

# 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> July 2018 at 7.15pm.

### Present:

Cllr Beckett, Cllr Elvis, Cllr Gibbons, Cllr Kynch, Cllr Paine (chairman), Cllr Skeldon, Cllr Thompson and Cllr Walmsley (vice – chairman)  
G Mason - clerk to the parish council.

### 18/93 Apologies for absence.

Cllr Huddleston, Cllr Hill and Cllr Nesbitt.

**18/94** It was resolved that the minutes of the meeting held on Tuesday 12<sup>th</sup> June 2018 be approved and signed by the chairman, after the following sentence was added to item 18/85 : Cllr Kynch stated that the parish council should be using the NALC GDPR toolkit, not the GDPR documentation that the clerk has circulated, because NALC would be able to provide legal defence if needed.

Proposed by Cllr Walmsley.

Seconded by Cllr Skeldon.

### 18/95 Declarations of interest and dispensations.

No interests declared.

### 18/96 Open forum.

No members of the public were present.

### 18/97 Planning applications.

No applications received.

### 18/98 GDPR update and ICO annual fee consideration.

The clerk has audited the parish archive and shredded documents that do not need to be retained.

The clerk advised the councillors to create new parish council email addresses, instead of using their personal email accounts for parish council correspondence. The parish council also needs to register with the ICO to comply with the data processing regulations.

It was resolved that the parish council register with the ICO at a cost of £35.00 per annum.

Proposed by Cllr Walmsley.

Seconded by Cllr Skeldon.

### 18/99 Accounts and finance.

#### *Payments*

#### *Standing orders (June and July)*

Victoria Institute, administration grant (S/O)	£1000.00
Victoria Institute, administration grant (S/O)	£1000.00
Bridgitte Theunissen-Hughes zipwire lockup (S/O)	£10.00
B Postlethwaite public toilet lockup (S/O)	£50.00
Bridgitte Theunissen-Hughes zipwire lockup (S/O)	£10.00
B Postlethwaite public toilet lockup (S/O)	£50.00

### ***Cheques***

Gill Mason, clerk's wages £724.26 and expenses £47.30 (June) (extra hours for GDPR)	£771.56
Gill Mason, clerk's wages £588.46 and expenses £35.65 (July)	£624.11
Donna Skeldon – War memorial garden & planters (June and July)	£500.00
G Mason – shredder purchase (50% with Ellet PC)	£17.99
St Paul's churchyard donation /grant	£675.00
ICO annual fee	£35.00

It was resolved that the above payments be made.

Proposed by Cllr Gibbons.

Seconded by Cllr Beckett.

### **18/100 Parish management and maintenance.**

#### ***Play park inspections, repairs and maintenance***

Cllr Paine had looked at the zipwire and reported that there was no movement from the timber legs. The legs could be cemented in to the ground to make them safe. The clerk was asked to see if the new steel legs had been made and if so to go ahead with the replacement. If not, the parish council will look at cementing in the zipwire legs to make the equipment safe.

Cllr Kynch said she would enquire with the gentleman who spoke at the LALC meeting, about what level of playground inspection is needed to cover the parish council's responsibility and liability for the public. Cllr Kynch said she will also ask the playpark designer when inspection is needed after repairs.

Cllr Thompson said that the parish council needed to check things more thoroughly before ordering replacements, which may not be required, and that amateur inspections on the playpark were not good enough.

#### ***Village contractor update***

The clerk contacted Halton Parish Council and spoke to the lengthsman, who is interested in completing work for Caton with Littledale Parish Council. Currently, he is employed by Halton and would be a contractor for Caton. He would have to borrow Halton's machinery to complete the works and be self - employed.

The clerk was asked to contact Halton Parish Council to see if the lengthsman could be subcontracted to Caton.

#### ***Repair of the fish-stones***

Cllr Elvis reported that the wall in the stream is tilting onto the banking. The fish-stones will be repaired when the weather becomes cooler.

#### ***Flagpole repair or replacement review***

The clerk received a quote of £700-£900 to replace the flagpole and halyard, as the contractor said that the current halyard is so old, it cannot be repaired.

Cllr Elvis and Cllr Gibbons will lower the flagpole to look at repairing the internal halyard.

### **18/101 Adoption of the GDPR regulations, standing orders, financial risk assessment and financial regulations.**

It was resolved that the GDPR regulation documents are adopted by the parish council.

Proposed by Walmsley.

Seconded by Skeldon.

The finance committee have met to look at the financial regulations and will circulate their recommendations to the parish council for approval at the September meeting.

A working group needs to be set up to look at the standing orders. The parish councillors were asked to email the clerk if they are available to be part of the working group.

**18/102 War memorial garden benches and wall mounted noticeboard costs and purchase consideration.**

It was resolved that two recycled plastic benches be purchased and sited at the war memorial garden at a cost of £880.00. The clerk will check when the benches can be delivered, so it can coincide with the completion of the resurfacing of the garden.

Proposed by Cllr Walmsley

Seconded by Cllr Elvis.

Cllr Walmsley will look into what size noticeboard is required for the garden.

**18/103 Website management review.**

Cllr Walmsley had researched alternative website management individuals and companies to take over from Steve Smithson.

It was resolved that Matthew McCabe be contracted to manage the website. Cllr Walmsley and the clerk were asked to work together on the migration of the current website and the submission of future news and reports that need to be uploaded onto the new site by Mr McCabe. This will also allow the information submission costs to be monitored.

**18/104 Purchase of the thermoplastic white lines for Hornby Road car park.**

It was resolved that the parish council purchase the thermoplastic for the white lines at a cost of up to £300 plus vat.

Proposed by Cllr Elvis.

Seconded by Cllr Gibbons.

**18/105 Grass cutting at Forge Mill.**

The grass has been cut, but unsatisfactorily. There is still very long grass on the corner, which blocks the view and makes it very dangerous for vehicles when they are turning into Forge Mill.

The clerk was asked to contact Highways for a review on the area.

**18/106 Emergency plan update.**

Cllr Walmsley will review the plan over summer and present any amendments or updates to the parish council in September.

**18/107 Reports and correspondence.**

Cat Smith – noticeboard re-siting.

Resident's letter regarding parking at Artlebeck.

Resident's letter regarding parking at Sycamore Rd post office.

Crook O' Lune parking and traffic problems.

**18/108 The date and time of the next parish council meeting.**

Tuesday 11<sup>th</sup> September 2018 at 7.15pm.

***The meeting closed at 8.51pm.***

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