



PREESALL TOWN COUNCIL

**Minutes of the Town Council meeting held on
Monday 26 September 2022 at 7.00pm at Preesall
and Knott End Youth and Community Centre**

Present: Cllrs K Shepherd (Mayor), R Drobny, S Jepson, T Johnson, J Lewin, P Orme, K Woods

In attendance: Alison May, clerk to the town council; 18 members of the public.

65a(1) Apologies for absence – Cllrs Patrick, Renwick.

65b(1) Absent without apology – Cllrs Rossall, Williams.

66(2) Declaration of interests and dispensations

None.

67(3) Minutes of the last meetings

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

68(4) Public participation

Councillors **resolved** to agree to adjourn the meeting to allow non-councillors to speak.

- Thanks were expressed for the work carried out by Cllr Tarpey-Black during her time in office.
- Thanks were expressed to Cllr Shepherd for the Proclamation made on Sunday 11 September. It was also stated that Cllr Shepherd's diligence and help during these difficult few months was appreciated, in particular, assistance given to members of the public.
- Councillors were told that Freedom of Information requests on pecuniary interests, method statements and other matters were not being replied to by Wyre Council within the requisite time frame and referral to the Information Commissioner still doesn't provide the information.
- Comments were made regarding tipping at the rear of 4 Paws kennels and perceived lack of action over a three-to-four-year period. The clerk was asked whether it had been discussed within the council. In response: the clerk replied that it had not been discussed in council as it had come to light during Covid and lockdown. The power to take enforcement action on such matters lies with Wyre Council, therefore it had been reported direct. The member of the public then stated that both Wyre and County Councillor Salter were unable to find a record of it being reported. Wyre Cllr Rushforth interjected stating she had received information from residents in 2020/21 followed by

mass dumping of waste. A complaint did go to the head of planning at Wyre Council and it was investigated. Investigations showed the landowner has an exemption licence for waste, but not the type of waste brought in. The bunds are legitimate. The planning department informed the Environment Agency which, it is understood, did not send an officer out as it was not considered to be a big enough pollution incident. It has subsequently been reported to Lancashire County Council, which is conducting its own investigation.

- It was reported that 4 Paws kennels is to close.
- It was reported that the quarry group is still active and an update on activity was provided and a need for a health impact assessment had been identified. With surveys of residents within 1km of the site having been conducted, a further survey planned. Approaches had been made to the Patient Participation Group and the MP to write and ask for a statement. The council was asked if it would also request an impact assessment. In response: the mayor replied that as this was not an agenda item no decision could be made and that it would have to be a motion on the October agenda. No comment could be made at this time.

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

69(5) To receive the script for the Proclamation of His Majesty The King Charles III

Resolved: to enter into the minutes the script and Proclamation of His Majesty King Charles III as delivered by the Mayor of Preesall Town Councillor Kath Shepherd on 11 September 2022.

STATEMENT

We come together this morning following the passing of our late sovereign, Queen Elizabeth the Second.

Our sadness at this time is shared by people across the globe, as we remember with affection and gratitude the lifetime of service given by our longest-serving monarch. The basis on which our monarchy is built has ensured that through the centuries the Crown has passed in an unbroken line of succession.

Today's ceremony marks the formal proclamation to the people of the parish of Preesall and the beginning of our new King's reign.

On Saturday the Accession Council met at St. James's Palace to proclaim our new sovereign. The flags, flown at half-mast since our Queen's death, were raised briefly to their full height to mark the start of His Majesty's reign.

The Accession Council also made an order requiring high sheriffs to cause the Proclamation to be read in the areas of their jurisdiction. It was that task that the High Sheriff of Lancashire discharged earlier this Sunday. It is now my humble duty to read the Proclamation to the people of the parish of Preesall.

