



HALTON WITH AUGHTON PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING

Wednesday 9th October 2019 7:15pm at The Centre @ Halton

Chair: Cllr Barbara Duffy

Present: Cllr Brian Jefferson, Cllr Chris Coates, Cllr Anne Lamb, Cllr Naomi Turner, 2 members of the public

Clerk: Luke Mills

19/10/2880 Apologies

Cllr Carol Slinger

19/10/2881 Consider co-option of new Parish Councillor

It was resolved: that Naomi Turner be co-opted as the 6th councillor and the Declaration of Acceptance of Office was duly signed.

19/10/2882 Approval of Minutes of previous meeting

It was resolved: that the minutes of the meeting held on 11th September 2019 be accepted as a true record and signed by the Chair.

19/10/2883 Council

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

19/10/2884 Suspension of Standing Orders

Two members from the Gardening Group attended. The group seeks permission to landscape the planted slope outside the Centre to incorporate a couple of low retaining walls to hold back the soil and make it easier to maintain. They provided drawings of the plans and they have raised sufficient funds for the work and are currently in the process of obtaining quotes for the work. The existing plants will be taken out and rehomed temporarily; possible options are to use some bulk bags or ask allotment holders, depending upon when the work takes place.

19/10/2885 To consider and approve reports:

a) Open Spaces Report

Completed/In Progress

- General maintenance around the Centre, burial ground, allotments & War Memorial
- Hedge trimming
- Kubota maintenance (following purchase of car ramps)
- Repairing play area fencing
- Clearance of burial ground yard

Planned

- Clean-up and define the path near Army Camp Gate 2 entrance (opp. Carus Lodge)
- Strim the undergrowth along the football pitch hedge
- Trim willow and use trimmings to put along play area fencing.
- Still various outstanding repairs needed to play equipment.
- Review risk assessments with grounds staff
- Clear Army Path, possibly some strimming along Low Road to the Crook O'Lune.
- The shrubbery at the War Memorial Gardens needs cutting back.

Hours

- 113 (incl. holidays) in September.

b) HCA Report

Cllr Jefferson reported that everything is going well; there are plenty of bookings at the moment.

It was resolved: that the Clerk checks with Highways what type of sandbags are available.

c) Finance Report

Several large payments this month, including purchase of the chairs, insurance and basket swing (assuming that the PC agrees). Halton Lune Trust have provided a £3,000 donation. This leaves an estimated year-end balance of £5,350. Additional expenditure likely to cover the costs of the burial ground break-in and also the consecration ceremony at the Burial Ground (costs yet unknown).

Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
6,838	Salary - Clerk	3,838	3,000	36,169	Precept	36,169	-
12,528	Salary - Groundstaff	6,258	6,270	865	Allotments	25	865
300	Training	-	300	151	Rent	125	26
5,442	Grass Cutting	3,820	1,622	1,200	Burial Ground	934	266
140	Hedge Cutting	-	140	15	Bank Interest	37	20
300	Play Inspection	195	-	-	Damage	-	-
2,000	Repairs & Renewals	1,618	382	-	General	-	-
400	Pitch Feed	375	-	-	Grants	250	-
4,138	Public Works Loan	4,138	-	-	Donations	3,000	-
200	Audit	200	-	2,300	VAT	1,555	-
72	Bank Charges	45	27				
180	Clerks Expenses	243	50	40,700	TOTAL	42,094.71	1,177
1,500	HCA	809	691				
2,192	Insurance	2,253	250		ACTUAL		
500	Subs	611	-		Gross Receipts	£51,969	
50	Water	43	7		Gross Payments	£33,284	
150	Website	-	150		BALANCE IN HAND	£18,684.63	
20	S137	-	20				
-	Refunds	-	-		FUND BALANCES		
-	Assets	4,329	-		General A/C	£7,400	
-	Misc	2,341	-		Village Improvement A/C	£11,285	
45	B4RN	6	39		FUND TOTAL	£18,684.63	
1,235	Emergency Response & Flood Grant	-	1,235				
328	War Memorial Restoration	-	328				
38,558.00	NET TOTAL	31,122.31	14,511		<i>FORECAST (incl outstanding commitments)</i>		
	VAT claimed	54			<i>Receipts</i>		53,146
2,300	VAT to be claimed	2,108			<i>Payments</i>		47,795
40,858.00	GROSS TOTAL	33,284.40	47,795		<i>FORECAST BALANCE</i>		5,351

