



HALTON WITH AUGHTON PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING Wednesday 12th September 2018 7:15pm at The Centre @ Halton

Chair: Cllr Carol Slinger

Present: Cllr Brian Jefferson, Cllr Barbara Duffy, Cllr Karen Gibson, Cllr Chris Coates, Cllr Michael Bateson, Cllr Kevin Frea (from 8:15pm)

Clerk: Luke Mills

18/09/2725 Apologies for absence

Cllr Anne Lamb

18/09/2726 Approval of Minutes of previous meeting

It was resolved: that the minutes of the meeting held on 11th July 2018 be accepted as a true record and signed by the Chair.

18/09/2727 Council

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

18/09/2728 District Council Report

Postponed until next meeting

18/09/2729 Suspension of Standing Orders

Nothing to report.

18/09/2730 To consider and approve reports:

a) Open Spaces Report

Completed

- Maintenance and repairs to various pieces of play equipment, including repairs to the boardwalk, painting the swings on Lunesdale View, painting the climbing frame at St Wilfrid's Park, repairing the skate park, removal of clutter bridge
- Planters removed from outside shops and outside Centre
- Maintenance on the Link Path: Coping stones re-bedded, repairs to the tarmac
- Strimming along Shefferlands Lane path and path to Crook O'Lune
- Area behind swings at the Centre cleared.
- Rubbish removed from Foundry Lane

Planned

- War Memorial Gardens: Benches to be sanded and varnished
- Repair footpath sign at the Burial Ground

Hours

- 107 hrs (incl. holiday) in July, 111 hrs (incl. holiday) in August.

General

- The Clerk reported that there have been complaints about dog mess on the playing field.
- **It was resolved:** that the Clerk will mention the issue of dog mess in the Prattle and see if there are any spare "no dog mess" signs
- The Clerk reported that the damaged mesh fencing around the play area was removed, due to the risk of injury (according to play inspection report). This means that there is nothing to prevent dogs getting in and children can get out very easily.
- **It was resolved:** that the Clerk will investigate the costs of installing a picket fence.
- **It was resolved:** that the Clerk will ask the groundsmen to repair the curved seat outside the Centre.
- **It was resolved:** that the Clerk will ask the groundsmen to repair the skatepark shelter.
- **It was resolved:** that the Clerk will investigate the costs of providing chainsaw equipment and training.

b) HCA Report

Cllr Jefferson reported that the flooring has been repaired and a moveable hot cupboard to simplify the transport of hot food.

Cllr Slinger thanked the organisers of the Fun Day which was viewed as a great success; over £1,000 was raised for HCA.

c) Finance Report

The Parish Clerk reported that:

- £650 left in the Repairs budget (excluding £500 spent on the new play equipment)
- £388 above budget for Burial Ground.
- Non-budgeted spending to date:
 - £500 for new play equipment at St. Wilfrid's Park
 - £2,074 for Recreational Area improvements
- Other budget lines are roughly on target.
- War Memorial Grant not yet received

It was resolved: that the Clerk will prompt the War Memorial Trust for payment of the grant.

It was resolved: that the Clerk will complete a VAT claim for the financial year to date.

Budget	PAYMENTS	Actual		Budget	RECEIPTS	Actual	
5,028	Salary - Clerk	2,095.00		34,489	Precept	34,489.00	
12,180	Salary - Groundstaff	4,604.66		875	Allotments	50.00	
1,530	Training	840.00		151	Rent	131.00	
4,542	Grass Cutting	2,620.00		1,050	Burial Ground	1,438.00	
150	Hedge Cutting	-		10	Bank Interest	16.66	
300	Play Inspection	200.00		-	Damage	-	
2,000	Repairs & Renewals	1,350.94		-	General	200.00	
400	Pitch Feed	375.00		-	Grants	-	
5,270	Public Works Loan	2,069.05		-	Donations	-	
200	Audit	200.00		2,300	VAT	-	
72	Bank Charges	18.00					
240	Clerks Expenses	67.74		38,875	TOTAL		36,324.66
1,734	HCA	877.00					
2,128	Insurance	-			Gross Receipts	45,176.16	
555	Subs	345.51			Gross Payments	25,684.96	
50	Water	19.28					
250	Website	-			BALANCE IN HAND		19,491.20
20	S137	-					
-	Refunds	43.75			FUND BALANCES		
-	Assets	500.00			General A/C	10,706.17	
-	B4RN	49.66			Village Improvement A/C	8,048.89	
-	Emergency Response & Flood Grant	271.00			War Memorial Restoration A/C	736.14	
-	Recreational Area Improvements	2,074.00			FUND TOTAL		19,491.20
-	War Memorial Restoration	4,895.42					
36,649.00	NET TOTAL		23,516.01				
	VAT claimed	-					
2,300	VAT to be claimed	2,168.95					
38,949.00	GROSS TOTAL		25,684.96				

It was resolved: to accept the Finance Report to 12th September 2018.

d) Allotments

Cllr Gibson reported that there is a large rat problem on the allotment which have been eating a lot of allotment produce.

