



PRESALL TOWN COUNCIL

**Minutes of the Town Council meeting held on
Monday 11 September 2021 at 7.00pm at Preesall
and Knott End Youth and Community Centre**

Present: Cllrs P Orme (Mayor), R Drobny, S Jepson, T Johnson, J Lewin, K Nicholls, N Patrick, Bill Renwick, A Tarpey-Black, D Williams, K Woods.

In attendance: five members of the public.

28a(1) Apologies for absence – none.

28b(1) Absent without apology – none.

29(2) Appointment of new councillors

The following received a majority vote of those present and voting at the council's meeting to fill its casual vacancies on 9 August 2021:

Sandra Jepson; Janet Lewin; Bill Renwick.

Each affirmed they would abide by the Code of Conduct and the council's Standing Orders before signing their declaration of acceptance of office.

30(3) Declaration of interests and dispensations

Cllr Johnson, Union.

Cllr Tarpey-Black, planning 21/00981/FUL, Cllr Orme, planning 21/00981/FUL, Cllr Karen Woods, planning 21/00968/FUL

31(4) Minutes of the last meeting

Councillors **resolved** to approve as a correct record the minutes of the meetings held on 3 June, 12 July and 9 August 2021.

32(5) Decisions made under delegated powers

The council held two monthly working groups, in June and in July. At each of the clerk took advice and conducted business as per the permitted delegations.

ACTIONS TAKEN FOLLOWING JUNE WORKING GROUP

(i) Resolved: to note councillor attendance and to approve the actions taken in June as shown below.

Present: Cllrs P Orme (Mayor), R Drobny, T Johnson, K Nicholls, N Patrick, A Tarpey-Black.

In attendance: Alison May, clerk to the town council.

1 Apologies for absence – Cllr Woods, Cllr Williams

2 Planning

Councillors' opinions on the following applications:

Application Number: 21/00253/FUL

Proposal: Two-storey rear extension, and single-storey rear extension with balcony over. Replacement rear dormer and extension to existing front dormer. Hip to gable alterations to both side and front elevations.

Location: Fourwinds Hackensall Road Knott End-On-Sea Lancashire FY6 0AY

5 in favour; 1 against

Application Number: 21/00566/FUL

Proposal: Front dormer (retrospective)

Location: 17 Kingston Close Knott End-On-Sea Poulton-Le-Fylde Lancashire FY6 0DJ

5 in favour; 1 against

Application Number: 21/00584/FUL

Proposal: Single-storey rear extension

Location: 7 The Crescent Preesall Poulton-Le-Fylde Lancashire FY6 0EE

All in favour

Application Number: 21/00609/FUL

Proposal: Single-storey side and rear extension

Location: 54 Pilling Lane Preesall Poulton-Le-Fylde Lancashire FY6 0HB

5 in favour; 1 against

3 Finance

Councillors noted the receipts and the payments to be made under the delegated arrangements given to the clerk.

	Amount
a) receipts in May	
VM current account	NIL
Unity - precept (transfer from VM)	84,000.00

b) BACS payments:	Payment type	Amount
Payroll	BACS0098)	1,750.40
	BACS0099)	
Clerk's expenses on behalf of council	BACS0100	44.99
848 Services Ltd (Inv.12042)	BACS0101	9.48

Autographix signage (Inv.27640)	BACS0102	151.20
Rialtas annual fee (Inv.SM23682)	BACS0103	148.80
P Orme (star award plaque)	BACS0104	69.49
Dr S Parr Burman (Inv. 401/20210)	BACS0105	140.00
Amberol (Inv.020677)	BACS0106	127.50
Smith of Derby (Inv.00118630)		
Renovation of millennium clock	Chq000002	6,595.68
In Bloom grant	Chq000003	500.00
Bowland Pennine MRT grant	Chq000004	200.00
Christmas Events c/ee grant	Chq000005	300.00

c) payments by direct debit

Easy Web Sites (hosting fee, SSL certificate) VM	46.80
O2 (mobile phone contract) VM	10.61
LCC (contributions) VM	524.78
LCC (deficit) VM	50.00

d) statement of accounts

CB1 Virgin Money (formerly Yorkshire Bank)	£100,094.49
CB2 HTB Bond issue 39	£ 40,623.44
CB3 IB	Nil
CB4 UNITY	£ 99,143.55
CB5 HTB easy access	£ 10,001.00

