



## HALTON WITH AUGHTON PARISH COUNCIL

### MINUTES OF PARISH COUNCIL MEETING Wednesday 15<sup>th</sup> April 2020 7:15pm – Virtual meeting

**Chair:** Cllr Carol Slinger

**Present:** Cllr Brian Jefferson, Cllr Chris Coates, Cllr Naomi Turner, Cllr Anne Lamb

**Clerk:** Luke Mills

#### 20/04/034 Apologies

Cllr Barbara Duffy

#### 20/04/035 Approval of Minutes of previous meeting

**It was resolved:** that the minutes of the meeting held on 11<sup>th</sup> March 2020 be accepted as a true record. To be signed by the Chair at a later date.

#### 20/04/036 Council

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

#### 20/04/037 Suspension of Standing Orders

Nothing to report

#### 20/04/038 To consider and approve reports:

##### a) Open Spaces Report

###### Completed/In Progress

- General maintenance and checks around the Centre

###### Planned

- None planned.

###### Hours

- 34 (incl. holidays) in March, however work was curtailed due to the virus.

###### General

- Carl & Chris passed the Pole Pruning Certification test on 18th March. Garry was unable to attend.
- Envirocare are currently willing to cut the grass. The first cut occurred on the 27th March, which included the whole burial ground.
- Lancaster City Council have sent a letter indicating that their teams are only carrying-out essential work, so St Wilfrid's Park is unlikely to be cut in the foreseeable future.

**It was resolved:** that Cllr Slinger asks a local resident to cut St Wilfrid's Park

**It was resolved:** that the Clerk asks Envirocare to cut St Wilfrid's Park temporarily.

**It was resolved:** that the Clerk asks the groundsmen keep the grass under control on the recreational area and around the Centre.

##### b) HCA Report

It closed on 22<sup>nd</sup> March. Signs have been put up informing that the play areas are closed. It is being used by a local group to create scrubs for the RLI.

##### c) Finance Report

This report covers the year end for 2020-21 and the start of the new financial year. The year-end figures will be finalised when the Annual Governance and Audit Report (AGAR) is produced, but the provisional balance is £12,202.06.

The AGAR deadline appears to have been extended by 2 months, but this has yet to be officially confirmed by the external auditor. No internal audit has yet occurred; it is difficult to see how this can occur during lockdown, especially because both other clerks are in the at-risk group.

The precept has yet to be received, so the financial statement for 15th April indicates a negative General A/C balance; this will be rectified once the precept is received.

The VAT claim for the period ending 31st March has been completed.

Financial Statement -31st March 2020				Balance b/f 1st April 2019		9,874.32	
Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
6,838	Salary - Clerk	6,687	-	36,169	Precept	36,169	-
12,528	Salary - Groundstaff	10,394	-	865	Allotments	965	-
300	Training	-	-	151	Rent	266	-
5,442	Grass Cutting	5,442	-	1,200	Burial Ground	2,235	-
1,250	HCA Litter	1,268	-	15	Bank Interest	102	-
140	Hedge Cutting	150	-	-	Damage	-	-
300	Play Inspection	195	-	-	General	675	-
2,000	Repairs & Renewals	8,183	-	-	Grants	250	-
400	Pitch Feed	375	-	-	Donations	6,000	-
4,138	Public Works Loan	4,138	-	2,300	VAT	2,863	-
200	Audit	200	-				
72	Bank Charges	81	-	40,700	<b>TOTAL</b>	<b>49,525.18</b>	-
180	Clerks Expenses	267	-				
250	HCA Hire	230	-		<b>ACTUAL</b>		
2,192	Insurance	2,253	-		Gross Receipts	£59,399	
500	Subs	646	-		Gross Payments	£47,197	
50	Water	74	-		<b>BALANCE IN HAND</b>	<b>£12,202.06</b>	
150	Website	111	-				
20	S137	20	-		<b>FUND BALANCES</b>		
-	Refunds	-	-		General A/C	£167	
-	Assets	2,727	-		Village Improvement A/C	£12,035	
-	Misc	488	-		<b>FUND TOTAL</b>	<b>£12,202.06</b>	
95	B4RN	59	36				
1,235	Emergency Response & Flood Grant	-	1,235				
328	War Memorial Restoration	-	328				
38,608.00	<b>NET TOTAL</b>	<b>43,988.21</b>	<b>1,599</b>				
	VAT claimed	3,209					
2,300	VAT to be claimed	-					
40,908.00	<b>GROSS TOTAL</b>	<b>47,197.44</b>	<b>48,796</b>				

