



HALTON WITH AUGHTON PARISH COUNCIL

MINUTES OF PARISH COUNCIL MEETING Wednesday 13th September 2017 7:15pm at The Centre @ Halton

Chair: Cllr Carol Slinger
Present: Cllr Brian Jefferson, Cllr Karen Gibson, Cllr Barbara Duffy, Chris Coates, Kevin Frea, spokesperson from the Gardening Club.
Clerk: Luke Mills

17/09/2553 Apologies for absence:
None

17/09/2554 Approval of Minutes of previous meeting
It was resolved: that the minutes of the meeting held on 12th July 2017 be accepted as a true record and signed by the Chair.

17/09/2555 Council
 a) Declaration of member's interests in Agenda Items - None
 b) Change in declaration of member's interests – None

17/09/2556 Suspension of Standing Orders
 A member of the Gardening Club reported that they would like to establish a couple of wildflower areas around the Centre and request permission from the Parish Council to proceed. The 2 areas are:
 1) On the slop near the MUGA
 2) Part of the slope around the nest swing, which was originally designed as a wildflower area.
 The areas would need to be cut once a year by the groundsmen and the cuttings left in place for approx. a week in order to allow the seeds to drop, before being removed.

Chris Coates reported that a local group is exploring the possibility of setting up a Community Land Trust in order to take on the responsibility for the affordable homes on the Low Road/Forge Lane development, along with the communal land and paths. They are looking for further members to join the steering committee. Further information will be available in the next edition of the Parish Prattle.

17/09/2557 To consider and approve reports
a) Open Spaces Report
 Cllr Jefferson reported the following:

General

- Garry has now passed the pesticide exam.
- The hedge ladder has been purchased.

Completed

- Quarry Hill: Area on grass next to the School House and above the path trimmed and sprayed.
- Quarry Hill: Vegetation trimmed along the path that runs to the south of the School House.
- Play Area: Fencing under the boardwalk, although a short section of fencing is required to bridge the gap between the tree and boardwalk.
- Army Camp: Path strimmed.
- Skate Park: Shelter altered by SW Fabrications as per decision of last meeting.
- Play Area: Banking behind boardwalk strimmed and sprayed.

In Progress

- Link Path: Sides of hedges trimmed. Next job is to start reducing the height.
- Annual Play Inspection: Enviroplay will carry-out the annual inspection later in September.

Outstanding

- Repair of bench on Quarry Road: Brian sourced some wood to replace the section that had been destroyed, however someone has also pulled up the remaining section, so this also needs replacing. Jewson have another board similar to the one already bought at a cost of £58.14+vat.
- Hedge cutting: Mr Burrow has this on his list, so will probably occur this month.
- Boxing around the gas meter needs replacing.
- St Wilfrid's Park: Rotten cross-beam on group swings has failed and needs replacing.
- Play Area: Repair black net fencing, since the damaged panels are increasing.
- Allotments: Try and reinstate path along the Manor House wall, north of the main path.
- Army Camp: Extra strimming required

Cllr Jefferson reported that the banking behind the play area is to be planted and that the whips from the willow barrier around the sandpit could be used to make fencing around the play area.

The Parish Clerk reported that Enviroplay will carry-out the annual inspection of the play equipment on 25th September. They could also repair the rotten cross-beams on the swings at St. Wilfrid's Park at the same time and have quoted a maximum price of ~£1000 + vat to fix them. If the groundsmen could dismantle them first and they can also provide assistance during installation, then this will save money.

It was resolved: that Enviroplay are asked to replace the 5 rotten cross-beams up to the cost of £1000 + vat

It was resolved: that the Parish Clerk will ask the groundsmen to dismantle the cross-beams before the 25th September.

b) HCA Report

Cllr Jefferson reported that HCA management are spending too much time caring for the outside areas, which are really the responsibility of the Parish Council. Incidents with anti-social behaviour are being reported to the police. Two teenagers have been given 3 month bans after the recent vandalism. The Lancaster City Council Anti-Social Response team is also looking to take legal action against one of the teenagers.

