



CATTERALL PARISH COUNCIL

Minutes of the Parish Council meeting held on 6th August 2024 at 7:00pm at Catterall Village Hall

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

In Attendance: E Millington (Clerk and RFO), Wyre Cllr David Swift and 2 residents.

4030 Apologies for absence

Apologies for absence were received from Cllr L Ormerod and the reason accepted.

4031 Declarations of interest and dispensations

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

4032 Minutes of the last meeting

Councillors **resolved** that the minutes of the meeting held on 2nd July 2024 be agreed as a correct record.

4033 Public Participation

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

None.

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

4034 Catterall Community Event (Cllr S Kirkman)

Catterall Village Hall could be used by the Parish Council to host a community event. The event would be for residents to attend to give them the opportunity to speak to parish councillors, the police and other local groups such as Catterall Gala Committee, Catterall in Bloom and the Village Hall. Other interested groups could be invited such as the Wyre Council, Lancashire Fire and Rescue Service, Wyre Rivers Trust and Cosy Homes in Lancashire.

Councillors **resolved** to contact Barnacre with Bonds Parish Council and ask for advice, as they hold a similar event.

4035 Catterall in Bloom

The following requests were received from Catterall in Bloom;

- a. Netta Parker has led Catterall in Bloom for many years but is due to move away from Catterall. She has done so much for Catterall in Bloom and the village in her years living in the area. Catterall in Bloom would like to make a lasting tribute to her by dedicating her favourite flower bed as 'Netta's Garden' and placing a small plaque, similar to those on the back of park benches.

Netta's favourite flower bed on Queen Elizabeth II Playing Field is the one with three wooden benches on gravel with the flower beds around them. The plaque would be attached to the front of the middle bench. Councillors **resolved** to approve this request and felt that it is a fitting way to honour someone who has contributed so much to Catterall.

- b. Catterall in Bloom asked for agreement in principle for a small metal or plastic shed to be placed on the playing field to store a wheelbarrow and a few tools as it is very difficult for volunteers to bring these things every time. Tim would secure it down and Catterall in Bloom have funds to purchase the shed. Councillors are concerned about the security of a shed, the potential of vandalism and how the contents will be insured. Councillors **resolved** to ask Catterall in Bloom for more information. Cllr J Mackenzie offered her garage as a potential location for Catterall in Bloom to store their equipment.

4036 LALC Conference - Saturday 7th September 2024

The LALC conference will take place in the daytime on Saturday 7th September 2024 at the Delta Marriott Hotel in Broughton.

This event is being billed as a "must attend" event for Councillors wanting to keep up to date and expand their knowledge and possibilities for new and interesting Council projects. Alongside interesting speakers attending there will be chosen Council sector specific suppliers from Websites to Banking and Savings to Mapping".

The conference costs £35.00 per person but for a limited time two Councillor bookings will give one free Clerk space. There is money in the training budget for Councillors to attend.

Councillors **resolved** not to attend the conference as most of the speakers and companies in attendance are already known to, or services used by, Catterall Parish Council.

4037 Completion of the limited assurance review for the year ended 31 March 2024

PKF Littlejohn LLP have completed the review of the Annual Governance and Accountability Return (AGAR) for Catterall Parish Council for the year ended 31 March 2024. The report attached states that *"On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met."*

Councillors **resolved** to approve and accept the review statement from PKF Littlejohn LLP.

The Accounts and Audit Regulations 2015 (SI 2015/234) set out what you must do at the conclusion of the review. In summary, you are required to:

- a) Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- b) Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website. (Please note that when the statute and regulations were amended in 2014 and 2015, they did not include a requirement for the length of time for

which that the “Notice” must be published. The previous statute required 14 days; but it is now up to the authority to make this decision).

- c) Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- d) Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

The RFO will fulfil these actions.

4038 Wyre Local Plan Issues and Options 2024

Wyre Council are currently producing the new Local Plan. Wyre Council have prepared a document designed to identify the key issues facing the borough over the next 15 years and the options for addressing them. An Issues and Options consultation is being carried out between Monday 29 July 2024 to 5.00pm Tuesday 10 September 2024.

The consultation document can be found here;

<https://www.wyre.gov.uk/downloads/file/1977/wyre-local-plan-issues-and-options-july-24>

The potential development sites for Catterall and Bowgreave can be found on page 113.

