



CATTERALL PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Tuesday 1st August 2023 at 7:00pm at Catterall Village Hall

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

In Attendance: E Millington (Clerk and RFO) and Wyre Councillor Daniel Bolton

3825 Apologies for absence

Apologies for absence were received from Cllr J Bostock and the reason accepted.

3826 Declarations of interest and dispensations

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

3827 Minutes of the last meeting

Councillors **resolved** that the minutes of the meeting held on 4th July 2023 be agreed as a correct record.

3828 Public Participation

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

Wyre Councillor Daniel Bolton assured Councillors that flooding is high on the agenda for Wyre Council and that he will provide running feedback over the coming months.

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

3829 Flooding in Catterall Sunday 23 July (Cllr J Finch)

Councillors were aware of widespread flooding in Catterall (and surrounding areas) on 23 July. Many of the village's roads were flooded with water creeping up onto pavements and driveways and a number of gardens were flooded on Cock Robin Lane and probably elsewhere. The water subsided when the rain eased off and it appeared that it was not a blocked drain fault but that the drains could not cope with the volume of water.

Two local residents raised this issue with the parish council some time ago and Wyre Council's Engineering Team was contacted with a view to visiting and looking at the drainage maps for the Cock Robin Lane area but no action was taken by Wyre. With the changing climate and the prediction that extreme weather events such as last Sunday's will become more frequent the Council **resolved** to challenge the relevant authorities to find out what preventive action, if any, they are taking.

Councillors also **resolved** to collate useful information and contact numbers to be shared with residents so that they know what to do in the instance of flooding and to explore, with the relevant authorities, what help and support is available.

3830 Phone and Broadband

The Parish Council has a broadband connection and landline phone in the Parish Council office, this contract is due to end on the 18th October 2023.

The current Clerk works predominantly from home, working approximately one day a fortnight in the Parish Council office. In line with insurance, the Parish Council office is used for all meetings with the Clerk.

The office phone number is published by the Parish Council for contact and whilst the answer phone is checked regularly for messages, there often isn't anyone in the office to answer the call.

Most calls made by the Parish Council are made using the Clerk's personal mobile phone and phone number. After 12 months in the role of Clerk, many Catterall Parish Council contacts have this personal number on file. This has made it difficult for the Clerk to ascertain whether incoming calls are personal or professional and professional calls being answered at inappropriate times, late evening, weekends and when the Clerk is on annual leave.

The Clerk currently makes and receives approximately 10 calls a week. The number of calls may increase if a 'manned' phone number was published.

The Parish Council considered various phone and broadband options in September 2022, minute 3605 refers, and agreed to delay decision until closer to the end of the current phone and broadband contract.

Councillors reviewed the details of two options. Option 1 to keep a broadband contract at the office and implement a VoIP system or Option 2 to purchase a mobile phone handset and take on a business mobile phone contract.

Whilst the benefits of maintaining a local phone number were discussed, most Parish Councils locally are advertising a mobile phone number for contact, including Garstang Town Council, Preesall Town Council and Pilling Parish Council.

Catterall Village Hall has indicated that it may be willing to take on a broadband package, allowing the Parish Council to have use of it when the Parish Council are using the hall or office.

Councillors **resolved** to purchase a mobile phone handset and take on a business mobile phone contract delegating the responsibility to do so to the Clerk.

3831 Licence for the Land at Stone Cross Gardens

The draft licence for the Land at Stone Cross Gardens has been received from Barratt's. Barratt's solicitors have stated that they will not accept any further amendments to the licence.

Councillors **resolved** to accept the terms of this licence.

3832 Wyre Council's 3 Year Review of Public Spaces Protection Orders (PSPOs)

Catterall Parish Council has a Public Spaces Protection Orders (PSPO) on Queen Elizabeth II Playing Field. This contains restrictions in relation to dog control. Some dog controls are across the whole Wyre district, and the playing field has the additional 'Dogs on leads at all times' control. Wyre Council reviews PSPOs every three years and have asked if Catterall Parish Council wishes to make any amendments. Councillors considered the current PSPO and **resolved** to request that the PSPO remains unchanged.