4 Flag-flying guidance

A majority of councillors were in favour of following the recent 'New Government Guidance on Flying the Union Flag'. This would mean the Union flag would be flown from the cenotaph flagpole each day unless it was a day when it was appropriate to fly another flag. A final decision to be made at the next full meeting of the council.

5 Antique clock

Cllr Nicholls will arrange for the American school wall clock to be repaired by a local jeweller at a cost of up to £300. Photographs to be taken and investigations to be made into where it could be displayed.

6 Grant payments

Applications for grants were considered and the clerk was asked to make the following payments:

- In Bloom team - £500
- Community Christmas Events committee - £300
- Bowland Pennine Mountain Rescue Team - £200.

7 Additional benches

The clerk was asked to proceed with the purchase of benches from British Recycled Plastics within the council's budget allocation and to purchase two memorial benches requested by members of the public.

8 Bequest item

Cllr Drobny to work with Cllr Johnson in gathering detailed information on possible expenditure. This would be presented to the trustees when a meeting is arranged.

9 Other business

i). Recruitment – purchase of tools

The clerk to work with Cllr Tarpey-Black to purchase the tools and clothing necessary for the lengthskeeper to start work. Any need for further budget virement to be referred to the finance committee.

ii). Clerk's additional hours

Councillors noted the personnel committee's agreement for the clerk to be paid for the additional hours carried over at the end of the 2019-2020 financial year.

iii). Councillor vacancies

Councillors noted that the deadline for an election to be called to fill the vacancies is 30 June.

iv). Response from Jigsaw Homes

The clerk to reiterate that the housing allocation contravened the s106 agreement and there are no grounds on which the housing should have been allocated to the mother and son. The clerk to also write to Wyre regarding the wording of the s106 agreement.

Cllr Drobny to identify the higher authority to which issues re Jigsaw Homes can be raised.

The local MP's communications manager to be informed.

Further guidance to be put in Green Book and on council's Facebook page regarding the need to register early for affordable homes. Cllr Patrick and Cllr Nicholls to provide wording.

v). Thank you letter.

Cllr Patrick to draft a letter of thanks to Mark O'Donnell for his visit and assistance in getting a number of highways issues resolved. The clerk to issue the letter.

vi) Renaming of riverside walk

Cllr Drobny suggested renaming the riverside walk as either Prince Philip Way or the Duke of Edinburgh Riverside Walk. Cllr Orme to raise this with Wyre Council.

vii) Library sessions for councillors

Cllr Johnson asked when library sessions for councillors would recommence. It was thought that these should not resume until all restrictions are lifted.

10 Date and time of next meeting

The next meeting will be held on 12 July 2021 at 7.00pm. If Covid restrictions are still in place this will be a working group.

ACTIONS TAKEN FOLLOWING JULY WORKING GROUP

(ii) Resolved: to note councillor attendance and to approve the actions taken in July as shown below.

Present: Cllrs P Orme (Mayor), R Drobny, T Johnson, K Nicholls, N Pattrick, A Tarpey-Black, Cllr Williams, Cllr Woods.

In attendance: Alison May, clerk to the town council.

1 Apologies for absence – none

2 Declaration of interests and dispensations

Cllr Johnson - union interests.

3 Planning

Councillors' opinions on the following application:

Application Number: 21/00732/FUL

Proposal: Replacement of a 30x8 storage container

Location: Preesall Playing Fields Sandy Lane Preesall Poulton-Le-Fylde Lancashire

Unanimous in wishing to approve the application.

