



CATTERALL PARISH COUNCIL

Minutes of the Parish Council meeting held on 5th November 2024 at 7:00pm at Catterall Village Hall

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

In Attendance: E Millington (Clerk and RFO), Lancashire County Council Cllr S Turner, Wyre Cllr D Bolton, Wyre Cllr D Swift and 1 resident.

4080 Apologies for absence

None.

4081 Declarations of interest and dispensations

Declaration of non-pecuniary interest were declared by Cllr J Bostock, J Finch and S Kirkman in item 4089 Catterall Village Hall – Car park lighting.

4082 Minutes of the last meeting

Councillors **resolved** that the minutes of the meeting held on 1st October 2024 be agreed as a correct record.

4083 Public Participation

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

LCC Cllr S Turner shared news that the Department for Transport (DfT) have identified the A6 as a road in need of upgrading. £4.5 million has been allocated to the project, this is on top of the £2.1 million from section 106. The improvements are likely to include lowering of the speed limits, traffic lights at The Avenue, Cock Robin Lane and Nateby, improved crossing places and a cycle way all the way along the A6. Work will not commence for at least two years.

The canal towpath project has been costed, unfortunately most of the funding sources are no longer available.

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

4084 Christmas Risk Assessment

Councillors reviewed and **resolved** to accept the Christmas Tree Risk Assessment. '*Christmas Tree Risk Assessment 2024*'.

4085 Gardening Club Funds (J Finch)

Catterall Gardening Club was set up in 2015 with one of its aims being to generate volunteers for the newly established Catterall in Bloom. The Club ran successfully until 2020 when it could not continue as a result of the pandemic. In the summer of 2021, when restrictions on groups meeting indoors were lifted, the Club restarted but only a

small number of members returned making it unviable. The organiser therefore decided to close the Club. Some of the Catterall in Bloom team agreed to take it on and ran the Club for one season in 2022 but it has not run since then.

The Club bank account now needs to be closed and a decision made on what to do with the funds (£2,196.55). Councillors **resolved** that, as one of the original aims was to support Catterall in Bloom, that the funds be transferred to the parish council and added to the Catterall in Bloom account.

4086 Catterall in Bloom – Cart

Catterall in Bloom would like to make the grassed area around the cart more of a focal point by moving tubs from elsewhere in the village to this area. This will make it easier for volunteers to maintain and water the tubs. Catterall in Bloom propose to sit the tubs on flags to make cutting the grass around them easier.

Councillors **resolved** to approve these changes.

4087 Trees on Queen Elizabeth II Playing Field

Seven trees have perished this year on Queen Elizabeth II Playing Field, Catterall. These include the jubilee Oak and a Prunus Umineko from the avenue by the willow arch. The other five are in the small stand of trees between the little children's play area and the adventure play area.

Advice has been sought from Lancashire County Council Treescapes. The parish council has been advised to replace the five trees with three, now other trees in the stand have grown. Rowans appear to be suffering in this area, a suggestion was made to replace with a Silver Birch, Alder and Pink Hawthorn.

Advice has been given to the Lengthsman on tree planting and soil improvement to increase chance of success with new trees and tree suppliers have been recommended.

Replacement costs have been calculated as £60.00 for the Oak and £260.00 for the trees in the stand. A Prunus Umineko of a suitable height will be sought.

Councillors **resolved** to approve the purchase of replacement trees. An Oak tree will be supplied by Cllr J Mackenzie, grown from a Catterall acorn.

4088 Timber fence on grass verge

There is a low timber fence on the grass verge in front of the playing field car park to prevent vehicles from parking. The timber is rotten and requires replacement. The Lengthsman can undertake this work over the autumn/winter. The cost of the timber is £545.52 (net).

Alternatively, 23 recycled plastic bollards could be installed in this area at a cost of £41.00 (net) each.

Councillors **resolved** to purchase the recycled plastic bollards as they should be more durable.

4089 Catterall Village Hall – Car park lighting

Catterall Village Hall are looking to install lighting for the car park to make it safer for users.

Details can be found in the document 'Catterall Village Hall - Car Park Lighting Enhancements - October 2024 (2)'. The Village Hall would like to install a pair of 4m poles, as per slide 5, and 2 heads on each, using the parts on slide 8. These lights have been chosen to have minimal light spread and will not be on all night. At present it is thought they will be off between midnight and 6am.

The proposed location for the lighting columns is in the grass on the parish council side of the car park fence.

