

# Caton with Littledale Parish Council

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## Minutes of the annual parish council meeting held at the Victoria Institute on Tuesday 9<sup>th</sup> May 2017 at 7.15pm.

### **Present:**

Cllr R Elvis, Cllr R Gibbons, Cllr K Hill, Cllr R Paine (vice – chairman) Cllr Thompson & Cllr J Walmsley (chairman).

G Mason - clerk to the parish council.

### **17/60 Apologies for absence.**

Cllr Kynch, Cllr Huddleston, Cllr Nesbitt, Cllr Beckett and Cllr Skeldon.

### **17/61 Appointment of chairman.**

No councillors present wanted to be nominated for the position of chairman. This agenda item shall be carried to the June meeting. Cllr Walmsley agreed to chair the meeting.

### **17/62 Appointment of vice chairman.**

Nominated: Cllr Paine.

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

### **17/63 Appointment of representatives on sub-committees, working groups and outside bodies.**

#### **LALC**

Cllr Kynch

#### **Victoria Institute**

Cllr Walmsley

Cllr Gibbons

#### **Twinning**

Cllr Gibbons

Cllr Paine

#### **Website**

Cllr Huddleston

Cllr Hill

Cllr Walmsley

#### **Caton play park action group**

Cllr Hill

Cllr Kynch

#### **Neighbourhood plan group**

Cllr Walmsley

Cllr Hill

#### **Finance**

Cllr Kynch (convenyor)

Cllr Gibbons

Cllr Beckett

Cllr Walmsley

#### **Poor's Land**

Cllr Skeldon

Cllr Nesbitt

Cllr Elvis  
Cllr Walmsley

**Parish Assets**

Cllr Elvis  
Cllr Gibbons  
Cllr Paine

**Footpaths/Right of way**

Cllr Elvis  
Cllr Gibbons

**17/64 Appointment of responsible financial officer.**

Nominated : Gill Mason – clerk.

Proposed by Cllr Paine.

Seconded by Cllr Elvis.

**17/65 To complete acceptances of office.**

Cllr Paine completed and signed his acceptance of office.

**17/66 To consider and approve the minutes of the ordinary meeting held on Tuesday 11<sup>th</sup> April 2017.**

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

Proposed by Cllr Elvis.

Seconded by Cllr Thompson.

**17/67 Declarations of interest and dispensations.**

None.

**17/68 Open forum.**

No members of the public were present.

**17/69 Planning applications.**

**Application No. : 17/00450/FUL**

Proposal : Demolition of detached garage and rear extension and erection of a single storey side and rear extension.

Site Address : 58 Hornby Road, Caton, Lancaster, Lancashire, LA2 9QR.

*The parish council have no objections to this application.*

**Application No. : 17/00332/FUL**

Proposal : Erection of a 2-storey side extension

Site Address : 60 Artlebeck Road, Caton, Lancaster, Lancashire, LA2 9RL.

*Not available to view on the planning website – the clerk will report this to the planning team.*

**17/70 Parish management and maintenance.**

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

No update.

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

Pennine playgrounds are inspecting the equipment of the park this week. The clerk informed the parish council that the bin can be resited to the other entrance of the park and that the £100 repair donation from Lancaster City Council can be used to replace the broken flags. Lancaster C.C have said they will complete the works soon.

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

Cllr Walmsley reported that the asphalt is breaking up and the area needs resurfacing. Cllr Elvis enquired whether it would be appropriate to have a redesign of the garden before any work commences.

Cllr Walmsley will contact landscape gardeners to quote on the redesign and resurfacing of the garden and repainting of the railings.

***Flood level marking.***

Cllr Elvis is meeting the stonemason on Thursday to have the flood lines marked.

***Cycle rack installation update.***

LCC Highways are still investigating the potential cycle rack sites around the village. There has been no further development with the Station Hotel siting a cycle rack.

***The sale of the land at Broadacre.***

The area of land between Broadacre and Kingfisher Court, is currently rented by a resident who would like to purchase it. Lancashire County Council would like to know if the parish council have any objections to the selling of the land.

