



## **CATTERALL PARISH COUNCIL**

### **Minutes of the Parish Council meeting held on 3<sup>rd</sup> February 2026 at 7:00pm at Catterall Village Hall**

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

**In Attendance:** E Millington (Clerk and RFO), Wyre Cllr D Swift and two members of the public from Catterall in Bloom.

#### **4334 Apologies for absence**

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

#### **4335 Declarations of interest and dispensations**

There were no declarations of interest nor any request for a dispensation for any item on the agenda.

#### **4336 Minutes of the last meeting**

Councillors **resolved** that the minutes of the meeting held on 6<sup>th</sup> January 2026 be agreed as a correct record.

#### **4337 Public Participation**

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

The two members of the public from Catterall in Bloom gave a summary of their achievements from 2025, including the completion of a compost area project, relocating the planters into more of a display at the cart, 3000 bulbs planted at the playing field and on Duckworth Drive. Catterall in Bloom were awarded Gold in the North West in Bloom competition for the 5<sup>th</sup> year running and 7<sup>th</sup> year overall. They also received a prestigious award for Sustainable Gardening. This year Catterall in Bloom have been nominated to compete in the 2026 national Britan in Bloom competition in the large village category.

Catterall in Bloom has been awarded grants, £2,000 from the National Lottery fund to create a pocket park off Stone Cross Gardens, and £500 from Lancashire County Council Champion for Parishes towards improving the peace garden on Queen Elizabeth II Playing Field.

The Chair passed on congratulations and thanks to Catterall in Bloom, on behalf of both Catterall Parish Council and local residents. The tremendous amount of hard work that the Catterall in Bloom put in to enhancing Catterall, does not go unnoticed. It's wonderful to see this celebrated by the in Bloom judges too.

Apologies for absence were received from LCC Cllr J Tomlinson and Wyre Cllr D Bolton.

LCC Cllr J Tomlinson sent the following update *"The safety barrier on the corner of Joe Lane is now excepted for delivery by the end of Feb after a problem with the initial order. They will not allow a third party to install anything. I will push them again at the end of the month.*

*I am working on the problem with the drains will update at the March meeting when I have received some feedback."*

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

#### **4338 Catterall in Bloom – tree planting request**

Catterall in Bloom request permission to plant a Cornus China Girl tree on the grass to the right-hand side of the village hall, in front of the Catterall Gala container and behind the CRY donation box.

Catterall in Bloom would also like to plant a Cercis tree in the line of trees by the children's play area This line of trees does require additional trees to be planted in preparation for the eventual removal of the Alders.

Councillors **resolved** to approve the planting of both trees.

#### **4339 Tree work on the Alders**

Following the acceptance of the Arboricultural Assessment & Report, minute 4323 refers, councillors **resolved** to accept a quote of £650.00 (net) for the recommended tree works. This covers the pollarding of two Alders and a branch removal.

#### **4340 Annual playground inspection 2025**

Councillors **resolved** to accept the 2025 annual playground inspection report for Queen Elizabeth II Playing Field, Catterall and to delegate the responsibility of fulfilling any recommendations to the clerk.

#### **4341 Football pitch hire – Garstang FC**

The following request has been received from the Club Secretary at Garstang Football Club.

*"I am writing to introduce myself and to enquire about the potential use of the 11-a-side football pitch on Catterall Playing fields.*

*One of the drives for our club is to bring together junior and senior football in the area and provide football opportunities for all ages 8 to 80 with our junior, senior and walking football teams.*

*We understand that the pitch on Catterall Playing fields is currently in use on Sunday mornings, and we are seeking a regular Sunday afternoon slot for our junior teams. Our team will be composed of young people primarily from Garstang and Catterall, providing a local, community-focused football pathway for the area.*

*We are keen to be positive, long-term tenants and wish to offer more than just the standard pitch hire fee. As part of our commitment, we would be very happy to:*

- *Contribute to pitch maintenance, such as assisting with grass cutting when required.*

- *Provide and install a new set of full-size goalposts for the pitch, at our own cost, for the benefit of all users.*

*We believe in supporting the facilities we use and are committed to paying the going rate for pitch hire. Our aim is not to run a commercial operation, but simply to provide a great sporting opportunity for local children."*

Councillors agreed that supporting grassroots football for young people was important and understand that there is a shortage of football pitches in the local area. Concerns were shared relating to when residents can use the playing field, given that the pitch is already in use on a Saturday and Sunday morning. The Village Hall car park is relatively small, and the Village Hall is often booked for parties on weekend afternoons. Concerns were raised that if the car park is frequently full on a Sunday afternoon, the Village Hall may lose bookings.

