



CATTERALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 11th October 2022 at 7pm at Catterall Village Hall

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

In Attendance: E Millington (Clerk and RFO), Wyre Cllr E Webster, PCSO Kirsty Church and Netta Parker (Catterall in Bloom)

3620 Apologies for Absence

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

3621 Declarations of Interest and Dispensations

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

3622 Minutes of the Last Meeting

Resolved: that the minutes of the meeting held on 6th September 2022 be agreed as a correct record.

3623 Public Participation

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

Wyre Cllr Liz Webster informed the council that the Tourist Information centre in Garstang is to be relocated to the library.

The Parish Council objected to plans in March 2022 as the proposed pedestrian crossing point at the end of Cock Robin Lane was on a blind corner.

The construction of this crossing began at the start of October 2022. Cllr Shaun Turner and Cllr Liz Webster will voice their concerns to Lancashire County Council.

Catterall Parish Council also asked Cllr Liz Webster for her assistance in resolving the matter of the incomplete highway improvements for the junction of Baylton Drive and Garstang Road, Catterall.

Kirsty Church, PCSO based at Garstang, asked for Catterall Parish Council's assistance in getting residents to report cases of antisocial behaviour (ASB) to the police. There have been several posts on the 'Your Catterall' Facebook page in the past month regarding ASB, but this have not been reported to the police. This can be reported on the website

(<https://doitonline.lancashire.police.uk/>) or via the 'Contact an Officer' function.

Reporting incidents, concerns or asking for advice helps the police to build a picture of the situation in Catterall and may lead to an increase in patrols.

This will be publicised on the Facebook page.

Netta Parker of Catterall in Bloom gave an update to the Parish Council. There is a great partnership between Catterall Parish Council and Catterall in Bloom. The planting looked fabulous this year and Catterall in Bloom will continue next year, with a focus on biodiversity.

The RHS Britain in Bloom judges visited Catterall in August, with results expected in w/c 17th October. On their visit the judges said that "Catterall is looking beautiful".

Catterall in Bloom would like to pass on their thanks to Paul Hartley, Lengthsman, for all of his assistance this year especially with the watering.

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

3624 Email Addresses

The Practitioners Guide is published by the Joint Panel on Accountability and Governance (JPAG). JPAG are responsible for issuing proper practices about the governance and accounts of smaller authorities. On page 55 (line 5.204) of the 2022 Practitioners Guide, it states that to comply with GDPR councils should supply councillors with an official email address for council business.

The council purchased 12 email addresses (1 clerk, 1 parish lengthsman and 10 councillors) from EdgeIT as part of the paperless office project. Minute 3041, November 21.

Councillors **resolved** to have email address in the format of firstname.surname@catterallparish.org.uk

3625 Cold Calling Sticker Scheme

There have been a number of cold callers/potential door to door scams in the local area. Cllr Bostock proposes that Catterall Parish Council runs a council wide sticker scheme, similar to that run by Surrey County Council

<https://www.surreycc.gov.uk/business/trading-standards/consumer-advice/rogue-traders-scams-and-cold-callers/door-step/sticker-scheme>. Councillors **resolved** to get costings for window stickers. This scheme will be advertised on Facebook and through the Green Book.

3626 Christmas Lights Switch On

Councillors reviewed the Christmas Light Switch On document and **resolved** to;

- a) Move the Switch On time to 5:30pm to allow more families/children to attend.
- b) Provide a £200 budget for mince pies, biscuits, tea, coffee, cordial, milk, sugar, cups and plates for in the hall after the Switch On event.
- c) Purchase of two rechargeable battery-operated floodlights (£120 each) <https://www.amazon.co.uk/HIGHKAS-Rechargeable-Waterproof-Construction-Brightness/dp/B08G7XZJPW/>
The Clerk is to discuss storage of the floodlights with the Lengthsman.
- d) Place an advert in the Green Book, free for events. The deadline is 17/10/22 for November and 14/11/22 for December.

3627 Lancashire Parish and Town Council Conference on Saturday 12 November

Two attendees from Catterall Parish Council were invited to the Lancashire Parish and Town Council Conference on 12th November 22 at The Exchange at County Hall, Preston or virtually via Microsoft Teams. Cllr Finch to attend virtually.

3628 Tree Condition Report

A survey of the trees on Queen Elizabeth II Playing Field takes place every 15 months. Councillors **resolved** to accept the Tree Condition Report and to delegate the responsibility of fulfilling the recommendations to the Clerk.

The council further **resolved** to request a tree planting plan for Queen Elizabeth II Playing Field, to cover for the eventual removal of the alder trees and potential removal of the ash trees.

3629 Lancashire Wildlife Trust Report

Councillors opted in to receive a Biodiversity Small Grant from Lancashire County Council in August 22, minute 3584 refers. Lancashire Wildlife Trust met with the Clerk to discuss improvements to biodiversity on the Queen Elizabeth II Playing Field.

Councillors **resolved** to accept the report from Lancashire Wildlife Trust and delegate the responsibility to the Clerk in consultation with Cllr Finch.

This report is to be shared with Catterall in Bloom.

