



MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 16 MAY 2023, 7.00 PM AT THE COMMUNITY CENTRE, MILL STREET, KIRKHAM

Attendees:	
Chris Hopkinson	Councillor (Cllr.) and Chair
Damian Buckley	Cllr.
James Cameron	Cllr.
Stuart Jones	Cllr.
Elizabeth Squires (Minutes)	Town Clerk

DESCRIPTION

ACTION

23/05/01 Apologies for Absence

To accept apologies for absence.

No apologies were noted.

23/05/02 Declarations of Interest

To receive any declarations of interest in an Agenda item. Members are reminded that in accordance with Section 94 of the Local Government Act, 1972, and the Council's Standing Orders, any direct or pecuniary or other interest should be declared.

No declarations of interest were noted.

23/05/03 Vote to Elect the Town Mayor

The Councillors to vote for Election of the Town Mayor 2023/24.

Cllrs. Buckley, Cameron and Jones voted that Cllr. Chris Hopkinson be elected Mayor.

23/05/04 Election of the Town Mayor of Kirkham

To elect the Town Mayor of Kirkham for the ensuing municipal year 2023/24.

Cllr. Hopkinson accepted the vote and was elected Mayor for the ensuing municipal year 2023/24.

Cllr. Hopkinson remained as Chair in his capacity as Mayor.

DESCRIPTION**ACTION****23/05/05 Vote to Elect the Deputy Town Mayor**

The Councillors to vote for Election of the Deputy Town Mayor 2023/24.

Cllrs. Hopkinson, Cameron and Jones voted that Cllr. Damian Buckley be elected Deputy Mayor.

23/05/06 Election of the Deputy Town Mayor of Kirkham

To elect the Deputy Town Mayor of Kirkham for the ensuing municipal year 2023/24.

Cllr. Buckley accepted the vote and was elected Deputy Mayor for the ensuing municipal year 2023/24.

23/05/07 Minutes of the Previous Meeting

To accept as a correct record the Minutes of the Town Council held on 14 March 2023.

Minutes were accepted as a true record.

23/05/08 Public Participation

Matters brought to the Town Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall, this section will typically be limited to 20 minutes, although the Chair may, at their discretion, extend this.

No members of the public attended the meeting.

23/05/09 Matters Arising**(i) The External Auditor Report**

This has been published on the Town Council website.

(ii) Zurich Insurance

Cllr. Jones advised that he would review the current insurance policy with Zurich to ensure that the Town Council was fully covered (this to include walls).

(iii) Bank Transfer

The request to transfer funds to the Business Reserve has been actioned.

(iv) Minimum Wage Requirement

This has been communicated to the Town Council's payroll service provider for action.

(v) Town Clerk's Appraisal

The Town Clerk's appraisal has been undertaken.

	DESCRIPTION	ACTION
23/05/10	Mayors Announcements	Mayor
	<p>(i) Co-option of Councillors</p> <p>The Cllrs. discussed the process for Co-opting to the Town Council. The Town Clerk informed the Cllrs. that the advert had been placed. Cllrs. agreed that interviews would take place 12 and 13 June 2023 and agreed that the next Town Council meeting would be moved to 20 June 2023 to accommodate this action.</p>	
	<p>(ii) Committees</p> <p>The Cllrs. agreed the need for additional committees. These to be implemented when the co-option process has taken place.</p>	
	<p>(iii) Income Generation Schemes</p> <p>Cllr. Hopkinson raised the opportunity for local businesses to sponsor flower bed areas. This to be implemented in the next financial year 2024/25.</p>	
	<p>(iv) LALC/NALC Subscription</p> <p>The Town Clerk informed the Cllrs. that the annual subscription for LALC/NALC was due to be paid and reminded them that if this service was no longer required, that 6 months' notice was needed. The Cllrs agreed that this was a beneficial subscription, supporting the work of the Town Council.</p>	
	<p>(v) Rural Services Network Subscription</p> <p>The Town Clerk informed the Cllrs that following a trial period, the subscription for Rural Services Network was due. There has been no real benefit of this subscription and the Cllrs. agreed that this would not be renewed.</p>	
	<p>(vi) Website Hosting Arrangements</p> <p>The Town Clerk informed the meeting that the new Town Council website is going to be populated following training with Property World. Hosting arrangements were discussed, Cllr. Buckley to liaise with Property World in respect of hosting charges.</p>	<p>ACTION: Cllr. Buckley to liaise with Property World in respect of future hosting arrangements.</p>
	<p>(vii) Santander Banking Arrangements</p> <p>Cllr. Buckley raised the need for additional authorisers for the payment of invoices and salaries. It was agreed that Cllr. Hopkinson be added and Cllr. Cameron too, if required.</p>	<p>ACTION: Cllr. Buckley to liaise with the Town Council's designated manager at Santander to escalate the requirement for a further signatory.</p>

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(viii) Twinning

The Town Clerk reminded the Cllrs. that this year is the 50th anniversary of Twinning with Ancenis in France. The Cllrs. discussed how they would support marking this occasion.