Councillors **resolved** that further information should be sought from Garstang FC, regarding start time, match duration, season length and car parking. Myerscough Junior FC hire the pitch on weekend mornings are also to be contacted to ensure there are no time clashes or any foreseeable issues.

#### **4342 Request for Highways Safety Review via LCC – Garstang Road, Barton (A6 Corridor)**

The following email has been received from Collinson:

*"I am writing to raise formal concerns regarding highways safety on the A6 corridor, in the context of recent and proposed housing developments.*

*These concerns relate to the cumulative impact of development traffic, pedestrian crossing features, refuge islands, and cycle infrastructure, which together are creating increasingly constrained carriageway conditions and elevated risk for vulnerable road users, particularly cyclists and pedestrians.*

#### Statutory context

*We recognise that Lancashire County Council (LCC) Highways is the statutory highways authority and consultee for planning applications, and that Wyre Borough Council relies on LCC Highways' technical advice when determining applications on highways grounds.*

*Our concern is not that the statutory process has been bypassed, but that the scope of highways assessment underpinning recent "no objection" responses may not fully reflect emerging cumulative and operational risk on this section of the A6.*

#### Increasing operational risk

*Our business operates HGV movements daily from premises on the A6. As traffic volumes, pedestrian activity, and crossing infrastructure have increased, the operating environment has become materially more constrained and higher risk.*

*In response, we are currently undertaking formal risk assessments and method statements (RAMS) for our own HGV fleet, specifically addressing: -*

- *Reduced effective carriageway widths at pinch points*
- *Interaction between HGVs, cyclists, and pedestrians*

- *Traffic islands, refuge points, and pedestrian crossing locations*
- *The cumulative effects of development-driven traffic growth*

*These assessments are being prepared for formal submission once completed.*

*Contextual safety concern*

*I would also note, with appropriate sensitivity, that there has previously been a fatal collision involving a cyclist at a traffic island crossing point on the A6 adjacent to our property. While no inference is drawn as to causation, this incident reinforces the importance of ensuring that crossing infrastructure and carriageway geometry remain appropriate as traffic conditions evolve.*

*Planning and highways concern*

*Given the above, we are concerned that cumulative highways impacts associated with housing development may have been assessed in isolation rather than in combination with: -*

- *Existing traffic-calming features and refuge islands*
- *Real-world carriageway widths at known pinch points*
- *The interaction between HGVs, cyclists, pedestrians, and crossing movements*
- *Increased traffic volumes associated with multiple developments along the corridor*

*Request*

*We respectfully request that Wyre Borough Council and Catterall Parish Council: -*

1. *Ask Lancashire County Council Highways to review or reconfirm its highways safety position on Garstang Road in light of cumulative development and emerging operational risk.*
2. *Seek clarification as to whether existing “no objection” conclusions remain robust when real-world carriageway constraints, vulnerable road user interaction, and increased traffic volumes are considered together.*
3. *Ensure that any future planning decisions or conditions take account of cumulative highways safety, rather than individual applications in isolation.*
4. *Engage with forthcoming operator risk assessments as material evidence of on-the-ground safety considerations.*

*This representation is made in the interest of preventing foreseeable harm and supporting proportionate, evidence-based highways decision-making.”*

Councillors **resolved** to contact LCC regarding the issues above.

**4343 Policy review – Safeguarding Policy**

Councillors **resolved** to accept the reviewed and updated Safeguarding Policy – v1.1. Minor changes made to acronyms and updated website link.

**4344 Policy review - Email Protocol**

Councillors **resolved** to accept the reviewed and updated Email Protocol– v1.1. Minor changes made to reflect new domain name and to remove a broken hyperlink.

**4345 Policy implementation – IT Policy**

Section 1 of the Annual Governance Statement, submitted as part of the external audit, requires the parish council to complete, by either agreeing or disagreeing, with 9 assertions relating to internal control. From the 2025/26 AGAR, parish councils will be required to complete a new assertion 10 on the subject of digital and data compliance.

Assertion 10 will require councils to:

- use a council-owned domain for email and to operate an accessible website
- Comply with the UK General Data Protection Regulation (UK GDPR) and the Data Protection Act 2018
- Process personal data lawfully, fairly, and in line with UK GDPR principles
- Recognise their roles as both a Data Controller and a Data Processor
- Have and comply with an IT policy
- Provide regular training to ensure all staff and members are trained on data protection principles and practices.

Further details can be found on page 46 and 47 of the Practitioners Guide 2025.

Councillors **resolved** to accept the new IT Policy. This policy is based on a model document produced by NALC for parish council use.

