

**HALTON WITH AUGHTON PARISH COUNCIL****MINUTES OF PARISH COUNCIL MEETING
Wednesday 9th October 2024 7:15pm @ The Centre, Halton**

Chair: Cllr Slinger

Present: Cllr Turner, Cllr Lamb, Cllr Buntin, Cllr Rigby, Cllr Sewell, Cllr Coates (from 20:30), 2 members of the public

Clerk: Luke Mills

24/10/01 To receive apologies for absence and to approve the reasons given

Cllr Coates apologised in advance for being late.

24/10/02 To consider and approve the minutes of the meeting held on 11th September 2024

It was resolved: that the minutes be accepted as a true record and to be signed by the Chair.

24/10/03 To receive declarations of interests and dispensations

None

24/10/04 Suspension of Standing Orders

Residents of Lythe Fell Avenue

They would like the three apple trees to be removed since the problem of apples being thrown at their house has become very stressful; the plum trees have also become very tall. The area needs better management.

There was discussion of possible solutions or options. The tree surveyor has been asked to consider options for this area, so decisions can be made once the tree survey is returned.

24/10/05 To consider and approve reports:

a) District Councillor Report

Nothing to report.

b) Open Spaces, allotments & burial ground

Open Spaces

Completed/In Progress

- Sand pit benches have been installed; awaiting the old benches to be removed.
- Installing the St Wilfrid's benches is more complicated, but they are on the job list for the staff.
- Tool shed roof has been repaired.
- The wildflower area has been strimmed.

Planned

- Repairing the Junior Play area picnic bench.
- Adjusting/repairs Junior Play area gates.
- Refurbishing the noticeboard from Lancaster and installing it on the War Memorial bus stop.
- Purchasing new bins from Lancaster City Council.
- Skip hire
- **Action:** Replace broken slat on the War Memorial bench.

Ground Staff Hours

- September 77 hrs (excl. of holidays)
- Job has been advertised. No applications so far.

Open Spaces

- **It was resolved:** Clerk to ask ground staff about trimming the large plum tree behind the garden on Lythe Fell Avenue.
- **It was resolved:** Move the dog bin at the bottom of Schoolhouse Lane onto a new post on Low Rd
- **It was resolved:** Order some paint for the car park lines.

Burial Ground

- A complaint was received about the poor state of the path in the burial ground and tyre marks over graves.
- **Action:** Clerk to ask the ground staff to clear the path.
- **Action:** Clerk to highlight the tyre marks with Envirocure and ask for more care to be taken.

Allotments

- One allotment holder has swapped plots due to the bee stings. Someone from the waiting list has been lined-up to take the old plot and has been warned about the bees.
- A recent site visit identified plots 7a and 16b as being particularly overgrown. It was noted that the fence between the paddock and allotments is rotting.
- **Action:** Clerk to remind the plot holders of 7a & 16b to improve the conditions of their plots.
- **It was resolved:** to obtain quotes to replace the fence around the allotments.

c) HCA

- Lots of volunteers. Tickets sales for New Years Eve are going well.

d) Finance Report

- Most budgets on or close to target
- A VAT claim will be sent to HMRC by the end of October.

