



## **CATTERALL PARISH COUNCIL**

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

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

**In Attendance:** E Millington (Clerk and RFO), Wyre Cllr Daniel Bolton and 1 resident.

#### **3876 Apologies for absence**

Apologies for absence were received from Cllrs S Kirkman, P Perks and D Sharples and the reason accepted.

#### **3877 Declarations of interest and dispensations**

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

#### **3878 Minutes of the last meeting**

Councillors **resolved** that the minutes of the meeting held on 3<sup>rd</sup> October 2023 be agreed as a correct record.

#### **3879 Public Participation**

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

Cllr Daniel Bolton notified the parish council that the pedestrian refuge island on the A6 by Tan Yard Road will undergo improvements in week commencing 20<sup>th</sup> November. This will then meet the standards, as a crossing point, for road safety.

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

#### **3880 Miyawaki micro forest**

The parish council received a presentation from Ian Wright about the work of Treescapes (a Lancashire County Council project, funded by the Forestry Commission's Woodland Creation Accelerator Fund).

The Miyawaki planting method requires careful soil preparation and dense planting of a range of native woodland plants, on an area around the size of a tennis court. The trees in a Miyawaki forest grow up to ten times faster than trees planted in conventional woodland planting schemes. Because they grow more quickly, and are densely planted, they absorb more carbon than conventional woodland schemes. There will be a big improvement in biodiversity and the trees require minimal watering and maintenance.

Treescapes are confident that grant funding can be secured for the whole of this project and there will be no cost to the Parish Council.

The proposed site for the Miyawaki forest is in the 'dog field' at the end of Keepers Wood Way and is 200 m<sup>2</sup>.

Councillors **resolved** to participate in the Miyawaki micro forest project.

**3881 SPID on Joe Lane – consultation**

Lancashire County Council have approved a location for a SPID post on Joe Lane between properties 36 and 38. Lancashire County Council have requested that a consultation of local properties take place prior to installation. A paper copy of these documents will be sent to the houses in the immediate vicinity of the proposed post site. Additional consultation will take place through the website, Facebook and noticeboards.

Councillors **resolved** to approve the consultation documents '*CONSULTATION - Joe Lane SpID - Catterall Parish Council*' and '*CONSULTATION FORM - Joe Lane SpID - Catterall Parish Council*' and to give the deadline date for the consultation as Sunday 3<sup>rd</sup> December 2023.

**3882 January Parish Council meeting**

The first Tuesday of January is the 2nd January 2024. Councillors **resolved** to postpone the meeting to the second Tuesday, 9th January 2024.

**3883 Annual Leave**

The Clerk and Lengthsman are on Green Book (National Joint Council for Local Government Services) terms and conditions. The NJC agreed that from 1 April 2020 the minimum annual leave would increase from 21 to 22 days for employees with less than five years' service. However both the Clerk and Lengthsman were employed on 21 days annual leave.

To correct this error;

The Lengthsman started in September 2020 and needs an additional 0.5 day annual leave for 20/21 year, an additional 1 day annual leave for 21/22, an additional 1 day annual leave for 22/23 year and an additional 1 day annual leave for 23/24 year.

The Clerk started in August 2021 and needs an additional 0.5 day annual leave for 22/23 year and an additional 1 day annual leave for 23/24 year.

The pay award for 2022/23 included an agreement that annual leave entitlement for all employees will increase by one day from 1st April 2023.

The new minimum leave entitlement is:

- Up to 5 years' continuous service: 23 days' annual leave plus 2 extra statutory days plus public holidays.
- After 5 years' continuous service: 26 days' annual leave plus 2 extra statutory days plus public holidays

This additional day was passed on to the Clerk and Lengthsman, giving them an annual leave entitlement of 22 days + 2 extra statutory days + bank holidays.

Once the correction above made from the 2020 pay award, both the Clerk and Lengthsman will be receiving the correct annual leave of 23 days + 2 extra statutory days + bank holidays.

Given the delay in resolving this, the Lengthsman has been paid for the additional 2.5 days to correct the error in 20/21, 21/22 and 22/23 with his October salary.

The Clerk will take the additional 0.5 day as annual leave.

Councillors **noted** the corrections above.

### 3884 Christmas tree light switch on event 2023

The Christmas tree lights switch on is held on the first Sunday in December at 5:30pm, this year it is the 3rd December. The Christmas working group would like to hold an event similar to last year; with carols around the tree followed by refreshments and children's crafts in the Village Hall. Reverend Wilkinson is available to lead the tree blessing and the Gala Queen is available to switch on the lights. The school choirs from Garstang Community Academy and Kirkland and Catterall St Helen's Primary School have been invited to sing.

To make this event a success, more volunteers are required.

- a) The Christmas working group would like to provide mulled wine this year (one drink per person) along with the tea, coffee, squash and mince pies. Councillors **resolved** to approve a budget of £150 to cover the cost of the refreshments and children's activities.
- b) Councillors reviewed and **resolved** to accept the Christmas Tree Risk Assessment. '*Christmas Tree Risk Assessment 2023*'
- c) Councillors **resolved** to invite 'The Matthew Hesmondhalgh Memorial Fund – CRY' to the event and that this year they should be the beneficiaries of any donations.

### 3885 Christmas tree lights

Last year comments were made that the playing field Christmas tree lights were a bit sparse. The 'bright white' lights for this tree are 80 meters long. However it is recommended by the tree lighting company, that 120 meters to 160 meters of lights are needed for a 15ft to 20ft tree.

