

**HALTON WITH AUGHTON PARISH COUNCIL****MINUTES OF PARISH COUNCIL MEETING****Wednesday 10th September 2025 7:15pm @ The Centre, Halton****Chair:** Cllr Slinger**Present:** Cllr Buntin, Cllr Turner, Cllr Sewel, District Cllr Sommerville, County Cllr Crimmins, 1 member of the public**Clerk:** Luke Mills**25/09/01 To receive apologies for absence and to approve the reasons given**

Cllr Rigby, Cllr Coates, Cllr Lamb

25/09/02 To consider and approve the minutes of the meetings held on 9th July & 1st August 2025**It was resolved:** that the minutes be accepted as a true record and to be signed by the Chair.**25/09/03 To receive declarations of interests and dispensations**

- None

25/09/04 Suspension of Standing Orders

- A local resident interested in becoming a councillor introduced themselves.

25/09/05 To consider and approve reports:**a) District Councillor Report**

- Local Government re-organisation is taking up a lot of time. There is a survey asking residents for their views.
- The Eden Project & Canal Quarter projects are progressing.
- District Cllr Sarah McGowan will be holding her next surgery on 12th November 7pm at the Social Club.

b) Open Spaces, allotments & burial groundGeneral

- A large branch broke off the large Oak tree adjacent to the football pitch whilst Halton Juniors were training. The Tree Surveyor has subsequently inspected the tree and believes it was "Sudden Branch Drop" since there are no signs of disease. A couple of branches were damaged at the same time, so these will need removing.
- **It was resolved:** to ask a tree surgeon to remove the branches as soon as possible
- Branches overhanging onto Low Road from the Plantation have caused a hazard. Highways have removed some of them, but this will be an ongoing issue unless they are cut back significantly.
- **Action:** Ask for a quote from a tree surgeon to remove trees and large shrubs immediately adjacent to the wall.

Completed or In Progress

- The alarm door contacts on the toolshed have been replaced.
- New bus stop bench installed.

Current Job List

- Reducing the size of the pampas grass on the Link Path (request from HGG).

Open Spaces

- Highways have been asked for an update on the High Road collapsed wall.

Burial Ground

- Vans are still parked outside. Planning enforcement are involved.

Allotments

- The allotment holders for 8b & 9b were sent upkeep reminders in July, but the condition of the plots has not improved, so they have been sent termination notices. The plots will become available on 1st October.
- Allotment plot 9a is also very overgrown. The tenant provided a good reason for the lack of maintenance and asked if they could sort it out next growing season (2026).
- Action:** Clerk to inform tenant of 9a that no action will be taken this year.

c) HCA

- Someone fell and broke their arm on the monkey bars, though the Clerk has not been contacted.
- Mostly quiet summer, though there was an assault at the Centre amongst a group of teenagers. The Police have been informed.
- The Centre has funding to replace the decking outside the café and the entrance porch roofing.

d) Finance Report

- The Unity Trust card application has been approved.
- At present the predicted General Reserves end-of-year balance is almost £26,000. Note: The recommended minimum reserves should be £13k - £18k.
- The following receipts have been recorded:

RECEIPTS			
Ref	Payee	Description	TOTAL
14	Holdens Law	Estate of N Cleaver	4,787.10
15	Alex Willis Funeral Homes	Interment of R. GARDNER A161	120.00
16	Halton Lune Trust	Grant for St Wilfrid's Play area - REPF	20,000.00
17	Anonymous	Donation towards St Wilfrid's Play area	500.00
18	Anonymous	Donation towards St Wilfrid's Play area	1,000.00
		TOTALS	£ 26,407.10

