



HALTON WITH AUGHTON PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING
Wednesday 13th June 2018 7:45pm at The Centre @ Halton

Chair: Cllr Carol Slinger
Present: Cllr Barbara Duffy, Cllr Brian Jefferson, Cllr Chris Coates, Cllr Karen Gibson, Cllr Michael Bateson, Cllr Anne Lamb, 2 members of the public
Clerk: Luke Mills

18/06/2697 Apologies for absence
 Cllr Kevin Frea

18/06/2698 Approval of Minutes of previous meeting

It was resolved: that the minutes of the meeting held on 9th May 2018 be accepted as a true record and signed by the Chair.

18/06/2699 Council

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

18/06/2700 District Council Report

Nothing to report.

18/06/2701 Suspension of Standing Orders

An allotment plot holder made a request that the Parish Council provide a skip once a year, preferably in the autumn. They do not have a car and other plot holders are in the same situation. It helps reduce car journeys, assists with health and safety and increases recycling. All the tenants' previous allotments have provided such a service.

A member of the public who has been helping assess the condition of all the local footpaths by walking them all reported her findings and raised the possibility of opening new paths.

18/06/2702 To consider and approve reports:

a) Open Spaces Report

Completed

- St Wilfrid's Park: See-saw painted
- Allotments: Holes in track filled
- Allotments: New gate posts erected
- Army Camp Path: Strimmed and cut-back

In Progress

- St Wilfrid's Park: Small round climbing frame to be painted
- Schoolhouse Lane: Swings to be painted

Hours

- 130 incl. holiday – the target is 150 hrs during the growing season. Garry had 2 days off sick.

General

The Parish Clerk reported that:

- Frank Curwood has refurbished the two benches on High Road. The Parish Council would like to offer their thanks for his help.
- A member of the public has asked whether the grass banking on Quarry Road could be converted to a wildflower area. The Parish Council confirmed that this idea has been discussed recently and rejected due to the problems of maintaining the area.

It was resolved: that the Parish Clerk ask for strimming behind the swings and remove rotten logs. The grass around the willow whips can be left.

Cllr Jefferson reported that the Royal Air Force emblem planting at the War Memorial will be replenished as soon as possible

Cllr Slinger reported that her husband had fixed the MUGA fencing.

It was resolved: that the skate park bowl will be repaired by Carl Richardson at a cost of £215. The work should occur at a quiet time and will need protecting whilst the resin cures.

b) Footpath Report

Cllr Coates reported that some old paths have been identified by the Ramblers Association. There is a legal opportunity over the next couple of years to potentially re-open these lost paths. Cllr Coates will seek to add these paths and any proposed new ones to the Neighbourhood Plan.

Cllr Jefferson reported that Jack Armstrong, now sadly deceased, used to want a loop around the whole village.

Cllr Coates reported that the footpath sign at the cemetery has fallen. This is a County Council responsibility, but it might be easiest for the Parish Council to repair it.

It is not clear whether there a footpaths officer at County any longer; they would be to assist.

It was resolved: that the Parish Clerk ask the groundsmen to repair the footpath sign by the burial ground.

c) HCA Report

Cllr Jefferson reported that the AGM will be held on the Wednesday 4th July. They are asking for representatives from each of the user groups to come along. The flooring will be refurbished during the summer. Janet is now employed for IT support.

A local resident has offered to organise a fete on Saturday 1st September to celebrate the 40th anniversary of the HCA. This will need plenty of volunteers.

It was resolved: that the organiser be invited to speak the next meeting in July to discuss the plans.

d) Finance Report

The Parish Clerk reported that the internal audit occurred on 24th May with no reported issues. The Annual Audit Report documentation has been returned.

	GENERAL A/C	VILLAGE IMPROVEMENT A/C	TOTALS
B/fwd 9/5/2018	28,123.04	8,785.03	36,908.07
INCOME			-
Burial Ground	694.00		694.00
Allotment	25.00		25.00
TOTAL INCOME	719.00	-	719.00
Expenditure			-
Payments	8,281.19		8,281.19
TOTAL EXPENDITURE	8,281.19	-	8,281.19
Balance as at 13/6/2018	20,560.85	8,785.03	29,345.88

It was resolved: to accept the Finance Report to 13th June 2018.

e) Allotments

Cllr Gibson reported that the track and gate is much improved. Allotment 13a is the only plot that will need to be monitored.

The Parish Clerk reported that a long standing double plot holder quit in May. The plots have been assigned to those next on the waiting list. There are currently no locals on the allotment waiting list.

