



CATTERALL PARISH COUNCIL

Minutes of the Parish Council meeting held on 1st September 2026 at 7:00pm at Catterall Village Hall

Present: Cllrs I Brayshaw (Chair), J Bostock, S Bulman, J Finch, S Kirkman, J Mackenzie and P Perks.

In Attendance: E Millington (Clerk and RFO) and four members of the public.

4452 Apologies for absence

Apologies for absence were received from Cllrs K O'Hanlon and L Ormerod and the reason accepted.

4453 Declarations of interest and dispensations

As members of Catterall Village Hall committee, Cllrs J Bostock, J Finch and S Kirkman declared significant non pecuniary interest in minute number 4462 and offered to leave the room for the discussion of this item.

4454 Minutes of the last meeting

Councillors **resolved** that the minutes of the meeting held on 4th August 2026 be agreed as a correct record.

4455 Public Participation

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

Members of Catterall in Bloom shared there initial ideas for a sensory garden in the place of the old youth shelter. As this would be a big project, initial planning will take place over the winter and in 2027. Work would start in 2028.

Catterall in Bloom also shared how pleased the RHS judges were that the Parish Council has stopped weed spraying on the playing field.

Catterall Parish Council has been concerned about the amount of parking on Westfield Road, Cloughton on Brock, for a number of years on the grounds of road safety and the displaced HGV's using the weight restricted Joe Lane and Cock Robin Lane as an alternative route. LCC Cllr J Tomlinson shared the news that a consultation on painting double yellow lines on Westfield Road will be take place soon.

The overgrown hedges on the east side of the A6 was raised with LCC Cllr J Tomlinson, in particular the Joan Lane and Cock Robin Lane junctions and the overgrown layby.

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

4456 Christmas Light Switch On Event – 29th November 2026

Catterall Parish Council resolved to hold the 2026 Christmas Light Switch On event on

Saturday 29th November and approved the booking of Darrel Edwards for sound and event support and the Singspiration Community Choir.

Councillors **resolved** to form a working party of Cllr Bulman and Cllr Bostock to deliver this year's event and to selected Catterall Gala as the local group to receive any donations given.

The 26/27 budget includes £1,000 for the Christmas event which includes the purchase of Christmas trees, electricity for the tree lights in December, and the sound and event support

Last year's budget of £350 was sufficient to deliver the event, with mulled wine, hot drinks, mince pies and children's craft activities.

Councillors **resolved** to approve a budget of £350 to deliver the event in 2026.

4457 Fitness Equipment

A piece of fitness equipment, the Air Walker SD120s, on Queen Elizabeth II Playing Field has broken. Streetscape, the company that installed the fitness equipment, no longer supplies this model of equipment and we are unable to repair or replace the damaged part.

The air walker was purchased in 2018 at a cost of £1,420. A replacement could be purchased for a similar cost, although it would be a different brand to the other fitness equipment.

The fitness equipment on the playing field requires replacement handle grips and signage every year or two. Now Streetscape have stopped supplying this range of fitness equipment, the parish council has been unable to purchase replacement handle grips and signs. Adequate handle grips were purchased this year from Amazon.

Councillors **resolved** to remove the Air Walker.

4458 Catterall in Bloom – Replacement of timber framed bed

Members of Catterall in Bloom have been looking at the condition of the timber framed bed to the left of the park entrance. It has become quite rotten at ground level and they feel that it won't last through another winter, particularly if it is very wet.

We would like to make a new bed from sleepers before the end of the year, similar to the one now at the Peace Garden. It would be one sleeper high at the front and 2 sleepers high at the back to accommodate the slope towards the hedge. This would mean a slightly different footprint, but it would not deviate too much from the existing one.

We would replant with a selection of perennials and shrubs, and the new lower bed would enable the plants to develop deeper roots thereby saving on watering. The bed on the right is ok for the moment, but we could replace that in the future if it proved necessary

Councillors **resolved** to approve this request.

4459 Completion of the limited assurance review for the year ended 31 March 2026

PKF Littlejohn LLP have completed the review of the Annual Governance and Accountability Return (AGAR) for Catterall Parish Council for the year ended 31 March 2026. The report attached states that *"On the basis of our review of Sections 1 and 2*

of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

Councillors **resolved** to approve and accept the review statement from PKF Littlejohn LLP.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- a) Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements.
- b) Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- c) Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- d) Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

The RFO will fulfil these actions.

