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Town Clerk- Emma-Jo Duffy

### MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 28<sup>th</sup> MAY 2019 FOLLOWING THE ANNUAL ASSEMBLY AT THE COMMUNITY CENTRE, MILL STREET, KIRKHAM

**Present:** Mayor Cllr. Oades (in the chair) Councillors C Hopkinson, P Bearley, P Hardy, D. Buckley, P Hodgson, S Jones and E. Silverwood.  
E.Duffy (Clerk)

- |                 |   |                                    |
|-----------------|---|------------------------------------|
| <b>2019/5/1</b> | Apologies for absence   | <b>None</b>                        |
| <b>2019/5/2</b> | Declarations of interests in an Agenda item-<br>Cllr. Oades-All planning matters at Agenda item 2019/5/10   | <b>Noted</b>                       |
| <b>2019/5/3</b> | Receipt of co-option nominations and respond to applicants in accordance to the co-option policy. It was proposed that this item be moved to the end of the Agenda  | <b>Resolved</b>                    |
| <b>2019/5/4</b> | Minutes of and determine recommendations made by LPAOS committee.<br>Proposed to accept the minutes dated April 30 <sup>th</sup> 2019<br>Proposed to get quotes for the remarking of car park arrows  | <b>Resolved</b><br><b>Resolved</b> |
| <b>2019/5/5</b> | Minutes of and determine recommendations made by the Staffing committee.  | <b>Not met</b>                     |
| <b>2019/5/6</b> | To receive reports (for information only)   |                                    |
| i.              | Police –  |                                    |
|                 | • Cenotaph vandalism. CCTV coverage identified vandals. PCSO's working with St. Michael's school on a restorative justice procedure.  | <b>Noted</b>                       |
|                 | • Additional agenda items-<br>Attempted break in at the Community Centre on Sunday night. Steven and Emma attended, secured the building and a police report was made on line on Monday. CCTV shows suspects.<br>Police have sent out warning of Travellers headed to Kirkham. As locking down WSH creates great issues in respect of traffic for neighbours the Clerk proposes a temporary bar is put in place as soon as possible | <b>Noted</b><br><b>Resolved</b>    |
| ii.             | KirkFest cancelled  | <b>Noted</b>                       |
| iii.            | Mayors Announcements  | <b>Received</b>                    |
| iv.             | Kirkham Business Group report. Query as to why an outside icecream company is allowed to attend Food Fayre. It is noted that all Kirkham businesses were offered a stall before stalls were offered to outside businesses.<br>Query as to permissions   | <b>Noted</b>                       |
| v.              | Friends of Kirkham Parks/Carr Hill project  | <b>Noted</b>                       |

**2019/5/7** Finances

i.	Agree the monthly accounts for April	<b>Resolved</b>
	Query as to why Clerk is not generating reports from Sage.	<b>Deferred</b>
ii.	Agree payments of invoices with the addition of £1356.52 Huws Gray- Railway sleepers	<b>Resolved</b>
SJ Services	Street Light Repairs	449
System Hygiene	Cleaning Supplies	70.1
Rawcliffe	Pay Roll 2018/19	264
LALC	Membership	802.77
SLCC	Membership	220
YMCA	Rural Splash Grant	3000
Architects	CC Plans	1080
Black Box	CCTV maintenance	492
Black Box	Fire Alarm maintenance	300