It was resolved: that Cllr Slinger will contact the local Pest Controller for advice about reducing the rat population.

It was resolved: that the Cllr Gibson and the Clerk meet to review the proposed allotment rule changes.

Following a survey of the allotment plots, it was noted that Plot 13a is in poor condition. Whilst the plot was in poor condition when the tenant took it over in November 2016 it is still inadequate after almost 2 years. The terms of the tenancy state that:

7 (a) He/She shall keep the allotment garden clean and in good state of cultivation and fertility and in good condition.

It was resolved: that the tenancy of plot 13a is terminated, given that they have previously been given a written warning.

e) Burial Ground

The Clerk reported that a parishioner has requested the placement of a seat near his wife's grave.

The Parish Council considered that a review of the rules would be appropriate before giving permission, but one of the existing benches could be moved for the moment.

It was resolved: that the Burial Ground Rules would be reviewed at the next meeting.

It was resolved: that the Clerk respond to the parishioner and asks the groundsmen to move one of the existing benches.

The Clerk reported that there are one or more active moles in the Burial Ground, generating regular mole hills.

It was resolved: that the Clerk monitors the mole hills until Spring where any potential action can be considered.

f) Planning

New Applications

1. Erection of stable block and formation of yard area including changes to land levels and planting scheme. Removal of existing stables and restoration of land .
 - 18/01124/FUL | Skirpin Cottage High Road Halton Lancaster Lancashire LA2 6PH
2. Erection of flood defence walls, security fences, lighting columns, alterations to footpaths and demolition of former pumping station and storage tanks
 - 18/00751/FUL | Land Along The East Bank Of The River Lune Between The A683 Viaduct And Skerton Bridge And Land Along The West Bank Of The River Lune East Off Halton Road/Main Street
3. Change of use of agricultural land to a gypsy/traveller site comprising of 2 static caravans and 3 touring caravans, 2 utility blocks demolition of existing stable and erection of a replacement stable building, installation of a septic tank, regrading of land levels, creation of a 1.2m bund wall and retention of hardstanding and 2.1m boundary fence
 - 18/00921/FUL | Land To The North Of Foundry Lane Halton Lancashire
4. Demolition of existing single storey lean-to and erection of a two storey side extension
 - 18/00929/FUL | 15 Low Road Halton Lancaster Lancashire LA2 6LZ
5. Erection of a part single part 1.5 storey rear and side extension
 - 18/01010/FUL | 39 Clougha Avenue Halton Lancaster Lancashire LA2 6NS
6. Erection of an outbuilding
 - 18/00992/FUL | 61 Beech Road Halton Lancaster Lancashire LA2 6QH
7. Erection of single storey attached garage, construction of dormer extension on front elevation.
 - 18/00990/FUL | 11 Oak Drive Halton Lancaster Lancashire LA2 6QJ
8. Erection of a first floor extension to the rear elevation
 - 18/00974/FUL | 105 High Road Halton Lancaster Lancashire LA2 6PS
9. Change of use of agricultural land to domestic and erection of a single storey side extension
 - 18/00844/FUL | Woods Barn Laverick Road Halton Lancaster Lancashire LA2 6PH
10. Discharge of condition 4 on approved application 18/00241/LB
 - 18/00111/DIS | Red Door Cafe And Gallery Red Door Church Brow Halton Lancaster Lancashire LA2 6LS
11. Discharge of conditions 5 and 6 on approved application 17/01129/FUL
 - 18/00138/DIS | Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA
12. Discharge of condition 4 on approved application 18/00240/FUL
 - 18/00107/DIS | Red Door Cafe And Gallery Red Door Church Brow Halton Lancaster Lancashire LA2 6LS
13. Discharge of condition 4 on approved application 18/00607/LB
 - 18/00141/DIS | Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA
14. Advertisement application for the display of three non-illuminated flag poles and one non-illuminated hoarding board
 - 18/00485/ADV | Land Between Low Road And Forge Lane Halton Lancashire

