

# Caton with Littledale Parish Council

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Minutes of the annual parish council meeting held at the Victoria Institute on Tuesday 14th May 2019 at 7.15pm.

**Present:**

CLlr Elvis, Cllr Gibbons, Cllr Huddleston, Cllr Powell, Cllr Paine (chairman) Cllr Skeldon, Cllr Walmsley (vice – chairman).

G Mason - clerk to the parish council.

**19/76 Apologies for absence.**

Cllr Kynch and Cllr Thompson.

**19/77 Appointment of chairman.**

Appointed : Cllr Paine.

Proposed by Cllr Walmsley.

Seconded by Cllr Gibbons.

**19/78 Appointment of vice chairman.**

Appointed : Cllr Walmsley

Proposed by Cllr Gibbons.

Seconded by Cllr Skeldon.

**19/79 Appointment of representatives on committees, working groups and outside bodies.**

**LALC**

Cllr Kynch

**Victoria Institute**

Cllr Walmsley

Cllr Gibbons

**Twinning**

Cllr Gibbons

**Website**

Cllr Huddleston

Cllr Walmsley

**Caton Play Park Action Group**

Cllr Kynch

Cllr Huddleston

**Neighbourhood plan group**

Cllr Walmsley

**Finance**

Cllr Kynch

Cllr Gibbons

Cllr Powell

Cllr Walmsley

**Poor's Land**

Cllr Skeldon

Cllr Elvis

Cllr Walmsley

### **Parish Assets**

Cllr Elvis

Cllr Gibbons

Cllr Paine

### **Footpaths/Right of way**

Cllr Elvis

Cllr Gibbons

### **Lancashire Bus Users' Group**

Cllr Powell

It was resolved that the above councillors are appointed.

Proposed by Cllr Elvis.

Seconded by Cllr Gibbons.

### **19/80 Appointment of the responsible financial officer.**

It was resolved that the clerk is appointed as RFO.

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

### **19/81 To complete acceptances of office.**

Cllr Paine and Cllr Walmsley signed their acceptance of office.

### **19/82 To consider and approve the minutes of the ordinary meeting held on Tuesday 9<sup>th</sup> April 2019.**

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

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

### **19/83 Declarations of interest and dispensations.**

Cllr Walmsley, Cllr Paine and Cllr Gibbons declared an interest as trustees of the Victoria Institute.

Cllr Huddleston declared an interest as a member of the playpark committee.

### **19/84 Open forum.**

No parishioners were present.

### **19/85 Planning applications.**

19/00269/FUL Erection of a single storey rear extension, construction of a rear dormer extension and erection of a two storey front and first floor extension to existing garage and change of use of garage to ancillary living accommodation. 59 Copy Lane Caton Lancaster Lancashire LA2 9QD.

**The parish council has the following observation: Please could the planning officer note that the parish council has concerns regarding the building of a first floor extension on a freestanding garage.**

19/00408/FUL Erection of a 2 storey extension to the front elevation, construction of a dormer extension to the rear elevation incorporating Juliet balcony and installation of roof lights. Address : 42 Sycamore Road, Brookhouse, Lancaster, Lancashire, LA2 9P.

**The parish council wasn't able to view the application online.**

### **19/86 Insurance renewal consideration.**

It was resolved that the insurance cover be renewed within a 20% increase of the previous year's annual cost , once the clerk receives the information from the insurance company.

Proposed by Cllr Huddleston  
Seconded by Cllr Gibbons.

**19/87 Accounts and finance.**

**Payments**

**Standing orders**

Victoria Institute, administration grant (S/O)	£1000.00
Bridgitte Theunissen-Hughes zipwire lockup (S/O)	£50.00

**Cheques**

Gill Mason, clerk's wages £588.46 and expenses £48.82	£637.28
Victoria Institute water course	£70.25
Victoria Institute room hire	£18.00
LALC subscription	£621.00
K Akrigg – noticeboard repair	£244.00
Lancaster City Council waste	£53.56
D Skeldon – war memorial maintenance contract	£262.50

It was resolved that the above payments be made.

Proposed by Cllr Walmsley.

Seconded by Cllr Skeldon.

Cllr Skeldon declared an interest in the payment to D Skeldon.

**19/88 Public toilet locking update.**

The contractor is trialling a new electronic dusk until dawn door lock.

**19/89 Request for seating in bus shelters consideration.**

The clerk was asked to obtain quotes for flip – up seating and metal bar seating for the next meeting.

**19/90 Parish management and maintenance.**

**Play park inspections, repairs and maintenance**

It was resolved that Cllr Walmsley ask the original designer of the playpark to provide a quote for professional fees of creating a refurbishment design.

Proposed by Cllr Walmsley.

Seconded by Cllr Elvis.

It was resolved that the parish council request that all the original playpark planning and grant applications be handed over to the parish council.

Proposed by Cllr Huddleston.

Seconded by Cllr Skeldon.

**Village contractor update**

The clerk will ask the contractor to quote on and commence painting two bus shelters in black (Copy Lane and Wavecrest)

Proposed by Cllr Skeldon

Seconded by Cllr Gibbons.

**Repair of the fish-stones update**

The clerk was asked to complete the application for repairs to the fish-stones and submit it to Lancaster City Council.

**Christmas tree delivery and installation**

Cllr Elvis will obtain a quote for four large screws for the siting of the Christmas tree.

**Litter bins at the playpark**

The clerk has received a response from public realm to say the council are replacing most bins in the near future and will look at the replacing the playpark and the war memorial bin.

**Weeds control around the village**

The clerk was asked to contact Lancaster City Council regarding the weed spraying scheme around the village, which should have happened last year.

**19/91 Oak tree at The Croft maintenance update.**

The TPO officer advises the parish council to ask a tree surgeon to write a report on the tree and then report it as a danger to Highways.

The clerk will ask for a quote from Yew Tree - tree surgeons.

**19/92 Millennium Way maintenance update.**

The clerk will apply for the funding of £250 to clear vegetation on the stiles and gates of footpaths around the village, including the Millenium Way.

**19/93 Road safety in the parish and SpID review.**

Lancashire Highways have informed the parish council that they will be completing a full review of speed limits in the village. They will also provide extra SpID plates for resiting the SpID.

**19/94 Purchase of defibrillator update.**

No update.

**19/95 To consider the grant application received:**

St Paul’s Church – The clerk will request the accounts from the church again before the parish council make a decision on the grant.

Twinning Group – It was resolved that the twinning group receive the requested grant of £500. 5:1 in favour of the grant ( Cllr Elvis would like it noting that he objected to the grant award).

**19/96 Appointment of internal auditor consideration and to agree and sign the audit documentation.**

It was resolved that the auditor from last year be appointed and the chairman sign the audit documentation.

Proposed by Cllr Elvis

Seconded by Cllr Huddleston.

**19/97 Reports and correspondence (information only).**

**19/98 Date and time of the next parish council meeting.**

Tuesday 11<sup>th</sup> June 2019 at 7.15pm.

*The meeting closed at 9.28pm*

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