



## PRESALL TOWN COUNCIL

**Minutes of the meeting of the Town Council held on Monday 12 April 2021 at 7.00pm via Zoom video conference**

**Present:** Cllrs P Orme (Mayor), A Cropper, J Cropper, R Drobny, T Johnson, K Nicholls, N Patrick, A Tarpey-Black, D Williams, K Woods.

**In attendance:** Alison May, clerk to the town council, and one member of the public.

**224a(1) Apologies for absence –** Cllr Burn, Cllr Woodhouse.

**224b(1) Absent without apology –** none.

### **225(2) Declaration of interests and dispensations**

Cllr Johnson, union activities.

### **226(3) Minutes of the meetings of full council**

Councillors **resolved** to approve as a correct record the minutes of the extraordinary meeting held on 1 March 2021 and the minutes of full council on 8 March 2021.

### **227(4) Public participation**

The member of the public indicated that they did not wish to speak. Councillors resolved to move to agenda item 5.

### **228(5) Planning**

**Application Number: 21/00013/FUL**

**Proposal:** Proposed single-storey rear extension, proposed front porch and hard standing area.

**Location:** Caldera 226 Pilling Lane Preesall Poulton-Le-Fylde Lancashire

**Resolved:** The council was unable to comment as the documentation presented was not representative of the application.

**Application Number: 21/00120/FUL**

**Proposal:** Formation of rear balcony over existing flat roof, alterations to front and rear dormers and removal of chimney.

**Location:** 21 Kingston Close Knott End-On-Sea Poulton-Le-Fylde Lancashire  
FY6 0DJ

**Resolved:** the council was unanimous in raising no objections to the application, however, it did recommend that the balcony glass should be opaque.

**Application Number: 21/00301/FUL**

**Proposal:** Single-storey rear extension

**Location:** 10 Lavender Way Preesall Lancashire FY6 0FB

**Resolved:** the council was unanimous in raising no objections to the application.

**Application Number: 21/00307/FUL**

**Proposal:** Front dormer

**Location:** Delamere 93 Pilling Lane Preesall Poulton-Le-Fylde Lancashire

**Resolved:** the council was unanimous in raising no objections to the application.

**Application Number: 21/00423/FUL**

**Proposal:** Single-storey side and rear extension and new detached garage

**Location:** 9 Grasmere Road Knott End-On-Sea Poulton-Le-Fylde Lancashire FY6 0DW

**Resolved:** the council was unanimous in raising no objections to the application.

**229(6) Finance**

The clerk made councillors aware that the Yorkshire Bank account had now been taken over by Virgin Money.

Councillors **resolved:**

<b>a) To note</b> receipts in March	<b>Amount</b>
Virgin Money current account	NIL
Unity	NIL

<b>b) To approve</b> BACS the following payments:	<b>Payment type</b>	<b>Amount</b>
Payroll	BACS0081)	
	BACS0082)	1751.09
Clerk's expenses on behalf of council	BACS0083	52.32
848 Services Ltd (Inv.11627)	BACS0084	9.48
E.on (Inv. H198C205B5)	BACS0085	20.45
Thornton facilities management (Inv.31483)	BACS0086	11.05
Viking (Inv. 7608 £68.57, Inv. 8816 £34.18)	BACS0087	102.75
LALC (Inv. 2326)	BACS0088	746.23
Wyre Building Supplies (Inv.SI0281013)	BACS0089	16.00
Mr S Raby (Inv. 31.12.21 mileage)	Chq30046	4.50

<b>c) To note</b> the following payments by direct debit		
Easy Web Sites (hosting fee, SSL certificate)	VM	46.80
O2 (mobile phone contract)	VM	10.46
LCC (contributions)	VM	524.78
LCC (deficit)	YB	50.00
Unity Bank service charge 4 Dec to 3 March		18.00

**d) To approve** payment of an additional £13 to Stalmine Parish Council (BACS0090).

At the March meeting councillors agreed to approve the clerk's continued membership of SLCC, with costs shared with Stalmine Parish Council on a 50:50 basis. The figure quoted was £104 per council. On completing the renewal form revised salary information had to be included resulting in the total cost for renewal being £234 - £117 per council.

