

MINUTES OF THE ORDINARY MEETING OF CATON – WITH - LITTLEDALE
PARISH COUNCIL HELD AT THE VICTORIA INSTITUTE
ON TUESDAY 14 JULY 2015.

PRESENT: Councillors : G Beckett, R Elvis, R Gibbons, C Kynch, D Nesbitt, R Paine,
J Walmsley. S Brown, clerk. City Councillor J Jackson. Resident K Hill.

- 15/221 APOLOGIES FOR ABSENCE : Councillor Skeldon.
- 15/222 TO CONFIRM CHAIR FOR THE CURRENT YEAR : J Walmsley, proposed by
Cllr Paine, seconded by Cllr Gibbons, Vice Chair Cllr Paine, proposed by Cllr
Elvis, seconded by Cllr Walmsley. Acceptance Forms have been signed.
- 15/223 TO CONSIDER & APPROVE THE MINUTES OF THE PREVIOUS MEETING :
The 9 June meeting minutes para 15/207 should read Lancaster Road Bus
Shelter.15/211 should be amended to Hi Vis vest etc are in storage.
- 15/224 TO CONFIRM COUNCILLOR REPRESENTATIVES FOR WORKING GROUPS
AND OUTSIDE BODIES : See below for information.
- 15/225 TO RECEIVE DECLARATIONS OF INTEREST AND AUTHORISE ANY
DISPENSATIONS (WHICH MAY RELATE TO THIS MEETING) : None
- 15/226 OPEN SESSION: No member of the Public were in attendance, other than
Mrs K Hill, who has applied to be Co-Opted as a Parish Councillor.
- 15/227 TO CONSIDER CO-OPTION OF NEW PARISH COUNCILLOR : Mrs Hill left
the room at this point. Her resume had been circulated and a unanimous
vote was taken. She was asked back into the room and agreed to take
office. Acceptance of Office, Declarations of Pecuniary Interest and Other
Interests Forms were signed. (Note inclusion of Cllr Hill in the Working
Groups took place AFTER her acceptance of Office.)
- 15/228 TO CONSIDER AND APPROVE POLICING AND COMMUNITY TOGETHER
MATTERS : No Police Report is received now. Information that is received
is usually out of date. There has been some useful local information
regarding wildlife. The Clerk was asked to contact the Police and request a
monthly report be sent through to her, two weeks prior to a meeting, as
the Police have an undertaking to provide the Council with information.
The matter of Police liaison with Parish Councils could be raised at the
LALC meeting.
- 15/229 TO CONSIDER AND APPROVE COUNTY AND DISTRICT COUNCILLORS'
REPORTS : City Councillor J. Jackson summarised recent developments at

Lancaster City Council. Items to note include the appointment of City Cllr J Parkinson as the City's representative on the Forest of Bowland AONB.

Cllr Jackson serves on the Planning Committee, and reported that Halton PC had asked whether a "predatory" planning application for housing in Halton could be delayed until their Neighbourhood Plan had been adopted; this was not permitted. Cllr Jackson reminded councillors that most planning decisions are taken by officials but the Planning Committee is willing to look at controversial matters. Anyone who would like a planning application "called in" should contact Cllr Jackson in the first instance.

Cllr Jackson also reported that the flat above the former Post Office was up for sale, which should deal with the problem of long-stay parking on Station Rd by those living there. The Clerk was asked to write to the Estate Agents to ask them to make it clear that the flat does not have its own parking.

15/230 TO CONSIDER ANY RESOLUTIONS TO BE SUBMITTED TO THE LALC AGM
None.

15/231 PLANNING : TO CONSIDER APPLICATIONS RECEIVED & NOTE DECISIONS :

Applications Received :

15/00638/FUL : Erection of a Single Storey Rear Extension at 3 Rotten Row Brookhouse LA2 9JS - **Councillors No Objections**

15/00728/LB : Listed building application for the installation of two roof lights to the east elevation and alterations to existing first floor staircase, at Moorgarth, Moorside Road, LA2 9PN
- **Councillors No Objections**

15/00566/FUL : **Proposal** : Conversion of carport into habitable room, installation of solar panels to the front roof, installation of external flue, oil tank and two air source heat pumps, at the Old Church House, Littledale R,d Quernmore, LA2 9EX - **Councillors No Objections**
(Not sure planning permission is needed for Solar Panels)

