Caton with Littledale Parish Council

Minutes of the parish council meeting held on

Tuesday 14th March 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 and Cllr Wright.

Gill Mason – clerk.

One member of the public.

Lancaster City Councillor Pritchard.

**Open Forum**

The bowling club representative informed the parish council that the club have had an appointment with a solicitor. The solicitor explained that the club were unlikely to have any security of tenure or a right of occupation of the bowling green because of the informal way in which it has operated. There is an option of easement by prescription because of the many years of use of the bowling green. The solicitor will issue the letter explaining the easement to Trust Inns.

The solicitors also suggested that the bowling green could be listed as a town or village green having been used for recreational purposes for over 20 years.

Cllr Pritchard has contacted Lancaster City Council’s planning department to see what protection the policy DM27 has for the bowling green. The brewery has placed heavy picnic tables on the green so it can no longer be used for bowling and one shelter has been demolished and the other boarded up.

Cllr Pritchard met with the brewery and landlord, it seemed to be the brewery that is wanting the space vacated to increase the income for the pub.

Planning enforcement will be contacted regarding the change of use without an application.

*Cllr Kynch attended the meeting at 7.09pm.*

**29/23 To receive apologies for absence.**

None.

**30/23 To consider and approve the minutes of the meeting held on Tuesday 14th February 2023.**

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

Proposed by Cllr Elvis.

Seconded by Cllr Gibbons.

**31/23 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 Wright declared an interest in any item regarding Caton Primary School.

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

**32/23 To consider and approve the insurance renewal for 2023/2024.**

It was resolved that the parish council renew the insurance policy at a cost of £2006.50 for the year.

The clerk will look at alternative insurance providers in January 2024.

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

**33/24 To consider planning application and matters.**

23/00252/VCN

Proposal : Erection of single storey extension to the east elevation, replacement of existing glazing,

windows and doors and installation of a rooflight to the west elevation (pursuant to the variation of

Condition 2 on approved application 22/01000/FUL to omit a rooflight, guttering, extract vent and to

Replace door to window)

Site Address : Borwicks, Quernmore Road, Caton, Lancaster, Lancashire.

The parish council has no observations.

23/00253/VCN

Proposal : Listed building application for removal of stud partition walls, door and internal stairs,

works to internal walls, alterations to openings, replacement of existing glazing, windows and doors,

installation of extract vents to the south and east elevations, installation of a rooflight to the west

elevation and erection of single storey extension to the east elevation (pursuant to the variation of

condition 2 on approved application 22/01001/LB to omit a rooflight, guttering, extract vent replace

door to window and reconfigure internal layout)

Site Address : Borwicks, Quernmore Road, Caton, Lancaster, Lancashire.

The parish council has no observations.

The clerk will enquire with planning whether the cobbles at Brookhouse Old Hall and Old Hall Barn should have had listed planning consent before they were lifted /removed.

**34/23 Accounts and finance.**

**Payments**

**Standing orders**

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

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

**Cheques**

Gill Mason, clerk’s wages and expenses £737.72

Victoria Institute room hire £18.00

Hiscox Parish Council Insurance £2006.05

Garden Waste Subscription £82.00

Groundworks Neighbourhood Planning grant underspend £632.00

Keith Akrigg – Noticeboard repair £200.00

**Receipts**

Lancaster Angling Association Fishing Rights £1300.00

LEF Greenway project funding £7500.00

It was resolved that the payments be made.

Proposed by Cllr Powell.

Seconded by Cllr Wright.

Cllr Walmsley requested that it be noted what a lovely job Mr K Akrigg has made refurbing the noticeboard.

**35/23 To consider any highways and/or footpath matters.**

A resident has contacted the clerk regarding a broken stile at Littledale. Cllr Boland will also report back to the clerk any footpath or stiles that need maintenance. The footpath society can be contacted to see if they have any updates or advice on repairs or maintenance to footpaths and stiles around the parish.

The clerk was asked to follow up the cutting back of the overgrown ivy and trees at Croftlands and the bollard lights on the Millennium Path.

Cllr Wright will contact the ‘20’s plenty for us’ campaigners for advice on making certain roads in the village a 20mph including Quernmore Road.

The clerk will contact Highways regarding kerb realignment on the corner of Beck Side and Brookhouse Road. Vehicles are driving over the kerb and grass frequently make it unsightly and damaging the kerb.

**36/23 To consider any parish management & maintenance matters and receive the village contractor update.**

***Playpark maintenance***

The clerk has contacted Pennine Playgrounds to request a site visit and quote. The next available appointment will be at the end of March.

***Oak Tree stump removal***

The clerk reported that once the tree stump is removed it can be taken to the primary school to be used as a bug hotel. The stump will have to be removed and transported by the original contractor, as the site supervisor at the school cannot take it in his van due to its size and weight.

Cllr Elvis will ask the village contractor when the works can start.

**37/23 To consider the transfer of funds from Cooperative bank to Unity bank and approve the transaction of the clerk’s wages at the end of each month.**

It was resolved that the funds be transferred at the end of the financial year, once all the payments have been cleared for March. The clerk will be paid her fixed salary at the end of each month by BACS and expenses will be brought to the parish council meeting for approval.

Proposed by Cllr Powell.

Seconded by Cllr Walmsley.

**38/23 To consider the request from the Victoria Institute for a letter of support for its application for an LEF grant.**

It was resolved that the parish council will write a letter of support for the Victoria Institute.

Proposed by Cllr Heywood.

Seconded by Cllr Powell.

**39/23 To consider the grant application from St Paul’s Churchyard.**

The parish council would like the formal end of year accounts from the churchyard committee before considering the application for a grant.

**40/23 To consider the update of the Coronation celebrations.**

Cllr Walmsley reported that there has been no interest from the community for the proposed celebrations, and so the event will not go ahead. The appropriate flags will be flown in the war memorial garden over the weekend of the Coronation and the gala committee will be asked if the bunting could be hung earlier in the village.

**41/23 Reports and correspondence (information only).**

The neighbourhood plan referendum will take place on the 4th May and will be place in The Link in April. There will be a drop-in session on Monday 17th April at 6pm for residents to raise any questions.

Clerk’s appraisal update - noted.

Leaning tree over bus shelter email – noted.

**42/23 Date and time of the next parish council meeting.**

Tuesday 11th April 2023 at 7pm.

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