



HALTON WITH AUGHTON PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING Wednesday 11th October 2017 7:15pm at The Centre @ Halton

Chair: Cllr Carol Slinger
Present: Cllr Brian Jefferson, Cllr Barbara Duffy, Cllr Chris Coates, Cllr Karen Gibson (last 20 mins), member of the public, resident from Forgewood Drive
Clerk: Luke Mills

17/09/2570 Apologies for absence:
Cllr Kevin Frea

17/09/2571 Approval of Minutes of previous meeting
It was resolved: that the minutes of the meeting held on 13th September 2017 be accepted as a true record and signed by the Chair.

17/09/2572 Council
 a) Declaration of member's interests in Agenda Items – Cllr Chris Coates declared a possible interest on the planning items (17/00152/DIS, 17/00153/DIS)
 b) Change in declaration of member's interests – None

17/09/2573 Suspension of Standing Orders
 A resident from Forgewood Drive highlighted that the latest plans for the development behind Forgewood Drive differ from the original. Cllr Jefferson explained that this is normal when a plan moves from outline to detailed. It will be possible for residents to comment on the detailed plans once the application is made to Lancaster City Council.

17/09/2574 To consider and approve reports
 a) **Open Spaces Report**
 Cllr Jefferson reported the following:

Tasks Completed

- Annual Play Inspection: Enviroplay have completed the annual inspection.
- Army Camp: Path strimmed.
- The hedges have been cut.
- St Wilfrid's Park: Rotten cross-beams on group swings have been replaced by Enviroplay with assistance from Garry. The swing seats still need to be put back up shortly.

Tasks in Progress

- Link Path: Initial hedge trimming almost complete.

Tasks Outstanding

- Boxing around the gas meter needs replacing. Cllr Slinger reported that a possible replacement has been identified
- Repair of bench on Quarry Road. Planned to be completed this month.
- Various actions from playground inspection report.
- Play Area: Repair fencing, since the damaged panels are increasing. Cllr Jefferson reported that the willow might be used to repair it. Cllr Jefferson suggested the 3rd weekend in Nov could be used
- Allotments: Try and reinstate path along the Manor House wall, north of the main path.
- Play Area: Trim back willow around sand pit.

Hours

- 95 hours, incl. holiday in September

- Overall, more or less on target: £88 under-budget to date.

Cllr Jefferson reported that the Princes Trust might be coming in to help with the banking.

b) HCA Report

Nothing to report.

c) Finance Report

The Parish Clerk reported that:

- The Finance Report indicates spending and receipts mostly in line with the budget, however the Repairs budget is over budget by approx. £1,380 now that the repairs to St. Wilfrid's Park have been completed.
- A VAT claim for £2,490.96 has been completed which should be refunded in the next couple of months.
- The balance on the General Account is becoming low.

	GENERAL A/C	VILLAGE IMPROVEMENT A/C	TOTALS
B/fwd 13/9/2017	7,000.51	10,395.76	17,396.27
			-
INCOME			-
Allotments	5.00		5.00
War Memorial Donations	240.00		240.00
			-
			-
			-
TOTAL INCOME	245.00	-	245.00
			-
Expenditure			-
Payments	5,916.83		5,916.83
			-
TOTAL EXPENDITURE	5,916.83	-	5,916.83
Balance as at 11/10/2017	1,328.67	10,395.76	11,724.43
Balance o/s of Public Works Loan	8,001.26		

It was resolved: to accept the Finance Report to 11th October 2017.

d) Allotments

The Parish Clerk reported that:

- There have been reports of further vandalism and theft. Luckily the wheelbarrow taken from 17b has been recovered.
- Plot 9b has been re-assigned.

It was resolved: that the Parish Clerk will try and locate the bags of straw/moss/turf/bark chip left over from the wedding at the Centre.

e) Burial Ground

The Parish Clerk reported that:

- Caravan has now been removed.

f) Planning

New Applications

- Removal of 4 Fir/Leylandii trees
 - 81 High Road Halton Lancaster Lancashire LA2 6PS
 - Ref. No: 17/0134/TCA
- Change of use of part of existing barn to one dwelling (C3) including the demolition of existing attached outbuilding and associated engineering works Open for Comment
 - Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA
 - Ref. No: 17/01129/FUL
- Discharge of condition 16 on approved application 14/00200/FUL
 - Halton Mill Mill Lane Halton Lancashire LA2 6ND
 - Ref. No: 17/00153/DIS
- Discharge of condition 15 on approved application 14/01108/FUL
 - Halton Mill Mill Lane Halton Lancashire LA2 6ND
 - Ref. No: 17/00152/DIS
- Tulip Tree, Liriodendron tulipifera (T1) - Crown lift to create browse line and increase visual appeal of tree. Reduce height by approx 2m to clear utility (BT) cables. Rebalance crown once above has been done. Thin crown via reduction.
 - 33 High Road Halton Lancaster Lancashire LA2 6LX
 - Ref. No: 17/0139/TCA

Decisions

- Fell x1 elm tree and x1 sycamore
 - 7 Riverside Close Halton Lancaster Lancashire LA2 6NA
 - Ref. No: 17/0117/TCA | ReceivedStatus: Refused
- Conversion of upper storey above garage into ancillary accommodation
 - Clock House Church Brow Halton Lancaster Lancashire LA2 6LR
 - Ref. No: 17/00887/FUL | Status: Permitted
- Listed building application for the installation of a new door, window and a reduction to the existing garage door to facilitate the conversion of upper storey above garage into ancillary accommodation
 - Clock House Church Brow Halton Lancaster Lancashire LA2 6LR
 - Ref. No: 17/00888/LB | Status: Permitted

Cllr Coates indicated a possible interest in (17/00152/DIS, 17/00153/DIS), but was unaware of what they were.

