

Caton with Littledale Parish Council

Minutes of the annual parish council meeting held at the Victoria Institute on Tuesday 8th May 2018 at 7.15pm.

Present:

Cllr Beckett, Cllr Elvis, Cllr Hill, Cllr Huddleston, Cllr Gibbons, Cllr Kynch, Cllr Paine (vice – chairman),
Cllr Skeldon and Cllr Walmsley.

G Mason - clerk to the parish council.

Cllr Paine is acting chairman for this meeting.

18/59 Apologies for absence.

Cllr Nesbitt.

18/60 Appointment of chairman.

Nominated: Cllr Paine

Proposed by Cllr Elvis.

Seconded by Cllr Skeldon.

18/61 Appointment of vice chairman.

Nominated: Cllr Walmsley.

Proposed by Cllr Skeldon.

Seconded by Cllr Gibbons.

18/62 Appointment of representatives on sub-committees, working groups and outside bodies.

LALC

Cllr Kynch

Victoria Institute

Cllr Walmsley

Cllr Gibbons

Twinning

Cllr Gibbons

Cllr Paine

Website

Cllr Huddleston

Cllr Hill

Cllr Walmsley

Caton Play Park Action Group

Cllr Hill

Cllr Kynch

Cllr Huddleston

Neighbourhood plan group

Cllr Walmsley

Cllr Hill

Finance

Cllr Kynch

Cllr Gibbons
Cllr Beckett
Cllr Walmsley

Poor's Land

Cllr Skeldon
Cllr Nesbitt
Cllr Elvis

Cllr Walmsley

Parish Assets

Cllr Elvis
Cllr Gibbons
Cllr Paine

Footpaths/Right of way

Cllr Elvis
Cllr Gibbons

Lancashire Bus Users' Group

Cllr Beckett

It was resolved that the named councillors represent the parish council on the sub-committees and outside bodies.

Proposed by Cllr Hill.

Seconded by Cllr Gibbons.

18/63 Appointment of responsible financial officer.

Nominated: Gill Mason – clerk.

Proposed by Cllr Gibbons.

Seconded by Cllr Elvis.

18/64 To complete acceptances of office.

Cllr Paine and Cllr Walmsley completed the acceptance of office forms.

18/65 To consider and approve the minutes of the ordinary meeting held on Tuesday 10th April 2018.

It was resolved that the minutes be signed and approved as a true record of the meeting by Cllr Paine after the following amendments were made: The litter was picked at Station Field not Station Road. The payments to the toilet and zipwire lock up are £50 not £40.00.

Proposed by Cllr Walmsley.

Seconded by Cllr Huddleston.

18/66 Declarations of interest and dispensations.

No interests declared.

18/67 Open forum.

A resident attended the meeting to inform the parish council that to be considered for social housing in Caton, the local ties connection is not being taken into consideration nor do you need to show proof that you have local ties.

The process goes through the 'ideal choice homes' bid system and unfortunately, her daughter who is currently needing social housing isn't a high enough category to be able to obtain a house.

18/68 Planning applications.

18/404/FUL Erection of single storey rear extension – Mr and Mrs Banks, 8 Brookhouse Road, Caton, Lancaster.

The parish council have no observations.

18/00336/OUT Outline application for the erection of 1 dwelling For : Mr & Mrs Dobson Site

Address: Bank House Fly Fishery Car Park, Lancaster Road, Caton, Lancaster.

The parish council have no observations regarding the actual build of the house. The only concern is there is no car parking area on the plan, which questions if there will there be an application later on that will apply for this. The only area that could be used is currently parking allocation for the fishermen.

It was resolved that the above responses be submitted the Lancaster City Council Development Control.

Proposed by Cllr Huddleston.

Seconded by Cllr Hill.

18/69 GDPR update.

The clerk has notified the parish council that the new data protection regulations need to be in place by the 25th May. The government has proposed the amendment, that parish councils will not need a data officer, but this has not confirmed as yet. It was advised by the SLCC that if the data officers are needed then a neighbouring parish council be contacted to find a representative.

The clerk has purchased a GDPR pack at a cost of £30. It was resolved that the parish council contribute £5 to the GDPR pack.

Proposed by Cllr Skeldon.

Seconded by Cllr Elvis.

It was resolved that the clerk be the named as the data controller for the parish council.

Proposed by Cllr Walmsley.

Seconded by Cllr Skeldon.

18/70 Accounts and finance.

Payments

Standing orders

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

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

B Postlethwaite public toilet lockup (S/O) £50.00

Cheques

Gill Mason, clerk's wages £559.95 and expenses £44.74 £659.31

G.Mason noticeboard for the play park £130.80

G. Mason Signage for the playpark funders logos £84.00

Groundworks underspend £256.93

Cycle rack purchase – Cllr J Walmsley reimbursement £189.60

Giffords - Cushion fall 15m3 £960.00

Victoria Institute room hire and printing £37.95

Lancaster City Council grass collection – war memorial £52.52

G Mason - Contribution to £30 GDPR pack reimbursement £5.00

It was resolved that the above payments be made.

Proposed by Cllr Hill.

Seconded by Cllr Skeldon.

Clerk's annual pay scale review.

It was resolved that the clerks pay scale is raised in line with the NALC and SLCC recommendations from £9.28 to £9.70 at SCP 17.

Proposed by Cllr Kynch.

Seconded by Cllr Elvis.

Annual audit.

It was resolved that the audit documentation be signed as a true record of the accounts for 2017/2018.

Proposed by Cllr Elvis.

Seconded by Cllr Hill.

18/71 Parish management and maintenance.

Play park inspections, repairs and maintenance

The zipwire lock and chain has been broken. It was resolved that Cllr Huddleston buy a new chain and lock up to a purchase cost of £30.

Proposed by Cllr Walmsley

Seconded Cllr Gibbons.

The clerk has asked for three contractors to quote to replace the timber legs with galvanised steel for the zipwire frame. It was advised that the equipment is then inspected by an external company for safety.

The clerk will contact Lancaster City Council for advice on what to do in the event of damaged equipment.

Village contractor update

The clerk will pass Cllr Elvis's contact details onto the contractor to organise the completion of jobs around the village.

Repair of the fish-stones.

No update.

Flagpole repair.

The clerk has been given an approximate quote of £280 plus vat for the flagpole to be repaired.

It was resolved that the clerk order the repair of the flagpole with a limit of £300 plus vat.

Proposed by Cllr Elvis.

Seconded by Cllr Gibbons.

Memorial garden benches and replacement surface quotes.

Cllr Walmsley asked three contractors to quote for the extra work on the memorial garden.

It was resolved that P Middlesbrook is awarded the contract for the works for the war memorial garden refurbishment at a total cost of £5986.00

Proposed by Cllr Kynch.

Seconded by Cllr Huddleston.

Siting of cycle racks at Sycamore Road update.

The cycle racks have been delivered and will be installed by the contractor.

18/72 Mirror on Artlebeck bridge update.

No update.

18/73 Consideration of local council housing in the village.

It was resolved that Cllr Huddleston and the clerk will write to Lune Valley Housing and the local MP to raise the issue that people with local ties are not being granted social housing through the bid system.

18/74 Reports and correspondence.

LALC report - circulated and noted.

The casual vacancy for parish councillor will be advertised in The Link.

18/75 To note the date of the next parish council meeting.

12th June 2018 at 7.15pm. Agenda items to be submitted by Sunday 3rd June at 5pm.

The meeting closed at 8.49pm.

Signed

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