BUDGET	PAYMENTS	ACTUAL	Forecast Remaining	BUDGET	RECEIPTS	ACTUAL	Forecast Remaining
8,512	Salary - Clerk	4,093	4,419	51,400	Precept	51,400	0
18,490	Salary - Grounds	9,018	9,471	990	Allotments	-	990
1,107	HMRC	937	170	20	Rent	-	20
7,318	Grass Cutting	6,354	964	1,500	Burial Ground	1,021	479
200	Hedge Cutting	-	200	600	Bank Interest	380	220
540	Pest Control	616	-	-	Damage	-	-
550	Play equipment inspections	520	-	-	General	1,028	-
4,831	Repairs & Renewals	1,878	2,953	-	Grants	31,710	15,160
400	Weed & Feed Pitch	-	400	-	Donations	6,287	-
2,000	Tree works & surveying	-	2,000	-	VAT	2,992	12,724
145	Alarm Maintenance	-	145				
625	Audit	308	317	54,510	Totals	94,818	29,594
72	Bank Charges	48	24				
409	Clerks Expenses	10	399	54,510	BUDGET vs PREDICTION		124,412
449	HCA	72	377				
2,233	Insurance	2,357	-				
20	S137	-	20		CASHBOOK BALANCES	ACTUAL	PREDICTED
786	Subscriptions	676	109		Gross Receipts	112,697	142,291
500	Training	-	500		Gross Payments	48,760	109,857
70	Water	55	15		CASHBOOK BALANCE	63,936.68	32,434
255	Website	-	255		BANK BALANCES (31/8/25)		
49,510	Totals	26,943	22,737		Current a/c	7,675.42	
-	Assets	10,227	30,360		Deposit a/c	64,376.27	
-	Misc services	-	-		BANK BALANCE	72,051.69	
8,595	Recreational Area Improvements (S106)	6,602	-		FUND BALANCES		PREDICTED
-	Refunds	-	-		General	31,763.45	-
	VAT claimed	264	-		General Reserves	21,000.02	25,934
	VAT to be claimed	4,724	8,000		Play Area	4,000.00	-
8,595	Totals	21,818	38,360		MUGA Sink Fund	6,500.00	6,500
					S106 Recreation Area	673.21	-
58,106	BUDGET vs PREDICTION		109,857		FUND TOTAL	63,936.68	32,434

- It was resolved:** to accept the Finance Report to 10th September 2025

e) Planning

New Applications (Awaiting Decision)

- [25/00734/FUL](#) | Part demolition and conversion of St Wilfrids Hall into six apartments and erection of three dwellinghouses (C3) with associated access and landscaping
 - St Wilfrids Hall Foundry Lane Halton Lancaster Lancashire LA2 6LT
 - **It was resolved:** to support the application.
- [25/00944/FUL](#) | Change of use of the land for the siting of 14 mobile homes for permanent occupancy by people aged over 55, the erection of two communal buildings and associated parking, access, engineering operations and utilities installation
 - Land Between Forge Lane & Mill Lane Halton Lancaster
 - **It was resolved:** to support the application.
- [25/00787/FUL](#) | Demolition of existing dwelling and erection of a replacement self-build dwelling with associated landscaping
 - Curlew Cottage Park Lane Halton Lancaster Lancashire LA2 6PD
- [25/00670/ELDC](#) | Existing lawful development certificate for a loft conversion and installation of solar panels and skylights to the rear roof elevation
 - 13 St Wilfrids Park Halton Lancaster Lancashire LA2 6PN
- [25/00894/PLDC](#) | Proposed lawful development certificate for the erection of a single storey rear extension to replace existing conservatory
 - 11 Beech Road Halton Lancaster Lancashire LA2 6QQ
- [25/00142/DIS](#) | Discharge if condition 3 on approved application 25/00062/LB
 - Ghyll House Aughton Brow Aughton Lancaster Lancashire LA2 8LU
- [25/00138/DIS](#) | Discharge of condition 4 on approved application 25/00061/FUL
 - Ghyll House Aughton Brow Aughton Lancaster Lancashire LA2 8LU
- [25/00825/VCN](#) | Erection of a single storey side and rear extension with overhanging roof, construction of balustrade, external steps and raised patio area to the rear, construction of a dormer extension to the front elevation and construction of a ramp to the side (Variation of condition 2 on planning permission 22/00160/FUL to amend the approved plans to include alterations to materials, alterations to the side extension roof, a decreased terrace area and omission of ramp)
 - 38 Oak Drive Halton Lancaster Lancashire LA2 6QL

Permitted/Not required

- [25/00764/EIR](#) | Screening opinion for the conversion and alteration of garage/ storage outbuilding into a 2 bed holiday let and creation of two car parking spaces
 - Garage/ Storage Building The Hermitage Estate Low Road Halton Lancaster Lancashire LA2 9HU
- [25/0113/TCA](#) | Whole crown reduction of two yew trees Y1 and Y2
 - Beechdene Church Brow Halton Lancaster Lancashire LA2 6LP
- [25/0109/TCA](#) | G1 Willow, Pollard
 - Manor House Low Road Halton Lancaster Lancashire LA2 6NB
- [25/00728/FUL](#) | Erection of a single storey rear extension
 - Brooklands Halton Road Halton Lancaster Lancashire LA2 6BN
- [25/00672/FUL](#) | Erection of single storey side and front extension and reconfiguration of front porch
 - 1 Shefferlands Cottages Foundry Lane Halton Lancaster Lancashire LA2 6BH
- [24/01374/FUL](#) | Demolition of existing conservatory, erection of two storey rear extension with pitched roof and associated work to existing house and landscaping
 - The Coach House Foundry Lane Halton Lancaster Lancashire LA2 6BH
- [25/0138/TPO](#) | Beech (T007) - Fell. The tree has large wound on the main stem and inclusion on the other side of the stem Western Red Cedar (T009) - Remove deadwood Limes (T0010) - Remove epicormic growth Beech (T0731 & T0733) - Crown raise over parking area by 3m Beech (T0944) - Crown reduce by 25% to reduce load on the leaning stem
 - 6 The Gardens Halton Lancaster Lancashire LA2 6RE

