



PREESALL TOWN COUNCIL

12 March 2023

Dear Councillor,

You are hereby summoned to attend a meeting of Preesall Town Council on Monday 20 March 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.

4 Minutes of the last meetings

Councillors are asked to approve as a correct record the minutes, as presented, of the meetings held on 8, 13, 27 February and 4 March 2023 (**emailed**)

5 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.

6 Planning applications

Application Number: 23/00076/FUL

Proposal: First-floor side extension, rear dormer, rear balcony and alterations to roof of existing rear conservatory

Location: Trevallion Lancaster Road Knott End-on-Sea Poulton-Le-Fylde Lancashire

Application Number: 22/01306/FUL

Proposal: Part single-storey and two-storey front extension, with altered car parking layout to include additional parking

Location: Over Wyre Medical Centre Wilkinson Way Preesall Poulton-Le-Fylde Lancashire

Application Number: 23/00094/FUL

Proposal: Proposed single-storey side extension

Location: 11 Thornhill Avenue Preesall Poulton-Le-Fylde Lancashire FY6 0EZ

Application Number: 23/00097/COUQ

Proposal: Prior approval for proposed change of use of agricultural building to 1 dwelling house (C3) with building operations under Class Q of the GDPO

Location: Springfield House Farm, Burned House Lane, Preesall, Poulton-Le-Fylde Lancashire

Application Number: 23/00185/FUL

Proposal: Proposed balcony to front elevation with associated roof alterations. 2 No. Juliette balconies to rear elevation.

Location: 25 Esplanade Knott End-on-Sea Poulton-Le-Fylde Lancashire FY6 0AD

Application Number: 23/00247/FUL

Proposal: Proposed rear conservatory

Location: Morden, Lancaster Road, Knott End-on-Sea, Poulton-Le-Fylde, Lancashire

7 Reports from committees and working groups

i) Finance committee

Councillors are asked **to note** that the finance committee met on 8 March. The chair will provide a brief update.

Following the resignation of Cllr Jepson from the committee, councillors are asked to approve the appointment of Cllr Woods.

ii) Civic Events committee

Councillors are asked **to note** that the civic events committee met on 8 March. The chair will provide a brief update.

iii) Personnel committee

Councillors are asked **to note** that no meetings of the committee have been arranged.

8 Bus/ ferry shelters

At the February meeting Cllr Jepson was tasked with providing the council with details of potential bus/ferry shelters given the lack of response from David Ogilvie Ltd. Councillors were also asked to put forward any suggestions they may have. Councillors are asked to consider the updated documents from Littlethorpe (**emailed**) and to note that responses are awaited from other suppliers. Councillors are asked to determine how they wish to proceed.

9 Housing allocation

At the February meeting the council approved the sending of a letter to each of the organisations involved with housing allocation in the area. The responses (**emailed**) are provided for consideration. Councillors are asked to determine how they wish to proceed.

10 Coronation coins

At the February meeting Cllr Johnson was tasked with researching coronation coins and to bring his proposal back to full council in March. In addition, Cllr Orme was to approach St Aidan's School regarding the number of coins required for the pupils and Cllr Lewin was to approach the two primary schools to ascertain the numbers there. Cllr Lewin has confirmed that both junior schools would like to take part and that a total of 343 coins are required. Cllr Orme will provide an update from St Aidan's at the meeting. Councillor Johnson has multiple items to share and will bring details of these to the meeting. Councillors are asked to consider the proposals to be brought to council by Cllr Johnson and if deemed suitable **to approve** the purchase of the requisite number of coins.

11 Mayoral chain emblem

At the February meeting the Mayor reported damage to the emblem that forms part of the Mayoral chains. Cllr Orme took it to the jewellers in Garstang who have in the past carried out minor repairs to the chain. In this instance they have said that the damage needs to be repaired by someone skilled in enamelling as there is a danger that further problems could arise. Concerns were raised over how the substance from an earlier botched repair could be removed safely. Councillors are asked **to consider** if the emblem should be professionally repaired.

12 Past minutes

Minutes going back to 2005 are being kept in lever arch files within the council's storage. It is a requirement that minutes are kept for an indefinite period and it is common practice with other councils for minute books to be stored within county archives. Cllr Orme would like to ask councillors to consider having the minutes professionally bound into books (by electoral period if there is sufficient space). Costs are expected to be in the region of £50 per book. Until the bookbinder sees the paperwork it is not possible to give a definite estimate, but it is expected that five to six books are required. Councillors are asked **to approve** the proposal.

13 Insurance

The council's fixed insurance deal expires on 31 March. Zurich, the current insurer is working on the new quotation. Further quotations from other companies will need to be sought and a new policy approved. Councillors are asked **to determine** how they wish to proceed.

14 Annual governance review

When completing the Annual Return councillors are asked to confirm that the various internal control documents have been reviewed in the past 12 months. The Town Council conducts an annual governance review each March.

i) Standing Orders – updated as per the annual governance review document.

ii) Financial Regulations – updated as per the annual governance review document.

iii) Schedule of Assets – has been updated to reflect all assets held on 28 February 2023 (a full survey of the assets has been conducted by the clerk and lengthskeeper).

iv) Risk Management Plan – needs to be updated to reflect the insurance updating once new insurance quotation accepted.

iv) Risk Register – an overarching risk has been introduced to cover the period of having no clerk. The register will need to be updated to reflect the new clerk's status i.e qualified/not qualified.

vi) Annual Town Meeting Standing Orders – these are unchanged.

(Electronic copies of the documents have been provided.)

The changes have been detailed in the annual governance review document (**emailed**). Councillors are now asked **to consider and approve** the amendments and if deemed suitable, readopt the documents.

Internal audit terms of reference are normally done in March but could be agreed at the April meeting once the audit pack arrives from PKF.

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

15 Reports from subject leads and outside body representatives

No written reports have been received.

16 Verbal reports from Wyre councillors

Wyre councillors will report any items relevant to the area.

17 Clerk's report

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

18 Mayor's report

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

19 Questions to councillors

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

20 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.

21 Items for next agenda

The next full council meeting will be held on **17 April 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 6 April 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.