**MINUTES OF A MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 13th JUNE 2018 AT 7PM AT THE COUNCIL CHAMBER, MOOR STREET, KIRKHAM**

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

E.Duffy (Minutes)

**Guest-** Jack Dinsley

**2018/6/1 Apologies for absence**- Cllr. E. Oades, K. Beckett ISO  **Accepted**

**2018/6/2 Declaration of interests-** Cllr. Cox Friends of Kirkham Parks, KirkFest

**2018/6/3** **Police report** – Incident rate table tabled. Proposed that the Sergeant be asked to attend bi-monthly meetings to update on serious incidents PCSO’s may not be party to. **Resolved/Action Clerk**

**2018/6/4** **Proposed to accept the minutes** from the meeting dated 8th and 29th May as a true record. **Resolved**

**2018/6/5 Matters arising** from those minutes not on this agenda-none

**2018/6/6 Finances**

1. Propose to accept the monthly accounts for April- **Resolved**
2. Note changes to annual accounts **Noted**
3. Bar breakdown **Noted**
4. Propose payments of invoices  **Resolved**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 12/06/2018 | By card | Smiths hire | In Bloom works Maryfields | 60 |
| 12/06/2018 | By card | Smiths hire | In Bloom works Maryfields | 19.58 |
| 12/06/2018 | By card | Smiths hire | In Bloom works Maryfields | 57.36 |
| 12/06/2018 | By card | Smiths hire | In Bloom works Maryfields | 24.96 |
| 12/06/2018 | transfer | Black Box | Contract | 492 |
| 12/06/2018 | transfer | POSH | Mayor Making buffet | 315 |
| 12/06/2018 | transfer | Fylde Council | Drain jetting | 456 |
| 12/06/2018 | transfer | K&W Advetiser | Annual Assembly Ad | 90 |
| 12/06/2018 | transfer | R Lancaster | Maryfields In Bloom | 270 |
| 12/06/2018 | transfer | Rawcliffes | Internal audit | 1620 |
| 12/06/2018 | transfer | SBWaste | Allotment skip | 230 |
| 12/06/2018 | transfer | Sue Stock | Bar and cleaning wages | 95.37 |
| 12/06/2018 | transfer | System Hygiene | Cleaning/baby change/drier | 422.23 |
| 12/06/2018 | transfer | SLCC | Clerks Membership | 208 |
| 12/06/2018 | transfer | Travis Perkins | CC Garden beds | 167.68 |
| 13/06/2018 | transfer | Woodys | In Bloom Maryfields works | 472.13 |

1. In completing the Annual Governance Statement 2017/18 it is agreed that-
2. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.
3. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.
4. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.

4. We provided proper opportunity during the year for the exercise of electors’ rights in accordance with the requirements of the Accounts and Audit Regulations.

5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.

6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.

7. We took appropriate action on all matters raised in reports from internal and external audit.

8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. **Resolved**

vi. Proposed that the accounting statements for 2017/18 are accepted **Resolved**

Clerk proposes as Council have very full agendas a separate finance committee be set up to address the Council’s finances to meet quarterly or ad hoc. **Deferred**

**2018/6/7 Mayor’s Announcements**

* Proposed that Civic Sunday is held as a joint affair with the opening of the new church facilities at the end of September. A small band to lead a procession through Memorial Gardens and an afternoon tea and entertainment at the Community Centre after with Youth involvement. **Resolved**

**2018/6/9 Report from the Leisure Parks and Open Spaces Committee-**

Noted that Kirkham In Bloom will be entering the competition this year and judging will take place at the end of July. Council are requested to consider a new name for Maryfields. **Action All Councillors**

1. Allotment holders send their thanks for the skip **Noted**
2. The residents of the house on South View emailed with their take on what our contractors said the drain problem was. This has been checked with the contractors and does not tally. Awaiting written report from Fylde and Contractors. **Noted**

**2018/6/10 Report from the Staffing committee - No Report**

**2018/6/11 Planning applications**

1. **18/0374 Pear Tree School extended**

Kirkham Town Council has no objection to this application but want to see disabled parking bays reinstated and no reduction in parking over all.

1. **18/0368 Selby Ind Estate Storage Unit**

Kirkham Town Council are unable to comment as the site plan does not show proposal. Please defer until site plan is submitted with relevant detail.

1. **18/0215 Windrush Farm Revised Plans**

Kirkham Town Council object to this application with their original comments “KTC object to this application on the grounds that it will extend across designated green belt which should not be developed without exceptional circumstances and this does not constitute exceptional circumstances. It also encroaches on the buffer between Kirkham and Wrea Green.”

1. **18/0090 Segar Street Revised Plans**

Kirkham Town Council has no objection to this application

**Late Applications**

1. **18/0111 Segar Street Signage**

Kirkham Town Council have no objection to this application if it complies with the Planning Authorities signage policy.

