

# Caton with Littledale Parish Council

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## Minutes of the annual parish council meeting held at the Victoria Institute on Tuesday 10<sup>th</sup> May 2016 at 7.15pm.

### **Present:**

Cllr G Beckett, Cllr H Diggle, Cllr R Elvis, Cllr R Gibbons, Cllr D Nesbitt,  
M Skeldon & J Walmsley (chairman).  
G Mason, clerk to the parish council.

**16/211 To receive apologies for absence.** Cllr R Paine, Cllr S Thompson, Cllr K Hill.

### **16/212 Appointment of chairman.**

Cllr Walmsley.  
Proposed by Cllr Nesbitt.  
Seconded by Cllr Elvis.

### **16/213 Appointment of vice chairman.**

Cllr Paine.  
Proposed by Cllr Gibbons.  
Seconded by Cllr Nesbitt.

### **16/214 Appointment of responsible financial officer.**

Gill Mason (clerk).  
Proposed by Cllr Nesbitt.  
Seconded by Cllr Elvis.

### **16/215 To complete acceptances of office & declarations of interest.**

All forms were completed and signed.

### **16/216 To consider and approve the minutes of the ordinary meeting held on 11th April 2016.**

It was resolved that the minutes of the previous meeting were approved and signed by the chairman Cllr Walmsley after the following addition: Cllr Gibbons would like to add to the agenda item 16/198, that when he approached the pavilion owner he was told that it was none of the parish council's business.

Proposed by Cllr Elvis.  
Seconded by Cllr Beckett.

### **16/217 Declarations of interest and dispensations.**

None.

### **16/218 Open forum.**

No members of the public present.

### **16/219 Planning applications.**

No planning applications received.

### **16/220 Parish maintenance.**

#### ***Review of the contractor for the war memorial garden.***

The previous clerk sent a schedule of works to three contractors, but only one tender has been received.

It was resolved that the clerk will contact the contractor, Envirocare, and ask them to review and alter the quotation as the original was from April not May. They will be asked to start work on the War Memorials garden as soon as possible.

Proposed by Cllr Skeldon.

Seconded by Cllr Nesbitt.

#### ***Siting of the parish noticeboard for Brookhouse.***

Cllr Gibbons has received a letter from the Methodist Church stating that the parish council noticeboard can be sited in the church grounds. They request that the board is only used for parish council and church information and notices.

Cllr Gibbons will meet with the minister and feedback to the council the agreed positioning of the board within the grounds.

Currently, there are only two keys. Cllr Walmsley asked the clerk to get more keys cut.

It was resolved that upon the satisfactory agreement of the positioning within the grounds, the noticeboard will be sited at the Methodist Church.

Proposed by Cllr Diggle.

Seconded by Cllr Skeldon.

#### ***Play park inspections and repairs review.***

The parish council received a report at the last meeting, that flagstones had been broken on the play area. Cllr Kynch was asked to report the matter to the police. Cllr Walmsley asked Cllr Elvis to check if the repairs have been done. The clerk will follow up any repairs that are required.

There is a lack of clarity on the insurance requirements for playground inspections. Currently, there are quarterly inspections by Lancaster City Council. The clerk will check with Came and Co insurers on their prerequisite for inspections on the playground equipment. The clerk will also request a template for the safety report checklist.

#### ***Lengthsman update.***

The clerk has been asked to contact Cockerham and Winmarleigh Parish Council to ask for details on their lengthsman/contractor. If the lengthsman is not available, the clerk will contact other parish councils.

#### ***SPiD***

Cllr Gibbons informed the parish council that the purchase of four replacement batteries are needed for the SPiDs.

It was resolved that Cllr Gibbons purchases the four batteries and provide the clerk with the cost.

Proposed by Cllr Skeldon.

Seconded by Cllr Elvis.

#### ***General repair and maintenance.***

The circular wall around the oak tree at Copy Lane, Caton, is cracking and breaking due to the roots of the tree. The clerk will look at the cost of replacing the wall with a circular bench and contact highways regarding regulations on the replacement of the wall with a bench. The plaque will also need to be removed and remounted.

### **16/221 Highways and footpath matters.**

#### ***Resurfacing of New Street from public highway to parish burial ground review.***

The clerk will contact the contractors who resurfaced Station Road car park to request a quote for the resurfacing of New Street. This will provide the parish council and the church with an idea of costs to consider.

The post box on Brookhouse Road has been replaced, but the post box at Broadacre hasn't been replaced yet. The clerk will follow this up with Cllr Jackson.

Cllr Gibbons and Cllr Elvis had moved one of the bins from outside the Cooperative store into the car park. The bin was then moved back outside the shop. Lancaster City Council confirmed that the bin should be sited in the car park.

### **16/222 Neighbourhood plan update.**

#### ***To resolve using Kirkwells as the consultant for the Caton with Littledale Neighbourhood Plan.***

It was resolved that the parish council use Kirkwells as the consultants for the neighbourhood plan. The clerk will contact Kirkwells and formalise the agreement.

Proposed by Cllr Diggle.

Seconded by Cllr Elvis.

#### ***Create a neighbourhood plan working group with parish councillors and residents.***

It was resolved that the parish council create a working group with residents of the parish and that the convener of the group should be a resident.

Proposed by Cllr Gibbons.

Seconded by Cllr Elvis.

Cllr Walmsley, Cllr Diggle and Cllr Hill have expressed an interest in representing the parish council on the working group.

It was decided that there was not enough time to have a worthwhile presence at the gala, to provide residents with information on the neighbourhood plan and it was probably too late to book a table. Information can be given to residents at the APM on Monday 16<sup>th</sup> May to recruit members for the working group.

### **16/223 Cycle rack update.**

There has been no update received. This item will be carried over to the June agenda.

### **16/224 Accounts**

#### **224.1 Payments**

Insurance renewal £1102.51

Replacement light in the car park £108 (Willans)

Gill Mason, clerk's wages £382.20 and expenses (April) £46.77.

Sue Brown (previous clerk) wages and expenses £305.48

It was resolved that the above payments be made.

Proposed by Cllr Elvis.

Seconded by Cllr Gibbons.

#### **224.2 Receipts.**

Lancaster City Council £1169.00 (contribution to maintenance for the public toilet outside the Victoria Institute).

#### **224.3 Annual audit - to check and sign as a correct record parts 1 and 2 of the audit form.**

It was resolved that the annual audit parts 1 & 2 were signed by the chairman as a correct record of the accounts for the year ended 31<sup>st</sup> March 2016.

Proposed by Cllr Nesbitt.

Seconded by Cllr Elvis.

The clerk will send flowers to Ms P Creswell as a thank you for completing the internal audit.

**16/225 Clerks update, police, city & county reports and other correspondence.**

LCC maintenance works to Kirk Beck bridge is now complete and the traffic lights have been Removed – noted.

Sports equipment donation for Fell View – noted.

Lancaster City Council - Ivy on Copy Lane, Caton has been removed – noted.

Mr R Bateson, play park nuisances follow up letter – noted.

Persimmon homes - bus shelter installation and removal of old shelter email – the clerk will ask for shelter to be moved to behind the Victoria Institute.

**16/226** To note the date of the next parish council meeting.

Tuesday 14<sup>th</sup> June 2016 at 7.15pm. Detailed agenda items to be submitted by Monday 6<sup>th</sup> June 5pm.

Signed .....

Date.....