



CATTERALL PARISH COUNCIL

Minutes of the Parish Council meeting held on 3rd June 2025 at 7:00pm at Catterall Village Hall

Present: Cllrs I Brayshaw (Chair), J Bostock, S Bulman, S Kirkman, J Mackenzie and L Ormerod.

In Attendance: E Millington (Clerk and RFO) LCC Cllr J Tomlinson and two members of the public.

4205 Apologies for absence

Apologies for absence were received from Cllrs J Finch, K O'Hanlon and P Perks and the reason accepted.

4206 Declarations of interest and dispensations

Cllrs J Bostock and S Kirkman declared a other significant non- pecuniary interest in item 4212 Quote for car park lighting and CCTV. It was agreed that they would leave the room during the discission and decision making for this item.

4207 Minutes of the last meeting

Councillors **resolved** that the minutes of the meeting held on 6th May 2025 be agreed as a correct record.

4208 Public Participation

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

A member of the public brought a number of issues to the parish council for discussion.

A number of rural roads in the vicinity of Catterall, such Ray Lane and Stubbins Lane, are in a poor condition. The roads have been patches numerous times, leaving the surface potentially dangerous for cyclists. Potholes and inadequate road/pavement surfaces should be reported to LCC using the Love Clean Streets App. The Clerk and Councillors, frequently report the issues they see, both in Catterall and elsewhere. Members of the public are encouraged to do the same. The more times an area is highlighted as having an issue, the more likely the problem will be addressed. LCC Cllr Tomlinson stated that the repair of roads has to be a priority and that he is committed to finding more funding for road repairs.

The green space on the Wainhomes estate, at the end of Blackthorn Avenue, remains very untidy despite its care being passed to a management company for over 12 months. The paths are in poor condition and flood regularly even with small amounts of rain and the grassed space, billed as a wildflower area, is mostly nettles and brambles.

LCC Cllr Tomlinson was welcomed to his first Catterall Parish Council meeting. Cllr Tomlinson said it was the fourth meeting he has attended since he had taken post. The biggest issues highlighted in the parishes he has visited so far are temporary traffic lights, potholes/poor state of roads, blocked gulleys and unfinished landscaping in new build estates.

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

4209 Annual review of banking arrangements

The Financial Regulations (*CPC Financial Regs 2025 - v3.2*) accepted at the May 2025 meeting, minute 4177, requires an annual review of banking arrangements. To ensure the continuity of the existing levels of service and support, councillors are asked to resolve to maintain the existing banking arrangements as below;

a) **Current account:** Unity Trust Bank.

Authorised signatories: Cllrs J Bostock, I Brayshaw, J Finch, S Kirkman and Responsible Finance Officer E Millington.

The current account requires three authorised signatories for any payments to take place, one requisitioner and two to authorise. The individuals identified above as signatories may, in accordance with the signing rules, sign cheques and give instructions for Standing Orders, Direct Debits and Electronic Payments.

Direct debits are in place for the following organisations

- Lancashire County Council – pension
- Easy Websites – website provider
- EE – Mobile telephone
- Information Commissioners Office (ICO) – Data protection
- Unity Trust Bank – bank charges
- Lloyds Bank – credit card

Standing orders are in place for the following organisations

- Towers and Gornall – payroll services

b) **Instant access saving account:** Unity Trust Bank.

Authorised signatories: Cllrs J Bostock, I Brayshaw, J Finch, S Kirkman and Responsible Finance Officer E Millington.

The savings account requires two authorised signatories for any transfers between the saving and current account to take place, one requisitioner and one to authorise.

c) **95 days' notice savings account:** Redwood Bank.

Authorised signatories: Cllrs I Brayshaw, J Finch, S Kirkman and Responsible Finance Officer E Millington.

The account requires two authorised signatories for any withdrawals to take place.

d) **Investment:** CCLA

Authorised signatories: Cllrs I Brayshaw, J Finch and Responsible Finance

Officer E Millington.

The CCLA account requires two authorised signatories for any deposits or withdrawals to take place.

- e) **Credit Card:** The Clerk and Lengthsman hold a credit card which is used for internet purchases or when a VAT invoice can't be issued. These cards have a limit of £800.00 split over the two cards.

