



PREESALL TOWN COUNCIL

7 September 2021

Dear Councillor

You are hereby summoned to attend a meeting of Preesall Town Council on Monday 13 September 2021 at **7.00pm** at Preesall Youth and Community Centre, Lancaster Road, Preesall.

A handwritten signature in black ink, appearing to read 'A. May', is written on a light blue rectangular background.

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 chairman 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 chairman of the meeting know.

"The chair of the meeting has the discretion to terminate or suspend filming or recording, if in his 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 Appointment of new councillors

The following received a majority vote of those present and voting at the council's meeting to fill its casual vacancies on 9 August 2021:

Sandra Jepson; Janet Lewin; Bill Renwick.

They are each required to sign a declaration of acceptance of office before being confirmed as co-opted councillors of Preesall Town Council. They will be invited to sign the declaration and agree to abide by the Code of Conduct. After making their affirmation councillors will be issued with documentation relevant to their role as a councillor.

3 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 meeting

Councillors are asked to approve as a correct record the minutes of the meetings held on 3 June and 9 August 2021.

5 Decisions made under delegated powers

The council held two working groups, one in June and one in July. At each of these meetings the clerk took advice and conducted business as per the permitted delegations. Copies of the notes of each working group are **enclosed**. Councillors are asked to consider the actions reported within the working group notes and **to approve** the actions taken.

6 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.

7 Planning applications

Application Number: 21/00960/FUL

Proposal: Single-storey side extension (following demolition of existing single-storey side extension)

Location: 58 Links Road Knott End-On-Sea Poulton-Le-Fylde Lancashire FY6 0DG

Application Number: 21/00968/FUL

Proposal: Erection of a single-storey rear extension

Location: 21 Sandy Lane Preesall Poulton-le-Fylde Lancashire FY6 0EJ

The following application relates to a proposed development in Stalmine. Given the size and nature of the application councillors are invited to comment if they so wish:

Application Number: 21/00981/FULMAJ

Proposal: Hybrid planning application for two 80-bed care homes with landscaping and associated works (full application), and up to 50 dwellings with access (outline application) (resubmission of 20/01175/FULMAJ)

Location: Land off Stricklands Lane Stalmine Lancashire

8 Finance

Councillors are asked **to note** the September payments will be agreed at a meeting of the finance committee in advance of the full council meeting.

9 Town Council vacancy

Following the interviews conducted on 9 August to fill the four casual vacancies, one vacancy still exists on the council that needs to be filled as soon as practicable. Councillors are asked to consider the readvertisement of the post with a closing date of Monday 11 October at 10.00am. This will allow time for the vacancy to be advertised in the Green Book and for councillors to be notified as to the number of applicants at its October meeting. Councillors are asked to determine how they wish to proceed and to provide a provisional date for interviews.

10 Reports from committees and working groups

i) Finance committee

The committee met at 9.30am on 11 August. Councillors are asked **to note** the agreed minutes from the meeting held on 26 April (**enclosed**) and to note that a review of quarter one finances and expenditure against budget was undertaken. No issues were identified and no budget heads were overspent.

ii) Civic events committee

The committee met at 10.30am on 11 August. Councillors are asked to note the agreed minutes from the meeting held on 1 June. Councillors decided to recommend to full council that it pay for a jubilee party for each of the junior schools to commemorate the Queen's platinum jubilee if the heads of the schools agree. Councillors are asked **to consider** whether they wish to support the proposal.

11 Audit for year ended 31 March 2021

PKF Littlejohn LLP has 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 2021. Councillors are asked **to approve and accept** the annual return and certificate.

12 Projects for 2022/2023

The draft budget for 2022/2023 will initially be considered at the November meeting and 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.

13 Kelly's Corner

At a previous meeting Cllr Orme raised the possibility of Preesall Town Council taking over responsibility for maintaining the land known as Kelly's Corner at the junction of Grasmere Avenue and Lancaster Road. He would like to ask councillors for permission to write to Wyre Council asking if it would consider donating this land to Preesall Town Council. Councillors are asked **to determine** how they wish to proceed.

14 Jubilee Garden hedge

At a previous meeting Cllr Orme raised the need for the hedge to the rear of the library in the Jubilee Garden to be professionally laid. A quotation of £150 has been received to complete this work. Councillors are asked **to give approval** for the contractor to be appointed.

15 LALC AGM

The 77th annual general meeting will be held on Saturday 20 November 2021 at 10am via Zoom.

The council is invited to send one voting representative (which may be the clerk) and may send additional non-voting representatives. Councillors are asked to determine who the voting representative should be and whether any non-voting representatives will attend. Councillors are also asked whether they wish the council to submit any resolutions for discussion and decision by delegates (each requires a proposer and seconder).

