



CATTERALL PARISH COUNCIL

Minutes of the Parish Council meeting held on Tuesday 5 July 2022 at 7pm at Catterall Village Hall

Present: Cllrs I Brayshaw (Chair), J Finch (Vice-Chair), J Bostock, S Bulman, S Kirkman, J Mackenzie, P Perks and D Sharples

In Attendance: Emma Millington (Clerk and RFO Designate), Cllr Liz Webster and one member of the public.

Presentation to Gillian Benson

Prior to the start of the meeting councillors made a presentation of a gift and flowers to Gillian Benson, the former Parish Clerk and RFO) on the occasion of her leaving the post after 21 years' service. Councillors thanked Gillian for her efforts on behalf of the Parish Council and wished her well in the future.

3563 Apologies for Absence

None.

3564 Declarations of Interest and Dispensations

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

3565 Minutes of the Last Meeting

Resolved: that the minutes of the meeting held on 7 June 2022 be agreed as a correct record.

3566 Public Participation

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

A member of the public asked about the crossing on the A6 at the end of Cock Robin Lane and complained that it was difficult to use with a pram, pushchair etc as it did not have a dropped kerb. The Chair explained that this was installed by Lancashire County Council as a traffic calming measure and that it was not intended to be used as a pedestrian refuge. The key difference is that a pedestrian refuge would have a dropped kerb whereas a traffic calming island would not. She stated that, with the additional traffic now using the A6, it was very difficult for pedestrians to now cross safely and more pedestrians would probably need to cross once the free bus to St Helen's School, Churchtown, as removed by Lancashire County Council.

At this point, Cllrs Sharples, Perks and Bostock declared a non-pecuniary interest as governors of the school.

Cllr Finch advised that she had spoken to Cllr Shaun Turner earlier in the day and he had advised that the free bus would not be removed. The resident was advised to contact Cllr Turner about the difficulty in crossing the A6 and the Parish Council would also contact him.

Cllr Liz Webster confirmed that a member of the public had also contacted her about the bus issue. Cllr Webster asked the Parish Council to ensure that it completed the anti-social behaviour survey recently circulated by the Police and Crime Commissioner, spoke about Wyre's Local Plan Review and further financial support for low income households and confirmed that most eligible residents had now received the £150 Council Tax rebate. She confirmed that attendances at Garstang Pool had been good since it reopened, that Wyre Council was offering summer holiday clubs and that she had enjoyed Catterall Gala.

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

3567 Vacancy in the Office of Parish Councillor

Councillors noted that the Parish Council has two vacancies and **resolved** to co-opt as soon as possible.

3568 Appointment of Parish Clerk and RFO

Councillors noted that the advertisement for the above post attracted seven applicants, five of whom were shortlisted for interview. The Personnel Committee conducted interviews on the evenings of 13 and 15 June 2022 and resolved to recommend to the Parish Council that candidate 5 (Emma Millington) be appointed to the post of Clerk and RFO for Catterall Parish Council on the terms and conditions of employment as advertised.

Cllr Sharples proposed, Cllr Kirkman seconded and councillors **resolved** to appoint Emma Millington as Clerk and RFO on the terms and conditions of employment as advertised. Councillors further **resolved** that Cllr J Finch (herself a qualified Clerk) be tasked with covering the Clerk role on an unpaid basis until the new Clerk started work.

3569 Induction Programme for Parish Clerk and RFO

Councillors noted that an induction programme has been prepared for the new Clerk. As part of that induction programme councillors **resolved** that the new Clerk undertake the online training course "Introduction to Local Council Administration" run by SLCC at a cost of £120 plus VAT. The course is modular and self-directed and will provide a solid professional foundation for the new Clerk.

3570 Clerk's Report

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

3571 Policies for Review and Approval

Councillors **resolved** to defer consideration of the policies on Recording of Parish Council meetings and Public Attendance policy until the new Clerk had had an opportunity to consider the suite of policies required by the Parish Council.

3572 St Helen's Church Appeal

St Helen's Parochial Church Council is seeking a grant towards the upkeep of the churchyard. Councillors **resolved** to make a grant of £150.

3573 Workshop Rental

A draft contract for the rental of workshop space for storing the trailer and as a space where the Lengthsman could work on Parish Council projects had been drawn up. Councillors **resolved** to accept the draft contract and to send it to the owner of the workshop for their views.

3574 Banner for Queen Elizabeth II Playing Field Fence

A request had been received from Little Voices, who hold classes in the Village Hall, to place an advertising banner on the fence. Councillors **resolved** not to allow this on the basis that it could set a precedent for other user groups.

