

CATTERALL PARISH COUNCIL

MINUTES OF THE ANNUAL PARISH COUNCIL MEETING

**HELD ON TUESDAY
12th MAY, 2015 at 7.00pm**

**AT CATTERALL VILLAGE HALL,
GARSTANG ROAD, CATTERALL**



Present: *Councillors; I. Brayshaw, Chairman,
S. Blanthorn-Hazell, Vice-Chairman,
Mrs. P. Bugeja,
Mrs P. Hofstetter,
J. Houghton,
D. Sharples,
E. Thomas
Gillian Benson, Clerk to the Parish Council,*

2480. 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.

2481. ELECTION OF VICE-CHARIMAN

Resolved; Cllr. S. Blanthorn-Hazell was elected as Vice-Chairman of Catterall Parish Council for one year.

2482. APOLOGIES FOR ABSENCE

Apologies were received from Cllr. Miss J. Finch, Cllr. D. Harvey and Cllr. E. Taylor. Apologies were sent from the newly elected Wyre Councillors, who were attending a training session.

2483. DECLARATION OF OFFICE

Councillors completed their declaration of office and were sworn in as Catterall Parish Councillors for a 4 year term.

NOTIFICATION OF INTERESTS

Councillors completed their Register of Interests and other interests, this information will be sent to Wyre Council for the web site. Councillors are reminded that changes to your Register of Interests must be made within 28 days.

2484. MINUTES OF THE LAST MEETING

Resolved: The minutes of the Council meetings held on 7th April, 2015, having been circulated to members were agreed and signed by the Chairman as a true record.

2485. PUBLIC PARTICIPATION

Standing Orders were suspended to receive information.

Police Report

There was discussion concerning the police statement, at Lancashire Association of Local Councils that officers can react within 9 minutes to incidents in this area, although they are based in Fleetwood and Lancaster.

The meeting was resumed.

2486. DATES OF FUTURE MEETINGS 2015 – 2016

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:

2 nd June, 2015,	7 th July, 2015	4 th August, 2015,
1 st September, 2015,	6 th October, 2015,	3 rd November, 2015,
1 st December, 2015.		

Christmas Tree Switch-on Sunday 29th November, 2015.

5 th January, 2016,	2 nd February, 2016,	2 nd March, 2016,
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5th April, 2016, (Annual Parish Meeting)

3rd May, 2016. (Annual Parish Council Meeting)

Resolved: Councillors agreed these dates?

2487. APPOINTMENT OF MEMBERS TO COMMITTEES AND PARISH COUNCIL REPRESENTATIVES ON OUTSIDE BODIES

Resolved: The following members were appointed:

Finance Committee

Responsible for the accounts, employee's payments, budgets and recommending the precept.

Councillors S. Blanthorn-Hazell, Miss J. Finch, J. Houghton and D. Sharples

Responsible Financial Officer

The Clerk is the Responsible Financial Officer

Bank Signatories

Councillors S. Blanthorn-Hazell, I. Brayshaw, J. Houghton and D. Sharples. The Clerk is able to access the accounts at the bank, but does NOT sign the cheques.

Internal Auditor

Pilling Parish Council audited the accounts for 2014 - 2015

Planning Committee

Meetings called as necessary.

Councillors S. Blanthorn-Hazell, J. Houghton, D. Sharples and Mrs. E. Thomas.

Planning Ambassador - Cllr. I. Brayshaw

Environment Committee

Responsible for the Parish Lengthsman, highways and street scene in the Village and the Green Spaces Committee responsible for Catterall Playing Field, Open Spaces and Play Areas in the Village.

Councillors S. Blanthorn-Hazell, I. Brayshaw, Miss J. Finch, D. Harvey, and J. Houghton
Parish Lengthsman up Line Managers will be Cllr. I. Brayshaw and Cllr. D. Harvey.

Editor and Sub-Editor to the Parish Newsletter

Editor – Cllr. Miss J. Finch.

Tree Wardens

Councillors Mrs. P. Bujega and J. Houghton

Catterall Village Hall – 2
Councillor Mrs. P. Bujega and Cllr. Mrs E. Thomas

Catterall Gala – 1
Councillor Mrs. P. Hofstetter.

Kirkland and Catterall Memorial Hall – 2
Councillors D. Harvey and Mrs. E. Thomas

Wyre Area Lancashire Association of Local Councils – 3
Councillors Miss J. Finch, Mrs. P. Hofstetter and J. Houghton.

