

**HALTON WITH AUGHTON PARISH COUNCIL****MINUTES OF PARISH COUNCIL MEETING  
Wednesday 12<sup>th</sup> January 2022 7:15pm @ The Centre, Halton**

**Chair:** Cllr Slinger

**Present:** Cllr Coates, Cllr Jefferson, Cllr Turner, Cllr Lamb, Cllr Buntin, 1 member of the public

**Clerk:** Luke Mills

**22/01/001 To receive apologies for absence and to approve the reasons given**

Apologies were received from Cllr Sewell and Cllr McAleer

**22/01/002 To approve the minutes of the meeting held on 8<sup>th</sup> December 2021 as an accurate record**

**It was resolved:** that the minutes be accepted as a true record and to be signed by the Chair.

**22/01/003 Declarations of Interests**

Nothing to report.

**22/01/004 Suspension of Standing Orders**

Jon Oliver provided details about his ongoing tree monitoring service, which will help manage the risk based upon National Tree Safety Guidelines.

**22/01/005 To consider and approve reports:****a) District Councillor Report**

- The various council leaders who make up Greater Lancashire have been working together on a £5.6bn bid from the government. If adopted they would represent a New Deal for a Greater Lancashire across a range of areas including the economy, transport, jobs, skills and the environment.

**b) Open Spaces, allotments & burial ground****Open Spaces**Completed/In Progress

- Willow cut back in the play area
- Boardwalk repairs: Still progressing, but another section of the boardwalk has failed so will need repairing.
- Horse sign erected on Halton Road

Planned

- Further lowering of the hedge on the Link Path

Hours

- 60 hrs last month (excl. of holidays)

General

- Awaiting tree surgeon to remove oak branch adjacent to the Recreation Area
- Halton Gardening Group have suggested purchasing a bench for the Memorial Gardens for £392+vat.
  - **It was resolved:** that the bench be purchased at a cost of £392+vat.
- The swings at St Wilfrid's Park and The Centre have been repaired, however, the replacement flat seats at the Centre do not seem new.
  - **Action:** Clerk to raise the issue of the seats with the playground installers.

**Allotments**

- Majority of rent received. Reminders will be sent out shortly.
  - **It was resolved:** that Cllr Buntin will be the allotment monitor.
  - **Action:** Clerk to send allotment plans to Cllr Buntin.

**Burial Ground**

- Nothing to report.

## c) HCA

- The Disabled Access Officer is coming to review the plans for the outside toilet and lift.

## d) Finance Report

- Forecast balance for the end of the financial year is approximately £16,000.

Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
7,046	Salary - Clerk	5,867	1,179	41,206	Precept	41,206	-
11,731	Salary - Groundstaff	9,411	1,800	935	Allotments	855	80
400	Training	-	-	160	Rent	140	20
6,250	Grass Cutting	6,400	-	1,300	Burial Ground	1,750	-
150	Hedge Cutting	-	150	40	Bank Interest	2	-
450	Play Inspection	350	-	-	Damage	-	-
4,613	Repairs & Renewals	4,854	400	-	General	500	-
380	Pitch Feed	375	-	-	Grants	-	-
4,500	Public Works Loan	-	-	-	Donations	950	-
200	Audit	408	-	-	VAT	3,421	-
72	Bank Charges	78	18				
200	Clerks Expenses	128	72	43,641	<b>TOTAL</b>	<b>48,824</b>	<b>100</b>
1,956	HCA	216	-				
2,358	Insurance	1,892	-		<b>CASHBOOK BALANCES</b>	<b>ACTUAL</b>	<b>Forecast</b>
655	Subs	651	-		Gross Receipts	£62,836	62,936
30	Water	53	11		Gross Payments	£39,006	45,846
130	Website	111	-		<b>CASHBOOK BALANCE</b>	<b>£23,829.81</b>	<b>£17,090.15</b>
20	S137	20	-				
-	Refunds	-	-		<b>BANK BALANCES (31/12/21)</b>		
-	Assets	843	-		Current a/c	62.65	
-	Misc	4,212	-		Deposit a/c	26,095.15	
76	B4RN	-	-		<b>BANK BALANCE</b>	<b>£26,157.80</b>	
882	Emergency Response & Flood Grant	-	882				
328	War Memorial Restoration	-	328				
2,000	New bins	-	2,000		<b>FUND BALANCES</b>		
44,427	<b>NET TOTAL</b>	<b>35,869.45</b>	<b>6,840</b>		General A/C	£7,445	
	VAT claimed	2,893			Village Improvement A/C	£14,885	
	VAT to be claimed	244			MUGA Sink Fund A/C	£1,500	
44,427	<b>GROSS TOTAL</b>	<b>39,006</b>	<b>45,846</b>		<b>FUND TOTAL</b>	<b>£23,829.81</b>	

