

**HALTON WITH AUGHTON PARISH COUNCIL****MINUTES OF ANNUAL PARISH COUNCIL MEETING  
Wednesday 14<sup>th</sup> June 2023 7:15pm @ The Centre, Halton**

**Chair:** Cllr Turner  
**Present:** Cllr Lamb, Cllr Buntin, Cllr Coates (from 19:35), District Cllr McGowan  
**Clerk:** Luke Mills

**23/06/01 To receive apologies for absence and to approve the reasons given**  
Cllr McAleer, Cllr Slinger, Cllr Sewell

**23/06/02 To consider and approve the minutes of the meeting held on 10<sup>th</sup> May 2023**  
**It was resolved:** that the minutes be accepted as a true record subject to revised attendee list and to be signed by the Chair.

**23/06/03 To receive declarations of interests and dispensations**  
None

**23/06/04 Suspension of Standing Orders**  
District Councillor S McGowan asked what information the Parish Council would like to be informed of into the future.

**23/06/05 To consider and approve reports:**

**a) District Councillor Report**

Nothing to report.

**b) Open Spaces, allotments & burial ground**

**Open Spaces**

Completed/In Progress

- Boardwalk repairs in progress. The contractor suggested that another post also needs replacing.
- **Action:** Clerk to order more sand for the sandpit

Planned

- Replacing rotten edging to the nest swing area and order safety chippings for the nest swing area

Hours

- 98 hrs (excl. of holidays)

Open Spaces

- The Parish Council would like to offer thanks to Mr Curwood who has been voluntarily maintaining the benches around the village for a number of years. He is now taking a well-earned rest.
- One of the plant pots on the War Memorial wall was broken, either through vandalism or attempted theft. A replacement pot has been purchased.
- The part on the ride-on lawn mower has bent which will need fixing.
- **Action:** Clerk to see how it can be repaired.

**Burial Ground**

- Nothing to report.

**Allotments**

- Nothing to report.

**c) HCA**

- Some unpleasant graffiti, which was removed promptly. A young girl was hurt on the head in an incident. Police are involved in both cases.

## d) Finance Report

Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
7,800	Salary - Clerk	1,907	5,893	47,399	Precept	47,399	0
15,600	Salary - Groundstaff	3,405	12,195	1,020	Allotments	-	1,020
5,600	Public Works Loan	-	5,600	160	Rent	125	35
6,400	Grass Cutting	3,489	2,911	1,300	Burial Ground	-	1,300
150	Hedge Cutting	-	150	100	Bank Interest	-	100
540	Pest Control	150	390	-	Damage	-	-
550	Play Inspection	-	550	-	General	-	-
4,600	Repairs & Renewals	1,213	3,387	-	Grants	-	-
380	Pitch Feed	-	380	-	Donations	-	-
2,000	Tree Works	-	2,000		VAT	1,707	-
145	Alarm Maintenance	-	145				
500	Audit	185	315				
72	Bank Charges	18	54	49,979	<b>TOTAL</b>	<b>49,231</b>	<b>2,455</b>
300	Clerks Expenses	182	118				
343	HCA	-	343		<b>CASHBOOK BALANCES</b>	<b>ACTUAL</b>	<b>Forecast</b>
2,179	Insurance	-	2,179		Gross Receipts	85,140	87,595
670	Subs	479	191		Gross Payments	13,774	51,208
400	Training	-	400		<b>CASHBOOK BALANCE</b>	<b>71,365</b>	<b>36,387</b>
100	Water	17	83				
130	Website	-	130		<b>BANK BALANCES 31/5/23)</b>		
20	S137	-	20		Current a/c	53.60	
48,479	<b>BUDGET TOTAL</b>	<b>11,045.57</b>	<b>37,433</b>		Deposit a/c	74,831.47	
					<b>BANK BALANCE</b>	<b>£74,885.07</b>	
-	Assets	-	-				
-	Misc services	1,750	-		<b>FUND BALANCES</b>		
-	Recreational Area Improvements	-	-		General A/C	£34,664	
882	Emergency Response & Flood Gra	-	-		Village Improvement A/C	£16,610	
	VAT claimed	-			MUGA Sink Fund A/C	£4,500	
	VAT to be claimed	979			S106 Recreation Area	£15,592	
49,361	<b>GROSS TOTAL</b>	<b>13,774</b>	<b>51,208</b>		<b>FUND TOTAL</b>	<b>£71,365</b>	

The combination of repairs to the boardwalk and replenishing the safety chippings in the play area will cost in the region of £8,300+vat. Agreeing to a Landscape Character Appraisal for the Neighbourhood Plan and Planning Application fee for the ball-stop fence along the Recreation Area will cost an additional £3,500-£4,000+vat. This will significantly reduce the reserves.

**It was resolved:** to transfer £15,592 from the General a/c to the S106 a/c.

**It was resolved:** to accept the Finance Report to 14<sup>th</sup> June 2023

## e) Planning

## New Applications (Awaiting Decision)

- [23/00551/FUL](#) | Installation of ground mounted solar PV panels, associated electrical equipment and battery housing
  - Halton Green House Green Lane Halton Lancaster Lancashire LA2 6PB

## Permitted

- [23/00394/FUL](#) | Erection of a single storey rear extension
  - 174 Low Road Halton Lancaster Lancashire LA2 6NX
- [23/00387/FUL](#) | Installation of an air source heat pump to the rear
  - 3 Littledale Mews Kellet Lane Slyne Lancaster Lancashire LA2 6BJ

## Other

- [22/01427/EIR](#) / [22/01414/FUL](#) | Change of use from workshop to 3 bed holiday let, including the erection of a first floor extension and single storey extension, erection of sunken games room with green roof to provide

garden/amenity space with balustrade, installation of timber cladding, new windows and doors, and juliet balcony to the south elevation

- Lune Garth The Hermitage Estate Low Road Halton Lancashire
- Decision: ES Not Required

No comments from the Parish Council.

