



CATTERALL PARISH COUNCIL

Minutes of the Parish Council meeting held on 1st April 2025 at 7:15pm following the Annual Parish Meeting at Catterall Village Hall

Present: Cllrs I Brayshaw (Chair), J Bostock, S Bulman, J Finch, S Kirkman, J Mackenzie, K O'Hanlon, L Ormerod and P Perks.

In Attendance: E Millington (Clerk and RFO) and Wyre Cllr D Bolton.

4168 Apologies for absence

Apologies for absence were received from J Leech and the reason accepted.

4169 Declarations of interest and dispensations

Cllrs J Bostock, J Finch, S Kirkman and K O'Hanlon declared a other significant non-pecuniary interest in item 4174 CCTV improvements – car park. It was agreed that they would leave the room during the discission and decision making for this item.

4170 Minutes of the last meeting

Councillors **resolved** that the minutes of the meeting held on 4th March 2025 be agreed as a correct record.

4171 Public Participation

At the request of the Chair, councillors **resolved** to adjourn the meeting to allow non-councillors to speak.

Cllr J Finch and the Clerk had a useful meeting, on the 6th March, with the technical manager from Miller Homes regarding the attenuation ponds. It transpires that the attenuation basin is designed to be dry, in all but occasions of prolonged wet weather. It is believed that the pond has become silted up and the level is incorrect, which is why it doesn't drain properly. Miller Homes are putting together an action plan to rectify the issue with the drainage of the basin and to reduce the gradient of the sides in some places where it is too steep.

Residents have been asking about the access to the new development in Claughton-on-Brock. The building work has commenced, and builders are using the access off Garstang Road, rather than the new access off the A6. Cllr D Bolton agreed to check this with Wyre Council Planning.

At the conclusion of the public participation and at the request of the Chair, councillors **resolved** to reconvene the meeting.

4172 80th Anniversary of VE Day - 8th May 2025

Garstang Town Council and neighbouring parishes met on 11th March to discuss plans for celebrating the 80th Anniversary of VE Day.

- a) It was proposed that all parishes would fly the VE Day flag from 9am on the 8th May. Councillors **resolved** to approve the purchase of the VE Day flag for £115.67 (gross)
- b) Councillors **resolved** to nominate Cllr J Finch to represent Catterall Parish Council at the flag raising ceremony held at Kepple Lane Park at 10am, 8th May 2025. The Mayor, Councillor Mike Halford will be performing the ceremony. Refreshments will be served afterwards in the Scout Hut.

Garstang Town Council are also planning to light a beacon in the evening at 9.30pm in Cherestanc Square. Permission is currently being sought from Wyre Council to use the square. It is envisaged that the event will start around 9.00pm and finish at 10.00pm. more details to follow.

4173 Purchase of grass mower

The petrol grass mower used by the Lengthsman to cut the rough grass on the verges was disposed of in 24/25 as it had stopped working and the repair bills were become uneconomic. The battery grass mower is still in very good condition and is used to cut the grass on the playing field. The battery mower is best not used on very hot days as it does overheat.

The Parish Council has received a quote for a HRN 536 VY Self-propelled Petrol Lawnmower with Mulching of £850.00 (gross). This mower is designed for cutting large areas of grass and should be suitable for use on the verges.

Councillors **resolved** to approve the purchase of this new petrol mower.

4174 CCTV improvements – car park

Cllrs J Bostock, J Finch, S Kirkman and K O'Hanlon left the room.

Catterall Parish Council agreed to upgrade the CCTV on the carpark, minute 4090 refers. Three of the new CCTV cameras are to be mounted on proposed car park lighting to be owned and installed by Catterall Village Hall, minute 4089 refers.

At present Catterall Village Hall does not have the funds to install the new car park lighting, which means the CCTV either needs to be installed on CCTV towers or the Parish Council could consider paying for the car park lighting. An approximate cost has been calculated of £5,000 for the purchase and installation of the lighting and the installation of CCTV. This would avoid delaying the CCTV project further and would prevent the installation of additional CCTV towers and cabling.

The advice from Society of Local Council Clerks on VAT states that, if the Parish Council paid for the whole cost, it could reclaim the associated VAT, but Village Hall committee must not donate towards the cost.

Councillors **resolved** to approve, in principle, the purchase and installation of car park lighting.

The Clerk will arrange for a quote to be brought to the next Parish Council meeting.

4175 Hire of Queen Elizabeth II Playing Field - Catterall Gala 2025

Councillors **resolved** to approve Catterall Gala's use of Queen Elizabeth II Playing Field on Friday 30th May (for set up), Saturday 31st May (Gala day) and Sunday 1st June (to complete clear up).

A booking form and insurance details have been received by the Clerk.

4176 Hire of Queen Elizabeth II Playing Field – Taylors Attractions

An application to hire the playing field has been received from Taylor's Attractions and circulated to councillors, via email, on 14th March 2025.

Taylor's Attractions would like to organise a 'Back to School saver' Family Fun event on Catterall QEII playing field, scheduled to take place during the last week of the summer holidays, specifically 27th - 31st August.

The idea of the event is to provide families with an enjoyable, affordable experience before the start of the new school year.

The focus would be on traditional fairground games and attractions and would include children's rides and game stalls, as well as appearances from familiar character mascots, creating an event and atmosphere suitable for all ages. All attractions are fully tested and insured.