Applications in Process :

CTIL 129148 : Proposed Upgrade to Base Station Installation at CTIL 129148, VF 89193, TEF, 039207, Caton Waste Water Treatment Works, off Station Road, Caton, LA2 9PE

15/00500/FUL : Erection of a single storey front extension at 25 Artlebeck Road, Caton, Lancs LA2 9RL

- 15/0462/LB : Listed Building Application for landscaping with Car Park & alterations to existing Garden wall at Grainger Cottage, Lancaster Road, Caton LA2 9HX
- 15/00687/PAM : Prior approval for a replacement 17.5m high monopole at Communication Station And Mast, Caton Pumping Station, Station Road, Caton, Lancashire
- 15/00694/FUL : Erection of a two storey side extension at 185 Brookhouse Road, Lancaster, LA2 9NY
- 15/00677/FUL : Demolition of existing rear conservatory and erection of a replacement single storey rear extension at 3 Hall Close, Caton, Lancaster, LA2 9PY
- 15/00173/FUL : Erection of a single storey rear extension at 198 Brookhouse Road, LA2 9NY.
- 15 00308 REM : Reserved matters application for the erection of a detached residential dwelling, on land to the rear of 71 Hornby Road, Caton, LA2 9QR

(It was agreed that Applications in Progress do not need to be shown in the future)

Applications Permitted :

- 15/00360/FUL : Lane Head Cottage conservatory replacement.
- 15/00474/CU : Change of Use of Agricultural Land to Domestic Curtilidge. Erection of two single storey extensions to front elevation and erection of a detached garage at Richmond Bank, Caton Green LA2 9JG

The Clerk was asked to write to Development Control, as the Forest of Bowland is lax at responding to applications; The Parish Council has concerns that preserving the integrity of the village and its historical importance may be overlooked.

15/232 UPDATE ON POSSIBLE NEIGHBOURHOOD PLAN :

Nothing has been finalised as yet; The Wray exhibition was attended by Cllrs Walmsley and Nesbitt. It was noted that there was an enormous amount of work done in consultation with residents and trying to preserve and protect the historic village.

There are proposed housing developments on three sides of the village; the Plan is hoped to protect overbuilding in the area.

It was suggested agreed that Cllrs Walmsley, Kynch, Nesbitt and Hill meet to prepare recommendations for the September meeting, and invite Cllr Skeldon to take part too. The City Council has approved the Designated Area for the Neighbourhood Plan. At this point there is no need to contact anyone else regarding support for the Plan.

15/233 HIGHWAYS & FOOTPATH MATTERS INCLUDING SPiD :

The cattle grid on Quarry Road has now been cleaned. The drain opening in Littledale Road has also been cleared, but potholes are still a problem.

SpiD : After discussion it was agreed that a new program board could be purchased at a cost of £670 and new batteries at a cost of approx. £ 60 (total c £730). Some funding from the Small Parishes Champion may be granted to cover part of the cost, but initial payment to be taken from the Parish projects fund.

Dog Fouling : The Warden has been out and could not find a problem. The Clerk has been asked to contact her again and ask for more visits, over a period of time and make herself visible, so locals know they may be fined. The problem is particularly bad around the railings of the Play Area and the track to the farm.

Hedges : Bargh's Garage; the hedge was passable at the last visit. Cllr Gibbons will have a talk with the owner. Broadacre/The Glen; Investigations needed to find out who owns the hedge. Cllr Hill will check.

The road sign near Caton Primary School is hidden by growth, the Clerk will ask for the tree to be cut back.

Siting of the seat on Brookhouse Road : A clearer definition of where is needed. The seat is for a memorial for the Youth Club Leader. Will it match the surrounding benches ? Permission from County is also needed. The Clerk will find out more.

Copy Lane; The circular wall near the bus stop has now cracked, due to tree roots causing damage. The Fish Steps pointing needs to be refreshed. The commemorative plaque near the oak sapling has come away. As the sapling has died the clerk will contact the City Council to see if they will provide a sapling of an English Oak Tree.

Bus Markings at 162 Brookhouse Road; Consultation is needed with the residents before any work is undertaken.

15/234 TO CONSIDER RE SITING OF THE BUS SHELTER ON BROOKHOUSE ROAD

There are several supporters of having the shelter moved to the actual bus stop, but not many wish to be named. The re-siting of the bus shelter would require planning permission at which point the neighbours would be consulted.