3833 Anti-Social Behaviour - Community Payback

A letter has been received from Dehenna Davison MP, Minister for Levelling Up and Rt Hon Damian Hinds MP, Minister of State for Prisons and Probation and shared with Councillors via email on 17th July 2023. The letter encourages Catterall Parish Council to "take up the up-coming opportunities offered in the Anti-Social Behaviour Action Plan provided by the Community Payback and Immediate Justice schemes to address local environmental need and demonstrate local commitment to tackling anti-social behaviour."

The Parish Council may be able to engage with the Community Payback scheme, which is Unpaid Work for community projects. This includes painting and decorating work, grounds maintenance, litter and fly tipping projects, tree planting, graffiti removal, and work in parks and open spaces.

Councillors **resolved** to request assistance with bulb planting along the A6 as part of the Community Payback scheme.

3834 Finance

Receipts (for noting)

Payee	Amount	Details
Dewlay Cheese	£50.00	Catterall in Bloom
B + S Textiles	£100.00	Catterall in Bloom
Leach Structural Steek Work	£100.00	Catterall in Bloom
Claughton Service Station	£70.00	Catterall in Bloom
Lancashire County Council	£600.00	Parish Champion Grant towards noticeboards
James Richards Circus	£400.00	Donation

Payments (for approval)

Payee	Amount	Details
Houghtons Filling Station	£14.02	Fuel - June
Traffic Technology	£264.00	SPID repair
Greenbarnes Ltd	£4,346.01	2 x noticeboards
Lancashire Environmental Fund	£2,040.50	Third party contribution towards Washroom Refurbishment-Catterall Village Hall (minute 3752)
Mrs A Parker	£49.45	Catterall in Bloom
Playdale	£122.00	Cradle seat
Catterall Village Hall	£450.00	2023 Annual usage of office at hall and electricity for office, container and lighting around field.

R. R. Kippax & Son	£1,440.00	Playing Field Gang Mowing – 08/03/23 to 26/06/23
Amazon	£43.51	Magnets and staples
Haldane Fisher	£32.30	Post mix for notice board installation

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

1. Staff Costs for June	£2,505.32
2. LCC Pension	£961.33
3. P Hartley (expenses)	£16.65
4. E Millington (expenses)	£308.38
5. Towers Gornall	£68.40
6. Plusnet	£40.35
7. Easy websites	£27.60

Investments

CCLA investment £40,751.85 at 30th June 2023 (£101.20 reinvested and £15,000 transferred to fund)

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 accept the June bank statement and bank reconciliations for CCLA and the July statement and bank reconciliations for Unity current and Unity saver.

Transfer of Funds

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

Budget Monitoring

None.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

3835 Reports from subject leads and outside body representatives

QEII Playing Field

The Circus had a very wet visit to Catterall and unfortunately had to cancel their final performance due to the Big Top and playing field becoming waterlogged. Despite the Circus having to leave the playing field in very wet conditions, they were extremely careful and there has been minimal damage.

LALC Wyre Area Committee

The meeting on the 26th July was well attended. LALC had a visit from Wyre Council's Chief Executive Rebecca Huddleston along with PCSO Denise Creighton and Tom Myerscough from Wyre River Trust. The talk from Tom Myerscough was very informative and the presentation will be shared with councillors.

Catterall Village Hall

Grant funding for the washroom refit has been received and the work will hopefully commence at the end of August. The Village Hall Committee passed on their thanks to the Parish Council for the 3rd party contribution towards the grant.

Catterall Gala

The Gala Committee will next meet in January 2024.

3836 Clerk's report

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

3837 Action Tracker

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

3838 SPID Report

Councillors **noted** that the SPID has been repaired and is currently located on Garstang Road (southbound).

3839 Questions to councillors

Cllr S Kirkman raised the issue that there is no longer a late post box collection in Catterall and that all collections are at 9am. This has been added to the letter of complaint sent to Royal Mail regarding the Cock Robin Lane post box, minute 3810 refers.

There being no other business the Chair closed the meeting at 7:50pm.