

# Caton with Littledale Parish Council

## Minutes of the parish council meeting held on Tuesday 12<sup>th</sup> February 2024 at 7pm at the Victoria Institute, Caton.

**Present** Cllr Carter, Cllr Heywood (chair) Cllr Walmsley (vice -chair), Cllr Boland, Cllr Wright, Cllr Powell, Cllr Gibbons.

City Councillors Peter Jackson & Joyce Pritchard

In the absence of the Clerk, Cllr Walmsley clerked the meeting.

### Open Forum

No issues raised.

### 17/24 To receive apologies for absence.

None.

### 18/24 To consider and approve the minutes of the meeting held on Tuesday 9<sup>th</sup> January 2024 & Extraordinary Meeting Friday 26<sup>th</sup> January 2024.

Tuesday 9 <sup>th</sup> January 2024	Friday 26 <sup>th</sup> January
Proposed by Cllr Wright	Proposed by Cllr Powell
Seconded by Cllr Gibbons	Seconded by Cllr Boland

### 19/24 To receive declarations of interest and dispensations.

Cllr Walmsley declared an interest in any item regarding Caton St Paul's School.

Cllr Wright declared an interest in any item regarding Caton Primary School.

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

### 20/24 To confirm appointment of Laura McGowan as Parish Clerk.

Proposed by Cllr Powell

Seconded by Cllr Heywood

### 21/24 To consider planning applications and matters.

**23/01489/FUL** - Erection of a two storey side and rear extension and single storey rear extension at Site address: 12 Quernmore Road, Caton, Lancaster, Lancashire, LA2 9QA

Councillors objected to the application due to the proposed structure being disproportionately high/large and would adversely affect neighbouring properties. A further result is a reduction of off-road parking in this area of Quernmore Road.

**24/00073/FUL** - Construction of roof over existing silage clamp and concreting of yard area

Site address: Deep Clough, Roeburndale Road, Littledale, Lancaster, Lancashire, LA2 9HB

The Parish Council supports the application.

**24/00095/AD** - Agricultural determination for the concreting of yard area

Site address: Quarry House Farm, Quarry Road, Brookhouse, Lancaster, Lancashire, LA2 9PR

The Parish Council supports the application.

**24/00089/FUL** - Erection of an agricultural livestock building, silage clamp and midden

Site address: Greenbank Farm, Hornby Road, Claughton, Lancaster, Lancashire, LA2 9JD

Councillors would defer to the technical expertise of Lancaster City Council

**24/0019/TCA** – 1 x Laburnum - removal of leaning stems

Site address: Land to The Side Of 1 Rotton Row, Brookhouse, Lancaster, Lancashire, LA2 9JS

The Parish Council supports the application.

## **22/24 Accounts and finance.**

### **Payments**

Victoria Institute, administration grant (S/O)	£800.00
BayTech web hosting (S/O)	£60.00
Victoria Institute room hire	£52.00
Gill Mason clerk's expenses	£44.26
Lancaster City Council grass cutting	£1534.64

It was resolved that the payments be made.

Proposed by Cllr Powell.

Seconded by Cllr Wright.

Cllr Walmsley reported that the Poor's Land Account had been transferred from the Co-Operative Bank to the Parish Council Unity Bank account earlier that day.

### **23/24 To consider the update on the Fell View playpark repair and maintenance.**

Cllr Walmsley reported that repairs to the Zipwire had been carried out successfully. The new Toddler Hut would be installed in March. Council agreed to the purchase of three recycled plastic bench/table sets from Kedel at a cost of £2685.60 (inc. VAT) plus installation by Chris Lennon at a cost of £440. Installation expected by late March.

Proposed Cllr Heywood,

Seconded Cllr Carter.

Councillors noted that Georgina Peacock, original designer of the Play Park, is in discussions with a contractor about solutions to the woodwork problem. The Cushionfall is still not available.

### **24/24 To consider any highways and/or footpath matters.**

**SPIDs** – Cllr Heywood confirmed that manufacturing was in progress. Residents to be advised of locations of poles through publication in The Link newsletter.

