



## **CATTERALL PARISH COUNCIL**

### **Minutes of the Parish Council meeting held on Tuesday 16<sup>th</sup> May 2023 at 7:00pm at Catterall Village Hall**

**Present:** Cllrs I Brayshaw (Chair), J Bostock, S Bulman, J Finch, S Kirkman and D Sharples

**In Attendance:** E Millington (Clerk and RFO), Lancashire County Cllr S Turner and 1 resident

#### **3762 Election of Chair and Vice-Chair**

Councillors **resolved** to elect Cllr I Brayshaw as Chair of Catterall Parish Council for one year. Under the Local Government Act 1972 (83(4)) the Chair signed the Declaration of Office.

Councillors **resolved** to elect Cllr J Finch as Vice-Chair of Catterall Parish Council for one year.

#### **3763 Apologies for absence**

Apologies for absence were received from Cllr J Mackenzie and Cllr P Perks and the reason accepted.

#### **3764 Declarations of interest and dispensations**

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

#### **3765 Minutes of the last meeting**

Councillors **resolved** that the minutes of the meeting held on 4<sup>th</sup> April 2023 be agreed as a correct record.

#### **3766 Public Participation**

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

Lancashire County Cllr S Turner has contacted LCC highways, with a photo, about the dangerous parking on Cock Robin Lane, by the A6 junction and will update when he hears back.

The resident passed on his thanks that, whilst the post box on Cock Robin Lane hasn't been returned, a new post box has been installed on Stone Cross Gardens.

The resident also commented on the amount of wildlife in the local area and suggested that a 'Wildlife Spotted' chalk board could be installed for residents.

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

#### **3767 Declaration of Acceptance of Office**

Councillors **resolved** to approve a deadline extension, until the 31st May 2023, for P Perks to sign the Declaration of Acceptance of Office.

Councillors **resolved** to approve a deadline extension, until the 30<sup>th</sup> June 2023, for J Mackenzie to sign the Declaration of Acceptance of Office.

### **3768 Vacancy in the office of parish councillor**

There are ten seats on Catterall Parish Council and, following an uncontested election, eight of the seats have been filled. Councillors should co-opt as soon as practicable. Councillors **resolved** to put together a pack of information for potential councillors and to advertise on Facebook and with posters on noticeboards.

### **3769 Dates for future parish council meetings**

Catterall Parish Council meets at 7pm on the first Tuesday of the month at Catterall Village Hall. Councillors **resolved** to accept the following meeting dates for 2023/24;

6th June 2023	4th July 2023	1st August 2023
5th September 2023	3rd October 2023	7th November 2023
5th December 2023	2nd January 2024	6th February 2024
5th March 2024	2nd April 2024 (following the Annual Meeting of the Parish)	
7th May 2024 (Annual Parish Council Meeting)		

### **3770 Appointment to committees**

Catterall Parish Council has one committee, the Personnel Committee.

Councillors **resolved** that the members of the committee are Chair, Vice-Chair Cllr S Kirkman and Cllr P Perks as members of the committee. Councillors **resolved** that Cllr J Bostock will be the substitute for the Personnel Committee as necessary.

### **3771 Appointment to outside bodies/lead councillors**

Councillors **resolved** to accept the representatives to outside bodies and lead councillors listed below.

**a) Catterall Village Hall**

Cllr J Mackenzie

**b) Catterall Gala**

Cllr S Bulman

**c) Wyre Area Lancashire Association of Local Councils**

Cllr J Bostock, Cllr S Bulman and Cllr J Finch

**d) Defibrillator**

Cllr S Bulman

**e) Queen Elizabeth II Playing Field**

Cllr J Finch

### **3772 Cllr Dave Sharples marks 40 years as a parish councillor**

This year marks Dave Sharples 40th year as a parish councillor in Catterall. Cllr I Brayshaw presented Cllr D Sharples with a certificate and thanked him for his many years of service to the parish. Cllr D Sharples presented the Parish Council with an aerial photograph of Catterall circa 1992.

To celebrate this achievement Councillors **resolved** to install a seat with a commemorative plaque. If permission is granted by Lancashire County Council, the proposed location of the seat is at the end of Baylton Drive/Garstang Road.

