

# Caton with Littledale Parish Council

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Minutes of the parish council meeting held at the Victoria Institute on  
Tuesday 10<sup>th</sup> September 2019 at 7.15pm.

**Present:**

Cllr Elvis, Cllr Gibbons, Cllr Huddleston, Cllr Kynch, Cllr Paine (chairman) Cllr Powell,  
Cllr Skeldon, Cllr Thompson, Cllr Walmsley (vice – chairman).  
G Mason - clerk to the parish council.  
Lancaster City Cllr Joyce Pritchard.

**19/135 Apologies for absence.**

None.

**19/136 To consider and approve the minutes of the ordinary meeting held on Tuesday 9<sup>th</sup> July 2019.**

**Reference: Minutes from July 2019**

**19/124 Parish management and maintenance.**

***The clerk requested the archive but has not received the paperwork. Minutes from 2010 recorded that the parish council act as the accountable body for the playpark and retain ownership of the equipment. The clerk advised that now the parish council know that it is responsible for the ownership and insurance of the playpark and that the playpark has been listed as a parish council asset since 2011, repairs and maintenance shouldn't be held up once the refurbishment design is received.***

Cllr Kynch circulated the following points by email prior to the meeting to the parish council:

The contents of 19.124 para 2, two statements are factually misleading. Given that the minutes are in the public domain, these statements should be withdrawn.

1. Caton with Littledale Play Park Action Group (CLPPAG) has not received a letter requesting 'the playpark grant application archive' from the Parish Council. There has therefore been no response from CLPPAG. CORRECTION REQUIRED.

2. a) The Parish Council acted as the accountable body as specified in section 6 of 'Community Spaces Standard Terms and Conditions of Grant' to administer the grant monies strictly in accordance with the Grant Agreement'. (6.3.1) As accountable body the Parish Council only had 'authority to act on instructions from the Recipient (CLPPAG) given in accordance with the Grant Agreement' (6.2.1). Section 6 specifies the financial requirements of the accountable body relating to grant payment and expenditure up to practical completion of the project 26 April 2011. The role of accountable body does not extend beyond this date. PLEASE NOTE

2. b) The Parish Council does **not** 'retain ownership of the equipment'. Caton with Littledale Play Park Action Group, formed as an independent charity for this purpose, did all the work to secure the grant funding for which CLPPAG is the grant holder, managed the delivery of the project for our community and the follow up activities required. The Parish Council at no time had 'ownership' of the Project Assets nor has the Parish Council any claim to ownership. CORRECTION REQUIRED

3. The Parish Council agreed to maintain the playpark as a condition of grant funding of the project by Community Spaces. But the 'contractual terms and conditions of grant funding' make clear that

CLPPAG is responsible for the compliance of the Parish Council with the terms and conditions of grant funding, over a specified time period, usually the Asset Monitoring Period of 10 years. This ensures that the grant funding reaps the benefits specified. (see attached notes and summary, original circulated before July Parish Council meeting). PLEASE NOTE

In response to this email:

The clerk informed the parish council that she had contacted the trustees of the CLPPAG formally requesting the grant archive. The trustees replied stating they did not have the archive. Cllr Kynch did not respond. The parish council has not received the paperwork from CLPPAG.

The clerk informed the parish council that on three consecutive months of parish council meeting minutes in 2010, it is recorded that the parish council is the accountable body and will retain ownership of the playpark equipment. These minutes were not amended and were signed by the chairman as a true and correct record at the time.

The parish council in 2011 paid for the equipment & installation and reclaimed the VAT from the payments. HMRC confirm that the parish council cannot reclaim VAT back for any charity, club, society, group or committee's project by paying the invoices on behalf of them. The parish council can claim the VAT back by retaining ownership of the equipment purchased and must be named on the invoice. If the VAT is claimed back on behalf of another organisation this would be deemed as fraudulent.

The playpark has been listed on the parish council's asset register since 2011.

The payments for the playpark were made by the previous clerk /RFO and all payments were categorised as 'parish projects' within expenditure. It is the previous clerk's understanding that the playpark would be owned by the parish council and that the CLPPAG was only there to raise money for it.

It was resolved that the minutes be approved and signed by the chairman with no amendments.

Proposed by Cllr Walmsley.

Seconded by Cllr Skeldon.

#### **19/137 Declarations of interest and dispensations.**

Cllr Skeldon declared an interest in the payment to D Skeldon -war memorial maintenance contract. Cllr Walmsley and Cllr Gibbons declared an interest in the payment to the Victoria Institute as trustees of the VI.

Cllr Huddleston and Cllr Kynch declared an interest in any item regarding the Fell View Playpark as trustees of the playpark action group.

#### **19/138 Cooption of new councillor.**

It was resolved that Nick Heywood be coopted onto the parish council.

Proposed by Cllr Walmsley.

Seconded by Cllr Kynch.

#### **19/139 Open forum.**

Cllr Pritchard informed the parish council that the electric car charge station has specific criteria which needs to be met. The charging station would have to be on council owned land, have a three phase electric supply and there would be a charge for electric.

The leaflet which has been circulated in the village is for digging investigation sites for a new water pipeline in the Forest of Bowland.

**19/140 Planning applications.**

19/01048/VCN

Land West of Littledale Road Brookhouse Lancashire LA2 9PH.

