

**HALTON WITH AUGHTON PARISH COUNCIL****MINUTES OF PARISH COUNCIL MEETING
Wednesday 12th October 2022 7:15pm @ The Centre, Halton**

Chair: Cllr Slinger

Present: Cllr Coates, Cllr Turner, Cllr Lamb, Cllr Sewell, Cllr McAleer, 4 members of the public

Clerk: Luke Mills

22/10/104 To receive apologies for absence and to approve the reasons given
None.

22/10/105 To consider and approve the minutes of the meeting held on 7th July 2022
It was resolved: that the minutes be accepted as a true record and to be signed by the Chair.

22/10/106 To receive declarations of interests and dispensations
None.

22/10/107 Suspension of Standing Orders

Representative from Lancaster City Council Community Connectors (Adam Kirkby)

Described the support services that they offer around the district, ie. schools, holiday support, voluntary groups, food banks, warm places. They offer a Household Support Fund. They will list Warm Places in the local area, which will include The Centre. They can offer small grants and loans of equipment.

Village Consultation

Three residents attended to hear the outcome of the recent village consultation on the area of separation and to share their views.

22/10/108 To consider and approve reports:

a) District Councillor Report

Nothing to report.

b) Open Spaces, allotments & burial ground

Open Spaces

Completed/In Progress

- Football shelter being stripped ready for rust treatment.
- Burial ground gate repaired
- Clarkson's sister company is going to provide a quote for replacing the alarm in the shed
- New bins put up on Arrow Lane & Schoolhouse Lane/Low Road junction
- Bins relocated to the bus shelter opposite the shops & the swing at Schoolhouse Lane/Lunesdale View

Planned

- New car park markers (no progress)
- Repairing the boardwalk (no progress)

Hours

- Aug 94 hrs, Sep 100 hrs (excl. of holidays & sickness).
- To date 753 hrs booked vs budget of 780 hrs

Open Spaces

- **Action:** Clerk to revise the signage around the play area to explain the plans

Burial Ground

- There is a gap in the M6 boundary where the large tree fell.
- **It was resolved:** to use some trees from the Woodland tree pack once it arrives.

Allotments

- There are 2-3 plots that probably below standards and will need a termination warning letter.
- **It was resolved:** that the Clerk will send out letters informing plot holders with poor plots that they will not be renewed unless the upkeep is improved.

c) HCA

- Looking for a quote for replacement PV panels (which are 4kwh) for the roof with the aim of becoming energy self-sufficient.

d) Finance Report

- VAT claim received covering the period up to August of £3,698.70
- The owner of the Manor House has contributed towards the tree removal on Quarry Road.

Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
7,280	Salary - Clerk	4,227	3,053	42,937	Precept	42,937	-
12,480	Salary - Groundstaff	7,763	4,717	1,020	Allotments	30	990
5,267	Public Works Loan	-	5,267	160	Rent	150	10
6,400	Grass Cutting	6,209	-	1,300	Burial Ground	570	730
150	Hedge Cutting	-	150	20	Bank Interest	96	-
540	Pest control	1,046	-	-	Damage	-	-
450	Play Inspection	520	-	-	General	2,794	-
4,600	Repairs & Renewals	1,608	2,992	-	Grants	-	-
380	Pitch Feed	817	-	-	Donations	4,194	-
1,000	Tree Works	3,100	3,000		VAT	3,699	525
450	Audit	408	-				
72	Bank Charges	36	36	45,437	TOTAL	54,470	2,255
200	Clerks Expenses	303	100				
950	HCA	151	150		CASHBOOK BALANCES	ACTUAL	<i>Forecast</i>
2,448	Insurance	1,962	-		Gross Receipts	£70,224	72,479
655	Subs	624	-		Gross Payments	£37,531	51,719
400	Training	-	400		CASHBOOK BALANCE	£32,692.84	£20,759.95
65	Water	57	8				
130	Website	-	130		BANK BALANCES (30/9/22)		
20	S137	-	20		Current a/c	62.73	
43,937	BUDGET TOTAL	28,830.99	20,023		Deposit a/c	31,926.54	
					BANK BALANCE	£31,989.27	
-	Assets	2,335	-				
-	Misc services	3,500	-		FUND BALANCES		
76	B4RN	-	-		General A/C	£12,184	
882	Emergency Response & Flood Gra	-	882		Village Improvement A/C	£17,509	
	VAT claimed	2,340			MUGA Sink Fund A/C	£3,000	
	VAT to be claimed	525			FUND TOTAL	£32,692.84	
44,895	GROSS TOTAL	37,531	51,719				