It was resolved: to accept the revised Finance Report to 9th October 2019.

d) Allotments

The allotment holder adjacent to the communal compost heap has complained that it is too big and spilling onto their plot. Plot holders do appreciate the compost, but it had been hoped that it would be self-managed by the users of it.

Two plot holders have separately made differing requests to the Parish Council. One has asked that the pest controller be used again to control the rat population. The other has specifically asked that rat poison not be used, since they are concerned that the poison enters either the human or wildlife food chain via the dead/decomposing rats.

It was resolved: that the Clerk contacts the pest controller to find out what other options are available.

e) Burial Ground, including recent break-in

The consecration ceremony will be held at the Burial Ground on Sunday 8th December at 3pm by the Bishop of Lancaster.

The larger storeroom was broken into sometime between Sunday 29th and Monday 30th September am. The lower half of the door was kicked-in, which both destroyed the door and part of the frame. The lawnmower was stolen, along with the petrol strimmer which had been stored there temporarily. The theft has been reported to the Police. The estimated replacement and repair costs are between £800-1200.

It was resolved: that Cllr Jefferson and Cllr Lamb will attend the consecration ceremony.

It was resolved: that a claim be made against insurance.

It was resolved: that the Clerk investigates the cost of a contractor cutting the grass rather than the Parish Council.

It was resolved: that a new brushcutter be purchased for £300 + vat which is not be kept at the Burial Ground.

f) Planning

New Applications

- 19/0126/TCA | 1 Scott Pine Tree. Fell. Rotten at main junction and woodpecker nest hole at same point. 2 Silver Birch Tree Fell Dead near fence line. 3 3 Sycamore trees. Remove metal tree guards to improve tree health.
 - Far Carus Halton Road Halton Lancaster Lancashire LA2 6BL
- 19/00785/CU | Change of use of dwelling (C3) to supported living accommodation (C3b) Open for comment icon
 - Green Hill Farm Dunald Mill Lane Halton Lancashire

Permitted

- 19/0119/TCA | Fell x1 Eucalyptus
 - 1 The Old School High Road Halton Lancaster Lancashire LA2 6LN
- 19/01185/NMA & 17/01423/REM | Non-material amendment to Reserved Matters consent 17/01423/REM to alter the amount/ratio of brick/stone/cladding to the external elevations of house types C, D, J and H, increase the use of slate and re-orientate house type J on plot 23. (Nb. Wrenman Homes development)
 - Land South Of Low Road Halton Lancashire

Refused

- 19/01009/FUL | Erection of a single storey side and rear extension
 - 7 Middle Highfield Aughton Lancaster Lancashire LA2 6PQ
- 19/00905/FUL | Change of use of mixed unit comprising offices and workshops (B1) to one dwelling (C3) and holiday accommodation (C3)
 - Higher Barn Aughton Road Aughton Lancaster Lancashire LA2 8LU
- 19/00904/FUL | Change of use of joiners workshop, associated store/office, caretakers accommodation and associated land to 4 residential properties and 2 holiday lets and change of use of agricultural land and stables to residential land and garages to gardens and stables to domestic garages, installation of new windows, doors and roof lights, demolition of part of building and creation of parking areas and landscaping
 - Higher Barn Aughton Road Aughton Lancaster Lancashire LA2 8LU

No comments were raised by the Parish Council.

g) District Councillor Report

Nothing to report.

19/10/2886 Updates

a) Neighbourhood Plan Update

Cllr Coates has been delivering information leaflets on the Neighbourhood Plan; there are some still to deliver in the farther reaches. Paper copies will be left around the village, including the Centre, Red Door and Library.

