



CATTERALL PARISH COUNCIL

MINUTES OF THE PARISH COUNCIL MEETING

**5th MAY, 2020
AT 7.00PM**

**Government legislation prohibited public gatherings,
restricting council business; this meeting was held virtually**

Present:

Catterall Parish Councillors;

*I. Brayshaw, Chairman,
J. Finch, Vice-Chairman
Mrs. G. Balshaw,
Mrs. S. Bulman,
S. Kirkman,
Mrs. J. Mackenzie,
K. O'Hanlon,
D. Sharples,
Gillian Benson, Clerk to the Parish Council
Wyre Councillor Webster*

The Coronavirus Act, which the government introduced on 19 March, postpones any elections that were due to be held in May 2020 until 6 May 2021. Any other electoral events, such as the parish council elections; will also be postponed until May 2021.

3172. APOLOGIES FOR ABSENCE

There were no apologies for this meeting.

Cllr M. Butler resigned in April, Wyre Council was informed and, following a legal update, the vacancy is advertised.

3173. NOTIFICATION OF INTERESTS

Councillors are asked to declare any interests on the agenda items and reminded that changes to your Register of Interests must be made within 28 days.

3174. MINUTES OF THE LAST MEETING

Resolved: Minutes of the Parish Council meeting held on 3rd March and update of 7th April, 2020 during Coronavirus crisis, having been circulated were signed as a correct record.

3175. PUBLIC PARTICIPATION

The meeting was adjourned to allow residents to speak.

Report of the County Councillor

All resurfacing and surface dressing of highways has been put on hold for now with only major projects progressing, but Lancashire County Council is still making roads safe as

per the pothole policy. We are seemingly past the peak with Covid 19 but will continue to monitor as we slowly unlock.

Parish Councils are asked to encourage residents to continue exercising afterwards and it may be time to revisit the hard surfacing towpath scheme. The towpath in great shape but a few weeks ago it was a trauma to walk on; following wet weather. Keeping people active ultimately helps the NHS.

Report of the Wyre Councillor

The green waste collections have been re-established and have received a positive reaction as residents understood why the decision was made. All planning applications have been delegated to Head of Planning, David Thow and the chairman of the planning committee, Cllr. Paul Moon as there are no attended meetings. The councillor has progressed residents' concerns over changes in speed limits on Joe Lane and dog barking causing a nuisance.

The meeting was resumed.

3176. CHAIRMAN'S ANNUAL REPORT

Welcome to the 2020 Annual Parish Meeting. Can I personally thank everyone for your hard work and commitment over the past twelve months. Thanks to Gillian for her continued diligence and Jonathon working in and around the village. I have briefly spoken to Tim; who seem well and as busy as ever, can I also thank Jan for her detailed work with the latest phase of improvements on the Queen Elizabeth II Playing Field.

It is with sadness the Catterall along with the rest of the country has been placed on hold, but I feel the community has grown stronger. The hard work that Netta and her team did last year to gain the prestigious awards has also been stalled but I am sure that once we are allowed Netta will bounce back.

The positives out of all the negative life we are leading is the weather has been good for us up to until recently and it seems that crime is down and the criminally minded are also self-isolating.

The precept was agreed and it seems to be in the majority accepted by everyone, as always, I'm sure that the majority will see they are getting value for money.

I would finally like to thank those councillors that have decided not to v=continue with us for their hard work and commitment, you will be sadly missed, but please keep in touch with us, and you are always welcome at our meetings.

Once again thank you all very much for your support and I look forward to being able to support you and the Parish for the coming year. But please keep safe.

Thank you, Ian Brayshaw
Chairman of Catterall Parish Council
Resolved: Circulated and accepted.

3177. REPORT FROM THE RESPONSIBLE FINANCIAL OFFICER

Catterall Parish Council carried forward £67,850.93.

Payments amounted to £146,409.70

And receipts £142,280.18

Giving a balance of £71,980.45 to carry forward to 2020 – 2021.

