

MINUTES OF THE ORDINARY MEETING OF CATON - WITH - LITLEDALE  
PARISH COUNCIL HELD AT THE VICTORIA INSTITUTE  
ON TUESDAY 8 DECEMBER 2015.

PRESENT: Councillors : G Beckett, H Diggle, R Elvis, R Gibbons, K Hill, D Nesbitt,  
M Skeldon, S Thompson & J Walmsley. S Brown, Clerk.  
Residents : Mr A Kehoe and Mr P Cheeseman

- 15/318 APOLOGIES FOR ABSENCE : Councillor Kynch & Councillor Paine
- 15/319 TO APPROVE THE MINUTES OF THE MEETINGS HELD ON 13 OCTOBER AND 10 NOVEMBER AND SIGN THEM AS A TRUE RECORD. The Parish Council approved both sets of minutes and they were signed by Councillor Walmsley.
- 15/320 TO RECEIVE DECLARATIONS OF INTEREST AND AUTHORISE ANY DISPENSATIONS ( WHICH MAY RELATE TO THIS MEETING ) :  
Councillor Gibbons declared an interest in item 15/326 – Caton County Primary School
- 15/321 OPEN SESSION: Mr Kehoe had sent a letter into the clerk regarding the Parish Council's objection to planning application 15/01176/FUL and asked that his letter be read out. This was done by Councillor Walmsley. Mr Kehoe asked that the Parish Council withdraw their letter as he felt it was factually incorrect.

After discussion Messrs Kehoe & Cheeseman were asked to leave the room, the meeting was reconvened. The Parish Council resolved not to withdraw their letter of objection. It was agreed to forward Mr Kehoe's letter to the Planning Dept accompanied by another letter from the Clerk, correcting and clarifying some of the points he had raised. It was hoped that this correspondence would reach the Planning Committee in time for their meeting on 14<sup>th</sup> December. Messrs Kehoe & Cheeseman were asked back in, advised of the outcome and then left the meeting.

- 15/322 TO CONSIDER AND APPROVE POLICING AND COMMUNITY TOGETHER MATTERS : Marc Proctor has undertaken some traffic observations along the A683 and noted that although there is some speeding, a lot is under the threshold for Police Enforcement. It is noted that most speeding occurs late at night.

Cllr Thompson will study the criteria that is considered for reduced speed limits and put the facts together to present a good case. He will also obtain the accident information from the recent surveys done. Concerns were raised that Hall Drive is being used by large vehicles, some of which are coaches and HGVs. Cllr Elvis will keep a record of incidents over a one month period and report back.

15/323 TO CONSIDER AND APPROVE COUNTY AND DISTRICT COUNCILLORS' REPORTS : None.

15/324 TO CONSIDER REGISTERING FOR THE COMMUNITY BASED TRANSPORT SCHEME; AUTHORISE THE CHAIR TO CONTACT OTHER PARISH COUNCILS IN THE LUNE VALLEY REGARDING POSSIBLE BUS SERVICE CUTS WITH A VIEW TO ARRANGING A MEETING.

It was resolved that the Clerk should register the Parish Council's interest in The scheme, requesting they be kept informed of developments. Councillor Walmsley was authorised to contact other Parish Councils about the 80/81 bus service and arrange a meeting as appropriate.

15/325 PLANNING : TO CONSIDER APPLICATIONS RECEIVED & NOTE DECISIONS :

**Applications Received :**

15/01391/FUL : Conversion of garage to create additional living accommodation at Lane House Farm, Brookhouse Road, Lancaster LA2 9NP.  
*Resolved : No Comments.*

15/0165/TPO : To Fell 1 Birch Tree, at River Mill House, 15 Low Mill, Mill Lane, Caton, Lancaster Lancashire LA2 9HY.  
*Resolved: No Comments.*

15/01515/FUL : 2 storey front & rear extension. Demolition of side garage, erect single storey side extension, dormer to front. Install replacement roof to create extra living space. Dig out below ground to create detached garage, with balcony over, linked to main building.  
*The Clerk is to request and extension of time to consider, as Post Agenda, but deadline before next meeting.*

15/01176/FUL : Pinewood Avenue – response to Owner's letter circulated.  
*See Public Participation, above*

**Consultations :**

Parish Based Public Transport : Closing Date 11 December. *See para 15/324*

Employment & Skills, Shopfronts & Advertising Supporting Planning Documents  
*No Comments.*

Arkholme Conservation Area Approval ( All closing date 11 Jan 2016 )  
*No comments.*

15/326 : TO CONSIDER APPLYING TO REGISTER CATON COMMUNITY PRIMARY SCHOOL PLAYING FIELDS AS A GREEN SPACE.