1. **18/0279 Eaton Place 3 Detached Bungalows**

Kirkham Town Council has no objection to this application

**2018/6/12 Report from the representative on Licensing- No Report**

**2018/6/13** **KBG report-** **No Report**

**2018/6/14 Update on Community Assets**

* Lease for Maryfields proposed to be signed **Resolved**
* Library- Clerk met with Asset transfer Officer and will revise application and return. It is noted that work on Millbanke will not be completed this year. **Noted**
* Car Parks-Proposed to pay Rates **Resolved/Action Clerk**

**2018/6/15 Highways report No Report**

**2018/6/16 Correspondence and recommended responses**

* Citizens Advice invoice **Deferred to next meeting**
* Calder Close Bench – Complaints received since bench was removed from the field. Propose benches are included in the agility trail development **Resolved/Action Clerk**
* Police/Streetwise- It was proposed that use of the WSH Pavilion be given to Streetwise Youth Group to help combat issues in the area. Clerk to check policies and insurances. **Resolved/Action Clerk**
* Application for co-option. Proposed to defer until the end of the meeting and go into committee. **Resolved**
* LCC- Local Delivery Scheme  **Noted**
* Mark Menzies MP- Birley Street complaint (tree). Proposed that Clerk responds to MP detailing steps taken. **Resolved/Action Clerk**
* Fylde ex-Mayor- Thanks **Noted**
* Request for Church Street access through park. Clerk to grant ensuring insurance and repairs are put in place, avoid KirkFest. **Action Clerk**

**2018/6/18 To receive the Clerks report**

1. Local list meeting. Clerk reports on buildings to be put forward for local listing and asks for representative to be involved in listing. Cllr. Hardy volunteered. Clerk to notify Fylde.  **Action Clerk**
2. GOTCHA meeting-22nd June. Cllrs Hardy and Parkinson to attend as individuals. **Noted**
3. P Woods retirement **Noted**
4. Review of Standing Orders deferred for a special meeting. Clerk to organise. Councillors to bring Standing Orders. **Action Clerk**
5. Approval of Data Protection Policy and FOI procedures **Deferred**
6. Approval of updated CCTV policy **Deferred**
7. Approval of updated Media Policy **Deferred**
8. Discuss Councillors email procedures and Council data storage **Deferred**
9. Santander branch closure- Clerk wrote to the MP. No response. Clerk finding Post Office banking user friendly. **Noted**

**2018/6/19 Projects/Events**

1. Allotment extension/ land transfer. Estates Officer met with Farmer. Update to follow. **Noted**
2. Sports development- Rev Bundy. **No meeting**
3. Cenotaph project **No report**
4. Youth project – Youth Council. Meeting arranged for June 22nd. UR Potential and Blackpool Youth Council representative to attend. Cllr. Parkinson invited to talk to assembly at Carr Hill. A lot of activity on Social Media. Application to Kirkham Trust for setting up costs. **Noted**
5. Volunteering- awaiting Community development project. **Noted**
6. KirkFest- Organisation nearly complete. Request for tickets to sell in Centre and High Street. **Action KirkFest**
7. Covenant Project- **No Report**
8. Christmas lights- Update tabled. Defer to next meeting. **Deferred**
9. Enhancement Plan update– from special meeting
* to make adjustments and republish plan- **Completed**
* to invite Business group representatives to full council meeting **Deferred**
* price welcome signs and brown signs for by passes and in roads **Ongoing**
* develop Community Development Project **Ongoing**
* prioritise dog agility trail on Calder Close **Ongoing**
* Picnic Benches for Maryfields **Ongoing**
1. CCTV camera upgrades. Proposed to pay final quote of £1000 to upgrade cameras overlooking Cenotaph and Barnfield. **Resolved**

2018/6/20 To receive report from representative on Fracking Community Liaison Group Report tabled. Thanks given to Cllr. Cox for her ongoing work. It is proposed that the safety issues to the Local Community should be highlighted in a letter to be sent to all authorities at all levels. Proposed that this is supported by affected parishes.  **Resolved/Action Clerk, Cllr Cox**

It was proposed that Council go into committee and exclude the public and press on the grounds that publicity would be prejudicial to the Public Interest by reasons of the confidential nature of the business to be transacted. **Resolved**

It was proposed that the Public and Press be re-admitted. **Resolved**

**2018/6/16 Correspondence and recommended responses**

* Application for co-option- It was proposed that as Council have received four applications for three vacancies on Council that the vacancies will be advertised in the Local Press and on Social Media in July with interviews held after Summer recess. Clerk to send advert for Council approval. **Resolved/Action Clerk**

Meeting closed at 10pm

Date and time of next meeting – July 10th 2018 7pm