



## **CATTERALL PARISH COUNCIL**

**Minutes of the Parish Council meeting held on 2<sup>nd</sup> July 2024 at 7:00pm at Catterall Village Hall**

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

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

### **4012 Apologies for absence**

No apologies for absence.

### **4013 Declarations of interest and dispensations**

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

### **4014 Minutes of the last meeting**

Councillors **resolved** that the minutes of the meeting held on 4<sup>th</sup> June 2024 be agreed as a correct record.

### **4015 Public Participation**

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

Cllr D Bolton agreed to ask Wyre Council planning about the hedge on the A6 end of Cock Robin Lane, minute 3982 refers. The Clerk will continue to chase Lancashire County Council Highways for assistance with this issue.

The overgrown hedges along the A6 and on Garstang Road, near the Co-op were brought to the attention of Cllr S Turner. Cllr Turner advised that these issues should be reported using the Love Clean Streets app, and then can be chased via Highways District Lead. The landowner will then be contacted about hedge maintenance. From the Parish Council's perspective, contacting Highways District Lead results in varying levels of response, depending on the officer, and frequently no response is received.

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

### **4016 Vacancy in the Office of Councillor for Catterall Parish Council**

Catterall Parish Council currently has two vacancies for the co-option of a Parish Councillor. Councillors **resolved** to publish advertisement and application form on noticeboards, the website and Facebook. A deadline date of the 15<sup>th</sup> September 2024 will be given so that any interviews can take place before co-option on the 1<sup>st</sup> October 2024.

The co-option process will follow that laid out in document '3817c Casual Vacancy in the Office – Procedure'.

#### **4017 Replacement of the youth shelter roof**

The roof of the youth shelter on Queen Elizabeth II Playing Field is in very poor condition and is highlighted annually on our playground inspection report as requiring work. The damage is so extensive that the roof requires replacement, rather than repair.

Councillors **resolved** to accept the estimate of £4,580 for reroofing of the youth shelter with rosewood plastic fascia boards in financial year 24/25. To do so requires funds from the contingency to be reallocated to budget line Queen Elizabeth II Field – Projects.

#### **4018 Request for a hosepipe**

The plants in the flowerbeds on Queen Elizabeth II Playing Field are watered by the Lengthsman in the summer months. This is usually done with a water bowser in a van and a watering can. In some of the recent hot weather the Lengthsman has struggled to bring the van onto the field and has been watering with a watering can. This has been time consuming and impractical. Councillors **resolved** to approve the purchase of a 200m hosepipe, which will be split into 50m sections for easy transportation. The 200m of hosepipe is £106.63 (net) and connectors/spray gun £40.21 (net). This hosepipe will not be left switched on for long periods of time or left unattended.

#### **4019 Rolling of Queen Elizabeth II Playing Field**

The playing field is bumpy along the left-hand side, where vehicles drove onto the playing field at Catterall Gala. Catterall's grass cutting contractor has advised that rolling the field with a field roller on a tractor will make limited difference and will push the bumps elsewhere rather than flatten them. The contractor has quoted for a day's work to remove the worst of the bumps with a vibrating roller. Councillors **resolved** to nature take its course and trust the bumps will level over time.

#### **4020 St Helen's Church donation**

Councillors **resolved** to grant £150.00 to the Parochial Church Council of Garstang St. Helen, Churchtown, towards the upkeep of the closed portion of the churchyard.

#### **4021 Annual review of banking arrangements**

The new Financial Regulations (CPC Financial Regs 2024 - v3.0) accepted at the May 2024 meeting, minute 4005, requires an annual review of banking arrangements. To ensure the continuity of the existing levels of service and support, councillors **resolved** to maintain the existing banking arrangements as below and to add Cllr J Bostock as a signatory to the Unity Trust, CCLA and Redwood accounts and Cllr S Kirkman to the CCLA account.

a) Current account: Unity Trust Bank.

Authorised signatories: Cllrs I Brayshaw, J Finch, S Kirkman and Responsible Finance Officer E Millington.

