

MINUTES OF THE ORDINARY MEETING OF CATON - WITH - LITLEDALE  
PARISH COUNCIL HELD AT THE VICTORIA INSTITUTE  
ON TUESDAY 13 OCTOBER 2015.

PRESENT: Councillors : G Beckett, H Diggle, R Elvis, R Gibbons, K Hill, C Kynch,  
R Paine, M Skeldon, S Thompson & J Walmsley. S Brown, Clerk.

15/273 APOLOGIES FOR ABSENCE : Councillor Nesbitt, City Councillor Jackson.

15/274 TO CONSIDER & APPROVE THE MINUTES OF THE PREVIOUS MEETING :

The 8 September meeting minutes para 249 should read Brian Mason.  
Para 258 should show “ road narrows sign “ Para 275 should read WW1  
& WW2 cemetery.

15/275 TO RECEIVE DECLARATIONS OF INTEREST AND AUTHORISE ANY  
DISPENSATIONS ( WHICH MAY RELATE TO THIS MEETING ) : None

15/276 OPEN SESSION: No members of the Public were present

15/277 TO CONSIDER NEW PARISH COUNCILLORS DECLARATION FORMS :  
Councillors Diggle & Thompson have signed their forms and passed them  
to the Clerk for onward submission to the City Council.

15/278 TO CONSIDER AND APPROVE POLICING AND COMMUNITY TOGETHER  
MATTERS : No Police Report is received now.

15/279 TO CONSIDER AND APPROVE COUNTY AND DISTRICT COUNCILLORS'  
REPORTS : None

15/280 TO CONSIDER PLAYPARK REQUEST FOR SAND & PLAYPARK REPORT :  
It was resolved that the Lancaster City Council quote of £598 & VAT be  
accepted. The clerk will place the order.

15/281 PLANNING : TO CONSIDER APPLICATIONS RECEIVED & NOTE DECISIONS :

**Applications Received :**

15/01174/FUL : Demolition of existing outbuilding and erection of a replacement  
two storey extension at 40 Fell View, Caton LA2 9RP.  
It was resolved that there were No Objections

15/0130/TPO : Crown Lifting works to 1 mature Chestnut tree at the  
New Bungalow, Caton Green Road, LA2 9JG.  
It was resolved that there were No Objections.

**Consultations :**

October 2015 Local Plan : People, Homes & Jobs : Closing Date 30 November  
It was resolved to postpone this discussion to 8 November meeting. Item in LINK

Polling District Review : Heysham Central Ward : Closing Date Friday 30 October  
It was resolved No Comment would be made. Item in LINK

**15/282 : TO CONSIDER POSSIBLE NEIGHBOURHOOD PLAN WORKING GROUP  
REPORT & MEETING ON 9 OCTOBER :**

The meeting was well attended and many concerns, issues, useful comments and ideas were put forward. Nine residents offered their services, many wished to be kept informed of progress. A further meeting of the Working group will be arranged to discuss recommendations, before the next Parish Council meeting on 8 November.

**15/283 HIGHWAYS & FOOTPATH MATTERS INCLUDING SPiD, Bus Stop markings,  
SAT NAV Road Signs.**

One SPiD is up, but has a flat battery, the other needs a padlock, following the repairs. Councillors gave permission for one to be purchased.

Bus Stop marking outside 160/162 Brookhouse Road : Councillor Nesbitt will continue to monitor the problem and report back. The Highways Department are not forthcoming with regard to marking out the area to avoid parking at the bus stop.

SAT NAVS sending vehicles up Holme Lane : The Clerk will chase up this matter. Large vehicles are also causing problems on Hall Drive, Cllr Elvis will monitor.

SLOW SIGN on New Street : The sign needs re-painting. The area around the Church is always busy. An item the LINK will ask drivers to watch their speed in this area. There will also be a reminder to avoid parking on the pavements.

**15/284 TO CONSIDER GOOD WORKING PRACTISE IN THE PARISH COUNCIL**

The Chair opened the item by reminding councillors that we are bound by the Lancaster City Council Code of Conduct. This states that councillors must treat others with respect. Councillors must not do anything which might cause the PC to breach the Equality Act 2010 or subsequent legislation.

