

**HALTON WITH AUGHTON PARISH COUNCIL****MINUTES OF ANNUAL PARISH COUNCIL MEETING
Wednesday 14th May 2025 8pm @ The Centre, Halton**

Chair: Cllr Slinger
Present: Cllr Coates, Cllr Sewell, Cllr Turner, Cllr Lamb, Cllr Buntin, District Cllr Sommerville
Clerk: Luke Mills

25/05/01 To elect

- a) 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
- b) A Vice-Chair for the next 12 months and to receive the declaration of office
It was resolved: that Cllr Turner be elected as Vice-Chair for the next 12 months

25/05/02 To receive apologies for absence and to approve the reasons given

Cllr Rigby provided apologies.

25/05/03 To consider and approve the minutes of the meeting held on 9th April 2025

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

25/05/04 To receive declarations of interests and dispensations

- Nothing to report.

25/05/05 Suspension of Standing Orders

- Nothing to report

25/05/06 To consider and approve reports:**a) District Councillor Report**

- A food waste collection will be starting across the district.
- There is likely to be 3 weekly collections for grey and recycling bins
- Green Lane to be closed temporarily.

b) Open Spaces, allotments & burial groundGeneral

- Public Realm have been asked to start collecting the Meadowfield & Castle Hill bins.
- The Kubota ride-on lawnmower has been out of action for 2 weeks.
- The balance beam at St Wilfrid's Park has been broken, it will be removed or made safe asap.
- **Action:** Clerk to organise the removal of the old balance beam

Completed or In Progress

- St Wilfrid's benches installed
- Car park fencing repaired
- Car park arrows and pedestrian crossing painted
- Coping stones fixed back onto the stone planter on Low Rd
- Playdale annual play area inspection will be booked soon.
- The bus stop bench will be ordered once the pro-forma invoice is paid. Current ETA is 4 weeks.

Current Job List

- Removing weeds from the War Memorial & Burial Ground paving
- Repainting the skate park shelter
- Relaying the grass matting under the play equipment at the far end of the pitch and replacing the tyres under the seesaw.

Open Spaces

- **S106 Recreational Area Improvement**
 - The actual s106 agreement has a deadline of 24 August 2027; the earlier date quoted last month came from a planning department email trail.
 - After verifying expenditure with Halton Juniors there is £8,595.43 (inclusive) remaining;
- **Bus shelters**
 - The roofs on both bus shelters on High Road are rusting and have holes.
 - The risks associated with the ground staff repairing them is hard to judge without knowing the weight of the roof or the complexity of dismantling them in-situ.
 - **Action:** Clerk to contact Lancashire County Council to see if they can help.
- **Action:** Clerk to ask Barnfields if they would purchase the Kubota.

Burial Ground

- A mobile home/van has been parked outside the Burial Ground for about a week.
- **It was resolved:** to report it to Highways

Allotments

- The allotment holders were asked to respond to the question: "How often did you use the manure when it was dropped off?". Out of the 30 allotment holders, the response was:
 - Always: 13
 - Sometimes: 3
 - Rarely: 3
 - Never: 0
- **Action:** Clerk to investigate the cost of building an area for the manure

c) HCA

- Nothing further to report.

d) Finance Report

- **FY 2024-25:** The fund balances for the year ended 31st March 2025 need to be updated following the review of the S106 Recreation area spending (one payment was not assigned to the S106 spending and two payments tracked the gross figures rather than net figures. Also, a temporary transfer of £4,000 from the MUGA fund had been incorrectly used instead of the agreed £3,400 in the initial figures brought last month. The overall balance for the year remains unchanged. The General A/C is in debit, but hopefully this will not be raised as an issue since it is very small and temporary. The fund balances at the end of March are:
 - General A/C (£16.86)
 - General Reserves A/C £6,700.02
 - S106 Recreation Area £8,595.43
 - MUGA Sink Fund A/C £2,600.00
- HMRC enquired about the changes to the salary payment dates and were provided the information that they requested. No further questions have been raised so far.
- The temporary transfers between funds made in March have been reversed (see report below for revised fund balances)

- The Internal Audit has been completed resulting in four recommendations. The AGAR and internal audit report will be reviewed and considered at the next meeting.
- It is proposed to share the costs of the CCTV recorder & hard drive between the HCA & PC, and for all other indoor equipment to be invoiced to HCA. The overall costs excluding VAT would be:
 - HCA £1,028.43
 - PC £993.21
- It was resolved:** to invoice HCA £1,028.43 for their share of the CCTV equipment.

