



## **CATTERALL PARISH COUNCIL**

### **Minutes of the Annual Parish Council meeting held on 6<sup>th</sup> May 2025 at 7:00pm at Catterall Village Hall**

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

**In Attendance:** E Millington (Clerk and RFO) Wyre Cllr D Swift and one member of the public.

#### **4185 Election of Chair and Vice-Chair**

In his absence, 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 is required to sign the Declaration of Office.

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

#### **4186 Apologies for absence**

Apologies for absence were received from Cllrs I Brayshaw and L Ormerod and the reason accepted.

#### **4187 Declarations of interest and dispensations**

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

#### **4188 Minutes of the last meeting**

Councillors **resolved** that the minutes of the meeting held on 1<sup>st</sup> April 2025 be agreed as a correct record.

#### **4189 Public Participation**

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

Apologies were received from Wyre Councillor D Bolton.

The member of the public made himself known as a committee member of Myerscough Junior Football Club, the team that plays on Queen Elizabeth II Playing Field, Catterall. The team need to find new storage for their goals and flags and wondered if a location can be found on the playing field. They were advised that a decision couldn't be made at the May meeting, but an item can be included on the June agenda. Details to be sent to the Clerk.

Councillors wished to pass on their thanks to Shaun Turner for the work he undertook for the benefit of Catterall and its residents during his time as Lancashire County Councillor.

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

#### **4190 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 approve the following meeting dates for 2025/26;

3rd June 2025	1st July 2025	5th August 2025
2nd September 2025	7th October 2025	4th November 2025
2nd December 2025	6th January 2026	3rd February 2026
3rd March 2026	7th April 2026 (following the Annual Meeting of the Parish)	
5th May 2026 (Annual Parish Council Meeting)		

#### **4191 Appointment to committees**

Catterall Parish Council has one committee, the Personnel Committee. Councillors **resolved** to maintain current members; Chairman, Vice-Chairman Cllr S Kirkman and Cllr P Perks.

#### **4192 Appointment to outside bodies/lead councillors**

Councillors **resolved** to maintain existing appointments.

- a) **Catterall Village Hall**  
Cllr J Bostock
- b) **Catterall Gala**  
Cllr S Bulman
- c) **Wyre Area Lancashire Association of Local Councils**  
Cllr J Bostock, S Bulman and J Finch
- d) **Queen Elizabeth II Playing Field**  
Cllr J Finch
- e) **Defibrillator**  
Cllr S Bulman
- f) **Planning Ambassador**  
Cllr I Brayshaw
- g) **Tree Wardens**  
Councillors **resolved** to remove this category

#### **4193 Annual Governance and Accountability Return 2024/25**

- a) Section 1 – Annual Governance Statement of the Annual Return for the year ending 31 March 2025.

Councillors considered statements 1 to 9 and **resolved** to agree to the statements. The statement was then signed by the chair and the clerk.

- b) Section 2 – Accounting Statements 2024/25.

Section 2 was 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 the accounts, and the statement was signed and dated by the chair.

- c) The RFO will publish the 'Notice of Public Rights' and facilitate any requests to exercise these rights between Tuesday 3rd June – Monday 14th July 2025.

#### **4194 Internal audit and actions**

The internal audit was completed in April 2025 by A. May and circulated to councillors. Councillors **resolved** to accept the Internal Audit report and the proposed actions

**4195 Insurance**

The Parish Council insurance is due for renewal for the period 2<sup>nd</sup> June 2025 to 1<sup>st</sup> June 2026. A quote has been received of £4,367.33, an increase of £318.05 from last year. With an ongoing claim, the Clerk is unable to seek additional quotes and the Parish Council will be required to stay with Hiscox, via Gallagher. Councillors **resolved** to accept the quote.

**4196 Catterall in Bloom – planting at the sluice gate**

Councillors resolved to approve Catterall in Bloom's request to plant sweet peas on the fence around the sluice gate.

**4197 Catterall Gala 2025**

Catterall Gala have asked for a representative from Catterall Parish Council walk to in their procession on Saturday 31<sup>st</sup> May commencing at 1:30pm. After a short ceremony afternoon tea will be served in the village hall. Councillors **resolved** to nominate Cllr I Brayshaw.

