Caton with Littledale Parish Council

Minutes of the annual parish council meeting held on 12th May 2021 at 7pm.

Due to the Covid 19 virus and social distancing rules this meeting was

held remotely by video communication.

**Present**:

Cllr Boland, Cllr Elvis, Cllr Gibbons, Cllr Heywood, Cllr Kynch, Cllr Powell, Cllr Thompson, Cllr Walmsley (vice – chairman) and Cllr Wright.

One member of the public.

**Open forum**

No issues were raised.

**69/21 To receive apologies for absence.**

Cllr Skeldon.

**70/21 Appointment of chairman.**

It was resolved that Cllr Heywood be appointed as chairman.

Proposed by Cllr Walmsley.

Seconded by Cllr Powell.

**71/21 Appointment of vice chairman.**

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

Proposed by Cllr Powell.

Seconded by Cllr Wright.

**72/21 Appointment of representatives on committees, working groups and outside bodies.**

It was resolved that the appointment of representatives will continue from the November meeting’s resolution.

The parish council will request that a monthly management report be sent from the Victoria Institute Manager so there is no conflict of interest of Cllr Gibbons being a VI trustee.

Cllr Kynch requested to join the Environment Working Group but it was decided there were enough members already on the group at this time.

Proposed by Cllr Walmsley.

Seconded by Cllr Powell.

**73/21 Appointment of the responsible financial officer.**

It was resolved that the clerk be appointed as the RFO.

Proposed by Cllr Walmsley.

Seconded by Cllr Gibbons.

**74/21 To consider and resolve to fill the casual vacancy by co-option.**

It was resolved that Emma Frobisher be co-opted onto the parish council.

Proposed by Cllr Walmsley.

Seconded by Cllr Powell.

**75/21 To consider and approve the minutes of the meeting held on Tuesday 13th April 2021.**

It was resolved that the minutes be approved and will be signed by Cllr Heywood at the next physical meeting.

Proposed by Cllr Powell.

Seconded by Cllr Wright.

The clerk will contact democratic services and ask for advice on the definitions of prejudicial and pecuniary interest.

**76/21 To receive declarations of interests and dispensations.**

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

Cllr Kynch declared a prejudicial interest in any item regarding Fell View playpark as a member of the CPPAG.

**77/21 To consider the following planning applications:**

21/00486/FUL Proposal : Erection of a single storey side extension Site Address :

208 Brookhouse Road, Brookhouse, Lancaster, Lancashire, LA2 9PA.

The parish council has no observations.

21/00377/FUL Proposal : Erection of a single storey front extension, a single storey side extension, a

single storey rear extension, a two storey rear extension and construction of dormer extensions to

the front and rear elevations. The Bungalow, Caton Green Road, Caton Green, Lancaster, Lancashire

LA2 9JG. (An extension has been granted for response).

The parish council would like the planning officer to take into consideration the objections from

residents and to consider the impact of the development in the AONB.

Proposed by Cllr Wright.

Seconded by Cllr Walmsley.

**78/21 Accounts and finance.**

**Payments**

**Standing orders**

Victoria Institute, administration grant (S/O) £1000.00

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

**Cheques**

Gill Mason, clerk’s wages and expenses £621.86

D Skeldon – war memorial garden maintenance £246.42

Victoria Institute - printing charges £15.40

It was resolved that the payments be made.

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

**79/21 Highways and footpaths.**

***To consider action to progress the reinstatement of the footpath along Artlebeck between Brookhouse Road and the A683.***

Cllr Walmsley has contacted the LCC legal department for advice.

PROW have emailed a resident stating that once they appoint an officer they will work with the parish council and the landowner to look at alternative solutions to reinstating the footpath.

***To consider the update on the review of the verge paths on country lanes.***

No update.

Cllr Boland had tried to find an alternative footpath to Gresgarth Hall but was unsuccessful.

**80/21 Parish management and maintenance.**

***Hornby Rd car park – to consider the tenders for improving the gravel verge between the car park and Boot’s wall and the update on the tree roots that are lifting up the tarmac.***

Lancashire County Council Estates have sent a copy of the tenancy agreement to the clerk. The parish council has not had an invoice for rent for 5 years from LCC.

