



HALTON WITH AUGHTON PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING Wednesday 13th December 2017 7:15pm at The Centre @ Halton

Chair: Cllr Carol Slinger
Present: Cllr Brian Jefferson, Cllr Barbara Duffy, Cllr Anne Lamb, members of the public (Damian Brown, Warren Cadman, Charles Ainger, Michael Bateson)
Clerk: Luke Mills

17/12/2597 Apologies for absence:

Cllr Chris Coates, Cllr Kevin Frea, Cllr Karen Gibson (arrived for item 17/12/2606 onwards)

17/12/2598 Approval of Minutes of previous meeting

It was resolved: that the minutes of the meeting held on 8th November 2017 be accepted as a true record and signed by the Chair, subject to the following amendment:

- Reference numbers altered from "17/09/" to "17/11/"

17/12/2599 Council

- a) Declaration of member's interests in Agenda Items – None
- b) Change in declaration of member's interests – None

17/12/2600 District Councillor Report

Nothing to report.

17/12/2601 Suspension of Standing Orders

Damian Brown of Halton Juniors Football Club reported on a proposed plan for enhancing the football pitch and associated facilities. The football club has been running for 5 years and 130 children (4-14) play regularly. They play in the local league and are members of the Lancashire FA. With the reformation of Halton Rangers, they would like to play all through the season and enable older players to play on the pitch. Approximately 8yds are required all round the pitch, which must be a minimum of 50yds long. They would like to explore options for redeveloping the pitch. They are confident of obtaining grant funding for any redevelopment, but cannot cover the whole cost of a feasibility report to analyse the various options, e.g. size, location, drainage, etc. This might include some changing facilities. They are looking for funding from the Parish Council towards the quote provided by Total Turf Solutions of £1,589 + vat. Damian left copies of the quote. Ideally they would like the work completing by Aug 2019.

Cllr Jefferson reported that the Planning Department would want a full planning application due to the potential impact on trees. The application would need to cover the details of any works and detailed plans. The Princes Trust path would need to be re-graded too, to enable disabled access to the pitch. Cllr Jefferson asked if the football clubs could contribute some funds towards this work.

Warren Cadman from Wrenman Homes reported on the drainage strategy for the development off Low Road adjacent to Forgewood Drive. They have employed consultants to design the drainage strategy for the site. This strategy will be based upon "infiltration" which is on-site drainage using soak-aways, permeable surfaces, swales and ponds. There will be a swale towards the north of the site, which will intercept, slow and direct water to a surface water retention basin which will hold back water. They do not intend to discharge water into the surface water drains along Low Road.

There was discussion about the recent flooding and how this would interact with the proposed development.

17/12/2602 Recent Flooding

There was discussion about the recent flooding, such as what actions are required from the Parish Council. Cllr Lamb had brought an Environment Agency map of surface water flooding risk around Halton (see <https://flood-warning-information.service.gov.uk/long-term-flood-risk/map?easting=350626&northing=464982&address=100012623693>). Cllr Jefferson noted that the map accurately predicates where the flooding did take place, especially Cote Beck next to the Red Door. Concerns were raised that the clearance of Cote Beck will not make any difference unless the culvert underneath the road is also cleared and water ingress nr Foundry Lane slowed.

Cllr Slinger reported that City Council have agreed to provide 40 free flood sacks to the Parish Council. These can be incorporated into the Emergency Plan provisions.

Cllr Jefferson suggested that a Flood Action Group a subcommittee of PC was needed to monitor, review and action works associated with flooding around Halton. A formal letter should be written to City Council requesting that the Parish Council is included in planning consultations relating to flooding and drainage. There is also need a bigger drain down the High Road and to object to the Kirkby Lonsdale Road development.

It was resolved that: the Parish Clerk invites Story Homes to present their drainage strategy.

It was resolved that: a Flood Action Group should be setup as a sub-group of the Parish Council.

It was resolved that: the Flood Action Group writes a formal letter to City Council regarding planning

It was resolved that: the Flood Action Group writes a formal letter to County Council regarding maintenance of gulleys, drains, culverts and need for a new main drain along High Road.

17/12/2603 Emergency Response Plan

Deferred to January 2018.