3630 Placement of the Clifford Trickett Memorial Bench

Councillors accepted the gift of a memorial bench from the family of Clifford Trickett, minute 3554 refers. Cllr Sharples and the Clerk met with the family regarding the placement of the bench. Councillors **resolved** to site the bench in 'Option 1', what3words location: crab.invents.reforming.

3631 Placement of the Queen's Jubilee Bench

Councillors **resolved** to move a bench from the riverbank and place the Queen's Jubilee bench in its place. The removed bench will be sited by the Toddlers Play Area.

3632 Basketball Hoop

One of the nets on the Multi Use Games Area basketball hoop has started to fray. Replacements can be purchased at a cost of £6. Councillors **resolved** to replace these nets as they become worn/damaged and to explore a more durable nylon alternative.

3633 Contact Details on CCLA

Councillors **resolved** to change the contact details, for the CCLA account from that of the previous Clerk, Gillian Benson to that of the current Clerk, Emma Millington.

3634 Disposal of Fixed Asset

The salt gritter is extremely rusty and is no longer functional. The salt gritter was unusable last winter and the Legthsman salted the paths by hand, using bucket and shovel. Unless winters become increasingly severe, the Lengthsman is happy to continue to salt paths by hand. Councillors **resolved** to dispose of the gritter.

3635 2023/24 Budget

The draft budget for 2023/2024 will initially be considered at the November meeting, so the costs of projects that councillors might wish to undertake need to be calculated by the 20th October. Councillors **resolved** to add CCTV improvements and two recycled material notice boards to the budget for 2023/2024.

3636 Planning

Reference: 22/00978/FUL

Proposal: Single Storey rear Extension

Location: 4 Pickering Gardens Catterall Preston Lancashire PR3 0FZ

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

Reference: 21/00484/DIS1

Proposal: Agreement of details reserved by Conditions 16 (Site investigation) and 17 (Gas Monitoring Risk Assessment) on planning permission 21/00484/FULMAJ

Location: Land North West Of Cock Robin Lane And North East Of Garstang Road Catterall Lancashire

Cllrs **noted** this application.**3637 Finance****Receipts (for noting)**

Received from	Amount	Details
Lancashire County Council	198.00	Grass cutting
Colin Cross	£54.00	Returned payment
Myerscough JFC	£600.00	Pitch hire for 2022/23 season

Payments (for approval)

Payee	Amount	Details
A Parker	£54.00	Catterall in Bloom
Olive Branch Landscapes	£632.02	Grass cutting
HMRC	£469.07	Second quarter
C & C Supplies	£44.86	Padlock/WD40/screws/locking nuts
C & C Supplies	£27.77	Cement/paintbrush/expanding foam
Houghtons Filling Station	£91.78	Fuel – August 22
Houghtons Filling Station	£203.13	Fuel – September 22 and weedkiller

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

1.	Staff Costs for September	£2,104.05
2.	P Hartley (expenses)	£87.88
3.	E Millington (expenses)	£19.29
4.	LCC Pension	£802.36
5.	Bank Charges	£6.48
6.	Plusnet	£37.44
7.	Easy websites	£27.60

Investments

CCLA investment £25,095.77 at 31st August 2022 (£22.84 reinvested)

CCLA investment £25,130.25 at 30th September 2022 (£34.48 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 noted the statement of accounts and bank reconciliations for the Lloyds current account for September.

Councillors noted the statement of accounts and bank reconciliations for the Lloyds saver, Unity current and Unity saver account for August and September.

Councillors noted the statement of accounts and bank reconciliations for CCLA for April to September.

Councillors **resolved** to accept the statement of accounts and bank reconciliations.

Transfer of Funds

Councillors **resolved** to accept the following transfers to the new Unity account.

02/09/2022	£25,000
06/09/2022	£20,000
15/09/2022	£10,000

Budget Monitoring

Councillors **resolved** to note budget update for the first half of 2022/23 dated 30/09/2022.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY**3638 Reports from subject leads and outside body representatives****QEII Playing Field**

Cllr Finch reiterated residents' concerns regarding antisocial behaviour on the playing field in the early evening.

The purchase of a new bin and the relocation of an existing bin to be requested in November.

LALC Wyre Area Committee

Cllr Sharples notified the council that the next meeting is on the 26th October 2022.

Parish Council Facebook

Cllr Kirkman reported that local 'of interest' items had been shared in September, including details of the Book of Condolence, Proclamation, Avian influenza and new Wyre tourism campaign 'Discover Wyre'.

The Facebook page will post contact details for the police along with an encouragement to report antisocial behaviour and details of the Remembrance Sunday service and Christmas Light Switch On.

Catterall Village Hall

Cllr Kirkman reported that a new treasurer and booking secretary will take over soon, but in the meantime he is fulfilling both roles.

Catterall Gala

Cllr Bulman reported that the Gala Committee has now moved all of their items into their container.

3639 Clerk's report

Councillors noted the information in the clerk's report.

3640 Action Tracker

Councillors noted the information contained in the action tracker.

3641 Questions to councillors

None

3642 Exclusion of the press and public

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960 councillors **resolved** to exclude the press and public to discuss legal matters.

3643 Update on Legal Matters

Cllr Finch updated councillors on legal matters which have been raised with the parish council.

There being no other business the Chair closed the meeting at 8.20pm.