



CATTERALL PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Tuesday 4th July 2023 at 7:00pm at Catterall Village Hall

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

In Attendance: E Millington (Clerk and RFO), Lancashire County Cllr S Turner, Wyre Councillor David Swift and Wyre Councillor Daniel Bolton

3806 Apologies for absence

No apologies for absence.

3807 Declarations of interest and dispensations

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

3808 Minutes of the last meeting

Councillors **resolved** that the minutes of the meeting held on 6th June 2023 be agreed as a correct record.

3809 Public Participation

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

Lancashire County Councillor Shaun Turner stated that Lancashire County Council are monitoring the dangerous on road parking at the Cock Robin Lane/A6 junction. This may result in parking restrictions being introduced.

Following on from a meeting that the Clerk had with a resident that uses a mobility scooter, the poor state of the pavements and lack of dropped kerbs was shared with Cllr S Turner.

Joe Lane and Moss Lane are both scheduled for resurfacing in August 2023. Cllr S Turner is to find the date for Balyton Drive resurfacing. It was requested that the pavement on Balyton Drive, between Newhaven Drive and Boyes Avenue (south side) is resurfaced at the same time.

Wyre Councillor Daniel Bolton agreed to locate and share Wyre's most recent dog patrol figures for Catterall.

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

3810 Stone Cross Gardens post box

The post box on Cock Robin Lane was put out of order in May 2022 and eventually removed. A replacement post box was installed on Stone Cross Gardens on the 29th

April 2023. This post box came into service on 30th June 2023. Councillors **resolved** to write to the Chairman and Chief Executive of Royal Mail to complain about the length of time it has taken to reinstate a post box and the lack of communication from Royal Mail throughout the process.

3811 Cosy Homes in Lancashire

Cosy Homes is a partnership of 14 Lancashire Local Authorities established in 2013 to help improve the energy efficiency of properties across Lancashire. They have recently been awarded £41million, as part of the government Home Upgrade Grant scheme. With this funding, they aim to install energy efficient measures to approximately 2000 properties over the next two years, to help residents feel warmer and safer in their homes.

Councillors **resolved** to approve the promotion of the scheme with posters on noticeboards and on the website/Facebook.

3812 Bench for the Keepers Wood Way Field (Cllr J Mackenzie)

There are numerous benches on Queen Elizabeth II Playing Field but none on the Keepers Wood Way Field. Residents have asked if a bench can be placed in this location. Councillors **resolved** to consider this request as part of the 2024/25 budget.

3813 Open Spaces Questionnaire

Wyre Council is currently undertaking a study of public open spaces. The Parish Council has been asked to assist with this by completing a questionnaire '*Survey (Parish and Town Councils) – Catterall*'.

Councillors reviewed the survey and **resolved** to submit the response.

3814 Public Right of Way Diversion

Lancashire County Council has received an application to divert parts of the network of public rights of way, in the vicinity of Collinson's PLC, Tan Yard Road, Catterall, PR3 0HP, Ordnance Survey at SD 4900 4299.

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

3815 St Helen's Church appeal

Councillors **resolved** to approve a grant request of £150.00 towards the upkeep of the churchyard from Parochial Church Council of Garstang St. Helen, Churchtown.

3816 Unity Multipay Cards

Unity Trust Bank has partnered with Lloyds Bank to provide a Corporate MultiPay Card. This is a charge card, which enables the cardholder to make purchases and defer payment until the next billing date. The balance is paid in full each month, and payment is taken automatically. There are no interest charges. The cards incur an initial set up fee of £50, followed by a monthly charge of £3 per card.

Limits can be set both per transaction and per month. Based on the expenses claimed by the Clerk and Lengthsman over the past 18 months a transaction limit of £150 and a monthly limit of £400 is suggested. These limits can be amended at any time. This is done in writing and must be signed in accordance with the existing bank mandate or by an existing programme administrator.

The Unity Multipay Card can block spending on certain merchant category groups, such as gambling sites. It would be prudent for the parish council to set up the cards with MCG blocking.