17/12/2604 To consider and approve reports**a) Open Spaces Report**

Cllr Jefferson reported that the volunteer weekend on 18-19th November was a great success. Various jobs were completed, including mending the Play Area fence with willow whips. The Parish Council and Centre are very grateful to the help from the volunteers.

- Tasks Completed
 - Play Inspection Action: Boardwalk joints and joists inspected and repaired where necessary
 - Play Area: Fence constructed between gap of the boardwalk and tree.
 - Link Path: Hedge trimmed
- Tasks In Progress
 - Risk Assessments
- Tasks Outstanding
 - Allotments: Filling holes in the track
 - Play Inspection Action: Inspection of loose footplates on gym twister
 - Play Inspection Action: Fill in splits on the Boardwalk handrail.
 - Play Inspection Action: Boardwalk tighten loose fittings on the climbing wall.
 - Link Path: Rake up stones leftover from the B4RN digging work so that the grass can be mowed.

The Parish Clerk reported that:

- the groundsmen worked 86 hours , incl. holiday in November
- £238 under-budget to date for the year

The Parish Clerk reported on the crack in the Skate Park Bowl. The original installer (Maverick Skateparks) has been contacted and has quoted a price of £750 + vat to repair.

It was resolved that: that the Parish Clerk postpones repairs to the Skate Park Bowl until the spring.

The Parish Clerk reported that the push-along strimmer has a faulty valve. The estimated repair cost is around £200, though one of the groundsmen thinks that he can fix it.

It was resolved that: that the Parish Clerk asks the groundsmen to try and fix it the push-along strimmer.

It was resolved that: the Parish Clerk checks the warranty on the push-along strimmer.

b) HCA Report

CLlr Jefferson reported that the Centre will close for the Christmas period 22nd Dec -6th Jan. There will be a "Thank you" party for all the Centre volunteers on Wed 3rd January.

CLlr Slinger reported that there have been substantially fewer reports of anti-social behaviour.

c) Finance Report

The Parish Clerk reported that the forecast balances for the end of the year are:

- General account (74.06), Village Improvement account (£7,800)

	Balance b/f 1st April 2017		8,895.76
BUDGET	RECEIPTS	ACTUAL	
960	Allotments - Rent	55.00	
10	Bank Interest	6.96	
1,000	Burial Ground	600.00	
-	Damage	-	
-	Donations - Other	2,505.00	
-	Donations - War Memorial Restoration	1,950.00	
-	General	-	
31,340	Precept	31,340.00	
135	Rent (Castle Hill, HCA, Football)	145.00	
1,141	VAT	2,490.96	
34,586	TOTAL		39,092.92
BUDGET	PAYMENTS	ACTUAL	
-	Assets	1,734.60	
200	Audit costs	300.00	
72	Bank Charges	36.00	
240	Clerks Expenses & Stationery	49.71	
	Emergency Response	1,705.01	
960	Grass Cutting - Aughton	960.00	
3,200	Grass Cutting - Halton	3,200.00	
1,365	HCA - Litterpicking	1,010.50	
324	HCA - Room Hire	262.50	
150	Hedge Cutting	140.00	
2,500	Insurance	2,128.00	
300	Play equipment Inspections	201.60	
4,138	PLB loan repayments	2,069.05	
1,000	Repairs & Renewals	3,001.26	
20	S137 Payments	20.00	
4,883	Salary - Clerk	3,254.96	
10,790	Salary - Groundsmen	7,124.29	
699	Subscriptions	496.16	
400	Training	32.00	
50	Water Rates - Burial Ground	27.27	
155	Web site	-	
500	Weed & Feed Pitch	375.00	
-	Refunds	150.00	
-	B4RN	774.74	
-	Grounds Work around the Centre	611.00	
-	Electrical Works at the Centre	3,706.06	
	NET TOTAL		33,369.71
	VAT claimed	2,011.39	
1,141	VAT to be claimed	846.99	
33,087	TOTAL		36,228.09

	GENERAL A/C	VILLAGE IMPROVEMENT A/C	TOTALS
B/fwd 8/11/2017	2,532.76	10,395.76	12,928.52
			-
INCOME			-
War Memorial Donation	600.00		600.00
Football Store Rent	10.00		10.00
			-
			-
			-
TOTAL INCOME	610.00	-	610.00
			-
Expenditure			-
Payments	1,777.93		1,777.93
			-
TOTAL EXPENDITURE	1,777.93	-	1,777.93
			-
Balance as at 13/12/2017	1,364.83	10,395.76	11,760.59

It was resolved: to accept the Finance Report to 13th December 2017.

d) Allotments

The Parish Clerk reported that:

- A skip was provided to the tenants affected by the arson
- The allotment holder of plot 5b has given notice to quit. This will be reassigned to the next in the waiting list.

