

# Caton with Littledale Parish Council

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## Minutes of the parish council meeting held on Tuesday 11<sup>th</sup> June 2024 at 7pm at the LVMH, Brookhouse.

**Present** Cllr Carter, Cllr Heywood (chair) Cllr Walmsley (vice-chair), Cllr Boland, Cllr Wright, Cllr Powell, Laura McGowan (clerk) One member of the public

### Open Forum

No issues raised

### 89/24 To receive apologies for absence.

None.

### 90/24 To consider and approve the minutes of the meetings held Tuesday 14<sup>th</sup> May, 2024

It was resolved that the minutes be approved and signed by the chair.

Proposed by Cllr Wright

Seconded by Cllr Powell

### 91/24 To receive declarations of interests 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.

### 92/24 To consider planning applications and matters.

[24/00500/FUL](#) - Retrospective application for the erection of a single storey side extension

Property address - 33 Artlebeck Road, Caton, Lancaster, Lancashire, LA2 9RL

The Parish Council has no observations

[24/00568/AD](#) - Agricultural determination for the construction of a new agricultural access track

Property address - Cragg Wood, Littledale Road, Littledale, Lancashire

The Parish Council has no observations

[24/00575/FUL](#) - Construction of dormer extensions to front and rear elevations, extension of two flat roofs into hip roofs to the side and rear and installation of two roof lights to front

Property address - 8 Littledale Road, Brookhouse, Lancaster, Lancashire, LA2 9PH

The Parish Council has no observations

[24/00388/FUL](#) - Demolition of existing garage and garden store and erection of 2 outbuildings, a veranda and a pergola

Property address - Old Hall Barn, Brookhouse Road, Brookhouse, Lancaster, Lancashire LA2 9PA

The Parish Council defer to specialised historical professional bodies

[24/00546/MMA](#) - Non-Material amendment to planning permission [23/00278/FUL](#) to change position of front door and porch, moving two storey side extension back by 100mm and adding a new window to front elevation

Property address - 9 Leslie Avenue, Caton, Lancaster, Lancashire. LA2 9RE

The Parish Council has no observations

### 93/24 Accounts and finance.

#### Payments

Surfaces & Groundworks Ltd (Greenway – swing gate & fencing)	£7,776.00
Kompan (Bobcat Fellview Playpark)	£140.52
J Boland Expenses (Caton Gala)	£16.10
J Powell Expenses (Caton Gala)	£16.47
Arbor Ace Tree Care (Greenway)	£1,650.00

Robert Griffiths (Internal Auditor)	Tbc approx. £150.00
Chris Lennon (repairs to playpark inc spring)	£200.00
Giffords Recycling (cushionfall for playpark x 70c meters)	£3348.00

#### **Regular Payments**

Easyweb website hosting (S/O) (June)	£36.96
Clerk Wages (June)	£613.02
HMRC PAYE Tax & NI (June)	£154.33
Clerk Expenses (May)	£44.00
02 Mobile (Clerk Mobile)	£8.94

#### **Receipts**

VAT refund	£10,096.91
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Proposed Cllr Powell  
Seconded Cllr Heywood

#### **94/24 To Consider Appointment of representatives on committees, working groups and outside bodies.**

LALC – None.

Victoria Institute representative - tbc

Finance Working Group– Cllr Heywood, Cllr Wright, Cllr Powell.

Poor's Land Charity – Cllr Walmsley, Cllr Powell, Cllr Boland.

Parish Asset Working Group – Cllr Boland, Cllr Powell, tbc.

Lancashire Bus User Group representative – Cllr Wright.

Greenway & Environment Working Group – Cllr Powell, Cllr Wright.

Gala Working Group - Cllr Walmsley, Cllr Boland, Cllr Powell.

#### **95/24 To consider the sign-off of the AGAR final accounts 23/24**

It was resolved that section one and two be approved and signed by the chair.

Proposed Cllr Wright

Seconded Cllr Walmsley

#### **96/24 To consider the review of participation at Caton Gala 2024.**

Engagement was good with approx. 70 interactions with a spreadsheet report created with the enquiries.

Dates for 2025 Gala recommended to enter in to diaries early.

#### **97/24 To consider the update on the Fell View playpark repair and maintenance.**

Thanks to all helpers who came out to rake and weed the existing areas. Actions taken include installing new picnic benches, removal of old and installation of new toddler hut, broken equipment replaced speedily. Thanks to Chris Lennon for his prompt service. Fresh cushionfall has been installed. The issue with rotting timbers is on-going but the Parish Council are active in trying to secure a contractor to replace. Planned meet with Chris Lennon to try to work on a solution on the purpose of the timbers and what can be done to remedy this.

