

# Caton with Littledale Parish Council

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## Minutes of the parish council meeting held at the Victoria Institute on Tuesday 12<sup>th</sup> September 2017 at 7.15pm.

### **Present:**

Cllr Elvis, Cllr Gibbons, Cllr Kynch, Cllr Hill, Cllr Huddleston and Cllr Walmsley.  
G Mason - clerk to the parish council.

***Cllr Elvis is acting chairman for this meeting.***

**17/110 Apologies for absence** - Cllr Beckett, Cllr Nesbitt, Cllr Paine (vice – chairman), Cllr Skeldon and Cllr Thompson.

**17/111 To consider and approve the minutes of the ordinary meeting held on Tuesday 11<sup>th</sup> July 2017.**

It was resolved that the minutes of the previous meeting were approved and signed by Cllr Elvis after the following correction: the cost of the net for the play park was for re - tensioning not a new net purchase.

Proposed by Cllr Walmsley.

Seconded by Cllr Gibbons.

**17/112 Declarations of interest and dispensations.**

No interests declared.

**17/113 Open forum.**

No residents attended the meeting.

**17/114 Planning applications.**

Application No. : 17/01075/LB

Proposal : Listed building application for erection of two storey detached dwelling with detached garage

For : Mr Martin Horner

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

***The parish council has the following observation:***

***The use of materials should be in keeping with the existing dwelling. Please could the access on to Holme Lane be reviewed also.***

Application No. : 17/01001/FUL

Proposal : Erection of two storey detached dwelling with detached garage

For : Mr Martin Horner

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

***The parish council has the following observation:***

***The use of materials should be in keeping the existing dwelling. Please could the access on to Holme Lane be reviewed also.***

Application No. : 17/01033/ADV

Proposal : Advertisement application for the display of a non illuminated freestanding sign

For : Mr Middlebrook

Site Address : Land Off Sycamore Road, Sycamore Road, Brookhouse, Lancashire.

***The parish council has no observations.***

Application No. : 17/00960/FUL

Proposal : Installation of a replacement door to the front elevation and external air conditioning units to the first floor rear elevation

For : The CO-OP Group

Site Address : 5 - 11 Hornby Road, Caton, Lancaster, Lancashire.

***The parish council has no observations.***

Application No. : 17/00925/RCN

Proposal : Outline application for the demolition of existing bungalow and erection of up to 31 dwellings with associated access (pursuant to the removal of condition 4 on planning permission 14/00270/OUT to remove the need to provide a detailed scheme for off-site highway works)

For : Oakmere Homes

Site Address : Land Off Sycamore Road, Brookhouse, Lancashire.

***The parish council has the following observation:***

***Please could you provide more information on the style/design of the bus stops and whether they will have shelters.***

It was resolved that the clerk submit the above responses to Lancaster City Council Development Control.

Proposed by Cllr Huddleston.

Seconded by Cllr Gibbons.

#### **17/115 Parish management and maintenance.**

##### ***Rebuilding of the wall surrounding the oak tree on Copy Lane.***

The clerk has received a quote of £80 for the wall to be repaired.

It was resolved that the clerk ask the builder to repair the wall.

Proposed by Cllr Walmsley.

Seconded by Cllr Kynch.

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

The clerk has received a quote of £11,766 for the replacement of cushion fall for the play park.

The clerk was asked to obtain another quote from Giffords for 300m<sup>3</sup> play park cushion-fall and for 10 tonne of British Standard play sand and present them at the October meeting.

Cllr Huddleston reported that the net had not been re – tensioned by Playdale as yet.

##### ***War Memorial: repainting of railings and new ground surfaces.***

Cllr Walmsley reported that she had obtained quotes for repainting the railings and resurfacing the tarmac at the War Memorial Garden. The total cost would be approximately £4000. The Link will kindly donate £3000 to the works and Cllr Walmsley would like the clerk to write to the Duchy of Lancaster to request a donation of £500. Cllr Walmsley will obtain a third quote for the next meeting.

Cllr Walmsley proposed that the parish council write an article for the link, to ask local residents to donate to the cost of the works for the War Memorial Garden.

Proposed by Cllr Walmsley.

Seconded by Cllr Gibbons.

***Cycle rack installation update.***

Cllr Walmsley has obtained two quotes and will request a third quote for the preparation and installation of the cycle racks at Sycamore Road.

***Village contractor update.***

Mr R Wilson has completed the requested works and has invoiced the council for payment.

The clerk will ask for the following jobs to be completed:

The bench opposite the petrol garage at Moor Platt (clean and varnish).

The bench on Quernmore Road / Lancaster Road (clean and varnish).

Cleaning of the Lancaster Road bus shelter.

Cllr Elvis reported that there is a pane of glass in the bus shelter that needs replacing.

It was proposed that Mr Akrigg complete the repairs including materials, up to the amount of £200.

Proposed by Cllr Walmsley.

Seconded by Cllr Huddleston.

***Repair of the fishstones.***

The clerk has contacted Heritage England, LCC and Lancaster City Council and completed a search on Land Registry but there is no listing of the proprietor of the Fishstones.

Cllr Elvis reported that it would cost £120.00 to repair the Fishstones.

It was resolved that the Fishstones be repaired.

Proposed by Cllr Walmsley.

Seconded by Cllr Huddleston.

***Village grass cutting contract 2018.***

Currently Lancaster City Council complete the village grass cutting contract.

It was proposed that the contract go out for tender for 2018.

Proposed by Cllr Walmsley.

Seconded by Cllr Huddleston.