16 Lancashire Fire and Rescue Service consultation

Lancashire Fire and Rescue Service wants to know your views on the risks in your communities to help shape its plans for the next five years.

The Community Risk Management Plan (CRMP) sets out how it will make Lancashire safer over the next five years. The plan identifies the greatest risks to the people and communities of Lancashire, and how the service will prevent, protect, and respond to incidents.

You can read the draft CRMP and take part in the consultation by visiting www.lancsfireandrescue.org.uk/plan and completing the short survey. The consultation period began on Wednesday 14 July and closes on Tuesday 21 September.

If you have any further questions or comments please email consultation@lancsfireandrescue.org.uk

17 Documents for review

i) Model publication scheme

The Freedom of Information Act requires organisations to publish details of the information it holds and makes available. The current scheme was adopted by the council on 13 August 2012 and is reviewed annually. Councillors are asked **to readopt** the **(enclosed)** scheme, which has been reviewed and brought up to date with details of the review.

ii) Training policy

Councillors are asked **to readopt** the training policy, amended to bring it in line with the council's policy on equality **(enclosed)**. This is considered best practice and reflects the council's commitment to providing a quality service through the continuing development of its employees and the availability of training to enable councillors to meet the demands of the role.

iii) Data protection policies, procedures and forms

The documentation listed below was developed to ensure that the council can comply with the requirement to protect personal data introduced through General Data Protection Regulations (GDPR) in May 2018. This documentation is subject to an annual review. No changes are proposed to the policies, notices and information forms other than to reflect the 2021 review. However, it is essential that councillors are familiar with this documentation and ensure that they comply with the requirements of the Data Protection Act 2018.

- PTC Document Retention and Disposal Policy 2021
- PTC Document Retention and Disposal - Appendix A List of Documents for Retention or Disposal
- PTC Information Data Protection Policy 2021
- PTC Management of Transferable Data Policy 2021
- PTC Press, Social Media and Electronic Communication Policy 2021

- PTC Privacy Notice - New Councillor 2021
- PTC Privacy Notice - Email Contact 2021
- PTC Privacy Notice - Employee and Role holders 2021
- PTC Privacy Notice 2021

- PTC Consent to hold Contact Information Form
- PTC Library Consent Form

Forms below are for use by the clerk:

- PTC Subject Access Request Form
- PTC Data Breach Reporting Form
- PTC Privacy Impact Assessment Form

Councillors are asked **to readopt** the (**enclosed**) policies.

iv) Grants policy

In 2016 the council adopted a grants and donations policy, which is reviewed annually. The policy requests applicants for grants to apply before 25 October and 25 May each year. Councillors are asked **to readopt** the (**enclosed**) policy, which has been reviewed and has no recommended amendments.

v) Complaints procedure

Councillors are asked **to readopt** the complaints procedure, amended to bring it in line with the council's policy on equality (**enclosed**).

vi) Audio visual recording policy

Councillors are asked **to readopt** the audio-visual recording policy, amended to bring it in line with the council's policy on equality (**see enclosed**).

THE FOLLOWING ITEMS ARE FOR INFORMATION ONLY

18 Appointment of outside body representatives and subject leads

The following are the current outside body representatives:

- Co-op - Vacant
- Best Kept Village - Cllr Orme
- FOKEL - Vacant

Gala - Cllr Burn, Cllr Tarpey-Black
KE light railway - Cllr A Cropper
Halite/Brine watch - Cllr Johnson
Health (all aspects) - Cllr Tarpey-Black, Cllr Johnson
Lancashire Association of Local Councils (Wyre Area Committee) - Cllr Orme (all
councillors have a right to attend)
Over Wyre Parishes joint meeting - Vacant
Preesall Youth and Community Association - Cllr Johnson
Wyre Flood Forum - Cllr Johnson
Wyre In Bloom - Cllr Woods
Christmas Community Events committee - Cllr Woods
Youth - Cllr Patrick; Cllr Tarpey-Black

The following are the current subject leads:

Highways - Cllr Patrick
Housing - Cllr Nicholls; Cllr Williams
Planning Ambassador - Cllr Patrick
Tourism - Cllr Johnson

Councillors are asked **to consider** the appointment of councillors to the various roles.

19 Verbal reports from Wyre councillors

Wyre councillors will report any items relevant to the area.

20 Clerk's report

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

21 Mayor's report

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

22 Questions to councillors

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

23 Items for next agenda

The next meeting will be held on 11 October 2021 - 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 30 September** 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.