The current account requires three authorised signatories for any payments to take place, one requisitioner and two to authorise. The individuals identified above as

signatories may, in accordance with the signing rules, sign cheques and give instructions for Standing Orders, Direct Debits and Electronic Payments.

Direct debits are in place for the following organisations

- Lancashire County Council – pension
- Easy Websites – website provider
- EE – Mobile telephone
- Information Commissioners Office (ICO) – Data protection
- Unity Trust Bank – bank charges
- Lloyds Bank – credit card

Standing orders are in place for the following organisations

- Towers and Gornall – payroll services

b) Instant access saving account: Unity Trust Bank.

Authorised signatories: Cllrs I Brayshaw, J Finch, S Kirkman and Responsible Finance Officer E Millington.

The savings account requires three authorised signatories for any withdrawals to take place, one requisitioner and two to authorise.

c) 95 days' notice savings account: Redwood Bank.

Authorised signatories: Cllrs I Brayshaw, J Finch, S Kirkman and Responsible Finance Officer E Millington.

The account requires two authorised signatories for any withdrawals to take place.

d) Investment: CCLA

Authorised signatories: Cllrs I Brayshaw, J Finch and Responsible Finance Officer E Millington.

The CCLA account requires two authorised signatories for any deposits or withdrawals to take place.

e) Credit Card: The Clerk and Lengthsman hold a credit card which is used for internet purchases or when a VAT invoice can't be issued. These cards have a limit of £400.00 each.

Councillors are reminded of the internal controls in place which monitor and check systems to ensure that activities are conducted in a secure and well-ordered manner, to prevent fraud and corruption. These include verification of invoices and two signatures to authorise payments. Invoices are brought to every parish council meeting. Councillors can also ask to see invoices and associated paperwork at any time. There is a monthly bank reconciliation which is presented to Council and bank statements are checked at this time and then signed by the chairman. In line with CPC Financial Regs 2024 - v3.0 the bank reconciliation will be signed by a different councillor once a quarter.

An annual internal and external audit are also undertaken.

#### **4022 Health and safety risk assessments**

2nd Nature Safety Solutions updated Catterall Parish Council's risk assessments in May 2024. These were shared with Councillors via email on the 7th June 2024.

Councillors reviewed and **resolved** to accept the following documents 'Health and Safety Policy v.3', 'COSHH001 - RoundUp ProVantage v2', 'COSHH002 - Wet & Forget v2' and the following Risk Assessments;

- a) GRA001 V2 - Maintaining Grass Verges Adjacent to the Public Highway
- b) GRA002 V2 - Use of Pedestrian Lawn Mowers (Battery & Petrol)
- c) GRA003 V2 - Use of Battery Powered Strimmer
- d) GRA004 V2 - Applying Herbicide using Knapsack Sprayer
- e) GRA005 V2 - Use of Petrol Backpack Leaf Blower
- f) GRA006 V2 - Use of Battery Powered hedge trimmer & edger
- g) GRA007 V2 - Use of Stepladders and Platform steps
- h) GRA008 V2 - Working in Publicly Accessible Areas
- i) GRA009 V2 - Working Near Water
- j) GRA010 V2 - Snow Clearing & Salt Spreading
- k) GRA011 V2 - Use of battery Powered Pressure Washer
- l) GRA012 V2 - Maintenance of Outdoor Play Area Equipment

Councillors noted concerns around the Lengthsman working alone on the riverbank and it was agreed that riverbank work would only be undertaken when the river is low/slow flowing. Also, that the Clerk would be based at the office/playing field whilst the work undertaken to provide assistance as required.

Councillors also noted concerns around flammable items being stored in the container. These will be kept to a minimum and purchased to use rather than stored for future use.

#### 4023 Planning

**Application #** 24/00374/FUL  
**Proposal:** Proposed garage/ store for maintenance  
**Location:** 26 Cock Robin Lane Catterall Preston Lancashire PR3 1YL

**Application #** 24/00482/FUL  
**Proposal:** Proposed erection of single storey rear extension, side triple garage extension with first floor annex and external works to provide flood defences, following demolition of existing single storey outrigger, conservatory and detached garage/annexe building.