Councillors are reminded of the internal controls in place which monitor and check systems to ensure that activities are conducted in a secure and well-ordered manner, to prevent fraud and corruption. These include verification of invoices and two signatures to authorise payments. Invoices are brought to every parish council meeting. Councillors can also ask to see invoices and associated paperwork at any time. There is a monthly bank reconciliation which is presented to Council and bank statements are checked at this time and then signed by the chairman. In line with *CPC Financial Regs 2025 - v3.2* the bank reconciliation will be signed by a different councillor once a quarter.

An annual internal and external audit is undertaken.

Councillors **resolved** to accept the bank arrangements as above.

4210 Youth Shelter removal

A quote of £4,140 (net) has been obtained from Fletcher's Gardens and Driveways Ltd for the removal of the Youth Shelter, minute 4139 refers. The quote covers the removal of the shelter and concrete base, topsoil and turf and tarmac repair for the perimeter path. The work can be undertaken in mid June.

Councillors **resolved** to accept the quote.

As per CPC Financial Regs 2025 - v3.2, are not required to seek any additional quotes for jobs under £5,000. The 2025/26 budget included £5,000 originally for the reroofing of the Youth Shelter, now to be used for its demolition.

4211 Purchase of a Noticeboard for Old Lancaster Road

The west side of the A6 does not currently have a parish notice board. The 2025/26 budget included funds for a noticeboard for Old Lancaster Road, adjacent to the bench purchased in 2024. A quote of £1,175.03 (net) has been received from Greenbarnes for a 6 x A4 Man-made Timber noticeboard on legs, to the same specification as the board at Stone Cross Gardens.

Councillors **resolved** to accept the quote.

4212 Quote for car park lighting and CCTV

A quote has obtained from Nortech for the implementation the proposed car park lighting with CCTV attached, minute 4174 refers.

Your proposed lighting 4m tower, brackets and 4 x architectural lights as per the supplied document
£2,217.52 plus vat (required)

Electrical connections from main hall to tower 1 light and junction to 2nd tower, connection to both lights.

Operation to be made by a 7day, 24hr digital timer at each tower, 240v ac weatherproof connection for cctv

Equipment for each tower & electrical RCBO to fitted in the main consumer unit
£1,045.00 plus vat (required)

Estimated 2 x base's for 4m towers and weatherproof housing for the use of the cctv cameras and router
£1,800.00 plus vat (required)
(Should firm costs from the builders be lower than the estimated costs we will of course only charge their costs)

Option 1

Wireless connection from main office to lighting tower 1 and then to lighting tower 2 to provide cctv access over a point to multi-point POE router sited in the lighting tower and master unit to be fitted on the office soffit to the Village Hall.

£1,800.00 plus vat

(This option means we do not need to dig across the car park or to tower 2, 2 x wireless bridge units will be supplied and fitted within this price)

Option 2

Should we need to dig from lighting tower 1 to lighting tower 2 for the use of cctv, dig, ducting, all cabling

£1,200.00 plus vat

Due to the height of the tower, we are able to use ladder stays thus eliminating the need for the hire of a cherry picker.

All of the above includes all necessary brackets, cabling, power supplies to facilitate the completion of the CCTV and lighting installation.

Councillors **resolved** to accept the quote. Option 1 is the preferred method of transmitting the CCTV data but may not be possible if the existing cable isn't sufficient between lighting tower 1 and lighting tower 2. In this case Option 2 would be required.

4213 St Helen's Church donation

Councillors **resolved** to give a donation of £150.00 towards the upkeep of the closed portion of the churchyard from Parochial Church Council of Garstang St. Helen, Churchtown. A donation of £150 was granted in 2023 and 2024.

4214 Request from Myerscough Juniors Football Club

The following request has been received from Myerscough Juniors Football Club;

"My name is Chris Eccles and I am on the committee for the local grassroots team Myerscough Juniors. We hire the pitch at Catterall for a number of our teams where we have a need to store a small amount of equipment which include, 2 goals (plastic that are broken down into a carry bag) some corner flags and a respect barrier.

As we have a number of teams who utilise this we would like to propose that we can store these on site if possible, our existing storage is no longer available.

We are looking into options for storage but these could include either a 3x3 bin store to be located behind the trees where your wheelie bins are currently tied up or a very low level metal storage lockable and anchored to the ground between the shipping container and the hall.

