

Caton with Littledale Parish Council

Minutes of the parish council meeting held at the Victoria Institute
on Tuesday 12th June 2018 at 7.15pm.

Present:

Cllr Beckett, Cllr Gibbons, Cllr Huddleston, Cllr Kynch, Cllr Paine (chairman), Cllr Skeldon and Cllr Walmsley (vice – chairman)
G Mason - clerk to the parish council.

18/76 Apologies for absence.

Cllr Elvis, Cllr Hill and Cllr Nesbitt.

18/77 It was resolved that the minutes of the meeting held on Tuesday 9th May 2018 be signed as a true and accurate record by the chairman, after the heading 'working groups' was added to the agenda item 18/62.

Proposed by Cllr Walmsley.

Seconded by Cllr Skeldon.

18/78 Declarations of interest and dispensations.

Cllr Skeldon declared an interest in the payment to D.Skeldon for the war memorial garden planting.

18/79 Open forum.

No members of the public were present.

18/80 Planning applications.

18/00497/FUL Erection of a single storey side and rear extension.

Mr And Mrs A And S Parr 35 Broadacre, Caton, Lancaster.

18/00563/LB Proposal : Listed building application for erection of a two storey detached dwelling with detached garage For : Mr Horner Site Address : Brookhouse Old Hall, Brookhouse Road, Brookhouse, Lancaster.

18/0085 TPO conifer crown reduction, removed dead branches. Mr John Huntington Address : Moor Platt, Caton, Lancaster, Lancashire,

The parish council have no observations on the above planning applications.

Proposed by Cllr Walmsley.

Seconded by Cllr Gibbons.

18/81 GDPR update.

The clerk has sent the privacy notice and the request for consent to hold information to the residents on the databases.

The archived documents need to be audited following the retention of documents guidance. The clerk will then circulate a further list of archived documents to the parish council for decision on whether to retain them.

18/82 Accounts and finance.

Payments

Standing orders

Victoria Institute, administration grant (S/O)	£1000.00
Bridgitte Theunissen-Hughes zipwire lockup (S/O)	£50.00
B Postlethwaite public toilet lockup (S/O)	£50.00

Cheques

Gill Mason, clerk's wages £588.46 and expenses £53.11	£641.57
Victoria Institute room hire and printing	£49.15
Victoria Institute room hire	£18.00
Victoria Institute room hire (NP)	£18.00
Victoria Institute room hire and printing	£27.15
Came and Company insurance	£1246.25
Water plus	£142.91
Donna Skeldon – War memorial garden & planters (April and May)	£500.00

Petty Cash

E. Huddleston zipwire lock and chain reimbursement	£17.00
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It was resolved that the above payments be made.

Proposed by Cllr Walmsley.

Seconded by Cllr Gibbons.

Receipts

Noticeboard overpayment paid into petty cash	£109.83
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It was resolved that a retainer of £10 per month be paid for the locking up of the zipwire, until the equipment is repaired.

Proposed by Cllr Walmsley.

Seconded by Cllr Skeldon.

18/83 Parish management and maintenance.**Play park inspections, repairs and maintenance.**

The cushion fall for the playpark has been delivered and spread on the park area. The clerk has ordered and received the new noticeboard and 'funders of the playpark' signage.

The clerk reported that a new steel zipwire would cost at least £7,000.

It was resolved that the clerk order the installation of the steel zipwire leg replacements, at a cost of £2505 plus vat. The clerk has tried to obtain three quotes for the tender without success. The parish council resolved to go ahead with the received tender to ensure the equipment is repaired and made safe for the public as soon as possible.

Proposed by Cllr Walmsley.

Seconded by Cllr Huddleston.

Village contractor update.

The village contractor has contacted the clerk and informed her that he can no longer continue completing the jobs for the parish council as he is too busy with his own business.

Cllr Huddleston reported that she had talked to the Halton lengthsman who would like to complete the list of jobs for the village when needed. The clerk will contact the lengthsman.

Repair of the fish-stones

No update.

Flagpole repair.

No update.

18/84 Mirror on Artlebeck bridge update.

LCC Highways will not allow a mirror to be placed on the bridge, as Brookhouse Road is already a 20mph and not deemed as dangerous and there have been no fatalities recorded. They explained that mirrors in themselves can cause additional problems including reverse image, vandalism, fogging and condensation.

18/85 Adoption of the GDPR regulations, standing orders, financial risk assessment and financial regulations.

The clerk had circulated the model documentation with recommendations for the parish council to review.

Cllr Kynch would like the finance committee to review the documentation and make recommendations to full council, including the standing orders.

Cllr Kynch stated that the parish council should be using the NALC GDPR toolkit, not the GDPR documentation that the clerk has circulated, because NALC would be able to provide legal defence if needed. The clerk advised that the toolkit was not comprehensive enough for the parish council. The clerk was asked to circulate the NALC toolkit to the councillors.

18/86 B4RN wayleave review.

Lancaster City Council would like a £200 wayleave charge from B4RN to install the cabinet at Caton Community Primary School. The clerk was asked to write to LCC to ask that the wayleave charge be waived.

18/87 Consideration of the churchyard small grant request.

It was resolved that the churchyard application for £675 be granted. The parish council will request that the committee submits an application with clear details of why the grant is needed.

Proposed by Cllr Walmsley.

Seconded by Cllr Skeldon.

18/88 Website management review.

Steve Smithson would like to resign from managing the website to concentrate on his business. The website committee will meet and put recommendations to the full parish council at the next meeting for a replacement.

18/89 Proposal of APM being held before the annual parish council meeting.

It was resolved that the APM be held at 6.45pm before the annual parish council meeting in 2019.

Proposed by Cllr Kynch.

Seconded by Cllr Thompson.

18/90 Memorial bench siting request.

The clerk has received a request for the siting of a memorial bench in front of the Coop store. The parish council have no objections to the siting, but the request will need to be forwarded to the Coop for decision.

18/91 Reports and correspondence.

LALC annual meeting - noted.

18/92 To note the date of the next parish council meeting.

Tuesday 10th July at 7.15pm – agenda items to be submitted by 5pm on Sunday 1st July 2018.

The meeting closed at 8.38pm.

Signed **Date.....**

