



## HALTON WITH AUGHTON PARISH COUNCIL

### MINUTES OF ANNUAL PARISH COUNCIL MEETING Wednesday 8<sup>th</sup> May 2019 7:55pm at The Centre @ Halton

**Chair:** Cllr Carol Slinger  
**Present:** Cllr Brian Jefferson, Cllr Barbara Duffy, Cllr Anne Lamb, Cllr Chris Coates  
**Clerk:** Luke Mills

**19/05/2829 Election of a Chair for the next 12 months and to receive the declaration of office**

**It was resolved:** that Cllr Slinger be elected as Chair for the next 12 months and duly signed the Declaration of Acceptance of Office.

**19/05/2830 Election of a Vice-Chair for the next 12 months and to receive the declaration of office**

**It was resolved:** that Barbara Duffy be elected as Vice-Chair for the next 12 months and duly signed the Declaration of Acceptance of Office.

**19/05/2831 Appointment of Parish Councillors and receive declarations of office**

It was an uncontested election, so the following Parish Councillors were elected and duly signed the the Declaration of Acceptance of Office: Cllr Carol Slinger, Cllr Brian Jefferson, Cllr Barbara Duffy, Cllr Anne Lamb, Cllr Chris Coates

**19/05/2832 Apologies**

District Cllr Kevin Frea.

**19/05/2833 Approval of Minutes of previous meeting**

**It was resolved:** that the minutes of the meeting held on 10<sup>th</sup> April 2019 be accepted as a true record and signed by the Chair.

**19/05/2834 Council**

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

**19/05/2835 Suspension of Standing Orders**

Nothing to report.

**19/05/2836 To consider and approve reports:**

**a) Open Spaces Report**

**Completed/In Progress**

- Refurbishing seating area outside main entrance to the Centre – Next phase due to start on Thursday 9th
- Grass cutting – ongoing task for the rest of the growing season
- Re-seeding of car park
- Various jobs in and around the Centre (replacing light on ramp, repairing hall floor, repairs to upstairs toilet)
- Graffiti removed from skate park area (some had to be ground off)
- Play area fence repaired
- Levelling play area steps to prevent trips
- Repairs to mower
- Repairs to planters in Play Area

**Planned**

- Dog mess signs purchased for St Wilfrid's (plus a few extra). These will be put up soon.
- Boardwalk repairs -
- Pole Pruning assessment: This was cancelled on the 16th April due to the assessor's car breaking down. Another date will be organised.
- Purchasing of a mower lifter: There is a risk that most of these lifters are too narrow, but it is difficult to be sure. Honda do a version that appears big enough, but it has a lower lifting capacity. Dennis Barnfield will be contacted for advice.
- Purchasing of additional grass mats for the play area

**Hours**

- 104 hrs (incl. holidays & 2 sick days) in April

### Purchases

- Grass seed & fertiliser for the car park: £53.90
- In preparation for the pole pruning assessment, an extra pair of chainsaw boots: £49.99
- Replacement wheelbarrow wheel : £14.66
- No dog fouling signs x 10: £26.02
- Hardware to repair planters in play area: £14.41

A trade account has been opened with Huw Grays.

Cllr Jefferson reported that the footballers are finding footballs going under the hedge onto the road.

**It was resolved:** that the Clerk asks the groundsmen to install some netting along the base of the hedge.

Cllr Slinger reported that she had found the alarm in the shed was going off, with no obvious explanation. No CCTV footage.

**It was resolved:** that the Clerk investigate servicing the alarm

### b) HCA Report

Nothing to report.

### c) Finance Report

The Clerk reported that:

- The auditors have been more explicit this year in highlighting what is and is not allowed. For “cash-basis” accounting, payments and receipts should only be recorded in the year that the transaction occurred unless it is a cheque. The PWLB loan payment has occurred in April in the last couple of years, which was highlighted by the auditor last year, so this means that the balance brought forward from last year needs to be revised to £10,920.55. Consequently, the payments below were attributed to March have now been posted into April, along with the VAT claim of £1,554.98. These changes make no difference to the overall finances of the council, just how they are recorded.
- HCA charged the PC for B4RN room bookings. The B4RN budget has now been spent.
- Bank mandate to remove Kevin Frea & Karen Gibson needs signing.

PWLB	Loan	<b>2,069.05</b>
Chris Baxter	Salary	<b>56.61</b>
Carl Richardson	Salary	<b>747.56</b>
Garry Bretherton	Salary	<b>348.34</b>
Luke Mills	Salary	<b>419.00</b>
HMRC	Tax for 4th quarter	<b>64.80</b>
Signs Express	Playground and dog mess signs	<b>321.91</b>

### Revised March Figures

The table below shows the final balances for March. Due to the movement of payments and receipts into April, a transfer from the General account to the Village Improvement account is advised.

