



HALTON WITH AUGHTON PARISH COUNCIL

MINUTES OF ANNUAL MEETING Wednesday 10th May 2017 7:30pm at The Centre @ Halton

Chair: Cllr Carol Slinger
Present: Cllrs: Brian Jefferson, Karen Gibson, Barbara Duffy
Clerk: Luke Mills

- 17/05/2510 To elect a Chair for the next 12 months and to receive the Declaration of Office**
 Cllr. Slinger was proposed by Cllr. Jefferson and seconded by Cllr. Gibson.
It was resolved: that Cllr.Slinger be elected as Chair for the next 12 months and duly signed the Declaration of Acceptance of Office.
- 17/05/2511 To elect a Vice-Chair for the next 12 months and to receive the Declaration of Office**
 Cllr. Bauld was proposed by Cllr. Slinger and seconded by Cllr. Jefferson.
It was resolved: that Cllr.Bauld be elected as Vice-Chair for the next 12 months
It was resolved: that the Parish Clerk obtains a signed Declaration of Acceptance of Office.
- 17/05/2512 Appointment of Parish Councillors and receive declarations of office**
 Nothing to report.
- 17/05/2513 Apologies for absence:**
 Cllr Bob Bauld
- 17/05/2514 Approval of Minutes of previous meeting**
It was resolved: that the minutes of the meeting held on 12th April 2017 be accepted as a true record and signed by the Chair.
- 17/05/2515 Council**
 a) Declaration of member's interests in Agenda Items - None
 b) Change in declaration of member's interests – None
- 17/05/2516 Suspension of Standing Orders**
 Nothing to report.
- 17/05/2517 To consider and approve reports**
a) Open Spaces Report
 Cllr Jefferson reported that the end of the children's boardwalk has started to rot significantly in places; there was discussion about whether to repair or remove.
It was resolved: that the groundsmen rectify the boardwalk by the simplest means.
- Cllr Slinger reported that St Wilfrid's park is looking very good with the new grass cutting contract with City Council.
- The Parish Clerk reported that the groundsmen have begun trimming the hedge along the Link path.
- The Parish Clerk has received a complaint about the composting grass in the far corner of the football pitch between Low Road and the allotments. The Parish Council believes that this grass compost has been present for a couple of years and that grass is no longer added to it.
It was resolved: that Parish Clerk will check with the groundsmen how they deal with grass cuttings.

b) HCA Report

Cllr Jefferson reported that damage has been caused to the Tool Shed due to children jumping on it. The children have been identified by CCTV. The Parish Council are concerned that a child could injure themselves if the roof collapsed, since there sharp tools inside.

c) Finance Report

The Parish Clerk reported that:

- The requested precept of £31,340 has been received.
- During reconciliation of the year end accounts, a £2 discrepancy was uncovered which was due to underpayment of the last HCA invoice. £2 has been added to the payment of the latest HCA invoice.
- The Finance Report indicates spending and receipts are in line with the budget; the current balance in the Village Improvement account is £10,395, of which £6,733 is already committed, leaving a balance of £3,662.

Brought Forward		7,576.87
Income		
	Precept	31,340.00
	Burial Ground	210.00
	Rent (Castle Hill)	125.00
	Allotments	25.00
Expenditure		
	Payments	2,313.81
Carried Forward		36,963.07
made up of:		
	General Account	26,567.31
	Village Improvement Account	10,395.76

It was resolved: to accept the Finance Report to 10th May 2017.

d) Allotments

Cllr Gibson reported that the condition of most plots is acceptable apart from 8b.

It was resolved: that the Parish Clerk writes to the tenant of 8b.

i. Review risk of the allotment steps

The Parish Clerk reported that four plot holders have responded and asked that the steps remain open. They view the risks as small and manageable, since they are careful, traffic is usually visible and there have been no previous incidents. The Parish Council considered the various options and risks.

It was resolved: that the steps will remain open as long as a warning sign is present.

ii. Consider request to lease the whole of the plot (1b) and to erect a greenhouse

Cllr Gibson has received positive feedback from allotment holders on the recent use of part of 1b for composting.

It was resolved: that the half of plot 1b will be retained for general composting.

Parish Council considered the request to erect a greenhouse, however there was a general concern that it may attract vandalism and result in broken glass within the soil, which would pose an ongoing risk to current and future allotment holders.

It was resolved: that the request to erect a greenhouse be declined.

It was resolved: that the Parish Clerk informs the tenant of the decisions.

iii. Agree location for composting and fire pit

The Parish Clerk reported that the groundsmen have been using plot 1b to burn woody materials, but this will not be suitable if it is also used as a composting area.

It was resolved: that the groundsmen select an alternative area for burning, such as the allotment paddock, as long as it is safe and defined.

e) Burial Ground

The Parish Clerk reported that the caravan has been served an Order for Possession by the County Council. However, the result appears to be that the owner has now moved the caravan onto the public right of way leading past the burial ground to Halton Road.