Wyre Area Road Safety Committee – 2
Councillors I. Brayshaw and Cllr. E. Taylor.

2488. REAFFIRMATION OF GENERAL POWER OF COMPETENCE FOR CATTERALL PARISH COUNCIL

Councillors considered if Catterall Parish Council meets the following criteria to be eligible to use the general power of competence.

The two criteria for eligibility¹ stated in the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012

1. Elected Councillors
 - Two thirds of Councillors elected at last ordinary elections.
2. Qualified Clerk
 - The Clerk must hold CiLCA 2012² / other recognised qualification.

Eligibility must be resolved at a full council meeting, recorded clearly in the Minutes and criteria confirmed at each Annual Parish Council meeting after the ordinary elections.

Resolved: Catterall Parish Council meets the criteria for the use of the Power of Competence.

2489. KIOSK ADOPTION

BT confirms that kiosk 01995602122 – Address: Jnc Calder Dr/Cock Robin Ln Cock Robin Lane Catterall Preston, PR3 1YL - is available for adoption but due to Ofcom regulations they would need to carry out a full consultation with Wyre District Council and this could take up to 90 days. Should Councillors accept this offer, confirmation is needed with full contact details in order to register the application and initiate the consultation, or if not BT will continue to maintain the phone and box.

Resolved: Not to adopt the Phone Box, but leave it operational and reconsider should BT decide to remove it.

2490. CATTERALL CRIER ARTICLES NEEDED

Councillors were asked to submit articles for inclusion in the next edition, but none were forthcoming.

2491. PARISH COUNCIL INSURANCE

The Parish Council's insurance is due in June; Councillors reviewed the proposal and agreed to continue with the same company, following the work undertaken last year.

Resolved: To continue with Zurich Insurance.

¹ Set by the Secretary of State under the Localism Act 2011, s8

² Clerks who qualified previous to 2012 must pass section 7 of CiLCA 2012

2492. PLANNING TRAINING

Wyre Council is offering planning training, probably in the evening, at a cost of £60 for three, this to include the Planning Ambassador, Chairman and clerk. Other Councillors were offered a place.

Resolved: The Chairman, Vice Chairman and clerk will attend.

2493. CPRE

The Campaign to Protect Rural England is asking if Catterall Parish Council would like to become a member and Councillors considered membership.

Resolved: To sign up to CPRE at £3 per month.

2494. THE PENSIONS REGULATOR

Every employer with at least one member of staff must automatically enrol those who are eligible into a workplace pension scheme and contribute towards it. Catterall Parish Council has a staging date of 1st July, 2016, when the Councillors must make a decision as to which pension scheme to run, inform staff and enrol them and to nominate a contact by 31st May, 2015. Full information and Councillors responsibilities can be found at:

<http://www.thepensionsregulator.gov.uk/employers/the-essential-guide-to-automatic-enrolment.aspx>

Resolved: Catterall Parish Council set up a pension scheme with the LGPS in 2007 and will continue this plus include all staff on the staging date.

2495. PLANNING APPLICATIONS**Planning Decisions**

The following planning application has been granted:

15/00070/FUL

Proposal: Extension of property to rear at ground and roof level and provision of two dormers in the rear plane of the existing roof and raising of ridge height to create an additional floor of accommodation and front porch

Location: The Haven, 35 Cock Robin Lane, Catterall

15/00090/FUL

Proposal: Retrospective application for the erection of a slurry separator building

Location: Moons Farm, Garstang Road, Catterall

15/00173/FUL

Proposal: Single storey side/rear extension and conversion of existing garage to ancillary living accommodation

Location: 25 Nightingale Way, Catterall

Prior approval is not required for:

15/00207/HPN

Proposal: Single Storey rear extension - The enlarged part of the dwellinghouse (the extension will extend beyond the rear wall of the original dwellinghouse by 5.5 metres. The maximum height of the enlarged part of the dwellinghouse will be 2.6 metres. The height of the eaves of the enlarged part of the dwellinghouse will be 2.1 metres

Location: 4 Chapelside Close, Catterall

The following application is lawful;

15/00257/LAWP

Proposal: Certificate of lawful development for proposed single storey rear extension

Location: 22 Newhaven Drive, Catterall

The following planning application has been refused:

14/00939/FUL

Proposal: Retrospective application for the erection of agricultural storage building and the creation of new 6m high earth bund around the building

Location: Higher Silcock Farm, Catterall Lane, Catterall

The following is for householder planning notification under permitted development:

15/00313/HPN

Proposal: Single Storey rear extension - The enlarged part of the dwellinghouse the extension will extend beyond the rear wall of the original dwellinghouse by 6.0 metres. The maximum height of the enlarged part of the dwellinghouse will be 3.2 metres. The height of the eaves of the enlarged part of the dwellinghouse will be 2.5 metres

Location: 24 Nightingale Way Catterall

15/00327/HPN

Proposal: Single Storey rear extension - The enlarged part of the dwellinghouse the extension will extend beyond the rear wall of the original dwellinghouse by 3.0 metres. The maximum height of the enlarged part of the dwellinghouse will be 3.4 metres. The height of the eaves of the enlarged part of the dwellinghouse will be 2.49 metres

Location: 6 Goldfinch Drive Catterall

15/00328/HPN

Proposal: Single Storey rear extension - The enlarged part of the dwellinghouse the extension will extend beyond the rear wall of the original dwellinghouse by 3.0 metres. The maximum height of the enlarged part of the dwellinghouse will be 3.4 metres. The height of the eaves of the enlarged part of the dwellinghouse will be 2.49 metres

Location: 8 Goldfinch Drive Catterall

Planning Committee

The Committee meets on 3rd June and will consider:

Town and Country Planning (Appeals) (Inquiries Procedure) (England) Rules 2000

Location: Land Bounded By Garstang Road, Preston Lancaster New Road And Joe Lane Catterall Lancashire

Proposal: Outline application with all matters reserved other than access for mixed-use development comprising of up to 200 dwellings, up to 42 no. 1 bed independent living retirement apartments (Use Class C3), employment development, new village centre and a family pub, incorporating a new roundabout access on Joe Lane and an alternative link road between the A6 and Garstang Road (internal access roads indicative only and for subsequent approval)

Application Number: 14/00561/OULMAJ

Councillors considered the following planning applications

15/00319/FUL

Proposal: First floor side extension and single storey side extension to form triple garage

Location: The Gate House, Catterall Lane, Catterall

The Parish Council objects to this application as an intrusion into the open countryside and seeks neighbourhood notification.

15/00332/FUL

Proposal: Redevelopment of existing petrol filling station to include the provision of 10 no. fuel pumps and 3 no. HGV fuelling stations with a mono-pitch canopy over, a vehicle wash area, an associated retail kiosk (372sqm) and associated parking and landscaping

Location: Churchtown Service Station 13 Garstang By Pass Road Churchtown

Resolved: *The Parish Council objects to this planning application and seeks neighbourhood notification. The scale, appearance and design of the proposal would greatly impact both neighbours and local traffic. It is imperative that Lancashire County Council Highways are consulted.*

15/00362/FUL

Proposal: Replacement double garage

Location: Greystones 18 Catterall Gates Lane Catterall

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

2496. REPORTS**Report of the representative on Catterall Gala**

The door to door collection has yielded £1,200 this year.

Wyre Area Lancashire Association of Local Councils

Held on Thursday 16th April, 2015, there will be no further input from Lancashire County Council as Sim Lane-Dixon will no longer be the public realm manager from 1st April and Karen Cassar becomes head of the asset Register Team, both are now unable to attend meetings involving Parish Councils. Future enquiries must be made through the web site reporting system. It was resolved to raise the lack of representation through the Tree Tier Forum asking what the future line of communication will be between Parish Councils and Lancashire County Council. This has serious impact on the Wyre Area Road Safety Committee, if no one from County attends. Wyre Area Lancashire Association of Local Councils is to write to Jo Turton, Chief Executive, Lancashire County Council.

Charlotte Delaney presented Wyre's Business Plan following approval on 5th March, 2015 and lasts until 2019. Consultation concerning the Local Plan will continue with Planning Ambassadors from mid June to July. During this time officers are willing to visit Parish Councils. The Parish Charter Working Group is to look at the proposals sent by Garry Payne shortly.

