



KIRKHAM

TOWN COUNCIL

The Community Centre
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Town Clerk- Emma-Jo Duffy

MINUTES OF A MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 11th SEPTEMBER 2018 AT 7PM AT THE COUNCIL CHAMBER, MOOR STREET, KIRKHAM

Present: Mayor Cllr. Peter Hardy, (in the chair) Councillors J Cameron, D. Parkinson E. Oades, and E. Silverwood.
E.Duffy (Minutes)

2018/9/1 Apologies for absence- Cllr. M.Cox, K. Beckett ISO **Accepted**

2018/9/2 Declaration of interests- Cllr. Oades-All planning matters

2018/9/3 Police report – Incident rates tabled.

PCSO Trevor Sterling attended. Local issues discussed.

- Identified Youth gang. Arrested for shoplifting. Police Officer supporting PCSO's to deal with Youths.
- Swarbrick street noise nuisance. Arrest made.
- Woodlands Ave parking issues.
- Drug dealing/use on Mayfield Avenue not reported.
- Links made with young people's home. All is well.
- Freckleton Street parking issues causing arguments amongst residents.
- Concerns that an influx of immigrants will cause racism.
- Youth identified from CCTV smashing cameras. Parents to be given repair bill.

2018/9/4 Proposed to accept the minutes from the meetings dated 10th July and 10th August as true records. **Resolved**

2018/9/5 Matters arising from those minutes not on this agenda

- 2018/7/5-2018/6/9ii- Report and letter sent to South View residents as a result of drainage investigations. **Noted**
- 2018/7/5-2018/6/16-Chamber hire 2018 paid. CAB CEO and deputy have left. Contact made with new CEO **Noted**

2018/9/6 Finances

- i. Proposed to accept the monthly accounts for August **Resolved**
- ii. Proposed payments of invoices **Resolved**

11/09/2018	transfer	Aclass	Boiler repair	54
11/09/2018	transfer	Travis Perkins	HMP Work	27.41
11/09/2018	transfer	Death to Pest	Wasp nest	60
11/09/2018	transfer	Sue Stock	Cleaning wage	206.14
11/09/2018	transfer	Printerland	Laser Printer	636
11/09/2018	transfer	Glasdon	In Bloom bins	819.31
11/09/2018	transfer	Nexus	Annual fee	403.2
11/09/2018	transfer	Emma Duffy	Hedge trimmer	28
11/09/2018	transfer	DGS	Covenant benches	647
11/09/2018	transfer	System Hygiene	Cleaning products	133.20

- iii. Proposed the date for Budget setting as Monday 12th November 6pm. **Resolved**
- iv. VAT Return referred to Compliance Office **Noted**
- v. Fairground contract reviewed. Increased payments agreed. Clerk to notify Cubbins. **Resolved/Action Clerk**
- vi. Proposed to change BT/Black Box/ Protec contracts **Resolved**

2018/9/7 Mayor's Announcements

- The Mayor will attend Kirkham Grammar School on Thursday. Proposed that he raises concerns about parking. Clerk to provide a supporting letter. **Resolved/ Action Clerk**

2018/9/8 Report from the Leisure Parks and Open Spaces Committee-

- Not met in August but extensive tree works have been carried out. **Noted**
- Request to plant oak sapling has been withdrawn. **Noted**
- Under planting of poppy project and bedding for the cenotaph gardens to be finalised at LPAOS **Action Clerk**
- In Bloom awards- 2nd November **Noted**

2018/9/9 Report from the Staffing committee -

No Report

2018/9/10 Planning applications

- i. 18/0676 23 Moor Street Change of use
Kirkham Town Council have no objection to this application providing consideration is given to adequate parking spaces.

