

**HALTON WITH AUGHTON PARISH COUNCIL****MINUTES OF PARISH COUNCIL MEETING
Wednesday 13th April 2022 7:15pm @ The Centre, Halton**

Chair: Cllr Slinger

Present: Cllr Coates, Cllr Turner, Cllr Lamb, Cllr Jefferson, Cllr McAleer, Cllr Buntin, 2 members of the public

Clerk: Luke Mills

22/04/039 To receive apologies for absence and to approve the reasons given

Apologies were received from Cllr Sewell

22/04/040 To approve the minutes of the meeting held on 9th March 2022 as an accurate record

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

22/04/041 Declarations of Interests

Nothing to report.

22/04/042 Suspension of Standing OrdersLocal resident

Proposed ideas for improving signage around the village:

1. Welcome signs to the village for main entry points
2. Attractive indicative map of Halton on the cycle path to include local attractions/businesses
3. History boards – maybe 3 or 4 to cover periods

They wondered if the PC would be interested in supporting any of these ideas. They will approach B4RN & Halton Lune Trust for funding.

Halton Juniors representative

Spoke about plans for the Recreational Area. Planning did not like dug out seating, hence the bleachers. S106 money must be spent on football pitch improvements, which can include the surroundings, e.g. bleachers, ball-stop fence. Improving the drainage of the pitch is an important aspect. They have about some grant funding for a 6-year pitch improvement plan. An improved soakaway (20-25m) plus 2 land drains from north to south would help drainage. They plan to add new top-soil to help improve the pitch. Vertidrain machinery might be necessary for maintaining the pitch.

22/04/043 To consider and approve reports:**a) District Councillor Report**

Nothing to report from the City Council, but Cllr Frea asked for the Parish Council's support for a survey to gauge support for a village Electric Vehicle car club.

Action: Consider mentioning this in the next prattle.

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

- See-saw near allotments repaired (tyres needed replacing)
- Grit bins dug into ground to prevent them being overturned
- Coping stones repaired on link path/Lythe Fell junction

Planned

- Relocating some of the existing bins once the new dog bins arrive.
- Renewing the green waste collection from the war memorial (£40 p/a).

Hours

- 87 hrs last month (excl. of holidays & sickness)

Open Spaces

- 2 new dog litter bins have been ordered from Glasdon costing £248.12 + vat. Including the 5 new bins ordered from Lancaster City Council, then the total spent is £1,668.40 + £248.12 = £1,916.52 out of the £2,000 budget.
- These will be located according to the plans presented and agreed in October:
 - New bin for Schoolhouse Lane/Low Road junction
 - New bin for Schoolhouse Lane/Lunesdale View
 - Relocate floor bin on Arrow Lane to bus stop outside Ash Trees Surgery
 - Relocate post bin outside the butchers to the 20mph signpost on Oak Drive/Arrow Lane junction

Burial Ground

- A local resident was very upset to find that a soil box had been placed over her husband's grave whilst the adjacent grave was excavated. There were communications with the family, the funeral director, and friends of the family. The current Burial Ground rules do not provide any guidance for this situation, so it is proposed to provide clearer instructions to the funeral directors in future when a similar situation could occur.

Allotments

- Pied Piper North who provided pest control on the allotments from June 2020 – May 2021 have invoiced us for the remaining quarters that they had failed to invoice previously (2 x £168.75).
- The pest control with Lancaster City Council needs formally renewing (see subsequent item on agenda)
- **Action:** Clerk to provide allotment plan to Cllr Buntin to facilitate allotment monitoring.

c) HCA

- Planning application for the extension has been approved. Electrical work is ongoing.

d) Finance Report

- This report covers the year end for 2021-22 and the start of the new financial year. The balance carried forward is £15,755.
- The Annual Governance and Audit Report (AGAR) figures will be prepared ready for the internal audit scheduled on 5th May so that they can be agreed at the next meeting (11th May).
- A VAT claim will be made to HMRC later this month.
- The precept of **£42,937** has been received

