



CATTERALL PARISH COUNCIL

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

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

In Attendance: E Millington (Clerk and RFO), LCC Cllr J Tomlinson, Wyre Cllr D Swift and 1 member of the public.

4267 Apologies for absence

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

4268 Declarations of interest and dispensations

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

4269 Minutes of the last meeting

Councillors **resolved** that the minutes of the meeting held on 2nd September 2025 be agreed as a correct record.

4270 Public Participation

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

The member of the public raised an issue with e-scooters on the park that are being ridden very quickly. It was advised that this was something that the parish council have little control over, but if they are being ridden in a dangerous manner, it should be reported to the police.

LCC J Tomlinson drew the council's attention 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 haven't been consulted by Claughton on Brock Parish Council have been consulted and responded.

LCC J Tomlinson has received an email from highways stating that the railings outside the cottages on Garstang Road, by the Joe Lane junction, will be repaired in October 2025. These railings were damaged by a car in April 2024 .

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

4271 Catterall in Bloom – Peace Garden

The Peace Garden adjacent to the car park has become quite overgrown and the laurel bushes are in a particularly poor condition due to excessive shade and dry soil. Catterall in Bloom would like to remove the laurel and then plant spring and autumn

flowering bulbs and dry shade tolerant perennials such as ferns, pulmonarias and snowdrops. To give plants the best chance, Catterall in Bloom would like to raise the soil level slightly. This will be done behind a sleeper to prevent soil going onto the car park.

Councillors **resolved** to approve this request.

4272 MUGA screening hedge

The face of the hedge that screens the MUGA from the houses on Meadowcroft Avenue is cut annually. The parish council's previous contractor is no longer providing this service. This hedge has now grown very tall and is currently neither a line of trees nor a hedge.

Councillors **resolved** to reduce the height of the hedge to its previous height.

4273 SPID

Catterall Parish Council currently has four SPID batteries; however the original two batteries require replacement as the charge lasts less than 24 hours. A new batteries costs £110.00 (net). The Lengthsman is struggling to keep both SPIDs working at all times without a spare battery to charge. Ideally the Parish Council needs two new batteries, although one new battery would suffice.

The clerk has been unable to download the data from the 30mph Garstang Road SPID for five months. The speed reader still works and shows the speeds of the vehicles as they pass.

An assessment of the broken SPID by Traffic Technology is £125.00 (net). Last time the SPID was in for repair a minor repair cost an additional £175.00 (net).

As previously discussed, the SPID could be taken to a local electronics repair company.

An identical new SPID with a battery costs £2,198.00 (net).

Councillors **resolved** to purchase a new SPID and additional battery.

4274 Lancashire Parish and Town Council Conference and LALC AGM - 1st November 2025

The annual Lancashire Parish and Town Council Conference will take place on the 1st November 2025. Attendance is in person or via Microsoft Teams. This will be a chance to meet cabinet members of the new administration and plenty of time will be given for Q&As. For in person attendees there will also be a number of information stands with staff on hand during breaks and lunch. The programme will be announced shortly.

The Lancashire Association of Local Councils (LALC) AGM will be held in the afternoon, following the conference in the morning. Lunch will be available for everyone in between the two events. Attendance at the LALC AGM is in person only.

Councillors **resolved** that Cllr Kirkman would attend via Teams.

4275 Remembrance Sunday – 9th November 2024

Catterall traditionally holds a short Remembrance Sunday service at the memorial garden on Cock Robin Lane at 2pm to allow residents to lay their wreaths. Rev Wilkinson can be in attendance.

Councillors **resolved** to hold the service.

A representative of Catterall Parish Council is to lay a wreath at St Helen's Church, Churchtown at 11am.

4276 Donation to the Royal British Legion 2025

Councillors **resolved** to donate £100 to the continuing work of the Royal British Legion.

4277 Garstang Christmas lights 2025

The following message has been received from Garstang Town Council.

"As you are aware, Garstang Town Council, is now responsible for all aspects of the Christmas Lights (except fundraising which is to be undertaken by the Garstang Christmas Lights Appeal Group).

The Town Council continue to work closely with the Christmas Lights Group Appeal Group and especially the Chair, Mr Damian Carr, to ensure that the 2 organisations come together for the benefit of the town.

As mentioned last year, the Town Council undertook a tender process for the 5 year contract period 2023 - 2028; the total cost of the Christmas Lights is £93,380 net of VAT (£825 in Non-recurring costs and £18,511 per year).

The annual cost of the annual cost of the lights has also been met by generous grants from Wyre and Garstang Town Council and Garstang Town Trust, alongside the fundraising and collections from businesses to raise the shortfall.

Over the past couple of years it has been challenging for many businesses and our collections from them have understandably been reduced.

The contributions we have received from parish council's have been invaluable for the continuation of the Christmas Lights and it is the same again for the 5 year contract period as costs have increased.

Therefore, please could I ask if your Parish Council would consider giving a financial donation towards the Christmas lights once again this year?

As always, any amount you would be able to give would be very gratefully received by the Town Council and would help bring festive cheer to all our local communities.