It was resolved: that the Parish Clerk advertise the waiting list.

There was discussion of whether a small skip could be provided on an annual basis. Concerns were raised about the cost in relation to the total rent. If the rents were increased slightly this might be more acceptable to the Parish Council.

Cllr Gibson suggested that if the rent was to be increased that the Parish Council could provide some large water barrels to provide a source of water for the plot holders.

It was resolved: that Cllr Gibson will explore sources of the large water barrels.

It was resolved: that the Allotment Rules will be reviewed at the next meeting, specifically the annual rent review.

f) Burial Ground

Nothing to report.

g) Planning

New Applications

- Pruning works to 1 x Yew Tree

- Hermitage Cottage The Hermitage Estate Low Road Halton Lancaster Lancashire LA2 9HU
- Ref. No: 18/0078/TPO
- Discharge of condition 5 on approved application 17/01130/LB
 - Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA
 - Ref. No: 18/00075/DIS
- Erection of a stable block and creation of all weather arena for equestrian use with associated regrading of land
 - Skirpin Cottage High Road Halton Lancaster Lancashire LA2 6PH
 - Ref. No: 18/00592/FUL
- Change of use of dwelling (C3) into residential care home for children (C2) and creation of an area of hardstanding
 - Greenways Church Brow Halton Lancaster Lancashire LA2 6LP
 - Ref. No: 18/00581/CU
- Discharge of conditions 5 and 6 on approved application 17/01129/FUL
 - Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA
 - Ref. No: 18/00067/DIS | Received: Wed 02 May 2018 | Validated: Thu 03 May 2018 | Status: Awaiting decision
- Fell 1 x Beech tree Sycamore(T2) - Fell because of excessive shading, low amenity value and damage to retaining wall / steps. Replant with one standard oak in the same place.
 - 1 Low Road Halton Lancaster Lancashire LA2 6LZ
 - Ref. No: 18/0086/TCA
- Erection of a detached double garage and alterations to existing access
 - 77 Beech Road Halton Lancaster Lancashire LA2 6QH
 - Ref. No: 18/00682/FUL
- Erection of a stable building, including storage areas and staff facilities, and creation of associated hardstanding and access track, outdoor arena, turnout pens, 2 lunge pens and horse walker
 - Whinney Hill Farm Aughton Road Aughton Lancaster Lancashire LA2 6PQ
 - Ref. No: 18/00632/FUL
- Change of use of studio (C3) to office (A2)
 - Braestone High Road Halton Lancaster Lancashire LA2 6PH
 - Ref. No: 18/00633/CU
- Erection of a single storey side extension
 - Woods Barn Laverick Road Halton Lancaster Lancashire LA2 6PH
 - Ref. No: 18/00636/FUL
- Identification numbers are as indicated on sketch plan. T1, T2 and T3 (Beech). Crown lift, thin, and reduction where branches are overhanging the property boundary. The existing form of the tree will be observed when completing works. T3, T4 and T5 (Holly). Understory of 3 holly stems growing on boundary. Permission is sought to fell these trees.
 - 6 The Gardens Halton Lancaster Lancashire LA2 6RE
 - Ref. No: 18/0079/TCA

Decisions

- Ash (T1) - Fell due to weakened structural condition.
 - 1 The Gardens Halton Lancaster Lancashire LA2 6RE
 - Ref. No: 18/0065/TCA | Status: Permitted
- Erection of a single storey rear extension
 - 6 The Gardens Halton Lancaster Lancashire LA2 6RE
 - Ref. No: 18/00395/FUL | Status: Permitted
- Erection of a two storey side and rear extension
 - 1 Halton Green Cottage Low Road Halton Lancaster Lancashire LA2 6PA
 - Ref. No: 18/00375/FUL | Status: Permitted
- Change of use of Coach House to dwelling (C3) with associated external alterations and parking
 - Coach House Adjacent To Red Door Cafe And Gallery Church Brow Halton Lancaster Lancashire LA2 6LS
 - Ref. No: 18/00240/FUL | Status: Permitted
- Listed building application for the installation of new partition walls and a mezzanine floor and replacement of rear sliding doors with a single door with glazed surround
 - Coach House Adjacent To Red Door Cafe And Gallery Church Brow Halton Lancaster Lancashire LA2 6LS
 - Ref. No: 18/00241/LB | Status: Permitted

It was resolved: that the Parish Clerk respond to Planning Application 18/00581/CU stating that the access is poor, the road is not of adoptable standards and that the covenants prevents several aspects of the application. The Parish Council ask for it to go to committee and that the Parish Council speak at the meeting.