It was resolved that: that the Parish Clerk orders material to repair the allotment track.

e) Burial Ground

The Parish Clerk reported that:

- Paving cleaned and leaves cleared from entrance
- Pruning of branches to create more light has begun

f) Planning

New Applications

- Reserved matters application for the erection of 60 dwellings and associated infrastructure Open for comment icon
 - Land South Of Low Road Halton Lancashire
 - Ref. No: 17/01423/REM
- Demolition of existing conservatory, erection of a single storey rear extension, front porch and installation of a flue to the rear Open for comment icon
 - Mulberry Manor Low Road Halton Lancaster Lancashire LA2 6PA
 - Ref. No: 17/01416/FUL
- Sycamore - fell, x3 conifer - prune, silver birch - prune
 - The Stables Quarry Road Halton Lancashire LA2 6RF
 - Ref. No: 17/0162/TCA
- Discharge of condition 3 on approved application 17/00504/FUL
 - 6 Middle Highfield Aughton Lancaster Lancashire LA2 6PQ
 - Ref. No: 17/00191/DIS
- Retrospective application for the retained change of use of agricultural land to domestic garden and barn to domestic storage Open for comment icon
 - 31 Arrow Lane Halton Lancaster Lancashire LA2 6QP
 - Ref. No: 17/01355/FUL
- Application for a replacement roof, extension of the dwelling into barn mezzanine level, widening of a first floor window to the rear elevation, installation of secondary glazing to the first floor

windows, installation of a satellite dish and aerial, removal of the rear chimney, insertion of 2 roof lights and doorway, fitting of fixings for hanging sign and glazed lantern, construction of decking fencing and gate on roof terrace Open for comment icon

- Red Door Church Brow Halton Lancashire
- Ref. No: 17/01349/FUL
- Listed Building application for a replacement roof, extension of the dwelling into barn mezzanine level, new downpipes, guttering and windows, widening of a first floor window to the rear elevation, installation of secondary glazing to the first floor windows, cleaning and repointing stonework, installation of a satellite dish and aerial, removal of the rear chimney, insertion of 2 rooflights and doorway, fitting of a new hanging projection sign and glazed lantern, construction of decking fencing and gate on roof terrace, removal and relocation of internal walls, removal of plaster and repointing of internal walls, and replacement of a plasterboard ceiling Open for comment icon
 - Red Door Church Brow Halton Lancashire
 - Ref. No: 17/01350/LB
- Discharge of conditions 5, 9, 13 and 16 on approved application 17/00165/OUT
 - Land At OSGR E350819. N464830 Low Road Halton Lancashire
 - Ref. No: 17/00186/DIS
- Change of use of offices (B1) to two dwellings (C3)
 - Higher Barn Aughton Road Aughton Lancaster Lancashire LA2 8LU
 - 17/01432/CU

Decisions

- Non material amendment to planning permission 17/00662/FUL for pitched slate roof over bay windows, grey upvc windows and off white render
 - 51 St Wilfrids Park Halton Lancaster Lancashire LA2 6PN
 - Ref. No: 17/01256/NMA
 - Status: Permitted
- Reduce a mature sycamore to a 4m stump, crown lift a mature sycamore, fell an elm tree and undertake works to clear an embankment of bramble, hawthorn and mixed tree species saplings to enable ground works to move the embankment back by 3-6m along the length of an existing football pitch
 - Halton Youth And Community Centre Low Road Halton Lancaster Lancashire LA2 6NB
 - Ref. No: 17/0144/TPO
 - Status: Refused
- Change of use of part of existing barn to one dwelling (C3) including the demolition of existing attached outbuilding and associated engineering works
 - Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA
 - Ref. No: 17/01129/FUL
 - Status: Permitted
- Listed building application for internal and external works to facilitate the conversion of part of existing barn to one dwelling (C3) including the demolition of existing attached outbuilding, blocking up of existing door and window openings and insertion of windows and rooflights
 - Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA
 - Ref. No: 17/01130/LB
 - Status: Permitted
- Discharge of condition 3 on approved application 17/00709/LB
 - The Beeches Aughton Brow Aughton Lancaster Lancashire LA2 8LU
 - Ref. No: 17/00176/DIS & 17/00709/LB
 - Status: Split Decision

