



CATTERALL PARISH COUNCIL

MINUTES OF ANNUAL PARISH COUNCIL MEETING HELD AT CATTERALL VILLAGE HALL 3rd May 2022, following the Annual Parish Meeting

Present:

Catterall Parish Councillors;

*I. Brayshaw, Chairman,
J. Finch, Vice-Chairman
Mrs. J. Bostock,
Mrs. S. Bulman,
S. Kirkman
Mrs. J. Mackenzie,
Mrs. P. Perks
D. Sharples,
Gillian Benson, Clerk to the Parish Council*

3520. ELECTION OF CHAIRMAN

Resolved: Cllr. Ian Brayshaw was elected as Chairman of Catterall Parish Council for one year

Under the Local Government Act 1972 (83(4)) the Chairman signed the Declaration of Office.

3521. ELECTION OF VICE-CHAIRMAN

Resolved: Cllr. J. Finch elected as Vice-Chairman of Catterall Parish Council for one year

3522. APOLOGIES FOR ABSENCE

Wyre Councillor Webster sent apologies.

3523. NOTIFICATION OF INTERESTS

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

As members of Catterall Village Hall committee Cllr J Finch, Cllr S Kirkman and Cllr Mrs J Mackenzie declared a non-pecuniary interest in any general items on the agenda relating to the village hall.

3524. MINUTES OF THE LAST MEETING

Resolved: Minutes of the Parish Council meeting held on 5th April 2022, having been circulated the minutes were signed by the Chair.

3525. PUBLIC PARTICIPATION

Standing Orders were suspended to allow guests to speak.

There were no residents present for this meeting.

Parish Council meeting was resumed.

3526. RECRUITMENT OF NEW CLERK

Our Parish Clerk is to resign on 30 June 2022 after 21 years. Councillors are asked to delegate the work of recruiting a new Clerk to the Personnel Committee whilst reserving the final decision on an appointment to the Parish Council.

Resolved: Personnel Committee to compile job description, application form and advertise the post of clerk and appoint a replacement.

3527. DATES FOR FUTURE PARISH COUNCIL MEETINGS

Councillors are asked to note that Catterall Parish Council will meet on the following dates at 7.00pm at Catterall Village Hall, Garstang Road, Catterall, unless an agreed change is made:

7th June 2022,	5th July 2022	2nd August 2022,
6th September 2022,	4th October 2022,	1st November 2022,
6th December 2022.	Christmas Tree Switch-on Sunday 4th December 2022.	
3rd January 2023,	7th February 2023,	7th March, 2023,
4th April 2023,	4 th April 2023. (Annual Parish Council Meeting)	

3528. PARISH COUNCIL COMMITTEES

The Parish Council currently has four committees – Finance, Planning, Personnel and Green Spaces. The Finance Committee has not met for two years or more but there have been additional scrutiny arrangements put in place and the Council is now using the Edge IT finance software as well as moving to online banking. Whilst the Finance Committee has, within its terms of reference, the working up of the budget and the precept this has always been done by the Council as a whole.

The Planning Committee meets on an “as required” basis but has not met in many years and all planning matters are brought to the Council as a whole. An Extraordinary Meeting of the Parish Council can be called as easily as a meeting of the Planning Committee.

The Green Spaces Committee has met on a small number of occasions but, again, decisions relating to the matters under its remit (highways, street scene, playing field, open spaces) are brought to meetings of the Council.

Cllr Finch would therefore like to propose that these Committees be abolished with the effect of returning all matters to the Parish Council.

Resolved: To abolish Finance, planning and Green Spaces Committees with all decisions made by the full council.

The Personnel Committee has met but its terms of reference show it to be an advisory committee and cannot therefore make decisions. This committee is responsible for all staffing matters and would need some delegated powers to deal with, at the very least, first stage discipline and grievance matters. As things currently stand all such matters would have to be considered by the Council which would not leave any councillors “untainted” by the initial decision and therefore precluding an independent right of appeal.