- [25/0136/TCA](#) | Hollies (G001) - Thin to reduce overcrowding and allow well established trees to thrive. Seven holly trees to be felled Laurel (G002) - Thin to reduce overcrowding. Laurel to be coppiced and managed on rotation. Laurel (T008) - Reduce by half to allow room for more established trees to thrive.
 - 6 The Gardens Halton Lancaster Lancashire LA2 6RE

25/09/06 To consider communications from the public

Visitor to the Burial Ground

I visit my deceased very good friends Grave last week at Halton and was very concerned to find parked up beyond the metal bollards a caravan and two vehicles, my wife and I felt very uncomfortable as they were acting very suspiciously and yet keeping a eye on my wife and I also our car. I would like to point out this to you, as at our age we felt very vulnerable with unknown men acting suspiciously in an area of peace and tranquillity of a grave side area

- **Action:** Clerk to forward email from Planning Enforcement to Cllr Sommerville.
- **Action:** Clerk to contact the Housing & Homeless team at City Council

Resident

I would like to put a request in to install a memorial bench in my grandparents name on St Wilfrid's park? A place which was close to their heart and a place they lived for over 60 happy years. I have attached a bench in mind.

- **It was resolved:** to allow a bench to be donated and installed on St Wilfrid's Park once the play area refurbishment is complete.

Whittington PC

Whittington Parish Council is concerned about excessive speeding, especially motorbikes along the B6254 (Kirkby Lonsdale – Carnforth) road. They have proposed hosting a meeting with interested parties and appropriate agencies to see what actions could help improve the situation.

- **Action:** Clerk to confirm that this council is willing to support this initiative.

25/09/07 To receive and consider updates:

a) Neighbourhood Plan, including quote from Kirkwell's to produce final version of the plan

- The final examiners report has been received. Most of the policies have minor alterations. The Flooding Policy was unacceptable, but the examiner provided an alternative version which tries to retain aspects of the original policy. The Area of Separation and all proposed Green Spaces have been accepted.
- The final changes to the plan need to be made before it can go to a referendum.
- Kirkwells have quoted £270+vat for the final edits.
- **It was resolved:** to accept the quote of £270 + vat from Kirkwells to produce the final edition of the NDP.

b) St Wilfrid's Park play area refurbishment, including appointing a solicitor to handle the lease renewal

- ESP site survey meeting organised for Wednesday 17th September, work due to start 13th Oct.
- The Legal Department at Lancaster City Council have responded to our request to renew the lease and quoted legal fees of £400. They also asked if the council was planning to use a solicitor.
- **It was resolved:** to proceed with the lease renewal with an estimated cost of £400 from Lancaster City Council
- Several solicitors based in Lancaster were asked to provide a quote for assisting with the renewal. All the quotes were estimates, ranging from £690-£1,000.
- **It was resolved:** to appoint Harrison Dury and accept the estimated quote of £750-£950.
- **Action:** Clerk to ask Lancaster City Council about the titles & land registry issue highlighted by Harrison Dury.

25/09/08 To consider appointing and Internal Auditor for 25-26

- **It was resolved:** to accept the quote of £342 from JDH Business Services Ltd.

25/09/09 To consider the new Digital and Data Compliance regulations, including:

- There are new regulations for the next AGAR (25-26)
- a) Moving to council email addresses for councillors**
 - The council already has an appropriate domain and email address (clerk@haltonwithaughton-pc.gov.uk).
 - The use of council-owned email addresses by all councillors is recommended.
 - **Action:** Clerk to ask LALC for advice and to also obtain prices for additional accounts.
- b) Using an external company to rebuild and host the council website**
 - There is a requirement for all public sector bodies to meet Web Content Accessibility Guidelines 2.2AA. The current website is not compliant.
 - Options for contracting out the building, hosting and management of the website:
 - a. <https://www.easywebsites.co.uk/> - £0 to setup then £370 pa. Based in Garstang and operates several local parish council websites. Very positive feedback from local Clerks.
 - b. <https://www.aubergine262.com/parish-town-council-websites/> £499 to setup then £299 pa
 - c. <https://parishcouncilwebsites.org.uk/prices/> £499 setup then £275 pa
 - Over a 5-year period the overall costs are similar. The domain and website currently cost £140 so the additional cost is £135-£230 pa.
 - **It was resolved:** to accept the quote of £370 pa from Easy Web Sites, which would take over the administration of the domain and website hosting.
- c) Adopting an IT and Data Policy**
 - An IT policy is now a requirement.
 - **It was resolved:** to postpone reviewing the draft IT and Data policy until next month.

