



## CATTERALL PARISH COUNCIL

### Minutes of the Parish Council meeting held on 6<sup>th</sup> January 2026 at 7:00pm at Catterall Village Hall

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

**In Attendance:** E Millington (Clerk and RFO), LCC Cllr J Tomlinson and Wyre Cllr D Bolton.

#### **4317 Apologies for absence**

None.

#### **4318 Declarations of interest and dispensations**

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

#### **4319 Minutes of the last meeting**

Councillors **resolved** that the minutes of the meeting held on 2<sup>nd</sup> December 2025 be agreed as a correct record.

#### **4320 Minutes of the last personnel committee meeting**

Councillors **resolved** that the minutes of the personnel committee meeting held on 2<sup>nd</sup> December 2025 be agreed as a correct record.

#### **4321 Public Participation**

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

LCC Cllr J Tomlinson reiterated his commitment to resolving the issue with the damaged barrier on Garstang Road.

The issues with the drains on Cock Robin are still being investigated.

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

#### **4322 Christmas Tree Light Switch On 2026**

Catterall's Christmas Tree Light Switch On has traditionally been held on the first Sunday in December, this would be the 6th December in 2026.

In 2025 the event was brought forward to the last Sunday in November, which was the 30th November as it was felt that the first Sunday in December was too late in the month (7th December).

Councillors **resolved** to approve Sunday 29th November 2026 as the date for the 2026 Christmas Light Switch On.

Following the success of the 2025 event, councillors **resolved** to approve the booking of Darrel Edwards for sound and event support and the Singspiration Community

Choir.

### **4323 Arboricultural Assessment & Report– 27th October and 2nd December 2025**

A survey of the trees on Queen Elizabeth II Playing Field, Catterall was undertaken by Treestyle Consultancy on the 27th October and the 2nd December 2025.

Most trees were found to be in good condition. It has been recommended that the Parish Council should pollard two of the Alders by the play area and one of the Alders requires a branch removed. The three Ash trees on the playing field are showing signs of Ash Dieback but require no work at this time other than monitoring.

Councillors **resolved** to accept the 2025 Arboricultural Assessment & Report, circulated by email on the 5th December 2025 and delegate fulfilling the recommended tree works to the Clerk. A quote for the works will be brought to the next parish council meeting.

### **4324 Myerscough Juniors football pitch hire fee**

Catterall Parish Council resolved to increase the pitch hire fee from £600 to £1,000 for the 2025/26 season, minute 4292 refers. This was on the understanding that Myerscough Juniors FC has increased the number of days they played per week from Saturday to Saturday and Sunday.

However, prior to the current clerk taking position, Catterall Parish Council granted Myerscough Juniors FC permission to play both days in April 2022, minute 3537 refers.

Councillors **resolved** to reissue the invoice to Myerscough Juniors FC at a cost of £600 for 2025/26 and then to annually review the hire charge as part of the budgeting process.

### **4325 Pay award following the clerk's completion of CiLCA**

Following the clerk's completion of Certificate in Local Council Administration (CiLCA) on the 24th November 2025, the personnel committee meet on the 2nd December 2025. The personnel committee have made a recommendation that the clerk receives a pay award of 1 SCP in recognition. This is inline with the clerk's employment contract, see Personnel Committee Minutes 02/12/25.

Councillors **resolved** to approve this pay award, backdated to 24th November.

### **4326 2026/27 Budget**

Councillors reviewed the third draft of the 2026/27 budget. Given the fall in the tax base from 1111.35 in 25/26 to 1104.77, and the current high living costs, councillors were reluctant to increase council tax to meet the budget. Councillors amended the third draft of the budget by **resolving** to remove £10,000 from the budget towards improvements to the dog field and by reducing costs on other budget lines. Councillors then **resolved** to accept version 4 of the 2026/27 budget.

In light of the v4 budget, councillors **resolved** to precept £106,000 to conduct work in Catterall. The Band D equivalent is £95.95, an increase of £1.02 per annum.

### **4327 Planning**

Planning Applications for consideration and comment:

**Application # 25/01027/FUL**

**Proposal:** Proposed conversion of roof to dual pitched gable roof, construction of first floor extension, new fenestration, removal of existing chimney stacks.

**Location:** 39 Hamers Wood Drive, Catterall, Preston, Lancashire PR3 1YN

Councillors resolved to offer no objections to this application.

**4328 Finance****Receipts (for noting)**

Payee	Amount	Details
Unity Trust Bank	£180.38	Interest

**Payments (for approval)**

Payee	Amount	Details
HMRC	£2,421.21	Quarter 3
Greenbarnes Ltd	£1,610.85	Noticeboard for Old Lancaster Road
Morley Group Ltd	£396.00	Grass cutting – 09/10/25, 23/10/25
Haldane Fisher	£33.19	Timber
Houghtons Filing Station	£94.46	Fuel – November 25
Houghtons Filing Station	£145.97	Fuel – December 25
Complete Electricity & Property Solutions Ltd	£342.00	Christmas Tree Light Installation

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

1. Staff Costs for December	£2,699.91
2. LCC Pension	£1,142.44
3. Easy websites	£36.96
4. Bank charges CHQ (04/09/25 – 04/12/25)	£1.80
5. Bank charges (01/12/25 – 31/12/25)	£7.95

**Charge card expenses 29/12/25 (for noting)**

Payee	Amount	Details
Lloyds	£6.00	Charge card fee
Screwfix	£8.91	Service box key x 3 – for Christmas Lights cabinet

**Investments**

CCLA investment £77,142.45 at 30th November 2025 (£261.59 reinvested).

CCLA investment £77,394.78 at 31st December 2025 (£252.33 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 November statement and reconciliations for CCLA and the December statement and reconciliations for Unity Trust current, Unity Trust saver, CCLA and Redwood.

**Transfer of Funds**

Councillors **resolved** to approve a transfer of £10,000 from Unity saver to Unity current to cover payments.

**THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY**

**4329 Reports from subject leads and outside body representatives**

**QEII Playing Field**

The area under the zip wire has become very muddy again this winter, the clerk will research potential solutions.

**LALC Wyre Area Committee**

The next meeting is the AGM on Wednesday 28<sup>th</sup> January and will feature a questions and answers session with the police.

**Catterall Village Hall**

There hasn't been a meeting since the last Parish Council meeting.

**Catterall Gala**

Catterall Gala are collecting unwanted Christmas gifts for future prizes. A new Gala Queen and Rosebud have been selected.

**4330 Clerk's report**

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

**4331 Action Tracker**

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

**4332 SPID Report**

Councillors **noted** the information contained in December 2025 SPID report from Cock Robin Lane LC6 (NE bound) and Garstang Road LC48 (southbound). This data has been uploaded to the Parish Council website.

**4333 Questions to councillors**

None.

There being no other business the Chair closed the meeting at 7:40pm.