Permitted

1. Proposed Lawful Development Certificate for the construction of 2 dormer extensions to the rear elevation
 - 18/00864/PLDC | 36 Schoolhouse Lane Halton Lancaster Lancashire LA2 6QX
2. 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
 - 18/00632/FUL | Whinney Hill Farm Aughton Road Aughton Lancaster Lancashire LA2 6PQ
3. Change of use of part of existing barn to one dwelling (C3) including the demolition of existing attached outbuilding and associated engineering works (pursuant to the variation of condition 2 on planning permission 17/01129/FUL to amend the approved plans to alter the position of a side window)
 - 18/00606/VCN | Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA
4. 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, removal of internal walls and a replacement of a timber floor
 - 18/00607/LB | Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA

5. G1, x5 Holly - Fell, reduced vigour, poor form and damage
 - 18/0099/TCA | 1 The Gardens Halton Lancaster Lancashire LA2 6RE
6. Fell 1 x Beech tree. Fell 1 x Sycamore.
 - 18/0086/TCA | 1 Low Road Halton Lancaster Lancashire LA2 6LZ
7. T1, T2 and T3, Beech. Crown lift, reduce and thin branches not exceeding 10% of the overall live crown mass. T4, T5 & T6, Holly - Fell.
 - 18/0079/TCA | 6 The Gardens Halton Lancaster Lancashire LA2 6RE
8. Advertisement application for the display of 2 non-illuminated double pole mounted signs and 3 flagpoles
 - 18/00683/ADV | Land South Of Low Road Halton Lancashire
9. Siting of a temporary sales cabin with associated parking
 - 18/00672/FUL | Land To The South Of Low Road Halton Lancashire
10. Discharge of condition 4 on approved application 17/01320/FUL | Recreation Hall Aughton Road Aughton Lancaster Lancashire LA2 8LU
 - 18/00133/DIS | Recreation Hall Aughton Road Aughton Lancaster Lancashire LA2 8LU

It was resolved: that the Clerk write a supporting letter for the Erection of stable block at Skirpin Cottage (18/01124/FUL).

The Parish Council discussed the proposed flood wall (18/00751/FUL) and the impact on users of the path during construction.

It was resolved: that Cllr Frea produce a response to the flood wall planning application to ensure that any diversion is suitable and credible.

The Parish Council discussed the exit/entrance to Foundry Lane for 18/00921/FUL and considered that it could be a hazard.

It was resolved: that the Clerk respond to 18/00921/FUL requesting that the 30mph speed limit be moved to the other side of the M6 bridge, to reduce traffic speeds at the exit/entrance to the site.

Cllr Frea reported that a resident who lives just past Green Lane on the Kirkby Lonsdale Road has requested that the 30mph speed limit be extended.

It was resolved: that the Clerk drafts a request to Highways to request that the speed limit is extended.

Cllr Jefferson reported that the Planning Department responded to the Parish Council's request to postpone the Russell Armer development until the conclusion of the current flooding survey is known. The Planning Dept. indicated that this postponement was not possible since full planning permission has not yet been granted, partly due to negotiation of a Section 106 agreement.

It was resolved: that the Clerk write to the planning dept re: Russell Armer site and request that the Parish Council be included in discussions of the Section 106 agreement.

It was resolved: that the Cllr Slinger contact Story Homes to find out progress.

g) Neighbourhood Plan Report

Cllr Frea reported the draft plan needs a little more work until it is ready for the next stage, which includes a 6-week consultation to gather comments from residents. Hopefully this will occur late autumn.

It was resolved: that Cllr Frea will write something for the Prattle.

18/09/2731 Autumn road cleaning

The Clerk reported that Lancaster City Council in conjunction with Lancashire County Council will be sweeping the roads and clearing gullies in the next few weeks. Residents will be informed in advance and are asked to make every effort to move vehicles so that the cleaning can occur.

Cllr Jefferson reported that some gullies are blocked on Church Brow.

It was resolved: that Clerk mention how to report blocked gullies in the Prattle.

It was resolved: that Clerk mention the gully cleaning on the Facebook group.

18/09/2732 Planning for Centenary of WW1

It was resolved: that Cllr Frea to discuss Nov 11th service arrangements with Rev Susan Seed and the Clerk to supply the current service sheet.

It was resolved: that Cllr Jefferson discuss whether public artwork for the War Memorial could be produced by Lancaster and Morecambe College in time for 11th Nov.

It was resolved: that the purchase of a Royal British Legion Soldier silhouette be approved for £250.

It was resolved: that Cllr Slinger try and organise a bugle or trumpet player for the service.

It was resolved: that the Clerk check the condition of the beacon and post with an aim to setup a beacon on Castle Hill on 11th Nov.

It was resolved: that the Clerk mentions the Centenary plans in the Prattle

Cllr Jefferson is working on further cleaning of some of the stonework around the War Memorial.

18/09/2733 Purchase of planters

It was resolved: that the purchase of 3 new planters to replace the old ones be approved at a cost of £924 + vat.

