



**CATTERALL PARISH COUNCIL**

**MINUTES OF THE  
ANNUAL PARISH COUNCIL MEETING**

**HELD ON TUESDAY  
14th May, 2019 at 7.00pm**

**AT CATTERALL VILLAGE HALL,**

**Councillor's completed Declaration of Office and Register of Interests Forms.**

*Present:*                      *Councillors;* *J. Finch, Chairman,*  
*Mrs. S. Bulman,*  
*M. Butler,*  
*S. Kirkman,*  
*K. O'Hanlon*  
*D. Sharples,*  
*Gillian Benson, Clerk to the Parish Council*  
*Lancashire County Councillor and Wyre Councillor S. Turner*  
*Wyre Councillor E. Webster*

With the absence of the Chairman the Vice-Chairman took the meeting.

**3030. 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.

**3031. ELECTION OF VICE-CHAIRMAN**

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

**3032. APOLOGIES FOR ABSENCE**

Apologies were received from Cllr. I. Brayshaw, representing the Parish Council at the Queen's Garden Party at Buckingham Palace.

**3033. 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.

**3034. MINUTES OF THE LAST MEETING**

*Resolved:* The minutes of the Council meeting held on 2nd April, 2019, having been circulated to members were agreed and signed by the Chairman as a true record.

**3035. PUBLIC PARTICIPATION**

Standing Orders were suspended to receive information.

**Lack of cleaning gullies on the highway**

A resident again attended to raise blocked gullies on Cock Robin Lane and Garstang Road despite repeated reports through Lancashire County Council's system and informing the County Councillor. Whilst it was acknowledged some of the reported gullies were cleaned they still remain blocked and water collects flooding the highway and threatening homes. County Councillors Turner will report these gullies again and chase up the work. The Parish Council will also write to Lancashire County Council raising the problems.

**Lancashire County Councillor Turner**

Work to resurface Garstang Road is in the programme for this year there is no date as yet.

**Wyre Councillor Webster**

Wyre Councillor Webster is newly elected and introduced herself to those present.

The meeting was resumed.

**3036. RE-AFFIRMATION OF THE POWER OF COMPETENCE**

Being the first meeting following an election Councillors are asked to reaffirm the right for the Parish Council to use the Power of Competence against the criteria?

The two criteria for eligibility<sup>1</sup> stated in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

1. Elected Councillors
  - Two thirds of Councillors elected at last ordinary elections.
2. Qualified Clerk
  - The Clerk must hold CiLCA 2012<sup>2</sup> / other recognised qualification.

Eligibility must be resolved at a full council meeting, recorded clearly in the Minutes and criteria confirmed at each Annual Parish Council meeting after the ordinary elections.

*Resolved: Councillors resolved Catterall Parish Council met the criteria to use the Power of Competence for the next four years.*

**3037. 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:

4th June, 2019,	2nd July, 2019	6th August, 2019,
3rd September, 2019,	1st October, 2019,	5th November, 2019,
Christmas Tree Switch-on Sunday 1st December, 2019.		
3rd December, 2019,	7th January, 2020,	
4 <sup>th</sup> February, 2020,	3rd March, 2020,	
7th April, 2020, (Annual Parish Meeting)		
5th May, 2020. (Annual Parish Council Meeting)		

*Resolved: Councillors noted the meeting dates.*

<sup>1</sup> Set by the Secretary of State under the Localism Act 2011, s8

<sup>2</sup> Clerks who qualified previous to 2012 must pass section 7 of CiLCA 2012

### **3038. ELECTION OF REPRESENTATIVES**

#### Finance Committee

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

*Resolved: Councillors J. Finch, K. O'Hanlon, D. Sharples*

#### Responsible Financial Officer

The Clerk is the Responsible Financial Officer

#### Bank Signatories

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

Mrs. A. May.

Planning Committee - Meetings called as necessary.

Planning Ambassador - Cllr. I. Brayshaw

#### Human Resources Committee

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

#### Environment and Green Spaces Committee

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

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

*Resolved: Councillors I. Brayshaw, J. Finch, S. Kirkman and Cllr. M. Butler.*

#### Editor and Sub-Editor to the Catterall Crier

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

#### Tree Warden

All councillors.

#### Catterall Village Hall – 2

*Resolved: Cllr. J. Finch and S. Kirkman*

#### Catterall Gala – 1

*Resolved: Cllr. M. Butler*

#### Wyre Area Lancashire Association of Local Councils – 3

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

*Resolved: Representatives were voted in on block.*

### **3039. MYERSCOUGH FOOTBALL CLUB**

Councillors are asked to consider the club's wish to renew their contract to play on the Queen Elizabeth II Playing Field pitch for next season and, if possible, make it a rolling contract? Last match 11th May.

*Resolved: To ask for clarification as to a rolling contract.*

Also: Request for netting on the river bank

Information sent by email. Councillors are asked to consider a request by Myerscough Football club for netting to stop their balls from landing in the river Calder?

*Resolved: Whilst the Parish Council would be unable to erect a net as the river bank is not part of their remit, a temporary one could be used by the club.*

### **3040. PARISH COUNCIL INSURANCE**

Councillors considered the information and quotes presented.