25/09/10 To review and approve:

- a) the Parish Council General Risk Assessment**
 - **It was resolved:** to approve the General Risk Assessment.
- b) the Annual Insurance for the Parish Council including Fidelity cover**
 - The insurance renews on the 1st Oct. Last year a 3 year agreement was agreed with Clear Councils, however due to a change of underwriter, this 3 year agreement has ceased.
 - There was insufficient time to find three quotes in time for the meeting. The two quotes received so far are:
 - a. Clear Councils £2,306 + IPT + admin fee. This does not include the cost of upgrading St Wilfrid's Park.
 - b. Zurich £2,334 + IPT + admin fee. This includes the cost of upgrading St Wilfrid's Park.
 - **It was resolved:** to delegate the selection of insurer to the Chair & Clerk once 1-2 more quotes have been received since the decision must be made before the next meeting.

25/09/11 To consider pole-pruning training for the grounds staff

- At present only 1 member of the staff is trained & certified to use the pole pruner.
- Pole-pruning courses cost are:
 - Chainsaw Training Lake District (Kenda): **£195**
 - MJM Training (Preston): **£195**
 - Tree Partner Training (Kenda): **£776**
- **Action:** Clerk to review the Safe Working Method Statements relating to chain saw use.
- **It was resolved:** to train the remaining staff in the use of a powered pole saw at a cost of £195+ vat each.

25/09/12 To consider purchasing new landscaping equipment

- The frequent failures of some of the petrol-powered equipment (trimmer & blower), has impacted the work of the grounds staff.
- **It was resolved:** to slowly move to battery driven equipment and to purchase a Stihl BG-KM Blower (for the Kombi unit) at an estimated cost of £150+vat

25/09/13 To consider Prattle article

- **Action:** Clerk to send letter to relatives re: the probate.
- **It was resolved:** to mention St Wilfrid's Park refurbishment, the oak tree on the football pitch, the Castle Hill wildflowers and to thank the anonymous donors.

25/09/14 To consider and approve accounts for payment for expenses incurred since the last meeting

PAYMENTS					
Ref	Payee	Description	TOTAL	NET	VAT
August payments					
58	Water Plus	Burial Ground water supply - Direct Debit (paid)	9.16	9.16	
59	Unity Trust	Fees - Direct Debit (paid)	7.80	7.80	
60	HMRC	NI / Tax deductions for 25-26 Period 04 (paid)	120.81	120.81	
61	L Mills	Reimbursements (paid)	34.37	28.64	5.73
62	G Bretherton	Salary - July (paid)	301.98	301.98	
63	P Bucklow	Salary - Aug - Standing order (paid)	488.30	488.30	
64	P Smith	Salary - Aug - Standing order (paid)	668.20	668.20	
65	L Mills	Salary - Aug - Standing order (paid)	682.21	682.21	
66	Envirocare	Grass cutting - July (paid)	890.81	742.34	148.47
67	Dennis Barnfield	Repairs (paid)	48.60	40.49	8.11
September payments					
68	ESP Play Ltd	Deposit for St Wilfrid's play area upgrade	12,000.00	10,000.00	2,000.00
69	Water Plus	Burial Ground water supply - Direct Debit	9.16	9.16	
70	Unity Trust	Fees - Direct Debit	7.20	7.20	
71	P Bucklow	Salary - Sep - Standing order	488.30	488.30	
72	P Smith	Salary - Sep - Standing order	668.20	668.20	
73	L Mills	Salary - Sep - Standing order	682.01	682.01	
74	G Bretherton	Salary - Aug	340.53	340.53	
75	Envirocare	Grass cutting - Aug + 2 cuts of Army Camp Path	1,250.81	1,042.34	208.47
76	Dennis Barnfield	Repairs & parts	162.02	135.01	27.01
77	HMRC	NI / Tax deductions for 25-26 Period 06	121.01	121.01	
78	Halton Gardening Group	Bulbs for the War Memorial & Burial Ground	49.42	40.53	8.89
79	SLCC	Annual membership	150.00	150.00	
80	PKF Littlejohn	AGAR audit	378.00	315.00	63.00
TOTALS			£ 19,558.90	£ 17,089.22	£ 2,469.68

It was resolved: to approve the above expenditure.

25/09/15 To confirm the date of next Parish Council Meeting

The next meeting of the Parish Council will be arranged for 8th October 2025 commencing at 7:15pm at The Centre. There being no further business the Chair declared the meeting closed at 20:25. Minutes subject to approval at the next meeting.

Signed..... Chair Date