

Caton with Littledale Parish Council

Minutes of the parish council meeting held at the Victoria Institute on Tuesday 13th September 2016 at 7.15pm.

Present:

Cllr R Gibbons, Cllr M Skeldon, Cllr D Nesbitt, Cllr R Paine (vice chairman), Cllr K Hill, Cllr C Kynch & Cllr J Walmsley (chairman).

G Mason, clerk to the parish council.

16/257 To receive apologies for absence. Cllr G Beckett, Cllr H Diggle, Cllr R Elvis, Cllr S Thompson. Cllr Diggle has resigned from her position as councillor due to work commitments. The clerk will write to Cllr Diggle to thank her for her time and contribution to the parish council.

16/258 To consider and approve the minutes of the ordinary meeting held on Monday 12th July 2016.

It was resolved that the minutes of the previous meeting were approved and signed by the chairman, Cllr Walmsley.

Proposed by Cllr Nesbitt.

Seconded by Cllr Gibbons.

16/259 Declarations of interest and dispensations.

No declarations were made.

16/260 Open forum.

No members of the public attended the meeting.

16/261 Planning applications.

No plans have been received. The clerk will check with Lancashire County Council Planning and Development Department to ensure that all planning application notifications are being sent to the Caton Parish Council email.

16/262 Parish management and maintenance.

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

Mr Robin Hill will quote for the rebuilding of the wall, including material costs.

Play park inspections, zip wire locking and repairs under warranty review.

Ms Hudson – Mather does not want to continue locking the zip wire. The clerk has spoken to another resident who will lock the zip – wire and complete the weekly inspection sheets.

The clerk will cancel the direct debit to Ms Hudson – Mather and create a new direct debit for payments to the new resident.

Cllr Kynch will forward the repair warranty details to the clerk.

Removal of planters to Moor Platt.

Cllr Gibbons and the clerk have both contacted Lancashire County Council regarding the moving of the planters. Lancashire C.C consent to the removals, as long there is sufficient public liability, the planters will be planted regularly with vegetation and if requested by Lancashire C.C to move the planters the parish council will do so. The clerk has confirmed this with the department and will check if this is all that is required.

Planters outside the Coop

The planters are owned by the Coop and they have been repaired and painted.

Oak tree at the Fishstones.

Cllr Walmsley will ask the horticulturist, who is planting the three oak trees in the war memorial garden, how the parish council should plant the Fishstones' oak tree sapling within the original oak tree stump.

It was resolved that the Fishstones' area be cleaned and weeded by Louise Clague at a cost of £150.00.

Proposed by Cllr Skeldon.

Seconded by Cllr Paine.

Potential allotment sites.

Currently, there are no sites that are suitable for potential allotments. Cllr Gibbons has offered part of his garden to use as an allotment. The clerk will contact the resident who enquired about the allotments and give her Cllr Gibbons contact details.

Cllr Hill will enquire about the ownership of the former allotment site at Fell View.

Cycle rack installation.

Cllr Walmsley has approached the Coop Manager to enquire about the siting of a cycle rack outside the shop. The manager was enthusiastic and suggested siting it alongside the low wall facing towards the Pharmacy, well clear of the fire exit. There is already a cycle rack near the Londis shop on Sycamore Road. The parish council decided that a new rack won't be necessary.

Cllr Kynch was asked to gain three quotes for cycle rack design and installation for the parish council and the Coop to consider.

Parish noticeboard in Brookhouse.

Mr Robin Hill has visited the church to enquire where the noticeboard should be sited.

Unfortunately, he has not been able to meet with the vicar. Cllr Gibbons will contact the vicar to determine where the board should be placed.

War memorial garden maintenance review.

Envirocare, currently has the contract for the garden planting. The parish council is disappointed with the service so far. The clerk will look at new contractors to tender for the planting for 2017.

It was resolved that the raised bed at Station Garage and the raised bed on Station Road are replanted at a cost of £120.00 by Louise Clague.

Proposed by Cllr Kynch.

Seconded by Cllr Skeldon.

16/263 Highways and footpath matters.

