Caton with Littledale Parish Council

 Minutes of the annual parish council meeting held on

 Tuesday 9th May 2023 at 7pm at the Victoria Institute, Caton.

**Present**: Cllr Heywood (chair), Cllr Powell, Cllr Walmsley (vice-chair), Cllr Carter, Cllr Boland, Cllr Wright.

Gill Mason – clerk.

Two members of the public.

**Open Forum**

The scout hut situated on St Paul’s Church land is deemed as not safe, but it is being used for private functions, children’s parties and holiday clubs.

A structural engineer from LCC has been and inspected the building but the report has not been received yet. There was a previous lease in 1977 and then a verbal proposal in 2016 regarding the usage of the building, but it is not clear what agreement is currently in place with the proprietors.

The planter outside Wavecrest hairdressers needs replacing as it is rotten.

**59/23 To receive apologies for absence.**

Cllr Gibbons.

**60/23 To consider and approve the minutes of the meeting held on Tuesday 11th April 2023.**

It was resolved that the minutes be approved and signed by the chair.

Proposed by Cllr Powell.

Seconded by Cllr Heywood.

**61/23 To receive declarations of interest and dispensations.**

Cllr Walmsley declared an interest in any item regarding Caton St Paul’s School.

Cllr Wright declared an interest in any item regarding Caton Primary School.

**62/23 Appointment of chairman.**

It was resolved that Cllr Heywood be appointed as chair.

Proposed by Cllr Walmsley.

Seconded by Cllr Wright.

**63/23 Appointment of vice chairman.**

It was resolved that Cllr Walmsley be appointed as vice chair.

Proposed by Cllr Wright.

Seconded by Cllr Powell.

**64/23 Appointment of representatives on committees, working groups and outside bodies.**

LALC – None.

Website representative - Cllr Walmsley.

Victoria Institute representative - Cllr Gibbons.

Finance Committee – Cllr Heywood, Cllr Wright, Cllr Powell.

Poor’s Land Charity – Cllr Walmsley, Cllr Carter, Cllr Boland.

Parish Asset Committee – Cllr Boland, Cllr Gibbons, Cllr Powell.

Lancashire Bus User Group representative – Cllr Wright.

New Sustran Route Group representative – Cllr Powell.

Environment Working Group – Cllr Powell, Cllr Wright.

Gala Working Group - Cllr Walmsley, Cllr Boland, Cllr Powell.

It was resolved that the councillors be appointed.

Proposed by Cllr Walmsley.

Seconded by Cllr Heywood.

**65/23 Appointment of the responsible financial officer.**

It was resolved that the clerk be appointed as RFO.

Proposed by Cllr Wright.

Seconded by Cllr Walmsley.

**66/23 To consider planning application and matters.**

23/00486/VCN Proposal : Erection of a detached dwelling (C3) and creation of a new vehicular access (pursuant to the variation of condition 2 on planning permission 21/01552/FUL to amend the dwelling footprint and design) Site Address : Land Adjacent, 26 Moorside Road, Brookhouse, Lancaster, Lancashire.

The parish council has no observations.

21/01500/REM Proposal : Reserved Matters application for the erection of a detached dwelling (C3) with associated access, soakaway and landscaping and installation of a sewage treatment plant For : MH Stainton Homes Ltd Site Address : Bank House Fly Fishery Car Park, Lancaster Road, Caton, Lancaster, Lancashire LA2 9HX.

The parish council has concerns over the increase in generated traffic, drainage and screening of the development.

**67/23 Accounts and finance.**

**Payments**

**Standing orders**

Victoria Institute, administration grant (S/O) £800.00

Bridgette Theunissen-Hughes zipwire lockup (S/O) £50.00

**Cheques & bank transfers**

Gill Mason clerk’s expenses £44.91

Victoria Institute room hire £20.00

J Walmsley - Gazebo reimbursement £39.22

War memorial garden maintenance April £263.92

LALC membership £484.24

Npower electricity Hornby Road Car Park £5.85

It was resolved that the payments be made.

Proposed by Cllr Walmsley.

Seconded by Cllr Heywood.

**68/23 To consider the update on the Pennine Playgrounds quote for repair and maintenance.**

The quote for repair and maintenance was received from Pennine Playgrounds. Volunteers had met and weeded and tidied the area at the weekend. It was resolved that Cllr Walmsley and Cllr Powell liaise with the original playpark designer and create a schedule of works to be completed over time starting with the high risk equipment to be repaired or replaced. The schedule of works will also include contractors or volunteers who would be able to complete the repair / maintenance. Cllr Wright and Cllr Carter will then be asked to enquire about grants and funding opportunities.

Proposed by Cllr Heywood.

Seconded by Cllr Wright.

**69/23 To consider any highways and/or footpath matters.**

Further letters will be sent regarding the ‘no loitering’ signage asking for a response or the signage will be removed.

**70/23 To consider any parish management & maintenance matters.**

***Oak tree at the fishstones***

The old trunk has been removed and taken to Caton Primary School. The new sapling will be planted once the village contractor has prepared the soil at the fishstones.

***Overhanging tree at Kirkbeck***

The clerk has contacted the council to have the tree cut back.

**71/23 To consider and approve the AGAR and end of year accounts.**

It was resolved that section one and two be approved and signed by the chair.

Proposed by Cllr Walmsley.

Seconded by Cllr Powell.

**72/23 To consider the update from the Greenway Project Working Group.**

The project was to be delivered in 3 phases with the first being hard landscaping (seats, picnic tables and paving). Contractors have been contacted to tender for the work but are restricted with time limits or have not replied. The parish council will ask LEF for an extension over the October deadline for completion. More contractors will be sought and the consideration of splitting the work between a few contractors will be considered.

**73/23 To consider the purchase of new litter bins in the village.**

It was resolved that a new litter bin be purchased and sited at a cost of 532.04. Cllr Walmsley will locate the site on ‘What3Words’ for the clerk to forward to public realm.

Proposed by Cllr Walmsley.

Seconded by Cllr Powell.

**74/23 To consider the repair and maintenance or purchase of a new planter.**

It was resolved that a new planter be made and sited by the village contractor with the purchase of organic compost and topsoil up to a cost of £500.00.

Proposed by Cllr Walmsley.

Seconded by Cllr Powell.

**75/23 To consider the update on the parish council’s attendance at the Caton Gala.**

The gazebo has been purchased and the working group will be meeting to put the display together. The group would like other councillors to volunteer to help prepare the display.

**76/23 To consider the NALC training on climate change.**

It was resolved that the training be approved for councillors up to a cost of £200.00. There is also information on training for ‘demystifying the role of councillors’ which Cllr Walmsley will circulate to councillors.

Proposed by Cllr Walmsley.

Seconded by Cllr Heywood.

**77/23 To consider the health and safety concerns of the scout hut.**

The clerk will contact the structural engineer and ask for an update.

**78/23 Reports and correspondence (information only).**

Victoria Institute report – circulated.

Defibrillators in the parish – the information has been put in the Link.

Update on the editor of the Link – there has been a potential candidate interested.

Bowling Green update – none.

Update on the potential light pollution from the Claughton business site – none.

**79/23 Date and time of the next parish council meeting.**

Tuesday 13th June 2023 at 7pm.

The meeting closed at 8.46pm. **Signed …………………………………………… Date………………......**