Caton with Littledale Parish Council

Minutes of the parish council meeting held on 12th October 2021 at 7pm

at the Victoria Institute, Caton.

**Present**:

Cllr Elvis, Cllr Gibbons, Cllr Heywood, Cllr Kynch, Cllr Powell, Cllr Taylor, Cllr Thompson, Cllr Walmsley and Cllr Wright.

**Open forum**

No public attendance.

**132/21 To receive apologies for absence.**

Cllr Boland.

**133/21 To consider and approve the minutes of the meeting held on Tuesday 14th September 2021.**

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

Proposed by Cllr Elvis.

Seconded by Cllr Wright.

**134/21 To receive declarations of interests and dispensations.**

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

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

**135/21 To consider the following planning matters and applications.**

21/00907/FUL Proposal : Erection of an outbuilding, insertion of new and enlarged window and door

openings, installation of replacement windows and doors and timber cladding to existing garage.

Site Address : Old Hall Barn, Brookhouse Road, Brookhouse, Lancaster, Lancashire.

The parish council has no observations and supports the specialist reports that have been provided.

**136/21 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 £633.72

Bay Tech 12 months hosting £180.00

**Receipts**

Neighbourhood Plan Grant £3570.00

It was resolved that the payments be made.

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

**137/21 To consider what action is needed regarding the litter caused by premises in the village.**

The clerk will contact the landlord of the premises and ask for the area to be kept tidy and clean.

**138/21 To consider the arrangements for Remembrance Sunday and the purchase of a wreath.**

It was resolved that a wreath be purchased for Remembrance Sunday at a cost of £17.99.

Mr Skeldon will read the Roll of Honours.

Proposed by Cllr Wright.

Seconded by Cllr Powell.

**139/21 To consider the grass cutting schedule and what the parish requires including the strimming of the potential pollinator patches.**

Lancaster City Council has reported that seven grass cuts will cost £1155 plus vat.

Fell View play area may need more cuts than this. The parish council will look into other contractors and prices to cut the grass for 2022-23.

**140/21 To consider the request for a grant from Caton Primary School.**

The clerk will ask the school PTA to submit the application and accounts.

It was resolved that the parish council agree to award £450.00 once the application is received.

Proposed Cllr Powell.

Seconded Cllr Gibbons.

**141/21 Highways and footpaths.**

***To consider the update of the footpath alongside Artlebeck.***

No update.

**142/21 Parish management and maintenance and the village contractor update.**

***Bus shelter maintenance***

The weather has been too wet for the contractor to start the job.

***Hedge at Hornby Road Car Park***

It was resolved that the hedge be cut at a cost of £70 by the contractor.

Proposed by Cllr Walmlsey.

Seconded by Cllr Gibbons.

**143/21 To consider the purchase of a Christmas tree and new tree lights.**

Cllr Elvis informed the parish council that the tree will cost approximately £80-£100 delivered and sited.

Cllr Walmsley would like to buy the new lights for the Christmas Tree for personal reasons.

**144/21 To consider the updating of the parish council board of honour**.

Two quotes have been requested.

**145/21 To consider the arrangements for the Poor’s Land monies distribution at Christmas 2021.**

Cllr Walmsley, Cllr Elvis and Cllr Taylor will meet to arrange the distribution of monies. Mr Skeldon will be asked if he would like to be co-opted on to the working group.

The background of the charity and how to apply will be placed in The Link and on Facebook.

**146/21 To consider the appointment of a parish councillor to become a Victoria Institute Trustee.**

It was resolved that Cllr Gibbons be put forward to be appointed as a trustee.

Proposed by Cllr Powell.

Seconded by Cllr Elvis.

**147/21 To consider what action is needed regarding councillor’s absences due to Covid.**

Councillor’s will be asked to write to the parish council if they cannot attend any physical meetings due to Covid. The parish council will then decide if this adheres to the six-month absence rule.

**148/21 To consider the arrangements for the finance working group to review the budget and make recommendations for 2021-2022.**

It was resolved that a budget and precept working group be formed. Cllr Powell, Cllr Wright and Cllr Heywood are the members of the working group and will report back to the full council in November.

**149/21 Reports and correspondence (information only).**

Emergency Coordinators meeting – circulated and noted.

The meeting closed at 20.21pm

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