Financial Statement -15th April 2020				Balance b/f 1st April 2020		12,202.06	
Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
6,994	Salary - Clerk	570	6,424	38,213	Precept	-	38,213
11,383	Salary - Groundstaff	666	10,717	935	Allotments	-	935
300	Training	-	300	151	Rent	-	151
6,842	Grass Cutting	270	6,572	1,200	Burial Ground	-	1,200
1,587	HCA Litter	-	1,587	40	Bank Interest	-	40
150	Hedge Cutting	-	150	-	Damage	-	-
450	Play Inspection	-	450	-	General	-	-
3,400	Repairs & Renewals	73	3,327	-	Grants	-	-
380	Pitch Feed	-	380	-	Donations	-	-
4,500	Public Works Loan	-	4,500		VAT	-	-
200	Audit	-	200				
72	Bank Charges	-	72	40,539	<b>TOTAL</b>	<b>-</b>	<b>40,539</b>
240	Clerks Expenses	-	240				
369	HCA Hire	-	369		<b>ACTUAL</b>		
2,287	Insurance	-	2,287		Gross Receipts	£12,202	
660	Subs	-	660		Gross Payments	£1,990	
74	Water	2	72		<b>BALANCE IN HAND</b>	<b>£10,212.34</b>	
130	Website	-	130				
20	S137	-	20		<b>FUND BALANCES</b>		
-	Refunds	-	-		General A/C	-£1,823	
-	Assets	283	283		Village Improvement A/C	£12,035	
-	Misc	-	-		<b>FUND TOTAL</b>	<b>£10,212.34</b>	
36	B4RN	-	36				
1,235	Emergency Response & Flood Grant	-	1,235				
328	War Memorial Restoration	-	328				
41,638	<b>NET TOTAL</b>	<b>1,864.43</b>	<b>39,773</b>		<i>FORECAST (incl outstanding commitments)</i>		
	VAT claimed	125			Receipts		52,741
	VAT to be claimed	-			Payments		41,763
41,638	<b>GROSS TOTAL</b>	<b>1,989.72</b>	<b>41,763</b>		Balance (less allocated budgets)		10,978
					<b>Forecast Balance</b>		<b>12,577</b>

It was resolved: to accept the Finance Report to 15<sup>th</sup> April 2020.

**d) Allotments**

All allotment fees have been paid and most plots are in good condition.

Current national advice is that allotments can remain open as long as users follow social distancing guidance.

**e) Burial Ground**

Nothing to report.

**f) Planning****New Applications**

- [20/00277/FUL](#) | Erection of 11 dwellings with associated infrastructure and landscaping
  - Land At Grid Reference 351057 464848 Low Road Halton Lancashire (SE corner for Forge Weir development)
- [20/00284/FUL](#) | Erection of a 2-storey dwelling
  - Land Adjacent To 141 High Road Halton Lancashire (garage nr Penny Stone Road)
- [20/00278/VCN](#) | Change of use of agricultural land to residential, erection of a 4 bed detached dwelling with associated re-grading of land and alterations to the existing access, and installation of a waste water treatment system (pursuant to the variation of condition 2, 3 and 6 on planning permission 18/00183/FUL to amend the approved plans and provide details on programme of archaeological investigation and materials)
  - Ivy Cottage Low Road Halton Lancaster Lancashire LA2 6LZ
- [20/00302/FUL](#) | Erection of an agricultural building for livestock and storage
  - Lower Barn Aughton Brow Aughton Lancashire
- [20/00040/DIS](#) | Discharge of condition 10 on approved application 17/00165/OUT
  - Land At Grid Reference 350819 464830 Low Road Halton Lancashire
- [20/00039/DIS](#) | Discharge of condition 7 on approved application 18/01117/REM
  - Land At Grid Reference 350819 464830 Low Road Halton Lancashire

