



**CATTERALL PARISH COUNCIL**

**MINUTES OF THE  
PARISH COUNCIL MEETING**

**HELD ON TUESDAY  
6<sup>th</sup> MARCH, 2018 AT 7.00PM**

**AT CATTERALL VILLAGE HALL,**

*Present:*                      *Councillors; I. Brayshaw, Chairman  
J. Finch, Vice Chairman,  
Mrs. S. Bulman,  
M. Butler  
Mrs. P. Bugeja,  
R. Hill,  
S. Kirkman,  
K. O'Hanlon,  
E. Taylor,  
D. Sharples,  
Gillian Benson, Clerk to the Parish Council,  
Lancashire County Councillor and  
Wyre Councillor S. Turner*

The Chairman held a minutes silence in respect of the recent death of former Cllr. John Houghton who served on Catterall Parish Council for over fifty years.

**2869. APOLOGIES FOR ABSENCE**

No apologies were received for this meeting.

**2870. NOTIFICATION OF INTERESTS**

Councillors were asked to state any interests in matters to be discussed at this meeting and are reminded that changes to their Register of Interests must be made within 28 days. Cllr. K. O'Hanlon declared an interest in application 18/00031.

**2871. MINUTES OF THE LAST MEETING**

*Resolved: The minutes of the Council meeting held on 6<sup>th</sup> February, 2018, having been circulated to members were agreed and signed by the Chairman as a true record.*

**2872. PUBLIC PARTICIPATION**

Standing Orders were suspended to receive information.

**Lancashire County Councillor Turner**

The number of potholes on the roads through Catterall were raised with Cllr. Turner replying that Garstang Road is to be done this Summer, although he was unsure to what extent. The state of Joe Lane damaged with construction wagons was also raised and Councillors wanted to see assurances from County for a full re-installation. The Councillors are concerned that the reporting system on County's website is showing completed pothole repairs when they obviously are still there and causing problems. The Councillor will investigate but added that pothole repairs are guaranteed for two years.

The Chairman asked about protection of the ancient cross base in what was the hedge on Joe Lane, which is now part of the building site and appears in site plans as a pavement. Cllr. Turner knew that Cloughton Parish Council are aware and are ensuring its protection.

### **Wyre Councillor Turner**

Garstang doctors have now changed to Fylde CCG and patients should start to see extra working hours and better appointments.

The meeting was resumed.

### **2873. VACANCY IN THE OFFICE OF PARISH COUNCILLOR**

Interviews were held for the vacancy and Mr. M. Butler is co-opted to the position.

*Resolved: Mr. Mark Butler is co-opted as a member of Catterall Parish Council and Wyre Council will be informed.*

### **2874. REVIEW OF STANDING ORDERS, FINANCIAL REGULATIONS, RISK ASSESSMENTS, ASSET REGISTER**

In line with audit regulations these documents are reviewed annually. The asset register includes purchases this year and the Data Protection Act 1998 is to be replaced with the new GDPR, 2018 in May this year. Councillors were presented with a modification in Standing Orders to the Procurement criteria to reflect quotes or tenders to allow for manufacturers to quote for items they specialise in. This is to allow a creative input from manufacturers based on their products and Councillors were in agreement of this modification.

*Resolved: Modifications to the Standing Orders were accepted. The Financial Regulations, risk assessment and Asset Register were accepted.*

### **2875. FORMATION OF A HR COMMITTEE**

Catterall Parish Council is lacking a HR Committee to consider the welfare of its staff. The Parish Lengthsman has an upline manager for day to day concerns, setting specific jobs etc., but there is no overall committee. Councillors considered this request and the need for an HR Committee with information given.

*Resolved: A HR Committee is formed and consists of the Chairman, Vice-Chairman and Cllr. K. O'Hanlon.*

### **2876. DEFIBRILLATOR MOUNTING WALL**

The precise design of the wall for the defibrillator and confirmation of materials was discussed. The electrician is able to connect the box to the feeder pillar on site, but ducting is needed for the cable.

*Resolved: To approach local builder's merchants to match up the stone blocks.*

### **2877. COMMEMORATIVE BENCHES**

The Parish Council has been offered two benches at a discounted rate as 1914 – 1918 is already included; the saving being £130 on each.

*Resolved: To order two benches including the dates and white doves.*

Discussion turned to the bench at the Peace Garden and it was agreed to place a memorial plaque in memory of former Cllr. John and Mrs. Jean Houghton on this bench donated by Cllr. Houghton in memory of his wife.

### **2878. CHURCHTOWN WHITSUN FESTIVAL**

*Resolved: The Chairman will attend the Churchtown and District Children's Festival on Saturday 26th May from 1pm.*

**2879. REPRINT OF RAMBLES AROUND CATTERALL AND DISTRICT**

The Parish Council has been approached to consider paying for a second re-print of the local history book 'Rambles around Catterall and District' 'The printers gave quotes for a new print which Councillors considered. Cllr. S. Kirkman added that the author was not requesting a donation, but would repay the printing costs as the books are sold.

