



PREESALL TOWN COUNCIL

31 August 2018

Dear Councillor

You are hereby summoned to attend a meeting of Preesall Town Council on Monday 10 September 2018 at **7.00pm** at Preesall Youth and Community Centre, Lancaster Road, Preesall. Planning applications will be available to view from **6.45pm**.

Prayers will be said prior to the start of the meeting and councillors are invited to attend if they so wish.

A handwritten signature in blue ink, appearing to read 'A. May', is enclosed in a light blue rectangular box.

Alison May
Clerk to 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 meeting

Councillors are asked to approve as a correct record the minutes of the meeting held on 13 August 2018.

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 Bench on Pilling Lane

A request has been made by a resident on Pilling Lane for the council to grant permission for the bench currently sited outside number 88 to be moved to the front of number 86. This would enable the owner of number 88 to progress their application for a driveway into that property. Number 86 already has a driveway accessed via Rosslyn Avenue. Councillors are asked **to approve** the re-siting of the bench as part of the intended planning application.

6 Policy reviews

6.1 Freedom of Information policy

The council is required to comply with the Freedom of Information Act and holds a policy to inform members of the public of when and how to make a request for information and how the request will be dealt with. The current policy was adopted by the council on 12 September 2016 and is to be reviewed annually. Councillors are now asked **to readopt** the policy (**enclosed**), which has been reviewed and amended to reflect the re-adoption of the Model Publication Scheme.

6.2 Standing Orders

A new set of Standing Orders has been provided by NALC. The existing Standing Orders are available on the council's website and the newer revised NALC Standing Orders (attached via email or hard copy for those with no internet access) are available for councillors to view.

Cllr Orme would like councillors **to consider** whether they wish to review the existing Standing Orders or adopt and adapt the new version.

It should be noted that whether we are reviewing the old or the new version, there is a lot of reading and discussing and filling-in of gaps so it is suggested a working group be established to go through all the documents and present to the council an amended version to approve.

7 Audit for year ended 31 March 2018

PKF Littlejohn LLP has now concluded the audit and has stated that the annual return including the external auditor report and certificate (**enclosed**) should be presented to the council for acceptance and approval. There is also a requirement for the annual return and Notice of Conclusion of Audit to be displayed "in a conspicuous place" for at least 14 days before 30 September 2018. Councillors are asked **to approve and accept** the annual return and certificate and **to note** that as no comments have been made by the auditor the relevant notices were placed on the notice boards and uploaded on to the website on 23 August 2018.

8 Additional storage

The council has limited storage in the form of a small container outside the Youth and Community Centre (owned by the Youth and Community Association). This is full to capacity with Christmas trimmings; additional trimmings and other items are stored in a number of other locations by councillors, the clerk, the lengthsman and the Youth and Community Association. Councillors already have £1,000 earmarked for additional storage and are asked **to consider** the purchase of a larger container with a suitable base, subject to the necessary permissions from Wyre Council re siting. Additional costs would need to be met either via a transfer from reserves or in the next round of budgeting and to be approved prior to purchase of the container.

9 Projects for 2019/2020

The draft budget for 2019/2020 will initially be considered at the November meeting, therefore, 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.

10 Re-routing of 2c bus service

As mentioned at the August meeting Cllr Greenhough has been in touch with the medical centre, Cat Smith MP and Ben Wallace MP regarding the possible re-routing of the 2c bus service down Pilling Lane and along Grasmere Road. All are supportive of the proposal in facilitating the public's access to the medical centre and its services. Councillors are asked **to give approval** for a letter to be sent from the council to Blackpool Transport requesting the diversion of the service from the date of the next timetable change, believed to be in May 2019.

11 Community suggestion

Following a thread on social media, Cllr Orme requests that the council considers the public's interest in two silhouette/outline figures of British soldiers wearing a poppy as part of the council's input into this year's '100-year remembrance of the end of WW1'. (<https://shop.therebutnotthere.org.uk>)

Four options are offered for consideration:

- a) The public purchase said items (as has been suggested on Facebook) and the council facilitates their installation and long-term maintenance (purchased by public subscription lends a certain something to the project).
- b) That any shortfall in public subscriptions is made up by the town council up to a specified figure bearing in mind the expenditure the council is already committed to for the event.
- c) The council adopts the project and funds the purchase (cost £1,152.61) and assumes total ownership.
- d) The council thanks the public for their interest and suggestion but rejects it for whatever reason.

12 Clerk's training

Councillors are asked **to approve** the clerk's attendance at SLCC's Cheshire Branch annual conference on 27 September 2018. A number of guest speakers have been invited and a summary of the conference is included in the clerk's report. The cost of £30 would be split with Stalmine Council.

