



KIRKHAM TOWN COUNCIL

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MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 18 JULY 2023, 7.00 PM AT THE COMMUNITY CENTRE, MILL STREET, KIRKHAM

Attendees:

Chris Hopkinson	Councillor (Cllr.) and Chair
Damian Buckley	Cllr.
Diane Ireland	Cllr.
James Cameron	Cllr.
Jenni Conway	Cllr.
Maggie Ledger	Cllr.
Neil Byers	Cllr.
Peter Sutcliffe	Cllr.
Stewart Jones	Cllr.

Elizabeth Squires (Minutes) Town Clerk

23/07/01 Apologies for Absence

To accept apologies for absence.

Apologies were received from Cllr. Wellings had informed the Town Clerk he would be unable to attend the meeting.

23/07/02 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 were noted.

23/07/03 Vote to Elect the Deputy Town Mayor

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

Cllr. Damian Buckley resigned from Kirkham Town Council on Sunday 2 July 2023, leaving a vacancy for the Deputy Town Mayor position. Cllr. Hopkinson

proposed Cllr. Stewart Jones as Deputy Mayor, this was seconded by Cllr. Sutcliffe.

23/07/04 Election of the Deputy Town Mayor

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

Cllr. Jones accepted the vote and was elected Deputy Mayor for the ensuing municipal year 2023/24. Cllr. Stewart Jones signed the Acceptance of Office for Deputy Mayor.

23/07/05 Minutes of the Previous Meeting

To accept as a correct record the Minutes of the Meeting held on 21 June 2023.
Minutes were accepted as a true record.

23/07/06 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.

Members of the public were invited to raise any queries they had with the Cllrs.

Matters raised were in relation to land adjacent to:

Resident 1: Overgrowth of vegetation near Carr Hill High School on the pavement on the A583, a ginnel near Manor Drive that is not maintained, rat infestation at the rear Carr Hill High School (an area where there is rubbish) and broken fencing. These areas are the responsibility of Lancashire County Council.

ACTION: The Town Clerk will report the issues raised on the Love Clean Streets website.

Resident 2: An enquiry about the flooding issues in Kirkham and also a water leakage on Ribby Road, including concerns about issues previously reported to Lancashire County Council not having been addressed (these were shared with the Town Clerk and this information has been passed to Lancashire County Council). Cllr. Hopkinson updated the resident of progress in respect of blocked drains and the appetite of the council to hold third parties to account.

ACTION: The Chair will report the issues raised with the Flood Working Group.

Resident 3: The edge of a pavement on Orders Lane and a dropped curb on Poplar Avenue, raising concerns about disabled access. Pavements are the responsibility of Fylde Council.



EAI

23/07/07 Matters Arising

Matters arising from the June meeting were addressed within the agenda with the exception of:

(i) Santander Bank Charges

The Town Clerk informed the meeting that bank charges had been shared with all Cllrs.

(ii) Flood Working Group

Minutes have been drafted and shared with the group to be ratified 5 September 2023. These will be circulated after they have been ratified.

(iii) Hydration Point, Memorial Park

The Town Clerk has informed Fylde Council that Kirkham Town Council have agreed to this project. Concerns were raised about CCTV coverage. The Town Clerk is in the process of applying for a grant to purchase an additional CCTV camera in that area.

(iv) Alcohol Public Spaces Protection Order

The Town Clerk has informed Fylde Council of the need to include all new streets in Kirkham.

23/07/08 Mayors Announcements

(i) Annual Accounts and AGAR Submission

The Town Clerk informed the Cllrs. that the annual accounts and the AGAR, documents signed by the Chair had been sent to the External Auditors, meeting the required deadline. These have been posted on Kirkham Town Council website.

(ii) Co-option of Councillors

All Councillor vacancies have now been filled by Co-option.

(iii) Committees

The four sub-committees, namely Leisure, Parks and Open Spaces (LPAOS), Finance and Events, Staffing and Flood Working Group are now up and running with Chairs and attendees identified and forthcoming meetings scheduled. Cllr. Byers has been added to the Staffing Committee.

(iv) Website

The new Town Council's website is currently being updated with Councillor detail by Cllr. Byers (this will not include personal emails or full postal addresses). When enough detail is available on the new website, the old will cease to be updated. As a minimum Cllr. detail, all minutes and agendas. Each Cllr. to send a few words to introduce themselves.

The Town Clerk has confirmed with Fylde Council that personal addresses do not need to be added to the website.

(v) Twinning Gift

The Town Council had previously agreed to the purchase of a gift for the Twinned Towns of Ancenis and Bad Brückenau to commemorate 50 years of twinning. Montages of Kirkham Town Centre have been commissioned and these will be presented to the Mayors of both twinned towns. The Council agreed a maximum value of the gifts.

(vi) Standing Orders

The Standing Orders of the council may require update and a comparison to the NALC Standing Order documentation is required. Cllr. Ledger offered her assistance in this matter. NALC standing orders are dated June 2022.