It was resolved that: a positive letter should be sent to the Planning Department for 17/01349/FUL in order to support a local business.

g) Neighbourhood Plan Report

The Parish Council have been offered a grant of up to £4,800.00 by the Community Rights Programme, funded by the Department for Communities and Local Government for the purposes of creating a Neighbourhood Plan. This must be spent by March 2018.

Cllr Frea contacted Kirkwells from Burnely who can provide professional assistance in creating a Plan. They have confirmed that they could do this within the grant offer.

It was resolved that: Kirkwells be appointed to carry-out work on the Neighbourhood Plan at a cost of up to £4,800.

17/12/2605 Wrenman Homes Planning Application for 60 homes off Low Road

Deferred until the January meeting.

17/12/2606 Draft Precept

Cllr Karen Gibson arrived.

a) Consideration of new Public Works Loan

The Parish Clerk reported that the current loan could be converted into a 10 year loan by using any new loan to repay the existing loan off first.

It was resolved that: the Parish Clerk includes figures for a new loan of £50,000 in the precept calculations for January.

b) Capital expenditure planning

Possible expenditure was discussed, including new grounds maintenance equipment and plans for the recreation area improvements.

It was resolved that: the Parish Clerk checks what money has already been committed.

c) Fee/Rent Reviews (Allotments, Burial Ground, Castle Hill)

It was resolved that: the allotment rent for 2019 remains unchanged.

It was resolved that: the burial ground fees for 2018 are increased by 5%.

It was resolved that: the Castle Hill rent for 2018 is increased by 5%.

d) Review of Salaries (Groundsmen, Clerk)

It was resolved that: the pay rate for the Groundsmen is increased to £8.75 from 1st April 2018.

It was resolved that: the pay rate for the Parish Clerk is increased to £9.67 from 1st April 2018.

e) Review of Draft Precept

It was resolved that: the Parish Clerk updates the draft precept with the new figures.

17/12/2607 War Memorial Restoration

Cllr Jefferson noted the Parish Council's gratitude that the appeal's target has been reached.

It was resolved that: the Cllr Slinger contact the St Wilfrid's Church to discuss whether the cross should be cleaned.

17/12/2608 Recreation Area boundary improvements

Cllr Jefferson reported that the tree works application was refused. Cllr Jefferson spoke to the Planning Department who explained that a full planning application will be required. To provide a planning application an improved pitch and changing facilities is a substantial amount of work that needs a proper project plan.

It was resolved that: the Parish Council accepts the quote from Total Turf Solutions at a cost of £1,589 + vat to provide a report on the possible options including a recommendation.

17/12/2609 Adding New Signatories to the Bank Accounts

It was resolved that: the new councilors (Cllr Anne Lamb, Cllr Kevin Frea, Cllr Chris Coates) be added as signatories to the bank accounts.

17/12/2610 To Receive Internal Auditor's Report

The Parish Clerk reported that the internal audit took place on 9th November 2017 and that no issues were raised.

It was resolved that: the Internal Auditor's report be accepted and approved.

17/12/2611 To approve accounts for payment for expenses incurred since the last meeting

Payee	Description	Gross
The Royal British Legion Poppy Appeal	War memorial wreath	20.00
E & M A Burrow & Son	Hedgecutting - Low Rd, Burial Gnd, Lancaster	168.00
Luke Mills	Salary for Nov + Expenses	487.19
Garry Bretherton	Salary for Nov	292.88
Carl Richardson	Salary for Nov	703.93
Dennis Barnfield	Fuel, Strimmer service, parts	105.93
	TOTALS	£ 1,777.93

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

17/12/2612 Date of Next Meeting

The next meeting of the Parish Council be arranged for Wednesday 10th January 2018 at 7:15pm at The Centre @ Halton. There being no further business the Chair declared the meeting closed at 21:20pm.

Signed..... Chair Date

Minutes subject to approval at the next meeting.