Cllr Jefferson reported that Cllr Susie Charles is chasing for a response from the Flood Department at County Council.

It was resolved: that the Parish Clerk forward the email to Cllr Susie Charles to Head of Planning at City Council.

h) Neighbourhood Plan Report

There has been no significant progress due to holidays.

It was resolved: that the Parish Clerk ask Cllr Frea to report on progress.

18/06/2703 Repair or Replace St Wilfrid's Play Equipment

The Parish Clerk reported that the clatter bridge needs either significant repair or replacement. Various replacement options were discussed.

It was resolved: that Enviroplay will be asked to provide a simple trim trail replacement for the clatter bridge for a cost of £500.

It was resolved: that Halton Lune Trust will be approached for a contribution to play equipment for St Wilfrid's Park in the autumn.

18/06/2704 Recreation Area boundary improvements

Cllr Jefferson reported that Aird Group have quoted £485 + vat to provide a cross-sectional analysis of the recreational area, which will be required for any subsequent planning application.

It is resolved: that the Aird Group quote of £485 + vat will be accepted.

18/06/2705 War Memorial Restoration

The Parish Clerk reported that the work is now complete. Maysand did return and carry out further cleaning and pointing after concerns were raised about it after the last meeting. The War Memorial Trust have been contacted for their opinion after sending them photos and they responded positively to the quality of work and recommended that the stonework is not over-cleaned.

It was resolved: that the Parish Clerk will provide the WMT with the Completion Report so that the grant can be released.

Cllr Jefferson reported that:

- the cobbles still need further cleaning to obtain a good finish. He suggested that a voluntary effort will be made to improve the appearance.
- Lancaster and Morecambe College have agreed to produce some public art for the War Memorial.
- funds permitting, either a new bench or plaque would be appropriate.
- a re-dedication service of the War Memorial will be held by Reverend Susan Seed. Ideally the Parish Council would fund some service booklets.

It was resolved: that the Parish Clerk confirm the final costs.

18/06/2706 Subscription for MS Office 365

The Parish Clerk recommended that a subscription to MS Office 365 Business Essentials be taken-out which will provide:

- A formal email account for the Parish Clerk (clerk@haltonwithaughton-pc.gov.uk)
- More storage for Parish Council files.
- Better security

It was resolved: that a MS Office 365 Business Essentials subscription will be purchased at the cost of

It was resolved: that the old Parish Council laptop be offered to the HCA for use once it has been cleared of all data.

18/06/26707 Review Standing Orders

It was resolved: that the Standing Orders be adopted and approved for the next 12 months.

18/06/26708 Review Effectiveness of Internal Control

The Parish Clerk reported that the new Parish Clerks for Carnforth and Nether Kellet do not wish to be part of the internal audit scheme. The remaining Clerks for Slyne-with-Hest and Bolton-le-Sands discussed this at the recent internal audit meeting and agreed that they were happy to continue with the current procedure if all three Clerks are present.

It was resolved: that the Effectiveness of Internal Control be approved and adopted for the next 12 months subject to the changes noted by the Parish Clerk.

18/06/2709 To approve accounts for payment for expenses incurred since the last meeting

Payee	Description	Gross	Net	VAT
Maysand	War Memorial restoration	5,874.51	4,895.42	979.09
GreenThumb	Pitch treatment	450.00	375.00	75.00
Envirocare	Grass cutting (May)	288.00	240.00	48.00
Dennis Barnfield	Parts	23.36	19.47	3.89
Kath Bryne	Plants & composts for Gardening Club	30.00	30.00	-
Chris Baxter	Salary	202.95	202.95	-
Carl Richardson	Salary	367.88	367.88	-
Garry Bretherton	Salary	428.75	428.75	-
Luke Mills	Salary	515.52	501.14	14.38
Carol Slinger	B4RN materials	51.65	49.66	1.99
Dawn Hayhurst	Refund for use of allotment 12a&12b	43.75	43.75	-
Water Plus	Burial Ground water supply	4.82	4.82	-
TOTALS		£ 8,281.19	£ 7,158.84	£ 1,122.35

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

It was resolved: to purchase 3 cases of Flood Sacs for £240+vat from the Emergency Response funds.

18/06/2710 Date of Next Meeting

The next meeting of the Parish Council be arranged for Wednesday 11th July 2018 at 7:15pm at The Centre @ Halton. There being no further business the Chair declared the meeting closed at 8:50pm.

Signed..... Chair Date

Minutes subject to approval at the next meeting.