

**HALTON WITH AUGHTON PARISH COUNCIL****MINUTES OF PARISH COUNCIL MEETING****Wednesday 11th September 2024 7:15pm @ The Centre, Halton**

Chair: Cllr Slinger
Present: Cllr Turner, Cllr Coates, Cllr Lamb, Cllr Buntin, Cllr Rigby, Cllr Sewell, 5 members of the public
Clerk: Luke Mills

24/09/01 To receive apologies for absence and to approve the reasons given
None

24/09/02 To consider and approve the minutes of the meeting held on 10th July 2024
It was resolved: that the minutes be accepted as a true record and to be signed by the Chair.

24/09/03 To receive declarations of interests and dispensations
None

24/09/04 Suspension of Standing Orders

Anti-social behaviour on Lythe Fell Rd

The residents have been experiencing anti-social behaviour, with apples being taken from the link path orchard and thrown at their house; it has happened in the past but this year has been particularly bad. They have reported it to the police. The trees in that area are also becoming too large, overshadowing their gardens. They were promised that the trees would be kept small at the time the link path was built. The council will consider what actions may help.

Parking and traffic on High Rd

The residents have been in touch with Highways about ways to improve the traffic flow/parking on High Road; their car has been damaged multiple times. They have tried to put cones out to protect their cars, but they keep getting taken away. Ideas include creating a give-way flow, a one-way down Quarry Road, or to have a weight-limit for vehicles to discourage vehicles just passing through. Kids playing signs might help slow down some vehicles. Their other idea is to have smaller buses. The council asked if any correspondence from Highways could be passed onto the Clerk, so that the response can be reviewed.

Poor condition of Low Road

The resident complained about state of the Low Road to Caton. It probably needs resurfacing. It is recommended to report these issues via the LoveCleanStreets app. Apparently, the County Councillor has been enquiring about it too.

24/09/05 To consider and approve reports:

a) District Councillor Report

It has been a bit quiet over the summer. The council budget is fine for the moment, but it is looking tighter into the future. They are lobbying the government to support new council housing and remove the right to buy.

b) Open Spaces, allotments & burial ground, incl. quote for tree risk survey of £550**Open Spaces**Completed/In Progress

- Benches have arrived and will be installed as soon as practicable.
- The tool shed roof will be repaired shortly.

Planned

- Skip hire.
- Replacement of rotten fence posts around the paddock.

Ground Staff Hours

- August 67 hrs (excl. of holidays)
- Carl has resigned.

Open Spaces

- The football fence has been completed.
- The WI tree has been caught by the strimmer. A strimmer guard will be bought to prevent further damage.
- There was a complaint about the overgrown Army Camp Path, so a contractor was asked to trim it.
- The next round of tree inspections is due. The last one occurred in January 2022
- **It was resolved:** to accept the quote of £550 + vat for tree inspections to cover the next 24-36 months

Burial Ground

- Nothing to report

Allotments

- Needs a site inspection soon.

c) HCA

- Not much to report, other than there has been less anti-social behaviour this year.

d) Finance Report

- All budgets on target at present

Financial Statement - September 2024				Balance b/f 1st April 2024 33,581.16			
Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
8,320	Salary - Clerk	4,062	4,258	49,132	Precept	49,132	-
18,252	Salary - Groundstaff	6,436	11,816	990	Allotments	30	960
6,654	Grass Cutting	4,453	2,201	20	Rent	125	20
200	Hedge Cutting	-	200	1,600	Burial Ground	500	1,100
540	Pest Control	300	240	600	Bank Interest	498	102
550	Play equipment inspections	520	-	-	Damage	-	-
4,914	Repairs & Renewals	790	4,124	-	General	-	-
380	Weed & Feed Pitch	400	-	-	Grants	-	-
2,000	Tree works & surveying	-	2,000	-	Donations	-	-
145	Alarm Maintenance	80	65	-	VAT	-	-
590	Audit	590	-				
72	Bank Charges	18	54				
300	Clerks Expenses	76	224	52,342	TOTAL	50,285	2,182
449	HCA	120	329				
2,022	Insurance	2,183	-		CASHBOOK BALANCES	ACTUAL	Forecast
751	Subs	520	231		Gross Receipts	83,866	86,048
400	Training	-	400		Gross Payments	32,578	58,941
100	Water	52	48		CASHBOOK BALANCE	51,288	27,107
184	Website	31	153				
20	S137	385	20		BANK BALANCES (31/8/24)		
46,843	BUDGET TOTAL	21,016.94	26,363		Current a/c	871.52	
					Deposit a/c	56,938.98	
-	Assets	871	-		BANK BALANCE	57,810.50	
-	Misc services	2,609	-				
-	Recreational Area Improvements (S106)	2,982	-		FUND BALANCES		
-	Refunds	2,520	-		General A/C	16,578.57	
882	Emergency Response & Flood Grant	-	-		General Reserves A/C	20,500.02	
	VAT claimed	-			MUGA Sink Fund A/C	6,000.00	
	VAT to be claimed	2,580			S106 Recreation Area	8,209.10	
47,725	GROSS TOTAL	32,578	58,941		FUND TOTAL	51,288	

It was resolved: to accept the Finance Report to 11th September 2024

e) Planning

The planning application for 90 homes off Low Road (23/01327/OUT) was revised to 80 homes during the summer. It was not clear whether the Parish Council needed to respond again, but the previous objection was sent in again along with the S106 request for play equipment funding.

