



CATTERALL PARISH COUNCIL

Minutes of the Parish Council meeting held on 4th November 2025 at 7:00pm at Catterall Village Hall

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

In Attendance: E Millington (Clerk and RFO), LCC Cllr J Tomlinson and Wyre Cllr D Swift.

4287 Apologies for absence

Apologies for absence were received from Cllr J Finch and the reason accepted.

4288 Declarations of interest and dispensations

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

4289 Minutes of the last meeting

Councillors **resolved** that the minutes of the meeting held on 7th October 2025 be agreed as a correct record.

4290 Minutes of the last personnel committee meeting

Councillors **resolved** that the minutes of the personnel committee meeting held on 7th October 2025 be agreed as a correct record.

4291 Public Participation

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

Wyre Cllr D Swift has been asked by Claughton Parish Council to give his support to their objection to planning application 25/00711/ADV for 'Advertisement consent for an internally illuminated totem sign for the McDonald's restaurant' at the Land Off Garstang Bypass Road, Claughton-on-brock, PR3 0PU. Catterall Parish Council agreed to also send a letter of concern as to the height and suitability of an illuminated sign at this location.

The ongoing temporary traffic lights in Barton were raised with LCC Cllr J Tomlinson. There have been different sets of temporary traffic lights in Barton for many months which leads to tailbacks. The council was advised that this is likely to be a long term issue with so much house building going on in the area. However in 2026, a new system of pay per day road rental is going to be introduced to encourage companies to work faster and smarter.

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

4292 Myerscough Juniors football pitch hire fee

Myerscough Juniors Football Club play on Queen Elizabeth II Playing Field, Catterall on a Saturday and Sunday morning between September and early May. Last year Myerscough Juniors were charged £600.00 to use the pitch on a Saturday morning for the 2024/2025 football season.

Councillors **resolved** to charge £1,000 for use of the field on a Saturday and Sunday for the 2025/26 period.

4293 Christmas Tree Risk Assessment 2025

Councillors reviewed and **resolved** to accept the Christmas Tree Risk Assessment for 2025.

4294 Training request - Whistlestop tour for new councillors and clerks – Cllr K O'Hanlon

All new councillors are asked to attend an introductory training session. Cllr K O'Hanlon has been enrolled on the LALC 'Whistlestop tour for new councillors and clerks' webinar on Tuesday 13th January 2026 at a cost of £35.00.

Councillors **resolved** to approve this training request.

4295 2026/27 Budget

The second draft of the budget for 2026/27 will be considered at the December meeting. To date, the following projects have been proposed and included in the first draft of the budget.

a) Improvements to QEII access at memorial gates– £2,000.00

The memorial gate access to the playing field has hardcore under the grass to make it easier for vehicles driving onto the playing field. This hardcore stops 5 meters short of the perimeter path. If there is damage to the entrance to the playing field, it tends to be straight after the hardcore section. It has been proposed that the hardcore is extended to the perimeter path, or ground protection rubber matting be installed.

Councillors **resolved** to include the project above in the 2026/27 budget.

Councillors resolved to earmark the follow reserves in the 2026/27 budget;

a) Play area refresh (CCLA) - £76,627.40

The Parish Council historically adds an additional £15,000 to this each year.

Councillors **resolved** to add a further £15,000 to this reserve in 25/26.

b) Lighting on the playing fields - £10,000.00

c) Nativity scene/crib - £1,000.00

d) Youth shelter demolition - £4,500.00

e) Memorial project - £10,000.000

f) Catterall signs - £4,000.00

g) Information Boards - £5,000.00

Any additional projects should be submitted by the 16th November 2025 for inclusion.

4296 Finance

Receipts (for noting)

Payee	Amount	Details
Ruby Hill	£5.00	Donation to Catterall in Bloom

Lancashire Couty Council	£500.00	Champion for Parishes grant towards Old Lancaster Road noticeboard
--------------------------	---------	--

Payments (for approval)

Payee	Amount	Details
Edge IT Systems	£819.42	AdvantEDGE – 5 year contract. Year 5 of 5
R D Parker	£85.50	PAT testing
Garstang Town Council	£250.00	Contribution towards the Christmas Lights in Garstang 2025 – minute 4277 refers
J Bostock	£55.02	Christmas Light Switch On – Mulled Wine
Houghtons Filing Station	£93.89	Fuel – October 25
Haldane Fisher	£29.66	Catterall in Bloom – timber post
M Newton	£93.98	Catterall in Bloom – bedding plants, mulch, North West in Bloom tickets

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

- | | |
|---------------------------------------|-----------|
| 1. Staff Costs for September | £2,905.71 |
| 2. LCC Pension | £1,142.44 |
| 3. Easy websites | £36.96 |
| 4. Bank charges (01/10/25 – 31/10/25) | £9.00 |

Charge card expenses 27/10/25 (for noting)

Payee	Amount	Details
Lloyds	£6.00	Charge card fee
Giffgaff	£8.00	Phone – September 25
Royal British Legion	£100.00	Donation
The Grass People	£92.40	Clover seeds for around little children's play area 3kg
Frank P Matthews	£211.00	Community Orchard
	£119.00	Catterall in Bloom – fruit trees
Society of Local Council Clerks	£2.00	Membership fee increase

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 the accept the October 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.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

4297 Reports from subject leads and outside body representatives

QEII Playing Field

None.

LALC Wyre Area Committee

None.

Catterall Village Hall

The Village Hall AGM will take place on the 25th November.

Catterall Gala

None.

4298 Clerk's report

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

4299 Action Tracker

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

4300 SPID Report

Councillors **noted** the information contained in October 2025 SPID report from Cock Robin Lane post (SW bound). This data has been uploaded to the Parish Council website.

The SPID on Garstang Road LC21 (northbound) has been working in October 2025 but the data hasn't been retrieved.

4301 Questions to councillors

It was asked if the police have purchased an e-bike yet, minute 4141 refers. The clerk will contact the police and find out.

There being no other business the Chair closed the meeting at 7:35pm.