Caton with Littledale Parish Council

Minutes of the parish council meeting held on

Tuesday 11th September 2023 at 7pm at the Victoria Institute, Caton.

**Present**: Cllr Heywood (chair), Cllr Walmsley (vice-chair), Cllr Carter, Cllr Wright, Cllr Powell, Cllr Gibbons.

Gill Mason – clerk.

**Open forum**

No public present.

**106/23 To receive apologies for absence.**

Cllr Boland.

**107/23 To consider and approve the minutes of the meeting held on Tuesday 11th July 2023.**

It was resolved that the minutes are approved and signed by the chair.

Proposed by Cllr Walmsley.

Seconded by Cllr Heywood.

**108/23 To receive declarations of interests and dispensations.**

Cllr Walmsley declared an interest in any item regarding Caton St Paul’s School.

Cllr Wright declared an interest in any item regarding Caton Primary School.

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

**109/23 To consider planning application and matters.**

Station Hotel bowling green change of use update – Lancaster City Council Planning informed the parish council that the Station Hotel has instructed a planning agent but there has been no contact yet. A requisition for information order has been served to obtain confirmation of ownership details and interest in the land.

23/00903/FUL Proposal : Erection of a single storey rear extension and installation of a window to the side Site Address : 11 Moor Platt, Caton, Lancaster, Lancashire, LA2 9BF.

The parish council has no observations.

23/00928/FUL Proposal : Demolition of existing rear porch, erection of replacement and erection of a single-storey rear infill extension 174 Brookhouse Road, Brookhouse, Lancaster, Lancashire.

The parish council has no observations.

**110/23 To consider and approve the purchase and siting of a bench at Quernmore Road bus stop.**

It was resolved that a two-seater bench be purchased at a cost of £250.00. The clerk will ask the village contractor if he is able to site the bench. A budget of £100.00 was authorised by the parish council to buy fixings if needed.

Proposed by Cllr Heywood.

Seconded by Cllr Wright.

**111/23 Accounts and finance.**

**Payments**

Victoria Institute, administration grant (S/O) £800.00

Victoria Institute room hire £18.00

Gill Mason clerk’s expenses £44.26

D Skeldon -War memorial garden maintenance £263.92

J Walmsley - training costs reimbursement £39.22

Lancaster City Council – purchase and siting of two litter bins £1592.74

NBB Bench purchase £250.00

C Lennon – Planter £465.00

PKF Littlejohn – external auditors £378.00

**Receipts**

VAT reclaim £1929.33

PROW grant £800.00

Playpark contribution £50.00

Duchy of Lancaster playpark contribution £750.00

B4RN playpark contribution £1500.00

It was resolved that the payments be made.

Proposed by Cllr Walmsley.

Seconded by Cllr Powell.

**112/23 To consider the update on the Fell View playpark repair and maintenance.**

***Update on the progress of repair and maintenance and consider the proposal for a monthly working party to weed and tidy***

A huge amount of work has been completed to remove weeds and vegetation from the playpark. Cllr Carter has arranged with volunteers to spread the cushion-fall when it is delivered. The parish council will organise a working party to continue with the weeding and tidying of the park and ask the litter-picking team if they are also able to help.

***LEF grant form completion***

It was resolved that the clerk submit the application with the supporting documentation.

Proposed by Cllr Wright.

Seconded by Cllr Carter.

***Update on additional fundraising for the playpark and CPPAG funds***

The parish council has received contributions from The Duchy of Lancaster and B4RN. Requests for funding have also been made to the Cottam Trust and Halton Hydro.

To support the evidence of community backing for funding, Cllr Powell is logging the number of children and adults using the playpark and the petition is being signed by the community.

The clerk will email the trustees of the CPPAG to ask for financial support from its playpark funds.

**113/23 To consider any highways and/or footpath matters.**

***To review the current battery operated SpIDS and consider the purchase of a solar powered replacement***

Cllr Heywood informed the parish council that there has been contact with a company in Hawkshead that could supply the equipment / parts to build a SpID which would keep the costs low.

LCC Highways will need to give permission for a post to be sited to host the speed indicator.

***Update on the A683 barriers east of Bull Beck Car Park.***

No update

***To consider the review of footpaths and stiles and to create a working group***

The working group would be able to gain an overview of the condition of the paths, stiles and overgrown vegetation etc. An advert in the link will ask residents to report any issues to Cllr Gibbons in the first instance.

The kissing gate at the end of the Greenway has been vandalised and had to be tied shut. The parish council agrees to use the PROW grant funds to repair / replace the posts and rails as emergency works at a cost of £840.00.

Proposed by Cllr Walmsley.

Seconded by Cllr Heywood.

**114/23 To consider any parish management & maintenance matters.**

***To consider the purchase of a new flag for the war memorial garden.***

It was resolved that a new union flag be purchased up to a cost of £100.00.

Proposed by Cllr Powell.

Seconded by Cllr Gibbons.

***To consider the update on the siting of the new bins and additional replacement bin needs.***

The two new bins have been sited. The asset working group will report on bins to be replaced at the next meeting.

***To consider the strimming of the hedge at Hornby Car Park and associated costs.***

The clerk will ask the village contractor to quote on strimming the hedge.

**115/23 To consider the report from the Greenway Working Group.**

Cllr Powell reported that eight separate contractors have been contacted to quote on the works but only one tender of £31,650.00 has been received. As the parish council has demonstrated value for money the contractor will be asked to complete the works. A revised bid for £28,000 will be submitted to LEF and the stone bench purchase has been removed from the project as it is too costly.

**116/23 To consider the request for £750.00 for the churchyard maintenance grant and to authorise the payment if approved.**

It was resolved that the grant be awarded for churchyard maintenance.

Proposed by Cllr Powell.

Seconded by Cllr Walmsley.

**117/23 To consider and approve the new costs for website hosting.**

It was resolved that the parish council set up a monthly direct debit of £50 plus vat for the website hosting.

Proposed by Cllr Walmsley.

Seconded by Cllr Powell.

**118/23 to consider and adopt the updated financial regulations.**

It was resolved that the parish council adopt the update financial regulations.

Proposed by Cllr Heywood.

Seconded by Cllr Gibbons.

**119/23 To consider the update from Sustrans.**

No update.

**120/23 To consider the CiLCA training for the clerk and associated costs.**

It was resolved that the parish council approve the clerks training at a total cost of £ £915.00 which will be divided by three parish councils (£305.00 each). The clerk agrees to reimburse the parish council the cost of the training if she leaves the post within three years.

Proposed by Cllr Powell.

Seconded by Cllr Wright.

**121/23 Reports and correspondence (information only).**

* B4RN / Gardening club orchard planting update – Circulated.
* Victoria Institute – Circulated.

**122/23 Date and time of the next parish council meeting.**

Tuesday 10th October 20223 at 7pm.

The meeting closed at 8.21pm. **Signed …………………………………………… Date………………......**