Financial Statement - 14th May 2025				Balance b/f 1st April 2025 17,878.59			
Budget	PAYMENTS	Actual	Forecast Remaining	Budget	RECEIPTS	Actual	Forecast Remaining
8,512	Salary - Clerk	1,364	7,147	51,400	Precept	51,400	0
18,490	Salary - Grounds	2,998	15,491	990	Allotments	-	990
1,107	HMRC	453	654	20	Rent	-	20
7,318	Grass Cutting	1,485	5,833	1,500	Burial Ground	360	1,140
200	Hedge Cutting	-	200	600	Bank Interest	0	600
540	Pest Control	616	-	-	Damage	-	-
550	Play equipment inspections	520	30	-	General	-	-
4,831	Repairs & Renewals	481	4,350	-	Grants	11,710	-
400	Weed & Feed Pitch	-	400	-	Donations	-	-
2,000	Tree works & surveying	-	2,000		VAT	-	2,982
145	Alarm Maintenance	-	145				
625	Audit	308	317				
72	Bank Charges	17	55	54,510	TOTAL	63,470	5,732
409	Clerks Expenses	10	399				
449	HCA	72	377		CASHBOOK BALANCES	ACTUAL	Forecast
2,233	Insurance	-	2,233		Gross Receipts	81,348.34	87,080
20	S137	-	20		Gross Payments	11,880.74	52,598
786	Subscriptions	526	259		CASHBOOK BALANCE	69,467.60	34,483
500	Training	-	500		BANK BALANCES (30/4/25)		
70	Water	18	52		Current a/c	1,046.65	
255	Website	-	255		Deposit a/c	76,007.84	
49,510	BUDGET TOTAL	8,868.74	40,717.05		BANK BALANCE	77,054.49	
					FUND BALANCES		
-	Assets	227	-		General	31,434.55	
-	Misc services	-	-		General Reserves	21,000.02	
8,595	Recreational Area Improvements (S106)	1,719			Play Area	4,000.00	
-	Refunds	-	-		MUGA Sink Fund	6,500.00	
	VAT claimed	-			S106 Recreation Area	6,533.03	
	VAT to be claimed	1,066			FUND TOTAL	69,467.60	
58,106	GROSS TOTAL	11,881	52,598				

- It was resolved:** to accept the Finance Report to 15th May 2025

e) Planning

- There is concern about the works taking place off Bottomdale Road. Planning have been informed.
- Planning have organised a meeting on **Wed 21st May 2-4pm at the Storey** to discuss updates to the Local Plan, including Local Housing Needs Assessment, Finding Opportunities for Development – Call for Sites & Local Green Space Nominations.
- Action:** Cllr Coates and the Clerk to attend.

New Applications (Awaiting Decision)

- [25/00468/NMA](#) | Non-material amendment to planning permission 22/00160/FUL to amend dormer and gable cladding
 - 38 Oak Drive Halton Lancaster Lancashire LA2 6QL
- [25/00058/DIS](#) | Discharge of condition 3 on approved application 24/01333/FUL
 - 35 Low Road Halton Lancaster Lancashire LA2 6LZ
- [25/00268/FUL](#) | Relocation of doorway and window to front elevation, replacement and insertion of new rooflight windows to rear elevation, replacement of all windows and reroofing

- 83 High Road Halton Lancaster Lancashire LA2 6PS
- [25/00065/DIS](#) ([22/00874/FUL](#)) | Discharge of condition 5 on approved application 22/00874/FUL
 - Land North Of Bottomdale Road East Of M6 Bottomdale Road Halton Lancashire <Willows Park>
- [25/00290/PLDC](#) | Proposed lawful development certificate for the erection of a single storey rear extension and construction of a dormer extension to the rear roof slope
 - 23 Lythe Fell Avenue Halton Lancaster Lancashire LA2 6NH
- [25/00062/LB](#) | Listed building application for the rebuilding of columns and replacement boundary walls/entrance gate, Open for comment icon
 - Ghyll House Aughton Brow Aughton Lancaster Lancashire LA2 8LU
- [25/00061/FUL](#) | Rebuilding of columns, replacement boundary walls/entrance gate, new boundary fencing and landscaping works to include construction of a pergola and patio area
 - Ghyll House Aughton Brow Aughton Lancaster Lancashire LA2 8LU

Permitted/Not required

- [25/0061/TPO](#) | <Various tree works, including coppicing & crown reductions>
 - Land At Grid Reference E350717 N464758 Forge Lane Halton, <Land next to the affordable homes>
- [25/00370/AD](#) | Agricultural determination for the erection of a steel portal framed building for the storage of forage (hay) and machinery
 - Scargill Farm Scargill Road Halton Carnforth Lancashire LA6 1HF
- [25/00166/FUL](#) | Erection of a single storey side extension, single storey rear extension, installation of balustrade to existing raised terrace, construction of decking area and external steps and associated external works
 - 48 Clougha Avenue Halton Lancaster Lancashire LA2 6NR
- [24/00989/FUL](#) | Demolition of existing dwelling and erection of new dwelling and garage
 - Scargill Farm Scargill Road Halton Carnforth Lancashire LA6 1HF
- [25/00035/FUL](#) | Construction of dormer extensions to front and rear elevations and erection of single story rear extension
 - 7 Oak Drive Halton Lancaster Lancashire LA2 6QJ
- [25/00515/PLDC](#) | Proposed lawful development certificate for the erection of a single storey rear extension, construction of a dormer extension to the rear elevation and installation of skylights to the front roof elevation
 - 23 Lythe Fell Avenue Halton Lancaster Lancashire LA2 6NH

