



CATTERALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 1st November 2022 at 7pm at Catterall Village Hall

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

In Attendance: E Millington (Clerk and RFO), Wyre Cllr E Webster, Lancashire County Cllr S Turner, Netta Parker (Catterall in Bloom) and 1 resident.

3644 Apologies for Absence

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

3645 Declarations of Interest and Dispensations

Cllrs Finch, Kirkman and Mackenzie declared non-pecuniary interests in Item 11 on the agenda (Gift of Container) as members of the Catterall Village Hall Committee who own the container

3646 Minutes of the Last Meeting

Resolved: that the minutes of the meeting held on 11th October 2022 be agreed as a correct record.

3647 Public Participation

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

Lancashire County Cllr S Turner informed the council that he had been in discussions regarding the incomplete highway improvements for the junction of Baylton Drive and Garstang Road, Catterall. It was reported that Wyre Council have said that the planning condition of highway improvements was too onerous. Lancashire County Council as the highways authority are reported to have said they will stand with Wyre Council's position. If this work isn't going to take place, Catterall Parish Council expect a formal response.

Cllr S Turner also informed the council that the pedestrian crossing recently constructed at the Cock Robin Lane and A6 junction is deemed acceptable by Lancashire County Council. This is due to the recent law change giving pedestrians and cyclist the right of way over vehicles at junctions.

Wyre Cllr E Webster distributed the 'Draft Street Scene Executive Report to Council October 2022' prior to the meeting. It was noted that officers had spent 60.10 hours patrolling in Brock with Catterall to combat Environmental Crime. The report also gives details of the number of Fixed Penalty Notices issued in Quarter 2 but doesn't break them down by area. Cllr Webster has challenged these figures in an attempt to get more meaningful data.

Netta Parker of Catterall in Bloom gave an update to the Parish Council. Catterall was awarded Gold in the recent Britain in Bloom judging. Thanks is given to the residents giving up their own time to keep the planting in Catterall looking so wonderful.

Catterall in Bloom have taken over the planting at the Memorial Garden and have paid for the plants. They have noted that there is Box Blight in the Box to the right behind the Memorial Stone.

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

3648 Catterall in Bloom

- a) Councillors **approved in principle** permission to plant a tree in memory of Queen Elizabeth II. The exact position between the willow tunnel and the path and the type of tree (Native Rowan or similar small tree) to be approved by the council before planting.
- b) Councillors **resolved** to give permission for Catterall in Bloom signs for the Cart and the Amberol planters, as suggested by the North West in Bloom judges, made by Colin Cross Printers in plastic to measure 20cmx15cm. This will raise the team's profile and could encourage new members to join.
- c) Councillors **approved in principle** permission to enhance the Buddy Bench in the park by enlarging the area to create a new flower bed to make it softer. The design and type of plants are to be approved by the Council prior to planting. There should be no trees planted in the new flower bed and a path is to be maintained between the playing field and the bench.
- d) Councillors **resolved** to give permission to Catterall in Bloom to plant native bulbs in the area between the trees and the fence, on the Garstang Road edge of the carpark. This is in line with the suggestions made in the Biodiversity report written by John Lamb, minute 3629, October 22, refers.

3649 Roots to Branches Forest School

Roots to Branches Forest School would like to run some monthly pop-up sessions within Queen Elizabeth II Playing Field to allow families to come along and take part in nature connection activities. Each month would have a seasonal theme and would be on a drop in basis. Activities may include make a bird feeder, borrow a spotters bag and go bug hunting, campfire cooking, nature crafts, eco printing and more. Each activity will be risk assessed and run by qualified Forest school practitioners. As a CIC they are eligible for funding and intend apply to 'Children in Need' for the funds to run these sessions for free in the local area.

To apply for funding Roots and Branches needed to know that they would have spaces available to provide these sessions. Councillors **approved in principle** these activities taking place on Queen Elizabeth II Playing Field.

3650 Email Protocol

Councillors have all received their log in details for their new parish council email address, minute 3624 refers.

Councillors **resolved** to approve the new Email Protocol policy and to review it in six months.

3651 Remembrance Sunday

Catterall's Remembrance Sunday service will take place at 2pm on Sunday 13th November 2022 at the Memorial Garden at the Cock Robin Lane/Garstang Road junction.

Reverend Wilkinson asked for a member of Catterall Parish Council to attend the 11am Sunday service at St Helen's Church to lay a wreath there.

Chair I. Brayshaw will lay a wreath at both.

3652 Donation to the Royal British Legion

Councillors **resolved** to donate £100.00 to the continuing work of the Royal British Legion.

3653 Christmas Tree Light Switch On

The Christmas Tree Light Switch On will take place at 5:30pm on Sunday 4th December.

- a) At prior Christmas Tree Light Switch On events some residents have wished to make a donation for hot drinks/mince pies. Councillors **resolved** to split any donations between Catterall Rainbows and Catterall Brownies. Inglewhite Church have volunteered to serve the drinks and mince pies.
- b) Councillors **resolved** to accept the event risk assessment.

3654 Gift of Container

The Gala Committee has recently purchased its own container and has removed its items from the existing container and from the village hall storeroom. The owners of the original container, the Village Hall Committee, now have no need for the container which is now used exclusively by the Parish Council as a storage facility and workshop for the Lengthsman.

