Caton with Littledale Parish Council

Minutes of the parish council meeting held on Tuesday 8th February 2022

at 7pm at the Victoria Institute, Caton.

**Present**:

Cllr Elvis, Cllr Gibbons, Cllr Heywood, Cllr Powell, Cllr Taylor, Cllr Thompson, Cllr Walmsley and Cllr Wright.

**Open Forum**

No residents were present.

**15/22 To receive apologies for absence.**

Cllr Kynch.

**16/22 To consider and approve the minutes of the meeting held on Tuesday 11th January 2022.**It was resolved that the minutes be approved and signed by the chairman.

Proposed by Cllr Elvis.

Seconded by Cllr Walmsley.

**17/22 To receive declarations of interests and dispensations.**

Cllr Gibbons declared an interest in any item regarding the Victoria Institute as a trustee.

**18/22 To consider the following planning matters and applications.**

Proposed upgrade to existing radio base station installation at CTIL 129148 21. Caton waste water

treatment works, off Station Road, Caton.

The parish council would like to know what coverage the upgrade will have and whether there are any known health issues relating to such an upgrade within communities.

**19/22 To consider the request for a grant for St Paul’s Churchyard.**

Cllr Boland, Cllr Powell, Cllr Elvis and Cllr Wright met with the churchyard volunteers. The Diocese will be contacted by the church regarding the potential repair of the wall.

It was resolved that the grant of £700 be awarded.

Proposed by Cllr Wright.

Seconded by Cllr Powell.

**20/22 Accounts and finance.**

**Payments**

**Standing orders**

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

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

**Cheques**

Gill Mason, clerk’s wages and expenses £633.22

Victoria Institute room hire (£18.00 / £24.00) £42.00

Lancaster City Council grass cutting 2020/2021 £1386.00

St Paul’s Churchyard £700.00

It was resolved that the payments be made.

Proposed by Cllr Gibbons.

Seconded by Cllr Elvis.

**21/22 To consider the renewal of the Hornby Road Car Park lease.**

It was resolved that the parish council find the £500 annual lease fee acceptable. A review of the draft lease is required to check the terms and conditions.

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

**22/22 To consider the arrangements for the Platinum Jubilee Celebrations.**

Cllr Walmsley’s report was circulated prior to the meeting.

The jubilee events will not impinge on Caton Gala. A grant of £1500 from Cottam Trust will be received to fund an older resident’s lunch for 70 people.

Residents will be encouraged to organise events in the community, such as picnics and street parties. The parish council will be able to help organisers by providing information on insurance, street closures etc.

Thank you to Cllr Walmlsey for organising the lunch and providing the information.

**23/22 To consider the review of light pollution and dark skies in the village.**

No update.

**24/22 Highways and footpaths.**

The councillors will take photos of overgrown hedges and trees and let the clerk know their location.

These photos can then be sent to Lancashire County Council and PROW to ask them to organise strimming to clear the pathways.

**25/22 Parish management and maintenance and the village contractor update.**

***Update on the property inspection and asset register***

It was resolved that the asset register and property inspection be adopted and updated when repair and maintenance has been completed and / or an inspection has been completed.

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

***Refurbishment of village signs and notice boards***

It was resolved that the two signs and the noticeboards be repaired at a cost of £400.00.

Proposed by Cllr Walmsley.

Seconded by Cllr Wright.

**26/22 To consider the update on the parish council board of honour.**

The board is with the sign writers and will be ready before the next meeting.

**27/22 To consider the grass cutting schedule.**

The clerk will ask Lancaster City Council for a quote for boxing up the grass clippings after every cut.

**28/22 Reports and correspondence (information only).**

Closure of Junctions 33 & 35 for maintenance – noted.

LALC training – noted.

Clerks appraisal – The chair and the vice chair met the parish clerk via Zoom to conduct her appraisal. The difficult working conditions of the last two years during lockdown were acknowledged. It was agreed that the job description and person specification for the post needed to be updated to take account of changes in the work in recent years. The clerk plans to complete her CiLCA training and the fees would be shared between the councils she serves. Agreed that appraisals would be carried out annually in future.

Environmental Working Group update – noted.

Victoria Institute electrics update – noted.

**29/22 Date and time of the next parish council meeting.**

Tuesday 8th March 2022 at 7pm.

The meeting closed at 8.46pm

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