Cllr Slinger reported that HCA are going to try and provide some activities that engage teenagers such as opening up in the evening.

c) Finance Report

The Parish Clerk reported that:

- The Finance Report indicates spending and receipts mostly in line with the budget, however the Repairs budget is over budget by approx. £500, which is likely to increase further by the end of the financial year.
- **It was resolved:** that the Parish Clerk will review the budget assignment for some of the recent electrical spending with Cllr Slinger.

| | |
|-----------------------------|------------------|
| Brought Forward | 25,877.26 |
| Income | |
| War Memorial Donations | 420.00 |
| Donations | 5.00 |
| Burial Ground | 30.00 |
| Allotments | 25.00 |
| Bank Interest | 3.92 |
| Expenditure | |
| Payments (August) | 4,190.63 |
| Payments (September) | 4,774.28 |
| Carried Forward | 17,396.27 |
| made up of: | |
| General Account | 7,000.51 |
| Village Improvement Account | 10,395.76 |

It was resolved: to accept the Finance Report to 13th September 2017.

d) Allotments

Cllr Gibson reported that the maintenance of most allotments is good, though 9b needs attention.

The Parish Clerk reported that:

- Pallets, chicken wire and posts have been sourced to enable the building of a compost area on plot 1b, probably against the Manor House wall where there is currently a mound of soil, so that an area can be set aside on the council plot for burning materials.
- Plot 8b has been re-assigned.
- The tenant of Plot 1b has planted across the path.

It was resolved: that the Parish Clerk will contact the tenant of 9b.

It was resolved: that the Parish Clerk will contact the tenant of 1b.

e) Burial Ground

The Parish Clerk reported that:

- Lancashire County Council has passed responsibility for removing the caravan to that Lancaster City Council, since they have the authority to remove abandoned vehicles.
- Lancaster City Council has been asked what action they will be taking and when, but no response has yet been received.

It was resolved: that the Parish Clerk will speak to Lancaster City Council as soon as possible about moving the caravan.

f) Planning

New Applications

- Reserved matters application for the erection of 87 dwellings with associated landscaping
 - Land Between Low Road And Forge Lane Halton Lancashire
 - Ref. No: 17/00959/REM
- Fell x1 elm and x1 sycamore
 - 7 Riverside Close Halton Lancaster Lancashire LA2 6NA
 - Ref. No: 17/0117/
- Conversion of upper storey above garage into ancillary accommodation
 - Clock House Church Brow Halton Lancaster Lancashire LA2 6LR
 - Ref. No: 17/00887/

- Listed building application for the installation of a new door, window and a reduction to the existing garage door to facilitate the conversion of upper storey above garage into ancillary accommodation
 - Clock House Church Brow Halton Lancaster Lancashire LA2 6LR
 - Ref. No: 17/00888/LB

