



HALTON WITH AUGHTON PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

Wednesday 9th December 2020 19:15 – Virtual meeting

Chair: Cllr Carol Slinger

Present: Cllr Naomi Turner, Cllr Brian Jefferson, Cllr Anne Lamb, 4 members of the public

Clerk: Luke Mills

20/12/120 To receive apologies for absence and to approve the reasons given

None

20/12/121 To approve the minutes of the meetings held on 11th November 2020 as an accurate record

It was resolved: that the minutes be accepted as a true record, to be signed by the Chair at a later date, subject to a minor amendment to 20/11/112 (c).

20/12/122 Declarations of Interests

None

20/12/123 Suspension of Standing Orders

Flooding

District Councillor Frea reported on a meeting held on 7th December which discussed the findings of the County Council Flood Risk Management Study produced by Jacobs. This report analyses some of the causes of the surface water flooding in Halton. It identified four key risk areas:

- Cote Beck
- North-east Halton (Kirkby Lonsdale Road/Arrow Lane)
- East Halton (Forgewood Drive and along Low Road)
- Schoolhouse Lane

The report highlights some options for reducing the flood risk, though only the Cote Beck option appears to meet the threshold for government funding. It is not clear what, if any, actions will result from the report.

The Parish Council highlighted that given how long it has taken to produce the report it is still lacking in various ways:

- It does not seem to use accurate data on the existing sewers and drains
- It does not cover all options for reducing flood risk, e.g. regular cleaning of drains
- It did not consult residents to gain real-life knowledge

The Parish Council is concerned that it will continue to be omitted from any future decision-making.

Candidate Parish Councillors

Three potential Parish Councillors introduced themselves.

20/12/124 To consider co-option of new Parish Councillor(s)

Action: Deferred until January 2021.

20/12/125 To consider and approve reports:

a) Open Spaces Report

Completed/In Progress

- Willow cut-back and used to fill gaps in Play Area fencing
- General maintenance around the Centre (grass cutting, strimming, etc), including around the orchard area.
- Tidying the Burial Ground
- Grass cut at St Wilfrid's Park. The rotten bench was removed since large screws/nails posed a risk.

Planned

- Topcoat of paint for top shops bus shelter
- Repairing woodland footpath to the Crook O'Lune.
- Replacement of failed post on boardwalk.
- General tidying of shed and maintenance of tools.

Hours

- 106 hrs for November.

General

A replacement battery for the defibrillator has been ordered at a cost of £152+vat since the warranty had lapsed on the current one.

It became apparent during the boardwalk repairs that there are some gaps in the equipment.

It was resolved: that the Clerk will assess and rectify gaps in necessary tools and equipment

The steps at the hydro have become rotten.

It was resolved: that the Clerk will assess the state of the steps at the hydro and produce an estimate for repairs.

Clarkson's checked that the socket in the shed is safe which cost £70+vat, however the second socket still needs wiring and they have also advised that a spur should be fitted to power the alarm at a cost of £140+vat.

It was resolved: that the quote for £140+vat for electrical works is accepted.

Action: Clerk to agenda an item on reviewing the plans for the Memorial Garden produced by Halton Gardening Group.

It was resolved: that the Parish Council thanks the Gardening Group for their ongoing work.

b) HCA Report

Staff are still on furlough. No plans to open the café yet. Vulnerable groups are being allowed to use the Centre. The refurbishment of the old toilet block is complete, including Changing Places changing room, though this has yet to be officially opened.

c) Finance Report

- The current forecast balance of £12,542 is likely to be close to the starting balance of £12,139.
- The repairs budget has been exceeded by approximately £1,000, in large part due to the bark chippings.

Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
6,994	Salary - Clerk	5,232	1,762	38,213	Precept	38,213	0
11,383	Salary - Groundstaff	8,966	3,348	935	Allotments	-	935
300	Training	585	-	151	Rent	20	-
6,842	Grass Cutting	5,620	-	1,200	Burial Ground	1,102	98
1,587	HCA Litter	-	-	40	Bank Interest	46	30
150	Hedge Cutting	150	-	-	Damage	-	-
450	Play Inspection	195	-	-	General	-	-
3,400	Repairs & Renewals	4,388	400	-	Grants	10,500	-
380	Pitch Feed	375	-	-	Donations	-	-
4,500	Public Works Loan	-	-		VAT	6,727	
200	Audit	200	-				
72	Bank Charges	36	36	40,539	TOTAL	56,608.53	1,063
240	Clerks Expenses	81	159				
369	HCA Hire	-	36		ACTUAL		
2,287	Insurance	2,341	-		Gross Receipts	£68,748	
660	Subs	605	-		Gross Payments	£51,450	
74	Water	19	7		BALANCE IN HAND	£17,297.59	
130	Website	-	70				
20	S137	20	-		FUND BALANCES		
-	Refunds	-	-		General A/C	£11,563	
-	Assets	17,083	-		Village Improvement A/C	£5,735	
-	Misc	-	-		FUND TOTAL	£17,297.59	
36	B4RN	-	36				
1,235	Emergency Response & Flood Grant	322	913				
328	War Memorial Restoration	-	328		<i>FORECAST (incl outstanding commitments)</i>		
41,638	NET TOTAL	46,219.61	7,095		Receipts		69,811
	VAT claimed	5,063			Payments		58,545
	VAT to be claimed	167			Balance (less allocated budgets)		11,266
41,638	GROSS TOTAL	51,450.00	58,545		Forecast Balance		12,542

It was resolved: to accept the Finance Report to 9th December 2020.

d) Allotments

Bills to all tenants to be sent out this week. There are currently 20 people on the waiting list.

