



CATTERALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 6th September 2022 at 7pm at Catterall Village Hall

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

In Attendance: E Millington (Clerk and RFO), Wyre Cllr E Webster and Lancashire County Cllr S Turner

3600 Apologies for Absence

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

3601 Declarations of Interest and Dispensations

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

3602 Minutes of the Last Meeting

Resolved: that the minutes of the meeting held on 2nd August 2022 be agreed as a correct record.

3603 Public Participation

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

LCC and Wyre Cllr Shaun Turner gave an update on the A6 strategy and informed the council that the Joe Lane development is due to completion in March 2023. The road should be resurfaced in April 2023.

Cllr Liz Webster informed the council that 3 electric car charging points are to be installed on Garstang High Street on the 23rd November. Cllr Liz Webster also reported that YMCA membership numbers have increased post pandemic and that YMCA are currently offering membership at half price for September and October.

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

3604 Completion of the limited assurance review for the year ended 31 March 2022

PKF Littlejohn LLP have completed the review of the Annual Governance and Accountability Return (AGAR) for Catterall Parish Council for the year ended 31 March 2022. The report stated that *“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause*

for concern that relevant legislation and regulatory requirements have not been met.”

Councillors **resolved** to approve and accept the review statement from PKF Littlejohn LLP.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review.

- a) Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements.
- b) Publish the “Notice” along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority’s website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).
- c) Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- d) Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Councillors **resolved** to ask the Clerk to ensure these actions are carried out.

3605 Parish Council Phone and Broadband

Councillors reviewed the options, implications and costs for phone and broadband. Councillors **resolved** to take Option 1; to continue with the current broadband package and add on a call package at £10.28 a month. The options will be reconsidered in August 2023 when the current broadband contract is approaching the end. The Clerk is to investigate call forwarding.

3606 Draft Scheme of Delegation (Cllr Jan Finch)

Councillors noted that, there are a number of circumstances where it would be beneficial for the Clerk to act on behalf of the parish council between meetings such as responding to planning applications where the deadline for the response is before the next ordinary meeting or authorising the use of the playing field where a decision is required before the next meeting. No such decisions can be made unless the parish council agrees to delegate them to the Clerk. There are other circumstances where delegations to the Clerk or to a committee already exist and those decisions are contained in the relevant documents such as Financial Regulations or Terms of Reference. The Scheme of Delegation outlines both decisions to be delegated to the Clerk and brings together existing delegations.

Councillors **resolved** to approve the Scheme of Delegation and to review it at each Annual Meeting of the parish council (or sooner if need be).

3607 Child Protection Policy

Councillors **resolved** to approve the reviewed and rewritten Child Protection Policy (minute 3552 refers).

3608 Payroll Dates for October 2022

Councillors **resolved** to pay employees on Wednesday 5th October. This follows the approval to move the October meeting from 4th October to 11th October in order to accommodate holiday and work commitments (minute 3586 refers).

3609 Contact Details on Lloyds Account

Councillors **resolved** to change the contact details for the Lloyds account from Gillian Benson to that of Emma Millington.

3610 Additional Bank Signatory

Councillors noted that, there are currently three authorised signatories on the bank account (Cllrs I Brayshaw, J Finch and D Sharples) and that from an administrative point of view, it would be beneficial add an additional signatory. Councillors **resolved** to add Cllr S Kirkman as an additional signatory.

3611 Civility & Respect Pledge

Councillors **resolved** to sign up to the civility and respect pledge in collaboration with SLCC, NALC and OVW. The pledge is *'To treat other councillors, clerks, all employees, members of the public, representatives of partner organisations and volunteers with civility and respect in their roles'*.

3612 Lancashire Partnership Against Crime (LANPAC)

Councillors **declined** the request to join LANPAC as the council felt that there were insufficient benefits to joining.

3613 Christmas Lights Switch On

The Christmas lights switch on is held on the first Sunday in December at 6pm, this year it is the 4th December. Councillors **resolved** to set up a working group under the chairmanship of Cllr S Kirkman to bring a proposal for the event to the October meeting and to purchase a banner to promote the event.