It was resolved: to accept the Finance Report to 12th October 2022

e) Planning

New Applications

- [22/00874/FUL](#) | Retrospective application for change of use of land to residential traveller accommodation consisting of two mobile homes, three touring caravans, storage of two touring caravans, two outbuildings, septic tank, hardstanding, fencing, gates, associated access, re-grading land levels, creation of bund and use of field as paddock
 - Land North Of Bottomdale Road East Of M6 Bottomdale Road Halton Lancashire
- [22/00929/NMA](#) | Non material amendment to planning permission 18/01422/FUL for amendment to house types
 - Land To The Rear Of Pointer Grove And Adjacent To High Road Halton Lancashire

- [22/00103/DIS](#) | Discharge of conditions 3 and 5 on approved application 18/01422/FUL
 - Land To The Rear Of Pointer Grove And Adjacent To High Road Halton Lancashire
- [22/01057/FUL](#) | Erection of a two storey rear extension
 - Skirpin Cottage High Road Halton Lancaster Lancashire LA2 6PH
- [22/01078/ELDC](#) | Existing lawful development certificate for use of outbuilding as ancillary accommodation in association with 16 Harrowdale Park
 - 16 Harrowdale Park Halton Lancaster Lancashire LA2 6QS
- [22/01163/FUL](#) | Erection of two-storey side extension and installation of front roller shutter
 - Halton Village Stores 157 High Road Halton Lancaster Lancashire LA2 6PY
- [22/01216/FUL](#) | Retrospective change of use of domestic garage to personal training studio (sui generis) with associated parking
 - Forgewood Cottage Low Road Halton Lancaster Lancashire LA2 6PA

Permitted

- 22/00881/FUL | Demolition of existing single storey rear extension and erection of 2 rear extensions, construction of a hip to gable extension, installation of raised roof, construction of a dormer extensions to the front and rear, installation of first floor window to the north west (side) elevation and alterations to existing external materials
 - 18 Harrowdale Park Halton Lancaster Lancashire LA2 6QS
- 22/0140/TCA | Holly - Removal of overhanging branches
 - 89 High Road Halton Lancaster Lancashire LA2 6PS
- 22/01147/NMA | Non material amendment to planning permission 21/01234/FUL to remove 2 windows and a door from the west side elevation and replace with garage doors, and remove rooflights from the east side elevation
 - 39 Clougha Avenue Halton Lancaster Lancashire LA2 6NS
- 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
- 22/00033/DIS | Discharge of condition 3 on approved application 21/00234/LB
 - Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA
- 22/00797/LB | Listed building application for works to internal walls, installation of stud walls, insulation to floors/ceilings, new ensuite bathroom, removal of stud wall and modern boxing to expose chimney stack, removal of fireplace, installation of replacement windows and door, replacement staircase, and installation of new combi oil central heating system
 - Ghyll Bank Aughton Brow Aughton Lancaster Lancashire LA2 8LU

Withdrawn

- 22/00584/FUL | Change of use from workshop to 8 bed holiday let, including the erection of a first floor extension and single storey extension with sunken access and a green roof to provide garden/amenity space with balustrade, installation of timber cladding, new windows and doors, and juliet balcony's to the north and south elevations
 - Lune Garth The Hermitage Estate Low Road Halton Lancashire

It was resolved: Clerk to write letter to planners about the poor state of the “wildflower” area on the Story Homes site.

