

**HALTON WITH AUGHTON PARISH COUNCIL****MINUTES OF ANNUAL PARISH COUNCIL MEETING
Wednesday 13th September 2023 7:15pm @ The Centre, Halton**

Chair: Cllr Slinger
Present: Cllr Turner, Cllr Lamb, Cllr Buntin, Cllr Coates, 1 member of the public
Clerk: Luke Mills

23/09/01 To receive apologies for absence and to approve the reasons given
Cllr McAleer, Cllr Sewell

23/09/02 To consider and approve the minutes of the meeting held on 12th July 2023
It was resolved: that the minutes be accepted as a true record and to be signed by the Chair.

23/09/03 To receive declarations of interests and dispensations
None

23/09/04 Suspension of Standing OrdersMember of Halton Garden Group

1. Cherry Tree in the Memorial Garden has a large split in the trunk.
 - a. **Action:** Clerk to contact J. Oliver to ask for advice.
2. MoU might not have been signed
 - a. **Action:** Clerk to check whether a signature is required
3. They are hoping to plant bulbs in the wildflower area in Oct but there are some large weeds/plants in the wildflower bed
 - a. **Action:** Clerk to organise the strimming of the wildflower area asap and rake off
 - b. **Action:** Clerk to ask groundstaff to help with the removal of the larger weeds
4. Could we progress the building of steps down from the nest swing down onto the pitch?
 - a. **Action:** Clerk to consider a plan for the steps

23/09/05 To consider and approve reports:**a) District Councillor Report**

James Sommerville sent the following report:

- The council made some announcements about service reductions due to the £2.4 million in budget savings that were agreed earlier this year. The most high-profile casualties are the Visitor Information Centres in Lancaster and Morecambe, which will close next week. The council is using a one-off capital grant from government to improve digital information provision as a way to partly make up for the closures. Unfortunately, the council's financial situation, like that of almost all local authorities around the country, is very tight and further difficult decisions are likely in the months and years to come
- In better news, Lancaster's Canal Quarter plans for new housing and other development were adopted, and more is expected soon on the Morecambe Frontierland site

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

- Army Camp path strimmed
- Low Road to Crook O'Lune pavement strimmed
- The noticeboard by the shops has been taken down; it is not yet clear if it can be repaired

Planned

- Various repairs to play equipment following annual play area safety inspection
- Replace Muga basketball hoop
- Repair/rebuilding of seats around sand pit
- Contact the hedgecutter as normal
- Repair seat on Quarry Road

Hours

- July 107 hrs, August 117 hrs (excl. of holidays)

Open Spaces

- A new rear deflector for the Kubota has been purchased from the S106 money (agreed by Halton Juniors).
- The recent annual Play Safety Inspection reported that there are:
 - no high risks
 - one medium risk
 - various low and very low risks
 - A list of jobs to resolve as many issues has been created and will be given to the groundstaff

Burial Ground

- National Highways are planning to replace the fence along the M6 week starting 11th September

Allotments

- No progress has been made on investigating grants/options for enhancing security at the allotments. The council did not think that a fence to the rear or side would stop vandalism and experience from the Centre indicates that CCTV is only helpful in certain scenarios. A hedge along the rear would not be simple and unlikely to work given the overhanging vegetation.
- **Action:** Clerk to investigate planting a holly boundary from the NE corner up the slope.
- More chippings, logs and branches dropped off in the paddock area. A sign has been installed. The firm at fault has not been contacted yet, though there are photos of them.
- Plot 11a has not been suitably maintained for a few months. Email and letter warnings have been sent, so it is recommended that the tenancy is terminated. They were previously given a termination notice last year.
- **It was resolved:** to terminate the tenancy of plot 11a

c) HCA, including Halton Lune Trust grant application for energy/water efficiency work

