



KIRKHAM TOWN COUNCIL

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MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 21 JUNE 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 D Byers	Cllr.
Peter Sutcliffe	Cllr.
Tony Wellings	Cllr.
Elizabeth Squires (Minutes)	Town Clerk

	DESCRIPTION	ACTION
23/06/01	Apologies for Absence <i>To accept apologies for absence.</i> Apologies were received from Cllr. Jones.	
23/06/02	Declarations of Interest <i>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.</i> Cllr. Ireland declared an interest in the Food Bank donation and Cllr. Sutcliffe declared an interest in the planning application for 36 Poulton Street.	
23/06/03	Minutes of the Previous Meeting <i>To accept as a correct record the Minutes of the Meeting held on 16 May 2023.</i> Minutes were accepted as a true record.	


18/7/23

DESCRIPTION

ACTION

23/06/04 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 the recent flooding in the Town and also a planning issue.

After discussion the Cllrs. agreed that the Flood Working Group be the forum for addressing the issues discussed should this be agreed at agenda item 23/06/06 (xiii).

Cllr. Buckley provided additional information, to a member of the public, in respect of the planning issue for the resident reference 23/0254 on Appendix A of the agenda.

23/06/05 Matters Arising

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

(i) Santander Signatory

A further signatory (Cllr. Hopkinson) has been added to the bank account due to former Cllrs. (Cllr. Silverwood and Cllr. Brierley) no longer being elected members of the council; their detail has been removed.

(ii) Bank Charges

The Town Clerk has provided a copy of bank charges to the Cllrs., as requested.

ACTION: Bank charges to be re-sent to all Cllrs.



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DESCRIPTION

ACTION

23/06/06 Mayors Announcements

(i) Sign-off of the Annual Accounts and AGAR

The Town Clerk provided the Cllrs. with a copy of the final accounts that had been internally audited and also the external audit requirements of the AGAR, documents signed by the Chair. These to be posted on Kirkham Town Council website.

(ii) Co-option of Councillors

The Chair acknowledged that the council has the required number of co-opted Cllrs.

(iii) Committees

A proposal for four sub-committees, namely LPAOS, Finance and Events, Staffing and Flood Working Group. Chairs for each of the committees was identified. The Chair outlined the role of the sub-committees.

(iv) Website Hosting Arrangements – Property World

Cllr. Buckley outlined the cost of Property World providing support to the council, while the website was being developed. This was accepted by the Cllrs.

(v) Twinning

The Chair informed the Cllrs. that this year is the 50th anniversary of Kirkham Twinning. The council had previously agreed a donation to the event (May 2023), the Chair asked if the council could support the cost of coach hire. This was agreed by the Cllrs.

The Cllrs. agreed to fund a gift for each of the Twinning Towns.

ACTION: The Town Clerk to arrange a gift for the Twinning Towns.

(vi) Standing Orders

The Standing Orders of the council may require update and a comparison to the NALC Standing Order documentation is required.

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

(vii) Eric Wright Update

The Town Clerk informed the meeting that Eric Wright will be refurbishing the wall in Memorial Park and also at the back of Eagles Court. This arrangement had been previously agreed by Cllrs. to compensate the council for the provision of the storage of equipment, by Eric Wright, on Memorial Park.


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(viii) Security

The Community Centre alarm system is maintained by Black Box. The Cllrs. agreed that the existing arrangements with Black Box continue for the foreseeable future.

(ix) Changing Places Facility

Fylde Council are wanting to proceed with the Changing Places Facility at the Community Centre. Cllrs. were asked if they wanted to review what had been previously agreed.

(x) 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.

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

(xi) Mayor Events Attended

Cllr. Hopkinson confirmed that he had attended two events since the last meeting of the council, Civic Sunday within the town, hosted by St. Michael's Church and also Mayor Making and Civic Sunday at Fylde Council.

(xii) Fire Proof Safe

The Town Clerk informed the meeting that the deeds to Town Council buildings were now held at the Community Centre. Cllrs agreed that a secure fireproof safe be purchased for the storage of these documents. Up to £400 be allocated for a safe.

ACTION: Town Clerk to purchase a safe.

(xiii) Flood Action Group Proposal

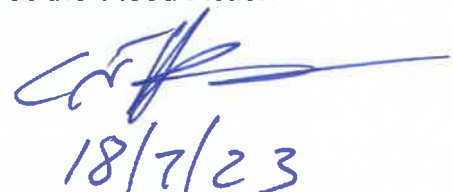
Cllrs. discussed the flooding issues encountered within the town and the need for a multi-agency approach to resolving these. They agreed that a Flood Action Group was required to address concerns.

ACTION: Town Clerk to facilitate a meeting between the council and other parties.

23/06/07 Leisure Parks and Open Spaces

(i) South View and other flooded areas

A copy of the external report has been received by the council. Findings of the investigation to be discussed at the Flood Action



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DESCRIPTION

ACTION

Group.

- (ii) Memorial Park/Eagles Court Wall

Discussed at agenda item 23/06/06 (vii).

- (iii) Waste Bins – Poulton Street near Morrisons

Cllr. Buckley has discussed the bins in Kirkham with Fylde Council, they will be replaced as part of the regenerations project.