Councillors **resolved** to give permission for the installation.

For information, Catterall Village Hall are also fitting lights to the wall of the hall, which are scheduled for installation on the 12th November.

4090 CCTV Improvements

A quote of £5,852.89 (net) has been supplied by Nortech Security Systems for a CCTV upgrade on the playing field. The dome camera, currently installed, is still considered by Nortech to be the best solution available for coverage of the playing field.

Nortech have advised that the car park would be best covered by 3 static cameras. These would be attached to the current CCTV mount and to the potential Village Hall lighting pole, or to an additional CCTV pole.

The only area on the playing field that is not currently covered by the existing dome CCTV camera, is by the containers between the Village Hall and the river. Two static cameras could be added to the side of the village hall to cover this area. An additional static camera could be added to the Village Hall to give a general wide view of the playing field.

To operate the new cameras, a new 16 channel recording box is required.

Councillors **resolved** to accept the quote.

Nortech Security Systems have also quoted £350.00 (net) per annum, for Annual Maintenance Cover. This includes annual managed remote access subscription, 12 months telephone support, 1 x service visit to clean and check system per annum and 2 x inclusive fault call visits if required per annum.

Councillors **resolved** to delegate to the Clerk a decision on annual maintenance cover, dependent upon the warranty on the new cameras and recording box.

4091 Government Consultation: enabling remote attendance and proxy voting at local authority meetings.

Catterall Parish Council are invited to respond to the government consultation on remote attendance and proxy voting at local authority meetings.

The government intends to legislate to give local authorities the flexibility to allow elected members to attend formal council meetings remotely. They believe that this modernising measure of providing broad flexibility to enable remote attendance will

have the dual positive impacts of diversifying the representation of those willing and able to stand for elected office and enhance the resilience of local authorities in the face of local or national emergencies.

The intent is that this legislative change would give local authorities the flexibility to allow members to attend remotely.

Proxy voting is a form of voting whereby a member of a decision-making body may delegate their voting power to another representative to enable a vote in their absence.

It is possible some members may find that, due to their personal circumstances, they are temporarily unable to participate in meetings even if remote attendance provisions are in place. Provisions for proxy voting could provide additional flexibility to those who really need it on a time-limited basis, allowing affected members to indirectly exercise their democratic duty, participate in their local authority's governance, and ensure that their views are taken into consideration. In the context of local authorities, the representative would have to be another elected member of the local authority.

Councillors **resolved** to respond to the consultation both as a council and privately as individuals. The council response will indicate a positive response to remote attendance at meetings. Proxy voting was viewed negatively by the council as it could be open to abuse and those casting a proxy vote would not have been privy to any discussion prior to casting a vote.

4092 Consultation: Wyre Planning Enforcement Policy

Planning enforcement is the investigation of alleged breaches of planning control. Where a breach of planning control is identified, the aim is to resolve these using the most appropriate action. Wyre Council is responsible for enforcing control for all planning matters other than matters relating to minerals or waste disposal which are the responsibility of Lancashire County Council.

Wyre Council employs enforcement officers based in the Development Management team. They investigate cases in accordance with the Planning Enforcement Policy.

Wyre council has reviewed its enforcement policy and have invited comments from interested parties.

Councillors **resolved** to respond stating that the contents of the Planning Enforcement Policy seemed fair, and that the council would like to see it applied, consistently and in a timely manner.

4093 80th year since VE Day, 8th May 2025 (Garstang Town Council)

The following message has been received from Garstang Town Council.

“At the Garstang Town Council meeting on 15th July 24 minute 033(2024-25) the Council resolved that a working party would be setup to look into arranging event(s) to celebrate the 80th year since VE Day, 8th May 2025.

I'm writing to you to see if your parish would like to join forces in arranging a community event(s)?

The Armed Forces Veterans Breakfast Club have already advised they are interested in being involved.

If your Parish would be interested in getting involved, please advise by return and I will arrange a TEAMS meeting to start the discussion process for those interested.”

Councillors **resolved** to declare interest in the event. Catterall currently doesn't have anyone with availability to join the working party.

