

Caton with Littledale Parish Council

Clerk: Laura McGowan

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Minutes of the annual parish council meeting held on Tuesday 13th May, 2025 at 7pm at the Lune Valley Methodist Hub, Brookhouse

Present: Cllr Heywood (chair), Cllr Powell, Cllr Carter, Cllr Boland, Cllr Powell, Cllr Walmsley, Laura McGowan (clerk)

71/25 Appointment of chairman.

It was resolved that Cllr Heywood be appointed as chair.

Proposed by Cllr Walmsley

Seconded by Cllr Powell

72/25 Appointment of vice chairman.

It was resolved that Cllr Walmsley be appointed as vice-chair.

Proposed by Cllr Boland

Seconded by Cllr Gibbons

73/25 Appointment of representatives on committees, working groups and outside bodies.

LALC

Website Committee

Victoria Institute

Finance Committee

Poor's Land Charity

Parish Asset Committee

Lancashire Bus User Group

New Sustran Route Group

Environment Working Group

Gala Working Group

Greenway Project Working Group

Fell View Playpark

Footpath Working Group

It was resolved to continue with existing representatives unless informed otherwise

74/25 Appointment of the responsible financial officer.

It was resolved that the clerk be appointed as RFO.

Proposed by Cllr Gibbons

Seconded by Cllr Carter

75/25 To consider and approve the **DRAFT AGAR and end of year accounts.**

It was resolved to accept the Annual Accounting Return and the chairman to sign it off

Proposed by Cllr Powell

Seconded by Cllr Walmsley

76/25 Open Forum

No public members present

77/25 To receive apologies for absence.

Apologies received from Cllr Rei and Cllr Wright

78/25 To consider and approve the minutes of the meeting held on Tuesday 8th April, 2025.

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

Proposed by Cllr Gibbons

Seconded by Cllr Powell

79/25 To receive declarations of interests and dispensations.

Cllr Carter declared an interest in any item regarding Lune Valley Community Land Trust as a trustee

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

Cllr Walmsley declared an interest in any item regarding the Victoria Institute as a trustee and any item regarding Caton St Paul's Primary School as Governor.

80/25 To consider planning applications and matters.

[25/00496/VCN](#) - Demolition of existing porch and conservatory and erection of a two storey rear extension and single storey side extension, alterations to roof including dormer extension and to window openings/external finishes and installation of external wall insulation (pursuant to the variation of condition 2 on planning permission [24/01377/FUL](#) to amend previously approved plans)
Property address – 33 Pinewood Avenue, Brookhouse, Lancaster. LA2 9NU

No observations

81/25 Accounts and finance.**Payments**

LALC (Annual Subscription)	£524.80
Victoria Institute (Room hire April)	£24.90

Regular Payments

Easyweb website hosting (S/O) (Apr – inc. increased storage)	£43.56
Victoria Institute (Contribution May)	£800.00
Clerks Wages (May inc £83.16 backpay)	£746.41
Clerk Expenses (Apr – one week less due to annual leave)	£42.50
Bank service charge (Apr)	£6.00
D Skeldon (Memorial Gardening)	£274.58
02 (Clerks mobile)	£8.79

Receipts

Precept	£39,720.51
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Balance at end of April 2025

Co-Op Bank	£19,615.24
Unity Bank	£62,739.58 (*inc £15,000 transfer from Co-op account)
Total	£82,354.82

It was resolved that the payments be made.

Proposed Cllr Walmsley

Seconded Cllr Heywood

To consider formal vote to close the Co-Operative Bank account

It was resolved to close the Co-Operative bank account

Proposed Cllr Walmsley

Seconded Cllr Powell

82/25 To consider the update on the Fell View playpark repair and maintenance

To consider update on the progress of repair

Work was very much underway and rotten timbers removed

Maintenance contract

Kompan had submitted a quotation for £150 per month. Due to the contribution from Littledale Hall residents, the question would be asked if the voluntary effort could be made a regular visit. Cllr Walmsley would approach Peter Legg to consult.

83/25 To consider any highways and/or footpath matters.

To consider footpath review actions

Vegetation was obstructing pavement. Opposite Bullbeck needs doing in the correct season. Mindful nesting birds manual. Clerk will report when Arbor ace complete.

Holme Lane to field adjacent to A683 being trimmed and post on FP2A – end of greenway to parish boundary.

Kirkbeck stile had been repaired and has now been replaced by a kissing gate by Lancashire County Council.

Clerk to ask PROW team plan for changing stile to stop repairs occurring and then being replaced after the repair.

84/25 To consider any parish management and maintenance matters

To consider update on Oak Tree Copy Lane restoration – no update, remove for next agenda.

To consider advertising tender for memorial garden contract.

This will be advertised for tender in September 2025.

85/25 To consider any parish management relating to Victoria Institute

To consider update on public convenience increased opening.

Now in operation from 7am until 7pm.

Paid arrangement for locking the bathroom at £50 per month during the 3 month trial period.

Proposed Cllr Walmsley

Proposed Cllr Carter

86/25 To consider any final arrangements for Caton Gala 2025

It was resolved that all councillors present would be attending the gala and representing the parish council at the stand.

87/25 To consider an update on the passive housing development/Lune Valley Community Land Trust

The housing needs survey is ready to go out. Currently deciding on date for return.

Various stakeholders have been contacted to increase profile of survey. Proposing schools as collection points. Government funding conversations occurring. Cllr Rei and Cllr Carter meet weekly to progress project.

88/25 To consider update on provision for young people of the parish inc. engagement Activities

Carry forward until new LVMH person in post.

Canvassing young people at the gala.

89/25 To receive dates for future meetings 2026

Tuesday 13th January 2026
Tuesday 10th February 2026
Tuesday 10th March 2026
Tuesday 14th April 2026
Tuesday 12th May 2026
Tuesday 9th June 2026
Tuesday 14th July 2026
Tuesday 8th September 2026
Tuesday 13th October 2026
Tuesday 10th November 2026
Tuesday 8th December 2026

Only September and May meetings would to held at LVMH
Proposed Cllr Walmsley
Seconded Cllr Gibbons

90/25 To receive items for consideration for a future agenda and Any Other Business

To consider councillor details on parish website
To consider .gov.uk email addresses for councillors
This item would be considered when the use of .gov.uk email addressed was mandatory.

Invoices received post-agenda publication to be approved as above authorisation.

Lune Valley Methodist Hub invoices x 2 for room hire £26 x 2 (May and July)
Robert Griffiths invoice internal audit £150
J Boland expenses for Caton Gala £9.80
J Powell expenses for Caton Gala £19.47

91/25 Date and time of the next parish council meetings.

- Tuesday 10th June, 2025 – VI

The meeting closed at 8.16pm

Signed Date.....