



PREESALL TOWN COUNCIL

20 September 2022

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council on Monday 26 September 2022 at **7.00pm** at Preesall Youth and Community Centre, Lancaster Road, Preesall.

Alison May
Town Clerk (Proper Officer of the Council)

This meeting may be being recorded by the council, members of the public or the press.

Prior to the start of the meeting the chair will make an announcement to confirm if anyone present intends to record proceedings.

It is important to note that those intending to record do not have to indicate as such but are required to do this in a way that is not disruptive of the meeting and does not focus on the public gallery.

Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they may be filmed, recorded or reported on. If any member of the public speaking at the meeting does not wish to be recorded, they should let the chair of the meeting know.

"The chair of the meeting has the discretion to terminate or suspend filming or recording, if in their opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by the council."

A G E N D A

1 Apologies for absence

2 Declaration of interests and dispensations

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

3 Minutes of the last meetings

Councillors are asked **to approve** as a correct record the minutes, as presented, of the meetings held on 11 July and 30 July 2022.

4 Public participation

The Mayor 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 Mayor will ask councillors **to agree** to reconvene the meeting.

5 To receive the script for the Proclamation of His Majesty The King Charles III

Councillors are asked to receive and enter into the minutes of this council the script and Proclamation of His Majesty The King Charles III as delivered by the Mayor of Preesall Town Councillor Kath Shepherd on 11 September 2022 (**emailed 20.09**).

6 Planning applications

Application Number: 22/00848/FUL

Proposal: Single-storey rear and side extension following demolition of existing conservatory.

Location: Oaklands Hackensall Road Knott End-on-Sea Poulton-le-Fylde Lancashire

Application Number: 22/00736/FUL

Proposal: Change of use of land for the siting of 33 static holiday caravans to create an extension of the existing caravan park, including new internal access roads and landscaping.

Location: Willowgrove Park Sandy Lane Preesall Lancashire

Application Number: 22/00902/FUL

Proposal: Erection of one dwellinghouse

Location: Land Adjacent No. 1 Barnes Cottages Back Lane Preesall

7 Reports from committees and working groups

i) Finance committee

Councillors are asked **to note** that the committee met on 15 August and a review of quarter one finances and expenditure against budget was undertaken. No issues were identified and one budget head was overspent – benches.

A brief verbal update will be provided by the chair, Cllr Orme.

ii) Civic Events committee

Councillors are asked **to note** that the committee met on 25 July and on 5 September. A brief verbal update will be provided by the chair, Cllr Shepherd.

- a) At the July meeting it was resolved not to proceed with the episodes in history event. In addition, it was resolved that the committee would propose to full council that it hold a May Day festival in 2023. This would include a maypole, Morris group, clog dancing, possibly a fair for small children and a picnic in the park. Councillors are asked **to determine** how they wish to proceed.
- b) At the September meeting it was resolved to move the Remembrance Sunday service on 13 November to 10.00am to bring it in line with the service being held at St. Oswald's Church. As there is no road closure and arrangements are via the church there will not be official council input. Councillors are asked **to confirm** the arrangements.

8 Lengthskeeper's workshop and council storage

i) It has proved impossible to hire a crane company to lift a container into position on Preesall Park. Research has revealed that it is possible to purchase a flat pack storage container. Councillors are asked to consider adopting this approach. Details of the collapsible containers provided by four separate suppliers along with costings has been **emailed**. The recommended product is the 2 x 3m joined containers from 'Portable Space' at a base cost of £3,110. There will be additional costs for locks/shelving that will be covered within the existing budget. Councillors are asked **to determine** how they wish to proceed.

ii) Enquiries continue regarding the possible purchase of a property suitable for use as a workshop/storage for the lengthskeeper. One possible property has been identified and further information is being sought. As this is commercial in confidence it is recommended that it is discussed in closed session – see below.

9 Donations

Cllr Shepherd would like to ask councillors to consider donating £100, or any other amount the council agrees, each year to: SODS; Preesall rainbows and Preesall brownies and any other local children's groups to help with their costs and to keep the groups going. Councillors are asked **to determine** how they wish to proceed.

10 Binoculars

Cllr Woods would like to ask councillors to view the binoculars described and pictured in the emailed document. Councillors are asked **to determine** the preferred style of binocular and a maximum cost.

11 Town Council vacancy

Councillors are asked **to note** that following the resignation of Cllr Tarpey-Black a vacancy now exists on the council. As per normal practice Wyre Council has been informed and is following due process. Councillors will be informed should the need arise for Preesall Town Council to co-opt an additional councillor.

12 Projects for 2023/2024

The draft budget for 2023/2024 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. Councillors are therefore asked **to put forward ideas** for projects to be funded from next year's budget. Ideas can be raised up to and including the October meeting.

13 Confirmation of completion of audit for year ended 31 March 2022

Councillors are asked **to receive** the letter and completed AGAR from the Council's external auditor - PKF Littlejohn LLP - confirming that the AGAR for 2021/22 was in accordance with proper practices and the auditor has no cause for concern that relevant legislation and regulatory requirements have not been met and that no minor issues were identified.
(emailed 20.09)

14 Option to opt out of the SAAA central external auditor appointment arrangements

The council has the option to opt out of the central procurement and appointment scheme and appoint their own external auditor for the next five-year period. Details of what this entails and the requirement for a new external auditor to be in place by 30 November 2022 have been **(emailed 20.09)**. Councillors are asked to determine how they wish to proceed.