18/09/2734 Request to Create a Pollinator/Wild Area

The Clerk reported that a request has been received to allow two areas to revert to wildflower and act as pollinator patches for bees:

1. The verges on Forge Lane opposite the allotment entrance.
2. The lower half of the allotment parking area.

The Parish Council concluded that neither were suitable since:

- The Parish Council does not own or have responsibility for the grass verges
- The whole allotment area is used by cars, particularly when there are busy events at the Centre.

The Parish Council noted that some areas on the Link Path may be suitable if a group wished to take responsibility for setting up a pollinator patch.

18/09/2735 Safety surfacing replacement

The Clerk reported that the safety surfacing below the nest swing and climbing net needs topping up. Various quotes were sought.

It was resolved: that the bark play chippings be replenished at a cost of £1,125 + vat from Giffords.

18/09/2736 Burton & Rigby Trust representatives

The next AGM is at 7:30pm Mon 17th Sep at St Saviours Church.

It was resolved: that Cllr Bateson be elected as a Burton & Rigby representative and will attend the AGM with Cllr Slinger.

18/09/2737 Consider request from Caton PC for sub-contracting work

The Clerk reported that Caton Parish Council have asked whether Halton PC could assist with some maintenance work, since they have struggled to find suitable contractors.

It was resolved: that the Clerk confirms how any such work would be insured and the financial implications of contracting.

It was resolved: that the Clerk confirms whether any of the groundsmen would be willing to do the extra work.

18/09/2738 GDPR policies and progress

The Clerk reported that two template privacy notices have been provided by NALC for use by Parish Councils.

It was resolved: that the General Privacy Notice and Internal Privacy Notice be adopted and approved.

18/09/2739 Review risk assessment

The Annual Risk Assessment was reviewed, including minor changes suggested by the Clerk.

It was resolved: that the Risk Assessment be accepted and approved subject to the suggested changes provided by the Clerk.

18/09/2740 Approve renewal of insurance and Level of Fidelity Guarantee

It was resolved: that the Fidelity Guarantee Insurance of £150,000 is adequate.

It was resolved: that the current 3-year insurance policy is adequate with no changes required.

18/09/2741 Consider and Approve External Auditor Report of Annual Return

The Parish Clerk reported that the external auditor PKF LittleJohn LLP highlighted that the Public Works Loan balance was incorrect on the annual return. It was stated as £6,041, whereas it should have stated £8,001.

The notice of conclusion of audit will be published on the website and placed on a noticeboard.

It was resolved: that the Annual Return, including the auditor's certificate, is approved and accepted.

18/09/2742 Changes to Disclosable Pecuniary Interests

The Clerk reported that City Council have confirmed that Question 4 on the Disclosable Pecuniary Interests form, covers any property owned by a councillor, so this would include a home address.

It was resolved: that the Clerk ensures that all councillors have correctly completed the form.

18/09/2743 To approve accounts for payment for expenses incurred since the last meeting

Payee	Description	Gross	Net	VAT
Chris Baxter	Salary (July)	209.90	209.90	-
Carl Richardson	Salary (July)	415.63	415.63	-
Garry Bretherton	Salary (July)	258.13	258.13	-
Luke Mills	Salary (July)	419.00	419.00	-
Envirocare	Grass cutting	288.00	240.00	48.00
Dennis Barnfield	Repairs and parts	179.64	149.70	29.94
PWLB	Loan	2,069.05	2,069.05	-
Envirocare	Grass cutting (Aug)	432.00	360.00	72.00
Water Plus	Burial Ground water supply (Aug)	4.82	4.82	-
Carl Richardson	Skatepark repairs	215.00	215.00	-
Dennis Barnfield	Repairs and parts	197.62	164.69	32.93
HCA	Litter picking and room hire Jul-Sep	464.50	464.50	-
Lancaster City Council	Plants	49.00	40.83	8.17
Chris Baxter	Salary & expenses (Aug)	204.98	197.65	7.33
Carl Richardson	Salary & expenses (Aug)	376.06	376.06	-
Garry Bretherton	Salary & expenses (Aug)	455.00	449.90	5.10
Luke Mills	Salary & expenses (Aug)	478.00	470.17	7.83
Carol Slinger	Emergency equipment	31.00	31.00	-
PKF Littlejohn LLP	Annual audit fee	240.00	200.00	40.00
	TOTALS	£ 6,987.33	£ 6,736.03	£ 251.30

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

18/09/2744 Date of Next Meeting

The next meeting of the Parish Council be arranged for Wednesday 10th October 2018 at 7:15pm at The Centre @ Halton. There being no further business the Chair declared the meeting closed at 21:00.

Signed..... Chair Date

Minutes subject to approval at the next meeting.