



CATTERALL PARISH COUNCIL

Minutes of the Annual Parish Council meeting held on Tuesday 6th June 2023 at 7:00pm at Catterall Village Hall

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

In Attendance: E Millington (Clerk and RFO), Lancashire County Cllr S Turner, Wyre Councillor David Swift and 1 resident

3787 Apologies for absence

No apologies for absence.

3788 Declarations of interest and dispensations

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

3789 Minutes of the last meeting

Councillors **resolved** that the minutes of the meeting held on 16th May 2023 be agreed as a correct record.

3790 Public Participation

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

The new Wyre Councillor, David Swift introduced himself and was welcomed by the parish council.

The resident passed on his thanks to Catterall Gala committee on the success of the event.

Lancashire County Councillor Shaun Turner agreed to chase a response from Lancashire County Council regarding the dangerous on road parking at the Cock Robin Lane/A6 junction.

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

3791 Internal audit and actions

The internal audit was completed in May 2023 by A. May. '*Catterall Internal audit JPAG 2023 - Action Plan*'.

Note: Fixed assets have historically been valued at current value (see section H.d on the audit report). The usual practice is to value fixed assets at acquisition value, and this has been recommended by the internal auditor. Should action H. d be approved,

an 'Asset Valuation Policy' will be created for the July meeting and fixed assets revalued.

Councillors **resolved** to accept the Internal Audit report and the proposed actions.

3792 Publication of agenda (Cllr Kirkman)

Garstang Town Council publishes a full agenda for all meetings. In April 2023, the introduction of a 'headings only' public and press agenda was proposed. Garstang Town Council received advice from Wyre Council and Lancashire Association of Local Councils. In brief, both Wyre Council and LALC encourage all councils to be as transparent as they can, with regards to access to information.

Councillors **resolved** to maintain the 'headings only' agenda for publication as the headings provide a good indication of the topics up for discussion.

3793 Contact details on website and notice boards

The website and noticeboards should include contact details for Councillors and postal addresses and phone numbers are currently given. Councillors **resolved** to publicise the councillor (@catterallparish.org.uk) email addresses on both the website, noticeboard and on Wyre Council's website.

3794 Purchase of new noticeboards

The 2023/24 budget included provision for two new man-made timber noticeboards. These are to replace the two existing noticeboards which are damaged and difficult to use. The proposed noticeboards are a similar size externally to the existing noticeboards; however the existing allow for 16 A4 portrait notices and the proposed allow for 12 A4 portrait notices. This should be sufficient for the needs of the parish council. The man-made timber with an engraved header will require minimal future maintenance.

Quote 27703/1 is for the Stone Cross Garden notice board at £2,019.38 (net).

Quote 27705/1 is for the Village Hall notice board at £1,705.74 (net).

Councillors approved the design specification and **resolved** to purchase these noticeboards. A grant towards these noticeboards will be sought from Lancashire County Council 'Parish Champion' Scheme.

3795 CCLA funds

The 2023/24 budget contained £15,000 earmarked for a future playground refresh. The funds towards the playground refresh are currently in the CCLA account, current value £25,650.65. Councillors **resolved** to transfer the £15,000 to CCLA.

3796 Replacement of Box shrub at the Memorial Garden

The spherical Box shrub, in the raised beds, either side of the Memorial Stone have Box blight and need to be replaced. Catterall in Bloom have suggested that they are replaced with Pittosporum tenuifolium 'Silver Queen'. These can be purchased for £17.99 each. Councillors **resolved** to remove the box and replace with Pittosporum tenuifolium 'Silver Queen'.

3797 Portraits of His Majesty The King (Cllr J Mackenzie)

Public authorities throughout the United Kingdom will be able to apply for a free portrait of His Majesty The King, fully funded by the UK Government, as part of a

scheme to celebrate the new reign. Councillors **resolved** to apply for framed portrait when the scheme opens later in the year.