**e) To note** the statement of accounts

<b>CB1 Virgin Money (previously RBS and YB)</b>	£86,442.72
<b>CB2 HTB Bond issue 39</b>	£40,623.44
<b>CB3 IB</b>	Closed
<b>CB4 UNITY</b>	£17,330.58
<b>CB5 HTB easy access</b>	£10,001.00

**f) To approve** the transfer of £84,000 from the council's Clydesdale/Yorkshire bank account to the council's Unity bank account and to transfer £34,000 of this into the council's HTB easy access account.

### **230(7) Reports from committees and working groups**

#### *i) Personnel committee*

The personnel committee met on 15 March; a verbal update was provided by the chair.

**a)** Councillors **resolved** to note the approved minutes from 27 November 2020.

#### **b) Clerk's tasks**

**Resolved:** to adopt the following proposals for reducing some of the workload on the clerk:

- 1) Where a councillor or councillors prepare(s) an agenda item for a meeting, they ensure the item is specific as to what decision is required and provide any necessary background information.
- 2) Where a councillor or councillors raises an action for the council, they carry out as much of the research and preparatory work as possible including drafting letters, reports or gathering relevant information.
- 3) Councillors make themselves available both before, during and after formal and ad hoc events to assist in the preparation, smooth running and clear-up.
- 4) Wherever possible, councillors appointed to individual committees take responsibility for implementing action points.
- 5) The Mayor and/or their deputy takes responsibility for the writing and delivery of Mayoral Christmas cards.
- 6) Councillors should make their own arrangements for printing off paper copies of documentation.

### **c) Lengthskeeper**

**Resolved:** to give approval for the personnel committee to readvertise for the position of lengthskeeper. This would be offered as an employed position of 25 hours per week on a flexi-hours contract. Rates of pay would follow National Joint Council standards of between £9.84 and £10.04 per hour.

#### *ii) Civic events committee*

The civic events committee met on 31 March; a verbal update was provided by the chair.

**a) Councillors resolved** to note the approved minutes from 25 January.

**b) Facebook – Resolved** to approve the recommendation that a Facebook account be set up to enable posting of information by Preesall Town Council only, comments to be switched off. Items to be posted: key bullet points once a month from the Green Book article; Wyre/LCC missives; announcements from councillors that are of public interest in the PTC sphere; statutory/public interest group information. Messenger to be activated to post an auto response that the council will respond within 15 days to any message received via Messenger. The account to be administered by Cllr Patrick in liaison with the clerk and in her absence, the clerk. Information for inclusion is to be emailed to Cllr Patrick and a text sent to her to inform her that an email has been sent. The site will be advertised on the other community pages. A separate email to be created with a password to enable access by Cllr Patrick and the clerk. Cllr Tarpey-Black to assist if necessary.

### **c) Arrangements for May meeting and annual meeting of the Town Council**

i) **Resolved:** that the May meeting of the council and the Annual Town meeting be brought forward to Wednesday 5 May to allow the meetings to be held via Zoom.

ii) **Resolved:** to note that the Star Awards presentation is to be made at the start of the Annual Town meeting. Nominees and their proposer will be invited to attend via Zoom. Wording on trophy to read 'Awarded for outstanding services to the community in 2020'.

iii) **Resolved:** to note that the Mayor's charity fund will roll over until 2022 and will be divided between Friends of the Park and The Donkey Sanctuary.

### **231(8) Future meeting arrangements**

**Resolved:** To extend the clerk's existing delegations to cover all aspects of the council's work not expressly excluded from delegation by statute. Any decisions to be taken following a consultation with members using remote meeting methods i.e Zoom. The delegations to be reviewed by council from time to time.

The Clerk is to compile a list of items that will be consulted upon with members to inform the decision and provide this in advance. The consultation will then take place during a remote event chaired by the Mayor or deputy mayor. In the interests of transparency members of the public will be permitted to view the event and raise

issues in a limited time slot. Once every three months four councillors (the quorum), willing to risk meeting physically, will hold a full meeting of the council, but with a very limited agenda. This will include considering councillor absence (with unwillingness to put themselves at the risk of attending a physical meeting being fully acceptable), noting all the actions taken by the clerk on behalf of the council since the last council meeting, and agreeing that the 'minutes' of the monthly meetings of councillors would be attached to the council meeting minutes as appendices, purely for information purposes. The public would be able to attend this council meeting as usual, but there would be no opportunity for them to speak (not legally essential at a council meeting).

### **232(9) Consultation on remote meetings**

**Resolved:** to respond to the government's consultation on remote meetings and for councillors to provide a written response to the clerk by 22 April for a collated response to be prepared.