It was resolved that the parish council have no objections to the sale of the land.

Proposed by Cllr Gibbons.

Seconded by Cllr Paine.

***Village contractor update.***

Cllr Huddleston had a quote of £12.00 per hour for a local contractor to complete the various lengthman tasks around the village. The clerk had also received Mr France's quote which was between £15 and £25 dependant on the job and machinery used.

Cllr Thompson and Cllr Elvis will meet with the local contractor to look at the jobs and get quotes, the clerk can then circulate costs to the parish council for consideration.

***Repair of the fishstones.***

The fishstones are in need of repointing as the mortar is breaking up and falling out. Cllr Walmsley informed the parish council that the fishstones are a listed grade 2 monument which may need permission to have them repaired. Cllr Walmsley will investigate what is needed to proceed with repairs.

***17/71 Highways and footpath matters.***

***Artlebeck Bridge erosion update.***

The clerk reported that Lancashire County Council have a repair scheme for Artle Beck Bridge and that completion should be June 2017.

***Invitation to Hugh Stewart to speak at June PC meeting.***

The clerk will contact Hugh Stewart and invite him to the June meeting to talk to the parish council about footpaths and reporting repairs and maintenance.

***17/72 Neighbourhood plan update.***

The parish council are asked to formally approve the draft plan. At present it reflects what the steering group has found out about what local residents would like. Approval from the parish council will allow the plan to go a formal consultation, where it can be sent to local farmers and landowners, national and local organisations, local employers and voluntary bodies. There is a six-week

consultation period, and after that the plan will be revised and come back to the parish council for approval, it is then formally sent to Lancaster City Council for further checking. After that it goes to an external examiner and the last stage is to have a referendum in our parish.

It was resolved that the parish council approve the draft neighbourhood plan.

Proposed by Cllr Gibbons.

Seconded by Cllr Elvis.

The neighbourhood plan grant will not cover retrospective costs incurred by the neighbourhood planning group. The parish council have paid approximately £132.00 which will not be claimable.

It was resolved that the parish council will cover the expenses incurred by the neighbourhood plan group.

Proposed by Cllr Paine.

Seconded by Cllr Gibbons.

#### **17/73 Low Mill water and drainage map request update.**

The clerk circulated the costs of purchasing the drainage maps. The residents who require the maps can purchase them online. Cllr Walmsley will contact the residents and inform them of the website details and costs.

#### **17/74 Community payback team update.**

The community payback team have received the list of required works for the village. Due to the amount of jobs received from other villages and towns, payback teams will be completing work in order of job priority.

#### **17/75 Insurance renewal review.**

The clerk has received the Came and Co insurance renewal and has also asked NFU Mutual to quote for the insurance cover. Quotes will be presented at the next meeting.

#### **17/76 Churchyard maintenance donation request.**

It was resolved that the parish council donate £1500.00 to churchyard maintenance.

Proposed by Cllr Paine.

Seconded by Cllr Gibbons.

#### **17/77 Accounts**

##### ***Payments***

Victoria Institute, administration grant (S/O)	£1000.00
Brigitte Theunissen-Hughes zipwire lockup (S/O)	£40.00
B Postlethwaite public toilet lockup (S/O)	£40.00
Victoria Institute, room hire	£24.75
Gill Mason, clerk's wages £541.15 and expenses £62.77	£603.92
Underspend repayment to Groundworks for Neighbourhood plan grant	£770.74
Cllr Paine reimbursement – bolts for playground	£6.91
Twinning grant	£500.00
Eon Electric	£13.76
Churchyard maintenance grant	£1500.00

##### ***Neighbourhood plan***

Room Hire	£27.00
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##### ***Receipts***

Neighbourhood plan grant	£1500.00
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It was resolved that the above payments be made.  
Proposed by Cllr Elvis.  
Seconded by Cllr Hill.

### **2016/2017 Audit**

Part one of the audit documentation was signed and dated by Cllr Walmsley.