There will be two **public drop-in sessions** at the Centre on **Saturday 2nd November 9-12pm** and **Thursday 7th November 5-8pm**. You will be able to view the plans, ask questions and provide feedback. Other local organisations and businesses have been invited to attend at the sessions.

b) B4RN Update

The B4RN planned dig at the end of September was postponed until 12th October. The core route cable will be pulled through the road crossing to the entrance to the school field. Story homes will provide a duct through their site, but we are still awaiting official paperwork. Digging on the school field will take place over the school half term week to provide access to the west side of the parish and the houses surrounding the school.

It was resolved: that the B4RN budget be increased by £50 to cover additional costs.

19/10/2887 Remembrance Sunday preparations

Cllr Jefferson reported that two out of the four cobble sections have been completed. The remaining two will need to be completed next year when it is warmer.

It was resolved: that the silhouette and plaque used last year will be retrieved from storage and placed at the War Memorial.

It was resolved: that the Clerk verifies plans for the service.

19/10/2888 Lighting at the Centre car park

One lamp has been damaged by a car and needs replacing. Also, the bulbs are now obsolete so will require converting to LED fittings. The cost of replacing all 4 lamps is £685 (quoted by Highways) and £1,500 from Clarkson Electrical. Grant funding will be sought that will cover some of the costs, including upgrading the CCTV.

19/10/2889 Review and Approve**c) General Risk Assessment**

It was resolved: that the General Parish Risk Assessment is accepted and approved.

d) Standing Orders

The draft brought to the July meeting has been amended to simplify and reduce some of the rules.

It was resolved: that the Clerk further simplifies the the Standing Orders, in particular to make them more readable.

e) External audit report and the Annual Governance and Accountability Return for 2018-19

The external audit for 2018-19 has been concluded. The auditors, PKF Littlejohn LLP, have not raised any issues.

It was resolved: that the External Audit Report and Annual Governance and Accountability Return for 2018-19 are approved.

19/10/2890 Consider and approve purchasing**a) Chairs**

Not required; decided last month.

b) New basket for the basket swing at the Centre

The basket provided by Kompan proved incompatible, since it was designed for the newer "Giant Nest Swing" frames. The like-for-like replacement will cost £4,329 + vat.

It was resolved: that the new basket swing be purchased for £4329 + vat.

19/10/2891 To approve accounts for payment for expenses incurred since the last meetingReimbursements for Purchases

Payee	Description	Total	Net	Vat
L. Mills	Skip hire	111.07	111.07	-
C. Slinger	Trail chair	38.34	31.95	6.39
C. Slinger	Stationery for B4RN	7.58	6.32	1.26
G. Bretherton	Fuel	30.82	6.17	36.99

Payments for Approval

Payee	Description	TOTAL	NET	VAT
Water Plus	Burial ground water supply	6.20	6.20	-
Envirocare	Grass cutting (Sep)	360.00	360.00	-
G.Bretherton	Salary & reimbursements	320.49	314.32	6.17
C.Richardson	Salary	513.00	513.00	-
C.Baxter	Salary	86.40	86.40	-
L. Mills	Salary & reimbursements	680.86	680.86	-
HMRC	2nd quarter tax & NIC	66.60	66.60	-
C. Slinger	Reimbursements	45.92	38.27	7.65
Kompan	Replacement basket for swing	4,296.24	3,580.20	716.04
Ningbo	Chairs	2,773.56	2,309.30	464.26
PKF Littlejohn LLP	External audit fee	240.00	200.00	40.00
Came & Company	Insurance	2,253.16	2,253.16	-
Dennis Barnfield	Fuel	41.95	39.95	2.00
SLCC	Annual membership	122.00	122.00	-
Unity Trust Bank	Service charge	18.00	18.00	-
	TOTALS	£ 11,824.38	£ 10,588.26	£ 1,236.12

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

19/10/2892 Date of Next Meeting

The next meeting of the Parish Council be arranged for 13th November 2019 at 7:15pm at The Centre @ Halton. There being no further business the Chair declared the meeting closed at 20:35. Minutes subject to approval at the next meeting.

Signed..... Chair Date