May the Town Council take this opportunity to invite you to the Big Switch on! Garstang's Christmas Lights will be switched on at 6.30pm, at Cherestanc Square (yet to be confirmed by Wyre Council) on Monday 24th November 2025. Please join us for some festive fun. The event will include Christmas carols, live music and entertainment. We hope to see you there."

Councillors **resolved** to donate £250.00 towards Garstang Christmas lights 2025.

4278 Training request – Public procurement for parish councils

It was identified at the Clerk's appraisal that it would be useful to get more information on public procurement and how the procurement process will affect Catterall Parish Council. Society of Local Council Clerks are holding a virtual training session on Public procurement for parish councils on the 25th November 2025 at a cost of £60.00 (net). There are funds available in the training budget to cover the Clerk's attendance. Councillors **resolved** to approve this training request.

4279 2026/27 Budget

The draft budget for 2026/27 will initially be considered at the November meeting. The costs of projects that councillors might wish to undertake need to be calculated by the 26th October and sent to the clerk.

Councillors are asked to put forward ideas for projects to be funded from next year's budget.

4280 Planning

Planning Applications for consideration and comment:

Application # 25/00702/FUL

Proposal: Extension to existing building to provide enclosure and cover to existing handling yard.

Location: Roe Farm House Catterall Lane Catterall Preston Lancashire

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

4281 Finance

Receipts (for noting)

Payee	Amount	Details
Unity Trust Bank	£329.11	Bank interest
Lancashire County Council	£257.90	Grant for community orchard
EE Mobile	£18.32	Refund on cancellation of phone contract
Ruby Hill	£70.00	Donation to Catterall in Bloom

Payments (for approval)

Payee	Amount	Details
HMRC	£2,349.41	Quarter 2
Society of Local Council Clerks	£188.00	Annual membership fee
Society of Local Council Clerks	£72.00	Public procurement for parish councils training course – 25 th November 2025 (E Millington)
Playdale Playgrounds	£561.28	Gate spring replacement and wet pour repair
Amazon	£35.67	Hi viz jacket and disposable gloves
Amazon	£27.25	Garden tiller
Amazon	£65.92	Root grow, seeds, seed shaker and disposable gloves
Printmob	£45.70	2x1m Christmas Light Switch On banner
Edge IT Systems	£925.34	Microsoft 365 annual fee – 17/10/25 to 16/10/26

Morley's Group Ltd	£990.00	Grass cutting – 31/07/25, 14/08/25, 25/08/25, 10/09/25 & 25/09/25
Houghtons Filing Station	£119.05	Fuel – September 25
Flagpole Express (PH expenses)	£26.94	Winch handle
C&C Supplies	£11.99	Catterall in Bloom - weed control roll
Laburnum Nurseries	£73.68	Catterall in Bloom – violas, hellebore, heuchera and hostas
M Newton	£233.60	Catterall in Bloom – bulbs

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

1. Staff Costs for September	£2,905.51
2. LCC Pension	£1,142.44
3. Towers Gornall	£68.40
4. EE phone contract	£26.17
5. Easy websites	£36.96
6. P Hartley (mileage)	£9.45
7. Bank Charges (01/09/25 – 30/09/25)	£8.40
8. CHQ Charges (04/06/25 – 03/09/25)	£1.20

Charge card expenses 26/09/25 (for noting)

Payee	Amount	Details
Lloyds	£6.00	Charge card fee
Giffgaff	£8.00	Phone – September 25
Npower	£80.16	Electricity for Christmas trees – 27/11/24 to 04/01/25

Investments

CCLA investment £76,361.44 at 31st August 2025 (£273.16 reinvested).

CCLA investment £76,627.40 at 30th September 2025 (£265.96 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 August statement and reconciliations for CCLA and the September statement and reconciliations for Unity Trust current, Unity Trust saver, Redwood and CCLA.

Transfer of Funds

Councillors **resolved** to approve a transfer of £10,000 from Unity saver to Unity current.

Budget Monitoring

Councillors **resolved** to accept the budget update date 30/09/2025.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

4282 Reports from subject leads and outside body representatives

QEII Playing Field

None.

LALC Wyre Area Committee

A meeting of Wyre Area Committee was held on the 24th September. Wyre Council's Assistant Director of Environment briefed the committee on upcoming changes to waste collection, focusing on the weekly food waste collection commencing in April 2026.

Catterall Village Hall

Following on from occasions where the Village Hall has been left in a poor state, it has been made clearer in the booking conditions what is meant by 'clean and tidy' at the end of a hire period.

The Village Hall AGM will take place at the end of November.

Catterall Gala

A fundraising Halloween event is being held in Catterall Village Hall on the 26th October.

4283 Clerk's report

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

4284 Action Tracker

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

4285 SPID Report

Councillors **noted** the information contained in September 2025 SPID report from Baylton Drive (SW bound). This data has been uploaded to the Parish Council website. The SPID on Garstang Road LC23 (southbound) has been working in September 2025 but the data hasn't been retrieved.

4286 Questions to councillors

None.

There being no other business the Chair closed the meeting at 7:50pm.