4094 2025/26 Budget

The second draft of the budget for 2025/26 will be considered at the December meeting. To date, the following projects have been proposed.

a) 6 x A4 notice board for Old Lancaster Road – £1,000.00

The west side of the A6 does not currently have a parish notice board. This would be installed alongside the new bench at the south end of Old Lancaster Road. The quote is for a 6 x A4 Man-made Timber noticeboard on legs, to the same specification as the board at Stone Cross Gardens.

b) New defibrillator case for Cock Robin Lane - £500

c) Bins around the MUGA - £1,000.00

The three bins around the MUGA are in poor condition in comparison to the rest of Queen Elizabeth II Playing Field, Catterall. These could be replaced with streamlined version of the Glasdon Jubilee bin used in the rest of Catterall.

<https://uk.glasdon.com/litter-bins/outdoor-litter-bins/streamline-jubilee-tm-litter-bin>

d) Replacement of boundary signs/'Welcome to Catterall' signs – £4,000

Councillors **resolved** to include the projects above in the 2025/26 budget.

Any additional projects should be submitted by the 15th November 2024 for inclusion.

4095 Planning

Planning Applications for consideration and comment:

Application # 24/00769/FUL

Proposal: Proposed single storey rear and side extension

Location: 1 Whitewell Close Catterall Preston Lancashire PR3 1XQ

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

4096 Finance

Receipts (for noting)

None.

Payments (for approval)

Payee	Amount	Details
Garstang Town Council	£250.00	Contribution towards Garstang Christmas lights 2024 (minute 4070)
B & H Pest Control	£80.00	Mole control – Spring/summer 2024
RR Kippax	£108.00	Hedge cutting on playing field

Houghtons Filling Station	£95.46	Fuel – September 2024
S2s Enterprise	£594.00	Grass cutting – 12/09/24, 25/09/24 and 10/10/24
Edge IT Systems	£793.56	AvantEDGE – Year 4 of 5
Edge IT Systems	£39.60	New councillor email address set up
Catterall Village Hall	£550.00	Parish Council office hire
Houghtons Filling Station	£86.67	Fuel – October 2024
Amazon	£22.88	USB flash drives for CCTV
Amazon	£26.37	Insulated paper cups
Lancashire County Council	£393.60	Playground signage
Mrs M Newton	£13.50	Catterall in Bloom – receipt book and meeting refreshments
Mr T Hoyle	£18.77	Catterall in Bloom – timber
Seedball (PH expenses)	£45.00	Wildflower seeds (biodiversity grant)

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

1. Staff Costs for October	£2,707.65
2. LCC Pension	£1,044.55
3. Towers Gornall	£68.40
4. EE phone contract	£22.80
5. Easy websites	£ 36.96
6. P Hartley (mileage)	£27.90
7. Bank charges (01/10/24 – 31/10/24)	£8.10

Charge card expenses 28/10/24 (for noting)

Payee	Amount	Details
Lloyds	£6.00	Charge card fee
Epson Store	£100.40	Printer ink
Flagpole Express	£72.48	Printed Union Flag

Investments

The CCLA investment is £58,693.90 at 30th September 2024 (£250.00 reinvested).

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 September statement and reconciliations for CCLA and October statement and reconciliations for Unity Trust current, Unity Trust saver and Redwood 95 day saver.

Transfer of Funds

Councillors **resolved** to approve a transfer of £10,000 from Unity saver to Unity current to cover payments.

Budget Monitoring

None.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

4097 Reports from subject leads and outside body representatives

QEII Playing Field

A fire was started in the Youth Selter on 4th November. No damage was caused, and it was quickly put out. It has been reported to the police.

The roof of the Youth Shelter is due to be replaced, this is likely to take place in the spring.

LALC Wyre Area Committee

The next meeting is January 2025.

Catterall Village Hall

The Village Hall AGM will take place on the 19th November 2024.

Lights will be installed on the outside of the Village Hall week commencing 12th November.

Catterall Gala

Catterall Gala will take place on 31st May 2025.

Catterall Christmas Light Switch On

Invitations have been sent to LCC Cllr S Turner, Wyre Cllr D Bolton, Wyre Cllr D Swift and Garstang Mayor M Halford.

Councillors are asked to please support the event, volunteers to gather at 4:30pm.

4098 Clerk's report

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

4099 Action Tracker

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

4100 SPID Report

Councillors **noted** the information contained in the October 2024 SPID report from LC23 Garstang Road (northbound).

This data has been uploaded to the Parish Council website and reported to Lancashire Road Safety Partnership.

SPID data from Catterall will be shared with Cat Smith, MP.

4101 Questions to councillors

None.

There being no other business the Chair closed the meeting at 8:35pm.