



CATTERALL PARISH COUNCIL

2nd May 2024

Dear Councillor

You are hereby summoned to attend the **Annual Parish Council Meeting** of Catterall Parish Council on **Tuesday 7th May 2024 at 7.00pm** at Catterall Village Hall.

Emma Millington

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Clerk to the Council

A G E N D A

1 Election of Chairman and Vice-Chairman

2 Apologies for absence

3 Declaration of interests and dispensations

To receive from councillors, disclosures of pecuniary and non-pecuniary interest on matters to be considered at the meeting.

4 Minutes of the last meeting

Councillors are asked to approve as a correct record the minutes of the meeting held on 2nd April 2024.

5 Minutes of personnel committee meetings

Councillors are asked to approve as a correct record the minutes of the personnel committee meeting held on 18th April 2024.

6 Public participation

The Chair will ask councillors **to agree** to adjourn the meeting to allow non-councillors to speak. When dealing with public participation there is no obligation to respond immediately to comments made, other than those that relate to items on the agenda. If a councillor believes that comments received require a decision of the council and the item is not on the agenda, they can ask for this to be put on to the next meeting's agenda. At the conclusion of the public session the Chair will ask councillors **to agree** to reconvene the meeting.

7 Dates for future parish council meetings

Catterall Parish Council meets at 7pm on the first Tuesday of the month at Catterall Village Hall. Councillors are asked to approve the following meeting dates for 2024/25;

4 th June 2024	2 nd July 2024	6 th August 2024
3 rd September 2024	1 st October 2024	5 th November 2024
3 rd December 2024	7 th January 2025	4 th February 2025
4 th March 2025	1 st April 2025 (following the Annual Meeting of the Parish)	
6 th May 2025 (Annual Parish Council Meeting)		

8 Appointment to committees

Catterall Parish Council has one committee, the Personnel Committee. The current members are Chairman, Vice-Chairman Cllr S Kirkman and Cllr P Perks. Councillors are asked to review and approve any changes to this.

9 Appointment to outside bodies/lead councillors

Below is listed the current representatives to outside bodies and lead councillors. Councillors are asked to review and approve any changes to this;

a) Catterall Village Hall

Cllr J Mackenzie

b) Catterall Gala

Cllr S Bulman

c) Wyre Area Lancashire Association of Local Councils

Cllr Cllr J Bostock, S Bulman and Cllr J Finch

d) Defibrillator

Cllr S Bulman

e) Tree Wardens

All councillors

f) Planning Ambassador

None at present – Wyre Council have asked Catterall Parish Council to appoint to this role to assist over the summer on the new Local Plan. A Councillor or the Clerk can be appointed.

10 Annual Governance and Accountability Return 2023/24

- a) Section 1 – Annual Governance Statement of the Annual Return for the year ending 31 March 2024 (attached).
Councillors are asked to consider statements 1 to 9 and to confirm whether they agree to the statements. The statement will then be signed by the chair and the clerk.
- b) Section 2 – Accounting Statements 2023/24 (attached). Section 2 has been prepared and signed by the Responsible Financial Officer (RFO/clerk) as confirmation that the accounts have been prepared on a receipts and payments basis. Once approved by resolution of the full council, the form is signed and dated by the chair to confirm that the accounts have been approved by the council. Councillors are asked to approve section 2.
- c) The RFO will publish the 'Notice of Public Rights' and facilitate any requests to exercise these rights between Monday 3rd June – Friday 12th July 2023.

11 Internal audit and actions

The internal audit was completed in April 2024 by A. May, attached "*Catterall Internal audit JPAG 2024 - Action Plan*". Councillors are asked to accept the Internal Audit

report and the proposed actions.

12 Savings account

The Financial Services Compensation Scheme will automatically compensate Catterall Parish Council if money is held with a UK authorised bank, building society or credit union that fails. The limit is up to £85,000 per bank, building society or credit union. At some points in the year Catterall Parish Council holds more than £85,000 in Unity Trust, across both the current and savings account. It would be beneficial to move the contingency reserve of £39,000 and the free reserves to support budget of £24,000 to a new account as soon as possible.

Councillors are asked to approve the opening of an additional bank account, select an account to open from the table in Appendix 1 and to confirm signatories.

Signatories for Unity Trust are Cllrs I Brayshaw, J Finch and S Kirkman and the RFO E Millington.

13 Insurance

The Parish Council insurance is due for renewal for the period 2nd June 2024 to 1st June 2025. A quote has been received of £4,049.28, an increase of £481.25 from last year. With an ongoing claim, the Clerk is unable to seek additional quotes and the Parish Council will be required to stay with Hiscox, via Gallagher. Councillors are asked to accept the quote.