15 Jubilee Garden hedge

The hedge now needs trimming, having put on seasonal growth. Councillors are asked **to give approval** for a contractor to be appointed who will both cut and remove the clippings.

16 LALC AGM

The 78th annual general meeting will be held on Saturday 12 November 2022. Arrangements are being made with LCC to have a joint conference the same day so the AGM will follow the morning's conference and lunch.

The council is invited to send one voting representative (which may be the clerk) and may send additional non-voting representatives. Councillors are asked to determine who the voting representative should be and whether any non-voting representatives will attend. Councillors are also asked whether they wish the council to submit any resolutions for discussion and decision by delegates (each requires a proposer and seconder).

17 Lancashire Partnership Against Crime (LANPAC).

The council has been invited to become an associate member of LANPAC.

LANPAC is a unique collaboration between Lancashire Constabulary, Lancashire businesses and public services working together to reduce levels of crime and disorder across the county. Established in 1992, the partnership has charitable status and uses revenue from member subscriptions to fund local community safety projects throughout Lancashire. Last year alone, the partnership supported over 60 such successful projects. Some examples of the valuable work of the partnership are described on the [LANPAC website](#), which also lists the current associate member companies.

The charity has no overheads as all the running cost, including salary, office and postage is contributed by Lancashire Constabulary. This means that every penny donated to the charity by members is spent on community safety projects.

In return for a small annual membership fee the council can take advantage of the vast benefits which are highlighted on the **emailed** sheet which also outlines the membership fees. Councillors are asked **to determine** whether the council becomes a member.

18 Lancashire Fire and Rescue

The council is being asked for its views on proposals for emergency cover over the next three years.

The service has undertaken an emergency cover review (ECR) to ensure that its emergency response remains effective and efficient, and that it is well equipped to respond to future challenges. It has assessed the locations, numbers and types of fire stations and appliances against community risks and incident levels across the county.

In this review it aims to strengthen its response to climate change emergencies by introducing fire appliances that can travel off-road in areas prone to flooding and wildfires. It is also focused on enhancing its capabilities in relation to high rise and commercial building fires, with no reduction in the overall number of fire stations or appliances in the county.

As an important partner, the council's views are essential, and it has been asked to complete a survey. Full details on the proposals and the survey are available at

www.lancsfireandrescue.org.uk/emergencycover.

19 Civility and respect

i) Councillors are asked to consider the **emailed** document explaining what they are committing to by signing the pledge and behaviour they are agreeing to uphold.

Councillors are asked **to pass a resolution** to sign up to the civility and respect pledge.

ii) Should councillors be of a mind to sign the pledge they are also asked **to adopt the emailed** dignity at work policy.

20 Documents for review

i) Model publication scheme

The Freedom of Information Act requires organisations to publish details of the information it holds and makes available and is reviewed annually. Councillors are asked **to readopt the emailed** scheme.

ii) Training policy

Councillors are asked **to readopt** the training policy which has been reviewed and brought up to date with details of the review. 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

The documentation listed below was developed to ensure that the council can comply with the requirement to protect personal data introduced through General Data Protection Regulations (GDPR) in May 2018. This documentation is subject to an annual review. No changes are proposed to the policies, notices and information forms other than to reflect the 2022 review. However, 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 2022

-PTC Document Retention and Disposal - Appendix A List of Documents for Retention or Disposal

-PTC Information Data Protection Policy 2022

-PTC Management of Transferable Data Policy 2022

-PTC Press, Social Media and Electronic Communication Policy 2022

- PTC Privacy Notice - New Councillor 2022
- PTC Privacy Notice - Email Contact 2022
- PTC Privacy Notice - Employee and Role holders 2022
- PTC Privacy Notice 2022

- 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

The only policy to be updated is the PTC Information Data Protection Policy 2022 which now contains an additional paragraph relating to the council's use of CCTV. Councillors are asked **to readopt** the **(emailed)** policies.

iv) Grants policy

In 2016 the council adopted a grants and donations policy, which is reviewed annually. The policy requests applicants for grants to apply before 25 October and 25 May each year. Councillors are asked **to readopt** the **(emailed)** policy, which has been reviewed and has no recommended amendments.

v) Complaints procedure

Councillors are asked **to readopt** the complaints procedure **(emailed)**, which has been reviewed and has no recommended amendments.

vi) Audio visual recording policy

Councillors are asked **to readopt** the audio-visual recording policy **(emailed)**, which has been reviewed and has no recommended amendments.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

21 Reports from subject leads and outside body representatives

No written reports have been received.

22 Verbal reports from Wyre councillors

Wyre councillors will report any items relevant to the area.

23 Clerk's report

Councillors are asked to note the information contained in the clerk's report **(emailed)**.

24 Mayor's report

An opportunity for the Mayor to report on events and activities.

25 Questions to councillors

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

26 Exclusion of the press and public

Pursuant to Section 1(2) and 1(3) of the Public Bodies (Admission to Meetings) Act 1960, the council may resolve to exclude the press and public to discuss a staffing matter.

27 Items for next agenda

The next meeting will be held on **10 October 2022** - councillors are asked to raise matters to be included on the agenda and provide updates from working groups by notifying the clerk **in writing by Thursday 29 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 what the proposal is and that a decision is required or whether the item is for information only.