ACTION: The Town Clerk will compare the existing Standing Orders to the NALC Standing Orders and report back to the council in due course.

(vii) Eric Wright Update

Work to be undertaken by Preston College to repair areas of Kirkham is scheduled for October 2023. Eric Wright have cleaned the gullies on Church Street, however drainage is slow in this area. Cllr. Jones agreed to contact the Skills Centre in Kirkham to enquire if there are incentives for them to be involved in.

(viii) Changing Places Facility

The Councillors have agreed for a Changing Places Facility at the Community Centre. Cllrs. were asked if they wanted to review what had been previously agreed. The scheme to incorporate storage area for the Playgroup.

(ix) Electric Vehicle Charging Points

The need for electric charging facilities at the Community Centre was discussed and Cllrs. agreed that this would provide a service for residents. Lancashire County Council have provided a list of suppliers. The Cllrs. debated the need to surrender two car parking spaces on Mill Street. The Cllrs. agreed an external company install the equipment and have the liability for repair and maintenance. A preferred option would be for fast charging devices. The pros and cons of electric charging be considered when more information is known. The LPAOS Committee to evaluate this project. Cllr. Sutcliffe agreed to attend one of the meetings with suppliers. Cllr. Ledger felt that there may be economies of scale if the council worked with other authorities. Agreed at this stage that this at the scoping stage.

ACTION: Town Clerk to obtain further information in respect of electric vehicle charging points.

(x) Mayor Events Attended

None attended since the last meeting.

(xi) Fire Proof Safe

A key operated safe to be purchased. Up to £400 be allocated for a safe.

ACTION: Town Clerk to purchase a safe.

(xii) Flood Action Group Proposal

A meeting has been arranged for 5 September 2023.

(xiii) Email Addresses

The Town Clerk informed the Cllrs. that their Kirkham Town Council emails have now been set up.

(xiv) Communication for Councillors

Information is now being placed on the website. Photos to be supplied for all Cllrs. Cllr. Byers asked that these be forwarded to him.

(xv) Historic England Projects

Work on the mural is underway.

(xvi) Drains on Mill Street

Member of the public has complained about traffic lights on Freckleton Street being too close to the junction and also two drains on Mill Street Car Park. Lancashire County Council have agreed to do these when they clean the main highway.

(xvii) Finance and Events Committee Update

Cllr. Byers (Chair of the Finance and Events Committee) updated the Cllrs. about key discussion that had taken place at the meeting. There is a willingness to ensure that there are events held within the town. Themes to be Kirkham focussed. The minutes of the meeting will be presented to this meeting, once ratified.

The Hallmaster booking system has been used to create a venue for the Market Square

Mobile telephones to be purchased for the Cllrs. so that they are more readily available. This detail to be added to the website.

Bank signatories have been arranged and the debit card will be obtained in due course.

Cllr. Byers noted that the council may wish to use Stripe for payments. The Town Clerk stated that refunds were difficult to administer within the current systems. Options such as Tyl are being considered.

The Town Clerk will input the precept into a budget statement within Xero and produce this for the Finance and Events Committee.



23/07/09 Leisure Parks and Open Spaces (LPAOS)

In the absence of the Chair of LPAOS the Town Clerk provided the Cllrs. with an update of key discussion areas. In essence, much of the discussion was similar to the June 2023 Town Council meeting.

The minutes of the LPAOS meeting will be presented to this meeting, once ratified.

23/07/10 Planning

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

(i) Applications

Applications were noted. No objections to planning applications were raised.

(ii) Decisions

Decisions were noted.

23/07/11 Finances

(i) Payment of Invoices

The Council approved payment of all invoices noted at Appendix B (i). Additional invoices were presented, these were also approved. The payment for Barnfield was approved in principle, to be paid once the work has been done.

(ii) Presentation of Bank Balances as at 16 June 2023

The Councillors noted the bank balances as at 16 June 2023, Appendix B (ii). The next precept is due in September, and the VAT income is within the next month or so. The Town Clerk reminded the Cllrs. that an inter-account transfer is undertaken if needed.

23/07/12 Bookings

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. There are more requests than availability.

One resident has asked if they can use the WSH car park for a car book for charitable purposes.

ACTION: The Town Clerk to obtain further information.

Feedback from users was that a flat screen with USB functionality would be beneficial.

ACTION: The Town Clerk to obtain costings for two 75" screens.



23/07/13 Policing Matters

Report from the Police

The Police report for July 2023 was noted. Concern was raised in respect of the recent events with youths throughout the town. The police will be invited to the September 2023 meeting.

23/07/14 Staffing

Salary Review – Facilities Administrator


Cllr. Ledger informed the meeting that her review of the Facilities Administrator role had been conducted and stated that the previously provisionally agreed payment was appropriate. Cllrs. approved the revised salary.

23/07/15 Date and Time of Next Meeting

The next meeting will be held on Tuesday 12 September 2023 @ 7.00 pm

Signed


Cllr. Hopkinson
(Mayor and Chair)



Elizabeth Squires
Town Clerk

12 Sept 2023