13 Charging for Lengthsman's services

Cllr Orme wishes the council **to consider** charging for the lengthsman's services. The bulk of the work the lengthsman does is covered by the council's own work schedule, councillors' directions and to a lesser extent as a sub-contractor to the county under the PROW scheme. However, occasionally work is undertaken, usually in the interests of public safety, on private property. An example that often crops up is the trimming of hedges on Park Lane. These are hedges that encroach on to the public highway, preventing safe unobstructed passage of pedestrians, particularly children walking to school. While the trimming of these hedges shows the council in a good light, the time taken by the lengthsman to do the work is at the expense/neglect of other more routine duties for which he is being paid by the council. It is proposed that either the private landowners are approached to do the work themselves and are reported to the relevant authorities if they are negligent or that we offer our lengthsman's services to do the work at an hourly rate, money that can then be put back in to the budget to repair, replace or upgrade the lengthsman's equipment.

14 NALC agenda items

At the July meeting it was resolved that Cllr Orme and Cllr McCann attend LALC's 74th annual general meeting on Saturday 17 November as voting representatives and for councillors to provide them with any issues to be raised. Two items are being proposed for inclusion on the NALC agenda (wording **enclosed**). Councillors are asked **to approve** the wording of each along with a proposer and seconder:

- a) Standards in public life
- b) IT requirement

15 Property requiring attention

Councillors have been kept updated regarding Cllr Hudson's attempts to resolve the issues with a neglected property on Elmwood Avenue on behalf of its neighbours. One resident has written to the chief executive of Wyre Council detailing the negative impact this is having and is upset not to have received an acknowledgement or response. Cllr Hudson wishes to ask councillors to agree for a letter to be sent to Wyre Council expressing disappointment at the lack of progress and response to neighbours.

16 Community-led housing

Wyre Council has written to all town and parish councils as the main conduit for their communities to ask whether there would be interest in exploring the community housing model. Correspondence from Wyre Council in respect of this initiative is **enclosed**. Owing to its size the prospectus has only been sent electronically - if you would like a paper copy please let the clerk know. Councillors are asked **to decide** if they are interested in the fund, or whether they would like further information.

17 Planning applications

Councillors became aware by chance of a proposed development on Smithy Lane under permitted development rights - 18/00730/HPN. Applications such as this are not sent out for wider consultation, however immediate neighbours are informed. In this instance the impact of the development has the potential to affect more than the immediate neighbours. Councillors are asked **to agree** for a letter to be sent to Wyre planning requesting that the council is copied in to all such applications.

18 Finance

Councillors are asked:

a) To note receipts at the meeting Current account Reserve account In Bloom account	
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b) To approve the following payments:	Cheque	
Payroll	316,318,320	2841.65
Clerk's expenses (on behalf of council)	317	38.50
Lengthsman's expenses (on behalf of council)	319	40.00
Preesall Auto Discount (Inv.843)	321	67.31
Wyre Building Supplies Ltd (Inv.075101)	322	33.94
Glasdon (Inv.757345)	323	606.69
Wyre Memorials (Order 41-56)	324	876.00
Cartridgesave (Inv.u29450)	325	52.36
PKF Littlejohn LLP (Inv.SB201800476)	326	480.00
Cheshire SLCC	327	30.00

c) To note the following payments by direct debit	
Easy Web Sites (hosting fee, 9 x councillor email, SSL certificate)	49.20
O2 (mobile phone contract)	14.35
LCC (contributions)	815.10
LCC (deficit)	8.33

d) To note the statement of accounts for August 2018 to be circulated at the meeting	
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e) To approve the following cheque signed outside the meeting: Wyre Council licence fee for Battle's Over event (6601/99460)	50.00
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19 At the August meeting it was suggested that Cllr Reilly be added as a subject lead for Preesall Youth and Community Association. Councillors are asked **to approve** the proposal.

20 Verbal reports from subject leads and outside body representatives (information only)

Co-op – Cllr Woodhouse

Best Kept Village – Cllr Orme

Gala – Cllr Hudson

G & KE light railway – Cllr Black, Cllr Drobny, Cllr Woodhouse

Halite – Cllr Hudson

Health – Cllr Greenhough

Highways – Cllr Hudson, Cllr Pattrick

Housing – Cllr Hudson

Lancashire Association of Local Councils (Wyre Area Committee) – Cllr Orme and Cllr McCann

Preesall Youth and Community Association – Cllr Pattrick

Planning Ambassador – Cllr McCann

Tourism – Cllr Black and Cllr Woodhouse

Wyre Ferry Management Board – Cllr Orme

Wyre Festive Lights Committee – Cllr Reilly

Wyre Flood Forum – Cllr Orme and Cllr Pattrick

Wyre In Bloom – Cllr Mutch

Xmas Fair – Cllr Orme

Youth – Cllr Pattrick

21 Verbal report from Wyre Councillor (information only)

The Wyre councillor will report any items relevant to the area.

22 Clerk's report (information only)

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

23 Mayor's report (information only)

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

24 Questions to councillors (information only)

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

25 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) previous green paper items.

26 Items for next agenda

The next meeting will be held on 8 October 2018. Councillors are asked to raise matters to be included on the agenda by notifying the clerk **in writing by Thursday 27 September** at the latest. A summary of the reason for raising the matter should be provided.