Financial Statement - October 2024				Balance b/f 1st April 2024			
Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
8,320	Salary - Clerk	4,745	3,575	49,132	Precept	49,132	-
18,252	Salary - Groundstaff	7,396	10,856	990	Allotments	30	960
6,654	Grass Cutting	6,467	187	20	Rent	125	20
200	Hedge Cutting	-	200	1,600	Burial Ground	815	785
540	Pest Control	350	190	600	Bank Interest	922	400
550	Play equipment inspections	520	-	-	Damage	-	-
4,914	Repairs & Renewals	2,919	1,995	-	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	36	36				
300	Clerks Expenses	220	80	52,342	TOTAL	51,024	2,165
449	HCA	120	329				
2,022	Insurance	2,183	-		CASHBOOK BALANCES	ACTUAL	Forecast
751	Subs	668	83		Gross Receipts	84,605	86,770
400	Training	-	400		Gross Payments	39,334	59,542
100	Water	61	39		CASHBOOK BALANCE	45,271	27,228
184	Website	31	153				
20	S137	385	20		BANK BALANCES (30/9/24)		
46,843	BUDGET TOTAL	27,171.06	20,209		Current a/c	130.70	
					Deposit a/c	51,737.57	
					BANK BALANCE	51,868.27	
-	Assets	871	-				
-	Misc services	2,661	-		FUND BALANCES		
-	Recreational Area Improvements (S106)	2,982	-		General A/C	10,562.08	
-	Refunds	2,520	-		General Reserves A/C	20,500.02	
882	Emergency Response & Flood Grant	-	-		MUGA Sink Fund A/C	6,000.00	
	VAT claimed	-	-		S106 Recreation Area	8,209.10	
	VAT to be claimed	3,129	-				
47,725	GROSS TOTAL	39,334	59,542		FUND TOTAL	45,271	

- **It was resolved:** to accept the Finance Report to 9th October 2024

e) Planning

A consultation has started on new large development on the East Lancaster Strategic Site which is the area between the M6 & Caton Road, which would be accessed via a new roundabout opposite McDonalds on Caton Road . There will be a public session at the Holiday Inn Thursday 17th October 4-8pm.

New Applications (Awaiting Decision)

- [24/00989/FUL](#) | Demolition of existing dwelling and erection of new dwelling and garage
 - Scargill Farm Scargill Road Halton Carnforth Lancashire LA6 1HF
- [24/00194/DIS](#) | Part discharge of condition 2 on approved application 24/00458/FUL
 - 73 - 75 High Road Halton Lancaster Lancashire LA2 6PS

Permitted/Not required

- [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
- [24/00749/FUL](#) | Erection of a single storey rear extension
 - 4 Harrowdale Park Halton Lancaster Lancashire LA2 6QS
- [24/01065/EIR](#) | Screening opinion related to retrospective application for siting of static caravan
 - Halton Park Farm Park Lane Halton Lancaster Lancashire LA2 6PD

Refused

- [24/00667/FUL](#) | Retrospective application for siting of static caravan
 - Halton Park Farm Park Lane Halton Lancaster Lancashire LA2 6PD

24/10/06 To consider updates on the:

a) Neighbourhood Plan

- Responses summarised, awaiting review by Steering Group & Kirkwells.
- **Action:** Clerk to send out some proposed dates for a meeting.

b) Castle Hill Project

- A Grant report has been sent into Lancaster City Council, stating that no expenditure had occurred.
- Awaiting remaining horse to be moved. A tree surgeon will arrive towards the end of October to remove gorse and trees growing on the mott. Installing the new gates will happen afterwards.
- **Action:** Grass cutting for next year will be added to the plan.

24/10/07 To consider play area issues:

a) Review of recommendations from the Annual Play inspection report

- All equipment was rated as Low or Very Low risk apart from the swings at St Wilfrid's which were Moderate.
- In many cases, especially older equipment, the risks are integral to the original design of the equipment.
- Much of the safety matting needs lifting and refitting.
- **It was resolved:** to remove the small stepping logs in the Junior Play Area.
- **It was resolved:** to not remove the fence in the Junior Play Area.

b) St Wilfrid's play equipment

- There has been a complaint about the state of equipment and querying when it will be fixed/replaced.
- Most of the play equipment fails current safety designs, including head and neck entrapments.
- Quotes are being sought for 2 juniors swings, nest swing, 2 toddler swing, inclusive roundabout, 2 spring rockers, climbing net and wobbly bridge.
- Cllr Slinger & Cllr Turner are going to a funding fair next week.
- A private offer to contribute towards St Wilfrid's Play Area has been received.
- **Action:** Clerk to let people who are willing to contribute that Cllr Turner is happy to chat.

c) General Play Areas upgrade

- In the short term it may be best to remove the exercise equipment at the Centre and replace it with a roundabout. Upgrading the other equipment is probably a longer-term plan.
- **Action:** Cllr Turner will ask the companies whether Welfare facilities would be required for the Centre.

d) Next steps for the Mill Lane play area

- A copy of the safety inspection report from 2022 has been received. No significant risks were identified.
- **It was resolved:** to obtain quotes from solicitors to progress drafting a lease.