3614 Planning

Reference: 22/00797/FUL

Proposal: Erection of detached garage and covered outdoor seating area (following demolition of existing garage)

Location: Lonsdale, Garstang Bypass Road, Catterall, PR3 0QA

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

Planning applications responded to:

The timescale for consultation meant that the parish council was unable to meet to consider the following applications and the individual views of councillors were aggregated to formulate the following responses which were noted at the meeting.

Reference: 22/00705/FUL

Proposal: Erection of a detached garage with home office and replacement of existing composite flat roof with slate.

Location: Catterall Hall Catterall Lane Catterall Preston Lancashire

No objections. However, it was noted that the Conservation Officer at Wyre had indicated that a heritage statement should have been provided with the application and

has advised that the application cannot be determined until such a statement has been prepared.

Reference: 22/00706/LBC

Proposal: Listed building consent for the erection of a detached garage with home office and replacement of existing composite flat roof with slate.

Location: Catterall Hall Catterall Lane Catterall Preston Lancashire

No objections. However, it was noted that the Conservation Officer at Wyre had indicated that a heritage statement should have been provided with the application and has advised that the application cannot be determined until such a statement has been prepared.

Reference: 22/00752/FUL

Proposal: Garden Room

Location: Shelley House Garstang Bypass Road Catterall Preston Lancashire

Grid Ref: SD349084 442766

No objections

3615 Finance

Receipts (for noting)

None

Payments (for approval)

Payee	Amount	Details
C&C Supplies	£86.80	Hinge and safety boots
Houghton's Filling Station	£73.00	
Treestyle Consultancy	£300.00	Tree condition report
Viking	£61.61	Noticeboard and stationery
Olivebranch Landscapes	£632.02	2 x maintenance visits
PKF Littlejohn LLP	£480.00	AGAR
Fletchers Garden & Driveways	£36,498.00	50% MUGA
Fletchers Garden & Driveways	£15,396.00	50% car park
Fletchers Garden & Driveways	£8,460.00	50% new pedestrian path
E Millington	£164.24	Red Ensign flag, Defibrillator pads, key, batteries, postage
P Hartley	£20.70	Mileage

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

1.	Staff Costs for August	£2,190.07
2.	LCC Pension	£698.86
3.	Plusnet	£31.27
4.	Easy websites	£27.60

Investments

CCLA investment £25,072.93 at 31st July 2022 (£19.70 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 noted the statement of accounts and bank reconciliations for the Lloyds current account for June, July and August. Councillors **resolved** to accept the statement of accounts and bank reconciliations.

Transfer of Funds

Councillors **resolved** to accept the following transfers to the new Unity account.

12/08/2022	£25,000
15/08/2022	£25,000
26/08/2022	£20,000
30/08/2022	£20,000

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

3616 Reports from subject leads and outside body representatives

QEII Playing Field

Cllr Finch reported that the resurfacing of the car park is now complete. Lancashire Wildlife Trust are to meet with the Clerk to advise on improvements to biodiversity, using the Biodiversity Small Grant Scheme. A memorial bench for Clifford Trickett is to be placed on the playing fields by his family. The Clerk and Cllr Sharples are to attend a meeting with the family to discuss bench placement.

LALC Wyre Area Committee

Cllr Sharples is concerned about numbers as only 7 councils are attending regularly. None attending councils have all been contacted.

Parish Council Facebook

Cllr Kirkman reported that local 'of interest' items had been shared this month. The clerk has been given access to the Facebook page and has also been posting some items.

Blue Plaques

Councillors agreed to move this item to the action tracker.

Catterall Village Hall

Cllr Mackenzie has resigned from the Village Hall committee. Bookings for the village hall are still very high, and there are no regular slots available.

Catterall Gala

Cllr Bulman reported that the Gala Committee is going to paint the inside of their container before moving in the rest of their items.

3617 Clerk's report

Councillors noted the information in the clerk's report.

3618 Action Tracker

Councillors noted the information contained in the action tracker.

3619 Questions to councillors

None

There being no other business the Chair closed the meeting at 7.52pm.