Development Control will be able to confirm about hedge heights and boundaries of hedges encroaching onto the footpath. If the shelter is moved from Wavecrest, this may cause further parking problems, could a bollard be placed on the pavement ?

There may need to be consideration for a Bye Law regarding parking along this stretch of road and pavement. The matter would be discussed again at the September meeting.

15/235 TO CONSIDER RE-SITING OF BUS SHELTER FOLLOWING COMPLETION OF MOOR PLATT : The old shelter can be stored behind the Victoria Institute until it can be re-sited. It is hoped the new one can be put in place and the old one re-sited, as one job, to save time and costs. There is an article in the LINK asking where residents might like it to go. Consideration is needed to the size of the footpath as there are regulations about space and passage of pedestrians.

One suggestion is outside No 160/162 Brookhouse Road, there is a grass verge there and the grass it cut by City Council. The clerk will make enquiries.

15/236 TO CONSIDER THE DEDICATION OF MOOR PLATT SEATING AREA TO CATON WITH LITTLEDALE OR LANCASHIRE HIGHWAYS :

The small piece of land outside the old gates of Moor Platt, where the seat is, (up to the pavement) is being offered to either the Parish or County Council. After discussion, it was proposed by Cllr Nesbitt and seconded by Cllr Kynch that it be adopted by the Parish Council. Unanimous decision. The Clerk will let Persimmon Homes know and arrange for documentation to be drawn up. At this time the PC have no solicitor and costs are not confirmed.

15/237 TO CONSIDER BYE LAWS AT STATION ROAD CAR PARK & ANY FURTHER ACTION : As the flat above the Post Office is now empty and the property is up for sale long-stay parking may no longer be a problem. It was agreed to monitor parking in Station Road and on the main road nearby; the license numbers of cars repeatedly parking on the yellow lines would be sent to the police.

15/238 TO APPROVE ACCOUNTS FOR PAYMENT :

Authority is requested for the payment of the following : from the Current Account :

Clerk's Salary for July ; S Brown	£ 343.98
Expenses for the month, inc Travel; S Brown	£ 47.43
Mr B Postlethwaite, to open/close public toilets, July	£ 40.00
Ms J Hudson-Mather, Fell View zip wire locking, July	£ 40.00
Victoria Institute, Meetings June	£ 24.75
Lancaster City Council : Mow Field in May & June (2 x 2 cuts)	£ 98.60
E-On : Car Park Lighting	£ 21.44
Ron Gibbons – For Step Ladder (SPiD transfer)	£ 84.60

Ron Gibbons – For Twinning Weekend Costs	£ 67.96)
<i>Caton St Pauls Church room Hire</i>	£ 25.00)
<i>Ray Elvis – Key Fob for Victoria Institute</i>	£ 10.00
Monthly Standing Orders :	
Victoria Institute, Admin Grant	£1,000.00
Victoria Institute, Public Toilet Cleaning	£ 152.00

(Note Public Rights of Way Grant £200 has been paid into the Parish Projects A/c – should this be transferred to the current A/c ?) Agreed Yes. Cheque written out.

It was resolved that the payments could be made, cheques signed by Cllrs Nesbitt & Elvis. An amount of £20 has been allocated from Petty Cash for flowers for Pat Cresswell as thanks for undertaking the Audit. The Clerk will buy and deliver them.

Note that the key Fob receipt was not produced, payment may go onto the next Victoria Institute invoice.

It was proposed by Cllr Walmsley and seconded by Cllr Kynch that regular payees – ie : Husdon Mather, Postlethwaite and Brown should receive their payments direct through the bank. The Clerk will prepare the necessary paperwork for September.

15/239 TO CONSIDER REPLACEMENT OF NOTICE BOARD AT BROOKHOUSE.

The Clerk has obtained various quotes for a double fronted, polycarbonate screened notice board, with side hinged opening, in oak, with posts in tantalised wood. After discussion it was resolved that the Clerk should contact Les Earle in Arnside and accept his quote of £ 679.52, plus VAT. A maximum of £1,100 to cover the fixings and lettering of Caton With Littledale Parish Council. It will need varnishing on receipt.

15/240 TO CONSIDER COMMUNITY RIGHT TO BID CHANGES – PROTECT YOUR LOCAL PUB : - Signing Forms for Black Bull, The Station and The Ship.