Caton Community Primary School playing field was briefly discussed and the Clerk was asked to approach the school to request their views on its status. [After the meeting it was realised that minute 15/148 addressed the same issue and as nothing has changed since that time the Clerk will take no action at present].

15/327 HIGHWAYS & FOOTPATH MATTERS INCLUDING SPiD, Bus Stop markings, SAT NAV Road Sign at Holme Lane, Grit Bin at Sycamore Road.

Councillor Gibbons has managed to download speeding data held in the SPiD to a laptop. This information will be useful in building up a case for 40PMH speed signs in the village. A manual is needed to get the best use of the data.

A response to Jo Latham's Email regarding SPiD plates is needed. The Clerk will action and liaise with Cllr Gibbons if more information is needed.

No monitoring of the Bus Stop parking problem has been done, due to the bad weather. The problem is worse in the evening. Councillor Nesbitt has sent in another letter to Highways, asking for alternatives to alleviate parking at the bus stop and the legalities of parking within a bus stop area.

The SAT Nav sign has not yet been erected at Holme Lane. The Clerk has reminded Highways that the matter is still outstanding.

The grit bin is now unlocked and is full.

There is ivy overgrowing Copy Lane from within Willow Mill. The roots seem to be in on the highway. The Clerk was asked to contact Lancashire County Council to remove them.

The cattle grid on Quarry Lane is dangerous and in need of attention. A resident has asked on two occasions for it to be looked at. The Clerk has been asked to chase it up.

The beech hedge between St Paul's Churchyard and the Scout Hut needs to be cut back. Cllr Elvis will get a quote from J Hathaway.

The road sign at Brookhouse, near Artlebeck Bridge is covered by an overhanging tree. The Clerk will send a letter to the owners to action.

15/328 TO CONSIDER DEED OF GRANT OF EASEMENT, FOR THE ENVIRONMENT AGENCY, FOR ACCESS ALONG STATION ROAD, TO RIVER GAUGING STATION.

It was proposed by Councillor Walmlsey and seconded by Councillor Gibbons that resolved that Clarkson Hurst should be used. The Clerk will contact them.

15/329 TO CONSIDER THE DEDICATION OF MOOR PLATT SEATING AREA TO CATON WITH LITTLEDALE OR LANCASHIRE HIGHWAYS :

It was proposed by Councillor Walmlsey and seconded by Councillor Gibbons that resolved that Clarkson Hurst should be used. The Clerk will contact them.

15/330 TO CONFIRM THE WILLOW TREE AT THE WAR MEMORIAL IS TO BE REMOVED :

The Clerk was notified that the willow tree was rotten, due to honey fungus and could cause damage if left. Three arboriculturists confirmed the work was necessary and provided quotes. Councillors were notified and under provisions of Standing Order 54 (2) it was resolved that the work could be undertaken before this meeting, using the lowest quote. The Clerk was thanked for her prompt action.

A replacement tree, ideally with Autumn colour will be investigate. A dedication plaque to Heather McNaught might be appropriate.

15/331 TO APPROVE ACCOUNTS FOR PAYMENT :

Authority is requested for the payment of the following from the Current Account :  
It was resolved that payments could be made, cheques signed by Councillors Gibbons, Elvis & Nesbitt, ensuring they did not sign for their own cheques.

Clerk's November Salary ; S Brown	£331.74
HMR&C for PAYE Tax due on salary	£ 12.24
Expenses for the month, inc Travel; S Brown	£112.28
Victoria Institute, Meeting November & Rem Sunday	£ 43.25
Councillor Elvis, Christmas Tree	£ 75.60
Women's Institute ( Donation for services )	£ 25.00
Councillor Walmlsey, Neighbourhood Plan printing	£ 80.70
Councillor Gibbons, Padlocks & Tree Lights	£ 39.89
Westmorland Tree Care Ltd – Willow Tree removal	£ 504.00
P McNaught - 2nd Payment for Garden at War Memorial ( Note first cheque has been stopped )	£ 600.00

December Monthly Standing Orders :

Victoria Institute, Admin Grant	£1,000.00
Victoria Institute, Public Toilet Cleaning	£ 152.00
Mr B Postlethwaite, to open/close public toilets,	£ 40.00
Ms J Hudson-Mather, Fell View zip wire locking,	£ 40.00

The suggested payment for Twinning is to go on the January Agenda. As there are new Councillors in place, the Clerk is to obtain forms to allow them to be cheque signatories.