It was resolved: Clerk to write letter to planners about the landscaping near the junction on Forest Heights.

22/10/109 To consider response to the village consultation on the Area of Separation off Halton Rd

To the question "Do you think that it is important to retain the area of separation between Lancaster & Halton?"

- Yes - 99
- No – 3
- Maybe - 5

The Council asked the representative from City Council if someone from Planning could provide further information on the future of this area and why it is even being considered, or whether they could attend a future meeting.

It was resolved: to write a letter to Planning stating the results of the consultation on the Area of Separation and reiterating the council's position that there are no material reasons for a change in status of this area.

22/10/110 To consider resuming work on the Neighbourhood Plan

There was a meeting in September to discuss resuming the Neighbourhood Plan with an officer from City Council. The recommendation from the officer was to only include aspects that can be delivered via the standard planning process.

It was resolved: to produce a first draft ready for the November meeting.

22/10/111 To consider councillor portfolios and responsibilities

It was resolved: to defer until the next meeting.

22/10/112 To consider prioritising the list of projects, actions and tasks

It was resolved: for the Clerk to prioritise the following resolutions: 22/07/090 (handover meeting with Brian), 22/06/079 (responding to specific letters from the PWLB survey), 22/07/093 (repairing the boardwalk), 22/07/089 (ordering a plaque for the conversation bench)

It was resolved: to review progress in November.

22/10/113 To consider tree planting for National Tree Week 26th Nov - 4th Dec

The trees are due to be delivered at the beginning of November; they will arrive with tree guards and stakes. Planting scheduled for 26th-27th Nov. The plaque for the Jubilee tree has been installed.

22/10/114 To consider requests from the public:**a) Relocating rubbish bin currently outside 83 High Road**

It was resolved: to move the bin outside 83 High Rd to the bus stop opposite the Centre.

b) To install a non-standard memorial at the Burial Ground

It was resolved: to allow a plaque in front of the memorial.

It was resolved: to allow a suitable bench to be placed on the path.

22/10/115 To consider quote for urgent tree works

3 trees were felled in September (T103, T111, T114), but 3 further trees still need felling (T101, T123, T124) along with work to remove dead branches from some other trees.

There was a joint meeting onsite with the Lumber Tree Care, Jon Oliver and Halton Juniors to discuss further tree works along the pitch.

It was resolved: to agree to the quote for tree works at a cost of £1,200.

22/10/116 To consider updates:**a) On Church Brow traffic calming**

There is likely to be a public consultation soon on some traffic calming measures on Church Brow.

b) From the Lune Valley Greenway project

Work is progressing but there are still sections of land that needs to be resolved.

c) From the Flood Action Group

There are 7-8 people in the Flood Action Group. They are hoping to get a schedule of road sweeping. They are looking at measures to reduce flooding outside Forgewood, including some temporary barriers or soakaways. The residents on Church Brow are seeking permission to be able to have the authority to close the road when the road is flooded (via Highways), since traffic driving through flood water significantly increases the damage to homes.

Action: Cllr Lamb to contact Rachel Crompton from Lancashire County Council to see if they have progressed any of the plans discussed last year.

22/10/117 To consider the annual playground inspection report

Inspection reports were provided by both PlayDale and Lancaster City Council. There are no high risks, but several entrapment risks and exposed bolts/wires as well as some worn swing parts. Replacement swing parts have been purchased and are due to be installed soon.

22/10/118 To consider and approve the Parish Council Risk Assessment

No changes are proposed from last year.

It was resolved: to approve the Parish Risk Assessment

22/10/119 To consider and approve insurance for the Parish Council including Fidelity cover

It was resolved: that £150,000 of Fidelity Guarantee cover is sufficient.

It was resolved: that the insurance renewal premium of £1,962.21 is approved.