3575 Slow Down Save Lives

This campaign run by Lancashire County Council provides a resource pack to help communities slow traffic in their areas. Councillors **resolved** to ask for a resource pack.

3576 Planning Applications**22/00222/LAWP**

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

Location: 10 Cock Robin Lane Catterall

Councillors noted that this had been deemed lawful.

21/00347/DIS

Proposal: Agreement of details reserved by condition 6 (Landscaping) and condition 8 (Method statement ecology) on app: 21/00347/FUL

Location: Land Adjacent Catterall Lane Catterall Lane Catterall

Councillors **resolved** to offer no objections.

16/00987/DIS

Proposal: Agreement of details reserved by conditions 05 (cycle storage details) and 06 (waste management plan) on application 16/00987/REMAJ

Location: Daniel Fold Farm Daniel Fold Lane Catterall

Councillors **resolved** to offer no objections.

21/00269/OUT

Proposal: Outline application for two dwellings (all matters reserved)

Location: 53 Meadowcroft Avenue Catterall

Councillors noted that this application had been withdrawn.

22/00208/FUL

Proposal: Replacement front garden wall (retrospective)

Location: 14 Baylton Drive Catterall

Councillors **resolved** to offer no objections.

22/00575/REM

Proposal: Reserved matters application (all matters) for the erection of an agricultural worker dwelling (following outline application 21/00343/OUT)

Location: Land Adjacent Catterall Lane Catterall Lane Catterall

Councillors **resolved** to offer no objections.

3576 Verbal Reports from Outside Body Representatives and Subject Leads (for information only)**Report on Queen Elizabeth II Field**

Cllr Finch reported that work had started to replace the Multi Use Games Area.

Report of the representative on Wyre Area Committee of LALC

Cllr Sharples reported that the next meeting would take place on 27 July 2022.

Report of the representative on Catterall Village Hall

Cllr Mackenzie reported that the hall continued to be busy. A new audio system had been installed and all fluorescent lights replaced with LED panels.

Report of the representative on Catterall Gala

Cllr Bulman reported that the Gala had gone well and had been well attended after a gap of two years. The Chair offered his congratulations to the Gala Committee on putting on such an enjoyable event.

Catterall Parish Council Facebook Page

Cllr Kirkman reported that he had posted information on the forthcoming closure of the A6 end of Cock Robin Lane but it was no clear whether the closure affected cyclists and pedestrians.

Blue Plaques in Catterall

Cllr Brayshaw reported that there had been no further progress.

3576 Finance**Audit 2021 – 2022 - Internal Auditors Report and Action Plan for review**

Councillors noted that this had not been circulated with the agenda and **resolved** to defer it to the next meeting.

Bank Mandate

Councillors noted that the new Clerk will be the administrator for the Parish Council's bank accounts and **resolved** that Emma Millington be added to the bank mandate for each of the Parish Council's accounts and that the former Clerk be removed from the bank mandates.

Payments received:

CCLA Investment Interest	£ 12.70	May 2022
Pilling Parish Council	£151.98	Stationery and phone
Mrs. A. Parker	£ 1.54	Catterall in Bloom
Dewlay	£ 50.00	Catterall in Bloom

CPS Ltd	£100.00	Catterall In Bloom
Cloughton Service Centre	£100.00	Catterall in Bloom

Payments for approval:

Payee	Amount	Details
C and C Supplies	£ 49.55	Paint, locks and bolt and nut
Mr. B. Hartley	£1,100.00	Workshop rental
Houghtons Filling Station	£ 55.52	Fuel
Mrs. A. Parker	£141.57	Catterall in Bloom
Armstrongs Garden Machinery Ltd.	£ 33.12	Mower oil
Armstrongs Garden Machinery Ltd.	£ 66.18	Mower repair £99.30
Olive Branch Landscapes	£632.02	Grounds Maintenance
Dagger Electrical Services Ltd.	£ 42.24	PAT Testing
Barton Grange Carden Centre	£271.66	Plants for Queen Elizabeth II Playing Field, Catterall
	£2,391.86	

Bank Transfers/Direct Debits/Standing Orders

Staff Costs in June	£2,851.93	
Plusnet	£ 64.71	
Easy websites	£ 27.60	
Clerk's expenses	£ 38.78	
Parish Lengthsman expenses	£155.84	
Miss A. May	£150.00	Internal Auditor
HMRC	£1,374.54	First Quarter

Bank Reconciliation

Councillors noted the bank reconciliation for the month.

3577 Questions to Councillors

None.

There being no other business the Chair closed the meeting at 8.10pm.