24/10/08 To consider applying for the Lancashire Orchard Grant

- 12-14 trees could be sited in the allotment entrance area. Awaiting a quote from an approved fruit tree supplier. It would need to occur in Feb/Mar.
- **Action:** Clerk to explore options for the sorting out the area of the paddock that has become a dumping ground.

24/10/09 To consider issues relating to traffic and parking

- A resident has recently sent in a complaint about poor parking in the Beech Road area.
- Cllr Lamb has been looking into Community Road Watch. Slow Down Save Lives from Lancashire County Council will provide a resource pack for communities which includes bin stickers and a banner that encourages slower driving.
- **It was resolved:** Cllr Lamb will order the Slow Down Save Lives pack.
- The Love Clean Streets app recently worked well for reporting a car parked on double yellow lines.
- It is also possible to provide dashcam footage of poor driving via OpSnap.

24/10/10 To review and approve:

a) Financial Regulations including discarding the previous Payment Procedures

- NALC updated the Model Financial Regulations in April 2024. An electronic comparison between both NALC versions indicates significant changes. These new Model Financial Regulations have been used as a basis to create a revised set of Financial Regulations for this council. They cover the use of online banking so the "Payment Procedures" is no longer necessary.
- **Action:** Clerk to explore the option of getting a pre-paid card and/or trade accounts rather than the use of a personal credit card.
- **Action:** Clerk to check difference between 6.9 & 5.15 with LALC?
- **It was resolved:** that the Payment Procedures are no longer required once the new Financial Regulations are approved.
- **It was resolved:** Clerk to amend the draft regulations as agreed and bring it back again next month.

b) Statement of Internal Control

- The only change proposed to the Statement of Internal Control is to remove the last page summarising the areas of Internal Audit since this is no longer relevant.
- **It was resolved:** to approve the Statement of Internal Control subject to replacing "Chairman" to "Chair"

24/10/11 To consider appointing an Internal Auditor for 24/25

- **It was resolved:** to appoint JDH Business Services Ltd as the internal auditor for 24/25 at a cost of £308 + VAT.

24/10/12 To consider Remembrance Sunday preparations

- Cllr Slinger will attend the service.
- **Action:** Clerk to check that the wreath is on order

24/10/13 To consider and approve accounts for payment for expenses incurred since the last meeting

Ref	Payee	Description	TOTAL	NET	VAT
67	Water Plus	Burial Ground water supply	8.68	8.68	-
68	Lancaster City Council	Pest control on the allotments	60.00	50.00	10.00
69	Unity Trust	Service charge	18.00	18.00	-
70	Envirocare	Grass cutting Sep	856.56	713.80	142.76
71	Aughton PCC	Grass cutting	1,300.00	1,300.00	-
72	S & W Fabrications Ltd	Installation of new shed roof	1,947.60	1,623.00	324.60
73	SLCC	Annual fee	148.00	148.00	-
74	Geosphere Ltd	Parish Online mapping software	144.00	120.00	24.00
75	G Bretherton	Salary	382.78	382.78	-
76	C Richardson	Salary	175.70	175.70	-
77	P Bucklow	Salary	401.60	401.60	-
78	L Mills	Salary & reimbursements	1,312.16	1,264.88	47.28
		TOTALS	£ 6,755.08	£ 6,206.44	£ 548.64

It was resolved: to approve the above expenditure.

24/10/14 To confirm the date of next Parish Council Meeting

The next meeting of the Parish Council will be held on 13th November 2024 at The Centre. There being no further business the Chair declared the meeting closed at 21:20. Minutes subject to approval at the next meeting.

Signed..... Chair Date