

# **Caton with Littledale Parish Council**

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## **Minutes of the annual parish council meeting held on Tuesday 14<sup>th</sup> May, 2024 at 7.30pm at the Lune Valley Methodist Hub, Brookhouse**

**Present:** Cllr Heywood (chair), Cllr Powell, Cllr Carter, Cllr Boland, Cllr Wright, Cllr Powell, Laura McGowan (clerk)

### **66/24 Appointment of chairman.**

It was resolved that Cllr Heywood be appointed as chair.

Proposed by Cllr Wright

Seconded by Cllr Powell

### **67/24 Appointment of vice chairman.**

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

Proposed by Cllr Boland

Seconded by Cllr Carter

### **68/24 Appointment of representatives on committees, working groups and outside bodies.**

This would be carried forward to the June meeting to ensure all members were present to put themselves forward.

### **69/24 Appointment of the responsible financial officer.**

It was resolved that the clerk be appointed as RFO.

Proposed by Cllr Powell

Seconded by Cllr Wright

### **70/24 To consider and approve the **DRAFT** AGAR and end of year accounts.**

Proposed by Cllr Heywood

Seconded by Cllr Wright

### **71/24 Open Forum**

No public members present

### **72/24 To receive apologies for absence.**

Apologies received from Cllr Gibbons and Cllr Walmsley

### **73/24 To consider and approve the minutes of the meeting held on Tuesday 9<sup>th</sup> April, 2024.**

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

Proposed by Cllr Wright

Seconded by Cllr Heywood

### **74/24 To receive declarations of interests and dispensations.**

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

**75/24 To consider planning applications and matters.**

[24/00447/FUL](#) - Construction of a dormer extension to the rear elevation and loft conversion

Property address - 25 Pinewood Avenue Brookhouse Lancaster Lancashire LA2 9NU

[24/00405/ELDC](#)- Existing lawful development certificate for implementation of permission 20/01218/FUL by virtue of excavation and filling of foundations to boundary wall referenced in the proposal description of approved development.

Property address - Brookhouse Old Hall Brookhouse Road Brookhouse Lancaster Lancashire LA2 9PA

[24/00507/FUL](#) - Demolition of side porch and erection of a single storey side extension

Property address - 163 Brookhouse Road, Brookhouse, Lancaster, Lancashire, LA2 9NY

No observations from the Parish for the above planning applications

[24/0076/TCA](#) – Notice to carry out works to trees, removal of 1 x yew, 1 x holly, 1 x larch

Property address - Old Hall Barn, Brookhouse Road, Brookhouse, Lancaster, Lancashire LA2 9PA

Observation that pruning of mature trees would be preferable over removal.

Notification not received but queried this application with Planning –

[24/00091/DIS](#) - Discharge of condition 3,4,6,7,8,10,11 and 12 on approved application 21/01284/FUL

Property address - Land South Off Hawthorn Avenue Hawthorn Avenue Brookhouse Lancashire

Request further information in relation to these conditions.

**76/24 Accounts and finance.****Payments**

Victoria Institute, administration grant (Apr)	£800.00
Victoria Institute room hire (Apr)	£20.00
BayTech web hosting (S/O)	£60.00
02 Mobile (Clerk Mobile)	£6.99
Clerk Wages (May)	£613.02
HMRC PAYE Tax & NI (Apr)	£154.33
Clerk Expenses (Apr)	£50.15
LALC Membership fees	£521.58
Lancashire County Council (Car Park lease 6 months)	£250.00
Easyweb website hosting (S/O)	£36.96
Distinctive Group (White lines Hornby Rd car park)	£300.00
D.Skeldon War memorial Garden Maintenance	£269.20
N Power (streetlights 1/1/22-31/3/22)	£9.33
N Power (streetlights 1/4/22 - 30/6/22)	£7.56
N Power (streetlights 1/4/23 – 30/6/23)	£5.82
N Power (streetlights 1/7/23 – 30/9/23)	£8.08
N Power (streetlights 1/10/23 – 31/12/23)	£13.12
N Power (streetlights 1/1/24 – 31/3/24)	£13.86
Lancashire County Council (Splds Pole installation)	£560.00

**Receipts**

Precept	£37,829.07
Proposed Cllr Heywood	
Seconded Cllr Powell	

**77/24 To consider participation at Caton Gala 2024.**

It was resolved that all councillors present would be attending the gala and representing the parish council at the stand.

**78/24 To consider the update on the Fell View playpark repair and maintenance.**

- Update on the progress of repair

A resident contacted to highlight equipment had been broken and was in a dangerous condition. Thank you to Chris Lennon for a speedy response to make safe within 15 minutes of notification. The Bobcat spring to replace the broken equipment had been ordered and since received and repair was in progress.