It was resolved: to accept the Finance Report to 12<sup>th</sup> January 2022.

## e) Planning

## New Applications

- [21/01582/FUL](#) | Erection of single storey rear extension, installation of replacement roof and cladding to existing extension Open for comment icon
  - 35 Low Road Halton Lancaster Lancashire LA2 6LZ

## Permitted or Closed

- [21/0202/TCA](#) | Poplar (T1) - Crown thin by 20% and remove lowest leaning branch
  - St Wilfrid's Lodge Foundry Lane Halton Lancaster Lancashire LA2 6LT
- [21/01517/TPO](#) | 5 day notice relating to an oak tree
  - Halton Community Association The Centre Low Road Halton Lancaster Lancashire LA2 6NB

## Refused/Withdrawn

- [21/01234/FUL](#) | Demolition of existing garage, erection of two storey rear and side extension with dormer extension This is a re application of a previously passed application
  - 39 Clougha Avenue Halton Lancaster Lancashire LA2 6NS
- [21/0220/TPO](#) | Ash (T2) - Fell
  - St Wilfrid's Lodge Foundry Lane Halton Lancaster Lancashire LA2 6LT

No comments from the Parish Council.

**22/01/006 To consider the Recreation Area planning application**

Not much progress. The tree specialist will be producing a report soon.

**22/01/007 To consider an ongoing tree surveying service**

**Action:** The Clerk will provide the tree specialist locations of Parish Council managed land, so that they can review the trees in those locations and produce quote.

**22/01/008 To consider plans for the Queen's Jubilee**

Story Homes have not responded to the request to plant some trees on their public open space.

There was support for the idea of holding a "street party" at the Centre on Sunday 5<sup>th</sup> June by inviting the community to bring their own picnic.

**Action:** Clerk to send a letter to Story Homes if no response is received by February.

**22/01/009 To consider plans for new playground equipment**

Cllr Turner has drafted a proposed plan for St Wilfrid's Park.

**Action:** Clerk to ask PlayDale for a revised quote including a zip wire at the far end of the Recreation Area.

**22/01/010 To grass cutting contract**

For the grassed areas in Halton:

- Envirocare has quoted £5,098.50 which is an increase of approximately 3% from this year.
- Green Tractor Gardens have quoted £5,000.

Aughton has not requested an increase.

**It was resolved:** to accept the Envirocare quote.

**22/01/011 To consider the budget and the precept for the financial year 2022-2023**

The budget below reflects decisions made at the last meeting.

The following assumptions have been made:

- Public Loan repayments sufficient to repay £50,000 over 10 years.
- No budget for "Future Village Improvements"
- A new specific budget for "Pest Control" on the allotments
- A new specific budget for "Tree works and surveys"
- "Audit costs" reflect actual costs this year