The proposed new lease fee would be £300 per annum. The repairs to the gravel strip will be postponed.

Notices have been put up for work commencing on the A683 in June. The clerk will ask if the vegetation can be cut back at the same time that the work is being completed.

***To consider what action is required for the Beck Side ash tree replacements.***

Item referred to under the environmental working group report.

***To consider the parish council policy on signage and advertising in the village.***

Cllr Boland will amend the policy and circulate it to all councillors to adopt at the next meeting.

The clerk was asked to request a litter bin for Littledale Road.

**81/21 Flag at the War Memorial: To consider the request to purchase a replacement Union Jack.**

Cllr Gibbons will provide the clerk with the dimensions of the flag so a quote can be sought.

**82/21 To consider the renewal of the LALC membership.**

The clerk will ask an executive member of LALC to attend the meeting in June. The parish council will then make a decision in July regarding renewing the membership.

**83/21 Lengthsman’s update.**

No update.

**84/21 To receive an update from the environment working group.**

The working group proposes that a local residents’ environmental group, supported by the parish council, be created. In particular, the PC would act as a link between the group and the city and county councils. This is important not just because they own the land where we may wish to plant but also because the city council is keen to support local initiatives, especially in regard to tree planting. Any plans that fit within the parameters of the city council’s Million Trees Project would receive a substantial financial subsidy, and we would also receive expert advice from the Woodland Trust regarding exactly what to plant, where, when and how.

The group have already made contact with Stefanie Grey, the leader of the Million Trees Project at Lancaster Town Hall, who is very keen to be involved, and we are arranging for her and an expert to visit us in mid-June.

While there are several sites in the parish which could benefit from small-scale planting, e.g. just one or two trees or a pollinator patch, the three main sites identified so far for tree planting are as follows.

* The Millennium Path between the path itself and the land owned by the Catholic Church, which could be turned into a beautiful avenue with a row of trees along the southern side. There is also some scope for planting on the northern side of the path, and the wider patch next to the Artle Beck could be incorporated into this area.
* Beckside, including the patches of grass at either end where wildflower meadows or pollinator patches may be more appropriate than trees. On the main patch of land, there is room for some planting now that the dying ash trees have been cut down, but this need not be a like-for-like replacement. One possibility could be to plant some smaller trees, possibly fruit trees.
* Fell View. It was noted that the original plans for the play park included more trees than have been planted, but there is scope well beyond this. There could be clumps of trees and/or trees around the perimeter of the grassy area. Of course, any planting should not interfere with the primary purposes of the land, for children to play, families to meet and picnic, etc., but the right sort of planting could make this area extremely attractive.

Residents at the annual parish meeting will be asked to provide their contact details if they are interested in being part of such a group.

Grass cutting - It remains unclear exactly for which areas PC is responsible. The clerk has advised that any requested alteration to an area currently managed by LCC could result in PC picking up all ongoing maintenance and associated costs.

**85/21 To consider the appointment of an internal auditor.**

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

**86/21 To consider the insurance renewal policy from Came and Co and other insurance providers.**

The clerk has received a quote and has contacted NFU Mutual and Zurich to also quote on the insurance policy.

**87/21 To consider the updating and adoption of the finance regulations and standing orders.**

It was resolved that Cllr Walmsley, Cllr Wright, Cllr Gibbons and the clerk will update the documents for the parish council to approve and adopt.

**88/21 To consider the update on undergrounding of powerlines.**

Cllr Kynch asked the parish council to look at sites where the powerlines could go underground. Cllr Elvis asked whether the landowners will be consulted before their land is ploughed.

**89/21 Reports and correspondence (information only).**

Neighbourhood plan update – the formal consultation has commenced.

Historic documents of the parish have been handed over to a councillor – noted.

Station Road wall rebuild - noted

Signage on the wall on station road - next agenda.

Use of the field behind Station Car Park – noted.

**90/21 Date and time of the next parish council meeting.**

Tuesday 11th June 2021.

The meeting closed at 9.18pm

**Signed …………………………………………… Date………………......**