PROCLAMATION

Whereas it has pleased Almighty God to call to His Mercy our late Sovereign Lady Queen Elizabeth the Second of Blessed and Glorious Memory, by whose Decease the Crown of the United Kingdom of Great Britain and Northern Ireland is solely and rightfully come to The Prince Charles Philip Arthur George: We, therefore, the Lords Spiritual and Temporal of this Realm and Members of the House of Commons, together with other members of Her late Majesty's Privy Council and representatives of the Realms and Territories, Aldermen and Citizens of London, and others, do now hereby with one voice and Consent of Tongue and Heart publish and proclaim that The Prince Charles Philip Arthur George is now, by the Death of our late Sovereign of Happy Memory, become our only lawful and rightful Liege Lord Charles the Third, by the Grace of God of the United Kingdom of Great Britain and Northern Ireland and of His other Realms and Territories, King, Head of the Commonwealth, Defender of the Faith, to whom we do acknowledge all Faith and Obedience with humble Affection; beseeching God by whom Kings and Queens do reign to bless His Majesty with long and happy Years to reign over us.

Given at St. James's Palace this Tenth day of September in the year of Our Lord
Two thousand and twenty-two
GOD SAVE THE KING

70(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

Resolved: that the council raised no objections to the application (6 in favour, 1 abstention, 0 against).

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

Resolved: that the council objected to the application (0 in favour, 1 against, 6 abstention). No grounds were given for the vote against the application, however, the councillors who abstained raised the following concerns:

- Although the application states that it is 100% holiday accommodation many of the existing holiday caravans are used as permanent homes with claims to council tax being paid elsewhere, thereby using local service provision such as doctors, dentists etc yet not contributing locally to that service provision. This puts an additional strain on an already overloaded health centre and

other services. There is nothing to indicate that the same won't happen with the 33 vans.

- The increase in the number of vehicles – at least another 33 entering and exiting the site.
- The impact of surface water run-off.

Application number: 22/00902/FUL

Proposal: Erection of one dwellinghouse

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

Resolved: that the council raised no objections to the application (5 in favour, 1 against, 1 abstention).

71(7) Reports from committees and working groups

i) Finance committee

Resolved: to note the meeting of the committee on 15 August and the review of quarter one finances and expenditure against budget with no issues identified and one budget overspent – benches.

ii) Civic Events committee

Resolved: to note the meetings of the committee on 25 July and on 5 September. Cllr Shepherd gave an overview of the decisions made at the September meeting and the recommendations to full council:

- a) **Resolved:** the council to hold a May Day festival in 2023. This would include a maypole, Morris group, clog dancing, possibly a small children's fair and a picnic in the park. The Civic Events committee to proceed with making the necessary arrangements.
- b) **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.

72(8) Lengthskeeper's workshop and council storage

i) Resolved: the clerk to purchase two x 3m joined containers from 'Portable Space' at a base cost of £3,110. The clerk to also purchase locks/shelving as required within the existing budget allocation.

ii) Noted.

73(9) Donations

Resolved: that donations to individual groups should be made via the council's grant application process with the clerk providing advice and guidance if required. A permanent notice to be place on the noticeboards detailing the closing dates for applications and an entry in the Green Book in the approach to the deadline.

74(10)Binoculars

Resolved: to purchase one non-coin heritage telescope with storm cap to be sited at the top of Clarence Avenue. The clerk to obtain updated pricing and establish whether the member of the public still wishes to make a donation towards its cost. In addition, it was **resolved** that the clerk would establish the cost of one telescope, possibly talking, including ongoing costs, in a payable format for placing at the ferry slip in Knott End.

75(11)Town Council vacancy

Councillors **noted** that following the resignation of Cllr Tarpey-Black a vacancy now exists on the council. As no election has been called a motion will be placed on the October agenda for the council to determine how it wishes to proceed in co-opting an additional councillor. The clerk was also asked to write to Cllr Tarpey-Black thanking her for her service.

76(12) Projects for 2023/2024

It was **noted** that 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.

77(13)Confirmation of completion of audit for year ended 31 March 2022

Resolved: 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. It was also noted that the notice of conclusion of audit had been placed on the council's website and noticeboards within the requisite time period.

78(14) Option to opt out of the SAAA central external auditor appointment arrangements

Resolved: to remain with the SAAA central external auditor arrangements for the next five-year period.

79(15)Jubilee Garden hedge

Resolved: To postpone this item to the November meeting.