The Parish Council would like to thank Littledale Hall and Mr Elliott thank for their help in addition to the Young farmers Club. A big thank you to the residents who came to help and to Steve Shaw's team at Lancaster City Council for the plant and machinery and workmen distributing the deliveries speedily.

#### **98/24 To consider any highways and/or footpath matters.**

- To consider progress on the installation of camera for SpIDS – the cameras will be installed imminently once the correct hardware is evaluated for safe anchoring to the post.

- To consider the past and future closure of Brookhouse Road at Artlebeck Bridge – incorrect information had been shared to Lune Valley Life Facebook. Planned proposals currently include traffic lights rather than closure. The clerk is working closely with all stakeholders to establish the best route forward.
- To consider Becksides Green underlying damage to ground – no concerns raised in the condition of the ground.
- To consider bollard placements on footways around village/Inclusive mobility – Clerk to contact residents neighbouring Farriers Yard and progress status on other suggestions
- To consider footpath review actions – to be carried forward to July Meeting
- To consider PROW Grant..... Progress application to apply, Clerk chasing.
- To consider Community Road Watch Scheme – Deploy on to Facebook by Clerk.

**99/24 To consider any parish management & maintenance matters.**

- To consider public convenience opening times – To be carried forward to July meeting
- To consider Coronation Living Heritage Fund grant for community orchards Funding from the coronation orchards – struggles with pricing of trees to know application amount due to trees being out of season and not on sale. Clerk to work on costings from historical information from suppliers/internet.
- To consider Lancaster Wind Turbine Community Benefit Fund – deadline approaching to apply for this funding so clerk to work with Cllr Gibbons on this.

**100/24 To consider the update and status on the Greenway improvements.**

Sending to the Lancashire Environment Fund – expecting £28,000 to be received. Approx £14,500 remaining for further activity e.g. repairs etc on the Greenway.

**101/24 To consider provision for young people of the parish.**

Unofficial enquiries being made with various stakeholders including tennis club, Churches Together, and wanting to contact Caton Sports Association. Plans underway to host a meeting to see what we can offer pull together as a community.

**102/24 To consider Communications Plan for the Parish Council.**

Facebook engagement update distributed.

**103/24 To consider events and engagement activities**

Support and suggest events of stakeholders. To be included with Youth plan.

**104/24 To consider update on Emergency Plan.**

No updates to this.

**105/24 To consider supporting the Link magazine.**

A request was received for the funds and accounting to be overseen by the Parish Council. Explore the details further with the editor and treasurer.

**106/24 To consider affordable housing & playpark provision on new build developments.**

Consider future developments to include affordable housing in planning requests.

It was resolved Cllr Carter to attend meeting in Halton on Saturday 15<sup>th</sup> June, 2024 in Halton and a taxi charged to the PC.

Proposed Cllr Walmsley

Seconded Cllr Heywood

**107/24 To consider administration contacts for charities.**

- To consider change of contact detail for Caton War Memorial, reg. 233790
- To consider change of contact detail for Poor's Land Charity, reg. 225138

- To consider accounts submissions for both of above

It was resolved to add the clerk to the charities to enable access to process accounts etc.

Proposed Cllr Walmsley

Seconded Cllr Powell

**108/24 To consider the clerks LGPS Pension.**

Following the circulation of an email from Lancashire County Council outlining implications of joining the scheme etc, it was resolved for the Clerk to be enrolled in LGPS. This should be effective from the start date of the contract of employment from 22<sup>nd</sup> January, 2024.

Proposed Cllr Walmsley

Seconded Cllr Wright

**109/24 To review existing policies and procedures.**

On-going project to bring our policies up to date by the Clerk.

**110/24 To receive items for consideration for a future agenda.**

Late invoices received for D Skelton

Methodist Hub for room hire

Invoice for internal audit approx. £150 to follow

Green spaces poster – item to be posted on Facebook

**111/24 Date and time of the next parish council meetings.**

- It was resolved that meeting locations would alternate between Caton and Brookhouse for future meetings.

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

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

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

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

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

Reminder for 2025 dates

Tuesday 14th January 2025

Tuesday 11th February 2025

Tuesday 11th March 2025

Tuesday 8th April 2025

Tuesday 13th May 2025

Tuesday 10th June 2025

Tuesday 8th July 2025

Tuesday 9th September 2025

Tuesday 14th October 2025

Tuesday 11th November 2025

Tuesday 9th December 2025

The meeting closed at 8.53 pm

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