The Planning Department have organised a meeting to discuss the review of the Local Plan, particularly for Parishes since it will cover how they will identify sites for future use.

Action: Cllr Slinger will attend the meeting on the 25th September.

New Applications (Awaiting Decision)

- [24/00749/FUL](#) | Erection of a single storey rear extension
 - 4 Harrowdale Park Halton Lancaster Lancashire LA2 6QS
- [24/00806/FUL](#) | Temporary siting of cabin in association with The British Thoroughbred Retraining Centre and resurfacing of part of existing Public Right of Way
 - Whinney Hill Farm Aughton Road Aughton Lancaster Lancashire LA2 6PQ
- [24/00667/FUL](#) | Retrospective application for siting of static caravan
 - Halton Park Farm Park Lane Halton Lancaster Lancashire LA2 6PD
- [24/0147/TPO](#) | Trees within the roadside verge - Crown reduce and thin by a maximum of 20%.
 - 22 Foundry Close Halton Lancaster Lancashire LA2 6FE

Permitted

- [24/00560/FUL](#) | Erection of a single storey rear extension
 - 29 Harrowdale Park Halton Lancaster Lancashire LA2 6QS
- [24/00830/EIR](#) | Screening opinion for the temporary siting of cabin in association with The British Thoroughbred Retraining Centre and resurfacing of part of existing Public Right of Way
 - Whinney Hill Farm Aughton Road Aughton Lancaster Lancashire LA2 6PQ
- [24/00727/FUL](#) | Installation of an air source heat pump
 - Middle Highfield Farm Middle Highfield Halton Lancaster Lancashire LA2 6PQ
- [24/00711/FUL](#) | Replacement of existing window with door
 - 3 Littledale Mews Kellet Lane Slyne Lancaster Lancashire LA2 6BJ

24/09/06 To consider updates on the:

a) Neighbourhood Plan

- 8 online responses – Paper responses tbc.
- Official responses from: National Highways, LLFA, Natural England, Lancaster City Council, Sport England, Coal Authority, National Grid, National Gas, Historic England, Environment Agency
- **Action:** Clerk to compile the responses.
- **Action:** Clerk to organise the next Neighbourhood Plan Steering Group meeting.

b) Castle Hill Project

- 60 people turned up to the public open day despite the rain.
- Cllr Coates has had the list of conditions from Heritage England prior to getting consent for the works.
- The initial work will be to cut back some of the trees/bushes around the mott. Then new gates will be installed.

24/09/07 To consider play area issues:

a) Review of recommendations from the Annual Play inspection report

- **It was resolved:** Postpone this item until next month.
- **Action:** Clerk to organise the repair to picnic bench in the Junior Play Area.

b) St Wilfrid's play equipment

- **It was resolved:** Postpone this item until next month.
- **Action:** Clerk to organise the replacement of the flat swing to a toddler swing on St Wilfrid's Park.

c) **General Play Areas upgrade**

- **It was resolved:** that Cllr Turner will seek further quotes.

d) **Next steps for the Mill Lane play area**

- **Action:** Clerk to ask for a copy of the safety inspection report

24/09/08 To consider applying for the Lancashire Orchard Grant

- Cllr Coates suggested that some orchard trees be planted in the allotment entrance.
- **Action:** Cllr Coates to bring back a proposal for next month

24/09/09 To consider replacing or moving various dog bins that Lancaster City Council refuse to empty

- A meeting was held with Public Realm at City Council on 14th August to discuss the issue of the dog bins after they had decided that any bin attached to a lamppost was too high for their staff to empty safely.
- The dog bins on lamp posts were assessed with the following actions:
 - Removed the bin on High Road nr HiQ.
 - Removed the bin on the ginnel between Penny Stone Road & Beech Road.
 - Removed the bin on Arrow Lane nr Oak Drive junction.
 - Moved the bin on Low Rd nr the allotments to the speed sign on the Forge Ln, Low Rd junction
 - Moved the bin on Low Rd nr Forgewood Dr to the speed sign on the Forgewood Dr, Low Rd junction
 - Moved the bin on Low Rd, opp. Forest Heights to the speed sign on Schoolhouse Ln
- **It was resolved:** to purchase 2 floor standing bins for the Penny Stone Rd/Beech Rd ginnel and Arrow Lane

