



## **CATTERALL PARISH COUNCIL**

### **Minutes of the Parish Council meeting held on Tuesday 5<sup>th</sup> September 2023 at 7:00pm at Catterall Village Hall**

**Present:** Cllrs I Brayshaw (Chair), J Bostock, S Bulman, J Finch, S Kirkman J Mackenzie, L Ormerod (after minute 3844), P Perks and D Sharples

**In Attendance:** E Millington (Clerk and RFO), Lancashire County Cllr S Turner, Wyre Cllr David Swift, Wyre Cllr Daniel Bolton and 2 residents.

#### **3840 Apologies for absence**

No apologies for absence.

#### **3841 Declarations of interest and dispensations**

There were declarations of non-pecuniary interest received from Cllrs J Bostock, S Bulman, P Perks and D Sharples for item 3846 and pecuniary interest received from Cllr S Kirkman for item 3846.

#### **3842 Minutes of the last meeting**

Councillors **resolved** that the minutes of the meeting held on 1<sup>st</sup> August 2023 be agreed as a correct record.

#### **3843 Public Participation**

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

A resident commented on the flooding that occurred in Catterall on the 23 July (minute 3829 refers). Their property, on Cock Robin Lane, was impacted by the flooding with raw sewage leaking into their garden.

United Utilities have been to Cock Robin Lane and flushed out a section of the sewers. A camera was sent down the pipes and they looked clear. Cllr S Turner asked the resident to send their 'Love Clean Streets' reference number, so that he could try to progress the cleaning of the rest of the pipes along Cock Robin Lane. Cllr S Turner also agreed to reach out to United Utilities.

Cllr S Turner shared information about a potential opportunity to improve the canal towpath between Garstang and the Flower Bowl at Bilsborrow. More details to follow.

Cllr D Bolton stressed that if dog fouling is an ongoing issue in Catterall, then residents need to be reporting it. The more reports received by Wyre, the more patrols that will take place in Catterall.

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

**3844 Co-option to councillor vacancies**

Following on from the elections in May 2023, Catterall Parish Council was left with two vacancies. Councillors **resolved** to co-opt Liz Ormerod to Catterall Parish Council until the next election in May 2027.

Upon co-option the Declaration of Acceptance of Office was signed.

**3845 Completion of the limited assurance review for the year ended 31 March 2023**

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 2023. The report attached states 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. In summary, you are required to:

- Prepare a “Notice of conclusion of audit” which details the rights of inspection, in line with the statutory requirements.
- 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).
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- 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.

The RFO will fulfil these actions.

**3846 Free school bus to Kirkland and Catterall Primary School (Cllr Kirkman)**

*Cllr S Kirkman left the room.*

On the 3rd August 2023 parents and caregivers of children that attend Kirkland and Catterall St Helen’s CE Primary School and use the free school bus received a letter from Lancashire County Council stating that the school bus would incur a charge from January 2024. The continuation of the school bus service from September 2025 will be dependent on whether there are any children travelling who have a statutory requirement. There are currently 65 children that use the school bus on a regular basis.

The school bus to Kirkland and Catterall Primary School has been free for over 30 years as it was deemed an ‘unsafe walking route’. Residents feel that the journey hasn’t improved over the past 30 years and that the roads have got busier.

To get to Kirkland and Catterall Primary School from Catterall on foot, you are required to cross the A6, a busy 50mph road. The A6 crossing point surveyed by Lancashire County Council is at the Tan Yard Lane junction, where there is a small pedestrian refuge island. Whilst Lancashire County Council have completed a technical assessment and have judged it as a safe crossing place, the perceived feeling of safety is different. Parents feel that the small pedestrian refuge island is unsuitable for accompanied children to cross the road as it offers limited protection from fast moving vehicles and is barely big enough for pushchairs or families with multiple children. Despite parents' best efforts small children can be unpredictable and without a signal controlled crossing point halting the traffic, the consequences could be fatal. After crossing the A6 on foot, pedestrians then have to cross the road at the Old Lancaster Road junction which is a very wide road, cross the Kirkland Bridge, over the River Wyre, which has a narrow pavement and goes alongside the 50mph traffic on the A6, and finally walk along The Avenue where the footpath is in poor condition and is falling into the field.

There have been a number of accidents and many near misses along the Catterall stretch of the A6 and at The Avenue/A6 junction. There are presently no school or children crossing signs anywhere on the A6 in Catterall to alert motorists to the presence of school or to the high volume of children using the footpaths.

The school bus users will incur a charge of £646 per annum, per child, from January 2024. Parents feel that this is prohibitively expensive especially for families with multiple children and with the current cost of living crisis.

As the walking route to school is still unsafe and the cost of the bus prohibitively high, this will doubtlessly result in many parents choosing to take their children to school by car. There is already a parking problem by the school in Churchtown due to the high volume of vehicles and lack of suitable parking. Road safety would also be reduced further by an increase in the number of vehicles travelling in the vicinity of the school at school drop off and pick up times.