Cllr Nesbitt and Cllr Hill will revise the drafts prepared by the clerk and circulate them before any signing. The Community Right to Bid means that if the pubs are put up for sale the community has 6 months to raise funds to purchase them. The right lasts for 5 years.

15/241 TO CONSIDER ACTION NEEDED TO CONFIRM THE CLERK'S CHANGE OF HOURS AND PASSING OF PROBATIONARY PERIOD.

It was confirmed that all that is needed is a letter from the Chair, formalising the new hours and confirming the probation has been completed successfully. Cllr Kynch to confirm wording required and advise the Chair accordingly.

15/242 TO CONSIDER REVIEWING STATUTORY DOCUMENTS AND UPDATING WHERE NECESSARY (STANDING ORDERS, FINANCIAL REGULATIONS, RISK ASSESSMENT ETC) :

The Council agreed that PC documents and policies should be reviewed to ensure they were in line with good practice; the Clerk and Cllr Walmsley to work on this gradually and bring documents to the PC for discussion and approval.

15/243 TO CONSIDER TRAINING NEEDS FOR COUNCILLORS :

The first round of courses were fully booked up. Cllr Walmsley wishes to go on the New Chair's course in November, the Clerk will book a place. As soon as dates for the New Councillors' courses are known, Cllrs Beckett, Hill and Skeldon wish to attend.

15/244 TO CONSIDER EMPLOYING A VILLAGE LENGTHSMAN :

After discussion it was suggested that an Odd Job Man might be more appropriate as some jobs are irregular and would need someone checking weekly, which takes more time. It was resolved that the Clerk find out pay rates from local small handymen to see if they would do work on an Ad Hoc basis, averaging three hours per week.

15/245 TO CONSIDER FLAG FLYING COVER ONCE CURRENT INCUMBENT RESIGNS

The flags can be stored in the Victoria Institute. It was resolved that Cllrs Elvis and Gibbons would hoist and take the flags on special days.

15/246 TO NOTE CORRESPONDENCE RECEIVED :

Further response about hatchings at bus stop – I circulated Email on 1 July.

Bye Laws for Station Road Car Park – ditto, on 20 June.t

German Chap phoned about Neighbourhood Plan and Collaborative Planning. I think his number was 07538 582 870, the line was bad, Couldn't get any answer. I think he Emailed us some time ago – do you wish me to go through that route yet ? *No.*

Do any of you wish to go on the courses for Community Engagement or Jenny – The new Chair's Course ?. *JW Yes.*

Bank Forms need to be signed by all – Dru needs two signatures. *The forms can then go back to the bank for updating.*

I have received a valuations document in respect of The Library Car Park on Hornby Road. I may need assistance to complete it. It needs to be back early September.

15/247 TO NOTE THE TIME AND DATE OF THE NEXT PARISH COUNCIL MEETING
Tuesday 8 September 2015 at 7.15pm. *Agenda closes 3 September, delivery and Notices Posted 4 September, The meeting closed at 9.40pm.*

CATON-WITH-LITLEDALE PARISH COUNCIL

List of Working Groups & Outside Bodies : 2015/2016

CHAIRMAN Jenny Walmlsey

VICE CHAIRMAN Rob Paine

WORKING GROUPS :

FINANCE : Jenny Walmsley, Geoff Beckett, Ron Gibbons, Chris Kynch

PLANNING : Chris Kynch, Rob Paine, Karen Hill

NEIGHBOURHOOD PLAN :

PARISH ASSETS : Ray Elvis, Ron Gibbons, Rob Paine

NEW PROJECTS :

RIGHTS OF WAY/FOOTPATHS : Ron Gibbons, Ray Elvis

BEST KEPT VILLAGE : Drusilla Nesbitt, Sue Brown

POOR'S LAND : Drusilla Nesbitt, Ray Elvis, Jenny Walmsley

REPRESENTATIVES ON OUTSIDE BODIES :

VICTORIA INSTITUTE : Rob Paine

LANCASTER LALC : Chris Kynch, Drusilla Nesbitt

TWINNING : Ron Gibbons, Rob Paine

WEBSITE : Jenny Walmsley

CATON PLAY AREA ACTION GROUP : Chris Kynch, Karen Hill

Meeting 14th July 2015, Minute Ref 15/224.

Neighbourhood Plan & New Projects to be decided as and when necessary.