



CATTERALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 2 August 2022 at 7pm at Catterall Village Hall

Present: Cllrs I Brayshaw (Chair), J Finch (Vice-Chair), J Bostock, S Bulman, S Kirkman, J Mackenzie and D Sharples

In Attendance: Emma Millington (Clerk and RFO Designate)

3578 Apologies for Absence

Apologies for absence were received from Cllr P Perks and the reason accepted.

3579 Declarations of Interest and Dispensations

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

3580 Minutes of the Last Meeting

Resolved: that the minutes of the meeting held on 5 July 2022 be agreed as a correct record.

3581 Public Participation

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

LCC and Wyre Councillor Shaun Turner reported that he had become aware of the damage to the MUGA and to some of the anti-social behaviour happening in the village. He stated that such incidents were being widely reported and he would make contact with the Police and Crime Commissioner who had made anti-social behaviour one of his priorities. He reported that he had been contacted about the closure of the A6 end of Cock Robin Lane for works to connect the new properties to the drainage network and about the state of Joe Lane which was now being used more as a result of the closure. Cllr Liz Webster had circulated a letter received from Highways stating that Joe Lane would be resurfaced once all the properties on that estate had been built and this was on track for 2023. He further reported that the parking problems on Westfield Road seemed to have been addressed for the time being but councillors raised concerns that parking was starting to happen again.

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

3582 Internal Audit Report 2021/22

The Internal Auditor has concluded the internal audit for the Parish Council for the financial year 2021/22. The internal audit report contains a number of recommendations and proposed actions to address those recommendations.

Councillors **resolved** to note the internal audit report and to agree the actions identified.

3583 Jubilee Seat

Councillors noted that the commemorative seat to mark the Queen's Platinum Jubilee had now been received and councillors **resolved** to locate it between the fence and the new MUGA near the flagpole.

3584 LCC Public Rights of Way Local Delivery Scheme 2022/23 and Biodiversity Small Grant Scheme

Councillors noted that, in return for a grant of £500 from LCC, the parish council is expected to clear vegetation and look after assets such as way markers, steps and gates on public footpaths. Councillors further noted that, this year, LCC is also inviting town and parish councils to opt in to the Biodiversity Small Grant Scheme which provides a grant of £300 for the parish council to provide nest and bat boxes, feeding stations for birds, create habitats for hedgehogs, bugs etc. Councillors **resolved** to opt in to both schemes.

3585 Leave of Absence

Councillors **resolved** to accept apologies for the September, October and possibly November meetings from Cllr Brayshaw who will be unable to attend as a result of work commitments.

3586 Date of October Meeting

Councillors **resolved** to move the October meeting from 4 October to 11 October in order to accommodate holiday and work commitments.

3587 Office Redecoration

Councillors noted that the Parish Council office is in a poor state of decoration and the flooring is worn through in places. Councillors **resolved** to redecorate the office and to put down new flooring.

3588 Parish Council Phone Contact

Councillors noted that, as the new Clerk will work partly in the office and partly at home, phone arrangements need to be considered. Councillors **resolved** to delegate the task of exploring the available options and costs to the Clerk in consultation with Cllr Kirkman for them to bring a report to the September meeting.

3589 Clerk Training

Councillors **resolved** to agree to the new Clerk attending the virtual training course "New Clerk" run by SLCC at a cost of £15.

3590 Arnold Baker on Local Council Administration

An updated version of the above publication will be published shortly. As this is an essential resource for Clerks, councillors **resolved** to agree to purchase the publication with the estimated cost being in the region of £140 (the discounted cost for LALC members).

3591 Payment to Towers and Gornall Accountants

Councillors noted that, at 7 December 2021 meeting (minute 3456 refers), the Parish Council agreed to pay Towers and Gornall for payroll and pension costs on a monthly basis and a direct debit was set up. For technical reasons the July direct debit payment of £64.80 was not taken and Towers and Gornall have asked for that to be paid by cheque and for the Parish Council to set up a Standing Order for future payments. Councillors **resolved** to pay the monthly cost by cheque until such time as the new bank account with Unity Trust bank is open and to authorise the Clerk and authorised signatories to set up the monthly Standing Order with Unity Trust bank at the appropriate time.