2018/9/11 Report from the representative on Licensing-

No Report

2018/9/12 KBG report- Clerk reports a good attendance to the KBG meeting on Monday 3rd September. Interest shown in Council projects. **Noted**

2018/9/13 Update on Community Assets

- Library- Asset transfer application **No Progress to report**

2018/9/14 To consider a Highways report and report any issues

- Raised kerb on Marsden Street **Noted**

2018/9/15 To receive any correspondence and recommend responses

- i. Hazel McNicoll- Review of Polling Districts and Polling Places 2018 **Noted**
- ii. Allan Oldfield/Mark Menzies- Funding. Clerk to reply stating that KTC have it in hand. **Resolved/Action Clerk**
- iii. Mill Street- Cllr Wheatman. Clerk to reply stating that KTC have it in hand. **Action Clerk**

2018/9/16 To receive the Clerks report

- i. Review and adopt the Standing Orders
 - ii. Review and adopt Code of conduct
 - iii. Review and adopt IT and Media Policy
 - iv. Review and adopt Staff disciplinary procedures
 - v. Review and adopt Health and Safety Policy
 - vi. Review and adopt Freedom of Information Public Information Scheme document
 - vii. Review and adopt Complaints Procedure
 - viii. Review and adopt LPAOS terms of reference
- Proposed that Standing Orders and all policies are approved and adopted. **Resolved**
- ix. Allotment security/hedging. Proposed that Clerk organises whips and planting. Council to purchase whips if not donated. **Resolved/Action Clerk**
 - x. WSH Pitch hire. KJFC. Proposed that a meeting is held on Monday 8th October to discuss. **Resolved**
 - xi. To consider the Co-option date and questions
 - Proposed that a meeting is held on Monday 8th October to interview two applicants. **Resolved**
 - Proposed that questions are accepted **Resolved**

- xii. Elect a key holder- Proposed that Cllr. Cameron holds the sealed pack of keys and passwords to be opened only in an emergency during cllr. Parkinson's absence. **Resolved**
- xiii. Proposed that two sets of embroidered shirts and fleeces be purchased for the Clerk and Caretaker **Resolved/Action Clerk**

2018/9/17 To receive updates and make recommendations on the following Projects/Events

- i. Allotment extension/ land transfer **No progress**
- ii. Sports development- Rev Bundy. Clerk to meet with Football Association. **Noted**
- iii. WSH changing rooms- as above.
- iv. Cenotaph project –
 - Project launched
 - Two grant applications submitted
 - Agreement made with Forge
 - Poppies selling well
 - Under planting to be done when height of framework is set. **Noted**
- v. Volunteering - Community Development Project. Grant application submitted. **Noted**
- vi. KirkFest- Discuss at October 8th meeting. **Noted**
- vii. Covenant Project- Cobbles are being installed and look great. Statue to be delivered Tuesday 18th. Benches purchased by FofKp to be delivered Thursday 13th. Interpretation considered for retaining back boards. **Noted**
- viii. Christmas lights- It is proposed that Council pay for Town End/Community Centre trees and small ones on Market Square. Business Group organise shop trees. Christmas Lights rename Christmas switch on and organise event. Clerk to discuss with group. **Resolved/ Action Clerk**
- ix. Dog agility trail on Calder Close. Update tabled **Noted**
- x. Peoples Park. Update tabled. In Bloom to be involved in any development. **Noted**
- xi. Enhancement Plan update– from special meeting
 - to invite Business group representatives to full council meeting
 - price welcome signs and brown signs for by passes and in roads **Ongoing**
- xii. CCTV camera upgrades- Damage. **Noted**

2018/9/18 Youth Council – BBQ went well with good turnout and money raised. Noted
2018/9/19 Report from representative on Fracking Community Liaison Group Noted

Date and time of next meeting –
 Co-option interviews September 13th 4.45pm Council Chamber
 Special Meeting October 8th 6pm Council Chamber
 Full Council October 9th 7pm Council Chamber
 Budget setting meeting November 12th 6pm Council Chamber
 Full Council November 13th 7pm Council Chamber

Meeting closed at 9.30pm