**MINUTES OF A MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 8th MAY 2018 FOLLOWING THE ANNUAL ASSEMBLY AT THE COMMUNITY CENTRE, MILL STREET, KIRKHAM TO TRANSACT THE FOLLOWING BUSINESS**

**Present:** Mayor Cllr. Peter Hardy, (in the chair) Councillors E. Oades, K. Beckett ISO, J Cameron, M.Cox, D. Parkinson and E. Silverwood.

E.Duffy (Minutes)

**2018/5/1** **Apologies for absence-** None

**2018/5/2 Declarations of interests-** Cllr. Cox-Friends of Kirkham Parks. Cllr. Oades-Planning. Cllr. Silverwood- Planning application 17/1018, 57 Poulton Street

**2018/5/3 Police report** – Report shows a large number of incidents.

Cllr. Silverwood proposed the Clerk compiles a spreadsheet showing the month by month incident rate to be tabled at Full Council meetings. **Resolved /Action Clerk**

Clerk reports the arrest and conviction of the former owner of Harvey’s take away for food hygiene violations and further arrest and conviction for the same person and three others for organised crime.PCSO’s have visited the new owner of Harvey’s and confirm there is no connection with previous owners. **Noted**

**2018/5/4 Proposed the minutes from the meeting dated 13th March are accepted as a true record. Resolved**

**2018/5/5 Matters arising from those minutes not on this agenda**

* **2018/4/11 i** Fly tipping on the donkey field- Further evidence of perpetrator passed to environmental health department.
* **2018/4/15** Market Square trip hazard has been dealt with by Lancs Highways
* **2018/4/18** CCTV quote- Cost of access too high. Awaiting ground conditions to improve so better access. **Ongoing**
* **2018/4/18** Sports Development- Rev. Bundy did not attend meeting. Clerk to chase **Action Clerk**
* **2018/4/16** Beavers**-** Maryfields planting. **Completed**

Cllr. Oades has contacted LCC to confirm services at Maryfields are disconnected **Noted**

**2018/5/6 Finances**

1. Proposed to accept the monthly accounts for April **Resolved**
* Include balance outstanding in the budget for Kirkham In Bloom **Action Clerk**
* Cllr Silverwood requests a full breakdown of bar income/costs **Action Clerk**
1. Proposed to accept the draft end of year accounts **Resolved**

Cllr Silverwood queried Cllrs names. Clerk clarify with Accountants **Action Clerk**

Cllr Silverwood queried Civic expenses. Clerk to supply breakdown**. Action Clerk**

1. Proposed payments of invoices **Resolved**
* Cllr Silverwood queried payroll costs as annual. Confirmed.

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| --- | --- | --- | --- | --- |
| **Date** | **Cheque No.** | **Company** | **Details** | **Amount** |
| 08/05/2018 | 22000 | AA Fencing | In Bloom grant | 3449.85 |
| 08/05/2018 | 22001 | Woodys | Wine press works | 54.21 |
| 08/05/2018 | 22002 | FES | Pest control | 90 |
| 08/05/2018 | 22003 | Rawcliffes | Payroll | 264 |
| 08/05/2018 | 22004 | Fylde  | WSH Loan | 800 |
| 08/05/2018 | 22005 | Fylde  | FofKP works | 2210.4 |
| 08/05/2018 | 22006 | Dulux | Railings paint | 181.13 |
| 08/05/2018 | 22007 | Cartridge guys | cartridges | 24 |
| 08/05/2018 | 22008 | Steven Bradshaw | Overtime payments | 54.23 |
| 08/05/2018 | 22009 | A Class | Xmas,PATs, Emergency light | 1422.6 |
| 08/05/2018 | 22010 | E Silverwood | In Bloom Maryfields works | 610.48 |

**2018/5/7 Mayor’s Announcements**

* Arrangements for Civic Sunday to be explored by the Clerk **Action Clerk**
* The Mayor will be travelling to Ancenis with the Twinning Association to mark the WW1 Centenary on Thursday **Noted**

**2018/5/8 Annual reviews**

1. Election of Councillors to be Chairmen of Committees (LPAOS and Staffing)
2. Nominations to LPAOS and Staffing committees and appointment of members
3. Review of representation to External Bodies and reporting back methods.