3592 Planning

None received.

3593 Finance**Receipts (for noting)**

Received from	Amount	Details
Lancashire County Council	198.00	Grass cutting
B&S Textiles	100.00	Catterall in Bloom donation
Leach Structural Steel Work	100.00	Catterall in Bloom donation
Pilling Parish Council	24.27	Phone contribution

Payments (for approval)

Payee	Amount	Details
Emma Millington	144.00	ILCA qualification
Emma Millington	15.00	New Clerk webinar
Haldane Fisher	143.31	Wood/screws/cleaner
Colin Cross Printers	54.00	Catterall in Bloom vests
Mrs A Parker	81.03	Catterall in Bloom expenses
Houghton's Filling Station	98.88	Fuel
G Benson	74.40	Printing/bookbinding
C&C Supplies	58.89	Locks and gloves
David Ogilvie Engineering	1434.00	Jubilee Seat
Olive Branch Landscapes	632.02	Grass cutting
J Finch	10.88	Stamps for Parish Council
Towers and Gornall	129.60	July and August payroll
Playsmart UK	2280.00	Hybrid grass under zipwire
J Finch	198.00	Office flooring
H J Stevenson	362.00	Office decorating
P Hartley	1079.80	Salary and expenses

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

LCC Pension	£326.30
Plusnet	£48.71
Easy websites	£ 27.60

Investments

CCLA investment £25,053.23 at 30 June 2022 (£18.10 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 noted that there is no statement of accounts or bank reconciliation this month as the Acting Clerk had not had the time to learn the Edge Finance system. Councillors **resolved** to accept the explanation and to note that the new Clerk will update all records and provide up to date accounting statements for the September meeting.

Transfer of Funds

Councillors **resolved** to agree to transfer £10,000 from the deposit to the current account.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY**3594 Reports from subject leads and outside body representatives****QEII Playing Field**

Cllr Finch reported that the new Multi Use Games Area was up and running and that councillors were aware of the damage done by three adult males who used the surface before it had hardened. This had been reported to the Police and was widely reported through social and print media. The new pedestrian entrance path was installed but many pedestrians weren't using it. Pedestrian marking would be installed when the car park was marked but she asked Cllr Kirkman to advertise the new path on the Parish Council Facebook page.

LALC Wyre Area Committee

Cllr Sharples reported that the meeting held on 27 July had not been well attended and that he and the Chair would be writing out to member parishes to encourage attendance. There had been no guest speaker but Marianne Hesketh, Corporate Director for Communities at Wyre Council, had given an informative report.

Parish Council Facebook

Cllr Kirkman reported that he had posted about the damage to the MUGA and the Cock Robin Lane closure. He would post about the pedestrian access to the playing field.

Blue Plaques

Nothing to report this month.

Catterall Village Hall

Cllr Mackenzie reported that there were a significant number of enquiries for bookings but the hall was being well used and there were not many slots available which enquiries did not always want to accept.

Catterall Gala

Cllr Bulman reported that the Gala Committee had now obtained and placed a container behind the village hall to store their equipment and this would free up space in the container used by the Lengthsman and in the village hall store room. They had been successful in obtaining a Lottery grant of over £9,000. She asked that the Parish Council write to the Gala recognising the successful event they had put on this year and councillors supported the request.

3595 Clerk's report

Councillors noted the information in the clerk's report.

3596 Action Tracker

Councillors noted the information contained in the action tracker.

3597 Questions to councillors

Cllr Mackenzie asked if anyone knew how to report a complaint to the Police as she had been asked the question by a member of the public. Cllr Brayshaw replied that there was an online reporting form for complaints and compliments on the Lancashire Police website.

3598 Exclusion of the press and public

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960 councillors **resolved** to exclude the press and public to discuss legal matters.

3599 Update on Legal Matters

The Acting Clerk updated councillors on two legal matters which have been raised with the parish council. Councillors **resolved** to delegate ongoing procedural matters to the Clerk in consultation with the Chair and/or Vice-Chair

Before closing the meeting Cllr Brayshaw thanked Cllr Finch for all her work as Acting Clerk over the past month.

There being no other business the Chair closed the meeting at 7.50pm.