finance report crosses the boundary of the financial years, so two sets of figures must be presented. The figures for the last financial year (to 31st March) are draft until the annual accounts are prepared.

The precept of £36,169 has been received.

The transfer between the General and Village Improvement accounts last month needs to be revised since the spending was overestimated and the income underestimated; a VAT reclaim of £1,554.98 has been made and the invoice for the Pole Pruning course will now fall in the new financial year.

It was resolved: that £1,500 be transferred from the Village Improvement A/C to the General A/C for the year ending 31/03/19.

It was resolved: that £1,500 be transferred from the General A/C to the Village Improvement A/C for the year starting 1/4/19.

It was resolved: to accept the Finance Report to 31st March 2019.

It was resolved: to accept the Finance Report to 10th April 2019.

d) Allotments

Plot 13b is still looking unkempt. If there is no change over Easter, then a formal upkeep reminder letter will be sent giving them one months' notice to improve the condition.

e) Burial Ground

The Registrar of the Diocese of Blackburn has not yet responded to the last email regarding the extension.

It was resolved: that Cllr Jefferson to contact the office of the Bishop of Lancaster to see if there is an alternative contact.

f) Planning

New Applications

- Proposed lawful development certificate for the erection of a single storey rear extension
 - 19/00390/PLDC | 154 Low Road Halton Lancaster Lancashire LA2 6NU

Permitted

- Non material amendment to Reserved Matters consent 17/01423/REM to reduce brickwork on external elevations and replace with render, cladding or stonework
 - 19/00314/NMA | Land South Of Low Road Halton Lancashire
- Non-material amendment to planning permission 17/01553/FUL to alter the render
 - 19/00271/NMA | 61 St Wilfrids Park Halton Lancaster Lancashire LA2 6PN
- Retrospective application for the retention of two stables and creation of menage
 - 19/00119/FUL | Land Adjacent To Kirkby Lonsdale Road Halton Lancashire

Cllr Jefferson reported that he is looking into a planning/legal matter for a resident of Riverside Close.

Cllr Slinger queried whether the proposed entrance for the new Story Homes development off Low Road location is correct.

It was resolved: that the Clerk verify where the entrance to the Story Homes site is meant to be located.

g) District Councillor Report

Nothing to report.

It was resolved: that the Clerk ask the District Councillor for a monthly update if they are not able to attend.

19/04/2819 Update on Flood Study from County Council

The PC discussed the Freedom of Information request response from Lancashire County Council relating to the flood study that they have undertaken. It does not provide much useful information, but indicates there is a plan to release the report to the Parish Council sometime after May.

19/04/2820 Cycle path Diversion Application

19/00025/DIS | Discharge of condition 6, 9 and 11 on approved application 18/00751/FUL.

This application covers the diversion of the whole cycle path for approx. 18 months. It did not appear on the Clerk's monthly search since it is not within the boundaries of Halton, however it will affect many from Halton. The official deadline for comments has passed, but since no decision has yet been made the PC can still comment.

It was resolved: that the Clerk write a general letter supporting alternative strategies for the cycle path diversion.

19/04/2821 Parish Councillor Resignations

Cllr Karen Gibson, Cllr Kevin Frea and Cllr Michael Bateson have confirmed that they will not be seeking re-election as Parish Councillors. The Parish Council wish to thank them for their help and support over the last few years.

It was resolved: that Karen Gibson and Kevin Frea be removed as signatory from the bank accounts after the May local elections.

It was resolved: that the Clerk formally advertises the vacancies after the May local elections.

It was resolved: that the Clerk that prepares some leaflets ready for the local elections that informally advertise vacancies in the Parish Council.

19/04/2822 Halton Mill - Heritage Lottery Grant Application

Cllr Coates reported that Halton Mill has many historical items relating to Halton Mill. They are seeking a Heritage Lottery Grant in order to catalogue and store these items properly. The Heritage Lottery Grant encourage wider participation in the heritage of the village. They are thinking of setting up a local Heritage Group, which could encompass a wider collection of information and memorabilia of the village.

It was resolved: that the Parish Council will write a letter of support for Halton Mill's grant application.

19/04/2823 War Memorial Artwork Update

The Clerk reported that 6 out of the 24 pieces of artwork have been given out to relatives.

19/04/2824 Consider Purchasing:

a) Replacement bench for High Road

The PC discussed what to do about replacing the bench on High Road. The damaged bench could not be repaired. A new bench may look out of keeping with existing one.

It was resolved: that Cllr Slinger will ask the person who damaged the bench to help with the work to the area outside the Centre.

b) Mower lifter

The damage to the Kubota last year was the result of a build-up of compacted grass underneath/within the mower. It is quite difficult and time consuming to clean it properly.

It was resolved: that a mower lifter should be purchased.

c) Additional grass mats for play area

Erosion on the paths within the play area has been raised as an issue in the playground inspection report. To resolve this, some more grass mats could be purchased and fitted; they are approx. £40 (incl. carriage) for 2 mats (1m x 1.5m).

It was resolved: that the Clerk measure exactly how many mats are needed and order appropriately.

19/04/2825 Renewal of Castle Hill Lease

It was resolved: that the Parish Council will renew the annual lease for grazing Castle Hill with Mr Price.

19/04/2826 Preparation for Annual Meetings and Date of AGM

It was resolved: that the Annual Meeting of the Parish and the Annual General Meeting of Halton with Aughton Parish Council will be held on the 8th May at 7:15 at the Centre.

It was resolved: that Cllr Jefferson will write the HCA report

It was resolved: that Cllr Slinger will write the Chair's and Charity report

It was resolved: that the Clerk advertise the Parish Meeting on leaflets, Facebook and The Lancaster Guardian

19/04/2827 To approve accounts for payment for expenses incurred since the last meeting

Payments for Authorisation (year ending 31st March)

Payee	Description	Gross	Net	VAT
Unity Trust Bank	Service Charges	18.00	18.00	-
Chris Baxter	Salary	56.61	56.61	-
Carl Richardson	Salary	747.56	747.56	-
Garry Bretherton	Salary	348.34	348.34	-
Luke Mills	Salary	419.00	419.00	-
HMRC	Tax for 4th quarter	64.80	64.80	-
Signs Express	Playground and dog mess signs	321.91	268.26	53.65
	TOTALS	£ 1,976.22	£ 1,922.57	£ 53.65

Payments for Authorisation (1st April onwards)

Payee	Description	Gross	Net	VAT
Envirocare	Grass cutting (March)	216.00	180.00	36.00
LALC	Subscription for LALC & NALC	488.81	488.81	-
Aughton Parish Church Council	Grass cutting in Aughton	1,300.00	1,300.00	-
	TOTALS	£ 2,004.81	£ 1,968.81	£ 36.00

It was resolved: to approve the above expenditure and the payments signed-off.

19/04/2828 Date of Next Meeting

The next meeting of the Parish Council be arranged for Wednesday 8th May 2019 at 7:15pm at The Centre @ Halton. There being no further business the Chair declared the meeting closed at 20:40. Minutes subject to approval at the next meeting.

Signed..... Chair Date