4 Finance

Councillors were asked to note the receipts and the payments made under the delegated arrangements given to the clerk (and ratified at the May annual meeting of full council).

a) Receipts

Reference	Description	Amount
Cashbook 1		£0
Cashbook 4	Member of public re memorial bench and plaque	£268.82

b) Payments

Reference	Description	Amount
BACS00106	Amberol payment agreed at June meeting was released on 2 July	£127.50

BACS00107 & BACS00108	Payroll (figures provided by Towers + Gornall) To be paid electronically on 13/07/2021	£1921.37
BACS00109	Clerk's expenses homeworking allowance, Zoom fee (14.39), memorial bench plaque (55.70), mileage	£94.84
BACS00110	848 Services Ltd (Inv.12253) Microsoft fee	£9.48
BACS00111	British Recycled Plastics (Inv.2962 for 5 benches) paid on 2 July	£1396.33
BACS00112	Cartridgesave (INVZB53PK)	£49.96
BACS00113	FH&M Davies and son (Inv. SI430) flower barrel	£80.40
c) Direct debits		
Cashbook 4	June payment of quarterly bank charge	£18.00
Cashbook 1	Easy Web Sites (hosting fee, SSL certificate)	£46.80
Cashbook 1	O2 (mobile phone contract)	£10.61
Cashbook 1	LCC pension (contributions)	£573.21
Cashbook 1	LCC pension(arrears)	£50.00
Cashbook 1	ICO Data protection renewal fee	£35.00

d) Statement of accounts	
CB1 Virgin Money	£91,866.22
CB2 HTB Bond issue 39	£40,623.44
CB3 IB	Nil
CB4 UNITY	£97,113.81
CB5 HTB easy access	£10,001.00

5 Bethel Chapel

Councillors were unanimous in requesting that the clerk commence proceedings with Historic England for the listing of the original chapel to the front of the building and the external wall. Cllr Orme and Cllr Woods to provide the clerk with background information on the chapel.

6 Casual vacancy

As Wyre Council has confirmed the period in which the public can call an election to fill the four vacancies on the council has now elapsed, councillors discussed the arrangements for co-option.

- Notices advertising the vacancies to be placed on each of the three noticeboards, in the Over Wyre Focus magazine and on Facebook with a closing date of 2 August at 17.00.
- Interviews to be held on 9 August.

7 Other business

i) Future meetings format, committee input and possible creation of planning committee.

- Councillors supported Cllr Orme's suggestion to make the finances item an attached quarterly report to the the agenda and minutes from the finance committee, and for the finance committee to approve monthly expenditure with the exception of setting the precept.
- They also agreed with the suggestion to no longer hold an August meeting of full council.
- They did not agree with the proposal to establish a planning committee.

ii) 'This way to the beach' signage in Knott End.

Councillors supported the proposal to repaint the wording on the property at the corner of Clarence Avenue subject to obtaining the landlord's permission. Cllr Orme to seek that permission.

iii) Possible floral planting arrangement, utilising the new Christmas tree hole, at the junction of Fordstone Avenue.

Councillors were in support of the floral planting feature and asked the clerk to proceed with making the necessary arrangements.

iv) Jigsaw Homes' latest response.

Councillors were unhappy with the latest response from Jigsaw Homes and asked the clerk to escalate this to Garry Payne with a view to referring the matter to the ombudsman if a satisfactory response isn't agreed.

v) Consideration of signs at strategic points requesting the public to take their litter home.

This item to be considered at a later date once the lengthskeeper has a chance to report on littering hotspots.

vi) Beacon lighting for Queen's Jubilee.

The item to be considered by the civic events committee and proposals brought back to full council.

vii) Lengthskeeper training

The clerk to book any necessary training for the lengthskeeper

viii) Public rights of way

Councillors were of the opinion that the council should sign up to this year's scheme.

The clerk to make the necessary arrangements.

ix) Watering by In Bloom

The clerk read out a letter from the In Bloom team asking for help with watering of the summer planting. Councillors to offer to work with the In Bloom team to promote its efforts and seek volunteers from within the community.

x) Possible purchase of land for allotments

The clerk to be given authority to purchase suitable land up to the value of £10k.

