



CATTERALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 3rd October 2023 at 7:00pm at Catterall Village Hall

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

In Attendance: E Millington (Clerk and RFO), Wyre Cllr David Swift and Wyre Cllr Daniel Bolton.

3857 Apologies for absence

Apologies for absence were received from Cllr I Brayshaw and the reason accepted.

3858 Declarations of interest and dispensations

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

3859 Minutes of the last meeting

Cllr L Ormerod proposed a change to minute 3855. This has been changed to read; *'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. The clerk is to ask the police what they do with Catterall's SPID data once they receive it and to report back to the parish council.'*

With this alteration, councillors **resolved** that the minutes of the meeting held on 5th September 2023 be agreed as a correct record.

3860 Public Participation

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

Cllr Daniel Bolton gave a brief update on the proposed development in Claughton between the A6 and Goose Lane. The developer has said that there will be changes to the proposal/planning application as a result of their recent public consultation.

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

3861 Wheeled play area vandalism

The fence surrounding the wheeled play area has been deliberately damaged on at least five occasions from 15th September onwards. Incident reports have been filed with the police with clear CCTV footage attached for three of these occasions. On all three occasions the perpetrators are the same two teenage males.

Between each incident, the Lengthsman has made temporary repairs to the fence, for it to be vandalised again within a couple of hours. Currently the fence is temporarily repaired, but the area is padlocked closed.

Of the 36 panels that make up the fence, 17 are now damaged. The fence requires more significant repair/replacement. Due to time constraints, prices have not yet been calculated/obtained for the options below.

Some options are;

- a. To repair the existing fence by adding additional thicker wooden rails below the existing broken rails. This would add strength and support. This would be quickest but could look untidy.
- b. To improve the existing fence by removing the existing rails and replacing them with thicker wooden rails. This would maintain the current look of the fence, and would be cost effective, but will take the Lengthsman time to complete.
- c. To replace the existing fence with a new more substantial wooden fence.
- d. To replace with a low, powder coated wire fence, similar to that surrounding the MUGA.

Councillors **resolved** to seek quotes for all of the fencing options above and for the wheeled play area to remain closed until an update has been received from the police. The clerk is to chase the police for a response and to look into funding for additional CCTV.

3862 Lighting on the playing field

There is £3,000 in ear marked reserves towards improving the lighting on the playing field. Lumenata is a Preston based lighting design and supply specialist that has been recommended by Wyre Council as they have done similar projects locally. Lumenata can produce several options for the playing field lighting scheme. The Parish Council would then have the option to purchase the lights through Lumenata, and have them managing the installation process, or to take the plans and source the lighting and labour elsewhere.

The design fee for the landscape lighting project would be £345.00 + VAT.

Councillors **resolved** to engage Lumenata to produce lighting schemes for the playing field and car park.

3863 Christmas 2023

a. Light switch on event

The Christmas lights switch on is held on the first Sunday in December at 5:30pm, this year it is the 3rd December. Councillors **resolved** to create a working group of Cllrs J Bostock and S Bulman to bring plans and costs to the November parish council meeting. Cllrs S Kirkman and J Mackenzie have volunteered to assist on the night. The clerk is to contact Rev Wilkinson and request his attendance.

b. Nativity scene/crib

Councillors **resolved** to postpone the purchase of a nativity scene/crib for Catterall due to current ASB on the playing field and to earmark reserve the £1,000 in the 2024/25 budget.

3864 Remembrance Sunday – 12th November 2023

Catterall traditionally holds a short Remembrance Sunday service at the memorial garden on Cock Robin Lane at 2pm to allow residents to lay their wreaths. Rev Wilkinson will lead the service. Cllr I Brayshaw is to lay a wreath at St Helen's Church, Churchtown at 11am and at the Cock Robin Lane memorial garden on behalf of Catterall Parish Council.