The Village Hall Committee agreed, at its meeting on 18 October 2022, to offer the container to the Parish Council, with the understanding that from the transfer date, the Parish Council will be responsible for maintaining and insuring the container. Councillors **resolved** to accept the container and the responsibility for maintenance and insurance.

3655 QEII Litter Bins

- a) Councillors **resolved** to purchase two bins from Glasdon. One to be positioned at the pedestrian entrance to the carpark, near the main entrance to the village hall and the second to replace the broken bin by the play area. Cost per bin £550 net.
- b) Councillors **resolved** to move the litter bin from the right hand side of the vehicle entrance to the car park to the left hand side of the vehicle entrance by the new pedestrian footpath.
This bin is serviced and maintained by Wyre Council and they have no objections to its relocation.

3656 Green Waste Bins

The Lengthsman struggles to get rid of green waste. Some waste is composted, but at certain times of year there is more green waste than we have the facility to process.

Councillors **resolved** to purchase two green waste wheely bins from Wyre Council, at a cost of £48.00, and pay an annual subscription of £65.00 for the waste removal.

These bins will be secured in the same manner as the black wheely bins.

Attached behind the trees/hedge near the Multi Use Games Area and fitted with a metal wire and padlock so that it cannot be opened.

3657 Domestic Waste in the Memorial Garden Litter Bin

There is an ongoing issue with domestic waste being put into the litter bin at the Memorial Garden, Cock Robin Lane/Garstang Road junction. Councillors have resolved to ask Wyre Council to service this bin.

Failing this, councillors **resolved** to put a message on Facebook and post a letter through local resident's doors asking for information.

3658 Clerk's Probationary Period

The Clerk took up post on 4 August with a 6 month probationary period incorporated into the contract of employment. Cllr Finch, herself a qualified clerk, has been training and mentoring the Clerk and has been delighted with the progress she has made. Councillors **resolved** to terminate with immediate effect the Clerk's probationary period and confirm appointment.

3659 An Introduction to the Planning System – 16 November

Councillors **approved** the Clerk's request to attend a webinar titled 'Introduction to the Planning System', hosted by SLCC on the 16th November at a cost of £30 net.

3660 2023/24 Budget

A request was made to add £1,000 into the 23/24 budget for a nativity scene.

3661 Planning

Reference: 22/01036/FUL

Proposal: Two storey side and single storey rear extensions

Location: 53 Meadowcroft Avenue Catterall Preston Lancashire PR3 1ZH

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

3662 Finance**Receipts (for noting)**

| Received from | Amount | Details |
|---------------|-----------|------------|
| HMRC | £4,580.83 | VAT Return |

Payments (for approval)

| Payee | Amount | Details |
|--------------------|-----------|---------------------------------|
| Mr B Hartley | £150.00 | Workshop hire – July, Aug, Sept |
| Olive Branch | £632.02 | 2 x maintenance visits |
| Laburnum Nurseries | £59.28 | Catterall in Bloom |
| Playdale | £1,756.72 | Playground repairs |
| Haldane Fisher | £15.19 | Post mix |
| Harrison Dury | £3,630.60 | Legal |

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

| | | |
|----|---------------------------|-----------|
| 1. | Staff Costs for September | £2,120.85 |
| 2. | P Hartley (expenses) | £11.25 |
| 3. | E Millington (expenses) | £117.00 |
| 4. | LCC Pension | £802.36 |
| 5. | Towers Gornall | £64.80 |
| 6. | Plusnet | £35.27 |
| 7. | Easy websites | £27.60 |

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 accept the statement of account and bank reconciliation for the Lloyds current account for October.

Transfer of Funds

Councillors **resolved** to transfer £60,000 from the Unity current account to the Unity saver account.

Budget Monitoring

None

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY**3663 Reports from subject leads and outside body representatives****QEII Playing Field**

The play areas were very busy all summer. Some repairs are needed and have been scheduled for w/c 19th December 2022. These include fixing damage to the wet pour, replacing the band around the multi person swing and replacing the chain guard on the zip wire.

LALC Wyre Area Committee

Cllr Sharples notified the council that a meeting took place on the 26th October 2022 with a speaker from the Canal and River Trust. The police gave an update that the new sergeant for Garstang and Over Wyre should be in post by the next meeting.

Parish Council Facebook

The Facebook page has been active in October providing people with contact details for the police along with an encouragement to report antisocial behaviour. Details of the Remembrance Sunday service and Christmas Light Switch On have also been published.

Catterall Village Hall

The Village Hall has been very busy. The booking system and invoicing is moving to be computer based. The Village Hall Annual General Meeting will be held on the 29th November 2022 at 7:30pm via Zoom.

Catterall Gala

None.

3664 Clerk's report

Councillors noted the information in the clerk's report.

3665 Action Tracker

Councillors noted the information contained in the action tracker.

3666 Questions to councillors

Cllr Mackenzie asked the other councillors if they had heard of any bird flu deaths locally. As far as the councillors are aware there hasn't been any.

3667 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.

3668 Update on Legal Matters

Cllr Finch updated councillors on legal matters which have been raised with the parish council.

There being no other business the Chair closed the meeting at 8.10pm.