Decisions

- Reduce the canopy of a single mature sycamore
 - 2 Lune View Park Station Road Halton Lancaster Lancashire LA2 6LH
 - Ref. No: 17/0115/TCA | Status: Permitted
- Fell x2 hawthorn trees, remove a privet hedge and plant a replacement hawthorn hedge, raise the canopy of a sycamore tree to 2m above ground level
 - 1 Low Road Halton Lancaster Lancashire LA2 6LZ
 - Ref. No: 17/0103/TCA | Status: Permitted
- Listed building application for the installation of replacement front and rear doors, existing canopy over front door and windows to all elevations
 - The Beeches Aughton Brow Aughton Lancaster Lancashire LA2 8LU
 - Ref. No: 17/00709/LB | Status: Permitted
- Listed building application for internal and external works to facilitate the conversion of part of existing barn to one dwelling (C3) including the demolition of existing attached outbuilding, blocking up of existing door and window openings, insertion of windows and rooflights
 - Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA
 - Ref. No: 17/00645/LB | Status: Withdrawn
- Change of use of part of existing barn to one dwelling (C3) including the demolition of existing attached outbuilding, associated engineering works and creation of access tracks
 - Halton Green East Green Lane Halton Lancaster Lancashire LA2 6PA
 - Ref. No: 17/00644/FUL | Status: Withdrawn
- Discharge of condition 7 on previously approved application 15/01399/FUL
 - Sidegarth Sidegarth Lane Halton Lancaster Lancashire LA2 6PG
 - Ref. No: 17/00122/DIS | Status: Initial Response Sent
- Demolition of various extensions and erection of a single storey rear extension and two storey side extension
 - Sidegarth Sidegarth Lane Halton Lancaster Lancashire LA2 6PG
 - Ref. No: 17/00877/FUL | Status: Permitted
- Discharge of condition 3 on approved application 17/00504/FUL
 - 6 Middle Highfield Aughton Lancaster Lancashire LA2 6PQ
 - Ref. No: 17/00117/DIS | Status: Request Completed

No objections were raised.

17/00224/FUL Russell Armer development on Kirkby Lonsdale Road: This was approved at the City Council Planning meeting in July. Cllr Jefferson reported disappointment in this decision; all the Parish Council can do is monitor that conditions are met.

Signs of activity on the Forgewood development (<https://www.wrenmanhomes.com/>).

It was resolved: that the Parish Clerk will invite the developer to the next meeting.

17/09/2558 Resignation of Cllr. Bob Bauld

Cllr. Bob Bauld has resigned from the Parish Council. The Parish Councillors would like to thank him for his work and support since 2015.

17/09/2559 Co-opting new Councillors

Chris Coates was proposed by Cllr Slinger and seconded by Cllr Gibson.

It was resolved: that Chris Coates was unanimously co-opted as the 5th Parish Councillor and duly signed the Declaration of Acceptance of Office.

Kevin Frea was proposed by Cllr Slinger and seconded by Cllr Gibson.

It was resolved: that Kevin Frea was unanimously co-opted as the 6th Parish Councillor and duly signed the Declaration of Acceptance of Office.

17/09/2560 Recreation Area Boundary Improvements

Cllr Jefferson explained that the football academy has been running very successfully. The over 16s need larger refuge areas, so the Parish Council is exploring methods of reconfiguring the pitch so that it meets regulations and also improving some of the visual aspects. Cllr Jefferson thinks that this is a significant piece of work and will most likely require planning permission. Halton Rangers are also looking for a possibility of a second pitch in the parish.

17/09/2561 Recreation Area Planting

The Parish Council would like to thank the Gardening Club for all their work around the village.

It was resolved: that the Gardening Club are authorised to create wildflower areas on the slope adjacent to the nest swing and slope adjacent to the MUGA.

17/09/2562 Aughton Recreation Area

Cllr Slinger reported that the Parish Council had previously agreed to provide £3,000 match funding towards Aughton playground upon condition of obtaining a LEF grant of £30,000. Their LEF grant application was unsuccessful, so they have scaled-back their original plans, but would still like the Parish Council to assist in funding. Cllr Slinger has discussed the plans with the group and they have agreed that they will take full responsibility for the maintenance of the play equipment.

It was resolved: that the Parish Council will fund the purchase of a nest swing for the Aughton Play area £1,734.60 + vat be approved.

17/09/2563 New Gas Meter Box Purchase

Cllr Slinger reported that the gas meter has been leaking. This has been rectified, but a new cabinet is urgently required, since the existing one is rotten.

It was resolved: that a sum of £500 + vat be approved for a replacement cabinet.

17/09/2564 War Memorial Restoration

Cllr Jefferson reported that the grant has been approved to cover Phase 1 & 2. This will cover 75% of the costs. The contractor is unable to start work this year, but has suggested that it starts in spring. Cllr Jefferson has asked the WMT whether this is acceptable.