**Location:** Riverside 2 Old Lancaster Road Catterall Preston Lancashire PR3 0HN

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

#### 4024 Finance

##### Receipts (for noting)

Payee	Amount	Details
Lancashire County Council	£800.00	PROW and Biodiversity Grant
Wyre Council	£700.00	Catterall in Bloom

**Payments (for approval)**

Payee	Amount	Details
Daggar Electrical Services	£63.36	PAT 2024
Laburnum Nurseries	£550.86	Catterall in Bloom
Laburnum Nurseries	£24.84	Catterall in Bloom
Amazon	£76.47	Paint for gates and goal posts
Amazon	£5.60	Paint kettle
Amazon	£7.76	Paint brush
Amazon	£11.33	Paint brush
Amazon	£15.16	Plastic wallets
Amazon	£14.48	Leaver arch files
Amazon	£5.15	File dividers
Amazon	£8.36	File dividers
Amazon	£9.03	Ring binders
Amazon	£47.75	Gloves and litter picker
C&C Supplies	£408.23	WD40 and pebbles for Stone Cross Gardens
C&C Supplies	£12.83	Tray liners, brush and scraper
Streetscape	£61.20	Replacement handles for fitness equipment x 2
HMRC	£1,534.52	1 <sup>st</sup> Quarter
Agrovista (EM expenses)	£170.34	Grass seed and rake
Wyre Council (EM expenses)	£119.00	Green bin subscription x 3 and additional bin
Amazon (PH expenses)	£12.00	PPE - sunscreen

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

1. Staff Costs for June	£2,707.45
2. LCC Pension	£1,044.55
3. P Hartley (mileage)	£16.65
4. E Millington (mileage)	£2.70
5. Towers Gornall	£68.40
6. Bank charges (05/03/24 – 03/06/24)	£25.50
7. EE phone contract	£22.80
8. Easy websites	£40.92

**Charge card expenses 26/06/24** (for noting)

Payee	Amount	Details
Lloyds	£6.00	Charge card fee
Redbank UK	£307.80	Battery replacement following electrical issues in container
Mower Magic	£25.56	Mower blade
Agrovista	£361.94	Soil/sand mix – 2 tonne

**Investments**

CCLA investment £57,699.91 at 31st May 2024 (£182.24 reinvested and £15,000 deposited)

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 May statement and reconciliation for CCLA and the June statement and reconciliations for Unity current, Unity saver and Redwood. In line with Financial Regulation 2.6, Cllr S Kirkman signed and dated the bank reconciliations above.

### **Transfer of Funds**

Councillors **resolved** to approve a transfer of £5,000 from Unity saver to Unity current to cover payments.

### **Budget Monitoring**

None.

## **THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY**

### **4025 Reports from subject leads and outside body representatives**

#### **QEII Playing Field**

The dog warden has been seen on the playing fields on a couple of occasions in June 2024.

A young person has been seen climbing on the roof of the gazebo, however the structure is not suitable for climbing. A 'no climbing' sign will be affixed to the gazebo.

#### **LALC Wyre Area Committee**

The next meeting will be on 31<sup>st</sup> July 2024 and will have Lancashire County Council Parish Champion as a speaker.

#### **Catterall Village Hall**

At the last meeting the pricing policy was revised, and a decorating schedule agreed.

#### **Catterall Gala**

Following the huge success of Catterall Gala this year, the Gala Committee wish to build on the success in 2025 and will be seeking more volunteers. Selection of Gala Queen will also be brought forward in 2025.

#### **4026 Clerk's report**

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

#### **4027 Action Tracker**

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

#### **4028 SPID Report**

Councillors **noted** the information contained in the June 2024 SPID report from Garstang Road (Southbound).

This data has historically been shared with a Police Traffic Management Officer and Road Safety Analyst. However, they no longer wish to receive this data.

The new Garstang, Poulton and Over Wyre Sergeant Elliot Jones will be sent a copy of the data and the Lancashire Road Safety Partnership contacted. The data has also been uploaded to the Parish Council website.

**4029 Questions to councillors**

None.

There being no other business the Chair closed the meeting at 8:18pm.