Councillors must not bully any person; this includes intimidation or harrassment in speech or in Emails. The Monitoring Officer for Lancaster, Sarah Taylor, deals with any complaints. A Councillor raised the example of an Email from another Councillor, which would be seen as intimidatory in the workplace. They encouraged councillors to be courteous, professional and constructive in their dealings with each other. It was suggested that emails could be misinterpreted and that face-to-face meetings be preferred where possible.

The PC then went on to note the email from the Clerk about PC ways of working and were reassured to note that the advice from LALC is that our procedures are generally sound and the PC has not acted illegally. The Chair introduced the informal Notes for Councillors which she had prepared with assistance from LALC and ex-Cllr Pam Woolgar. The PC went on to discuss some specific issues :

- A new internal Auditor may need to be considered if Mrs Cresswell feels she may not wish to continue, the clerk will write to her to confirm.
- The Parish Council needs to be transparent about the Annual Budget, it should be shown on the website.
- The Agenda should also be put onto the website, as the Minutes are shown.
- A review of Working Groups to be undertaken, to ensure adequate cover if Councillor is unable to attend a meeting. As all Groups have to report back to the Parish Council, a quorum does not apply.

At this point, the list of Working Groups and Parish Council Representatives on Outside Bodies was reviewed and updated, see below.

As Lancaster City Council will not send us printed planning applications, the Planning Working Group no longer meets to discuss them. It was decided to close the Planning Working Group and make reviewing planning applications the responsibility of all councillors. Cllr Kynch was asked to prepare a short summary of key points councillors should bear in mind when looking at planning applications.

15/285 TO CONSIDER THE DEDICATION OF MOOR PLATT SEATING AREA TO CATON WITH LITLEDALE OR LANCASHIRE HIGHWAYS :

This has been postponed to the November meeting as no papers have come through yet from Persimmons' Solicitor. The Clerk will remind them again.

15/286 TO APPROVE ACCOUNTS FOR PAYMENT :

Authority is requested for the payment of the following from the Current Account :  
It was resolved that payments could be made, cheques signed by Cllrs Gibbons & Elvis.

Clerk's October Salary ; S Brown	£ 331.98
HMR&C for PAYE Tax due on salary	£ 12.00
Expenses for the month, inc Travel; S Brown	£ 32.84
Re-imburement of Petty Cash : S Brown	£ 50.00
Victoria Institute, Meeting September	£ 24.75
Lancaster City Council : Mow Field in August ( 2 Cuts )	£ 149.30
Lancaster City Council : Mow Field in September (2 cuts)	£ 149.30

October Monthly Standing Orders :

Victoria Institute, Admin & Sept Grant	£2,000.00
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Victoria Institute, Public Toilet Cleaning	£ 304.00
Mr B Postlethwaite, to open/close public toilets,	£ 40.00
Ms J Hudson-Mather, Fell View zip wire locking,	£ 40.00

15/287 TO CONSIDER COMPLETION OF POOR'S LAND CHARITY ANNUAL RETURN & TRUSTEE INFORMATION :

It has now been confirmed that the Parish Council as a Corporate Body are the Trustees of The Poor's Land Charity. The Annual Return will reflect this information and be circulated for Councillors to consider at the next meeting. The financial transactions shown during the year to 31 December 2014 are available to check.

15/288 TO CONSIDER WAR MEMORIAL CHARITY ANNUAL RETURN & TRUSTEE INFORMATION :

It has now been confirmed that the Parish Council as a Corporate Body are the Trustees of the War Memorial Charity. The Annual Return will reflect this information and be circulated for Councillors to consider at the next meeting. There were no financial transactions during the year, a small balance is held in the bank.

15/289 TO CONSIDER REMEMBRANCE DAY SERVICE DUTIES :

Cllr Walmsley will give a short reading, and lay a wreath. The Clerk will read out the names of the fallen after the two minutes silence. Seats in Church are reserved for Parish Councillors and it is hoped that most will attend. A wreath needs to be ordered – the Clerk has this in hand. It was resolved a donation of £40.00 could be made to the Royal British Legion (cheque signed tonight ). The WI will prepare refreshments and a donation will be made to them.