A date is to be confirmed to order cushion-fall. Quoted at £30 + vat per cubic meter with total cost approximately £5,000 inc vat and delivery spend anticipated. The last delivery of cushion-fall was 2015 so has lasted 9 years!

Proposed Cllr Wright  
Seconded Cllr Carter

**79/24 To consider any highways and/or footpath matters.**

- To consider progress on the installation of poles for SpIDS

SpID pole has been installed on Hornby Road ready to receive the camera.

- To consider planned closure of Brookhouse Road at Artlebeck Bridge

Notification had been received that a permit has been requested to close the road at Artlebeck Bridge from 27<sup>th</sup> May to 2<sup>nd</sup> June. Over the half-term break so great for school children and parents. Concerns over traffic management had been highlighted to Lancashire County Council around Holme Lane being used as a cut-through and the lack of traffic lights at where Caton Green Road meets the A683 was a cause for concern.

The bus service would not operate in Brookhouse during this period of closure and would continue along the A683 until the roundabout. Confirmation of whether there would be additional stops was to be confirmed.

A reimbursement scheme for Brookhouse residents would be in place for those having to take taxis in the absence of the bus service. Advertisement of this to be promoted.

- To consider Becksides Green underlying damage to ground

This would be raised with Cadent following the completion of the bridge works.

- To consider bollard placements on footways around village/mobile inclusivity

Lancashire County Council have been approached to confirm the viability of these, and process for removing these if appropriate.

- To consider footpath review actions

Anticipating the PROW Grant to be received. Update to be carried forward to June meeting.

**80/24 To consider any parish management & maintenance matters.**

- To consider public convenience opening times

The Parish Council were awaiting the details of the costs associated with additional cleaning for extending open hours. Agenda item to be carried forward.

The quote for painting the bus shelter at Copy Lane had been received. In addition, those named "Black Bull" would require a refresh. Weeding around the area would be a benefit to enjoy the freshly-painted stands.

Proposed Cllr Powell  
Seconded Cllr Wright

The dry-stone walling repair on the Greenway had also been quoted for. As this was Lancashire County Council, a request for LCC to repair stone wall on the app would be requested in the first instance.

**81/24 To consider the update on the Greenway improvements.**

- To consider financial position of fund

It was resolved to claim for reimbursement (pending their VAT registration number of Arbor Ace on receipt of invoice). Suggestions at the gala for how remaining funds are spent would be sought. Press release works with LCC planned.

**82/24 To consider Communications Plan for the Parish Council.**

- To consider update on social media status

A Facebook “government organisation” page has been created on Facebook. Several posts have been made with engagement varying but “followers” have been increasing. It is proving a useful tool for communicating promptly.

**83/24 To consider update on Emergency Plan.**

It was noted the 2 residents have volunteered to be named contacts on the plan so thank you to James & Nell Eastwood.

**84/24 To consider administration contacts for charities.**

- To consider change of contact detail for Caton War Memorial, reg. 233790
- To consider change of contact detail for Poor’s Land Charity, reg. 225138
- To consider accounts submissions for both of above

To be carried forward to June agenda.

**85/24 To receive dates and times for future meetings 2025.**

Tuesday 14th January 2025  
Tuesday 11th February 2025  
Tuesday 11th March 2025  
Tuesday 8th April 2025  
Tuesday 13th May 2025  
Tuesday 10th June 2025  
Tuesday 8th July 2025  
Tuesday 9th September 2025  
Tuesday 14th October 2025  
Tuesday 11th November 2025  
Tuesday 9th December 2025

**86/24 To review existing policies and procedures.**

To be carried forward to June agenda.

**87/24 To receive items for consideration for a future agenda.**

- Fishing rights fee (Poor’s Land)

To be carried forward to June agenda.

- Provision for young people in the parish.

A discussion was opened with conversation around a 3-5 year strategy look into the provision of activities for the youth of the village. A community cohesion plan would also help to potentially secure lottery funding. Further research recommended.

**88/24 Date and time of the next parish council meetings.**

- To consider alternative locations to host June meetings due to closure of VI for rewire works.

The Parish Council resolved to host in the Lune Valley Methodist Hub for the June meeting and following on from the APM, would investigate to alternate between Brookhouse and Caton.

Tuesday 11<sup>th</sup> June 2024 at 7pm.  
Tuesday 9<sup>th</sup> July 2024 at 7pm.  
Tuesday 10<sup>th</sup> September 2024 at 7pm.  
Tuesday 8<sup>th</sup> October 2024 at 7pm.  
Tuesday 12<sup>th</sup> November 2024 at 7pm.  
Tuesday 10<sup>th</sup> December 2024 at 7pm.

**The meeting closed at 9.18pm.      Signed .....**      **Date.....**