**It was resolved:** that for the year ending 31/3/19, a transfer of £1,000 is made from the General account to the Village Improvement account.

	GENERAL A/C	VILLAGE IMPROVEMENT A/C	TOTALS
<b>B/fwd 13/3/2019</b>	<b>-£1,223.48</b>	<b>£8,785.03</b>	<b>£7,561.55</b>
<b>INCOME</b>			
Bank Interest	£10.73		£10.73
Burial Ground	£237.00		£237.00
Refund of postage	£3.99		£3.99
Rent	£10.00		£10.00
Transfer		£1,000.00	
<b>TOTAL INCOME</b>	<b>£261.72</b>	<b>£1,000.00</b>	<b>£1,261.72</b>
<b>Expenditure</b>			
Payments	£18.00		£18.00
Reverse payment to PWLB	-£2,069.05		
Transfer	£1,000.00		
<b>TOTAL EXPENDITURE</b>	<b>-£1,051.05</b>	<b>£0.00</b>	<b>-£1,051.05</b>
<b>Balance as at 31/03/2019</b>	<b>£89.29</b>	<b>£9,785.03</b>	<b>£9,874.32</b>

**It was resolved:** to accept the revised Finance Report to 31<sup>st</sup> March 2019.

Statement to 8<sup>th</sup> May

Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
6,838	Salary - Clerk	989	5,849	36,169	Precept	36,169	-
12,528	Salary - Groundstaff	2,020	10,508	865	Allotments	-	865
300	Training	-	300	151	Rent	125	26
5,442	Grass Cutting	1,840	3,602	1,200	Burial Ground	72	1,128
140	Hedge Cutting	-	140	15	Bank Interest	-	15
300	Play Inspection	-	300	-	Damage	-	-
2,000	Repairs & Renewals	451	1,549	-	General	-	-
400	Pitch Feed	-	400	-	Grants	-	-
4,138	Public Works Loan	2,069	2,069	-	Donations	-	-
200	Audit	-	200	2,300	VAT	1,555	-
72	Bank Charges	-	72				
180	Clerks Expenses	9	171	40,700	<b>TOTAL</b>	<b>37,920.98</b>	<b>2,034</b>
1,500	HCA	386	1,115				
2,192	Insurance	-	2,192		<b>ACTUAL</b>		
500	Subs	489	11		Gross Receipts	£47,795	
50	Water	12	38		Gross Payments	£8,481	
150	Website	-	150		<b>BALANCE IN HAND</b>	<b>£39,313.81</b>	
20	S137	-	20				
-	Refunds	-	-		<b>FUND BALANCES</b>		
-	Assets	-	-		General A/C	£28,029	
45	B4RN	42	3		Village Improvement A/C	£11,285	
1,235	Emergency Response & Flood Grant	-	1,235		<b>FUND TOTAL</b>	<b>£39,313.81</b>	
328	War Memorial Restoration	-	328				
38,558.00	<b>NET TOTAL</b>	<b>8,307.00</b>	<b>30,251</b>		<i>FORECAST (incl outstanding commitments)</i>		
	VAT claimed	54			Receipts		49,829
2,300	VAT to be claimed	120.84			Payments		38,733
40,858.00	<b>GROSS TOTAL</b>	<b>8,481.49</b>	<b>38,733</b>		<b>FORECAST BALANCE</b>		<b>11,097</b>

It was resolved: to accept the Finance Report to 8<sup>th</sup> May 2019.

## d) Allotments

The tenant of Plot 13b has given notice to quit. The plot will be offered to the next person in the waiting list.

## e) Burial Ground

Nothing to report.

## f) Planning

## New Applications

- 19/00450/FUL | Construction of dormer extensions to the front and rear elevations
  - 18 Sykelands Grove Halton Lancaster Lancashire LA2 6QG
- 19/00051/DIS | Discharge of conditions 3,4 and 5 on approved application 18/01117/REM
  - Land Between Low Road And Forge Lane Halton Lancashire
- 19/00431/NMA | Non material amendment to planning permission 18/01117/REM for the removal of quoins from plots with stone elevations
  - Land At OSGR E350819. N464830 Low Road Halton Lancashire

## Permitted

- 19/00154/FUL | Construction of a dormer extension to the rear elevation
  - 11 High Road Halton Lancaster Lancashire LA2 6LX

It was resolved: that Cllr Jefferson will enquire about the extra wall opening on Low Road.