The clerk was asked to prepare the job specification ready for enquiries.

***17/116 Christmas tree donation.***

It was resolved that the parish council accept the offer of a Christmas tree for the village.

Proposed by Cllr Gibbons.

Seconded by Cllr Huddleston.

***17/117 Memorial bench request update.***

The clerk reported that the bench has been installed and is covered by the parish council's public liability insurance.

***17/118 Teenager facilities review.***

No update.

***17/119 Change of banking provider for the parish council.***

Cllr Kynch reported to the parish council that she had contacted LALC and also attended an appointment with a Santander bank manager. The Santander account that the clerk has previously provided information on, would be the Treasurers account. Cllr Kynch explained that the bank manager had stated that he would not recommend this account for the parish council as it would only require one signatory on cheques and would only be recommended for smaller groups. Cllr Kynch expressed concern over the safeguarding of public money, due to the access of a debit card, online banking and the lack of required signatories, which is currently two with the Coop bank.

The clerk advised that there would be no need to accept a debit card or to register for online banking as the parish council currently don't hold either of these with the Coop account and that the parish council financial standing orders, if followed correctly, already safeguards the public money. Cllr Walmsley proposed that the finance sub - committee meet and discuss the banking options and report back with a proposal to the October meeting.

Proposed by Cllr Walmsley  
Seconded by Cllr Gibbons

**17/120 Parking issues at the Methodist Church and school.**

No reported issues.

**17/121 Caton community school field.**

Cllr Huddleston reported that the school wants to fence of the playing field, as there is an issue with dog poo. This will stop the villagers being able to use the field for recreational use.

Currently, two groups use the field and they have not reported any problems with dog poo.

Cllr Kynch reported that the neighbourhood plan has the field listed and would like further information on the use of the field as a green space.

**17/122 Extra bins for the village.**

No update.

**17/123 Coop parking issues.**

No current issues.

**17/124 Neighbourhood plan update.**

Cllr Walmsley reported that Lancaster City Council has raised a number of objections to the draft plan and several developers have proposed sites in the village for housing development. The steering group did consider abandoning work on the plan, but unanimously decided to continue. The neighbourhood plan group wanted to follow a criteria - led approach to evaluate proposed developments but because of the development proposals received by Lancaster City Council, the group have decided to get involved in the site allocation process. This will provide a more robust neighbourhood plan.

The revised plan will benefit from the results of the 2017 Lancaster Rural Housing Survey, which should be available at the end of September. The group will continue to set out the criteria for new development in the parish, but also make clear where they would agree to housing sites already proposed by developers.

A meeting has been arranged between the steering group, Paul Hatch of Lancaster Planning Department and Elliott Lorimer of the Forest of Bowland AONB on 18th September.

It was proposed that the parish council endorse the steering groups decision to engage in the site allocation process and agree that the parish clerk undertakes additional work required to apply for and account for grant funding.

Cllr Kynch voted against the proposals (5:1)

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

### **17/125 Emergency plan update.**

Peter at the Victoria Institute has checked and updated the emergency contacts.

Lancaster City Council are holding emergency exercises for four coordinators to attend in October. There is a pilot project to test communications for vulnerable people. People needing help will be issued a pre programmed button which connects to a battery operated hub computer so coordinators can send help to people stranded in their home.

It was resolved that the parish council support the Victoria Institutes bid for funding for the hardware costs for the project.

Proposed by Cllr Walmsley.

Seconded by Cllr Kynch.

### **17/126 Accounts**

#### ***Payments***

#### ***Standing orders***

Victoria Institute, administration grant (S/O)	£1000.00
Bridgitte Theunissen-Hughes zipwire lockup (S/O)	£40.00
B Postlethwaite public toilet lockup (S/O)	£40.00

#### ***Cheques***

Gill Mason, clerk's wages June £559.95 and expenses £35.65	£595.60
Louise Clague – war memorial garden (August)	£257.14
Victoria Institute, room hire	£33.75
Victoria Institute, room hire	£18.00
Printing Sundries	£8.20
Lancaster City Council toilet maintenance grant reimbursement	£1169.00
Steve Smithson (5 years web renewal)	£41.94
Caton Baby and toddler group grant	£250.00
Eon Electricity	£15.21
PAYE overpay reimbursement – Gill Mason (Banks transfer)	£76.40
Willmill village maintenance	£149.99
BDO Audit	£240.00
Lancaster City Council Fell View rent	£0.20

It was resolved that the above payments be made.

Proposed by Cllr Walmsley.

Seconded by Cllr Gibbons.

#### ***Receipts***

Lancaster City Council toilet maintenance grant.	£1169.00
PAYE reimbursement	£76.40

### ***Finance quarterly audit update.***

Cllr Walmsley reported that Cllr Paine and herself had met with the clerk to complete the mini audit of the accounts. She proposed that two councillors meet with the clerk half an hour before a routine meeting in October, January, March and July.

It was resolved that the parish council complete quarterly mini audits before the parish council meetings.

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

### **17/127 Reports and correspondence.**

Scouts request to plant poppies – Cllr Elvis to contact scouts.

Mr Hodgson – Memorial track repair and maintenance update.

Scout roof grant request.

Claughton Manor brickworks update  
Caton United Football Club – grant request.

**17/128 To note the date of the next parish council meeting.**

Tuesday 10<sup>th</sup> October 2017 at 7.15pm - agenda items to be submitted by **Sunday 1<sup>st</sup> October at 5pm.**

*The meeting closed at 9.37pm*

Signed .....

Date.....