The precept was increased by £5,000 in line with the budget recommendations to pay towards work on the Queen Elizabeth II Playing Field and a second Christmas Tree at Catterall Village Hall. With a new Parish Lengthsman training courses are required and to purchase of a trailer and replacement mower.

Receipts came from a slight increase in bank interest, increase in Parish Lengthsman hours by Kirkland Parish Council and the loan for printing 'A Ramble Around Catterall' was repaid in full. Wyre Council's loan of £30,000 was initially paid by cheque, but this was then made by BACS and the cheque was brought bank to the bank. Work on the Queen Elizabeth II Playing Field was partly covered by a grant and some of this was claimed - £27,000. The Catterall based Shazzann Team, who run the Health Mile, paid for a chatty bench to be installed once we are back to normal.

Expenditure is greatly reduced; by £188,000, due mainly to the completion of many of the play facilities on the Queen Elizabeth II Playing Field; spending £152,000 LESS this year! This had a knock on effect of increasing VAT reclaim; these have now dropped by £30,000. Maintenance costs of the Parish Council assets have dramatically reduced by £3,000, as have administration costs and the Parish Council made fewer donations.

There are increases in training with the many courses for the new Parish Lengthsman and purchase of a new trailer and replacement mower and the audit increased by £450, based on the amount of cash going through the accounts.

Resolved: Circulated and accepted.

3178. DATES OF FUTURE MEETINGS

Councillors noted that Catterall Parish Council will meet on the following dates at 7.00pm at Catterall Village Hall, Garstang Road, Catterall, or virtually, unless an agreed change is made:

2nd June, 2020,	7th July, 2020	4th August, 2020,
1st September, 2020,	6th October, 2020,	3rd November, 2020,
1st December, 2020.		

Christmas Tree Switch-on Sunday 6th December, 2020.

5th January, 2021,	2nd February, 2021,	2nd March, 2021,
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6th April, 2021, (Annual Parish Meeting)

4th May, 2021. (Annual Parish Council Meeting)

Resolved: Circulated and accepted.

3179. 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

Personnel 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 vacancy.

Editor and Sub-Editor to the Catterall Crier

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

Tree Wardens

All councillors.

Catterall Village Hall – 2

Resolved: Cllr. J. Finch and S. Kirkman

Catterall Gala – 1

Resolved: Vacancy

Wyre Area Lancashire Association of Local Councils – 3

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

3180. PARISH COUNCIL INSURANCE

Resolved: Delegated to the clerk in consultation with the Chairman and Vice Chairman.

3181. MYERSCOUGH FOOTBALL CLUB

The club is asking for the removal of the goal posts to allow larger pitches as they wish to accommodate 9 a side football games and permission to possibly carry out aeration of the pitch surface. Councillors agreed the aeration is a good idea, but the goalpost removal throws up problems which will need to be investigated.

Resolved: Decision deferred until further information is sought.

3182. EMPLOYEE SICKNESS ABSENCE POLICY

Resolved: Reviewed policy accepted and will be issued to staff.

3183. PLANNING APPLICATIONS

Granted:

20/00090/FUL

Proposal: Change of use of part of a redundant cattle shed to create four general industrial units (B2), with external alterations, change of use of yard to create parking area and work to widen the existing access

Location: Ripon Hall Farm Catterall Lane Catterall

Planning Conditions approval:

14/00681/DIS14

Proposal: Approval of details reserved by condition 6 (external lighting) relating to outline planning permission 14/00681/OUTMAJ

Location: Daniel Fold Farm Daniel Fold Lane Catterall

Refused:

20/00191/FUL

Proposal: Proposed first floor side extension over existing garage

Location: 1, Greenway, Catterall

20/00001/FUL

Proposal: Erection of 1.8m high fence to front of property.

