



# KIRKHAM TOWN COUNCIL

Email: [townclerk@kirkhamcouncil.co.uk](mailto:townclerk@kirkhamcouncil.co.uk)  
[www.kirkhamtowncouncil.co.uk](http://www.kirkhamtowncouncil.co.uk)

The Community Centre  
Mill Street  
Kirkham  
PR4 2AN  
Tel: 01772 682755

## MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 10 OCTOBER 2023, 7.00 PM AT THE COMMUNITY CENTRE, MILL STREET, KIRKHAM

### Attendees:

Chris Hopkinson	Councillor (Cllr.) and Chair
Neil Byers	Cllr.
James Cameron	Cllr.
Jenni Conway	Cllr.
Diane Ireland	Cllr.
Stewart Jones	Cllr.
Maggie Ledger	Cllr.
Shaun Patchett	Cllr.
Elizabeth Squires (Minutes)	Town Clerk

### 23/10/01 Apologies for Absence

*To accept apologies for absence.*

Apologies were received from Cllr. Sutcliffe and Cllr. Wellings.

### 23/10/02 Declarations of Interest

*To receive any declarations of interest in an Agenda item. Members are reminded that in accordance with Section 94 of the Local Government Act, 1972, and the Council's Standing Orders, any direct or pecuniary or other interest should be declared.*

No declarations were made.

### 23/10/03 Minutes of the Previous Meeting

*To accept as a correct record the Minutes of the Meeting held on 12 September 2023.*

Minutes were accepted as a true record. These were proposed and seconded.

### 23/10/04 Public Participation

*Matters brought to the Town Council by residents. The Chair may limit a member of the public to 3 minutes of speaking in order to ensure the smooth running of the meeting. Overall, this section will typically be limited to 20 minutes, although the Chair may, at their discretion, extend this.*

One member of the public was in attendance, no questions were asked.

**23/10/05 Policing**

The Chair requested that this item be brought forward on the agenda. This was agreed by Councillors. This agenda item has been re-numbered.

A verbal report was presented by PCSO 7226 Giddins. Anti-social behaviour is improving, partly attributable to the boxing incentive. There had been a few instances of burglary in the past month, however this is being dealt with by the police. Cllr. Byers raised an incident that required further investigation, PCSO Giddins agreed to review the circumstances of this.

PCSO 7226 Giddins provided a listing of key contacts.

Lancashire Constabulary will be invited to all Town Council meetings to provide a verbal update.

**23/10/06 Matters Arising**

Matters arising from the September meeting were addressed as part of the agenda, except for:

(i) LED Screens

The Town Clerk informed the meeting that further information is required for one of the quotes received. Cllr. Patchett provided information in respect of one quote that also included a 3-year warranty. The Chair proposed that the quote including the additional warranty be accepted. This was seconded and Cllrs. voted to accept the quote including the additional warranty.

(ii) Speed Control

Cllr. Jones informed the meeting of speed measures being addressed by the Lancashire Safety Partnership. Focus is Station Road, Mellor Road, Ribby Road and Marsden Street, with emphasis upon 20 mph zones.

(iii) MOT

The Town Clerk informed the meeting that MOT has been ordered for the area near the allotments, to be used to fill pot holes, an allotment holder has offered to help. This land is not owned by the Town Council.

(iv) People's Park Bench

The damaged bench in the People's Park has been removed. The Cllrs. agreed that a replacement was not required as there are enough benches.

(v) Kirkham In Bloom

The Town Clerk informed the Town Council that the new Kirkham In Bloom group has no funds. Further funding is being sought by the group. The Town Council will administer the Kirkham In Bloom account, thereby providing transparency in respect of income and expenditure. Cllrs. voted and agreed that a grant be paid to the new Kirkham In Bloom to set them up for the forthcoming period, pending ratification of their constitution.

(vi) Debit Card

The Town Clerk informed the meeting that debit cards had now been received for those Cllrs. who have bank authorisation responsibility. Cllr. Ledger be added as a third signatory for bank payments.

**ACTION: Town Clerk to grant authorisation access to Cllr. Ledger.**

(vii) NALC

Cllrs. have been provided with the NLAC log in detail.

(viii) Santander Business Rates

The current bank rates of interest were discussed. Cllr. Pratchett advised that changing to alternative accounts for specific periods of time was acceptable only when there was certainty over expenditure.

(ix) William Segar Hodgson Upgrade

The Town Clerk informed the Cllrs. that additional equipment was required for WSH, such as larger mugs.

**ACTION: Town Clerk to provide a listing of equipment that is required and take this to the LPAOS Committee for approval.**

The Town Clerk informed the meeting that this was an example where a Scheme of Delegation was needed. Cllrs. agreed that 'running costs' that are of an emergency nature, that this been approved before further agreement at the Town Council meetings.

**ACTION: Town Clerk to review Standing Orders for authorised limits and update the next Finance and Events Committee meeting for agreement by the Town Council.**

23/10/07

### Mayors Announcements

(i) Events Attended

No events have been attended since the last Town Council meeting.

(ii) Boxing Grant

The Chair outlined a proposal to provide a grant for Adam Little, to support the work he is doing with youths, in conjunction with Lancashire Constabulary. A proposal was made to support this and this was seconded. Cllrs. voted to accept the proposal with the exception of one Cllr.