24/09/10 To consider actions needed to reduce anti-social behaviour in the community orchard

- If the apple trees are to remain then they should be advertised better. The remaining apples have been removed by a volunteer group organised by the Neighbourhood Watch team, so there should be no further problems this year, but a solution is required before next season.
- **It was resolved:** to ask the tree surveyor to recommend a course of action.
- **Action:** Clerk to include on a forthcoming meeting to discuss what to do with the area

24/09/11 To consider actions needed to replace a grounds person in November

- Carl has resigned and will be leaving 22nd November.
- **It was resolved:** to advertise a role with fixed hours and days, with some flexibility. It should highlight playground equipment checks, litter picking and bin emptying.
- **It was resolved:** Clerk to discuss hours with existing staff.
- **Action:** Clerk to calculate the possible hours after reviewing the budget

24/09/12 To consider the external audit report and the Annual Governance and Accountability Return for 2023-24 and consider any recommendations

- No issues or concerns were raised by the external auditor PKF Littlejohn LLP.
- **It was resolved:** to accept the external audit report for the AGAR for 2023-24
- **Action:** Clerk to post the notice of conclusion of audit before 30th September along with the AGAR.

24/09/13 To review and approve:

a) **the Parish Council Risk Assessment, including recommendations from Internal Audit report**

- **It was resolved:** to accept the revised Risk Assessment, including a new Supplier Fraud risk.
- **Action:** Clerk to consider supplier fraud risk when updating the Payment Procedures and Financial Regulations

b) the Annual Insurance for the Parish Council including Fidelity cover

- **It was resolved:** that £150,000 of Fidelity Guarantee cover is sufficient.
- **It was resolved:** that the insurance quote of £2,183.44 from Clear Councils is accepted on a 3 year contract.

24/09/14 To consider transferring domain between providers

- **It was resolved:** to transfer the domain from Fasthosts to the current website hosting provider.

24/09/15 To consider communications from the public

- A complaint has been received about footballs hitting a resident's property opposite the MUGA

24/09/16 To consider Prattle article

- **It was resolved:** to mention cut back bushes overhanging pavements, dog bins, play area upgrade, Neighbourhood Plan progress and the grounds maintenance position.

24/09/17 To consider and approve accounts for payment for expenses incurred since the last meeting**August Payments**

Ref	Payee	Description	TOTAL	NET	VAT
41	Water Plus	Burial Ground water supply	8.68	8.68	-
42	Lancaster City Council	Pest control on the allotments	60.00	50.00	10.00
43	Envirocare	Grass cutting July	856.56	713.80	142.76
44	Dennis Barnfield	Parts and servicing	76.42	63.68	12.74
45	Kirkwells	Consultancy work for Neighbourhood P	2,592.00	2,160.00	432.00
46	L Mills	Salary & reimbursements	1,079.73	1,079.73	-
47	G Bretherton	Salary	320.03	320.03	-
48	C Richardson	Salary & reimbursements	537.08	532.28	4.80
49	P Bucklow	Salary	401.60	401.60	-
50	Broxap	Engraved benches for sand pit	781.20	651.00	130.20
51	Danvic	Weed & feed pitch	480.00	400.00	80.00
52	Danvic	Pitch work - s106	3,200.00	2,666.67	533.33
TOTALS			£ 10,393.29	£ 9,047.46	£ 1,345.83

September Payments

Ref	Payee	Description	TOTAL	NET	VAT
53	Water Plus	Burial Ground water supply	8.68	8.68	-
54	Lancaster City Council	Pest control on the allotments	60.00	50.00	10.00
55	Envirocare	Grass cutting August	856.56	713.80	142.76
56	Dennis Barnfield	Parts	45.00	37.50	7.50
57	HCA	Room Hire Jul-Sep	48.00	48.00	-
58	Huws Gray	Postcrete & straps	60.62	50.52	10.10
59	PKF	External audit	378.00	315.00	63.00
60	Halton Juniors	Reimbursement for s106 expense	168.00	140.00	28.00
61	L Mills	Salary & reimbursements	724.54	722.38	2.16
62	G Bretherton	Salary	363.95	363.95	-
63	C Richardson	Salary	368.23	363.33	4.90
64	P Bucklow	Salary	401.60	401.60	-
65	Clear Council	Annual insurance	2,183.44	2,183.44	-
66	Green Tractor Gardens	Strimming of Army Camp path	75.00	75.00	-
TOTALS			£ 5,741.62	£ 5,473.20	£ 268.42

It was resolved: to approve the above expenditure.

24/09/18 To confirm the date of next Parish Council Meeting

The next meeting of the Parish Council will be held on 9th October 2024 at The Centre. There being no further business the Chair declared the meeting closed at 21:10. Minutes subject to approval at the next meeting.

Signed..... Chair Date