**Permitted or Granted**

- 20/00188/PAH | Erection of a 4.45 metre deep, single storey rear extension with a maximum roof height of 3.46 metres and a maximum eaves height of 2.10 metres
  - 3 Sykelands Grove Halton Lancaster Lancashire LA2 6QG
- 20/00130/FUL | Demolition of existing garage and erection of a two storey side extension
  - 66 Beech Road Halton Lancaster Lancashire LA2 6QH
- 20/00093/FUL | Erection of replacement rear extension
  - Mulberry Manor Low Road Halton Lancaster Lancashire LA2 6PA
- 20/00028/FUL | Erection of a single storey rear and side extension
  - 175 High Road Halton Lancaster Lancashire LA2 6PY
- 20/00005/FUL | Conversion of existing garage into ancillary living accommodation
  - 6 The Gardens Halton Lancaster Lancashire LA2 6RE
- 20/00383/NOTC19 | Temporary change of use under Part 4, Class DA for the provision of takeaway food until 23rd March 2020
  - The Greyhound 10 Low Road Halton Lancaster Lancashire LA2 6LZ

**It was resolved:** that the Clerk highlights concerns from the Parish Council about planning application 20/00284/FUL; specifically the height and flooding risk.

**g) Neighbourhood Plan**

Nothing to report.

**h) District Councillor Report**

Nothing to report.

**20/04/039 To consider Parish Council response to the COVID-19 outbreak, including:**

**a) Cancellation of Annual Parish Meeting due on 13th May**

**It was resolved:** that the Annual Parish Meeting is cancelled.

**b) Holding future Parish Council meetings via video/phone conference until further notice**

**It was resolved:** that Parish Council meetings will be held remotely until lockdown restrictions are lifted.

**c) Payment of salaries to grounds staff during the lockdown**

**It was resolved:** that the Clerk discusses what work the non-isolating grounds staff feel comfortable doing.

**It was resolved:** that the Clerk checks the terms of sick pay in the grounds staff contracts.

**20/04/040 To consider application for the erection of 11 homes: [20/00277/FUL on Low Road](#)**

Full application to extend the development by 11 homes. It appears that the developer is not offering to build any affordable units.

**It was resolved:** that Clerk & Cllr Slinger will look further into the application.

**20/04/041 To approve renewal of Castle Hill annual grazing agreement**

**It was resolved:** to renew the Castle Hill annual grazing agreement.

**20/04/042 To consider and approve accounts for payment for expenses incurred since the last meeting**

Reimbursements for Purchases

Payee	Description	Net	Vat	Gross
C Slinger	Cordless hammer drill	283.33	56.66	339.99

Payments for Approval

Payee	Description	TOTAL	NET	VAT
Water Plus	Burial ground water supply	2.16	2.16	
G.Bretherton	Salary	261.00	261.00	
C.Richardson	Salary	324.00	324.00	
C.Baxter	Salary	28.80	28.80	
L. Mills	Salary	569.79	569.79	
Envirocare	Grass cutting (Mar)	324.00	270.00	54.00
HMRC	Tax & NI for period 10-12	52.20	52.20	
C Slinger	Reimbursements	339.99	283.33	56.66
S&W Fabrications	Drill bits	87.78	73.15	14.63
	<b>TOTALS</b>	<b>£ 1,989.72</b>	<b>£ 1,864.43</b>	<b>£ 125.29</b>

**It was resolved:** to approve the above expenditure.

**20/04/043 To approve date of next Parish Council Meeting**

The next meeting of the Parish Council will be arranged for 13<sup>th</sup> May 2020 at 7:15pm remotely. There being no further business the Chair declared the meeting closed at 20:10. Minutes subject to approval at the next meeting.

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