- A good turn-out at the recent AGM and two new committee members. Pre-school have moved out and the football team are reducing the use of the pitch, which together is a big financial loss. Replacement users are being sought urgently. Peter will be stepping down as Chair and Maureen is retiring at the end of the year.
- The HCA undertook an energy audit of the Centre since the bills have doubled over the last year. The main recommendations are measures to help save water heating costs and also to improve the PV use. Quotes for the work indicate a cost in the region of £30k. They will be seeking a £5k grant from Thrive Renewables, but request that the council cover the rest.
- **It was resolved:** to apply for £20k grant from Halton Lune Trust for the energy improvement works to the Centre

d) Finance Report

Financial Statement - September 2023				Balance b/f 1st April 2023 35,909.06			
Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
7,800	Salary - Clerk	3,856	3,944	47,399	Precept	47,399	-
15,600	Salary - Groundstaff	7,581	8,019	1,020	Allotments	-	1,020
5,600	Public Works Loan	-	-	160	Rent	125	35
6,400	Grass Cutting	5,529	871	1,300	Burial Ground	708	592
150	Hedge Cutting	-	150	100	Bank Interest	398	300
540	Pest Control	300	240	-	Damage	-	-
550	Play Inspection	520	30	-	General	501	-
4,600	Repairs & Renewals	4,780	1,000	-	Grants	-	-
380	Pitch Feed	-	-	-	Donations	-	-
2,000	Tree Works	-	2,000		VAT	1,707	-
145	Alarm Maintenance	-	145				
500	Audit	500	-				
72	Bank Charges	36	36	49,979	TOTAL	50,837	1,947
300	Clerks Expenses	241	59				
343	HCA	86	257		CASHBOOK BALANCES	ACTUAL	Forecast
2,179	Insurance	1,933	246		Gross Receipts	86,746	88,693
670	Subs	683	-		Gross Payments	45,046	62,658
400	Training	-	400		CASHBOOK BALANCE	41,700	26,035
100	Water	34	66				
130	Website	-	130		BANK BALANCES (31/8/23)		
20	S137	-	20		Current a/c	73.63	
48,479	BUDGET TOTAL	26,080.48	17,612		Deposit a/c	48,440.38	
					BANK BALANCE	£48,514.01	
-	Assets	-	-				
-	Misc services	10,971	-		FUND BALANCES		
-	Recreational Area Improvements (S106)	3,250	-		General A/C	£18,622	
882	Emergency Response & Flood Grant	-	-		Village Improvement A/C	£6,610	
	VAT claimed	-	-		MUGA Sink Fund A/C	£4,500	
	VAT to be claimed	4,744	-		S106 Recreation Area	£11,968	

It was resolved: to accept the Finance Report to 13th September 2023

e) Planning

New Applications (Awaiting Decision)

- [23/00683/FUL](#) | Erection of three terraced 3-bed dwellings and two detached 4-bed dwellings (C3), part demolition and conversion of St Wilfrids Hall into two 1-bed apartments and four 2-bed apartments (C3) with associated access and landscaping
 - St Wilfrids Hall Foundry Lane Halton Lancaster Lancashire LA2 6LT
- [23/00110/DIS](#) | Discharge of conditions 14 and 15 on approved application 18/01422/FUL
 - Land To The Rear Of Pointer Grove And Adjacent To High Road Halton Lancashire
- [23/0134/TPO](#) | Trim vegetation and trees along the boundary line to allow the fence to be replaced. Maximum of 1 metre either side of the fence line to be managed.
 - Land North Of Bottomdale Road East Of M6 Bottomdale Road Halton Lancashire
- [23/0132/TCA](#) | Cypress (T3) - remove in order to implement approved works to convert garage
 - Boat House Church Brow Halton Lancaster Lancashire LA2 6LR
- [23/00925/FUL](#) | Demolition of existing balcony and erection of a single storey rear extension to detached property with terrace/balcony and external steps
 - 98 High Road Halton Lancaster Lancashire LA2 6PU
- [23/00884/FUL](#) | Demolition of existing porch to east elevation and erection of a replacement single storey extension, with link to existing detached outbuilding and erection of a porch to south elevation
 - Lune Cottage Aughton Road Aughton Lancaster Lancashire LA2 8LU
- [23/00704/FUL](#) | Erection of a conservatory to the rear
 - Barn Owl Cottage Higher Barn Aughton Road Aughton Lancaster Lancashire LA2 8LU