Cllr Oades proposed that the above remain unchanged until the election next May **Resolved**

1. Appointment of the internal auditor for 2018/19. Proposed to continue with Rawcliffes and co. **Resolved**
2. Review Standing Orders **Deferred**

and Financial Regulations **Reviewed in January** **18**

1. Review asset register- **Reviewed in February 18**
2. Review insurance Quote received too high. Clerk to get further quotes **Action Clerk**

and assess risks and assets **Assessed in January** **18**

1. Review complaints procedure **Deferred**

**2018/5/9 Report from the Leisure Parks and Open Spaces Committee-**

1. Barnfield bark. Proposed that the bark is topped up. **Resolved**
2. Prison list is now completed. Council to consider further projects. **Action All**
3. Formation of a sub-committee to look at Enhancement Plan in more detail. Special meeting proposed instead of sub-committee. **Resolved**
4. Allotment skip requested. Proposed the Clerk prices skip. **Resolved/Action Clerk**

**2018/5/10 Report from the Staffing committee –** Report tabled **Noted**

**2018/5/11 Planning applications and recommendations**

1. 18/0269 Park Road amended plans

Kirkham Town Council have no objection subject to there being no impact on neighbouring properties.

1. 18/0279 Eaton Place Two dwellings

Kirkham Town Council object to this application as it is at odds with the streetscene and detracts from the neighbouring bungalows. It is detrimental to the neighbour’s amenity by overlooking their properties.

1. 17/0957 Brook Farm Revised Plans

Kirkham Town Council request this application is deferred until Council receives the full revised plans for consideration.

1. 18/0206 82 Poulton Street Taxi Rank amended plans and further info

Kirkham Town Council object to this application as Kirkham has received a number of Town Centre developments where Officers have relied on the use of the Town Centre Car parks. The Car Parks are for the use of shoppers and visitors. This 24 hour operation is not appropriate in an area with neighbouring residential units.

If it is proposed that the taxis are parking out at Weeton Road and not in the area around the office then Council queries why the office is not based on Weeton Road.

1. 16/0621 Mill Farm Car Parking strategy Request for further comments

Kirkham Town Council reiterate their original objections-

1. Kirkham Town Council considered the report  and object on the grounds that it does not conform with the Traffic Management Plan Lancashire Highways recommended when planning permission was granted
2. It is based on the current capacity of the stadium (4,250) when the development is for a 6000 capacity stadium with no future proposal of parking facilities for the extra 1,750 visitors.
3. There is now an application for a hotel, the residents and staff of which will be using the 20 car parking spaces on match days so those spaces cannot be included in the provision for the stadium.
4. The 90 Aldi spaces cannot be included in the provision for the stadium as they are all full during opening hours. The store is open during match days.
5. The B8 Warehouse 102 spaces may not be used presently during matches (unconfirmed) but the warehouse could change hands at any time in the future and visitor parking prohibited. These spaces should not be considered in the strategy.
6. The original 6000 capacity stadium was planned with the intention of the taking the club up the league. Stating the capacity has a maximum of 1,930 at this time is short sighted. The self-regulating commitments for readdressing the parking strategy if triggered are not enforceable by authorities.
7. The proposed overflow car park is not considered.
8. However the numbers are jiggled in the Strategy it is a fact that Kirkham Town Council and Elected Members receive a constant flow of complaints around parking issues on match days. Cars park indiscriminately along the A585 grass verges from Wesham roundabout to the M55 with visitors flocking across the busy A585 in droves. It is an accident waiting to happen. Wesham Town pavements suffer end to end parking with reports of the fire station forecourt being blocked on match days. Residents report leaving the area totally or remaining in their homes during match days as mobility is so restricted by traffic.
9. It is obvious there is not enough parking provision now when according to the Management Strategy the capacity is less than 33% and the Hotel or other profitable ventures have not yet been built. The strategy should look at additional parking provision not a reduction
10. 18/0272 Ribby Hall Beer store

Kirkham Town Council have no objection to this application

1. 17/1018 57 Poulton Street Query Council’s comments

Kirkham Town Council reiterate their original comments that the development of two residential properties would need car parking which would impact on the current use of the surrounding open space.