14 Health and Safety Policies

2nd Nature Safety Solutions compiled the Health and Safety policies for Catterall Parish Council in January 2022. These policies are due for renewal and update, as well as a couple of COSHH assessments to review. A quote of £1000 + VAT has been provided for the update, for the 2.5 days work (including site visit). The proposed dates are 29th, 30th & 31st May.

Councillors are asked to approve a health and safety policy update, conducted by 2nd Nature Safety Solutions.

15 Royal Mail post in Catterall

Over the past couple of months, post from Royal Mail appears to have been delivered with decreasing frequency. Many residents have reported only receiving post once or twice a week. Councillors are asked about their perception of post delivery in Catterall and if the Parish Council should contact Royal Mail on the behalf of residents.

16 Planning

Planning Applications for consideration and comment:

Application # 24/00262/FUL

Proposal: Proposed erection of single storey rear extension with creation of rear dormer; extension of existing garage; reduction of 2 x windows, pitched roof and enlargement of dormer and installation of 2 x velux windows and porch/overhang to front elevation; removal of 1 x window, reduction of 1 x window and addition of 1 x window to side (north east) elevation.

Location: 9 Baylton Drive Catterall Preston Lancashire PR3 0EA

17 Finance

a) Receipts (for noting)

Payee	Amount	Details
Wyre Council	£103,500	Precept 24/25

b) Payments (for approval)

Payee	Amount	Details
Wyre Council	£122.65	Poll expenses 23/24
LALC	£515.19	Subscription 24/25
Houghtons Filling Station	£73.01	Fuel – March 24
Towers + Gornall	£24.00	Completion of year end 23/24 and P60's
Miss A May	£200.00	Internal audit fee 23/24
Amazon	£20.97	Hi Vis waistcoat
Amazon	£23.87	Disposable gloves
Forest and Arb (PH expenses)	£138.50	Husqvarna QC500 500W Battery Charger

c) Routine Payments by bank transfer, direct debit and standing order (for noting)

1. Staff Costs for April	£2,707.85
2. LCC Pension	£1,044.55
3. Towers Gornall	£68.40
4. EE phone contract	£22.80
5. Easy websites	£36.96
6. Charge card expenses (26/04/24)	£6.00

d) Investments

Councillors are asked to note the CCLA investment £42,329.58 at 31st March 2024 (£175.68 reinvested)

e) Statement of Accounts

Councillors are asked to approve the March statement and reconciliations for CCLA.

f) Transfer of Fund

Councillors are asked to approve a transfer of £75,000 from Unity current to Unity saver.

The 2024/25 budget contained £15,000 to be earmarked for a future playground refresh. Councillors are asked to approve the transfer of £15,000 from Unity current to CCLA.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

18 Reports from subject leads and outside body representatives

QEII Playing Field (Cllr Finch)

LALC Wyre Area Committee (Cllrs Finch, Kirkman, Bulman)

Catterall Village Hall (Cllr Mackenzie)

Catterall Gala (Cllr Bulman)

19 Clerk's report

Councillors are asked to note the information contained in the clerk's report.

20 Action tracker

Councillors are asked to note the information contained in the action tracker.

21 SPID Report

Councillors are asked to note the information contained in the Councillors are asked to note the information contained in the April 2024 SPID report from Joe Lane (Northeast bound).

This data has been shared with a Police Traffic Management Officer and Road Safety Analyst and has been uploaded to the Parish Council website.

22 Questions to councillors

An opportunity for any councillor to ask a question of another councillor.

23 Items for next agenda

The next meeting will be held on **4th June 2024** - councillors are asked to raise matters to be included on the agenda by notifying the clerk **in writing by Sunday 26th May 2024** at the latest. The item should specify the business which it is proposed be transacted, in such a way that the members who receive it can identify the matters which they will be expected to discuss i.e. it needs to specify what the proposal is and that a decision is required or whether the item is for information only.

Appendix 1 – Table of Potential Savings Accounts (Agenda Item 12)

	Nationwide	Nationwide	Redwood
Account name	Business 35 Day Saver	Business 1 Year Saver	95 Day Business Savings Account
Interest	3.35% AER variable	4.25% AER fixed	4.55% AER variable Paid monthly or annually
Withdrawal	Unlimited with 35 days' notice	No withdrawals	Unlimited with 95 days notice
Balance	£5,000+	£5,000+	£10,000 to £1m
FSCS protected	Yes	Yes	Yes
More information	https://www.nationwidecommercial.co.uk/help-and-support/opening-an-account	https://www.nationwidecommercial.co.uk/help-and-support/opening-an-account	https://redwoodbank.co.uk/savings/95-day-business-savings-account/