3865 Donation to the Royal British Legion 2023

Councillors **resolved** to donate £100.00 to the continuing work of the Royal British Legion.

3866 Donation toward Garstang Christmas Lights 2023

The following has been received from Garstang Town Council.

I hope you all have had a great summer. Autumn is definitely on its way and it feels the right time to update you about the Christmas Lights in Garstang.

The update for 2023 is that Garstang Town Council, is now responsible for all aspects of the Christmas Lights (except fundraising which is to be undertaken by the Garstang Christmas Lights Appeal Group). The Town Council are working closely with the Christmas Lights Group Appeal Group and especially the Chair, Mr Damian Carr, to ensure that there is a smooth transition between the 2 organisations.

The Town Council undertook a tender process for the 5 year contract period 2023 - 2028 and a public consultation exercise for new Christmas Lights for the next 5 years. The total cost of the Christmas Lights is £93,380 net of VAT (£825 in Non-recurring costs and £18,511 per year).

Over the past few years, a number of parish council 's have very kindly donated towards the Christmas lights in Garstang, making the annual festive display possible and helping to uplift our community during the darkest days of the year. The annual cost of the annual cost of the lights has also been met by generous grants from Wyre and Garstang Town Council and Garstang Town Trust, alongside the fundraising and collections from businesses to raise the shortfall. Over the past couple of years it has been challenging for many businesses and our collections from them have understandably been reduced.

The contributions we have received from your parish council have been invaluable for the continuation of the Christmas Lights and it is the same again for the next 5 year period as costs have increased.

Therefore, please could I ask if your Parish Council would consider giving a financial donation towards the Christmas lights once again this year? As always, any amount you would be able to give would be very gratefully received by the Town Council and would help bring festive cheer to all our local communities.

May the Town Council take this opportunity to invite you to the Big Switch on! Garstang's new Christmas Lights will be switched on at 6pm, at the Market Cross, outside the Royal Oak on Monday 27th November 2023. Please join us for some festive fun. The event will include the blessing of the crib, Christmas carols, live music, refreshments and entertainment. Please note, there will be a road closure in place on the High Street to accommodate the event from 5pm until 7.30pm. We hope to see you there.

Catterall Parish Council **resolved** to donation £250.00.

3867 2024/25 Budget

The draft budget for 2024/25 will initially be considered at the November meeting. The costs of projects that councillors might wish to undertake need to be calculated by the 22nd October and sent to the clerk. Councillors have put forward the following ideas for projects; additional funds towards lighting on the playing field, information/local history boards, speed awareness signs. The costs are to be calculated for the November meeting.

3868 Policy review

Councillors **resolved** to approve the following reviewed and reformatted staff policies.

- a. Staff Polices: Sickness Policy 1.2
- b. Staff Polices: TOIL Policy v1.2
- c. Staff Polices: Dignity at Work/Bullying and Harassment Policy v1.2
- d. Staff Polices: Grievance Policy v2.0 – updated to reflect current NALC model document
- e. Staff Polices: Disciplinary Policy v2.0 – updated to reflect current NALC model document
- f. Staff Polices: Lone Workers v2.0 – updated to reflect current NALC model document
- g. Staff Polices: Equality and Diversity Policy v2.0 – updated to reflect current NALC model document

3869 Planning

Application # 23/00770/FUL

Proposal: Erection of roof over existing silage clamp

Location: Roe Farm House Catterall Lane Catterall Preston Lancashire

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

3870 Finance**Receipts (for noting)**

Payee	Amount	Details
Lancashire County Council	£800.00	Biodiversity grant and PROW scheme 2023/24
Wyre Council	£600.00	Catterall in Bloom
Unity Trust	£638.16	Bank interest

Payments (for approval)