### **233(10) Year end**

Councillor absences in the next few weeks will mean that the finance committee will not be quorate. Councillors **resolved** to appoint Cllr J Cropper and Cllr Williams to the finance committee until such time as the existing appointed members are able to attend.

**Payments** – councillors **resolved** to note that the finance committee will meet prior to the May monthly meeting to:

- i) conduct the quarter 4 review of budget expenditure for 2020/21.
- ii) consider section 2 of the Annual Governance and Accountability return and make recommendations to council regarding the audit paperwork.
- iii) The internal audit will be carried out in April and the auditor's report will be presented to the 5 May meeting.

### **234(11) Potholes**

**Resolved:** to agree to a letter being sent to LCC Highways regarding the lack of quality repairs being carried out. Cllr Patrick to draft the letter and the clerk to send it out.

### **235(12) Heritage Pathway and Barton Square project**

**Resolved:** to give permission to Cllr Orme to progress two of the outstanding projects on the council's to do list, specifically the heritage walk and the Barton Square tourist project. Design work to be completed at nil cost and brought back for full council for approval prior to the works being commissioned.

### **236(13) Jigsaw Homes issue**

**Resolved:** to agree to a letter being sent by the clerk to Jigsaw Homes regarding it not adhering to the section 106 Agreement in place for the development at the end of Rosslyn Avenue, known as Willows Close, and to follow this up to its governing body if the council isn't happy with its response or actions.

### **237(14) Polite signage**

**Resolved:** to note that quotations for signage on the sea wall had been requested from two suppliers and one had responded with a price of £31.50 plus vat per sign. The quoted price is within the clerk's delegated limit as per financial regulation 4.1. and the purchase will be made.

## **ITEMS 15 to 20 ARE FOR INFORMATION ONLY**

### **238(15) Reports from subject leads and outside body representatives**

A discussion took place on the need to differentiate between council representatives reporting back to council and subject leads accessible by the public. The civic events committee was asked to look at this further and bring an item back to council.

Best Kept Village – Judging will take place in the next couple of months.

KE light railway – members are being asked to pay subs.

Halite/Brine watch – No progress reports at the moment and no survey works are taking place.

Health (all aspects) – The medical centre is extremely busy, residents are asked to be patient.

Lancashire Association of Local Councils (Wyre Area Committee) – the committee will meet next week. Information from NALC to be circulated by the clerk.

Wyre In Bloom – the team is conducting spring tidying-up.

### **239(16) Verbal reports from Wyre councillors**

Cllr Cropper reported that a survey of the bins is to take place in the coming months. A decision is awaited on when the Civic Centre will open fully. He is working with Cllr Patrick on a highways issue.

Cllr Orme reported that he would bring an item to the council regarding the advantages of recording meetings.

### **240(17) Clerk's report**

Councillors **resolved** to note the information contained in the clerk's report. A review to take place at the June meeting of the outstanding items.

### **241(18) Mayor's report**

The Mayor reported that he had that morning opened the new craft shop in Knott End. He had also taken part two weeks ago in a Radio Lancashire event where he had been invited to read out details of those who have gone the extra mile for their community.

### **242(19) Questions to councillors**

The issue of a pipe discharging water to the playing field from a property on Beechfield Avenue was raised. This would be investigated by Wyre Council. It was requested that larger items of information be submitted in writing via the clerk.

It was noted that the travellers had briefly moved on from the Blueberry Stables site and that two had now returned.

It was noted that the garage on St Bernards Road had not been operating this week. Issues with men in a white van charging elderly residents £150 to clean their drive and then not completing the work fully were raised.

It was asked whether any progress had been made on 20mph signs for Pilling Lane – no update from LCC Highways received.

The clerk was informed that repointing works were planned for the tea room. Any clips etc for the Christmas lights would be salvaged.

It was confirmed that development work under way at Blueberry Stables does have planning permission.

### **243(20) Items for next agenda**

The next meeting will be held on 5 May 2021 at 6.00pm, followed by the Annual Town meeting at 7.30pm - councillors were asked to raise matters to be included on the agenda and provide updates from working groups by notifying the clerk **in writing by Thursday 22 April 2021** 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 either what the proposal is and that a decision is required or whether the item is for information only.

There being no further business, the Mayor closed the meeting at 9.01pm.