It was resolved: that the Parish Clerk contact County Council to find out the progress.

f) Planning

New Applications

- Erection of a summer house Open for Comment
 - 31 Arrow Lane Halton Lancaster Lancashire LA2 6QP
 - Ref. No: 17/00405/FUL | Status: Awaiting decision
- Proposed Lawful Development Certificate for the erection of a detached garage Open for Comment
 - 19 Schoolhouse Lane Halton Lancaster Lancashire LA2 6QX
 - Ref. No: 17/00372/PLDC | Status: Awaiting decision
- Demolition of existing dormer and construction of a dormer extension to the front elevation
 - 38 Oak Drive Halton Lancaster Lancashire LA2 6QL
 - Ref. No: 17/00449/FUL | Status: Awaiting decision

Decisions

- Erection of a two storey rear extension
 - 25 Clougha Avenue Halton Lancaster Lancashire LA2 6NR
 - Ref. No: 17/00342/FUL | Status: Permitted
- Demolition of existing garage and replacement of a single storey rear extension
 - 165 High Road Halton Lancaster Lancashire LA2 6PY
 - Ref. No: 17/00159/FUL | Status: Permitted
- Construction of dormer extensions to the front and rear elevations
 - 23 Harrowdale Park Halton Lancaster Lancashire LA2 6QS
 - Ref. No: 17/00433/FUL | Status: Permitted
- Erection of a 4.45 metre deep, single storey rear extension with a maximum roof height of 3.94 metres and a maximum eaves height of 2.46 metres
 - 59 St Wilfrids Park Halton Lancaster Lancashire LA2 6PN
 - Ref. No: 17/00360/PAH | Status: Prior Approval Not Required
- Existing lawful development certificate for the use of High Tarn as an unfettered residential dwelling
 - High Tarn Aughton Road Aughton Lancaster Lancashire LA2 8LU
 - Ref. No: 17/00274/ELDC | Status: Lawful Development Certificate Granted

Cllr Jefferson reported that the Story Homes outline planning application has been approved by the Lancaster City Council Planning Committee. The associated Section 106 agreement consists of a cash handout for recreational purposes, which could be used to improve the football pitch.

17/05/2518 Appointment of the Responsible Finance Officer (RFO)

It was resolved: to re-appoint the Parish Clerk (Luke Mills) to the role of Responsible Finance Officer for the next 12 months.

17/05/2519 To consider, approve and authorise the Chair and RFO to sign Section 1 (Statement of Account) and Section 2 (Annual Governance Statement) being part of the Annual Audit for the year ending 31 March 2017

It was resolved: to accept the accounts to 31/3/2017 as per Appendix A and to send to Internal Auditors on 2nd June 2017.

It was resolved: that section 1 of the Annual Return for year ending 31 March 2017 be approved and the Chair and RFO sign Section 1 (Statement of Accounts) and Section 2 (Annual Governance Statement).

17/05/2520 To appoint representatives for the following organisations:**a) Burton & Rigby Educational Foundation**

Cllr Slinger was representative for the last year. Cllr Duffy & Cllr Slinger agreed to be representatives.

It was resolved: that Cllr Duffy & Cllr Slinger will represent the Parish Council on the Burton & Rigby Educational Foundation for the next 12 months.

b) Halton Community Association

Cllr Gibson & Cllr Jefferson were representatives for the last year. Cllr Gibson & Cllr Jefferson agreed to be representatives.

It was resolved: that Cllr Gibson & Cllr Jefferson will represent the Parish Council on the Halton Community Association for the next 12 months.

17/05/2521 To determine meeting dates for the next 12 months

It was resolved: that meetings will be held monthly at 7:15pm on the 2nd Wednesday of the month with the exception of August unless required.

17/05/2522 War Memorial Public Appeal for funds

Cllr Jefferson reported that 2nd stage of renovations would cost £7,500 which the Parish Council cannot afford. If £2,000-£2,500 could be raised by the Parish then that would help cover the difference. The War Memorial is public property, rather than Parish owned, so it would be appropriate to approach the public for support.

It was resolved: that a request will be made for funds from the public. Cllr Jefferson will provide something to the Prattle explaining the request.

17/05/2523 Recreation Area boundary improvements

Cllr Jefferson explained that there is a plan to expand the perimeter of the football pitch so that it is suitable for adult football, ie. meets FA regulations. Cllr Jefferson will discuss options with the football club and bring back any proposals

It was resolved: that Parish Clerk to table this at the next meeting

17/05/2524 Aughton Play Area Grant

The Parish Council previously agreed to provide £3,000 match funding towards Aughton playground upon condition of obtaining a LEF grant of £30,000. Aughton have scaled-back the original plans and have been successful in obtaining a smaller grant from Tesco and Halton Lune Hydro. Aughton have asked whether the Parish Council can still provide a grant of £3,000.

It was resolved: that Cllr Slinger will ask for further information before the Parish Councils makes any decision.

17/05/2525 To approve accounts for payment for expenses incurred since the last meeting

Payee	Description	Gross
Envirocare	Grass cutting for April	288.00
Yew Tree NW Ltd	Tree survey	126.00
HCA	Room hire Apr-Jun	94.50
HCA	Litter picking Apr-Jun	324.50
Garry Wilkinson	Refund of Burial Ground fee	150.00
Luke Mills	Salary for Apr	406.87
Garry Bretherton	Salary for Apr	474.38
Carl Richardson	Salary for Apr	189.75
Kyle Oram	Salary for Apr	58.33
Fields in Trust	Annual membership	50.00
Carol Slinger	Expenses - Materials	33.83
Luke Mills	Expenses - Toner & tools	117.65
	TOTAL	£2,313.81

It was resolved: to approve the above expenditure and the payments signed-off.

17/05/2526 Date of Next Meeting

The next meeting of the Parish Council be arranged for Wednesday 14th June 2017 at 7:15pm at The Centre @ Halton. There being no further business the Chair declared the meeting closed at 20:50.

Signed..... Chair Date

Minutes subject to approval at the next meeting.