



**CATTERALL PARISH COUNCIL**  
**MINUTES OF THE**  
**ANNUAL PARISH COUNCIL MEETING**

**HELD ON TUESDAY**  
**1<sup>st</sup> MAY, 2018 at 7.00pm**

**AT CATTERALL VILLAGE HALL,**

*Present:*                      *Councillors; I. Brayshaw, Chairman*  
*M. Butler*  
*Mrs. P. Bugeja,*  
*Mrs. S. Bulman,*  
*R. Hill,*  
*S. Kirkman,*  
*D. Sharples,*  
*E. Taylor,*  
*Gillian Benson, Clerk to the Parish Council,*  
*Lancashire County Councillor and*  
*Wyre Councillor S. Turner*

**2900. ELECTION OF CHAIRMAN**

**Resolved: Cllr. Ian Brayshaw was elected as Chairman of Catterall Parish Council for one year**

Under the Local Government Act 1972 (83(4)) the Chairman signed the Declaration of Office.

**2901. ELECTION OF VICE-CHAIRMAN**

**Resolved: Cllr. J. Finch elected as Vice-Chairman of Catterall Parish Council for one year**

**2902. APOLOGIES FOR ABSENCE**

Apologies were received for this meeting from Cllr. J. Finch and Cllr. K. O'Hanlon. Wyre Councillor Murphy sent apologies.

**2903. NOTIFICATION OF INTERESTS**

Councillors were asked to state any interests in matters to be discussed at this meeting and are reminded that changes to their Register of Interests must be made within 28 days.

**2904. MINUTES OF THE LAST MEETING**

*Resolved: The minutes of the Council meeting held on 3<sup>rd</sup> April, 2018, having been circulated to members were agreed and signed by the Chairman as a true record.*

**2905. PUBLIC PARTICIPATION**

Standing Orders were suspended to receive information.

A resident wished to discuss a planning application in view of a Lancashire County Council highways reply. He left talking to the Lancashire County Councillor.

**Lancashire County Councillor Turner**

There had been a call at the Wyre Area meeting to resurrect the Wyre Area Road Safety Committee and Cllr. Turner was making enquiries in County. Progress has been made with each district will have a dedicated officer whom Parish Council can contact through their County Councillor. Cllr. Snowden has been tasked with rectifying faults and abnormalities with the online reporting system. County has received an excess of funding for potholes and the surplus is to be used for resurfacing roads. At the last cabinet meeting the criteria for repairing potholes was set.

**Wyre Councillor Turner**

Cllr. Turner reported Cllr. P. Murphy is stepping down from all his appointments within Wyre; he will remain as a Wyre Councillor until the next election. Discussions concerning the proposed 40 houses on industrial land at Claughton took place and Cllr. Turner assuring that these would not be granted as it was against the Wyre Local Plan.

The meeting was resumed.

**2906. DATES OF FUTURE MEETINGS**

Councillors are asked to note that Catterall Parish Council will meet on the following dates at 7.00pm at Catterall Village Hall, Garstang Road, Catterall, unless an agreed change is made:

5 <sup>th</sup> June, 2018,	3 <sup>rd</sup> July, 2018	7 <sup>th</sup> August, 2018,
4 <sup>th</sup> September, 2018,	2 <sup>nd</sup> October, 2018,	6 <sup>th</sup> November, 2018,
Christmas Tree Switch-on Sunday 2 <sup>nd</sup> December, 2018.		
4 <sup>th</sup> December, 2018.		
8 <sup>th</sup> January, 2019,	5 <sup>th</sup> February, 2019,	5 <sup>th</sup> March, 2019,
2 <sup>nd</sup> April, 2019, (Annual Parish Meeting)		
7 <sup>th</sup> May, 2019. (Annual Parish Council Meeting)		

*Resolved: Councillors agreed and made a note of the meeting dates.*

**2907. ELECTION OF REPRESENTATIVES**

Finance Committee

Responsible for the accounts, employee's payments, budgets and recommending the precept.

*Resolved: Councillors J. Finch, R. Hill, D. Sharples*

Responsible Financial Officer

*Resolved: The Clerk is the Responsible Financial Officer*

Bank Signatories

*Resolved: Councillors I. Brayshaw, J. Finch and D. Sharples. The Clerk is able to access the accounts at the bank, but does NOT sign the cheques.*

Internal Auditor

*Resolved: Mrs. J. Lingings*

Planning Committee

*Resolved; Meetings called as necessary.*

Planning Ambassador - Cllr. I. Brayshaw

Human Resources Committee

*Resolved: Chairman, Vice-Chairman and Cllr. K. O'Hanlon*

Environment Committee

Responsible for the Parish Lengthsman, highways and street scene in the Village and the Green Spaces Committee responsible for Catterall Playing Field, Keepers Wood Way, Open Spaces and Play Areas in the Village.

