



PREESALL TOWN COUNCIL

4 January 2023

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council on Monday 9 January 2023 at **7.00pm** at Preesall Youth and Community Centre, Lancaster Road, Preesall.

Alison May
Clerk to the Council

This meeting may be being recorded by the council, members of the public or the press.

Prior to the start of the meeting the chair will make an announcement to confirm if anyone present intends to record proceedings.

It is important to note that those intending to record do not have to indicate as such but are required to do this in a way that is not disruptive of the meeting and does not focus on the public gallery.

Members of the public participating in the meeting (e.g. making deputations, asking questions, making oral protests) should be aware that they may be filmed, recorded or reported on. If any member of the public speaking at the meeting does not wish to be recorded, they should let the chair of the meeting know.

"The chair of the meeting has the discretion to terminate or suspend filming or recording, if in their opinion continuation of the filming, recording or reporting would disrupt or prejudice the proceedings, infringe the rights of any individual or may lead to the breach of a legal obligation by 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 meetings

Councillors are asked to approve as a correct record the minutes, as presented, of the meetings held on 12 December and 17 December 2022.

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 Planning applications

Application Number: 22/01064/FUL

Proposal: Change of use from Bakery (Class E) to Cafe (Coffees/ Paninis etc) & Meeting Establishment (Motorcycle Display) (Sui Generis) including new Signage

Location: The Old Coal Yard, Hall Gate Lane, Preesall, Lancashire FY6 0PJ

6 Reports from committees and working groups

i) Finance committee

Councillors are asked **to note** that the finance committee will meet prior to the meeting to approve January's expenditure and make a recommendation regarding the finalisation of the budget for 2023-24 at item 8.

ii) Civic Events committee

Councillors are asked **to note** that a date for the next civic events committee is yet to be confirmed.

iii) Personnel committee

Councillors are asked **to note** that the personnel committee met on 14 December.

7 Flag flying

i) The flag diary was last updated in January 2022. Councillors are asked **to approve** the diary for 2023 (**enclosed**).

8 Projects for 2023/2024

The third draft of the budget for next year has been prepared, along with a budget report and supporting documents from Alpha. It is based on the changes agreed at the December meeting. If councillors wish to propose amendments at the meeting it would be helpful if they were passed to the clerk as soon as possible so that the impact on the budget can be worked up in advance.

The only requested alteration received is set out below:

Cllr Orme would like to propose that the council purchase two grit bins and grit for use outside the shops in Knott End and Preesall at an estimated total cost of up to £1,000. This could be offset by reducing the contingency reserve by £1,000.

If the above request is approved the impact will be to increase the budget by 65p per year for a band D property.

Councillors are asked **to discuss and approve** the proposed budget and to set the precept for 2023/24.

9 Policies and procedures

i) Review of Community Engagement Strategy

As part of the policy review programme councillors are asked **to approve** the Community Engagement Strategy, unamended from last year (**enclosed**).

ii) Review of disciplinary and grievance policies

In January 2020 the council adopted NALC's model disciplinary and grievance policies. Councillors are asked **to approve** these unamended policies (**enclosed**).

iii) Adoption of a co-option policy

Cllr Shepherd would like to ask councillors to consider adopting a co-option policy and co-option application form.

10 Nativity

Cllr Orme would like councillors to consider Preesall Town Council adopting the Christmas crib that was financed and constructed for the community by the churches together. It has been well received by the community and adds to the villages' Christmas offer.

Councillors are asked **to determine** how they wish to proceed.

11 Councillor vacancies

Councillors are asked **to note** the council currently has the following vacancies:

- i) One active vacancy (that of ex-councillor Renwick) which is advertised on the council's website and noticeboards, with one expression of interest having been received.
- ii) One vacancy (that of ex-councillor Pattrick) created within six months of the next elections in May that does not need to be advertised prior to the elections in 2023.

- iii) One casual vacancy created on 29 December under section 85 of the 1972 Act arising from the disqualification of Cllr David Williams for failure to attend any meetings of Preesall Town Council for a period of six months without being subject to any of the special exceptions. Once an elected member has missed meetings for a period of six months without being subject to a special exception, the Town Council must formally declare the seat to be vacant.

Councillors are asked **to agree** co-option interview arrangements and **to formally declare** Cllr Williams seat as vacant.

In accordance with Section 89(3) of the Local Government Act 1972, where the vacancy occurs within 6 months before the day on which the councillor whose office is vacant would regularly have retired, **an election shall not be held** under Section 89(1) of the above Act, and the vacancy will be filled at the next ordinary elections of councillors on 4th May 2023.

12 Public Realm Agreements - Lancashire County Council Scrutiny Task Group Survey

A scrutiny task group is carrying out a review of all aspects of the Public Realm Agreements held between Lancashire County Council and the 12 district councils. It is considered appropriate to include a survey of all parish and town councils in the county in order to complement or extend written evidence, to help assist the task group in its compilation of findings and in due course make any recommendations.

To assist with the task group's review, I have been asked to circulate the following questions for you to answer:

Do you have any concerns about the present operation of the highways Public Realm Agreement (agreement template attached) and particularly the relevant work functions as carried out by the county council or respective district council as indicated in the 'Who Does What' table (also attached)?

Do you have any relevant suggestions for improvement of the operation, scope and/or specifications of the Public Realm Agreement functions?

Examples of the Public Realm Agreement and Who Does What documents have been emailed to councillors.

Councillors are asked **to consider** how they wish to respond.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

13 Reports from subject leads and outside body representatives

No written reports have been received.

14 Verbal reports from Wyre councillors

Wyre councillors will report any items relevant to the area.

15 Clerk's report

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

16 Mayor's report

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

17 Questions to councillors

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

18 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 staffing matter and potential property purchase.

19 Items for next agenda

The next full council meeting will be held on **13 February 2023** - councillors are asked to raise matters to be included on the agenda and provide updates from working groups by notifying the clerk **in writing by Thursday 2 February 2023** 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.