As we investigate these options, it would be very appreciative if either or both of these would be viable.

These would be funded by the grassroots team.

Thank you very much for taking the time to read this and for this being put forward for consideration."

Councillors **resolved** to approve the request for bin store storage.

4215 Appointment of Internal Auditor

Councillors **resolved** to appoint Miss A May as internal auditor for 2025/26 at a cost of £250.00.

4216 Hire of Queen Elizabeth II Playing Field – community event

A resident has contacted Catterall Parish Council regarding use of Queen Elizabeth II Playing Field for a community event on Saturday 19th July 2026.

Councillors **resolved** to approve the event in principle but requested a meeting with the event organisers to discuss the scope of the event further, especially with regards to car parking and wet weather contingencies.

4217 Finance

Receipts (for noting)

Payee	Amount	Details
Ruby Hill	£115.00	Donation to Catterall in Bloom
Coffee Stop	£15.00	Donation to Catterall in Bloom
John Seed	£50.00	Donation to Catterall in Bloom
Redwood Bank	£2,823.46	Annual bank interest

Payments (for approval)

Payee	Amount	Details
Gallagher	£4,367.33	Insurance 02/06/25 – 01/06/26
Nortech Security Systems	£4,623.47	First phase CCTV improvements
Haldane Fisher	£9.12	Timber
Amazon	£12.35	Watering bag for Jubilee Oak
Amazon	£25.01	Root grow
Amazon	£35.55	Anti climb paint, brushes and disposable gloves
Amazon	£20.99	Printer paper
Morley's Group Limited	£396.00	Grass cutting – 01/05/25 & 22/05/25
C & C Supplies	£36.32	Combination lock and cable ties
C & C Supplies	£132.00	Catterall in Bloom – bark
C & C Supplies	£66.00	Catterall in Bloom - bark
Laburnum Nurseries	£78.25	Catterall in Bloom - plants
Laburnum Nurseries	£26.16	Catterall in Bloom - plants
Laburnum Nurseries	£15.36	Catterall in Bloom - plants
Laburnum Nurseries	£195.60	Catterall in Bloom Bedding plants

M Newton	£51.06	Catterall in Bloom – Thank you cards, compost, envelopes, Gala supplies (plant pots, seeds, compost)
Parochial Church Council of Garstang St. Helen	£150.00	Donation towards the upkeep of the closed portion of the churchyard

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

1. Staff Costs for May	£2,833.76
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)	£7.65
7. Bank charges (01/05/25 – 31/05/25)	£9.15

Charge card expenses 28/05/25 (for noting)

Payee	Amount	Details
Lloyds	£6.00	Charge card fee
Bradshaws	£6.99	Root grow
Epson UK	£106.67	Printer ink

Investments

CCLA investment £60,333.63 at 30th April 2025 (£229.63 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 April statement and reconciliations for Unity Trust current, Unity Trust saver, Redwood and CCLA and the May statement and reconciliations for Unity Trust current, Unity Trust saver and Redwood.

Transfer of Funds

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

Budget Monitoring

None.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY**4218 Reports from subject leads and outside body representatives****QEII Playing Field**

None.

LALC Wyre Area Committee

The next meeting will take place on the 25th June.

Catterall Village Hall

At the last meeting policies were updated. The Village Hall is being rewired on 26th and 27th June.

Catterall Gala

Catterall Gala was a huge success again this year. Lots of people lined the streets to watch the parade and the field was busy afterwards with people enjoying the afternoon.

Catterall Parish Council gave thanks to the Catterall Gala Committee for all the hard work they put in organising the event and to all volunteers.

Next years gala will be held on the 30th May 2026 and will be the 50th anniversary.

4219 Clerk's report

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

4220 Action Tracker

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

4221 SPID Report

Councillors **noted** the information contained in May 2025 SPID report from Joe Lane (north east bound). This data has been uploaded to the Parish Council website.

The SPID on Garstang Road LC48 (south bound) has been working in May 2025 but the data hasn't been retrieved.

4222 Questions to councillors

It was requested that the Parish Lengthsman inspects the wooden 'road name' street signs to see if they can be repaired and if so replaces any rotten wood.

There being no other business the Chair closed the meeting at 8:20pm.