<b>PRECEPT BUDGET</b>	<b>2022/23</b>
<b>ANTICIPATED EXPENDITURE</b>	
<b>REVENUE ACCOUNT</b>	
<b>Staff Costs</b>	
Salary - Clerk	7,280
Salary - Groundsmen	12,480
Training	400
<b>Loan Interest/Capital Repayments</b>	
Public Loan Board repayments	5,267
<b>Administration</b>	
Audit costs	450
Bank Charges	72
Clerks expenses & stationery	200
HCA	950
Insurance	2,448
Subscriptions	655
Water rates (burial ground)	65
Web site	130
<b>Maintenance</b>	
Grass Cutting	6,400
Hedge cutting	150
Play equipment inspections	450
Repairs and Renewals	4,600
Weed & Feed Pitch	380
Tree works & surveying	1,000
Pest control	540
<b>Other</b>	
Section 137	20
<b>TOTALS</b>	<b>43,937</b>
<b>CAPITAL ACCOUNT</b>	
MUGA maintenance fund	1,500
Future village improvements	-
<b>TOTAL ANTICIPATED EXPENDITURE</b>	<b>45,437</b>
<b>ANTICIPATED INCOME</b>	
<b>REVENUE ACCOUNT</b>	
Rents: Allotments	1,020
Castle Hill	140
HCA	10
Football Shed	10
Burial ground fees	1,300
Bank interest	20
<b>TOTAL</b>	<b>2,500</b>
<b>FORECAST YEAR END BALANCE</b>	<b>-</b>
<b>TOTAL ANTICIPATED INCOME</b>	<b>2,500</b>
<b>Precept as Calculated</b>	
Estimated expenditure	45,437
Estimated income	2,500
<b>Calculated Precept</b>	<b>42,937</b>
<b>PRECEPT as CLAIMED</b>	
<b>Total Forecast Spending</b>	<b>45,437</b>
<b>Total Forecast Income</b>	<b>2,500</b>
<b>CLAIMED PRECEPT</b>	<b>42,937</b>

**It was resolved:** that Lancaster City Council is asked to pay Halton with Aughton Parish Council the sum of £42,937 to meet the expenses of the Parish Council for 2022-23.

**22/01/012 To consider servicing the generator**

The generator is tested periodically, however this time it did not start. The installers visited and replaced the starter battery and suggested that the old diesel is replaced with fresh diesel. They did not think a service was required.

**Action:** The generator needs running for longer and more frequently (8-10 weeks), e.g. maybe running the whole Centre from it every now and again.

**22/01/013 To review and approve:****a) Financial Regulations & Payment Procedures**

**It was resolved:** to approve the Financial Regulations and Payment Procedures, subject to the proposed minor amendments.

**b) Statement of Internal Control**

**It was resolved:** to approve the Statement of Internal Control, subject to the proposed minor amendment.

**c) Use of an Internal Auditor**

The position of clerk for Bolton-le-Sands PC is still vacant, so the internal auditing process normally used would be inadequate for the Annual Governance and Accountability Return. Malcolm Richardson who is the clerk for Heversham Parish Council and an ex-accountant can undertake the internal audit on the same basis as last year (approx. £100 + travel expenses)

**It was resolved:** to approve the use of M. Richardson as the internal auditor for the Annual Governance and Accountability Return.

**22/01/014 To consider topics to include in the Prattle**

Suggestions included:

- Outdoor picnic at the Centre to mark the Queen's Jubilee "National Street Party"
- Playground plans including loan.

**Action:** Clerk to produce article for the Prattle.

**22/01/015 To consider and approve accounts for payment for expenses incurred since the last meeting**Payments for Approval

Ref	Payee	Description	TOTAL	NET	VAT
89	Water Plus	Water for BG	5.27	5.27	
90	Unity Trust Bank	Service charge	18.00	18.00	
91	Lancaster City Council	Pest control	54.00	45.00	9.00
92	HCA	Room hire (Jan-Mar)	64.80	64.80	
93	Mason Gillibrand	Fees for building work	783.60	653.00	130.60
94	L Mills	Salary	587.12	587.12	
95	G Bretherton	Salary	202.10	202.10	
96	K Bridgewater	Salary	300.80	300.80	
97	C Richardson	Salary	559.30	559.30	
		<b>TOTALS</b>	<b>£ 2,574.99</b>	<b>£ 2,435.39</b>	<b>£ 139.60</b>

**It was resolved:** to approve the above expenditure.

**22/01/016 To confirm the date of next Parish Council Meeting**

The next meeting of the Parish Council will be arranged for 9<sup>th</sup> February 2022 at 7:15pm at The Centre. There being no further business the Chair declared the meeting closed at 9pm. Minutes subject to approval at the next meeting.

Signed..... Chair Date .....