3798 Booking request for boot camp sessions on QEII

A request to use Queen Elizabeth II Playing Field, Catterall for boot camp fitness sessions has been received from Jaimy Campbell, a personal trainer based in Lancaster. They hold public liability insurance and request permission to hold sessions over the summer on a Saturday morning at 8am or 9am.

Councillors **agreed in principle** that these sessions could take place, but requested further information from Jaimy Campbell regarding how much equipment will be used/space needed. These sessions need to avoid conflicting with the circus and football.

3799 Planning

Application # 23/00449/FUL

Proposal: Erection of building over existing open midden (agricultural)

Location: Rylstone Barn Catterall Lane Catterall Preston Lancashire

Application # 23/00503/FUL

Proposal: Proposed single storey rear extension to replace existing conservatory

Location: 12 Calder Drive Catterall Preston Lancashire PR3 1ZL

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

Application # 23/00443/FUL

Proposal: Part conversion of the existing building to 1 x dwelling (C3), with external alterations including addition of pitched roof, and demolition of part of the building (re-submission of planning permission 22/01297/FUL – minute 3736 refers)

Location: Units 1 And 2 Tan Yard Road Catterall Preston Lancashire

Councillors **resolved** to object to this application as part of the bridleway that this property is situated on is already attracting parked vehicles. This application could seriously impact pedestrians and horses using the bridleway.

3800 Finance

Receipts (for noting)

Payee	Amount	Details
Lancashire County Council	£800.00	Biodiversity grant and PROW scheme 2022
Society of Local Council Clerks	£36.00	Refund for CCTV webinar
HMRC	£25,867.61	VAT return 2022/23

Payments (for approval)

Payee	Amount	Details
Edge IT	£136.50	Financial Year End support
Haldane Fisher	£16.15	Post Mix
Flagpole Express	£100.97	Catterall flag – previous flag is damaged beyond repair

Gallagher	£3,568.03	Insurance 2023/24
Mrs A Parker	£55.94	Catterall in Bloom
Austin Walmsley	£30.00	Padlock repairs
Daisy Clough Nursery	£379.56	Buddy Bench planting
Armstrong's Garden Machinery	£200.91	Multiclip mower service and repair

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

1. Staff Costs for May	£2,505.32
2. P Hartley (expenses)	£13.05
3. E Millington (expenses)	£71.05
4. LCC Pension	£961.33
5. Towers Gornall	£68.40
6. Plusnet	£40.35
7. Easy websites	£27.60

Investments

CCLA investment £25,650.65 at 31st May 2023 (£81.98 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 accept the April bank statement and bank reconciliations for CCLA, Unity current and Unity saver and May bank statement and bank reconciliations for CCLA and Unity saver.

Transfer of Funds

Councillors **resolved** to transfer £15,000 from Unity current to CCLA.

Budget Monitoring

None

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

3801 Reports from subject leads and outside body representatives

QEII Playing Field

Cllr J Finch shared details of a stolen golf cart that was driven over the playing fields on Tuesday 6th June at 3:15am. This incident was picked up on CCTV. The 2023/24 budget contains provision for a new CCTV camera to cover the entrance of the carpark, quotes to be sought in August.

LALC Wyre Area Committee

The next meeting will be in July.

Catterall Village Hall

Cllr S Kirkman stated that the Village Hall is as busy as ever.

Catterall Gala

Cllr S Bulman reported that the Gala was a success and noted that it was a really good family day. The weather was ideal, and this led to a last minute change of location for the wagon, bringing it onto the playing field rather than situating it on the car park. Councillors requested that in future could a dry weather and a wet weather plan be agreed in advance.

A letter of thanks is to be sent to Catterall Gala Committee.

3802 Clerk's report

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

3803 Action Tracker

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

3804 SPID Report

Councillors **noted** that the SPID is currently not working and awaiting repair.

3805 Questions to councillors

Cllr J Mackenzie passed on a request from a member of the public for a bench to be added to the field off Keeper's Wood Way. To be added to the next agenda.

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