



# KIRKHAM

## TOWN COUNCIL

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

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

### MINUTES OF THE MEETING OF THE TOWN COUNCIL HELD ON TUESDAY 12 SEPTEMBER 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.
Shaun Patchett	Cllr.
Peter Sutcliffe	Cllr.
Tony Wellings	Cllr.
Elizabeth Squires (Minutes)	Town Clerk
Chris Mellings	Observing

#### 23/09/01 Apologies for Absence

*To accept apologies for absence.*

Apologies were received from Cllrs. Jones and Ledger. Cllr. Ledger could not attend for health and safety reasons due to covid in the family and stayed away as advised by the Mayor.

#### 23/09/02 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.*

Cllr. Sutcliffe had declared an interest in planning application 23/0383 (Appendix A, Agenda Item 23/09/09).

#### 23/09/03 Minutes of the Previous Meeting

*To accept as a correct record the Minutes of the Meeting held on 11 July 2023.*

Minutes were accepted as a true record.

**23/09/04 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.*

Members of the public were invited to raise any queries they had with the Cllrs. Key concerns were in relation to the closure of Kirkham Baths. Cllr. Hopkinson informed the public that a meeting with Fylde Council has been arranged to discuss options.

**23/09/05 Kirkham Public Realm**

Melissa Thorpe from Fylde Council provided a detailed update on the Kirkham Public Realm work, including the Hillside, renovation of the former TSB Bank, the Shop Front scheme and the Public Realm.

A revised timetable was present and images/artist impressions were provided for information.

Cllrs. asked questions relating to the schemes and clarification of concerns was provided.

Melissa explained that the scheme is no longer in a consultation phase, opportunities to raise concerns had been provided before go live. The public sessions provided on Thursdays has been challenging as issues now being raised should have been covered in the consultation period.

Forthcoming events that may be impacted by the works, such as Remembrance Sunday and the Lantern Festival were discussed.

The Christmas Lights switch on has been discussed with Eric Wright, a further meeting has been arranged to discuss the detail.

**23/09/06 Matters Arising**

Matters arising from the July meeting were addressed within the agenda, with the exception of:

(i) Love Clean Streets

We were asked by a member of the public to report concerns raised on Love Clean Streets. The Town Clerk informed the meeting that reports have a life span of 3 months, and reiterated the need for this information be retained until dealt with by Lancashire County Council.

(ii) Flooding Issues

The Town Clerk informed the meeting that additional quotes for drainage works at South View were in the process of being obtained. Trees need to be removed before work can be done.

(iii) Standing Orders

The Town Clerk informed the meeting that review Standing Orders has commenced with Cllr. Ledger, but to bring these in line with NALC further work is required.

(iv) Electric Vehicle Charging

A quote has been received for EV Charging, this to be discussed at LPAOS. Three quotes are required, however Cllr. Wellings informed the meeting that suppliers fail to respond.

(v) Purchase of a Safe

An area has been identified for the safe, however assistance may be required to site this. Cllr. Sutcliffe stated that he can provide a trolley if needed.

(vi) Use of William Segar Hodgson Car Park

The Town Clerk informed the meeting that a request has been made to use the William Segar Hodgson Car Park for a charitable event. More information is required, however the Cllrs. did not consider this to be a viable event. Permission from the William Segar Hodgson Trust would be required.

(vii) Screens for Community Centre and WSH

Cllrs. Sutcliffe and Pratchett agreed to obtain quotes for the provision of screens, fitted with mounting brackets.

**ACTION: Cllrs. Sutcliffe and Pratchett to obtain quotes.**

(viii) Kirkham Juniors Football Club

Cllr. Wellings has met with Kirkham Juniors Football Club. They have requested permission to host an event at WSH. Cllr. Wellings stated that he is waiting for an email with their request.

(ix) Twinning

The montage presented to the Twinning Mayors were well received. The Town Clerk thanked Cllr. Byers for his input.

**23/09/07 Mayors Announcements**

(i) Events Attended

The Mayor attended the Twinning Event. The Twinning Association had acknowledged and thanked this council for their support.

(ii) Training

The Chair outlined that Chris Mellings would be providing How to Chair a Meeting training for the Cllrs.

(iii) Willows Church

Members of the public are using the grounds at the back of the Willows Church for exercising their dogs. Father Andrew has raised concerns with Cllr. Hopkinson about public waste being put into the Willows bins. The Cllrs. agreed to obtain two bins to be sited outside the Willows for public waste.

**ACTION: The Town Clerk to ask Fylde Council for two bins.**

(iv) Safeguarding Policy and Procedure

The Town Clerk informed the meeting that there is no Safeguarding Policy and Procedure, and presented a draft document. Cllrs. ratified this document. The Town Clerk informed the meeting that organisations require Safeguarding Policies to be able to apply for grant funding.

(v) Speed Control

Cllr. Cameron raised a problem with speeding on Ribby Road and Mellor Road, resulting from an issue presented by a resident. This to be referred to Lancashire Constabulary and Lancashire County Council.