Advice on suitability of land to be obtained from Cllr Tarpey-Black.

xi) American school clock

The clock is currently awaiting repair. If it can be repaired then St Aidan's School has agreed for it to be donated to the school. The council to commission a plaque detailing its history.

xii) Climate change documentation

The clerk was asked to circulate documentation supplied by Wyre Council and councillors were asked to consider the contents and pass their observations to the clerk.

The council's climate emergency working group to convene once the new councillors have been recruited.

xiii) Railway group

Cllr Orme reported that he had attended a meeting of the group that now had a new project manager.

xiv) Damage to Methodist church wall

Cllr Orme suggested approaching the Lighthouse Church to see if it would be willing to consider having the wall at the corner of Clarence Avenue and Lancaster Road rebuilt slightly further on to its land to allow for the creation of a bench area. It was suggested that he approach the church.

8 Date and time of next meeting

Councillors supported Cllr Orme's suggestion that the council doesn't hold a meeting in August, a common practice among many councils, and uses the time to recruit new councillors on the evening of 13 August. Planning applications to be dealt with by circulation to each councillor with a collated response from the clerk and finance to be dealt with via the finance committee. The council to resume face to face meetings in September.

The next meeting of the full council will be held on 13 September 2021 at 7.00pm.

33(6) Public participation

The Mayor asked councillors **to agree** to adjourn the meeting to allow non-councillors to speak.

A member of the public made a complaint about too much footfall and traffic to Beechfield Ave. There is a trip hazard. Lamp No 12 is not working. Antisocial behaviour, a no drinking zone was requested.

Complaint of people cycling on pavement on Cedar Avenue from Preesall Park.

Complaint of e-scooters on roads and pavements causing a public danger.

Complaint of trees on park blocking light to gardens.

Query re council's standing orders.

At the conclusion of the public session councillors **resolved** to reconvene the meeting.

34(7) Planning applications

Application Number: 21/00960/FUL

Proposal: Single-storey side extension (following demolition of existing single-storey side extension)

Location: 58 Links Road Knott End-On-Sea Poulton-Le-Fylde Lancashire FY6 0DG

Resolved: the council was unanimous in raising no objections.

Application Number: 21/00968/FUL

Proposal: Erection of a single-storey rear extension

Location: 21 Sandy Lane Preesall Poulton-le-Fylde Lancashire FY6 0EJ

Resolved: the council raised no objections to the application (10 in favour, 1 against)

The following application relates to a proposed development in Stalmine. Given the size and nature of the application councillors are invited to comment if they so wish:

Application Number: 21/00981/FULMAJ

Proposal: Hybrid planning application for two 80-bed care homes with landscaping and associated works (full application), and up to 50 dwellings with access (outline application) (resubmission of 20/01175/FULMAJ)

Location: Land off Stricklands Lane Stalmine Lancashire

Resolved: the council was unanimous in objecting to this application, citing:

Visual impact

The proposed care home is incompatible in terms of its size, mass and scale with residential housing.

Green space

There is no proposal for any usable open space.

Car parking

The proposed car parking arrangements for the home are inadequate to support both staff and visitors.

Flood risk

This area is known for standing water and the inability of the drainage system to cope at times of heavy rainfall. The cumulative effect of water discharge from both the residential homes and domestic properties will only increase the problem.

Consultation

It was disappointing to note that a development of this scale in a small village and with wider possible transport implications for other Over Wyre residents had not included a public consultation.

35(8) Finance

Councillors **noted** that the finance committee had met in advance of the full council meeting and had **resolved** to agree the September payments.

36(9) Town Council vacancy

Resolved: to readvertise the remaining casual vacancy on the council with a closing date of Monday 11 October at 10.00am. This will allow time for the vacancy to be advertised in the Green Book and for councillors to be notified as to the number of applicants at its October meeting. A date of 18 October was agreed for the interviews.