## g) District Councillor Report

District Cllr Kevin Frea reported that:

- His thanks to all the residents of Halton-with-Aughton who voted in the elections for Lancaster City Council on May 2nd, and who returned him as your Councillor for the next 4 years. The Labour Group elected him as their Deputy leader.
- He has registered his objection to the planning application by Russell Armor homes, off Kirkby Lonsdale Road on the grounds that they do not intend to include an acceptable number of 'affordable homes' as part of the development. The Highways

Department of Lancashire County Council have also registered their objection as they do not consider the pedestrian access along the High Road to be safe.

- He has registered concerns about the closure of the cycle path to Lancaster for up to a year, so that the flood defences to protect businesses on Caton Road can be built. The proposed diversion along Caton Road has a number of safety issues that have yet to be addressed. He is seeking an urgent meeting with the relevant planning officer.

**19/05/2837 Appointment of representatives for the following organisations:**

**a) Burton & Rigby Educational Foundation**

It needs 2 representatives to sit on the board; meets once a year on the 16<sup>th</sup> September.

**It was resolved:** that Cllr Coates & Cllr Slinger will represent the Parish Council on the Burton & Rigby Educational Foundation for the next 12 months.

**b) Halton Community Association (HCA)**

**It was resolved:** that Cllr Duffy & Cllr Slinger will represent the Parish Council on the Halton Community Association for the next 12 months.

**19/05/2838 Appointment of the Responsible Finance Officer (RFO)**

**It was resolved:** to re-appoint the Parish Clerk (Luke Mills) to the role of Responsible Finance Officer for the next 12 months.

**19/05/2839 To consider, approve and authorise the Chair and RFO to sign:**

**a) Section 1 (Annual Governance Statement) of the Annual Governance and Accountability Return 2018/19**

**It was resolved:** that Section 1 of the Annual Return for year ending 31 March 2019 be approved and the Chair and RFO sign Section 1 (Annual Governance Statement).

**b) Section 2 (Accounting Statements) of the Annual Governance and Accountability Return 2018/19**

Halton with Aughton Parish Council Annual Return 2018/19 Section 2	Year Ending 31 March 2018 £	Year Ending 31 March 2019 £	Notes
1. Balances b/f	10,965	10,921	PWLB loan payments of £2,069 were made on 12/4/17 & 3/4/18 and incorrectly assigned to the previous financial years. Rectifying this mistake means that the balance brought forward from: 2016/17 needs to be increased by £2,069 to £10,965 2017/18 needs to be increased by £2,069 to £10,921
2. (+) Precept or Rates and Levies	31,340	34,489	
3. (+) Total other receipts	17,321	12,136	
4. (-) Staff costs	13,604	13,635	
5. (-) Loan interest/capital repayments	4,138	4,138	
6. (-) All other payments	30,963	29,898	
7. (=) Balances carried forward	10,921	9,874	PWLB loan payments of £2,069 were made on 12/4/17 & 3/4/18 and incorrectly assigned to the previous financial years. Rectifying this mistake means that the balance brought forward from: 2016/17 needs to be increased by £2,069 to £10,965 2017/18 needs to be increased by £2,069 to £10,921
8. Total value of cash and short term investments	10,921	9,874	
9. Total fixed assets plus long term investments and	551,102	553,888	
10. Total borrowings	8,001	4,055	

**It was resolved:** to accept the accounts for year ending 31 March 2019 and the Chair and RFO sign Section 2 (Accounting Statements).

**19/05/2840 Determine meeting dates for the next 12 months**

**It was resolved:** that meetings will be held monthly at 7:15pm on the 2nd Wednesday of the month except for August.

**19/05/2841 To approve accounts for payment for expenses incurred since the last meeting**

Payee	Description	Gross	Net	VAT
Envirocare	Grass cutting (April)	432.00	360.00	72.00
Water Plus	Burial ground water supply	12.40	12.40	-
Chris Baxter	Salary	136.80	136.80	-
Carl Richardson	Salary & purchases	437.23	434.35	2.88
Garry Bretherton	Salary	270.00	270.00	-
Luke Mills	Salary & purchases	733.48	723.52	9.96
HCA	Room hire & litterpicking (Apr-Jun)	427.50	427.50	-
	<b>TOTALS</b>	<b>£ 2,449.41</b>	<b>£ 2,364.57</b>	<b>£ 84.84</b>

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

**19/05/2842 Date of Next Meeting**

The next meeting of the Parish Council be arranged for 12<sup>th</sup> June 2019 at 7:15pm at The Centre @ Halton. There being no further business the Chair declared the meeting closed at 20:40. Minutes subject to approval at the next meeting.

Signed..... Chair Date .....