### **3773 Fixed assets**

It has become apparent that no fixed assets were recorded as an acquisition or a disposal in 2021/22 and the figure on the AGAR report for 2021/22 was the same as 2020/21. To correct this error, all the acquisitions and disposals for 2021/22 have been processed this year along with the 2022/23 acquisitions and disposals.

Councillors **resolved** to approve this correction and the updated Asset Register. ('Asset Register 2023 - V2').

### **3774 Annual Governance and Accountability Return 2022/23**

- a) Section 1 – Annual Governance Statement of the Annual Return for the year ending 31 March 2023.  
Councillors considered statements 1 to 9 and confirmed that they agreed to the statements. Councillors **resolved** that Section 1 was completed and signed by the Chair and the Clerk.
- b) Section 2 – Accounting Statements 2022/23. Section 2 has been prepared and signed by the Responsible Financial Officer (RFO/Clerk) as confirmation that the accounts have been prepared on a receipts and payments basis.  
Councillors **resolved** to approve Section 2.
- c) Councillors **noted** that the RFO will publish the 'Notice of Public Rights' and facilitate any requests to exercise these rights between Monday 12th June – Friday 21st July 2023.

### **3775 Complaints procedure**

Councillors **resolved** to accept the reviewed and reformatted Complaints Procedure v1.2.

### **3776 Insurance**

The insurance renewal quote has risen by £1,058. This is in part due to an increase in fixed assets. Gallagher have also stated the rise is because *'The insurer have broken the Long Term Agreement agreed in 2021 due to your claims record, this has cause a market rate increase alongside a premium increase due to your claims record'*

With an ongoing claim we are unable to seek additional quotes and will be required to stay with Hiscox, via Gallagher. Councillors **resolved** self-insure lower value assets and to defer this decision and acceptance of the quote to the Clerk and Cllr J Finch.

### **3777 James Richards Circus**

James Richards Circus wishes to return to Catterall, for the 5th year, and use Queen Elizabeth II Playing Field from Sunday 16th July (pm) until Sunday 23rd July.

There will be performances lasting approximately 90 minutes on Wednesday at 6pm, Thursday at 6pm, Friday at 6pm, Saturday at 2pm and 5pm and Sunday at 2pm. The expected audience size is 150 people per performance.

A completed booking form and insurance details have been sent to the Clerk.

Councillors **resolved** to approve this request.

### **3778 Bouncy castles**

The Village Hall Committee received the information below relating to insurance for bouncy castles/inflatables.

*"There are two elements of cover that need to be in place to ensure full protection. The first is for the actual bouncy castle itself, this should be supplied by the owner/hiring*

*company and is in place in case there is a fault with the bouncy castle that causes an injury or property damage.*

*The second element is cover for the supervisors of the bouncy castle. The party who is responsible for supervising the device is also responsible for insuring it, so if a hirer of the hall is supervising the inflatable, they should have their own public liability insurance to cover its use. If this is an individual who is hiring the hall for a party, often they may be covered under their household policy, they would just need to call their insurer and get this confirmed in writing. If their household insurer does not cover their liability for this supervision, they would need to take out a one-off policy in respect of this, which could be obtained online. If the company from which the bouncy castle is being loaned is staying to supervise it, then they should have their own public liability insurance.*

*Please note that if the supervisor of the bouncy castle does not have adequate insurance, then in the event of a claim the Trustees of Catterall Village Hall may become personally liable, therefore we strongly recommend that you ensure the hirer has their own insurance. If a hirer does not have insurance and a claim is made against the hall, your policy will provide no protection and your insurers would not assist, leaving the Trustees to have to handle the claim yourselves."*

The Village Hall Committee have resolved not to allow bouncy castle hire in the village hall.

The Parish Council insurance, via Gallagher, does not cover bouncy castles/inflatables and they are a specific exclusion on the policy. Gallagher have been approached and stated that the Parish Council is in the same situation as the Village Hall. If the Parish Council take private bookings for bouncy castle hire, they must ensure that there is sufficient insurance cover in place (£5 million public liability) and that the hirers will supervise the bouncy castle at all times. Should there be a claim, and the supervisor of the bouncy castle not hold sufficient insurance cover, the Parish Council's insurance would provide no protection and they would be unable to assist.

Councillors **resolved** to refuse bookings for the private hire of bouncy castles/inflatables on the playing field.