Refused/Withdrawn

- [25/00458/NMA](#) | Non-material amendment to planning permission 17/00877/FUL for amendments to cladding material to first floor of extension
 - Sidegarth Sidegarth Lane Halton Lancaster Lancashire LA2 6PG
- [24/01275/FUL](#) | Erection of a two-storey detached building comprising of eight supported living apartments, part demolition and conversion of St Wilfrids Hall into six apartments (C3) with associated access and landscaping
 - St Wilfrids Hall Foundry Lane Halton Lancaster Lancashire LA2 6LT
- [25/00290/PLDC](#) | Proposed lawful development certificate for the erection of a single storey rear extension and construction of a dormer extension to the rear roof slope
 - 23 Lythe Fell Avenue Halton Lancaster Lancashire LA2 6NH
- [25/00458/NMA](#) | Non-material amendment to planning permission 17/00877/FUL for amendments to cladding material to first floor of extension
 - Sidegarth Sidegarth Lane Halton Lancaster Lancashire LA2 6PG

25/05/07 To appoint the following:

- a) Responsible Finance Officer (RFO) for the next 12 months

It was resolved: that Luke Mills will be the RFO for the next 12 months.

b) Representatives on the Halton Community Association (HCA) for the next 12 months

It was resolved: that Cllr Slinger & Cllr Turner will be representatives on the HCA for the next 12 months

c) Representatives on the Burton & Rigby Educational Foundation for the next 12 months

It was resolved: that Cllr Slinger & Cllr Coates will be representatives on the Burton & Rigby Educational Foundation for the next 12 months

25/05/08 To consider communications from the public

Email from a business:

Asking whether they could use the car park on a weekly basis for takeaway pizzas.

It was resolved: to refuse the use of the car park for businesses as a general policy.

Emails from residents of Town End Farm

Two emails from householder in Town End Farm complaining about the traffic and safety at the narrow gap.

Action: Clerk to pass on concerns to the new County Councillor and invite him to a meeting to discuss.

25/05/09 To consider updates on the:

a) Neighbourhood Plan, including selection of an examiner

- The Regulation 16 Consultation stage is complete. The [responses are here](#), and are mainly from Lancaster City Council and Applethwaite Homes. The latter has provided a 30+ page objection to the flooding section. Unfortunately, the Local Lead Flood Authority did not respond. The MoD objected to the idea of improving the Army Camp Path.
- Lancaster City Council have sent over details of three potential Independent Examiners for the next examination stage.
- **It was resolved:** to select Chris Collison as the Independent Examiner.

b) St Wilfrid's play area refurbishment

- No further progress. £20k + £4k + £1.5k (private donations). Current quote is down to £40k. So there is a £15k shortfall.
- **Action:** Clerk to investigate the cost of a public loan.

c) Mill Lane play area

- No further progress.

d) Lancashire Orchard Grant

- £485.18 has been received from Lancashire County Council.
- **Action:** Cllr Coates to check on the conditions.

e) High Road collapsed wall

- The Highways District Lead Officer has stated the following:
With regard to the collapsed wall on High Road, we are currently investigating ownership and responsibility for this wall. This process is unfortunately taking us longer than expected. We will write back to you by mid-June 2025 with an update on our findings and actions. We would kindly ask that the parish council does not attempt any repairs to this wall until we can provide further information

25/05/10 To consider content for the Prattle article

- **It was resolved:** to mention Neighbourhood plan, High Road wall, Traffic being passed, St Wilfrid's & Mill Lane Play area, concerns about the works on Bottomdale Road

25/05/11 To consider and approve accounts for payment for expenses incurred since the last meeting

Ref	Payee	Description	TOTAL	NET	VAT
12	Unity Trust	Interest	0.04	0.04	
13	Water Plus	Burial Ground water supply	9.16	9.16	
14	Unity Trust	Fees - April	7.50	7.50	
15	Envirocare	Grass cutting - Mar	1,336.21	1,113.51	222.70
16	HMRC	NI / Tax deductions for 25-26 Period 02	120.81	120.81	
17	Dennis Barnfield	Parts	38.52	32.10	6.42
18	HCA	Room hire (Mar-Jun)	72.00	72.00	
19	JDH Business Services Ltd	Internal audit for AGAR	369.60	308.00	61.60
20	LALC	Membership for NALC & LALC	526.46	526.46	
21	Playdale	Annual playground inspection	624.00	520.00	104.00
22	Kedel	Bus stop bench	272.40	227.00	45.40
23	L Mills	Reimbursements	107.91	89.92	17.99
24	G Bretherton	Salary - April	321.25	321.25	
25	P Bucklow	Salary - May	488.30	488.30	
26	P Smith	Salary - May	668.20	668.20	
27	L Mills	Salary - May	682.21	682.21	
28	Halton Juniors	Reimbursements for s106 Recreation Area	2,062.40	1,718.66	343.74
		TOTALS	£ 7,706.97	£ 6,905.12	£ 801.85

It was resolved: to approve the above expenditure.

25/05/12 To confirm the date of next Parish Council Meeting

The next meeting of the Parish Council will be arranged for 7:15pm on 11th June 2025 at The Centre.

There being no further business the Chair declared the meeting closed at 21:00. Minutes subject to approval at the next meeting.

Signed..... Chair Datej