Erection of a detached dwelling (C3) with associated access (pursuant to the variation of condition 2 on planning permission 18/01348/FUL to amend the approved plans to include a first floor balcony, to amend windows and doors to the west elevation and to relocate the garage door.

The parish council has no observations.

19/01091/FUL

34 Hornby Road Caton Lancaster Lancashire LA2 9QS.

Erection of a single storey side/rear extension.

The parish council has no observations.

**19/141 Accounts and finance.**

Victoria Institute, administration grant (S/O) £1000.00

Bridgitte Theunissen-Hughes zipwire lockup (S/O) £50.00

***Cheques***

Gill Mason, clerk's wages £588.46 and expenses £24.65 £613.11

Victoria institute room hire (NP) £36.00

Victoria institute room hire £24.75

D Skeldon – war memorial maintenance contract (aug) £262.50

Motmot - Neighbourhood plan assessment £1992.00

Tree survey invoice £108.00

C Lennon (village contractor) £1103.00

It was resolved that the above payments be made.

Proposed by Cllr Walmsley.

Seconded by Cllr Huddleston.

***Receipts***

Neighbourhood plan grant £7186.00

Public rights of way grant £250.00

**19/142 Public toilet locking update.**

No update.

**19/143 Bus shelter seating update.**

The clerk informed the parish council that a standing seat would cost £355.95 plus vat and a new shelter with a three-bay seat would cost £1900 plus vat.

It was resolved that if a bus shelter needs replacing then the parish council will consider purchasing a shelter with seating but will not purchase seating at this time due to cost.

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

**19/144 Parish management and maintenance.**

***Play park refurbishment and design update***

The clerk will ask the village contractor to reattach the playpark gate.

Georgina Peacock has submitted her refurbishment design to the parish council. The parish council will organise a meeting with Georgina regarding the options, contractors and costs.

Cllr Thompson would like the parish council to consider involving the community, in regards to the refurbishment, which could help with the funding and sponsorship of the repair, maintenance and replacement of equipment.

***Village contractor update***

The bus shelters will be painted in matt black paint.

It was resolved that the contractor will complete a DBS check at a cost of £85.00.

Proposed by Cllr Kynch.

Seconded by Cllr Elvis.

***Repair of the fish-stones update***

No update.

***Christmas tree delivery and installation***

Cllr Elvis and Cllr Heywood will find a supplier for the Christmas tree.

The date of the Christmas tree lights switch on will be Saturday 7<sup>th</sup> December.

***Replacement litter bins at the playpark and war memorial garden***

One bin has been replaced on the Millennium path but not in the playpark or war memorial garden.

The clerk will contact public realm for an update.

The clerk was asked to contact Lancaster City Council regarding the grass cutting and weed spraying schedules. The map of the grass cutting schedule will be sent to Cllr Walmsley to place in the Link. Residents will be asked to report if the grass isn't cut regularly.

**19/145 Oak tree at The Croft maintenance update.**

The tree survey was submitted to LCC Highways and they are assessing the tree.

**19/146 Road safety in the parish and SpID review.**

Cllr Walmsley will place in the Link an article to ask residents to report any speeding and dangerous driving in the village to the police.

Cllr Elvis has received a replacement SpID bracket and plate from LCC.

**19/147 Electric car charge station consideration.**

Caton does not have the facilities to meet the criteria to have a station installed.

**19/148 Purchase and siting of defibrillator update.**

The British Heart Foundation will provide a defibrillator and training and the school PTA will pay for the store box and installation.

**19/149 Action on the Artlebeck footpath review.**

The footpath society need pressure from the village to get the path reinstated.

The parish council also has the power to create a new footpath (section 30 Highways Act 1980) if in its opinion it would be beneficial to the inhabitants of the parish.

The clerk was asked to get more information and advice on creating a new footpath.

**19/150 Request for a memorial bench between Holme Lane and Station Road update.**

Cllr Elvis has been liaising with LCC and supplying information and dimensions on the bench. Once LCC give permission the bench can be sited.

**19/151 War memorial display board update.**

Cllr Powell and Cllr Skeldon circulated a design for the new memorial board.

There has been a lot of content gathered for the board which will be sited on the VI wall which faces into the memorial garden.

**19/152 To consider the churchyard grant request.**

It was resolved that the parish council award the grant of £750.00 for churchyard maintenance.

Proposed by Cllr Walmsley.

Seconded by Cllr Skeldon.

*Cllr Huddleston left the meeting at 8.47pm*

**19/153 Policing and security in the village review.**

Cllr Walmsley will draft a letter to send to the police and crime commissioner regarding the lack of policing in the village when residents have concerns over the vandalism of cars and thefts which have occurred over months.

**19/154 Neighbourhood Plan: Consultation on development sites and green spaces.**

A formal consultation on green space and site allocation from developers will be held on Tuesday 24<sup>th</sup> September at the Vi and Wednesday 25<sup>th</sup> September at Brookhouse Methodist Church.

**19/155 Reports and correspondence (information only).**

Lune Valley Housing Association AGM report – noted.

**19/156 Date and time of the next parish council meeting.**

Tuesday 8<sup>th</sup> October 2019 at 7.15pm at the Victoria Institute.

*The meeting closed at 9.08pm*

**Signed .....** **Date.....**