



## **CATTERALL PARISH COUNCIL**

### **Minutes of the Annual Parish Council meeting held on 7<sup>th</sup> May 2024 at 7:00pm at Catterall Village Hall**

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

**In Attendance:** E Millington (Clerk and RFO), Lancashire County Council Cllr Shaun Turner, Wyre Cllr David Swift and one resident.

A moment of silence was observed in memory of the late Councillor David Sharples. Dave held a long record of public service, including 40 years as Catterall Parish Council, 38 years LALC Wyre Area Secretary, Mayor of Wyre in 2001 and chair of governors at Kirkland and Catterall St Helen's CE Primary School.

#### **3977 Election of Chair and Vice-Chair**

Councillors **resolved** to elect Cllr I Brayshaw as Chair of Catterall Parish Council for one year. Under the Local Government Act 1972 (83(4)) the Chair signed the Declaration of Office.

Councillors **resolved** to elect Cllr J Finch as Vice-Chair of Catterall Parish Council for one year.

#### **3978 Apologies for absence**

Apologies for absence were received from Cllrs J Finch and S Kirkman and the reason accepted.

#### **3979 Declarations of interest and dispensations**

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

#### **3980 Minutes of the last meeting**

Councillors **resolved** that the minutes of the meeting held on 2<sup>nd</sup> April 2024 be agreed as a correct record.

#### **3981 Minutes of the personnel committee meeting**

Councillors **resolved** that the minutes of the meeting held on 18<sup>th</sup> April 2024 be agreed as a correct record.

#### **3982 Public Participation**

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

Councillors shared their concerns with LCC Cllr S Turner about the speed of vehicles on Garstang Road. There have been three accidents on Garstang Road in the past couple of months, one sadly resulting in a fatality, one destroying a bus stop and telegraph pole and the third destroying metal railings. The Parish Council are unaware if speed was a contributing factor to any of these accidents. But it is alarming that only

52% of vehicles traveling on Garstang Road in April were driving at, or under, the speed limit. Cllr S Turner agreed to contact Highways with speed data. A community speed watch can be requested.

LCC Cllr S Turner agreed to contact Lancashire County Council Highways about the hedge planted on the end of Cock Robin Lane, near the A6 junction. This hedge has been planted on a former grass verge and when fully grown will obscure sightlines, making the junction more dangerous. Given the hedges proximity to the kerb and to the A6 junction, it will be extremely difficult to prune and maintain.

LLC Cllr S Turner gave an update on the canal towpath project. It is progressing slowly with the Canal and Rivers Trust. It is unlikely that the whole project will be completed this year, as a study needs to be undertaken as to the work required. A section of towpath improvements should be completed this year using the Shared Prosperity Funding. This funding must be spent this year. The first area to be improved is likely to be the stretch between Barton Grange and Town Croft Farm.

Wyre Cllr D Swift was asked for an update on planning application 23/01219/FULMAJ - Proposed mixed-use development on Land Off Garstang Bypass Road, Claughton-on-brock, minute 3931 refers. This application is unlikely to go before Wyre Planning until the summer.

Apologies were received from Wyre Cllr D Bolton.

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

### **3983 Dates for future parish council meetings**

Catterall Parish Council meets at 7pm on the first Tuesday of the month at Catterall Village Hall. Councillors **resolved** to approve the following meeting dates for 2024/25;

4th June 2024	2nd July 2024	6th August 2024
3rd September 2024	1st October 2024	5th November 2024
3rd December 2024	7th January 2025	4th February 2025
4th March 2025	1st April 2025 (following the Annual Meeting of the Parish)	
6th May 2025 (Annual Parish Council Meeting)		

### **3984 Appointment to committees**

Catterall Parish Council has one committee, the Personnel Committee. Councillors **resolved** that the members of the committee are Chair, Vice-Chair Cllr S Kirkman and Cllr P Perks as members of the committee.

### **3985 Appointment to outside bodies/lead councillors**

Councillors **resolved** to accept the representatives to outside bodies and lead councillors listed below.

- a) **Catterall Village Hall**  
Cllr J Bostock
- b) **Catterall Gala**  
Cllr S Bulman
- c) **Wyre Area Lancashire Association of Local Councils**  
Cllr J Bostock, S Bulman and Cllr J Finch

- d) **Defibrillator**  
Cllr S Bulman
- e) **Tree Wardens**  
All councillors
- f) **Planning Ambassador**  
Cllr I Brayshaw

### **3986 Annual Governance and Accountability Return 2023/24**

- a) Section 1 – Annual Governance Statement of the Annual Return for the year ending 31 March 2024 (attached).  
Councillors considered statements 1 to 9 and confirmed that they agreed to the statements. Councillors **resolved** that Section 1 was completed and signed by the Chair and the Clerk.
- b) Section 2 – Accounting Statements 2023/24 (attached). Section 2 has been prepared and signed by the Responsible Financial Officer (RFO/clerk) as confirmation that the accounts have been prepared on a receipts and payments basis. Once approved by resolution of the full council, the form is signed and dated by the chair to confirm that the accounts have been approved by the council. Councillors are asked to approve section 2.  
Councillors **resolved** to approve Section 2.
- c) Councillors **noted** that the RFO will publish the 'Notice of Public Rights' and facilitate any requests to exercise these rights between Monday 3rd June – Friday 12th July 2023.

