



## **CATTERALL PARISH COUNCIL**

### **Minutes of the Parish Council meeting held on 4<sup>th</sup> June 2024 at 7:00pm at Catterall Village Hall**

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

**In Attendance:** E Millington (Clerk and RFO), Wyre Cllrs Daniel Bolton and David Swift and one resident.

#### **3998 Apologies for absence**

No apologies for absence.

#### **3999 Declarations of interest and dispensations**

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

#### **4000 Minutes of the last meeting**

Councillors **resolved** that the minutes of the meeting held on 7<sup>th</sup> May 2024 be agreed as a correct record.

#### **4001 Public Participation**

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

The resident passed on their thanks to the Catterall Gala Committee for running such a successful community event.

The resident asked about the Village Hall Post Office's opening hours, as it has been closed for some weeks. An update was given that the Post Office has been struggling to recruit staff and is temporarily closed. There isn't yet a date for reopening.

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

#### **4002 Bench for dog field (Cllr J Mackenzie)**

A request has been received for a bench to be installed on the 'dog field', at the end of Keepers Wood Way. The 24/25 budget contains a sum of £700.00 for a new bench on the A6. A bench for the dog field isn't currently in the budget.

Councillors **resolved** to refurbish one of the three timber and concrete A6 benches, currently earmarked for disposal, and trial the bench on the dog field.

#### **4003 Appointment of Internal Auditor**

Councillors **resolved** to appoint Miss A May as internal auditor for 2024/25 at a cost of £250.00.

#### 4004 LCC Public Rights of Way Local Delivery Scheme 2024/25 and Biodiversity Small Grant Scheme

Lancashire County Council is once again asking town and parish councils to opt in to the Scheme. In return for a grant of £500 the parish council is expected to clear vegetation and look after assets such as way markers, steps and gates on public footpaths.

The County Council is also inviting town and parish councils to opt in to the Biodiversity Small Grant Scheme. In return for a grant of £300 the parish council would improve native planting, provide nest and bat boxes, feeding stations for birds, create habitats for hedgehogs, bugs etc.

Councillors **resolved** to opt in to both schemes.

#### 4005 New model Financial Regulations

NALC released new model Financial Regulations in May 2024. These have been amended slightly to fit Catterall Parish Council's current practice and financial limits.

Councillors **resolved** to adopt the new Financial Regulations.

File titled '4005 - CPC Financial Regs 2024 – v3.0.

#### 4006 Finance

##### Receipts (for noting)

Payee	Amount	Details
HMRC	£2,140.72	VAT return 23/24
Anwyl Homes	£1,000.00	Catterall in Bloom - grant
Leach Structural Steel	£100.00	Catterall in Bloom - donation
B & S Textiles	£100.00	Catterall in Bloom - donation

##### Payments (for approval)

Payee	Amount	Details
Gallagher	£4,049.28	Insurance – 02/06/24 to 01/06/25
Amazon	£44.94	Surge protect extension lead
Mr T Hoyles	£73.73	Catterall in Bloom
Mrs A Parker	£203.31	Catterall in Bloom
Mrs A Parker	£47.20	Lavenders for Memorial Garden
The Green Reaper (PH expenses)	£82.79	Knapsack battery and charger
Haldane Fisher	£9.50	Cable ties
S2s Enterprises Ltd	£396.00	Grass cutting – 10/05/24, 16/05/24
2 <sup>nd</sup> Nature Safety	£1,200.00	H&S Review
Daisy Clough	£516.54	Catterall in Bloom

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

1. Staff Costs for May	£2,707.45
2. LCC Pension	£1,044.55
3. P Hartley (mileage)	£13.50
4. Towers Gornall	£68.40
5. EE phone contract	£22.80
6. Easy websites	£40.92

**Charge card expenses 26/04/24 (for noting)**

<b>Payee</b>	<b>Amount</b>	<b>Details</b>
Lloyds	£6.00	Monthly fee
Epson	£90.99	Printer ink
Car Care Garstang	£4.99	Key cutting

**Investments**

None.

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 May statement and reconciliations for Unity current, Unity saver and Redwood.

**Transfer of Funds**

Councillors **resolved** to approve a transfer of £63,000 from Unity saver to Redwood saving via Unity current.

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****4007 Reports from subject leads and outside body representatives****QEII Playing Field**

Garstang Football Club have requested to hire the football pitch two evenings a week between the 18<sup>th</sup> June and the end of July for preseason training.

As the application was received too late for inclusion on the agenda, the Clerk will use the delegated powers laid out in '3606 - CPC Scheme Of Delegation - v1.0' to approve the hire. This will be on receipt of a completed booking form, risk assessment and appropriate insurance documents.

**LALC Wyre Area Committee**

The next meeting will be on 31<sup>st</sup> July 2024.

The Police and Crime Commissioner is unable to attend as it is felt that the meeting does not have a large enough membership.

**Catterall Village Hall**

The small room is now getting a lot of use and is booked several days a week.

**Catterall Gala**

Catterall Gala was very successful this year with the most visiting queens and floats for a number of years. The Parish Council wishes to offer its thanks to the Catterall Gala Committee for all that they do to make the event so successful and enjoyable.

Although the sun shone on Gala day, some damage to Queen Elizabeth II Playing Field occurred when vehicles were moved, due to the ground being soft.

Catterall Parish Council have agreed to purchase the soil and grass seed to repair the damage. The Gala Committee will seek someone to roll the field.

In future years, the Parish Lengthsman will have final say on whether vehicles can be brought onto the playing field.

#### **4008 Clerk's report**

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

#### **4009 Action Tracker**

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

#### **4010 SPID Report**

Councillors **noted** the information contained in the May 2024 SPID report from Cock Robin Lane (Northeast bound).

This data has been shared with a Police Traffic Management Officer and Road Safety Analyst and has been uploaded to the Parish Council website.

Cllr I Brayshaw and the Clerk will ask for speed enforcement to take place in Catterall and request that someone from the Police or Lancashire Road Safety Partnership attends a Parish Council meeting so that speeding concerns can be raised.

#### **4011 Questions to councillors**

Cllr J Mackenzie asked for an update on the funding for the Miyawaki micro forest project, an update will be sought for the next meeting.

There being no other business the Chair closed the meeting at 7:37pm.