The Clerk will have a 'Playing Field Bookings' page added to the website, in this section it will clearly state that no bouncy castles are permitted on the playing field. The Parish Council's insurers will be contacted to confirm if any other steps should be taken.

### **3779 Attendance at events**

The following invitations have been received by the Parish Council.

#### **a) Catterall Gala**

Catterall Gala sent an invitation to the Chair and guest and to Catterall Parish Councillor's to walk in this year's Gala. The Gala procession will leave the village hall at 1.30pm on Saturday 3rd June. The crowning of the new Queen will take place after the procession. Then they are invited to partake in afternoon tea served in the village hall. Councillors **resolved** that Cllr Brayshaw will attend.

#### **b) Churchtown and District Children's Festival**

Churchtown and District Children's Festival have asked for a representative from Catterall Parish Council walk to in their procession on Saturday 27th May commencing at 1pm from Kirkland Memorial Hall. Councillors **resolved** that Cllr Brayshaw will attend.

**3780 Planning**

Application # 22/00678/FUL  
 Proposal: Erection of an agricultural workers dwelling (pursuant to variation of condition 2 (plans) on planning permission 21/00299/FUL to alter the approved plans to alternative design)  
 Location: Roe Farm House Catterall Lane Catterall Preston Lancashire

Councillors **resolved** to offer no objections to this application.

**3781 Finance****Receipts (for noting)**

<b>Payee</b>	<b>Amount</b>	<b>Details</b>
Wyre Council	£98,000.00	Precept

**Payments (for approval)**

<b>Payee</b>	<b>Amount</b>	<b>Details</b>
Edge IT	£648.36	Annual fees – 17/11/22 to 16/11/23
Lancashire County Council	£139.20	Signs for the MUGA
Lancashire Association of Local Councils	£435.19	Annual subscription
Signs & Graphics	£180.00	Hight restriction sign for car park barrier
Mrs A Parker	£177.15	Catterall in Bloom
Mrs A May	£200.00	Internal Audit 22/23
HMA Tree Care	£720.00	Removal of Ash tree x 2
Houghtons Filling Station	£173.70	Fuel – March and April 2023
Towers and Gornall	£14.40	Payments to Towers and Gornall for Accountancy services are paid by standing order. The cost of this was increased by £3.60 a month in Jan 2023. The shortfall for Jan, Feb, Mar & Apr is £14.40

**Payments by Bank Transfer (for approval) and by Direct Debit and Standing Orders (for noting)**

1. Staff Costs for April	£2,505.52
2. P Hartley (expenses)	£222.19
3. E Millington (expenses)	£86.58
4. LCC Pension	£961.33
5. Towers Gornall	£68.40
6. Plusnet	£40.35
7. Easy websites	£27.60

**Investments**

CCLA investment £25,482.43 at 31st March 2023 (£75.01 reinvested)  
 CCLA investment £25,568.67 at 30th April 2023 (£86.24 reinvested)

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

**Statement of Accounts**

Councillors **resolved** to accept the March statement of account and bank reconciliation for CCLA.

**Transfer of Funds**

Councillors **resolved** to transfer £80,000 from Unity current to Unity saver.

**Budget Monitoring**

None

**THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY**

**3782 Reports from subject leads and outside body representatives**

**QEII Playing Field**

None

**LALC Wyre Area Committee**

The April meeting had the new Chief Executive at Wyre Council, Rebecca Huddleston, as a speaker.

LALC have sent out a reminder to all members that parish councils should appoint at least one councillor representative and to ask that representative to report back to the parish council after each meeting. The Wyre Area Committee meets on the last Wednesday of the month in July, October, January and April at 7pm at the Garstang Best Western Hotel.

**Catterall Village Hall**

Cllr S Kirkman stated that the Village Hall is as busy as ever.

There is no update on the grant towards a toilet refit, the decision date is in early July.

**Catterall Gala**

Cllr S Bulman reported that the Gala Committee are very busy getting things ready for this year's event. It was noted that wagons should be kept off the path to avoid damage.

**3783 Clerk's report**

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

**3784 Action Tracker**

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

**3785 SPID Report**

Councillors **noted** that the SPID is currently not working and awaiting repair.

**3786 Questions to councillors**

None.

There being no other business the Chair closed the meeting at 7:55pm.