Parish Lengthsman's up Line Manager - Cllr. I. Brayshaw

*Resolved: Councillors I. Brayshaw, Mrs. P. Bugeja, J. Finch, and S. Kirkman*

Editor and Sub-Editor to the Catterall Crier

*Resolved: Cllr. J. Finch and Cllr. Mrs. S. Bulman*

Tree Warden

*Resolved: Cllr. P. Bugeja*

Catterall Village Hall – 2

*Resolved: Cllr. R. Hill*

Catterall Gala – 1

*Resolved: Cllr. S. Kirkman*

Wyre Area Lancashire Association of Local Councils – 3

*Resolved: Cllr. M. Butler, Cllr. J. Finch and Cllr. E. Taylor*

**2908. CONSULTATION ON COMMUNITY TRANSPORT IN LANCASHIRE**

*Resolved: That each Councillors answers online.*

**2909. CONSULTATION ON STREET LIGHTING MAINTENANCE**

*Resolved: The Parish Council fully understands the reasoning behind Lancashire County Council's decision and, with the success of the online reporting system has no objections to the proposed withdrawal of night time inspections and testing to be carried out every 10 years.*

**2910. GDPR**

Councillors are asked to consider using a firm who specialises in GDPR to ensure the Parish Council is meeting all the legal requirements? Costs look to be around £150 per year. Local Council Public Advisory Service.

*Resolved: That the Parish Council pursues appropriate companies offering GDPR.*

**2911. PLANNING APPLICATIONS**

***Enforcement:***

18/00075/ENF

Alleged breach of planning control: Land levels breach on access roads to site

Location: Land to the North of Joe Lane, Catterall

***Application withdrawn:***

18/00031/FUL

Proposal: Extension to existing car park to serve existing D2 gymnasium

Location: Azcend Fitness Ripon Hall Farm Catterall Lane Catterall

**Planning applications considered:****18/00337/FULMAJ**

**Proposal:** Residential development for the erection of 40 dwellings with associated access and landscaping

**Location:** Land Off Garstang Road/new Link Road Claughton-on-Brock

**Resolved:** *the Parish Council **objects** to this planning application and fully supports Claughton-On-Brock in their objections, but adds this does not meet Wyre's Local Plan.*

**1800361/FUL**

**Proposal:** Creation of a vehicular access with dropped kerb and parking to frontage

**Location:** 106, Garstang Road, Catterall

**Resolved:** *The Parish Council has concerns at the exit onto Garstang Road so close to the bridge and height of garden against the footpath.*

**18/00405/FUL**

**Proposal:** Erection of domestic outbuilding following demolition of existing detached outbuilding.

**Location:** 4 Meadowcroft Avenue Catterall

**Resolved:** *The Parish Council has concerns with the proposed outbuilding encroaching onto the public pavement.*

**2912. REPORTS FOR INFORMATION****Report on Queen Elizabeth II Field**

No news from Sport England to date concerning funding.

**Report of the representative on Catterall Gala**

The committee wishes to erect advertising banners for the upcoming Jumble Sale and Gala Day on the roadside fence. Whilst a long term banner would be a problem Councillors would accept banners on the car park fence to be moved on the actual day to the roadside fence and to be removed immediately after the events.

Cllr. S. Kirkman expressed the committee's thanks for the Parish Council donation towards the bunting. The Gala are short of marshals and Cllr. Hill volunteered to help on the day.

**Wyre Area Lancashire Association of Local Councils**

Cllr. D. Sharples reported on the lack of a Police presence at these meetings, yet it is believed a new sergeant is in post, Chief Constable Rhodes to be asked. Dr. Tony Naughton attended the last meeting, he is the Chief Executive of Fylde and Wyre Commissioning Group, which covers doctors services in the area. Questions of planning were raised, but the group has no control over applications if a developer submits plans for a medical centre, nor does the group receive any funding for future demands on the local doctors. Both Garstang and Great Eccleston Medical Centres have recently joined this group.

**Catterall in Bloom**

The Bloom team sent a report of their proposals for the coming year with new sites on Calder Drive and Cock Robin Lane, possible village welcome signs, relocation of benches and flower displays around Catterall Village Hall. The Councillors wished them well in their endeavours to receive a Gold Award this year.

**2913. FINANCE****Audit 2017 – 2018**

The following documents were presented to the Parish Council;

Year End Accounts

Bank Reconciliation to 31<sup>st</sup> March

Governance Statement

Accounting Statement

*Resolved: Councillors scrutinised these documents and the Chairman and Responsible Financial Officer signed for AGAR for returning to the external auditor.*

Accounts are with the internal auditor at present.

The following payments have been received;

1. Wyre Council – Precept	£70,000.00	
2. Bank Interest for 2017 – 2018	£ 55.68	
3. Pilling Parish Council	£ 20.78	Phone and Broadband
4. Anonymous donation - commemorate benches	£400.00	
5. T. Hoyles – Stationery payment	£ 64.78	
6. Plus Net Refund	£ 12.00	
7. Catterall in Bloom Sponsorships	£550.00	

Councillors are asked to resolve to pay the following invoices received:

1. HM Revenue and Customs	£108.97	Adjustments
2. Clerk's Salary and expenses	£ 64.21	
3. Parish Lengthsman Wages and expenses	£363.44	
4. Viking – Stationery	£525.62	Partnership split
5. Haldane Fisher	£ 57.20	
6. Olive Branch Landscapes	£312.00	
7. Towers and Gornall – payroll services	£780.00	
8. C and C Supplies	£145.42	

**Direct Debits/Standing Orders**

BT	£ 35.55
Staff costs	£1,540.00
Pensions	£375.70
Easy-web-sites	£ 24.00

**Bank Reconciliation**

*Resolved: Bank Reconciliation to 31st March, 2018 and the year-end financial statement were accepted by Councillors.*

*Resolved: Bank Reconciliation to 13<sup>th</sup> April, 2018 was accepted by Councillors.*

**National Salary Award**

In line with the contract of employment a pay increase has been reached for pay scales 2018 and 2019.

*There being no further business the Chairman closed the meeting at 8.25pm.*

Date .....

Chairman .....