#### ***Report from the finance working group.***

##### 1. Churchyard maintenance grant

**The finance group recommends a payment of £1500, of which £750 is towards churchyard maintenance in 2015-16, and £750 in 2016-17.** We have taken into consideration:

- a) There is no exceptional expenditure this year. The equipment is said to be fairly new, with maintenance costs including servicing and limited wear and tear repairs, with no expected need for replacement machinery. The parish council would therefore expect to make a contribution in line with previous years, reflecting the status of the churchyard which although church property includes the Parish burial ground.
- b) The total requested of £1229.33 is the actual expenditure for fuel and maintenance for calendar year 2016, and the parish council historically approves a grant for part of this only. It is noted that the churchyard maintenance benefits from some bequests, but these are small in relation to the remaining cost to be paid by the church after the parish council grant. A sum of £750, as allocated in the budget 2016-7, is recommended against this year's request.
- c) The omission of a request for a grant in the parish council year 2015-16 was an oversight due to a change in church representatives involved in the finances. The church accounts for 2015 and 2016 show substantial volatility in income and expenditure; and high unavoidable running costs in proportion to reserves and contributions. It is therefore recommended that in this exceptional case, in relation to parish council responsibilities, the parish council should also pay £750 towards the omission of grant payment in 2015-16.

##### 2. Twinning grant

**The finance group recommends a payment of £500.**

It is noted that due to a very successful Burns Night event, as well as other fundraising, the twinning group appears to hold substantial reserves in relation to the expenditure in the past year. However, a number of factors appear to support the need for such reserves. The explanations included: The main impact on costs occurs when French visitors stay with us, ie every other year, and 2017. The numbers coming is unpredictable until shortly before the visit, costs varying accordingly. The number of young people going is unknown much in advance, along with the subsidy for free places for them. The spread of events to cater for those who have, and have not visited before, increases over time, raising costs. The financial outcome of fund raising events is unpredictable. On balance, the need for the Parish Council grant of £500 is supported.

Finance related matters:

- a) The Twinning group considers itself - as an entity - to be part of, or joined to, the parish council. As such it claims entitlement to financial support. The finance group recommends that the parish council clarify the position by seeking advice about the scope for ongoing relationships with entities initiated by the parish council.
- b) The finance group suggests that the parish council recommends the twinning group to make provision, in a constitution, for a redistribution of funds to the parish council, and hence to the community, in the eventuality that the twinning activity ceases and the group is wound up.

##### Parish Council grant application paperwork

**The finance group recommend that a working group be set up to review the paperwork.**

This would enable councillors and possibly others with experience of grant applications to help with the review. The remit would include: how the match the size of sum requested to appropriate information in the application; whether a different process would serve for recurrent grants (such as

Victoria Institute; twinning; churchyard maintenance); checking our questions for applicants against current practice in funding criteria.

**17/78 Reports and correspondence.**

**February police report**

Vehicle crime - 1 - on Low Road. Includes theft from a vehicle or damage to a vehicle, no-one arrested.

Theft - 1 - at Co-op.

Assault - 1 - at Greenfields - unable to prosecute suspect.

Public order offence - 1 at Broadacre - offender fined.

Criminal damage and arson - 2 in Broadacre area. In one case the offender was given a community sentence and in the other the offender was not identified.

**March police report**

Vehicle crime at Low Mill

Anti-social behaviour near Old Police Station on Hornby Road

2 burglaries near Kingfisher Court

Vehicle crime near Kingfisher Court

Anti-social behaviour near Chapel Square

Criminal damage or arson on New Street - all investigation completed and no-one prosecuted/no further details

Theft at the Petrol Station - still under investigation.

**17/79 To note the date of the next parish council meeting.**

Tuesday 13<sup>th</sup> June 2017 at 7.15pm. Detailed agenda items to be submitted by 5pm on Monday 5<sup>th</sup> June 2017.

***The meeting closed at 8.45pm***

**Signed .....**

**Date.....**