Permitted

- [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
- [23/00414/FUL](#) | Erection of 2 outdoor classrooms + Discharge of conditions 3 & 4
 - Furnace Barn Foundry Lane Halton Lancaster Lancashire LA2 6LU
- [23/0092/TCA](#) | 1 Eucalyptus - Fell 2 Sycamore pollard - Fell 3 Unidentified tree beneath sycamore - Fell 4 Sycamore - Prune over lodge
 - 10 Lune View Park Station Road Halton Lancaster Lancashire LA2 6LH
- [23/00065/DIS](#) | Discharge of conditions 3,4,5 and 6 on approved application 22/00040/FUL
 - Land West Of 110 High Road Halton Lancashire
- [23/0118/TCA](#) | Conifer Hedge (G1/G2) - Fell
 - St Wilfrids Lodge Foundry Lane Halton Lancaster Lancashire LA2 6LT
- [23/00809/RCN](#) | Erection of ground floor cloakroom and detached garage (pursuant to the removal of condition 4 on planning permission 02/00095/FUL which restricts business/trade use)
 - Forgewood Cottage Low Road Halton Lancaster Lancashire LA2 6PA

Refused

- [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

No comments from the Parish Council.

23/09/06 To consider measures to:

a) prevent people from climbing onto the shed roofs and Centre roof

Kids have been climbing onto the Centre roof and the tool shed roof; the latter is now quite dented and weakened. If someone fell off or through the roof they could be seriously injured.

Action: Clerk to investigate repairing the tool shed roof with something stronger

Action: Cllr Turner to contact the local PCSO to ask what options are available.

b) prevent balls from being kicked onto the road from the Muga

There have been complaints about balls landing in their property and hitting the car/windows, with a request that the council erect a fence to stop the balls coming over.

Action: Clerk to investigate a simple net that would attach to the two lamp posts.

23/09/08 To consider renting smaller allotment plots

It was resolved: that if there people from the waiting list or existing tenants who would take a quarter plot, then plot 11a will be split into two plots.

23/09/09 To consider removing the communal compost from the allotments

A communal compost was built in 2017 on plot 1B because the previous tenant said it was too difficult to grow on that site. It was never the intention that the Parish Council would actively manage this compost but expected that those who used it would take on the management. Whilst it was built with good intentions, no-one has taken on the management of it and the whole area is becoming messier and messier causing problems for neighbouring plots.

It was resolved: to remove the compost pile and convert to a quarter plot (subject to anyone wanting it).

23/09/10 To consider measures to prevent fly-tipping on the allotment paddock

At least two firms have dropped off chippings at the paddock recently. One firm was identified and asked not to do it again without permission. The other firm was photographed dropping off logs and branches. A sign has been put up stating that no chippings/waste should be left. It has also been highlighted in the Prattle and Facebook.

Action: Clerk to ask for volunteers to help tidy up the area.

23/09/11 To consider update on Neighbourhood Plan including quote from Kirkwells

Kirkwells have provide a quote of £7,560 + vat for the final three phases of work. Cllr Coates has applied for a grant to cover this cost.

23/09/12 To consider communications with the public:**a) Complaint of dog-fouling on Meadowfield**

There is an ongoing issue of dog mess and dog bags being left around the ginnel between Meadowfield and Beech Road.

It was resolved: to purchase a dog-bin and attach it to the fence on a trial basis.

b) Request to support Lancaster Military Heritage Group (LMHG) website appeal

It was resolved: to donate £100 to the LMHG appeal

Action: Clerk to put the local war historian in touch with the LMHG

c) Parking on High Road

The council understands the issues involved; however this is the responsibility of County Highways so the Parish Council has no power to resolve it.