Cllr Paine and Cllr Nesbitt had advised the church group to apply for funding to help pay for the resurfacing of New Street. The church group have started filling in the required forms but did not know the charity number, which is required. Cllr Nesbitt will ask for an update on the application.

Cllr Nesbitt has been requesting an update from Lancashire County Council on the bus stop

markings on Brookhouse Road, but she has had no response. Cllr Walmsley advised Cllr Nesbitt to contact Cllr Susie Charles. The clerk will forward contact details of Cllr Charles onto Cllr Nesbitt.

Cllr Gibbons enquired about new signage for Holme Lane, to prevent HGV's driving up the narrow road. The clerk will ask Lancashire County Council about potential signage.

16/264 Neighbourhood plan update.

Claire Parker from Kirkwells is creating a document from the issues raised at the last meeting. The neighbourhood plan group are meeting on the 5th October to discuss this.

Elliot Lorimer from the Forest of Bowland AONB is attending the meeting on the 15th October to talk about the AONB and neighbourhood planning.

Anne Jackson is acting as convenor for the neighbourhood plan project group.

16/265 Chairman's roll of honour board.

Mr Akrigg has quoted £95.00 to make the board.

It was resolved that the clerk ask Mr Akrigg to make the new roll of honours board and enquire about the costs of a sign-writer for the headings and lettering.

Proposed by Cllr Paine.

Seconded by Cllr Nesbitt.

16/266 Parish emergency plan review.

Peter Collins at the Victoria Institute has worked with Cllr Walmsley to bring together all the information for the plan. The generator has been ordered and will be stored at Station Road garage. Emergency plans can only be actioned by Lancashire County Council emergency office. The draft plan has been sent to Mark Bartlett.

Cllr Walmsley thanked Cllr Paine and Cllr Gibbons for their work on the plan.

16/267 Community led housing survey.

The clerk will resend the survey to the councillors for reference.

16/268 Clerks three month probation period review.

The clerk left the room at 8.45pm and returned to the meeting at 8.49pm.

Cllr Walmsley informed the clerk that she would write formally to her regarding the probation period.

Cllr Kynch left the meeting.

16/269 Accounts

Payments

Gill Mason, clerk's wages August £386.53 and July & August expenses £64.25	£450.78
Bench purchase (G Mason - clerk reimbursement)	£325.00
Lancaster City Council room hire St Pauls school (G Mason - clerk reimbursement)	£20.00
Victoria Institute, administration grant (S/O)July	£1000.00
Victoria Institute, public toilet cleaning (S/O)July	£152.00
Victoria Institute, administration grant (S/O)August	£1000.00
Victoria Institute, public toilet cleaning (S/O)August	£152.00
Victoria Institute room hire	£34.25
Victoria Institute room hire	£24.75
Mr B Postlethwaite, to open/close public toilets (S/O)August	£40.00
Ms J Hudson-Mather, Fell View zip wire locking (S/O)August	£40.00
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Ms J Hudson-Mather, Fell View zip wire locking (S/O)September	£40.00
Envirocare – war memorial garden maintenance/planting	£600.00
Envirocare – war memorial garden maintenance	£246.00
Lancaster City Council Fell View grass cutting	£78.30
Electricity Eon - Street lighting	£11.98
Lancaster City Council Grass cutting Fell View	£313.20
BDO Audit	£240.00

It was resolved that the above payments be made.

Proposed by Cllr Skeldon.

Seconded by Cllr Walmsley.

Receipts.

Clarkson Hirst Solicitors Ltd (Environment Agency contribution)	£250.00
Groundworks/Neighbourhood plan grant	£3440.00

16/270 Police, city & county reports and other correspondence.

Marie Curie fundraising group – noted.

Art student request for help with university project - noted

Tree Preservation Order no.580 (2016), Land at Bridge End Farm, Brookhouse Road, Brookhouse noted.

LALC report – the report was circulated to all the councillors - noted.

Twinning Group – Big Breakfast 8th October 9.30am-12pm – noted.

Lune Valley Association – new building in Arkholme for affordable housing – noted.

16/271 To note the date of the next parish council meeting.

Tuesday 11th October 2016 at 7.15pm. Detailed agenda items to be submitted by 5pm on Monday 3rd October.

Signed

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