The Parish Clerk reported that £1,110 of donations have been banked so far, with an additional £140 yet to be banked, bringing the total received to £1,250. This is almost at the 25% target.

It was resolved: that the Parish Clerk will take on the responsibility for completing the paperwork.

17/09/2565 Consider and Approve Annual Return

The Parish Clerk reported that the external auditor BDO LLP raised no matters.

The notice of conclusion of audit will be published on the website and placed on a noticeboard.

The external auditor will change next year to PKF LittleJohn LLP.

It was resolved: that the Annual Return, including the auditor's certificate, is approved and accepted.

17/09/2566 Review and Approve Annual Risk Assessment

The Annual Risk Assessment was reviewed, including minor changes suggested by the Parish Clerk.

It was resolved: that the Risk Assessment be accepted and approved subject to the suggested changes provided by the Parish Clerk.

It was resolved: that the Parish Clerk ensures that the HCA building insurance is verified on an annual basis.

17/09/2567 Consider and Approve Annual Insurance

The Parish Clerk reported that:

- The policy is due for renewal on 1st October 2017. Came & Company Local Council Insurance has provided quotations from 3 insurers.
- The insurance broker states that this policy covers events, such as fetes, but not firework/bonfire displays unless various conditions are met.
- The HCA/Parish Council should be aware that whilst the insurance covers normal use of the outdoor areas, such as MUGA, skate part and football pitch, if a particular group organises a public event then they should organise insurance too, e.g. the Parish Council's insurance would not cover a football tournament, just the public liability aspect of using the pitch.
- It does not cover damage to the War Memorial, nor does the existing policy. The Parish Council must provide an estimated value in order to cover it.

It was resolved: that the Fidelity Guarantee Insurance of £150,000 is adequate.

It was resolved: that the Parish Council enters into a 3-year binding insurance agreement with Hiscox for a premium of £2,128.00 including tax.

It was resolved: that the Cllr Jefferson asks the War Memorial restoration contractor for a valuation of the memorial when works begin next year.

17/09/2568 To approve accounts for payment for expenses incurred since the last meeting

Payments made in August:

| Payee | Particulars | Gross |
|------------------|--|-----------------|
| Garry Bretherton | Salary for July | 594.00 |
| Carl Richardson | Salary & Expenses for July | 314.43 |
| S&W Fabrications | Removal of half of the skate shelter | 250.00 |
| Dennis Barnfield | Fuel | 78.54 |
| Envirocare | Grass cutting for July | 288.00 |
| HCA | Room hire & litter picking July-Sep | 467.00 |
| Carol Slinger | Purchasing of Emergency Response equipment | 117.14 |
| Eibe | Nest swing for Aughton playground | 2081.52 |
| | TOTAL | 4,190.63 |

Payments due:

| Payee | Particulars | Gross |
|-------------------------------|-------------------------------------|-----------------|
| BDO LLP | Annual audit | 360.00 |
| Brian Jefferson | Purchasing of wood for bench | 21.85 |
| Lancaster & Morecambe College | First aid training for Garry & Carl | 32.00 |
| Carol Slinger | Purchasing of B4RN equipment | 76.00 |
| PWLB | Loan | 2069.05 |
| Envirocare | Grass cutting for August | 288.00 |
| Garry Bretherton | Salary for August | 745.38 |
| Carl Richardson | Salary for August | 495.00 |
| Luke Mills | Salary for August & expenses | 664.20 |
| Dennis Barnfield | Strimmer line | 22.80 |
| | TOTAL | 4,774.28 |

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

17/09/2569 Date of Next Meeting

The next meeting of the Parish Council be arranged for Wednesday 11th October 2017 at 7:15pm at The Centre @ Halton. There being no further business the Chair declared the meeting closed at 20:40.

Signed..... Chair Date

Minutes subject to approval at the next meeting.