Cllr Finch would therefore propose that the Personnel Committee be retained but with some delegated powers and that the draft terms of reference (circulated with the agenda papers) be approved.

Resolved: Personnel Committee Terms of Reference were accepted.

3529. ELECTION OF REPRESENTATIVES

Responsible Financial Officer

The Parish 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.

Personnel Committee

Chairman, Vice-Chairman, Cllr. Mrs. P. Perks and Cllr. S. Kirkman.

Parish Lengthsman's Up Line Manager - Cllr. I. Brayshaw

Tree Wardens

All councillors.

Catterall Village Hall – 1

Cllr. Mrs. J. Mackenzie

Catterall Gala – 1

Cllr. Mrs. S. Bulman

Wyre Area Lancashire Association of Local Councils – 3

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

Defibrillator - Cllr. Mrs. S. Bulman

Resolved: Parish Council representatives were agreed

3530. VACANCY IN THE OFFICE OF PARISH COUNCILLOR

A recent resignation vacancy has passed the election date.

Resolved: There are two vacancies and Catterall Parish Council will co-opt as soon as practicable.

3531. ZIP WIRE

The grass under the zip wire is wearing and the clerk was asked to source an alternative. Playdale suggested Nordic Grass and quotes were presented for resolution.

Resolved: To use Nordic Grass quote one under the Zip Wire.

3532. PARISH COUNCIL INSURANCE

Clerk has asked other insurance companies and waiting for responses.

Resolved: Deferred to the Clerk and Chair to settle.

3533. CLERK'S REPORT

Resolved: Completed matters to be removed.

Discussions on damage to the Queen Elizabeth II Playing Field, by persons unknown and Facebook posts. The victim/witness must report these incidents to the Police, this creates a log and will encourage a higher Police presence.

Resolved: Report to Karen Edwards

Link to Police reporting to be posted on Facebook page.

3534. POLICIES FOR REVIEW AND APPROVAL

Resolved: Councillors reviewed Renewable Energy, to be deleted, Complaints Procedure, Investment Policy, Risk Register, Annual Governance Statement, Vacancy Procedures, Website Accessibility, Data Protection Policy and Website Privacy Notice. Some of the policies refer to committees which have just been dissolved and will need updating accordingly.

3535. CATTERALL GALA

Catterall Gala committee has proposed a new layout for the fairground and car parking on 11th June at Queen Elizabeth II Playing Field from 1.30pm.

Resolved: Councillors agreed to the new layout unless the field is too wet.

Resolved: The Chairman and guest will attend the Gala.

3536. PERSONNEL COMMITTEE

Councillors noted the minutes of the Personnel Committee held on 16 March, circulated, to agree the recommendations in those minutes and to ask the Personnel Committee to pursue the actions identified in the recommendations and to append the minutes to those of the minutes for this meeting.

Resolved: Recommendations agreed.

3537. MYERSCOUGH JUNIOR FC

Request from Myerscough Junior FC for consideration:

The recent league meeting voted for the u9 fixtures to move to a Saturday morning, meaning we will have u9s on a Saturday and u10s on a Sunday from September. Hope that will be ok.

This next season's league which starts in September, could have games on Saturday and Sunday mornings, however, it will mean less crowded on a Sunday. This season's games finish in June, due to waterlogging. Councillors are asked to consider this request. Myerscough Junior FC acknowledge this extra day and will increase payment for next season. The car park is owned by Village Hall and Village Hall representatives raised possible parking conflicts when the hall is in use.

Resolved: Catterall Parish Council agree to next season on Playing Field.

3538. PARISH LENGTHSMAN WORKSHOP/LITTER BINS

The Parish Lengthsman is using a local workshop, it stores the trailer and means small repairs can be done safely. The Parish Council is willing to pay for this storage Councillors agree to payment, but unsure about back payments.

Resolved: Councillors agreed to pay for the workshop going forward and consider start date of payments next month.