22/10/120 To receive the external audit report and the Annual Governance and Accountability Return for 2021-22 and consider any recommendations

The auditor returned the report on 29th September and raised the following issue:

The AGAR was not accurately completed before submission for review: The smaller authority has not restated the 2020/21 figure when revaluing assets in Section 2, Box 9. Please note that the Practitioners' Guide allows smaller authorities to use any reasonable valuation method, provided that the prior year figure is restated for consistency and comparability

This issue was due to incorrectly recording the disposal of the MUGA surfacing in 2021-22 instead of 2020-21.

A notice of conclusion of audit has been publicised dated the 7th October, though it should have been publicised from the 30th September.

It was resolved: that the Clerk adds the date for publicising the notice of conclusion of audit to the calendar.

It was resolved: that the Clerk should ensure that future asset disposals are recorded in the appropriate financial year.

22/10/121 To consider and approve accounts for payment for expenses incurred since the last meeting

Payments for Approval

August (paid already)

Ref	Payee	Description	TOTAL	NET	VAT
44	Water Plus	Burial ground water	8.14	8.14	
45	Envirocare	Grass cutting - July	815.76	679.80	135.96
46	Dennis Barnfield	Parts	46.91	39.09	7.82
47	Lumber Tree Care	Removal of trees	2,550.00	2,550.00	
48	Signs Express	Centre signs	396.76	330.63	66.13
49	Prattle	News article (colour)	82.00	82.00	
50	L Mills	Salary & reimbursements	752.57	728.25	24.32
51	G Bretherton	Salary & reimbursements	302.79	302.79	
52	C Richardson	Salary	565.00	565.00	
53	P Bucklow	Salary & reimbursements	512.00	512.00	
54	GreenThumb	Additional pitch treatment	530.00	441.67	88.33
TOTALS			£ 6,561.93	£ 6,239.37	£ 322.56

September (paid already)

Ref	Payee	Description	TOTAL	NET	VAT
55	Water Plus	Burial ground water	8.14	8.14	
56	BHIB	Annual insurance	1,962.21	1,962.21	
57	Envirocare	Grass cutting - August	815.76	679.80	135.96
58	HCA	Room hire (Jul)	21.60	21.60	
59	Huws Gray	Play sand & plyboard	90.31	75.26	15.05
60	Dennis Barnfield	Repairs to Leaf Blower	178.21	148.51	29.70
61	L Mills	Salary & reimbursements	782.99	753.59	29.40
62	G Bretherton	Salary & reimbursements	326.99	320.82	6.17
63	C Richardson	Salary & reimbursements	421.43	421.43	
64	P Bucklow	Salary	590.00	590.00	
65	Unity Trust Bank	Service Charge (Jul-Sep)	18.00	18.00	
TOTALS			£ 5,215.64	£ 4,999.36	£ 216.28

October (to be paid)

Ref	Payee	Description	TOTAL	NET	VAT
66	Water Plus	Burial ground water	8.14	8.14	
67	Envirocare	Grass cutting - September	815.76	679.80	135.96
68	HCA	Room hire (Sep-Nov)	64.80	64.80	
69	PKF Littlejohn	External audit for AGAR	360.00	300.00	60.00
70	SLCC	Annual membership	134.00	134.00	
71	Pied Piper North	Pest control from Jun-Sep 21	202.50	168.75	33.75
72	L Mills	Salary & reimbursements	706.90	690.15	16.75
73	G Bretherton	Salary	312.21	312.68	0.47
74	C Richardson	Salary	440.00	440.00	
75	P Bucklow	Salary	320.00	320.00	
76	Dennis Barnfield	Parts	30.82	25.68	5.14
TOTALS			£ 3,395.13	£ 3,144.00	£ 251.13

It was resolved: to approve the above expenditure.

22/10/122 To confirm the date of next Parish Council Meeting

The next meeting of the Parish Council will be arranged for 9th November 2022 at 7:15pm at The Centre. There being no further business the Chair declared the meeting closed at 9:05pm. Minutes subject to approval at the next meeting.

Signed..... Chair Date