It was resolved: that the Parish Clerk finds out further information about the discharge conditions on Halton Mill (17/00152/DIS, 17/00153/DIS).

No objections were raised.

17/09/2575 Lancaster City Local Plan

It was resolved: that Cllr Frea is given authority to proceed with creating a new Neighbourhood Plan for the parish.

17/09/2576 Consider Need for an Additional Groundsman

Cllr Jefferson reported that the Parish Council started employing groundsman about 5 years ago. This has worked well and saved money. The total hours worked this year across all the groundsman is on budget, however there are gaps at times due to holidays and illness, and sometimes there is a need for more than one person to be working on a task. The current zero-hours contract has not helped to cover these scenarios.

It was resolved: that the Parish Council ceases to use the current zero-hours contract and employs a grounds person on set hours in order to ensure consistency.

17/09/2577 Actions Arising from Annual Playground Inspection Report

The Parish Clerk reported the results of the Annual Playground Inspection:

- 4 Medium risks associated with the timber play equipment at St Wilfrid's Park which is starting to deteriorate.
- 4 Medium risks associated with the boardwalk in the Junior Play Area at the Centre, due to trip hazards, exposed concrete around a post and splitting hand rails.
- A variety of other Medium risks around the General Play Area at the Centre.
- 1 Medium risk associated with wear to the nest swing seat at the Centre. This will need replacing in the near future.

The Parish Council discussed the play equipment at St Wilfrid's Park and agreed that it should be reviewed.

It was resolved: that the Parish Clerk investigates purchasing some grass mats for the identified areas at the Centre.

It was resolved: that the Parish Clerk asks the groundsmen to look at the bracing, joists and joints on the boardwalk.

It was resolved: that the Parish Clerk buys some sand for the sand pit in the spring

It was resolved: that the Parish Clerk investigates the feasibility and costs of taking out another Public Works loan.

17/09/2578 Recreation Area Boundary Improvements

Cllr Jefferson reported that the Princes Trust might be coming to clear overgrowth around the playing field. Cllr Jefferson has completed a planning application on behalf of the Parish Council for tree works on the edge of the play area and along the playing field. This will enable the pitch to be increased in size.

17/09/2579 War Memorial Restoration

Cllr Jefferson reported that everything is in place for the restoration of the war memorial next year.

Cllr Jefferson reported that on 1st April 2018, the Royal Air Force will celebrate one hundred years since its formation. They would like to promote 'Royal Air Force In Bloom' by displaying Royal Air Force colours in flower beds around the country. Cllr Jefferson suggested some red white and blue planting on the banking in front of the War Memorial.

It was resolved: that the Parish Council commemorates the centenary of the Royal Air Force by creating a planting scheme.

It was resolved: that the Parish Clerk completes the grant acceptance paperwork as soon as possible.

17/09/2580 Updating Signatories on Bank Accounts

It was resolved: that Bob Bauld be removed as a signature from the bank accounts.

It was resolved: that further changes to the bank mandate will be postponed until December.

17/09/2581 Review and Approve Effectiveness of Internal Control

It was resolved: that the Effectiveness of Internal Control be approved and adopted subject to the changes noted by the Parish Clerk.

17/09/2582 To approve accounts for payment for expenses incurred since the last meeting

Payee	Particulars	Gross
A Aird Associates Ltd	Contour survey of pitch	582.00
Enviroplay Ltd	Annual playground inspection	241.92
Enviroplay Ltd	Repairs to swings at St Wilfrid's Park	985.80
HCA	Room hire & litter picking Oct-Dec	387.00
Envirocare	Grass cutting – Sep	288.00
SLCC	Annual membership	93.00
Garry Bretherton	Salary for September	268.13
Carl Richardson	Salary for September	391.88
Kyle Oram	Salary for September	29.31
Luke Mills	Salary for September + Purchases + Expenses	484.63
HMRC	PAYE - Months 4-6 (Jul-Sep)	19.17
Unity Trust Bank	Quarterly service charge	18.00
Came & Company	Insurance	2128.00
	TOTAL	5,916.83

It was resolved: to approve the above expenditure and the payments signed-off.

17/09/2583 Date of Next Meeting

The next meeting of the Parish Council be arranged for Wednesday 8th November 2017 at 7:15pm at The Centre @ Halton. There being no further business the Chair declared the meeting closed at 20:45.

Signed..... Chair Date

Minutes subject to approval at the next meeting.