*Resolved: Ecclesiastical Insurance was chosen as the best option.*

### **3041. PLANNING APPLICATIONS**

#### **Planning Applications Granted:**

*19/00207/LAWP*

**Proposal:** Certificate of lawful development for proposed use of dwelling for care of one young person and up to three adult carers

**Location:** 21, The Parklands, Catterall

*19/00142/LAWP*

**Proposal:** Certificate of lawfulness for proposed single storey rear extension with internal alterations

**Location:** 14 Baylton Drive, Catterall

*19/00235/FUL*

**Proposal:** Pitched roof over existing garage and replacement roof covering to house

**Location:** Old Trees Stones Lane Catterall

#### **Planning Applications to consider and comment:**

*19/00330/FUL*

**Proposal:** Proposed rear conservatory

**Location:** 2 Tricklebanks Catterall Lane Catterall

*Resolved: The Parish Council has no objections to this planning application and seeks neighbourhood notification.*

*19/00363/FULMAJ*

**Proposal:** Proposed extension to industrial building (B2 use class) (to include diversion of existing public right of way 2-9-FP13)

**Location:** Riverside Industrial Park Offices Tanyard Road Catterall Gates Lane Catterall

*Resolved: The Parish Council has no objections to this planning application and seeks neighbourhood notification.*

*19/00422/FUL*

**Proposal:** Extensions to existing building to provide entrance / reception area and extension to existing workshop

**Location:** Riverside Industrial Park Catterall Gates Lane Catterall

*Resolved: The Parish Council has no objections to this planning application and seeks neighbourhood notification.*

*19/00418/FUL*

**Proposal:** Formation of a roof over existing slurry lagoon and tank

**Location:** Moons Farm Garstang Road Catterall

*Resolved: The Parish Council has no objections to this planning application and seeks neighbourhood notification.*

**3042. REPORTS FOR INFORMATION****Report on Queen Elizabeth II Field**

Cllr. J. Finch reported on a site meeting to take place next week with Andy Rowlett of Lancashire Environmental Fund to explain the funding submission. It is still uncertain if the Parish Council will receive any funding by way of planning conditions for a local application as Wyre Council is taking legal advice to pursue the inspector's decision.

**Report of the representative on Catterall Gala**

Cllr. S. Kirkman reported the house to house collection is complete; the Gala is on Saturday 1st June and the committee need to know numbers for Councillors taking part.

**Wyre Area Lancashire Association of Local Councils**

David Thow, Wyre's Head of Planning attended to present the Wyre Local Plan.

**Catterall in Bloom**

Cllr. K. O'Hanlon reported Britain in Bloom judging is in June and Wyre in Bloom in July. Meeting to be held on Friday to recruit as the present committee is stretched with the amount of work. Stone Cross Garden will be replanted with drought loving plants, the floral bed at the Village Hall is complete with a bee hotel and Two Amalancia trees were donated and planted at Calder Drive.

**Catterall Parish Council Facebook Page**

Cllr. S. Kirkman reported on items published. For the coming month the Police Stay in Know and any local Trading Standards plus vacancy on the Parish Council will be included.

**3043. FINANCE****Audit 2018 – 2019**

Information sent by email;

Year End Accounts

Bank Reconciliation to 31<sup>st</sup> March, 2019

Financial Statement to 31st March, 2019

AGAR 3 to be completed for the external auditor:

1, Governance Statement

2, Accounting Statement

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

Please note Catterall Parish Council administers sponsorship funding for Catterall in Bloom, this is not the Parish Council's money.

The following payments have been received;

1. Pilling Parish Council	£ 12.79	
2. Mr. J. G. Waite	£200.00	Book Loan repayment

*Resolved: Councillors resolved to pay the following invoices received:*

Cheque	Payee	Amount	Reason
2351	Cornthwaite Farm Machinery	£1,620.00	Trailer
2352	DFX Systems	£ 45.00	Computer update
2353	E-on	£ 10.49	Christmas tree lights
2354	C and C Supplies	£118.10	
2355	Catterall Gala	£200.00	Donation
2356	I. Brayshaw	£ 25.00	Catterall Parish Council Crest set up
2357	J. Woods	£ 16.20	Expenses
2359	Towers and Gornall	£816.00	Accounting Services
2360	Lancashire Association of Local Councils	£449.49	Subscriptions
2361	C and C Supplies	£ 13.56	PPE
	C and C Supplies	£ 16.95	Lock
	C and C Supplies	£ 20.34	
	C and C Supplies	£ 9.89	(£60.64)
2362	Haldane Fisher	£139.80	Rails and posts
	Haldane Fisher	£ 10.80	Post mix
	Haldane Fisher	£ 32.26	Rails
	Haldane Fisher	£ 16.13	Rails (£198.99)
2363	Olive Branch Landscapes	£312.00	Grounds Maintenance
2364	Came and Company	£2,294.68	Insurance
2366	Houghtons Filling Station	£123.74	Petrol
		£6,916.73	

#### **Direct Debits/Standing Orders**

BT	£ 32.04
Staff costs	£2,925.91
Easy-web-sites	£ 27.60

#### **Bank Reconciliation**

*Resolved: The bank reconciliation to 15th April, 2019 was accepted by Councillors.*

#### **3044. QUESTIONS FOR COUNCILLORS**

##### **Walking to School**

Cllr. Mrs. S. Bulman reported on a future meeting to be held on 14th June to give progress on the footpath either side of Garstang Academy.

*There being no further business the Chairman closed the meeting at 8.40pm.*

Date .....

Chairman .....