e) Burial Ground

Legal consecration documents received from the Diocese.

f) District Councillor Report

Nothing to report.

g) Neighbourhood Plan

Nothing to report.

h) Planning**New Applications**

- None (as of 4th Dec)

Permitted/Granted/Not required

- [20/00853/VCN](#) | Reserved matters application for the erection of 76 dwellings with associated landscaping (pursuant to the variation of condition 2 on Reserved Matters consent 18/01117/REM to reposition the garage at plot 15 and to include additional boundary fencing between the site and the rear of 4 and 6 Forgewood Drive
 - Land At Grid Reference 350819 464830 Low Road Halton Lancashire (Story Homes Development)
- [20/00835/FUL](#) | Erection of a single storey rear extension
 - Foundry Barn Foundry Lane Halton Lancaster Lancashire LA2 6BH
- [20/00785/FUL](#) | Construction of a dormer extension to the front and rear elevations and erection of single storey front and rear extensions
 - 32 Clougha Avenue Halton Lancaster Lancashire LA2 6NR
- [20/00749/FUL](#) | Installation of replacement roof lights at the front and rear
 - The Coach House Church Brow Halton Lancaster Lancashire LA2 6LS
- [20/00493/LB](#) | Listed Building application for the installation of replacement roof lights at the front and rear
 - The Coach House Church Brow Halton Lancaster Lancashire LA2 6LS

20/12/126 To consider findings of the County Council Flood Report

There was discussion of how best to apply pressure on County Council.

Two volunteers will attempt to summarise key information from the Flood Report.

It was resolved: to try and organise a joint meeting with flood action group and neighbourhood plan group in January.

Action: Cllr Lamb to contact flood action group to see if they would like to attend the next meeting.

20/12/127 To consider management of the banking adjacent to the Centre & path

There are reports that someone is digging into parts of the banking; other parts of the banking are naturally subsiding. This area will be incorporated as part of the landscaping plan for the recreational area improvements.

Action: Cllr Jefferson and Cllr Slinger to meet and review the areas that have subsided.

20/12/128 To consider options for grass cutting next year

There was a discussion of the feasibility of creating wildflower area(s).

Action: Cllr Slinger to discuss options with the Pollinator Patches group.

Action: Cllr Lamb to ask for advice from Caton Parish Council who have a wildflower area.

Envirocare have provided quotes for grass cutting next year:

1. To cut existing areas: £4,050 + vat (no change in cost)
2. To cut existing areas + St. Wilfrid's Park: £4,950 + vat

LCC were contracted to cut St. Wilfrid's Park this year, but due to COVID did not cut it at all.

It was resolved: to accept the quote of £4,950+vat from Envirocare to include St Wilfrid's Park

20/12/129 To consider draft Precept for 2021/22**a) Rents (Allotments, Burial Ground, Castle Hill)**

It was resolved: to increase Caste Hill rent to £140 per annum for 2021.

It was resolved: to round up Burial Ground fees for residents to the next nearest £5 from April 2021

It was resolved: to review allotment rents in May 2021

b) Salaries (Grounds staff, Clerk)

It was resolved: to increase the hourly pay rate of the grounds staff to £9.40 from April 2021.

It was resolved: to increase the hourly pay rate of the clerk to £13.55 from April 2021.

c) Capital funds

Decision deferred until January.

General review

Action: Clerk to revise budget in accordance with the above changes and table for a final decision in January 2021

20/12/130 To consider fitting timers to MUGA lighting

Clarkson have quoted £300+vat to fit timers and remote control to MUGA lighting. This would simplify the work and logistics for the Centre staff as well as saving money in the long-term.

It was resolved: to accept the quote for £300+vat for work to the MUGA lights.

20/12/131 To consider changes to the Trustees of the Halton War Memorial Institute

Deferred until January.

20/12/132 To consider review and approve:**a) External Audit Report 2019/20 and Notice of Conclusion of Audit**

The External Auditor Report and Certificate 2019-20 has been received back from the auditors, PKF Littlejohn who have stated: *"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."*

No other matters were raised. The certificate along with a Notice of Conclusion of Audit have been placed onto the website.

It was resolved: to accept and approve the External Auditor Report.

20/12/133 To consider and approve accounts for payment for expenses incurred since the last meetingReimbursements for Purchases

Who	Item	Net	Vat	Gross
LM	WD-40	4.58	0.91	5.49
LM	Replacement defibrillator battery	152.00	30.40	182.40
KB	Bulbs & compost	18.95		18.95

Payments for Approval

Payee	Description	TOTAL	NET	VAT
Water Plus	Burial ground water supply	2.16	2.16	
Dennis Barnfield	Spares & repairs to hedgecutter	141.71	118.09	23.62
Huws Gray	Timber	53.81	44.84	8.97
E&M Burrow & Son	Hedgecutting	180.00	150.00	30.00
C. Richardson	Salary	562.65	562.65	
G. Bretherton	Salary	664.95	664.95	
L. Mills	Salary & reimbursements	770.68	739.37	31.31
Clarkson Electrical Solutions Lt	Safety check of sockets	84.00	70.00	14.00
K. Bryne	Plants & compost	18.95	18.95	
PKF Littlejohn	External audit	240.00	200.00	40.00
	TOTALS	£ 2,718.91	£ 2,571.01	£ 147.90

It was resolved: to approve the above expenditure.

20/12/134 To confirm the date of next Parish Council Meeting

The next meeting of the Parish Council will be arranged for 13th January 2021 at 19:15. There being no further business the Chair declared the meeting closed at 20:45. Minutes subject to approval at the next meeting.

Signed..... Chair Date