**23/06/06 To consider update on Castle Hill**

The funding application has been completed, but there has already been a 2-week delay. Any further delays may force the postponing of the planned September dig.

**23/06/07 To consider update on the Neighbourhood Plan:**

If there is an aim to create a draft for public consultation ready for Sep/Oct, then there is no rush. Some extra details needed on green spaces, wildlife corridors and non-designated historical buildings.

**Action:** Cllr Coates to request a written quote for the £2,500 Landscape Character Appraisal report.

**Action:** Clerk to ask Kirkwells whether it is advisable to carry-out a public consultation before the Landscape Character Appraisal is ready.

**Action:** Clerk to organise a NP meeting asap.

**23/06/08 To consider update on the Recreation Area improvements, including Planning Application:**

The planning application for the ball-stop fence is ready to be submitted subject to the council's approval. The guidance recommends providing an "elevation diagram" so an image indicating the fence height has been created but it is not known whether this will be acceptable. The pitch has been used as the "site" with an area of 0.83ha. The planning fee is £234 per 0.1ha with a reduction for Parish Councils, so the estimated fee should be £971.10.

**It was resolved:** to the PC agree to submit a planning application for a ball-stop fence and pay the associated fee.

**23/06/09 To consider quote(s) for replacement play chippings**

The normal supplier is still unable to supply chippings. Other quotes were sought, but it was hard to find suppliers that could provide bulk loose chippings. The company that provided the only quote had concerns about access to the site. After measuring the height of the tree branch, they thought that a smaller truck supplying 40m<sup>3</sup> of playgrade chip would be feasible.

**It was resolved:** to purchase 40m<sup>3</sup> of play grade chip for £2,162 + vat or less.

**23/06/10 To consider allotment fees for 2024**

The fees were increased in 2022 to £30 per plot. There are 34 half-plots, though plot 1b is retained by the council since it is a tricky plot (dry and shaded). The income last year was £1,000. The cost of pest control is £600.

**It was resolved:** to leave the price unchanged for 2024.

**23/06/11 To consider any correspondence**

1. Complaint from resident of Riverside Close about jet skies on the river

**Action:** Clerk to respond to complaint.

2. Suggestion from a resident that the council crowdfund buying Town End field and offering £500

**Action:** Clerk to respond to resident.

3. A resident is concerned about the weeds (especially shrubs/trees) growing from the wall that borders the road along the Hermitage Field.

**Action:** Clerk to report it to the County Highways

**23/06/12 Annual Governance and Accountability Return 2022/23:**

**a) To receive, consider and agree the Internal Auditor's Report along with any recommendations**

The Internal Auditor (Town Parish Audit) reviewed the accounts and raised no issues. They have signed-off the relevant part of the AGAR.

**It was resolved:** that the Internal Audit Report for the 2022-23 AGAR is accepted.

**b) To receive, consider and approve the Annual Governance Statement and Accounting Statements, along with supporting documents and to authorise the Chair to sign**

The Annual Governance Statement asks a series of questions about financial controls and governance. The Internal Audit essentially covers most of the questions, along the approved policies and procedures:

- [Statement of Internal Control](#)
- [Financial Regulations](#)
- [Payment Procedures](#)
- [Risk Assessment](#)

**It was resolved:** that the Annual Governance Statement for 2022-23 is approved and that the Chair and RFO are authorised to sign.

**It was resolved:** that the Accounting Statements for 2022-23 is approved and that the Chair and RFO are authorised to sign.

**c) To confirm the dates of the period for the exercise of public rights (26th June – 4th August 2023)**

**It was resolved:** that the period for exercise of public rights will be between 26th June and 4<sup>th</sup> August.

**23/06/13 To consider and approve accounts for payment for expenses incurred since the last meeting**

Ref	Payee	Description	TOTAL	NET	VAT
23	Water Plus	Burial Ground water supply	5.64	5.64	-
24	Lancaster City Council	Pest control	60.00	50.00	10.00
25	Envirocare	Grasscutting - May	815.76	679.80	135.96
26	Dennis Barnfield	Repairs/servicing	86.66	72.21	14.45
27	L Mills	Salary & reimbursements	1,103.71	1,028.08	75.63
28	G Bretherton	Salary & reimbursements	398.88	392.40	6.48
29	C Richardson	Salary	462.00	462.00	-
30	P Bucklow	Salary	384.00	384.00	-
31	Town Parish Audit	Internal Audit charges	185.00	185.00	-
32	Unity Trust Bank	Bank charges	18.00	18.00	-
<b>TOTALS</b>			<b>£ 3,519.65</b>	<b>£ 3,277.13</b>	<b>£ 242.52</b>

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

**23/06/14 To confirm the date of next Parish Council Meeting**

The next meeting of the Parish Council will be arranged for 12<sup>th</sup> July 2023 starting at 7:15pm at The Centre. There being no further business the Chair declared the meeting closed at 8:30pm. Minutes subject to approval at the next meeting.

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