The questions to be answered can be found on page 116 - Appendix 2 – Consultation Options and Questions.

Councillors **resolved** to read the consultation document and come prepared to the Parish Council meeting on the 3rd September. This will allow the Parish Council to send a considered response.

Councillors may wish to attend one of the public exhibitions at which you can discuss local plan issues with officers from the Planning Policy team. The dates and venues are:

- Thornton YMCA - Monday 5 August - 2:30pm to 7pm
- Garstang Library - Thursday 8 August - 1:30pm to 6:30pm
- Forton Village Hall - Monday 12 August - 2:30pm to 7pm
- Great Eccleston Village Centre - Tuesday 13 August - 2:30pm to 7pm
- Stalmine Village Hall - Wednesday 14 August - 2:30pm to 7pm
- Fleetwood Marine Hall - Thursday 15 August - 2:30pm to 7pm
- Poulton-le-Fylde Community Hall - Saturday 17 August - 10am to 2:30pm

To make residents aware of the consultation, details will be shared by the Parish Council on the website, Facebook page and noticeboards.

4039 Finance

Receipts (for noting)

Payee	Amount	Details
Dewlay Cheesemakers	£50.00	Catterall in Bloom
Garstang FC	£250.00	June and July pitch hire

Payments (for approval)

Payee	Amount	Details
Parochial Church Council of Garstang St Helen, Churchtown	£150.00	Donation towards the closed portion of the graveyard CHQ # 30009
Laburnum Nurseries	£18.26	Catterall in Bloom
S2s Enterprises	£396.00	Grass cutting – 29/05/24 & 06/06/24
S2s Enterprises	£198.00	Grass cutting – 18/06/24
S2s Enterprises	£654.00	Grass cutting 02/07/24, 07/07/24, 15/07/24 & 29/07/24
PKF Littlejohn LLP	£504.00	External audit fee – year end 31/03/24
Society of Local Council Clerks	£188.00	Annual membership fee 2024-2025
Society of Local Council Clerks	£450.00	CiLCA qualification fee – E Millington Note – The Lancashire branch of SLCC has agreed to support this training and Catterall Parish Council will reclaim £150.00 towards this.

Routine Payments by bank transfer, direct debit and standing order (for noting)

1. Staff Costs for July	£2,707.45
2. LCC Pension	£1,044.55
3. Towers Gornall	£68.40
4. EE phone contract	£22.80
5. Easy websites	£40.92

Charge card expenses 26/07/24 (for noting)

Payee	Amount	Details
Lloyds	£6.00	Charge card fee

Investments

Councillors are asked to note the CCLA investment £57,940.30 at 30th June 2024 (£240.39 reinvested)

Councillors are asked to note the CCLA investment £58,187.97 at 31st July 2024 (£247.67 reinvested)

Councillors **resolved** to note the receipts, approve the payments and to note the payments by Standing Order, Direct Debit, Charge Card and the reinvested investment receipt.

Statement of Accounts

Councillors **resolved** to accept the June statement and reconciliations for CCLA and the July statement and reconciliations for Unity Trust current, Unity Trust saver, CCLA and Redwood 95 day saver.

Transfer of Funds

Councillors **resolved** to approve a transfer of £5,000 from Unity saver to Unity current to cover payments.

Budget Monitoring

None.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

4040 Reports from subject leads and outside body representatives

QEII Playing Field

Playdale are booked to make some small repairs to the little children's play area and will advise on whether to repair or resurface the older children's play area.

LALC Wyre Area Committee

A meeting was held on the 31st July 2024 and had Lancashire County Council Parish Champion as a speaker. The Parish Champion has an annual funding pot of £10,000 which Parish Council's can apply for.

Catterall Parish Council has had successful bids in the post for money towards noticeboards and the flag pole.

Catterall Village Hall

The village hall have received a quote for acoustic panels for the main room to reduce the echo, funding is being sought. The roof has been repaired again.

Catterall Gala

The next meeting will be held in mid-September 2024.

4041 Clerk's report

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

4042 Action Tracker

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

4043 SPID Report

Councillors **noted** the information contained in the July 2024 SPID report from Joe Lane (post).

This data has been shared with Garstang's police sergeant, will be reported to Lancashire Road Safety Partnership and has been uploaded to the Parish Council website.

4044 Questions to councillors

None.

There being no other business the Chair closed the meeting at 7:26pm.