Given that Lancashire County Council has pledged a commitment to tackle climate change, removing the school bus and increasing cars on the road is a backwards step.

Catterall Parish Council supports parents in their belief that the school bus is essential for road safety and that the potential withdrawal of this service in September 2025 will cause serious problems for residents.

The Parish Council **resolved** to make representation to Lancashire County Council and Ben Wallace MP Wyre & Preston North.

### **3847 Resident survey (Cllr Kirkman)**

Item deferred.

### **3848 Catterall in Bloom**

#### **a) Changes to the Bee Hotel**

Catterall in Bloom would like to make some improvements to the Bee Hotel on the bank in the park. The artificial grass on the roof is not approved by the RHS and is banned from use as the green plastic cannot be recycled. Catterall in Bloom propose to put a wooden roof on the Bee Hotel, using recycled wood. The pitched roof will be secured safely and will not be treated with any toxic paint or preservative.

Councillors **resolved** to approve this request.

**b) Winter Planting**

Catterall in Bloom request that the Parish Council considers purchasing 14 packs of winter violas/pansies at a cost of £28. These are for planting in the raised beds and for the three concrete containers at the War Memorial.

Councillors **resolved** to approve this request.

**3849 Clerks training - Certificate in Local Council Administration (CiLCA)**

The Clerk's job description states that they should work towards and achieve the CiLCA qualification. Now that the Clerk has been in position for 12 months, they are now eligible to begin the training.

CiLCA is a 12 month qualification which is supposed to take approximately 200 hours to complete. SLCC calculate that of the four hours a week, up to 70% of the hours could be part of a normal week's work.

- Lancashire Association of Local Councils (LALC) are running a CiLCA Training course, starting on the 26th September 2023. This consists of 7 sessions at 3 hours, totalling 21 hours of training delivered across 8 months. LALC has an SLA with Lancashire County Council to subsidise a number of CiLCA courses for Lancashire Clerks. For this intake, Catterall has been offered a subsidy of £300 making the cost of the training course £195.
- The Parish Council will also be required to pay an £450 to SLCC for the qualification process.

Councillors **resolved** to approve this request.

**3850 LCC Public Rights of Way Local Delivery Scheme 2023/24 and Biodiversity Small Grant Scheme**

Lancashire County Council is once again asking town and parish councils to opt in to the Public Rights of Way Local Delivery Scheme. In return for a grant of £500 the parish council is expected to clear vegetation and look after assets such as way markers, steps and gates on public footpaths.

The County Council is also inviting town and parish councils to opt in to the Biodiversity Small Grant Scheme. In return for a grant of £300 the parish council would provide nest and bat boxes, feeding stations for birds, create habitats for hedgehogs, bugs etc. Councillors **resolved** to opt in to both schemes.

**3851 Finance****Receipts (for noting)**

None

**Payments (for approval)**

Payee	Amount	Details
Society of Local Council Clerks	£187.00	Membership Fee 23/24
Society of Local Council Clerks	£30.00	Rearranged 'Practical Compliance for CCTV by Parish, Town and Community Councils' webinar – 23 <sup>rd</sup> November 2023
PKF Littlejohn LLP	£756.00	Assurance review of AGAR – 31 <sup>st</sup> March 2023
Armstrongs Garden Machinery	£118.80	Service and repair of Stihl Brushcutter

Armstrongs Garden Machinery	£170.39	Service and repair of Stihl Strimmer
Houghtons Filling Station	£96.51	Fuel and twine
Amazon	£29.98	Heavy duty basketball nets (minute 3632)
Playdale	£598.80	Wet pour surface repair

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

1. Staff Costs for August	£2,505.12
2. LCC Pension	£961.33
3. P Hartley (expenses)	£22.05
4. E Millington (expenses)	£701.44
5. Towers Gornall	£68.40
6. Multipay set up fee	£50.00
7. Plusnet	£40.35
8. Easy websites	£27.60

**Investments**

CCLA investment ££40,893.81 at 31st July 2023 (£141.96 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 the accept the July bank statement and bank reconciliations for CCLA.

**Transfer of Funds**

None.

**Budget Monitoring**

None.

**THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY**

**3852 Reports from subject leads and outside body representatives**

**QEII Playing Field**

None

**LALC Wyre Area Committee**

The next meeting is 25<sup>th</sup> October 2023.

**Catterall Village Hall**

The washroom refit has begun, and the work should be completed by 8<sup>th</sup> September 2023.

**Catterall Gala**

The Gala Committee will next meet in January 2024.

**3853 Clerk's report**

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

**3854 Action Tracker**

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

**3855 SPID Report**

Councillors **noted** the information contained in the SPID report from Garstang Road (southbound) and that this information is shared with the police and on Catterall Parish Council's website. A request was made to share headline figures from this report on Facebook.

**3856 Questions to councillors**

None.

There being no other business the Chair closed the meeting at 8:15pm.