



CATTERALL PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on 5th May 2026 at 7:00pm at Catterall Village Hall

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

In Attendance: E Millington (Clerk and RFO), Lancashire Police Sgt E Jones, LCC Cllr J Tomlinson and Wyre Cllr D Bolton.

4389 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 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.

4390 Apologies for absence

None.

4391 Declarations of interest and dispensations

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

4392 Minutes of the last meeting

Councillors **resolved** that the minutes of the meeting held on 7th April 2026 be agreed as a correct record.

4393 Public Participation

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

Police Sgt Jones shared some crime statistics for the Brock with Catterall area. There have been 31 crimes in the area since February, with no patterns or trends. Of the 31 crimes, 8 were linked to Myerscough College, 2 of antisocial behaviour at the youth shelter on Catterall playing field.

The priority for the police in the area is road safety and speeding and e-bikes and e-scooters. Road safety concerns should be reported on the Lancashire Road Safety Partnership website.

Wyre Cllr D Swift gave apologies for absence.

Wyre Cllr D Bolton undated the council on LGR, a decision is expected in summer 2026, with shadow authority elections to take place in May 2027 alongside ordinary elections.

At the Wyre Council meeting on the 16th April, the council opposed any changes to the planning rules that take away the rights of democratically elected councillors to represent their residents.

Councillors raised with Wyre Cllr D Bolton that more communication is required from Wyre about the new food waste collection and the bags for inside the food waste caddy.

LCC Cllr J Tomlinson reported that the barrier on Garstang Road, at the Joe Lane junction, is due to be replaced by LCC within the next two weeks.

The attenuation pond on the miller homes estate between Cock Robin Lane and Joe Lane has had two lifebuoys installed, and then inflow and outflow appears to have been desilted. The rest of the pond has been left and not desilted which means it still doesn't drain well. The parish council feels that if the pond is to continue to hold water, then it should have a higher fence than the current knee height fence.

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

4394 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 2026/27;

2nd June 2026	7th July 2026	4th August 2026
1st September 2026	6th October 2026	3rd November 2026
1st December 2026	5th January 2027	2nd February 2027
2nd March 2027	6th April 2027 (following the Annual Meeting of the Parish)	
4th May 2027 (Annual Parish Council Meeting)		

4395 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.

4396 Appointment to outside bodies/lead councillors

Councillors **resolved** to maintain existing appointments.

- a) **Catterall Village Hall**
Cllr J Bostock
- b) **Catterall Gala**
Cllr L Ormerod
- 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 and request a list of TPO's in Catterall to be held by the clerk.

4397 Annual Governance and Accountability Return 2025/26

- a) Section 1 – Annual Governance Statement of the Annual Return for the year ending 31 March 2026.
Councillors are asked to consider statements 1 to 10 and **resolved** to agree to the statements. The statement will then be signed by the chair and the clerk.
- b) Section 2 – Accounting Statements 2025/26.
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 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 Wednesday 3rd June – Tuesday 14th July 2025.

4398 Internal audit and actions

The internal audit was completed in April 2026 by A. May and circulated to councillors. Councillors **resolved** to accept the Internal Audit report and the proposed actions

4399 Annual review of banking arrangements

The Financial Regulations (*CPC Financial Regs 2026 - v3.3*) accepted at the March 2026 meeting, minute 4362, requires an annual review of banking arrangements. To ensure the continuity of the existing levels of service and support, councillors resolved 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
 - Information Commissioners Office (ICO) – Data protection
 - Unity Trust Bank – bank charges
 - Lloyds Bank – credit card
- 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 2026 - v3.3* the bank reconciliation will be signed by a councillor, rather than the chairman, once a quarter.

An annual internal and external audit is undertaken.

4400 Football pitch hire – Garstang FC

For the past two years, minute 4159 refers, Garstang FC have hired the pitch on Queen Elizabeth II Playing Field, Catterall for preseason football training two evening a week in June and July and then extended the hire to once a week in August. Last year concerns were raised by parish councillors and members of the public as to the frequency that footballs were flying onto the car park during these sessions.

A request has been received for Garstang FC to hire the pitch two evening a week in June and July and then to potentially extended the hire to once a week in August.

Councillors **resolved** to refuse this request on the basis of the complaints of balls on the car park last year.

4401 Finance

Receipts (for noting)

Payee	Amount	Details
HMRC	£788.55	VAT 126 claim (01/02/26 – 31/03/26)

Payments (for approval)

Payee	Amount	Details
Nortech Security Systems	£2,400.00	Completion of CCTV installation
A May	£250.00	Internal Audit fee 25/26
Sainsburys (EM expenses)	£7.50	AAA batteries for mouse and keyboard
Houghtons Filing Station	£141.34	Fuel – April 26

LALC	£511.72	Membership – April 2026 to March 2027
HMA Tree Care	£780.00	Tree work – branch removal and pollarding of 2 alders
J Grant	£186.14	Catterall in Bloom – plants for Stone Cross Gardens (National Lottery Grant)
M Newton	£40.00	Catterall in Bloom – Bird box x3 (National Lottery Grant)

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

1. Staff Costs for April	£2,721.92
2. LCC Pension	£617.86
3. Easy Websites	£36.96
4. Bank charges (01/04/26 – 30/04/26)	£9.55
5. P Hartley – mileage	£6.30
6. E Millington - mileage	£21.60

Charge card expenses 27/04/26 (for noting)

Payee	Amount	Details
Lloyds	£6.00	Charge card fee
Giffgaff	£6.00	Phone – April 2026

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 April statement and reconciliation for Unity current, Unity saver, CCLA and Redwood.

Transfer of Funds

None.

Budget Monitoring

None.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

4402 Reports from subject leads and outside body representatives

QEII Playing Field

The contractor will be contacted to get a date for the Youth Shelter demolition.

LALC Wyre Area Committee

The last meeting took place on the 29th April 2026. The parish council team from LCC were in attendance and talked about how parish councils should communicate with LCC.

A wide range of faults can be reported via Love Clean Streets.

Catterall Village Hall

Catterall Village Hall managed to negotiate a good price for the insurance.

A new roof will be required but grants need to be sought.

Catterall Gala

Collinson's have given permission for some Gala day car parking on their premises, this will reduce vehicles on the playing field.

4403 Clerk's report

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

4404 Action Tracker

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

4405 SPID Report

Councillors **noted** the information contained in April 2026 SPID report from Joe Lane (westbound) and Garstang Road LC48 (southbound).

This data has been uploaded to the Parish Council website.

4406 Questions to councillors

None.

There being no other business the Chair closed the meeting at 8:15pm.