Caton with Littledale Parish Council

Minutes of the parish council meeting held on

Tuesday 11th April 2023 at 7pm at the Victoria Institute, Caton.

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

Gill Mason – clerk.

**Open Forum**

The members of the public present informed the parish council of the large bright lights at Bargh’s and Claughton Brickwork sites, which are visible from their home 2km away. The residents have contacted the businesses and understand that lights are needed for staff and security, the brickworks have stated that they haven’t finished developing yet and the design will be looked at.

AONB and Lancaster City Council Planning have been contacted also.

**43/23 To receive apologies for absence.**

Cllr Wright.

**44/23 To consider and approve the minutes of the meeting held on Tuesday 14th March 2023.**

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

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

**45/23 To receive declarations of interests and dispensations.**

Cllr Gibbons declared an interest in any item regarding the Victoria Institute as a trustee.

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

Cllr Kynch declared an interest in any item regarding the Fell View Playpark as a member of the CLPPAG.

**46/23 To consider planning application and matters.**

23/00358/FUL – 3 Artle Mews, Caton, Lancashire.

Internal remodelling to the ground and first floor, including new partitions and internal doors,proposed rear rooflights (3.no), new kitchen and en-suite, with associated drainage, safety glazing / balustrade to existing rear roof terrace, new external bi-fold doors to the rear elevation to replace existing external doors and window.

The parish council has no observations.

**47/23 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 transfer**

Gill Mason clerk’s expenses £44.91

Victoria Institute room hire £18.00

Kirkwells Ltd - Neighbourhood Plan consultants £1176.00

J Walmsley - Emergency planning session reimbursement £39.22

Neighbourhood plan leaflets £119.00

G Mason –office supplies (ink, paper, envelopes) £62.47

**Receipts**

Grazing rights fee £35.00

Precept 2023/2024 £35,999.23

It was resolved that the payments be made.

Proposed by Cllr Heywood.

Seconded by Cllr Elvis.

**48/23 To consider the update on the Pennine Playgrounds site visit for a quote for repair and maintenance.**

Cllr Walmsley and Cllr Powell met with the representative from Pennine Playgrounds. A quote will be sent for the high and medium risk repair elements and a monthly maintenance contract will also be sent for consideration.

**49/23 To consider any highways and/or footpath matters.**

The clerk will contact Highways regarding the potholes on Halton Low Road, the breaking up of the tarmac edging of the road near the Penny Bridge, Halton and the Scarthwaite Hotel hedging which is encroaching on to the road.

**50/23 To consider any parish management & maintenance matters and receive the village contractor update.**

***Oak Tree stump removal***

The clerk will ask for a quote from Arbor Ace for sawing / chopping up the tree stump on site. Cllr Elvis will contact the village contractor regarding his timescale for being able to remove the tree stump.

***Bus shelter maintenance***

The village contractor will be asked when he will be able to start refurbing the shelters.

***Kirkbeck bus shelter overhanging tree branches update***

Cllr Walmsley will find out who the landowner is where the overhanging tree is growing.

***Residential signage ‘no loitering’ update***

The clerk will write to all the residents in the vicinity of the area where the signs are placed, to ask if there are any problems with anti-social behaviour or gatherings so the parish council can considering helping if there is an ongoing issue.

**51/23 To consider the adoption of the updated financial regulations.**

It was resolved that the parish council adopt the updated regulations.

Proposed by Cllr Walmsley.

Seconded by Cllr Powell.

**52/23 To consider the arrangements for the Annual Parish Meeting.**

Cllr Walmlsey will contact Cllr Maxwell – Scott to invite him to attend the APM which will have the topic of ‘highways and road safety’. A date for the APM is to be confirmed.

**53/23 To consider the Caton Gala arrangements and agree a budget for printing, display materials and the purchase of a gazebo.**

It was resolved that a budget of £100 will be set for printing and display materials and up to £500 for the purchase of a gazebo.

Proposed by Cllr Elvis.

Seconded by Cllr Powell.

**54/23 To consider the grant application from St Paul’s Churchyard.**

The clerk has requested the accounts from the committee and will receive them once they have been returned from their accountant.

**55/23 To consider the appointment of an internal auditor.**

It was resolved that Mr R Griffiths be appointed as the internal auditor.

Proposed by Cllr Elvis.

Seconded by Cllr Walmsley.

**56/23 To consider the proposal of defibrillator training.**

Information of where the defibrillators are sited in the village and a basic information sheet on how to use a defibrillator will be placed on the website and in the Victoria Institute.

**57/23 Reports and correspondence (information only).**

Bowling Club eviction update - formal letter from solicitors.

**58/23 Date and time of the next parish council meeting.**

Tuesday 9th May at 7pm - Annual Parish Council Meeting.

The meeting closed at 8.37pm. **Signed …………………………………………… Date………………......**