Councillors **resolved** to approve the applications for a Unity Multipay Charge Card for the Clerk and Lengthsman.

3817 Policies for review

Councillors **resolved** to accept the following policies;

- a) Asset Policy V1.0 – new policy
- b) Document Retention and Disposal Policy V2.0 and Appendix A - List of Documents for Retention or Disposal V2.0 – new policy reflecting current legislation.
- c) Vacancy and Co-option Procedures V1.1 – reviewed and reformatted

3818 Planning

Application # 23/00457/FULMAJ

Proposal: Construction of an attenuation basin, installation of an above ground pipe, installation of boundary fencing and temporary and permanent widening of an existing access off the adopted highway (part retrospective)

Location: Land Adjacent To Franklaw

Application # 23/00578/FUL

Proposal: Proposed single storey side extension

Location: Winmara 134 Garstang Road Catterall Preston Lancashire

Councillors **resolved** to offer no objections to these applications.

3819 Finance

Receipts (for noting)

Payee	Amount	Details
Mrs A Parker	£16.00	Duplicate payment – April Barton Grange
Dewlay Cheesemakers	£50.00	Catterall in Bloom
Unity Trust Bank	£355.31	Interest on savings account

Payments (for approval)

Payee	Amount	Details
Laburnum Nurseries Ltd	£497.18	Catterall in Bloom
Houghtons Filling Station	£162.26	Fuel - May and June 2 x Watering Cans
HMA Tree Care	£300.00	Removal of trees at Stone Cross Gardens
Traffic Technology	£150.00	Pre repair inspection service for SPID
Mrs A Parker	£45.98	Plants for the War Memorial
Mrs A Parker	£155.91	Catterall in Bloom
Armstrongs	£50.36	Superclean Resin Solvent and Rotary blade
Amazon	£32.16	Pink Stuff, overalls, disposable gloves
Lancashire County Council	£84.00	Three year licence for lighting

		column attachments (SPID brackets)
HMRC	£1,327.09	2023/2024 Quarter 1
C&C Supplies	£118.45	Gravel, paint, brush
Haldane Fisher	£18.71	WD40 and white spirit
Dagger Electrical	£44.16	Annual PAT Testing
Parochial Church Council of Garstang St Helens	£150.00	Grant towards upkeep of the closed section of churchyard

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

1. Staff Costs for June	£2,505.32
2. P Hartley (expenses)	£18.45
3. LCC Pension	£961.33
4. Towers Gornall	£68.40
5. Plusnet	£40.35
6. Easy websites	£27.60
7. Bank charges (05/03/23 – 03/06/23)	£25.50

Investments

None

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 the accept the May and June bank statement and bank reconciliations for Unity current and the June bank statement and bank reconciliations for Unity saver.

Transfer of Funds

None

Budget Monitoring

Councillors **resolved** to the accept the budget update for 2023/24 dated 27/06/2023 (*Budget update 270623*)

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

3820 Reports from subject leads and outside body representatives

QEII Playing Field

The Northwest in Bloom Judges came to Catterall on 4th July 2023. Cllr Finch and the Clerk joined Catterall in Bloom and the Judges to talk briefly about the partnership between the Parish Council and Catterall In Bloom.

LALC Wyre Area Committee

The next meeting will be 26th July and will have Tom Myerscough from Wyre River Trust as a speaker.

Catterall Village Hall

Cllr S Kirkman stated that the Village Hall is as busy as ever.

Catterall Gala

Cllr S Bulman noted that the date for next Catterall Gala is the 1st June 2024.

3821 Clerk's report

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

3822 Action Tracker

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

3823 SPID Report

Councillors **noted** that the SPID is currently not working and awaiting repair a quote for the repair has been accepted.

3824 Questions to councillors

Cllr J Finch asked if councillors had any objections to the goal posts on Queen Elizabeth II Playing Field, Catterall being repainted. There were no objections.

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