The event would also include concession and refreshment stalls.

Sessions would run for 90 minutes, 4 times a day. 10am-11:30am, 12pm-1:30pm, 2pm-3:30pm, 4pm-5:30pm. The half hour between sessions would be used to ensure site hygiene and cleanliness, focussing on rubbish collection and toilet checks.

They believe that hosting such an event would be an opportunity for the community, and for families, to come together. They also recognise the need for it to be accessible and affordable and to serve the community as a whole.

Councillors **resolved** to approve, in principle, the hire of the field. This is on the condition that the following issues receive an appropriate response.

1. Confirmation of litter/waste arrangements
2. Confirmation of toilet arrangements
3. Confirmation of how equipment will be stored/secured overnight
4. Confirmation of noise/music levels
5. Donation for the use of the playing field

4177 Policy review - Financial Regulations

The model financial regulations, adopted by Catterall Parish Council, have been updated due to The Procurement Act 2023 and The Procurement Regulation 2024, which came into force recently. The changes are to Financial Regulations 5.4, 5.7 and 5.11.

These changes have been made to document '*Financial Regulations 2025 v3.2*'.

Councillors **resolved** to accept the changes to the Financial Regulations.

4178 Planning**Planning Applications for consideration and comment:**

Application # 25/00266/FUL

Proposal: Proposed second floor rear dormer loft conversion with flat roof and velux window to front

Location: 25 Cock Robin Lane Catterall Preston Lancashire PR3 1YL

Councillors **resolved** to object to this application on the basis of the second floor rear dormer. The council believes that the dormer bungalows to the rear of the property will be significantly overlooked by the proposed second floor dormer windows.

4179 Finance**Receipts (for noting)**

| Payee | Amount | Details |
|------------------|--------|----------|
| Unity Trust Bank | £70.63 | Interest |

Payments (for approval)

| Payee | Amount | Details |
|--------------------|-----------|--|
| Glasdon | £207.00 | Bike rack |
| HMRC | £1,695.71 | Quarter 4 |
| Amazon | £128.40 | Wet and Forget |
| Amazon | £39.98 | Liquid fertiliser |
| Amazon | £41.11 | Weedkiller |
| Playdale | £633.47 | Remaining 50% - team swing retrofit and new gravity rider spring |
| Haldane Fisher | £47.80 | Timber |
| Haldane Fisher | £53.71 | Catterall in Bloom - Timber |
| Laburnum Nurseries | £27.30 | Catterall in Bloom - plants |
| Laburnum Nurseries | £30.24 | Catterall in Bloom - plants |
| M Newton | £48.57 | Catterall in Bloom – primula, fibre pots, refreshments for seed sowing event |

Routine Payments by bank transfer, direct debit and standing order (for noting)

| | |
|---------------------------------------|-----------|
| 1. Staff Costs for March | £2,841.16 |
| 2. LCC Pension | £1,102.65 |
| 3. Towers Gornall | £68.40 |
| 4. EE phone contract | £22.80 |
| 5. Easy websites | £36.96 |
| 6. P Hartley (mileage) | £2.25 |
| 7. Bank charges (01/03/25 – 31/03/25) | £8.25 |

Charge card expenses 27/03/25 (for noting)

| Payee | Amount | Details |
|------------------|---------|--|
| Lloyds | £6.00 | Charge card fee |
| Barton Grange | £19.97 | Tree Stake and Rootgrow |
| Roots Plants | £53.00 | Bare root Hawthorn and Rootgrow |
| Caragh Nurseries | £180.00 | Rootballed Prunus Umineko |
| Crocus Ltd | £45.44 | Bare root Alder and Birch |
| Meadowmania | £180.98 | Plug plants – Biodiversity Grant 24/25 |

Investments

CCLA investment £59,894.29 at 28th February 2025 (£238.91 reinvested).

Councillors **resolved** to note the receipts, approve the payments and to note the payments by Standing Order, Direct Debit, Charge Card and the reinvested investment receipt.

Statement of Accounts

Councillors **resolved** to accept the February statement and reconciliations for CCLA and the March statement and reconciliations for Unity current, Unity saver and Redwood.

Transfer of Funds

Councillors **resolved** to approve a transfer of £5,000 from Unity saver to Unity current to cover payments.

Budget Monitoring

Councillors **resolved** to note the budget update provided for 2024/25 dated 31/03/2025 and which gives an indication of year end figures.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

4180 Reports from subject leads and outside body representatives

QEII Playing Field

None.

LALC Wyre Area Committee

The next meeting will be on the 30th April 2025. The guest speaker is Joanne Billington, Wyre's Monitoring Officer.

Catterall Village Hall

The village hall is as busy as ever. A new door control system is being investigated.

Catterall Gala

None.

4181 Clerk's report

Councillors **noted** the information in the Clerk's report.

4182 Action Tracker

Councillors **noted** the information contained in the action tracker.

4183 SPID Report

Councillors **noted** the information contained in the March 2025 SPID report from LC8 Cock Robin Lane (SW bound).

The SPID on Garstang Road has a fault which means that the data cannot be downloaded. There is also an issue with the range and how quickly the battery is requiring recharging. Repair is being investigated.

This data has been uploaded to the Parish Council website.

4184 Questions to councillors

None.

There being no other business the Chair closed the meeting at 8:15pm.