**ACTION: The Town Clerk to raise this issue with Lancashire Constabulary, and also with Cllr. Jones (for Lancashire County Council).**

## **23/09/08 Leisure Parks and Open Spaces (LPAOS)**

Cllr. Wellings provided an update from the LPAOS meetings 8 August and 7 September 2023.

The Close Park quotation is a viable project; however, funding now needs to be raised to enable this project to commence. The Town Clerk is in the process of identifying funding for this project.

Cllr. Wellings has met with Kirkham Juniors Football Club who have raised concerns over the condition of the pitches. A 5G pitch is their goal. Cllr. Wellings asked if the fee for 2023/24 remain the same, Cllrs. agreed this proposal. Grass cutting on the pitches needs to be improved. A discussion with Kirkham Juniors Football Club to be addressed through the LPAOS Committee.

Cllr. Wellings proposed that residents who go above and beyond (for example cleaning up after vandalism) should be recognised. Cllrs agreed that a letter of thanks be sent in these circumstances.

Allotments have asked for hardcore be laid on the car park near the allotments.

**ACTION: The Town Clerk to liaise with the Allotments Association to co-ordinate delivery.**

Cllr. Wellings stated that the bench that has been damaged on Peoples' Park needs to be repaired or replaced.

**ACTION: The Town Clerk to seek advice from Glasdon re repair.**

In Bloom is gaining momentum, there are a number of volunteers. In Bloom have no money. Cllrs. agreed to review their proposal for grant funding.

**ACTION: In Bloom to provide a proposal for funding from the council.**

Cllr. Wellings informed the meeting that Mark Menzies MP has informed him that there may be funding to address issues for flooding at Brookwood Park. The residents are in the process of providing further information to support this.

The Town Clerk has raised a tree request to remove two trees that are impacting on the required work to be undertaken by Lancashire County Council.

Cllr. Wellings informed the meeting that a request has been raised to support youths at a local gym, for boxing. Further information is pending. Cllrs. Conway and Sutcliffe supported this idea and went on to say that there may be more that can be done to support younger residents.

## **23/09/09 Planning**

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

(i) Applications

Cllr. Sutcliffe had declared an interest in 23/0383. Applications were noted two of these had been agreed but not ratified due to there being no meeting in August 2023. Following discussion, no objections to planning applications were raised and those agreed in principle, were ratified.

(ii) Decisions

Decisions were noted.

**23/09/10 Finances**

(i) Santander Debit Cards

Cllr. Byers stated that he had still not received a debit card.

**ACTION: The Town Clerk to contact Santander to resolve the second debit card.**

(ii) Payment of Invoices

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 7 September 2023

The Cllrs. noted the bank balances as at 7 September 2023. Discussion around in-year and future projects ensued and how these will impact of balances.

VAT has been refunded by HMRC. The Town Clerk asked about the frequency of VAT returns. VAT will now be claimed in year. Cllrs. agreed that the VAT return be completed on a quarterly basis.

The Town Clerk asked the Councillors if they wish to remain a member of NALC, and stated that this was an excellent service, that provided advice on issues such as VAT. Notice to cancel is required now. Cllrs. agreed to remain with NALC.

**ACTION: The Town Clerk to share the log-on detail for access to the NALC website.**

Cllr. Hopkinson asked that interest rates be reviewed with Santander.

**ACTION: The Town Clerk to discuss interest rates with Santander.**

**23/09/11 Bookings**

General Update

The Town Clerk informed the Town Council of progress in respect of bookings for both the Community Centre and William Segar Hodgson Pavillion. There are more requests than availability.

One resident has asked if they can use the WSH car park for a car book for charitable purposes.

**ACTION: The Town Clerk to obtain further information.**

**23/09/12 Policing Matters**

A verbal report was presented by PC 8524 Sarah Roberts.

PC Roberts re-iterated the value of the Stay in the Know information and encouraged attendees to sign up for this. Concern was raised in respect of the recent events with youths throughout the town. Action is being taken to address vandalism, theft and anti-social behaviour.

PC Roberts outlined the work that is being done within the local schools.

PC Roberts informed the Town Council about work being undertaken within a local boxing gym and how successful this has been in other areas. Funding to support this event is required.

A pro-active approach to patrolling the town is administered, mainly by PCSOs, however calls to the police impact on availability and will take priority.

She reminded the meeting that incidents need to be reported for appropriate action to be taken and to report through 999.

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

**23/09/13 Staffing**

**Salary Review – Facilities Administrator**

Cllr. Ledger informed the meeting that her review of the Facilities Administrator role had been conducted and stated that the previously provisionally agreed payment was appropriate. Cllrs. approved the revised salary.

**23/09/14 Kirkham Baths Update**

**23/09/15 Date and Time of Next Meeting**

The next meeting will be held on Tuesday 12 September 2023 @ 7.00 pm

**Signed**

**Cllr. Hopkinson  
(Mayor and Chair)**

**Elizabeth Squires  
Town Clerk**