ACTION: The Town Clerk to request additional information in respect of Twinning expectations.

(ix) Standing Orders

The Cllrs. agreed that the current Standing Orders are in need of update. There was an acceptance that this would be time consuming.

ACTION: The Town Clerk to obtain the NALC Standing Orders and these be used for future review of this Town Council's document.

(x) Eric Wright

A request to the Town Council from Eric Wright, to store paving materials at William Segar Hodgson Pavillion car park was rejected.

23/05/11 Leisure, Parks and Opens Spaces

Town Clerk

(i) South View

The Town Clerk spoke about the issues on South View and the progress made to date to resolve them. Lancashire County Council have provided the Clerk with detail of a company who can investigate the drainage issue, however there would be a charge for this. Lancashire County Council have agreed to pay for the investigation if it is proven to be their responsibility. The Cllrs. agreed that the work be undertaken to evaluate the issues.

(ii) Memorial Park/Eagles Court Wall

Cllr. Cameron raised concerns in respect of the replacement of bricks on the top of the wall in Memorial Park and also Eagles Court Wall adjoining the Memorial Park grassed area. Cllrs. agreed that 3 quotes be obtained for the work required.

ACTION: The Town Clerk to obtain 3 quotes for repair to these areas.

(iii) Wyre Avenue Planting Up

Cllrs agreed that residents on Wyre Avenue could plant up the three planters temporarily provided by In Bloom.

(iv) Remembrance Way

A request from a resident, to fence all of Remembrance Way was discussed however it was not accepted.

DESCRIPTION

ACTION

(v) Waste Bins Poulton Street

The Town Clerk informed the Cllrs. that they had approached Morrisons in respect of the waste bins, sited near Morrisons, at the entrance to Mill Street to see if they could be replaced. Further investigation was being undertaken by Morrisons. This to be added to the June 2023 agenda.

(vi) Benches – William Segar Hodgson Pavillion

Cllrs. discussed a request from a resident to site benches near William Segar Hodgson. Concerns were raised that this could introduce vandalism and the congregation of youths, both of these has been an issue for residents. At this time, the proposal was not agreed.

(vii) Hydration Point – Memorial Park

Fylde Council have offered to place a hydration point in Memorial Park. The Cllrs. requested that further information in respect of potential Town Council cost be obtained.

ACTION: The Town Clerk to contact Fylde Council for costings.

(viii) Parking in the Town Centre

Cllrs. discussed the parking arrangements for shop deliveries on Poulton Street. The Cllrs. agreed to monitor the situation and will bring back to the Town Council if there are problems.

(ix) Road Repairs – Moor Street and Town End

The condition of the road surface on Moor Street and Town End was discussed. Cllr. Jones to raise with Lancashire County Council.

ACTION: Cllr. Jones to raise the road surface issue with Lancashire County Council.

(x) In Bloom

In Bloom have agreed to fund wildflower seeds for Remembrance Way.

23/05/12 Planning

Planning details were added to the Kirkham Town Council meeting agenda. These continue to be forwarded to the Councillors as they arrive.

(i) Applications

Applications were noted. No objections were raised.

(ii) Decisions

Decisions were noted.

	DESCRIPTION	ACTION
23/05/13	<p>Finances</p> <p>(i) Payment of Invoices The Council approved payment of all invoices noted at Appendix B (i).</p> <p>(ii) Presentation of Bank Balances as at 11 May 2023 The Councillors noted the bank balances as at 11 May 2023, Appendix B (ii). Cllr. Hopkinson requested that the bank charges, interest rates and fee be circulated.</p> <p>ACTION: Town Clerk to circulate to all Cllrs.</p>	Town Clerk
23/05/14	<p>Bookings</p> <p>(i) General Update The Town Clerk informed the Town Council of progress in respect of bookings for both the Community Centre and William Segar Hodgson Pavillion.</p>	Town Clerk
23/05/15	<p>Policing Matters</p> <p>(i) Report from the Police The Police report for April 2023 was noted.</p>	
23/05/16	<p>Staffing</p> <p>(i) Staff Wage Review The Council agreed that the newly formed council (now anticipated for June 2023) approve all staff wage increases, these to be backdated to April 2023. In the interim the Caretaker to continue to be paid at minimum wage.</p>	
23/05/17	<p>Date and Time of Next Meeting The next meeting will be held on Tuesday 20 June 2023 @ 7.00 pm</p>	

Signed

**Elizabeth Squires
Town Clerk**