Collection of the litter bin bags. Village litter bins are regularly emptied, and bin bags stored in the container until collected on Tuesdays. There may be more than 20 stored, containing dog poo and in the confines of the container begin to hum! Could the Parish Lengthsman build an outside store?

Resolved: The Parish Council agrees to a litter bag storage container near to the entrance for ease of the collector.

3539. PLANNING APPLICATIONS

Planning approvals:

22/00222/LAWP

Proposal: Certificate of lawfulness for proposed hip to gable extension and rear dormer

Location: 10 Cock Robin Lane Catterall

21/01393/OUT

Proposal: Outline application for 1 dwelling (C3) with access and layout applied for (all other matters reserved), following demolition of building

Location: Land South Of 83 Garstang Road, Catterall

Planning Applications considered and commented:

22/00318/FUL

Proposal: Single storey rear extension

Location: 10 Field Maple Close Catterall

Resolved: The Parish Council has no objections to this planning application and seeks neighbourhood notification.

22/00331/FUL

Proposal: Single storey rear extension

Location: 42 Joe Lane Catterall

Resolved: The Parish Council has no objections to this planning application and seeks neighbourhood notification.

22/00210/FUL

Proposal: Change of use of part of an agricultural building to create one additional work unit class B2 (re-submission of 21/01078/FUL)

Location: Ripon Hall Farm Catterall Lane Catterall

Resolved: The Parish Council has no objections to this planning application and seeks neighbourhood notification.

3540. REPORTS FOR INFORMATION ONLY

Report of the representative on Queen Elizabeth II Playing Field

Upgrade of the Multi Use Games Area will start after Catterall Gala and be finished by Summer school holidays.

Report of the representative on Lancashire Association of Local Councils

Disappointing attendance to the last meeting with Andy Pratt, Deputy Police Commissioner. Parish Councils will be written to and encouraged to attend future meetings.

3541. FINANCE

Audit 2020 – 2021

Year End Accounts

AGAR Form: Councillors are asked to review and agree to the Chairman and clerk signing.

Resolved: Parish Council agreed to Year End Accounts and AGAR. Both signed by Chairman and Clerk.

Accounts

The following payments received.

1.	Wyre Council	£91,000.00	Precept
2.	Pilling Parish Council	£ 19.37	Phone and Broadband
3.	CCLA Investment Interest	£ 6.31	March 2022

Resolved: Councillors resolved to pay the following invoices received:

Payee	Amount	Details
Lancashire Association of Local Councils	£441.36	Corrected subscription amount
Tanks Direct	£356.40	Water Bowser
Olive Branch Landscapes	£632.02	Grounds Maintenance
Cutts Lane Nurseries	£ 64.00	Jubilee and replacement trees
HarrisonDrury Solicitors	£258.00	Legal Advice
Houghtons Filling Station	£ 88.55	Fuel
C and C Supplies	£ 31.20	Parish Maintenance
Haldane Fisher	£ 42.54	Bricks and post mix
Mrs. A. Parker	£ 91.99	Catterall in Bloom
Edge IT	£ 83.40	Financial Training
Daisy Clough Nurseries	£1,093.37	Catterall Playing Field
Fletchers Garden and Driveways	£59,718.00	Multi Use Games Area improvements, tarmacking to areas on playing field
Olive Branch Landscapes	£632.02	Grounds Maintenance
Clarke and Pullman	£ 81.37	Strimmer head and line
	£63,614.22	

Bank Transfers/Direct Debits/Standing Orders

BT	£ 4.55 credit
Easy websites	£ 27.60

Bank Reconciliation

CCLA investment account to yearend £25,012.37

Bank Transfer

Resolved: Permission given to transfer sufficient to cover large online payments.

3542. QUESTIONS TO COUNCILLORS**Anwyl Homes**

Anwyl homes are willing to recompense the Parish Council for the loss of daffodils on the A6 which will be lost during access for the residential development. Daffodil bulbs will be supplied in October for planting in the Parish.

There being no further business the Chairman closed
Catterall Parish Council meeting at 8.30pm.

Date

Chairman