### **3987 Internal audit and actions**

The internal audit was completed in April 2024 by A. May, attached "*Catterall Internal audit JPAG 2024 - Action Plan*". Councillors **resolved** to accept the Internal Audit report and the proposed actions.

### **3988 Savings account**

The Financial Services Compensation Scheme will automatically compensate Catterall Parish Council if money is held with a UK authorised bank, building society or credit union that fails. The limit is up to £85,000 per bank, building society or credit union. At some points in the year Catterall Parish Council holds more than £85,000 in Unity Trust, across both the current and savings account. It would be beneficial to move the contingency reserve of £39,000 and the free reserves to support budget of £24,000 to a new account as soon as possible.

Councillors **resolved** to open a 95 Day Business Saving Account with Redwood Bank. Signatories will be Cllrs I Brayshaw, J Finch and S Kirkman and the RFO E Millington.

### **3989 Insurance**

The Parish Council insurance is due for renewal for the period 2<sup>nd</sup> June 2024 to 1<sup>st</sup> June 2025. A quote has been received of £4,049.28, an increase of £481.25 from last year. With an ongoing claim, the Clerk is unable to seek additional quotes and the Parish Council will be required to stay with Hiscox, via Gallagher.

Councillors requested that a two-year quote is sort to see if it will reduce the cost. Councillors **resolved** to delegate acceptance of a quote to the Clerk in consultation with the Vice Chair.

**3990 Health and Safety Policies**

2nd Nature Safety Solutions compiled the Health and Safety policies for Catterall Parish Council in January 2022. These policies are due for renewal and update, as well as a couple of COSHH assessments to review. A quote of £1000 + VAT has been provided for the update, for the 2.5 days work (including site visit). The proposed dates are 29th, 30th & 31st May.

Councillors **resolved** to approve a health and safety policy update conducted by 2nd Nature Safety Solutions.

**3991 Royal Mail post in Catterall**

Over the past couple of months, post from Royal Mail appears to have been delivered with decreasing frequency. Many residents have reported only receiving post once or twice a week and post being delivered to incorrect addresses. Councillors **resolved** to contact Royal Mail on the behalf of residents.

**3992 Planning****Application # 24/00262/FUL**

**Proposal:** Proposed erection of single storey rear extension with creation of rear dormer; extension of existing garage; reduction of 2 x windows, pitched roof and enlargement of dormer and installation of 2 x velux windows and porch/overhang to front elevation; removal of 1 x window, reduction of 1 x window and addition of 1 x window to side (north east) elevation.

**Location:** 9 Baylton Drive Catterall Preston Lancashire PR3 0EA

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

**3993 Finance****Receipts (for noting)**

Payee	Amount	Details
Wyre Council	£103,500	Precept 24/25

**Payments (for approval)**

Payee	Amount	Details
Wyre Council	£122.65	Poll expenses 23/24
LALC	£515.19	Subscription 24/25
Houghtons Filling Station	£73.01	Fuel – March 24
Houghtons Filing Station	£315.41	Fuel – April 24 - £111.53 Catterall in Bloom - £203.88
Towers + Gornall	£24.00	Completion of year end 23/24 and P60's
Miss A May	£200.00	Internal audit fee 23/24
Amazon	£20.97	Hi Vis waistcoat
Amazon	£23.87	Disposable gloves
Forest and Arb (PH expenses)	£138.50	Husqvarna QC500 500W Battery Charger
C&C Supplies	£17.57	Box of screws
Mrs A Parker	£107.92	Catterall in Bloom
S2s Enterprises Ltd	£594.00	Grass cutting – 18/04/24, 25/04/24 & 02/05/274

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

1. Staff Costs for April	£2,707.85
2. LCC Pension	£1,044.55
3. Towers Gornall	£68.40
4. P Hartley (mileage)	£9.90
5. EE phone contract	£22.80
6. Easy websites	£36.96
7. Charge card expenses (26/04/24)	£6.00

**Investments**

Councillors are asked to note the CCLA investment £42,329.58 at 31st March 2024 (£175.68 reinvested)

CCLA investment £42,517.67 at 30th April 2024 (£188.09 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 **resolved** to accept the March statement and reconciliations for CCLA and the April statement and reconciliations for CCLA, Unity current and Unity saver.

**Transfer of Funds**

Councillors **resolved** to approve a transfer of £75,000 from Unity current to Unity saver.

The 2024/25 budget contained £15,000 to be earmarked for a future playground refresh. Councillors **resolved** to approve the transfer of £15,000 from Unity current to CCLA.

**Budget Monitoring**

None.

**THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY****3993 Reports from subject leads and outside body representatives****QEII Playing Field**

None.

**LALC Wyre Area Committee**

Wyre Area Committee met on Wednesday 24<sup>th</sup> April. A representative from Highways England gave a presentation on the management of the network. During the questions and answers section, the representative was made aware of the problems in the area when the M6 has either planned or emergency closure.

**Catterall Village Hall**

None.

**Catterall Gala**

Plans for the gala are ongoing.

**3994 Clerk's report**

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

**3995 Action Tracker**

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

**3996 SPID Report**

Councillors **noted** the information contained in the April 2024 SPID report Garstang Road (North bound).

This data has been shared with a Police Traffic Management Officer and Road Safety Analyst and has been uploaded to the Parish Council website.

**3997 Questions to councillors**

Cllr J Mackenzie requested that a bench for the dog field be put on the agenda for June 2024.

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