Payee	Amount	Details
Haldane Fisher	£43.20	Metal straps to fix fence around wheeled play area
Haldane Fisher	£4.70	Braces for D Sharples bench
Haldane Fisher	£2.10	Rawlplugs
Haldane Fisher	£125.76	Metal straps to fix fence around wheeled play area
C&C Supplies	£37.84	Cement, flags, postmix
Armstrongs	£20.06	Superclean resin solvent
Northants CALC Ltd	£234.00	CiLCA training
Edge IT Systems	£39.60	New councillor email address
Edge IT Systems	£925.34	Annual fees – Microsoft 365

		(17/10/23 to 17/10/24)
Laburnum Nurseries	£28.00	Pansies and violas
Laburnum Nurseries	£54.72	Catterall in Bloom
B & H Pest Control	£80.00	Mole control – spring/summer 2023
Amazon	£12.59	Phone charger plug
Amazon	£8.99	Phone case
Amazon	£4.99	Phone screen protector
Amazon	£24.47	Laminator and pockets
Houghtons Filling Station	£94.43	Fuel – August 23
Mrs A Parker	£148.82	Catterall in Bloom
HMRC	£1,327.29	2023/2024 Quarter 2

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

1. Staff Costs for September	£2,505.52
2. LCC Pension	£961.33
3. P Hartley (expenses)	£109.75
4. E Millington (expenses)	£45.35
5. Towers Gornall	£68.40
6. Plusnet	£40.35
7. EE phone contract	£30.52
8. Easy websites	£27.60
9. Bank Charges (04/06/23 – 03/09/23)	£27.15
10. Bank Charges (04/06/23 – 03/09/23)	£1.50

Investments

CCLA investment £41,063.15 at 31st August 2023 (£169.34 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 August statement and reconciliations for CCLA, Unity current and Unity saver. September statement and reconciliations for Unity current and Unity saver.

Transfer of Funds

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

Budget Monitoring

Councillors **resolved** to accept the budget update dated 27th September 2023.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

3871 Reports from subject leads and outside body representatives

QEII Playing Field

There has been an increase in requests to use the Village Hall toilets from the parents of the football team that plays on Queen Elizabeth II Playing Field, Catterall.

Complaints about this have been received from Village Hall users. The football club has been contacted and a request made that they either contact the Village Hall to make arrangements or pass the message on that the toilets are not available.

LALC Wyre Area Committee

The next meeting is 25th October 2023 and they have secured a further visit from the Police & Crime Commissioner Mr. Andrew Snowden.

Catterall Village Hall

The Village Hall remains as busy as ever. The washroom refit has been completed.

Catterall Gala

The Gala Committee will next meet in January 2024.

3872 Clerk's report

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

3873 Action Tracker

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

An additional update was given regarding flooding in Catterall. Lancashire County Council have responded with a list of advice and contact information that they provide to county councillors whenever there has been widespread flooding. This can be distributed to residents in Catterall.

Councillors requested further information on how Lancashire County Council will future proof Catterall against future extreme weather events.

3874 SPID Report

Councillors **noted** the information contained in the SPID report from LC5 Catterall Gates Lane (westbound on offside) and that this information is shared with the police and is available on Catterall Parish Council's website.

The data shared with the police is sent to a Traffic Management Officer and Road Safety Analyst. This data is then reviewed and added to other speed data that the police hold. It helps the police to understand the speed of traffic at those locations and whether any interventions are required (such as Community Roadwatch).

3875 Questions to councillors

Cllr S Bullman raised the issue of parking on Keepers Wood Way. Vehicles are routinely parking in the turning space which could cause issues for emergency vehicles. If this is an on going concern it is recommended that Lancashire County Council Highways are contacted or Lancashire County Council Councillor Shaun Turner.

Cllr J Mackenzie requested a Facebook post to encourage young people and their parents to put lights on bikes. Now the evenings are drawing in it can be hard to spot bikes on the road, especially when the rider is wearing dark coats/school uniform. Garstang Community Academy will also be contacted and asked to pass on the message to pupils.

There being no other business the Chair closed the meeting at 8:14pm.