**4198 Planning****Planning Applications for consideration and comment:**

**Application #** 25/00277/FUL  
**Proposal:** Proposed dropped kerb  
**Location:** 26 Cock Robin Lane Catterall Preston Lancashire PR3 1YL

The Parish Council **resolved** to object to this planning application on the grounds of road safety. The proposed dropped kerb is opposite existing driveways and close to the Stone Cross Garden/Cock Robin Lane junction. This will have a detrimental impact on highway safety in the immediate vicinity.

To access the Applicant's property from the proposed drop kerb, the Applicant would be required to cross land held under licence by the Parish Council for use as a community garden.

**Application #** 25/00340/FUL  
**Proposal:** Single storey rear extension with dormer above, 2no. dormers to front, extension of garage and replacement of flat roof with hipped roof  
**Location:** 120 Garstang Road Catterall Preston Lancashire PR3 1XN

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

**4199 Finance****Receipts (for noting)**

Payee	Amount	Details
Wyre Council	£105,500	Precept 25/26
HMRC	£2,563.77	VAT return 24/25
Dewlay Cheesemakers	£50.00	Donation to Catterall in Bloom
Ruby Hill	£40.00	Donation to Catterall in Bloom
Cabus Parish Council	£97.25	Lengthsman's assistance

**Payments (for approval)**

Payee	Amount	Details
Henry Armer & Son	£840.00	Honda mower
LALC	£513.87	Membership invoice – 25/26
S2S Enterprises Ltd	£396.00	Grass cutting – 03/04/25 & 20/04/25
Houghtons Filing Station	£96.98	Fuel – March 25 and compost
Houghtons	£204.61	Fuel – April 2025 Catterall in Bloom - Weed membrane
C&C Supplies	£18.59	No More Nails and ground anchor for bike rack
Miss A May	£250.00	Internal audit fee 24/25
Amazon	£13.55	Gate catch
Amazon	£17.69	Disposable overalls and disposable gloves
M Newton	£76.18	Catterall in Bloom – perennial plants
Henry Armer & Son ( <i>PH expenses</i> )	£13.60	Mower oil

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

1. Staff Costs for April	£2,880.99
2. LCC Pension	£1,122.21
3. Towers Gornall	£68.40
4. EE phone contract	£22.80
5. Easy websites	£36.96
6. P Hartley (mileage)	£53.10
7. Bank charges (01/04/25 – 30/04/25)	£8.70

**Charge card expenses 28/04/25** (for noting)

Payee	Amount	Details
Lloyds	£6.00	Charge card fee
Bradshaws	£110.97	Bark and top soil
Bradshaws	£40.00	Bark
VE 80	£120.67	VE day flag
Start Safety UK	£66.63	Replacement safety helmet with ear defenders and visor

**Investments**

CCLA investment £60,104.00 at 31st March 2025 (£209.71 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 March statement and reconciliations for CCLA.

### **Transfer of Funds**

Councillors **resolved** to approve a transfer of £75,000 from Unity current to Unity saver.

The 2025/26 budget contained £15,000 to be earmarked for a future playground refresh. Councillors **resolved** to approve a transfer of £15,000 from Unity current to CCLA.

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

### **Budget Monitoring**

None.

## **THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY**

### **4200 Reports from subject leads and outside body representatives**

#### **QEII Playing Field**

None.

#### **LALC Wyre Area Committee**

A meeting took place on the 30<sup>th</sup> April 2025. The guest speaker was Joanne Billington, Wyre's Monitoring Officer who gave an update on the standards regime.

#### **Catterall Village Hall**

The fire extinguishers are being checked on 7<sup>th</sup> May 2025.

#### **Catterall Gala**

Meeting to be held on 7<sup>th</sup> May, any updates to be sent by email.

### **4201 Clerk's report**

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

### **4202 Action Tracker**

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

### **4203 SPID Report**

Councillors **noted** the information contained in April 2025 SPID report from Catterall Gates Lane).

The SPID on Garstang Road LC32 (North bound) has been working in April 2025 but the data hasn't been retrieved.

This data has been uploaded to the Parish Council website.

### **4204 Questions to councillors**

None.

There being no other business the Chair closed the meeting at 8:00pm.