Councillors reviewed options for Christmas tree lights and **resolved** to purchase 160 meters of large bulbed, coloured lights for £614.18 (net).

### 3886 Wheeled play area vandalism

The fence surrounding the wheeled play area has been deliberately damaged, minute 3861 refers. Of the 36 panels that make up the fence, 17 are damaged. Whilst the fence has been temporarily repaired, the wheeled play area remains padlocked closed, and the fence requires more significant repair or replacement.

Councillors **resolved** to open the wheeled play area in its temporarily repaired state.

Councillors also reviewed options and quotes for fence repair.

Councillors **resolved** to have the Lengthsman improve the existing fence by removing the existing rails and replacing them with thicker wooden rails. This should maintain the current look of the fence but significantly strengthen it. Timber costs are £280.50 (net) and will take the Lengthsman several days to complete.

### 3887 2024/25 Budget

Councillors reviewed the first draft of the 2024/25 budget '*2024-2025 Budget v.1*'.

The following projects have been proposed and Councillors **resolved** to include funding in the 2024/25 budget for them;

#### a) **New bench for the west side of the A6 - £700**

There are currently three benches on the west side of the A6; in a field gateway near Catterall Lane, to the south of Old Lancaster Road and to the north of Old Lancaster Road. All these benches have wooden slats which are in poor condition and need repair or replacement. All of Catterall's other benches are made of manmade wood. It is proposed that the bench in the gateway and the bench to the north of Old Lancaster Road are removed and the bench at the south end of Old Lancaster Road replaced with a bench similar to those on the playing field at a cost of £645.59 (net).

**b) CCTV review - £5,000**

An additional £5,000 is to be added to the £5,000 already held for a CCTV review.

**c) Playground refresh - £15,000**

£41,000 is currently held in earmarked reserves towards a future playground refresh. Another £15,000 is to be added in the 2024/25 budget.

Costs are still to be calculated for the local history/information boards.

**3888 7 Steps to being a good employer – training webinar**

Cllr Finch and Cllr Kirkman have requested to attend a Lancashire Association of Local Councils training webinar titled '7 Steps to being a good employer'.

This Councillor training will equip the Council with the best tools to be 'Good Employers'. The course is delivered in two sessions - the first covering the legal requirements of Council employment and the second looking at management, motivation and retention of employees.

The first 60 places subsidised by the LALC/LCC Professional Local Councils project and will cost £30 per person. There are funds available in the training budget for their attendance.

Councillors **resolved** to approve this request.

**3889 Finance****Receipts (for noting)**

Payee	Amount	Details
HMRC	£5,347.31	VAT Return - 01/04/23 - 31/08/23
Myerscough Junior Football Club	£600.00	Pitch hire 2023/24 season

**Payments (for approval)**

Payee	Amount	Details
Lumenata	£414.00	Design fee for QEII playing field lighting scheme
Royal British Legion	£100.00	Donation 2023
Garstang Town Council	£250.00	Donation towards Christmas Lights 2023
Houghtons Filing Station	£102.92	Fuel – September 2023
Armstrongs	£21.72	Oil
Edge IT	£757.86	Annual fee for hosted services – 17/11/23 – 16/11/24
Clarke and Pulman	£36.11	Trimmer line 2.4mm
Clarke and Pulman	£354.00	Replacement battery for hedge cutter
Haldane Fisher	£17.52	Asphalt repair and superglue
Harrison Dury Solicitors	£600.00	Legal services
Amazon	£11.85	Disposable gloves
C&C	£48.06	Paint for memorial gate

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

1. Staff Costs for October	£2,608.30
2. Staff Costs Backpay	£956.53
3. P Hartley (expenses)	£130.38
4. E Millington (expenses)	£9.45
5. LCC Pension	£961.33
6. Towers Gornall	£68.40
7. EE phone contract	£22.80
8. Easy websites	£27.60
9. Charge card fee	£6.00

**Investments**

CCLA investment £41,241.07 at 30th September 2023 (£177.92 reinvested)

CCLA investment £41,409.90 at 31st October 2023 (£168.83 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 September and October statement and reconciliation for CCLA and October statement and reconciliations for Unity current and Unity saver.

**Transfer of Funds**

None.

**Budget Monitoring**

None.

**THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY****3890 Reports from subject leads and outside body representatives****QEII Playing Field**

None.

**LALC Wyre Area Committee**

The last meeting was on the 25<sup>th</sup> October 2023, unfortunately the Police & Crime Commissioner Mr. Andrew Snowden did not attend.

**Catterall Village Hall**

The Village Hall remains as busy as ever. There is a small leak in the roof, where the new and old parts of the Village Hall join, quotes are being sought for repair.

**Catterall Gala**

The Gala Committee will next meet in January 2024.

**3891 Clerk's report**

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

**3892 Action Tracker**

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

**3893 SPID Report**

Councillors **noted** the information contained in the SPID report from LC21 Garstang Road (northbound) and that this information is shared with the police and is available on Catterall Parish Council's website.

**3894 Questions to councillors**

Cllr S Bulman read out a letter from 1<sup>st</sup> Catterall Rainbows. For Parliament Week, they have been learning about government including the role of Parish Councils. The Rainbows had also completed a survey of Queen Elizabeth II Playing Field, Catterall and gave the parish council feedback. The Parish Council will write back.

Cllr J Mackenzie asked if there is an update regarding the portrait of His Majesty The King that public authorities are eligible to apply for, minute 3797 refers. This scheme is expected to open in January 2024.

There being no other business the Chair closed the meeting at 8:05pm.