**4346 GDPR training course – E Millington**

Whilst the clerk has attended General Data Protection Regulation (GDPR) training courses as part of previous roles, as part of the new assertion 10 changes outlined above, it seems prudent that the clerk attend a parish council specific GDPR training course.

Councillors **resolved** to approve the clerk's attendance at an online GDPR training course hosted by SLCC at a cost of £38.50 (net).

**4347 Planning**

Planning Applications for consideration and comment:

**Application # 26/00026/FULMAJ**

**Proposal:** Construction of an attenuation basin, installation of an above ground pipe, installation of boundary fencing and temporary and permanent widening of an existing access off the adopted highway (part retrospective) pursuant to variation of conditions 5 (Landscaping), 10 (Splays), on permission ref 23/00457/FULMAJ.

**Location:** Land Adjacent To Franklaw Wtw Catterall Lane, Catterall, PR3 0PJ

Councillors resolved to offer no objections to this application.

**4348 Finance****Receipts (for noting)**

| Payee                           | Amount    | Details                  |
|---------------------------------|-----------|--------------------------|
| Myerscough Juniors FC           | £600.00   | Pitch hire 2025/26       |
| National Lottery Community Fund | £2,000.00 | Catterall in Bloom grant |

**Payments (for approval)**

| Payee              | Amount  | Details                                                                           |
|--------------------|---------|-----------------------------------------------------------------------------------|
| Towers and Gornall | £178.80 | Payroll services – 1 <sup>st</sup> October 2025 to 31 <sup>st</sup> December 2025 |

|                                 |         |                                                           |
|---------------------------------|---------|-----------------------------------------------------------|
| LALC                            | £35.00  | Whistlestop Tour for New Councillors webinar – K O'Hanlon |
| Haldane Fisher                  | £107.54 | Timber for sign renewal                                   |
| Haldane Fisher                  | £31.25  | Post mix for Old Lancaster Road noticeboard               |
| Society of Local Council Clerks | £46.20  | GDPR training course – E Millington                       |
| A & E Thompson                  | £160.00 | 2 x Christmas Trees                                       |
| Houghtons Filing Station        | £12.50  | Weed control                                              |
| M Newton                        | £100.00 | Catterall in Bloom - Insurance                            |

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

|                                       |           |
|---------------------------------------|-----------|
| 1. Staff Costs for January            | £2,740.80 |
| 2. LCC Pension                        | £1,162.64 |
| 3. Easy websites                      | £36.96    |
| 4. ICO – data protection fee          | £47.00    |
| 5. P Hartley – mileage                | £3.15     |
| 6. Bank charges (01/01/26 – 31/01/26) | £7.80     |

**Charge card expenses** 27/01/26 (for noting)

| Payee      | Amount  | Details                                                      |
|------------|---------|--------------------------------------------------------------|
| Lloyds     | £6.00   | Charge card fee                                              |
| Giffgaff   | £6.00   | Phone – January 2026                                         |
| Green Tech | £204.12 | Wire tree guards, stakes and tree ties for community orchard |

**Investments**

None.

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 January statement and reconciliation 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.

**THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY**

**4349 Reports from subject leads and outside body representatives**

**QEII Playing Field**

None.

**LALC Wyre Area Committee**

The LALC AGM took place on Wednesday 28<sup>th</sup> January. It featured a questions and answers session with the police.

The police E-bike, which Catterall Parish Council made a donation towards, has still not been purchased as not enough funds have been raised. Additional funding is being sought from local companies.

The parking issue on Westfield Road, Claughton was also raised. The police are unable to do anything about it as the parking is legal. The local police team are unable to pull over the HGV vehicles using the weight restricted Cock Robin Lane and Joe Lane routes but will seek advice from the police HGV team on enforcement.

### **Catterall Village Hall**

A couple of leaks in the roof have been fixed. An assessment of the whole roof is going to be undertaken to see whether the roof requires replacement. If it does, then grants will need to be sought.

### **Catterall Gala**

Catterall Gala have a Booze Bingo fundraiser coming soon.

### **4350 Clerk's report**

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

### **4351 Action Tracker**

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

### **4352 SPID Report**

Councillors **noted** the information contained in January 2026 SPID report from Joe Lane post (SW bound) and Garstang Road LC21 (northbound).

This data has been uploaded to the Parish Council website.

### **4353 Questions to councillors**

The growing pile of rubbish near to the bins by the flats on the corner of Cock Robin Lane and Daniel Fold Lane was raised. The clerk will contact Wyre Council and the housing company about this.

There being no other business the Chair closed the meeting at 8:30pm.