Location: The Hollies 14 Joe Lane Catterall

Planning condition discharge:

18/00822/DIS3

Proposal: Approval of details reserved by conditions 16 (highways - off site works) and 17 (estate management) on application 18/00822/FULMAJ

Location: Catterall Lodge Farm Garstang Bypass Road Catterall

Resolved: The Parish Council has no objections to this planning application.

3184. ANNUAL REPORTS CIRCULATED FOR INFORMATION ONLY;

Report on Queen Elizabeth II Field

The parish council submitted a successful application for £30,000 to Lancashire Environmental Fund for pathways, planting, picnic benches etc which made up the final phase of the Playing Field Masterplan. Whilst work was due to start in September it did not get underway until November given the very wet weather. The majority of the work was completed but the container planting had to be postponed until spring 2020 as the ground had become too cold and wet for the plants to thrive. Unfortunately, the coronavirus epidemic has meant a further delay and the planting cannot not take place until the lockdown is at an end.

Report of the representative on Catterall Village Hall

The Committee held meetings in July, September, November and February 2020 with the planned April meeting cancelled owing to the coronavirus pandemic. New tables and chairs with arms have been purchased as has a baby changing table. There are a number of repairs to be done but committee members have had difficulty finding reliable firms to carry out the various jobs.

Report of the representative on Catterall Gala

The Gala in 2019 was a successful event, enjoyed by the community, making a small profit, supported by the parish council, both in funding and 2 councillors supporting in the preparations and on the day marshalling, and regular support from the Clerk. The chair and his consort walked in the parade.

Gala 2020 has been cancelled due to the Covid-19 Coronavirus, but will be back in 2021

Wyre Area Lancashire Association of Local Councils

2019 saw a change in venue for the meetings from Shared Approach to Wyrebank Conference Centre. However, problems with car parking availability led to a decision to relocate to Garstang Best Western Hotel from spring 2020. The July meeting was attended by Mark Billington of Wyre Council who gave an update on the work of the Council and who listened to the concerns of parishes over the lack of content relating to the rural areas in Wyre Voice. County Councillor Albert Atkinson also attended the meeting and spoke about the County Council's plans to introduce a wider range of plastic recycling. There was no police representative at the meeting. The October meeting received an interesting presentation from Lancashire's Director of Public Health, Dr Karananunithi and the new Police Sergeant for Garstang attended and introduced himself. The February meeting was attended by Gary Payne, Wyre Council Chief Executive who gave an update on the work of the council and spoke in detail about trialling the use of a private sector organisation to

carry out enforcement work on dog fouling, littering etc. on behalf of the council. The April meeting had to be cancelled as a result of the coronavirus pandemic.

Catterall in Bloom

Following the success in the North West in Bloom competition in 2018, when Catterall won a gold award and were named the best large village in the North West, the village was entered into the national Britain in Bloom competition. The village was therefore judged, in 2019, in both the North West in Bloom and Britain in Bloom competitions in the large village category.

In addition to the established planting in place around the village, which included the community garden in Stone Cross Gardens, the Peace Garden at the village hall and the planters around the village, the Bloom team ensured all areas they look after were planted, weeded and tidied up and that all planters were filled with colourful plants. Efforts to make the village look its best did not stop with planting as the Bloom team made sure there was no litter and, with assistance from local school children, even painted the bus stops in the village with flowers, which was very well received by many residents in the village. Additionally a group of villagers known as the 'Crazy Daisies' knitted and crocheted flowers which were displayed around the village.

In addition to the normal In Bloom entry from Catterall the residents of Beaconsfield Terrace, Stones Lane and Lodge Park also entered the It's Your Neighbourhood competition as part of the In Bloom competition. All 3 areas were successful with Lodge Park and Stones Lane being judged outstanding and Beaconsfield Terrace marked as improving.

North West in Bloom judging was in July and Britain in Bloom judging in August. This is when the In Bloom has the opportunity to showcase to the regional and national judges what has been done in the village and a display of the team's work was mounted in the village hall where judges and residents were treated to homemade refreshments. Catterall was awarded gold at the North West in Bloom awards ceremony in Southport and silver gilt at the Britain in Bloom awards in London.