Financial Statement - 31st March 2022				Balance b/f 1st April 2021 14,012.10			
Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
7,046	Salary - Clerk	7,041	-	41,206	Precept	41,206	-
11,731	Salary - Groundstaff	11,594	-	935	Allotments	1,050	-
400	Training	-	-	160	Rent	150	-
6,250	Grass Cutting	6,400	-	1,300	Burial Ground	2,624	-
150	Hedge Cutting	180	-	40	Bank Interest	13	-
450	Play Inspection	350	-	-	Damage	-	-
4,613	Repairs & Renewals	6,861	-	-	General	500	-
380	Pitch Feed	375	-	-	Grants	-	-
4,500	Public Works Loan	-	-	-	Donations	1,171	-
200	Audit	408	-	-	VAT	3,421	-
72	Bank Charges	96	-				
200	Clerks Expenses	128	-	43,641	TOTAL	50,135	-
1,956	HCA	216	-				
2,358	Insurance	1,892	-		CASHBOOK BALANCES	ACTUAL	<i>Forecast</i>
655	Subs	651	-		Gross Receipts	£64,147	64,147
30	Water	58	-		Gross Payments	£48,392	49,274
130	Website	179	-		CASHBOOK BALANCE	£15,754.60	£14,872.60
20	S137	20	-				
-	Refunds	-	-		BANK BALANCES (31/3/22)		
-	Assets	6,463	-		Current a/c	38.97	
-	Misc	1,479	-		Deposit a/c	15,715.63	
76	B4RN	-	-		BANK BALANCE	£15,754.60	
882	Emergency Response & Flood Gra	-	882				
					FUND BALANCES		
42,099	NET TOTAL	44,391.84	882		General A/C	£506	
	VAT claimed	2,893			Village Improvement A/C	£13,749	
	VAT to be claimed	1,108			MUGA Sink Fund A/C	£1,500	
42,099	GROSS TOTAL	48,392	49,274		FUND TOTAL	£15,754.60	

Financial Statement - April 2022				Balance b/f 1st April 2022 15,754.60			
Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
7,280	Salary - Clerk	587	6,693	42,937	Precept	42,937	-
12,480	Salary - Groundstaff	813	11,667	1,020	Allotments	-	1,020
5,267	Public Works Loan	-	5,267	160	Rent	-	160
6,400	Grass Cutting	1,790	4,610	1,300	Burial Ground	-	1,300
150	Hedge Cutting	-	150	20	Bank Interest	-	20
540	Pest control	338	203	-	Damage	-	-
450	Play Inspection	-	450	-	General	-	-
4,600	Repairs & Renewals	83	4,517	-	Grants	-	-
380	Pitch Feed	-	380	-	Donations	-	-
1,000	Tree Works	-	1,000	-	VAT	-	-
450	Audit	-	450				
72	Bank Charges	-	72	45,437	TOTAL	42,937	2,500
200	Clerks Expenses	65	135				
950	HCA	-	950		CASHBOOK BALANCES	ACTUAL	<i>Forecast</i>
2,448	Insurance	-	2,448		Gross Receipts	£58,692	61,192
655	Subs	490	165		Gross Payments	£6,302	44,429
400	Training	-	400		CASHBOOK BALANCE	£52,389.74	£16,762.33
65	Water	8	57				
130	Website	-	130		BANK BALANCES (31/3/22)		
20	S137	-	20		Current a/c	38.97	
43,937	BUDGET TOTAL	4,173.75	39,763		Deposit a/c	15,715.63	
					BANK BALANCE	£15,754.60	
-	Assets	1,636	1,636				
-	Misc services	-	-		FUND BALANCES		
76	B4RN	-	76		General A/C	£37,141	
882	Emergency Response & Flood Gra	-	882		Village Improvement A/C	£13,749	
	VAT claimed	-			MUGA Sink Fund A/C	£1,500	
	VAT to be claimed	492			FUND TOTAL	£52,389.74	
44,895	GROSS TOTAL	6,302	44,429				

It was resolved: to transfer £1,500 from General a/c to MUGA Sink Fund a/c

It was resolved: to accept the Finance Report to 13th April 2022.

e) Planning

New Applications

- [22/00302/FUL](#) | Creation of area of hardstanding, installation of cattle grid and erection of gate to southern boundary and construction of an internal driveway
 - Field South Of Halton Green House Green Lane Halton Lancaster Lancashire LA2 6PB
- [22/00033/DIS](#) | Discharge of condition 3 on approved application 21/00234/LB
 - Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA
- [22/00229/FUL](#) | Erection of a two storey side extension and single storey rear extension
 - 2 Pointer Grove Halton Lancaster Lancashire LA2 6QR
- [22/00040/FUL](#) | Erection of a two storey detached office building, installation of electric car charging point and electric bike charging points to the front and rear, and associated hardstanding
 - Land West Of 110 High Road Halton Lancashire

Permitted

- [22/00006/FUL](#) | Erection of a timber cabin, relocation of climbing wall to extend existing play area, installation of table tennis table and installation of replacement timber play boat
 - St Wilfrids Church Of England Primary School Penny Stone Road Halton Lancaster Lancashire LA2 6QE
- [21/01242/FUL](#) | Erection of single storey front extension to facilitate disabled access
 - Halton Community Association The Centre Low Road Halton Lancaster Lancashire LA2 6NB

No comments on the planning applications.