Police Inspector Jo Jackson, stated there has been a decrease in the number of crimes over the past year, with the majority of crimes involving vehicles. A number of Pilling farms were broken into, but persons have been charged and are going to court. Speeding is a major problem in rural areas, but the Community Road Watch and Speed Awareness Teams are carrying out training. Police responses to a grade 1 incident are 9.9 minutes, well within the specified time and Garstang is to see three new PCSOs.

It was suggested that a full explanation as to what the Tree Tier Forum does/ is concerned with and how matters can be raised by Parish Councils should be sent to Parish Councils in order to fully use the forum.

Queen Elizabeth II Playing Field Improvements

Some consultation has been made with the football teams and the Gala Committee, an article with response sheet in the Catterall Crier and has resulted in a small number of responses and these sheets have been used with groups using the village hall. Articles

have been sent to Garstang Focus and the Courier and resident's letters to Meadowcroft to explain what we are hoping to do and seek their views. Two drop in sessions have been organised on 9 June and children at Claughton St Mary's and St Helen's Churchtown will be consulted.

We need to increase the number of responses to ensure we can demonstrate engagement when applying for grants and Councillors were asked to assist in this process and to talk to those using the MUGA in the evenings and to record their views on what they would like to see.

The consultation needs to be completed by the end of June so that work can begin briefing a designer. Councillors are asked to approve funding in order to be able to engage a designer. Costs for the whole project (initial meeting, preliminary design based on consultation and final design following further consultation) is estimated to be around £1500 but we may be able to claim some of this in grant applications. This will be agenda for a decision next month.

2497. FINANCE

The following payments have been received;

1. Pilling Parish Council	£ 20.21	Telephone/internet costs
2. Lancashire County Council PRoW	£200.00	
3. Bloom in Catterall	£1,185.37	
4. Shared Approach	£ 50.00	
5. Brockholes Arms FC	£ 28.00	

Councillors resolved to pay the following invoices:

1. HMRC	£1,413.82	
2. Environment Agency – Waste Carrier Licence	£105.00	
3. Clerk's Salary and expenses	£118.47	
4. Parish Lengthsman Wages and expenses	£391.31	
5. C and C Supplies	£ 70.08	
6. Houghtons Filling Station	£ 36.73	
7. C and C Supplies	£867.82	Stone Cross Garden
8. Olive Branch Landscapes Ltd.	£312.00	
9. Garstang Timber	£ 4.66	
10. Zurich Insurance	£885.25	increase of £12.69
11. Garstang Timber	£ 6.19	
12. Amberol – barrels for Bloom in Catterall	£1,491.91	
13. Towers and Gornall, Accountant	£330.00	
14. Armstrongs Machinery	£104.07	

Direct Debits

BT	£ 33.61
PlusNet	£ 18.00
Staff costs	£1,400.00
Pension	£297.62
Siemens financial Services – pavement sweeper	£270.63

Bank Reconciliation

Resolved: Councillors accepted the bank reconciliation to 15th April, 2015.

Audit 2014 – 2015

End of Year accounts

Accounting Statement

Annual Governance Statement

Resolved: Councillors reviewed the information and agreed that the Chairman and the Responsible Financial Officer should sign the forms.

2498. QUESTIONS FOR COUNCILLORS

Potato Field

Cllr. J. Houghton reported that the Potato Field is to be sold and councillors would like first chance of the piece abutting the playing field to provide allotments in the village. The owner will be approached. It was also raised that the green open space was again not being cut by the owners for the use of the Summerdowns residents.

Village Hall Car Park

As Catterall Gala is imminent the Parish Lengthsman will be sweeping the car park and permission was given for the repair of the potholes for the benefit of the Gala.

Collinson’s Bulkfeed Hoppers

Enquiry was made as to the purpose of fencing on the bridleway, a base for further buildings and wrecked and rusty cars at the rear. This will be reported to planning enforcement.

School Coach

It was noted that no response had been forthcoming from Kirkland and Catterall St. Helen’s C of E Primary School at the enquiry of traffic congestion when the coach reverses into Greenway and parks on Catterall Gates Lane, Councillors feared for conflict with impatient drivers and the pupils. Cllr. D. Sharples is to mention it to the school.

Potholes on Catterall Gates Lane

It was reported that the number of potholes on Catterall Gates Lane from Garstang Road to Greenway is escalating, despite constant reporting and some holes are down to the sub base.

There being no further business the Chairman closed the meeting at 8.00pm.

Date

Chairman