23/09/13 To consider revised Planning Application for the Recreation Area ball-stop fence

It was resolved: to apply for planning permission again, once the various extra documents and plans are ready.

Action: Clerk to check Open Spaces "where we reference children running onto road" wrt the gap in the hedge

Action: Clerk to query Halton Juniors the location of the gate and the purpose

23/09/14 To receive the external audit report and the Annual Governance and Accountability Return for 2022-23 and consider any recommendations

No issues or concerns were raised by the external auditor PKF Littlejohn LLP.

A notice of conclusion of audit will be publicised by 30th September along with sections 1,2 & 3 from the AGAR.

It was resolved: to accept the external audit report for the AGAR 2022-23.

23/09/15 To review and approve:**a) The Parish Council Risk Assessment**

The Parish Council Risk Assessment was reviewed.

It was resolved: that a laptop for use by the Parish Clerk should be purchased for Business Continuity.

It was resolved: that a fire-proof bag for key documents should be purchased to protect Council Records.

It was resolved: that the current detail of location-based risks is sufficient.

It was resolved: to approve and accept the Risk Assessment subject to the changes in mitigation.

b) annual 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 £1,933.18 is approved.

23/09/16 To consider content for the Prattle article

Action: Clerk to mention kids climbing on roofs, reporting issues and Church Brow traffic calming

23/09/17 To consider and approve accounts for payment for expenses incurred since the last meeting

Ref	Payee	Description	TOTAL	NET	VAT
47	Water Plus	Burial Ground water supply	5.64	5.64	-
48	Lancaster City Council	Pest control	60.00	50.00	10.00
49	Envirocare	Grasscutting - July	815.76	679.80	135.96
50	Glendale Countryside Ltd (EPD)	Landscape Character Appraisal Report	3,623.76	3,019.80	603.96
51	Danvic Turf Care Ltd	Pitch improvement work (s106)	2,799.16	2,332.63	466.53
52	L Mills	Salary & reimbursements	767.21	764.13	3.08
53	G Bretherton	Salary	360.00	360.00	-
54	C Richardson	Salary	654.00	654.00	-
55	P Bucklow	Salary	384.00	384.00	-
TOTALS			£ 9,469.53	£ 8,250.00	£ 1,219.53

Payments made in August

Ref	Payee	Description	TOTAL	NET	VAT
56	Water Plus	Burial Ground water supply	5.64	5.64	-
57	Lancaster City Council	Pest control	60.00	50.00	10.00
58	Envirocare	Grasscutting - Aug	815.76	679.80	135.96
59	Dennis Barnfield	Parts including deflector for mower	428.87	357.39	71.48
60	Clear Councils	Annual insurance (previously BHIB Insu	1,933.18	1,933.18	-
61	D & C Atkinson	Pitch Line Marking services 2023-2024	729.00	607.50	121.50
62	Fields In Trust	Membership of Fields in Trust	65.00	65.00	-
63	L Mills	Salary & reimbursements	1,041.34	976.10	65.24
64	G Bretherton	Salary	342.00	342.00	-
65	C Richardson	Salary	672.00	672.00	-
66	P Bucklow	Salary	384.00	384.00	-
67	PKF	External audit fee	378.00	315.00	63.00
68	Unity Trust Bank	Bank charges	18.00	18.00	-
69	SLCC	Annual membership	139.00	139.00	-
TOTALS			£ 7,011.79	£ 6,544.61	£ 467.18

Payments due for September

It was resolved: to approve the above expenditure.

23/09/18 To confirm the date of next Parish Council Meeting

The next meeting of the Parish Council will be arranged for 11th October 2023 starting at 7:15pm at The Centre. There being no further business the Chair declared the meeting closed at 21:20pm. Minutes subject to approval at the next meeting.

Signed..... Chair Date