4460 Review of Effectiveness of Audit Internal Controls 2026/27

Councillors **resolved** to accept the Effectiveness of Internal Control v1.0 document, which reviews audit and internal controls.

4461 Appointment of Internal Auditor 2026/27

Councillors **resolved** to appoint Miss A May as internal auditor for 2026/27 at a cost of £250.00.

4462 Loan in Principle - Request from Catterall Village Hall Committee

Catterall Village Hall is in the process of applying for a Community Infrastructure grant from Wyre Council for a new roof and for extending the number of solar panels and installing battery storage.

There is no information on how the grant (if we were successful) would be paid. Some grants awarders give you the money up front with a clawback clause if the total amount isn’t spent whereas others require the recipient organisation to pay the invoice(s) and submit a grant reclaim form. The Secretary wrote to Wyre Council on 14 August to ask how any grant would be paid but, despite a reminder sent on 21 August, no response had been received at the time of writing.

Catterall Village Hall is a small charity and would not have sufficient funds to pay invoices of the amounts involved in the application and to then reclaim the grant. The specification for the work is currently out to tender with a closing date of 5pm on 2 September and the precise costs will not be known until the closing date but is estimated to be between £40,000 and £50,000.

I am therefore writing to ask whether the Parish Council would consider agreeing to a loan in principle if this situation did arise. The loan would be backed by a firm grant offer from Wyre Council.

Should a firm grant offer be received from Wyre Council, Councillors **resolved** in principle to loan Catterall Village Hall the necessary funds to repair the Villag Hall roof, with the funds repaid as soon as the grant funding was received.

4463 Planning Applications for consideration and comment:

Application # 26/00664/FUL

Proposal: Erection of a front porch, rear/side extension, detached outbuilding with BBQ store, new garden gate, and associated alterations including new cladding and rooflights.

Location: 1 Roe Barns Catterall Lane Catterall Preston Lancashire

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

4464 Finance

Receipts (for noting)

None.

Payments (for approval)

Payee	Amount	Details
Fletchers Gardens & Driveway Ltd	£4,968.00	Removal and disposal of shelter, turf and tarmac path (quote accepted minute 4210)
Society of Local Council Clerks	£200.00	Membership fee – 2026/27
PKF Littlejohn LLP	£504.00	Limited assurance review 25/26
T Hoyles	£115.00	Catterall in Bloom - water bowser battery
J Grant	£57.91	Catterall in Bloom – Plants and crockery for judging
J Grant	£ 228.50	Catterall in Bloom – plants for pocket park
M Newton	£112.52	Catterall in Bloom – flower information boards, refreshments, stationery, plants

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

1. Staff Costs for August	£3,172.59
2. LCC Pension	£719.81
3. Easy Websites	£36.96
4. Bank charges (01/08/26 – 31/08/26)	£8.80
5. P Hartley – mileage	£3.85

Charge card expenses 26/08/26 (for noting)

Payee	Amount	Details
Lloyds	£6.00	Charge card fee
Giffgaff	£6.00	Phone – July 2026
Southgate Global	£73.54	Bin bags

Investments

CCLA investment £94,248.84 at 31st July 2026 (£295.70 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 July statement and reconciliations for CCLA and the August statement and reconciliation for Unity current, Unity saver and Redwood.

Transfer of Funds

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

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

4465 Reports from subject leads and outside body representatives

QEII Playing Field

None.

LALC Wyre Area Committee

Next meeting will be on the 30th September 2026.

Catterall Village Hall

Catterall Village Hall committee are still getting quotes for the new Village Hall roof. Some tenders have come in and will be decided upon following the deadline on the 13th September. The grant application will then be submitted. Minute 4462 refers.

Catterall Gala

None.

4466 Clerk's report

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

4467 Action Tracker

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

4468 SPID Report

Councillors **noted** the information contained in August 2026 SPID report from Joe Lane(southwest bound) and Garstang Road LC48 (southbound). This data has been uploaded to the Parish Council website.

4469 Questions to councillors

None.

There being no other business the Chair closed the meeting at 8:20pm.