15/290 TO CONSIDER REPORTS FROM OUTSIDE BODIES & WORKING GROUPS :

**Victoria Institute** : There has been an arrest made following the fraud allegation. Jane Ransom has accepted the post of Treasurer for the Institute. Judy Powell (The Administrator ) will be leaving at the end of the year. Cllr Paine asked Councillors to consider the funding position for the 2016/17 financial year, as current funding only goes to March 2016, to ensure a permanent position could be advertised. This will be put onto the November Agenda.

**Twinning** : There will be a wine tasting evening on 5 December, in the Victoria Institute. Tickets are £12.00. A Burns Night and Band on 23 January 2016. The visit to France in the Spring of 2016 will include a commemoration of both World Wars in a cemetery near SOCX.

**LALC** : Cllr Kynch attended the meeting and will circulate her report by Email.

**Poor's Land** : The application forms will be available from 1 November from Londis. The Fishing Rights payment will be due shortly; the Clerk will issue an invoice to Mr Jackson and the annual Fishing Tally needs to be obtained.

**Finance Group** : The accounts for the period to 30 September need to be checked. A date of 5 November has been agreed, meeting at Cllr Gibbons' home at 7.30pm.

**PLAY PARK ACTION GROUP** : The PPAG Meet on 9 November in the Victoria Institute, at 7.30pm for the AGM. Georgina Peacock ( original designer of the park ) is working on a plan for a new slide.

15/291 TO CONSIDER TRAINING NEEDS FOR COUNCILLORS : County Training Partnership are fully booked and are unable to come out to Caton for training this year. A two hour course would be £190.00. The Clerk will try to arrange evening training for the Spring.

15/292 TO NOTE CORRESPONDENCE RECEIVED :

Flowers & Chocolates delivered to Heather MC Naught. Our thanks for Heather's hard work would be put in the LINK too.

Insuring the Parish Council's step ladder for private use is not a viable option.

Eon invoice now addressed to S Brown, small amount of £1.82 can be carried forward to the next bill.

Ask previous clerk about who trims the beech hedge at St Paul's Church, as the PC make a contribution to the churchyard maintenance.

Solicitor quotes to be obtained for impending legal work.

Notice Board will be erected by Chris Hill, with assistance from Mr Robin Hill, Cllrs Paine & Skeldon

15/293 TO NOTE THE TIME AND DATE OF THE NEXT PARISH COUNCIL MEETING  
 Tuesday 10 November 2015 at 7.15pm. *Agenda closes Wed 4 November,  
 Delivery and Notices Posted Thursday 5 November.  
 The meeting closed at 8.50pm*

# CATON-WITH-LITLEDALE PARISH COUNCIL

List of Working Groups & Outside Bodies : 2015/2016

**CHAIRMAN** Jenny Walmlsey

**VICE CHAIRMAN** Rob Paine

## **WORKING GROUPS :**

FINANCE : Jenny Walmsley, Geoff Beckett, Ron Gibbons, Chris Kynch

NEIGHBOURHOOD PLAN : Drusilla Nesbitt, Sid Thompson, Jenny Walmsley,  
Mark Skeldon, Chris Kynch , Karen Hill

PARISH ASSETS : Ray Elvis, Ron Gibbons, Rob Paine

RIGHTS OF WAY/FOOTPATHS : Ron Gibbons, Ray Elvis, Hannah Diggle

BEST KEPT VILLAGE : Drusilla Nesbitt, Sue Brown, Hannah Diggle

POOR'S LAND : Drusilla Nesbitt, Ray Elvis, Jenny Walmsley, Mark Skeldon

WAR MEMORIAL CHARITY : Full Council

## **REPRESENTATIVES ON OUTSIDE BODIES :**

VICTORIA INSTITUTE : Rob Paine, Jenny Walmsley

LANCASTER LALC : Chris Kynch, Drusilla Nesbitt

TWINNING : Ron Gibbons, Rob Paine

WEBSITE : Jenny Walmsley, Chris Kynch, Karen Hill & Hannah Diggle

CATON PLAY AREA ACTION GROUP : Chris Kynch, Karen Hill

LANCASTER CITY COUNCIL : Joan Jackson, Jane Parkinson

LANCASHIRE COUNTY COUNCIL : Susie Charles

New Projects to be decided as and when necessary.