(iii) Public Realm

The Chair informed Cllrs. that a meeting has been arranged with Fylde Council and Eric Wright to discuss the work currently being undertaken in Kirkham. Cllrs. were invited to attend the meeting.

Cllr. Patchett talked about the works in the ginnel, leading to Poulton Street.

(iv) Training

The Chair informed the meeting that Cllr. training is being arranged. Cllrs. agreed to attend, with the exception of one Cllr.

(v) Willows Church

The Town Clerk informed the Cllrs. that a reminder has been sent to Fylde requesting siting of two bins. The Town Clerk also raised the condition of bins

around Morrisons and the bus stop; these require replacing and this has also been raised with Fylde Council.

(iv) Vexatious Complaints Procedure – Draft

Cllr. Ledger had a couple of amendments that are required before this is ratified. The amended draft policy to be presented to the November Town Council meeting.

(v) Email and Phone Use

The Chair asked that Cllrs. check their emails and phones. Cllrs. Ledger and Jones are not set up on their mobile devices and this is key as bespoke Town Council email should now be used. Cllr. Byers offered to help Cllrs. Ledger and Jones.

(vi) Dishwasher

The Town Clerk informed the Cllrs. that quotes were being obtained for a dishwasher at the Community Centre.

(vii) Bowling Green

Covered as a Town Council pre-meet.

23/10/08

**Leisure Parks and Open Spaces (LPAOS)**

In the absence of Cllr. Wellings (Chair of LPAOS), the Town Clerk updated the meeting:

- Cllr. Wellings had requested that the quote for proposed refurbishment of The Close Play Park be reviewed to confirm costs, being mindful that quotations are timebound. Funding streams, such as grants, are still being investigated.
- Cllr. Wellings has met with Kirkham Seniors Football Club who have requested use of one of the WSH football pitches. This to be discussed with Kirkham Juniors Football Club before any decision can be made.
- Drains at WSH have been cleaned.
- The leak in the Memorial Park requires investigation, and order for this work has been raised.
- The gritting contract for 2023/24 was presented. Cllr. Hopkinson requested further information before this can be agreed.

**ACTION: The Town Clerk to provide additional information in respect of the gritting contract and this be discussed at the next Town Council meeting so that the Cllrs. can vote on the proposal.**

- The Town Clerk informed the meeting that the Blessing of the Crib event is scheduled for 4 December 2023 at 6.30. Arrangements for this event were discussed.
- An update on South View was provided. Once the arborists have removed the trees, work can be ordered. Two additional quotes have been sought, however the suppliers have not replied to the Town Clerk.
- Cllrs. discussed the Morgan and Morecambe Offshore Wind Farms proposal. All consultation materials will be available on the Project website from Thursday 12 October until Thursday 23 November 2023.
- Twinning was not discussed due to the absence of Cllr. Wellings, this be deferred to the 21 November 2023 meeting.

The Chair provided an update on flood related issues and invited Cllrs. to attend the Flood Group meeting.

The Chair reminded members that the Committees of the Council should make recommendations to the Town Council for discussion and formal approval.

Cllr. Ireland spoke about the Morgan and Morecambe Off Shore Wind Farms. Cllr. Ledger confirmed that she will lead on this, she is attending a meeting with the Chair, that has been arranged for Friday 13 October 2023. The consultation starts for this project on 12 October 2023.

**23/10/09 Planning**

Planning details were added to the Kirkham Town Council meeting agenda. These continue to be forwarded to the Cllrs. as they arrive.

(ii) Applications

Applications were noted. Following discussion, no objections to planning applications were raised; those agreed in principle, were ratified.

(ii) Decisions

Decisions were noted.

**23/10/10 Finances**

(i) Santander Debit Cards

Cllr. Byers stated that he had now received a debit card.

(ii) Payment of Invoices

The Town Clerk informed the Cllrs. that Zoom and Dropbox were not now being subscribed to. Other applications, that are supported by Microsoft are being used. A full back up of systems will be undertaken prior to transfer.

The Council approved payment of all invoices noted at Appendix B (i). Additional invoices were presented, these were also approved.

(iii) Presentation of Bank Balances as at 5 October 2023

The Cllrs. noted the bank balances as at 5 October 2023. The Town Clerk reminded the Cllrs. that there are a number of larger purchases due to be paid.

(i) Feedback Finance and Events Committee 19 September 2023

Cllr. Byers updated the meeting of events forecast for 2024.

**23/10/11 Bookings**

General Update

The Town Clerk informed the Town Council that bookings remain consistent. The Town Clerk informed the meeting that an incident at the Community Centre had been recorded in the accident book. The Town Clerk stated that the booking form states that the onus of responsibility for supervision lies with the individual who hired the venue.

## **Exclusion of Press and Public**

*The proposal is for:*

*Exclusion of Press and Public Pursuant to section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 and defined in Paragraph 1, Part 1 of Schedule 12A to the Local Government Act 1972. It is proposed that, because of the confidential nature of the business to be transacted the press and public are excluded from the forthcoming items of business.*

**Councillors are asked to agree this action and this will be minuted.**

Councillors agreed exclusion of the members of the public, and no press were present.

**23/10/12      Staffing**

**23/10/13      Kirkham Baths**

**23/10/14      Date and Time of Next Meeting**

The next meeting will be held on Tuesday 21 November 2023 @ 7.00 pm

**Signed**



**Cllr. Hopkinson, Mayor and Chair**

**Elizabeth Squires, Town Clerk**



**10 OCTOBER 2023**