**Footpaths** Grays Seat footpath damage reported and was confirmed that Quernmore Parish Council contacting landowners.

**Footpath surveying** – Cllr Gibbons making good progress on checking footpaths in the Parish and recording areas where work is required.

**Car parking** causing an obstruction on Station Road. Will publish an item in Link to remind residents of need to avoid blocking the driveways of properties of Station Court.

### **25/24 To consider any parish management & maintenance matters.**

Cllr Powell had surveyed the village assets with contractor Chris Lennon and identified which are in need of repair. The planters outside the Coop were included in this however ownership needed to be clarified. Cllr Walmsley to speak to Coop re:ownership.

Stone planters on Sycamore Road were in a state of disrepair and justified removal. They obstructed parking and require extensive maintenance. Cllr Pritchard agreed to ask Highways about their removal and to make good the road surface.

Proposed Cllr Wright.

Seconded Cllr Powell.

Village WC – the Coop is happy to ensure daily opening and closing of this facility.

Requested times 8am to 6pm, 7 days a week.

### **26/24 To consider the update on the Greenway improvements and the Greenway engagement event.**

Greenway. It was reported that work had commenced on the improvements undertaken by the Parish Council with Lancashire County Council. Sustrans had largely completed their work on the Greenway, although some of the planting needed to be repositioned. Reminder about Sustrans Family Fun Day on 17th February, 2024.

**27/24 To consider training courses and costs for councillors.**

None to consider.

**28/24 To consider the update for the website transfer to Easyweb.**

Progress noted. Considered and agreed that an Events page is not required.

**39/24 To consider proposal for mobile phone/laptop for the Clerk.**

Councillors agreed that the Parish Clerk needed a separate mobile phone and authorised the Clerk to purchase a phone and set up a monthly contract.

Proposed Cllr Carter.

Seconded Cllr Wright.

Councillors noted that it might be necessary to purchase a laptop for the Clerk and arrange back-up; to be reviewed later in the year.

**40/24 To consider the costs of the painting of the white lines at Hornby Road Car Park.**

Councillors to ask the Clerk to establish whether there has been any progress in getting prices for this from Lancashire County Council and elsewhere.

**41/24 To consider proposal and costs for Local History Deposit box.**

Councillors authorised Cllr Boland to purchase material required to commence the project under with a budget of £40. Publicity initially would be in The Link.

Proposed Cllr Carter.

Seconded Cllr Gibbons.

**42/24 To consider update on Emergency Plan.**

Cllr Walmsley updated councillors on progress in engaging with Quernmore Parish Council with the revision of the Emergency Plan. Agreed more publicity required in The Link about the plan and the need for additional emergency coordinators. Plan to be considered in March Parish Council meeting.

**43/24 Reports and correspondence (information only)**

**Victoria Institute**

Cllr Gibbons noted that the VI Committee of Management had been unaware of the Parish Council's decision to contribute £1000 to the rewiring fund. The Parish Clerk to be asked to write formally to the VI to inform them that this grant would be paid at the end of February.

**Land behind Pinewood Avenue.**

Cllr Pritchard raised residents' concern over the maintenance of the drain in this field, and asked whether councillors knew who had installed this drain. She would make further enquiries.

**16/24 Date and time of the next parish council meetings.**

Tuesday 12<sup>th</sup> March 2024 at 7pm.

Tuesday 9<sup>th</sup> April 2024 at 7pm.

Tuesday 14<sup>th</sup> May 2024 at 7pm.

Tuesday 11<sup>th</sup> June 2024 at 7pm.

Tuesday 9<sup>th</sup> July 2024 at 7pm.

Tuesday 10<sup>th</sup> September 2024 at 7pm.

Tuesday 8<sup>th</sup> October 2024 at 7pm.

Tuesday 12<sup>th</sup> November 2024 at 7pm.

Tuesday 10<sup>th</sup> December 2024 at 7pm.

The meeting closed at 8.05 pm.

Signed ..... Date.....