80(16)LALC AGM

Resolved: The 78th annual general meeting will be held on Saturday 12 November 2022. This will be a joint conference day with LCC. The AGM will follow the morning's conference and lunch. Cllr Orme will already be attending as the LALC representative. Cllr Lewin will attend as a voting representative, Cllr Shepherd will attend as a non-voting representative.

81(17)Lancashire Partnership Against Crime (LANPAC).

Resolved: to become an associate member of LANPAC.

[LANPAC website,](#)

82(18) Lancashire Fire and Rescue

Noted: that some councillors had completed the online questionnaire.

83(19) Civility and respect

i) Resolved: councillors were unanimous in agreeing to sign up to the civility and respect pledge.

ii) Resolved: to adopt the 'dignity at work' policy.

84(20) Documents for review

i) Model publication scheme

Resolved: to readopt the scheme.

ii) Training policy

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

iii) Data protection policies, procedures and forms

Resolved: to re-adopt the documentation listed below, 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. The only policy updated was the PTC Information Data Protection Policy 2022 which now contains an additional paragraph relating to the council's use of CCTV.

No changes were made to the other policies, notices and information forms other than to reflect the 2022 review.

- 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 Roleholders 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

iv) Grants policy

Resolved: to readopt the policy, which had been reviewed with no recommended amendments.

v) Complaints procedure

Resolved: to readopt the complaints procedure, which had been reviewed with no recommended amendments.

vi) Audio visual recording policy

Resolved: to readopt the audio-visual recording policy, which had been reviewed with no recommended amendments.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

85(21) Reports from subject leads and outside body representatives

It was reported that lantern building workshops are proposed for the morning of Saturday 19 November and the evening of Wednesday 23 November and at the Lighthouse Church on Sunday 27 November.

On the day of the council's Christmas lights switch-on the Over Wyre Community Choir will be having a concert at St Oswald's Church between 2.00 and 5.00pm.

86(22) Verbal reports from Wyre councillors

Cllr Orme said that he had nothing specific to report but would be happy to answer any questions.

Cllr Rushforth reported that work regarding the quarry, particularly around health issues, had been taken as far as possible without a planning application; she had re-activated a complaint re Whinmore Fold Farm, which is under investigation by LCC, and had been approached by residents regarding the creation of a track on Green Dicks Lane; she had undertaken a tour of the dyke system; there are issues on Little Tongues Lane regarding flytipping following the removal of the bin; bench ownership issues are being investigated further as is the car burnout in Knott End and multiple untaxed vehicles that have been reported to DVLA; the triaging of a child whose papers had gone missing had been facilitated.

Councillors asked if there were problems with bin emptying in general as a number of the bins seemed to be filling up more quickly.

Cllr Orme stated that the purpose of Wyre councillor reports is to report items impacting Preesall Council, not to list actions taken in respect of Wyre.

87(23) Clerk's report

Resolved: to note the information contained in the clerk's report. In addition, the clerk informed councillors that it had now been confirmed that installation of the average speed cameras on the A588 between Lancaster and Skippool will take place between November 22 and April 23.

Cllr Orme reported that it would be possible for the council to budget and pay for the installation of 20mph signs if it wished. The concern was raised regarding double taxation and those who would ignore it anyway.

It was suggested that an item be placed on the October agenda regarding speeding issues on Pilling Lane and for a letter to be sent to Mr Hassett. Also, an item in respect of a letter being sent to the police asking to park their speed van on Pilling Lane.

The clerk was provided with details of contacts at Wyre to write to re the 'Chatty bench'. The clerk was asked to put details of the Sightline befriending service on the council's website and in the Green Book.

88(24) Mayor's report

The Mayor reported that she had removed the flowers laid by the public to mark the death of HM Queen Elizabeth II at 9.00am on 20 September. The clerk had taken them for composting.

She had also attended the Civic Sunday service on 18 September and placed a wreath.

89(25) Questions to councillors

None.

90(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 **resolved** to exclude the press and public to discuss a staffing matter regarding working arrangements for the lengthskeeper. At the conclusion of this item it further **resolved** to reopen the meeting.

91(27) Items for next agenda

The next meeting will be held on **10 October 2022** - 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 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.

There being no further business, the Mayor closed the meeting at 9.20pm.