Thank you to the In Bloom team responsible for making Catterall such a colourful place in which to live and for making possible the success the village has achieved in these competitions. Thanks must also be recorded to all those residents and others who have contributed their time and money to the success of the In Bloom project. Special thanks are due to Geoff and Netta Parker the driving force behind the Catterall in Bloom team.

Thanks to the Crazy Daisies who have continued to knit and crochet flowers, poppies, blue rabbits for displays around the village of poppies for Remembrance Sunday, Christmas decorations, Mother's Day flowers, Valentine's Day roses and Easter eggs and rabbits. The rabbits were featured by Owain Wyn Evans on the local North West news programme.

The In Bloom team would like to record their thanks to Bill Blackledge, one of the judges who have recently died and was instrumental in Catterall receiving two golds. Bill was particularly impressed by Catterall and went out of his way to make helpful suggestions which contributed to the village's success in achieving golds and improvements in the type and variety of planting.

Due to the Coronavirus crisis there will be no In Bloom competition in 2020, but should resume in 2021.

Catterall Parish Council Facebook Page

The page was launched over a year ago with the aim of getting relevant information to residents. It had a slow start, taking about 6 months for people to start following, but with Coronavirus, we have used it far more to pass out relevant information, which has been very well received, and increased followers rapidly. The page was successful in publicising parish events, especially the Christmas tree lights switch on, which was extremely well attended by the community. The most shared articles tend to be reminders about dustbin schedules and the Parish Council Christmas tree recycling scheme; but we do regularly get messages of thanks on other useful information too.

3185. FINANCE

Audit 2019 – 2020

Information circulated;

Year End Accounts

Bank Reconciliation to 31st March, 2020

Budget Monitoring to 31st March, 2020

AGAR 3 completed for the external auditor:

1, Governance Statement

2, Accounting Statement

Councillors are asked to scrutinise these documents for accepting and signing.

The internal auditor is self-isolating at present; due to COVID 19, but this will be undertaken soon.

The date of the external audit has been moved to 31st July, 2020

Resolved: The Chairman and clerk signed the Year End Accounts and AGAR 3.

Accounts:

The following payments have been received;

1. Wyre Council		£80,885.99	
Precept 2020 – 2021	£81,000.00		
Less election expenses	<u>-£114.01</u>		
	£80,885.99		
2. E. H. Booth and Co.		£ 59.98	Catterall in Bloom
3. Bank Interest - Annual		£122.55	

Viking Stationery Credit Note – due to lack of delivery - £113.47

VAT Claim - Submitted to HMRC on 16th April, 2020

Direct Debits/Standing Orders

BT	£ 60.25
Easy-web-sites	£ 27.60
Staff costs: April	£3,395.07

Resolved: Councillors resolved to pay the following invoices received:

Cheque	Payee	Amount	Reason
2469	HMRC	£1,337.42	Income tax and NI
2470	G. Benson	£ 31.64	Clerk's reimbursements
2473	Towers and Gornall Accountants	£780.00	Accountant
2474	Olive Branch Landscapes*	£432.00	Grounds Maintenance
2475	C and C Supplies	£ 9.36	Disposable coveralls
2476	Pilling Parish Council	£ 93.60	Working during Lengthsman's self-isolation
2477	Olive Branch Landscapes*	£632.02	Grounds Maintenance
2478	Came and Company	£2,098.45	Insurance
		£5,414.49	

* The clerk met with both the grounds maintenance companies to reassessment their areas on the Queen Elizabeth II Playing Field with the installation of the latest improvements over Winter.

Bank Reconciliation

Resolved: Bank Reconciliation to 9th and 15th April accepted.

There being no further business the Chairman closed this first virtual Catterall Parish Council meeting at 7.35pm.

Date

Chairman