37(10) Reports from committees and working groups

i) Finance committee

Councillors **noted** the agreed minutes of 26 April and **noted** that a review of quarter one finances and expenditure against budget was undertaken on 11 August with no issues identified and no budget heads overspent.

ii) Civic events committee

The committee met at 10.30am on 11 August. Councillors **noted** the agreed minutes from the meeting held on 1 June.

Resolved: to support the proposal that full council pay for a jubilee party for each of the junior schools to commemorate the Queen's platinum jubilee if the heads of the schools agree.

38(11) Audit for year ended 31 March 2021

Councillors noted that PKF Littlejohn LLP has concluded the audit.

Resolved: to accept the annual return and certificate and for the Annual Return and

Notice of Conclusion of Audit to be displayed 'in a conspicuous place' before 30 September 2021, for at least 14 days.

39(12) Projects for 2022/2023

The draft budget for 2022/2023 will initially be considered at the November meeting and the costs of projects that councillors might wish to undertake need to be calculated by the end of October at the latest.

Resolved: For items to be presented to the clerk for the October agenda.

40(13) Kelly's Corner

Resolved: that permission be given to Cllr Orme to write to Wyre Council asking if it would consider donating/selling the land known as Kelly's Corner, at the junction of Grasmere Avenue and Lancaster Road, to Preesall Town Council.

41(14) Jubilee Garden hedge

Resolved: to give approval for the hedge to the rear of the library in the Jubilee Garden to be professionally laid at a cost of £150. Cllr Orme to liaise with the clerk.

42(15) LALC AGM

The 77th annual general meeting will be held on Saturday 20 November 2021 at 10am via Zoom.

Resolved: Cllr Orme to attend on behalf of the council with Cllr Tarpey-Black.

43(16) Lancashire Fire and Rescue Service consultation

Resolved: that councillors should respond individually to the consultation.

44(17) Documents for review

i) Model publication scheme

Resolved: to readopt the scheme subject to the committees being incorporated into the document and adding the lengthskeeper to the staffing structure.

ii) Training policy

Resolved: to readopt the training policy, amended to bring it in line with the council's policy on equality. This is considered best practice and reflects the council's commitment to providing a quality service through the continuing development of its employees and the availability of training to enable councillors to meet the demands of the role.

iii) Data protection policies, procedures and forms

Resolved: to readopt the policies, notices and information forms amended to reflect the 2021 review and to note that it is essential that councillors are familiar with this documentation and ensure that they comply with the requirements of the Data Protection Act 2018.

- PTC Document Retention and Disposal Policy 2021
- PTC Document Retention and Disposal - Appendix A List of Documents for Retention or Disposal
- PTC Information Data Protection Policy 2021
- PTC Management of Transferable Data Policy 2021
- PTC Press, Social Media and Electronic Communication Policy 2021

- PTC Privacy Notice - New Councillor 2021
- PTC Privacy Notice - Email Contact 2021
- PTC Privacy Notice - Employee and Role holders 2021
- PTC Privacy Notice 2021

- PTC Consent to hold Contact Information Form
- PTC Library Consent Form

Forms below are for use by the clerk:

- PTC Subject Access Request Form
- PTC Data Breach Reporting Form
- PTC Privacy Impact Assessment Form

iv) Grants policy

Resolved: to readopt the unamended policy, which had been reviewed and brought up to date with details of the review.

v) Complaints procedure

Resolved: to readopt the complaints procedure, amended to bring it in line with the council's policy on equality.

vi) Audio-visual recording policy

Resolved: to readopt the audio-visual recording policy, amended to bring it in line with the council's policy on equality.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

45(18) Appointment of outside body representatives and subject leads

The following were agreed as outside body representatives:

- Best Kept Village - Cllr Orme
- FOKEL - Cllr Lewin
- Gala - Cllr Woods and Cllr Jepson
- KE light railway - Cllr Drobny and Cllr Orme
- Halite/Brine watch - Cllr Johnson
- Health (all aspects) - Cllr Lewin and Cllr Tarpey-Black,
- Lancashire Association of Local Councils (Wyre Area Committee) - Cllr Orme
(all councillors have a right to attend)
- Over Wyre Parishes joint meeting - Cllr Orme and Cllr Nicholls
- Preesall Youth and Community Association - Cllr Johnson
- Wyre Flood Forum - Cllr Orme and Cllr Johnson
- Wyre In Bloom - Cllr Woods

Christmas Community Events committee - Cllr Tarpey-Black
Youth - Cllr Pattrick and Cllr Tarpey-Black

The following were agreed as subject leads:

Highways - Cllr Pattrick and Cllr Jepson
Housing - Cllr Nicholls; Cllr Williams
Planning Ambassador – Cllr Lewin, Cllr Pattrick
Tourism - Cllr Johnson, Cllr Drobny

46(19) Verbal reports from Wyre councillors

Cllr Orme – Wyre BC is slowly getting back to normal in civic centre.

47(20) Clerk's report

Councillors **noted**:

Feeder pillar at Fordstone Avenue

The feeder pillar near the memorial seating area has been installed by Lancashire County Council. The electricity supply should be in place by the end of September.

Letter to Wyre Council re Willows Close

A letter expressing the council's concern at the allocation of certain properties on Willows Close has resulted in Wyre Council redrafting the wording for future s106 agreement to read:

An individual who:

has, or a member of his or her household has, a parent, adult, child, brother or sister whose only or principal home is and has been for a continuous period of not less than 3 (three) years in the said wards of XXX and he or she wishes to be near that relative;

An investigation into the allocation of existing properties by Wyre Council has concluded that the properties were correctly allocated.

Public footpaths

A request has been made to Lancashire County Council for Preesall Town Council to take part in this year's funding round for the clearance and maintenance of public rights of way in the parish. The sum to be paid to PTC for this work is £500.

Flagged seating area near Battle of Britain memorial

Work on the creation of a pathway, the installation of additional benches and repositioning of existing benches is scheduled to take place at the end of September.

Additional benches

Problems at the manufacturer of the benches arising from Covid have delayed the delivery of the five new benches. These are now scheduled for delivery on 10 September.

Request for memorial bench

A further request for a memorial bench near the Lowry statue has been received from a member of the public. This bench will be allocated from the three spare benches above. Another member of the public is also considering placing a bench on the sea wall, which would leave one spare bench.

Councillor comments on clerks report:

Cllr Patrick was concerned about allocation of Jigsaw Homes and it not obeying the onion skin principle and not doing any checks. This matter is to be added to the next agenda proposing a letter being sent to Housing Ombudsman regarding Jigsaw.

Proposed that FOI request to be made to police to ask how many complaints have been made regarding Willows Close.

It was noted that the SPID group hadn't met recently. It was explained that members are waiting for LCC to agree suitable locations. It was suggested that a letter be sent to LCC to explain the situation and progress.

CCTV cameras – LCC is still procrastinating over said camera fitting. Awaiting LCC to decide which lamp post to site it on.

Proposed that a letter be sent to LCC, MP and Mathew Salter the County Councillor regarding the outstanding issues of SPID signs, CCTV etc.

Beach access – Covid has prevented testing from taking place.

Climate working group – CllrS Drobny, Johnson, Renwick and Williams to arrange a meeting.

48(21) Mayor's report

Nothing to report.

49(22) Questions to councillors

Cllr Drobny asked about the situation at the village clock in relation to missing tiles. Cllr Orme (Mayor) reported that he has approached a local gentleman who is a potter. Cllr Orme is awaiting price for said work.

50(23) Items for next agenda

The next meeting will be held on 11 October 2021 - councillors were asked to raise matters to be included on the agenda and provide updates from working groups by notifying the clerk **in writing by Thursday 30 September** 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 either what the proposal is and that a decision is required or whether the item is for information only.

There being no further business, the Mayor closed the meeting at 9.10pm.