Parking for the houses would reduce the existing parking spaces on this site available to shops and businesses. Many residential developments have been passed on the back of public parking spaces reducing the number of spaces available to shoppers which is detrimental to the town.

The building would prohibit HGV deliveries to the back of the shops which would then mean deliveries would take place on Poulton Street causing traffic and safety issues on the brow of the hill adjacent to the zebra crossing.

The existing businesses would lose the bank of existing rubbish skips as the recycling lorries would no longer be able to access them.

The site is used as a meeting point for all the fire exits leading onto the area from the shops and businesses.

**2018/5/12 Report from the representative on Licensing**- The Willows Social Club has been sold but will continue to be run as a Social Club. **Noted**

**2018/5/13 Rural Splash report –** No report. Proposed it is remove from Agenda **Resolved**

**2018/5/14 KBG report-** Cllr Silverwood attended. The group propose Saturday Markets and raise issues around the lack of Council’s Social Media posts. It is proposed the Clerk continues to develop the media Policy. **Resolved/Action Clerk**

**2018/5/15 Community Assets update-** Clerk and Cllr. Oades to meet with Asset Transfer Officer on Tuesday 15th May. **Noted**

**2018/5/16 Highways report and report any issues-** Cllr Oades reports Preston, Poulton Street and Ribby Road will be resurfaced this financial year. **Noted**

Deep pothole at Town End/Orders Lane reported. **Noted**

**2018/5/17 Correspondence**

1. Lisa Foden New Ranger Service- Clerk to query costs **Action Clerk**
2. NW Ambulance-Request for donation. **Refused**
3. Santander branch closure- Proposed the Clerk writes to the MP. **Action Clerk**

**2018/5/18 Clerks report**

1. GDPR (Report attached)
2. Election of a Data Protection Officer. It is proposed the Clerk acts as DPO until other shared arrangements can be made. **Resolved**
3. Proposed the data audit is approved **Resolved**
4. Proposed the document retention policy and List of Documents for Retention or Disposal is approved **Resolved**
5. Proposed the Privacy notice is approved **Resolved**
6. Proposed the Allotment consent form is adopted **Resolved**
7. Approval of Data Protection Policy and FOI procedures **Deferred**
8. Approval of updated CCTV policy **Deferred**
9. Approval of updated Media Policy **Deferred**
10. Discuss Councillors email procedures and Council data storage **Ongoing**

B. Police parking- Clerk reports misuse of parking spaces by Fracking Police. Proposed that the Clerk writes to the Inspector with photos. **Resolved**

**2018/5/19 Projects/Events**

1. Allotment extension/ land transfer. Cllr. Oades reports that the Fylde CEO will speak to the Estates Officer **Noted**
2. Sports development- WSH Pavilion plans and costings are being prepared for Council approval. **Ongoing**
3. Cenotaph project- The blacksmith notified the Clerk that she will not be able to continue with the project. Clerk to approach other blacksmiths. **Action Clerk**
4. Youth project – Youth Council. Cllr. Parkinson tabled a proposal for the Youth Council. Proposed that a Youth Council was formed and Cllr. Parkinson and Cox meet with Wyre Youth Council for advice. **Resolved**
5. Volunteering to be discussed at a special meeting to be held before 6th June.
6. KirkFest- Weekly meetings progressing. Working with URPotential on volunteering. Posters and fliers are being printed. Resident’s letters are being distributed. **Noted**
7. Covenant Project- Clerk reports there are enough cobbles to be reclaimed from Market Square to complete the groundworks but it will not be installed in time for the June event. **Noted**
8. Enhancement Plan update– To be discussed at the Special Council Meeting. Proposed Clerk makes hard copies available. **Action Clerk**

**2018/5/20** **Report from representative on Fracking Community Liaison Group** (report attached). “Meet the Regulators” Meeting- 16th May Weeton Village Hall at 3pm.

Date and time of next meeting – June 12th 2018

**Meeting closed at 9.45pm**