It was resolved: that Cllr Slinger will attend the Lancaster City Council relating to the proposed development at Haverbreaks Farm on Tuesday 10 May 2022, 1-3pm.

Action: Clerk to ask Planning Dept whether the new public footpath from Foundry Close should be accessible.

22/04/044 To consider the Burial Ground rules and procedures

The current Burial Ground rules do not provide any specific guidance on the procedures for excavating soil from a grave. Various rules from other councils were reviewed to see how they handled this situation. In many cases the situation was not explicitly mentioned, but several did provide guidance

Proposed new rule:

As part of the normal process of digging a grave for a funeral, it is necessary to place a soil box on adjacent graves. This is so that the soil removed for the funeral is returned to the same grave once the burial has taken place. In such cases, to minimise distress to the relatives of adjacent occupied graves, the new grave should not normally be dug more than 2-3 days in advance. A photo of the adjacent grave should be taken prior to any work occurring so that it can be returned to the original state afterwards. All tributes, vases, flowers, etc. must be protected or temporarily relocated to a safe location during the work.

New procedure:

The Clerk will highlight the above rule to Funeral Directors whenever the situation could occur.

It was resolved: to update the Burial Ground rules with the new rule. The Clerk will inform Funeral Directors of the rule.

Action: Clerk to inform the family who were upset by the recent interment.

22/04/045 To consider the next steps in the application process for the PWLB loan

The PWLB loan application process is more onerous than expected. The process is as follows:

1. Engage with your NALC County Association representative early on for advice
2. Engage with your residents early on, particularly if a precept increase is involved
3. Submit full application to your NALC County Association for checking & endorsement
4. Submit full application to DCLG's Local Government Funding Policy Team for approval
5. Apply to PWLB to draw down the loan in whole or stages, within the 12-month approval

It was resolved: to create a simple survey that can be distributed around the village for feedback.

22/04/046 To consider plans for Queen's Canopy tree planting and Jubilee Celebrations

Story Homes is open to trees being planted in the south-east section of the site. Halton Gardening Group is in favour of orchard style trees.

It was resolved: to contact Jon Oliver for advice.

No entertainers have volunteered for the Jubilee picnic.

22/04/047 To consider the aims and objectives of the Halton Castle Hill Project

Cllr Coates reported on some ideas and overall aims for an archaeology project for Castle Hill. Support from English Heritage is crucial.

It was resolved: to support the aim of public access as part of the Castle Hill project.

It was resolved: to approach English Heritage to form a project to explore, unearth and document the history of Castle Hill

22/04/048 To consider the renewal of the Castle Hill annual grazing agreement

It was resolved: to renew the Grazing Agreement with V. Price subject to the alterations as suggested by the Clerk.

22/04/049 To consider the renewal of pest control on the allotments

It was resolved: to renew the annual pest control contract with Lancaster City Council at a cost of £540 + vat.

22/04/050 To consider purchasing new entrance signs for the Centre

It was resolved: to purchase new entrance signs for the Centre at a cost of £1,387.72 + vat

22/04/051 To consider and approve accounts for payment for expenses incurred since the last meetingPayments for Approval

Includes payment of invoice last month to J. Oliver for TPP works of £100.

Ref	Payee	Description	TOTAL	NET	VAT
1	Water Plus	Burial ground water	8.14	8.14	-
2	Aughton PCC	Grass cutting & maintenance	1,450.00	1,450.00	
3	LALC	Membership to NALC & LALC	489.85	489.85	
4	Envirocare	Grass cutting for March	407.88	339.90	67.98
5	Signs Express	2 x Signs for Centre entrance	1,665.26	1,387.72	277.54
6	L Mills	Salary & reimbursements	1,062.63	983.38	79.25
7	C Richardson	Salary	653.30	653.30	
8	K Bridgewater	Salary	159.80	159.80	
9	Pied Piper North	Pest control from 2020/21	405.00	337.50	67.50
		TOTALS	£ 6,301.86	£ 5,809.59	£ 492.27

It was resolved: to approve the above expenditure.

22/04/052 To confirm the date of next Parish Council Meeting

The next meetings of the Annual Parish Meeting & Annual Meeting of the Parish Council will be arranged for 11th May 2022 at 7:15pm at The Centre. There being no further business the Chair declared the meeting closed at 9:15pm.

Minutes subject to approval at the next meeting.

Signed..... Chair Date