15/332 TO RECORD FINANCES ARE IN ORDER :

The accounts for the period to 30 October were checked by Councillors Beckett, Gibbons & Walmley, with Councillor Kynch in attendance, on 27<sup>th</sup> November. All items checked were vouched before any cheque signing was done at meeting and records are properly kept.

15/333 TO DISCUSS THE DRAFT BUDGET FOR 2016-17:

Councillor Gibbons explained the first draft. The cost of cleaning of the public toilet ( £152 per month is paid to the VI ) is to be queried and the contract needs to be clarified. Certain amounts not spent could be put into the Deposit Account and Ring Fenced.

Councillors are asked to consider if any further items should be included which may be discussed at the January meeting. At that meeting a decision must be made on whether to increase the precept.

As small jobs frequently need to be done in the village it was agreed to set up a working group to identify the jobs a lengthsman might be asked to do, likely costs, and to consider suitable self-employed people. Cllrs Elvis, Gibbons, Nesbitt and Thompson agreed to make up this working party.

15/334 TO CONSIDER REPLACEMENT OF THE OAK TREE AT THE FISH STONES

Councillor Hill has not been able to make contact yet about a seedling to grow alongside the original tree. She will report back. It is emphasised that the original tree will not be removed.

15/335 TO CONSIDER AN EXTENSION OF THE WARRANTY FOR THE LAPTOP USED BY THE CLERK.

It was resolved to use a local firm for repairs and assistance as required.

15/336 TO CONSIDER TRAINING AND PARISH COUNCIL PRACTICE : To Report on Chairmanship Training and adopt New Working Practice.

The Clerk is to produce the minutes within a week of the meeting and circulate to all Councillors for their consideration. At that time, if there are small errors of spelling, names etc, or any matters which need attention, they should be brought up then, so they can be corrected BEFORE the meeting. Any matters requiring discussion should be added to the agenda for the following meeting.

Committees and subcommittees are not appropriate for the size of this Parish Council; Working Groups are preferable.

The Parish must be seen to be transparent about spending taxpayer's money. The agenda and supporting information (including budgets) will now be uploaded to the website and people in the village will be informed when the budget and precepts are to be discussed.

15/337 TO CONSIDER REPORTS FROM OUTSIDE BODIES & WORKING GROUPS :

**Victoria Institute** : Peter Collins is now in place as the new Community Support Worker at the Institute, replacing Judy Powell, who leaves at the end of the year. A statement about the recent fraud will go into the LINK next month.

**Twinning** : The a wine tasting evening on 5 December was a success, despite the bad weather. A Burns Night with Ceilidh will take place on 23 January 2016.

**LALC** : Maurice Brophy gave a speech about Lancaster Housing Plan. 13 - 14,000 homes need to be built in the period 2011-2031. There are three potential Urban sites. The Government will be checking to see local targets are met.

**Poor's Land** : Outside meeting, see below. ( PC are Trustees )

**Finance Working Group** : The first draft of the budget was considered. Thanks to Councillor Kynch and the clerk for their input.

**Fell View Play Park Action Group** : The FVPPAG was due to meet shortly..

**Website** : The working group had met and suggested creating a gallery of photos of the village. Not all local businesses and organisations are listed and councillors plan to encourage them to make more use of the village website.

**Slcc** : The clerk attended the slcc meeting. Cynthia Deleri the Small Parishes Champion gave a talk about her role. Concerns were raised about the number of cuts that need to be made before the next elections. Libraries are closing, bus services being cut and it seems that the Parishes will be expected to provide more of the devolved services in the future.

15/338 CORRESPONDENCE : A Share Certificate from Lune Valley Housing has been received.

15/339 TO NOTE THE TIME AND DATE OF THE NEXT PARISH COUNCIL MEETING

Tuesday 12 January 2016 at 7.15pm. *Agenda closes Wed 6 January, Delivery and Notices Posted Thursday 7 January. The meeting closed at 9.50pm*

The Poor's Land Charity Meeting took place on Monday 8 December. There were 17 applicants, all of whom were to receive a donation from the Charity. Cheques were written, duly signed and will be posted out, using the Scouts postal system.