- (iv) Hydration Point – Memorial Park

Fylde Council have offered to install a hydration point in the Memorial Park up to a value of £4,000. The Town Clerk has asked for an estimate of the end cost as this will impact on council expenditure.

ACTION: The Town Clerk to liaise with Fylde Council to obtain a definite costing.

- (v) Road Repairs – Moor Street and Town End

Lancashire County Council have patch repaired Moor Street and Town End. No further action will be pursued by the council until the regeneration work has been completed.

- (vi) In Bloom

There has been a discussion with In Bloom about planters stored at the Hillside. In Bloom have been asked for new planters. In Bloom have agreed the siting of existing planters and have paid for wildflower seeds down Remembrance Way.

- (vii) Shared Usage, Memorial Gardens and Recreation Grounds


There are areas in Kirkham where cyclists and horses are not allowed. A resident has asked if the Memorial Gardens could be opened up to allow cyclists and horses. Cllr. Buckley suggested that Lancashire County Council be asked, through the town's elected Cllr. if grant funding is available for cycle paths.

- (viii) Wentworth Court

Cllr. Buckley and the Town Clerk have met with a resident over the growth of trees overhanging their property. It has been agreed that one tree be removed due to it impeding the garden, and a further de-stabilised and damaged tree be removed. The resident has agreed to fund the planting of two trees away from fencing, in the same vicinity. Arbour hours be used to remove the trees. This work will be undertaken in July 2023. Cllrs. approved this action.

- (ix) Bird Boxes, Remembrance Way

A resident has asked for bird boxes to be placed on Remembrance Way. In previous years the scouts have made them, the council supply the wood. Cllr. Sutcliffe agreed to speak to his contacts to see if offcuts of wood could be acquired to obtain a supply of wood. Cllr. Byers agreed to speak to one of his contacts too.


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ACTION: Cllrs. Sutcliffe and Byers to feedback to the next council meeting.

(x) The Close Park

The council has installed lampposts on The Close Park. Two quotes have been obtained for the re-development of The Close Park. One of the main elements of the cost will be to remove the existing equipment. Cllr. Sutcliffe agreed to speak to his contacts to ascertain if the removal could be done thereby reducing the cost to the council.

ACTION: Cllr. Sutcliffe to feedback to the next meeting.

Cllr. Conway left the meeting.

(xi) Historic England HAZ Mural Commission Update

The Town Clerk updated the Cllrs. about the Mural Commission. The next stage being the design of the mural.

(xii) Stress Testing of Lampposts (bunting etc.)

Stress testing of lampposts was discussed. The Town Clerk informed the Cllrs. that the application for stress testing has to be done 10 weeks before an event. The Town Clerk will request stress testing in January 2024. Cllr. Byers asked why Lytham had bunting across the road. This is because the posts used in Lytham have been purchased by local businesses.

(xiii) Alcohol Public Spaces Protection Order (PSPO) Extension and Change

Cllr. Hopkinson explained PSPO, being an exclusion to drinking alcohol on public streets. Cllr. Buckley raised concern that new housing had not been added.

ACTION: The Town Clerk to re-send this information to the Cllrs. for further consideration.

(xiv) Rat Infestation, Play Area Community Centre and Scout Hut

There are rats in the play area of the Community Centre. The council agreed to a quote provided by Rentokil for the necessary work to be done.

23/06/08 Planning

Town Clerk

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

(i) Applications

Cllr. Sutcliffe declared an interest in the application for 36 Poulton Street and left the meeting. Applications were noted. No objections to planning applications were raised. Cllr. Sutcliffe returned to the meeting.


(ii) Decisions

Decisions were noted.



Handwritten signature and date: 8/7/23

	DESCRIPTION	ACTION
23/06/09	Finances	Town Clerk
	(i) Payment of Invoices The Council approved payment of all invoices noted at Appendix B (i). Additional invoices were presented, these were also approved.	
	(ii) Presentation of Bank Balances as at 16 June 2023 The Councillors noted the bank balances as at 16 June 2023, Appendix B (ii).	
23/06/10	Bookings	Town Clerk
	(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.	
23/06/11	Policing Matters	Town Clerk
	(i) Report from the Police The Police report for May 2023 had not been received.	
23/06/12	Staffing	Mayor
	The Town Clerk left the meeting for this item, on return the following was communicated:	
	(i) Staff Review - Caretaker The Cllrs. discussed the role of the Caretaker and agreed their pay increase.	
	(ii) Salary Review – Facilities Administrator The Cllrs. discussed the role of the Facilities Administrator and agreed a pay increase, pending a discussion between Cllr. Ledger and the Town Clerk. ACTION: Cllr. Ledger to report findings back to the Cllrs.	
	(iii) Salary Review – Town Clerk The Cllrs. discussed the role of the Town Clerk and agreed their pay increase. ACTION: The Town Clerk to increase pay as agreed and action this to the June payroll run.	
23/06/17	Date and Time of Next Meeting The next meeting will be held on Tuesday 18 July 2023 @ 7.00 pm	
	Signed Elizabeth Squires Town Clerk	


18/7/23