*Resolved: The Councillors agreed to pay for a reprint of 200 copies by contracting and paying the printer directly.*

**2880. FLOODING LETTER TO MPS**

Churchtown Flood Action Group asked Parish Councils to consider supporting a letter to our 15 Lancashire MPs and the Government to consider important flooding issues in Lancashire.

*Resolved: Catterall Parish Council supports Churchtown Flood Action Group with their letter to local MP for action on flooding.*

**2881. PLANNING APPLICATIONS****Planning permission**

The following planning applications have been granted:

*18/00034/FUL*

Proposal: Single storey side extension  
Location: 128 Garstang Road Catterall

*18/00069/LBC*

Proposal: Listed building consent for the installation of two roof lights to front elevation  
Location: 5 Tricklebanks Catterall Lane Catterall

**Discharge of Planning Conditions:**

*14/00681/DIS11*

Proposal: Discharge of condition 07 (affordable housing) on application  
*14/00681/OUTMAJ*  
Location: Daniel Fold Farm Daniel Fold Lane Catterall

*15/00067/DIS*

Proposal: Agreement of details of conditions 01 (desk study) and 02 (materials) on application  
*15/00067/MB*  
Location: Beech House Farm Catterall Lane Catterall

**Councillors commented on the following planning applications:**

*18/00031/FUL*

**Proposal:** Extension to existing car park to serve existing D2 gymnasium  
**Location:** Ascend Fitness Ripon Hall Farm Catterall Lane Catterall  
*Resolved: The Parish Council has no objections to this planning application.*

*18/00167/FUL*

**Proposal:** Single storey rear extension.  
**Location:** Fell View Barn Catterall Lane Catterall  
*Resolved: The Parish Council has no objections to this planning application and seeks neighbourhood notification.*

**2882. REPORTS FOR INFORMATION****Report on Queen Elizabeth II Field**

Cllr. J. Finch updated the Councillors with the problems she has encountered in the funding submission to Sport England and remains wary of them. They continually insist that no work is to be started until their funding is confirmed so the contractor has been informed. The Leader Fund however would allow work to commence, but both funds are required to carry out the improvements.

**Catterall Village Hall**

Cllr. R. Hill reported that the committee has discussed a request for baby changing facilities, but considered there was no immediate need and if necessary a drop down shelf would be installed in the disabled toilet cubicle. An outside contractor is to inspect and repair the roof following installation of the solar panels and subsequent leaks. A committee member raised the dissolving of the car park re-surfacing committee, due to lack of interest from the Village Hall committee and wanted to know what is to be done. There had been talk of the new developments giving money, but with the present planning system at Wyre this is not an option.

**Wyre River Trust**

Cllr. E. Taylor reported Tom Myerscough will be starting work to reconstruct the banking of the River Calder on 12<sup>th</sup> March. Willow posts will be delivered this week to a safe location and Christmas trees used behind the constructed 'willow wall'.

**Lancaster Canal Towpath Renovation Project**

Cllr. Turner reported that the scheme has received agreement from Lancashire County Council under health and wellbeing to improve lives. Rosie Green, Wyre Council began this project but has since left and no replacement is yet in post.

**2883. FINANCE****Request for Donation**

Bowland Pennine Mountain Rescue Team requested a donation towards their continued work in the area.

*Resolved: Catterall Parish Council will donate £100.*

The following payments have been received;

1. Pilling Parish Council	£ 22.93	Phone and Broadband
2. Anonymous donation for defibrillator	£ 50.00	
3. Collection cans for defibrillator	£ 40.50	
4. Pilling Parish Council	£ 33.00	

Councillors resolved to pay the following invoices:

1. Clerk's Salary and expenses	£ 45.36	
2. Parish Lengthsman Wages and expenses	£ 80.38	
3. Houghtons Filling Station	£ 72.00	Oct., Nov. and Dec.
4. Armstrongs Garden Machinery Ltd.	£ 92.98	
5. Pilling Parish Council	£ 75.56	
		Parish Lengthsman working in the parish
6. Bowland Pennine Mountain Rescue Team	£100.00	
7. Sue White Secretarial Services	£984.00	

Following discussions.

**Direct Debits/Standing Orders**

PlusNet	£ 12.00
BT	£ 41.28
Staff costs	£1,540.00
Pensions	£375.70
Easy-web-sites	£ 24.00

**Bank Reconciliation**

*Resolved: The Bank reconciliation 15<sup>th</sup> February, 2018 was accepted.*

**Finance Committee**

The Committee met on 27th February and scrutinised the accounts, agreed and accepted the third quarter accounts.

*Resolved: Minutes accepted.*

**2884. QUESTIONS FOR COUNCILLORS**

**E-On Energy**

Is changing their energy prices from 9<sup>th</sup> April, increasing by 2p per kWh and Electricity North West has issued an unmetered supplies certificate for the Christmas Tree.

**Public Right of Way Bridleway 12**

Reported the digger and cement mixer using the bridleway with photos.

*There being no further business the Chairman closed the meeting at 8.50pm.*

Date .....

Chairman .....