**2019/5/9** Annual reviews

i.	Nominations to committees and appoint members	
	• Leisure, Parks and Open Spaces Committee- Cllrs Jones, Hopkinson, Hodgson and Silverwood proposed	<b>Resolved</b>
	• Staffing- Cllrs Jones, Brearley and Buckley proposed	<b>Resolved</b>
ii.	To elect Chairmen of committees and adopt terms of reference	
	• Leisure, Parks and Open Spaces Committee- Cllr Hodgson proposed as Chair, proposed to add “except in the case of an emergency” at 2.G) of the Terms of Reference	<b>Resolved</b>
	• Staffing- Cllrs Brearley proposed as Chair. Proposed to amend 2i. of the Terms of Reference to “monthly before Full Council Meetings unless cancelled”, remove 2ii and amend 4i to “meeting recorded and recommendations made by Chair to Full Council	<b>Resolved</b>
iii.	Delegate powers to committees and Clerk. Proposed Clerk submits report for next meeting.	<b>Resolved/Deferred</b>
iv.	Election of signatories on Council Bank Accounts. Proposed Cllrs Silverwood, Brearley and Buckley.	<b>Resolved</b>
v.	Review of representation to External Bodies and reporting back methods.	
	• Community Liaison Group (Fracking)	<b>Deferred</b>
	• District Parish Liaison Group. Proposed Cllrs Silverwood and Oades	<b>Resolved</b>
	• Youth Council	<b>Deferred</b>
vi.	To appoint the internal auditor for 2019/20	<b>Resolved at 2019/1/6v</b>
vii.	Review Standing Orders	<b>Deferred</b>
viii.	Financial Regulations	<b>Resolved at 2018/12b/5</b>
ix.	Review asset register	<b>Resolved at 2018/12b/4</b>
x.	Review insurance. Proposed to accept Zurich’s quote for insurance cover for the year 2019/20	<b>Resolved</b>
	• assess risks and assets	<b>Resolved at 2018/12b/3</b>
xi.	Review complaints procedure	<b>Resolved at 2018/9/16vii</b>
xii.	Review memberships (CALC and SLCC)	<b>Resolved at 2019/4/9iv</b>
xiii.	Review procedure for Freedom of Information requests and GDPR	<b>Resolved at 2018/9/16vi</b>
xiv.	Review procedure for dealing with media and press	<b>Resolved at 2018/9/16iii</b>
xv.	Proposed Cllr. Hopkinson as password and key holder	<b>Resolved</b>
xvi.	Procedure for electing the Mayor and Deputy Mayor accepted. New Councillors added to the list	<b>Resolved</b>

**2019/5/10** Planning applications and recommendations  
19/0376 Hillside and Chapelside Extensions  
Kirkham Town Council object to this application on the same grounds as the previous application.

- It is over-intensive for the size of the plot.
- It removes off street parking in an area where pavement parking creates a hazard close to K&W Primary School where two children have recently been involved in RTA's.

Petition against planning application 19/0317 tabled **Noted**

**2019/5/11** Opting in to Public Rights of Way deferred from April 30<sup>th</sup>. It is proposed that Council do not opt in on account of the large amount of PRow in Kirkham and the lack of resources to take on a clearance project **Resolved**

**2019/5/12** Community Centre extension deferred from April 30<sup>th</sup>. Proposed that a Development Committee be formed to report to Council on all developments. Members proposed Cllrs Hopkinson, Hodgson and Buckley. Chair- proposed Cllr. Hodgson. **Resolved**

**2019/5/13** Proposed that a request from Kirkham Singers to take part in Remembrance Sunday Service is accepted. **Resolved**

**2019/5/14** To confirm representation on Twinning visit to Bad Brückenau and gift expenditure. Proposed Cllr. Hardy represents Council and acquires cut glass from Fylde Council at a cost of up to £100. **Resolved**

**2019/5/15** Proposed to ratify the previously submitted quote of maximum £550 for repairs to lighting across the Town. (Actual invoice = £449) **Ratified**

**2019/5/16** Proposed to refuse housing a knife Amnesty bin at the Community Centre on the grounds of safety to the nursery school, Clerk and centre users. **Resolved**

**2019/5/17** Resolution of numbers and accept costs of Councillor training. Members to notify Clerk. **Resolved**

***Proposed to 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.***

**2019/5/3** Receipt of co-option nominations and respond to applicants in accordance to the co-option policy. - The Mayor proposed changes to the Co-option policy as she was advised by the Local Authority Monitoring Officer (Legal Officer and Election Office) that as a Sovereign body Town Council was not subject to any law dictating that they must co-opt to vacant seats after the election but could choose whether to co-opt or not. The changes in the policy conflict with the Proper Officers advice and understanding.

- Changes to co-option policy

“On confirmation from Electoral Services that a casual vacancy must (may) be filled by co-option, (the Council will decide whether they wish to fill the vacancy. If Council decide that the vacancy is to be filled) the Clerk will insert an advertisement into the (Kirkham and Wesham Advertiser) parish news.....

- Proposed to advertise vacancies

**Resolved**

**Resolved**

Meeting closed at 9.40 pm  
Date and time of next meeting – June 11<sup>th</sup> 2019 at 7pm  
Community Centre, Mill Street