

St. Anne's on the Sea Town Council

Minutes of the Annual Parish Council Meeting of the Town Council held on 15th July 2014 at 7pm Parish Rooms, Oxford Road, St. Anne's on the Sea FY8 2EA

Present:	Councillors	E Nash	Chairman	
		C Akeroyd		
		T Ford		
		G Goodman		
		A Jacques		
		C Lanyon		
		B Mackenzie		
		E Nash		
		D Prestwich		
	V Willder			
	Officers	S Taylor	Town Clerk	
		S Dunn		Community Development Manager
		H Kennedy		Promotion and Event Officer
Members of the Public		6		

194/14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillors Henshaw and Settle.

195/14 DECLARATIONS OF INTEREST

Councillor Jacques declared a personal interest in agenda item 10, Kilgrimol Girlguiding.

196/14 TOWN MAYOR'S ANNOUNCEMENTS – INFORMATION ONLY

The Mayor said how privileged he considered himself to be mayor for the next year. He was born and raised in the town and considered himself to be fortunate to be part of one of the hardest working, focused groups around, St. Anne's Town Council. The aim of the Town Council was to work for the good of the town, its residents, visitors and economy.

The Mayor detailed numerous events that he had attended, including:

- 28th May – attended a photography exhibition for Fylde Coast Civic Societies, with Mayors from Fylde, Wyre, Blackpool. The Deputy Mayor also attended.
- 3rd June – Attended a fashion show with the Rose Queen
- 6th June – Wreath memorial at Ashton Gardens commemorating the 70th anniversary of D Day
- 7th June – Attended 393th Lancashire Authors Association with Deputy Mayor
- 10th June – Opened the World Cup at Cucina Pazzo Restaurant and the prize draw
- 14th June – Attended opening of the Fylde Christian Service Church with the Deputy Mayor
- 16th June – Attended the Fylde's Civic Sunday at the Drive Methodist with Deputy Mayor
- 23rd June – Flag raising for Armed Forces Week
- 28th June – Lytham Club Day, including walking in the parade
- 29th June – Armed Forces Day held in Ashton Gardens with Deputy Mayor
- 4th July – opened Summer Fete for Knights Rest Home on Clifton Drive North
- 9th July – opened new apartments on St. Andrew's Road South for Progress Housing Group and UBU

- 11th July – Greeted the Werne Town Twinning representatives
- 12th July – Represented the Town Council at St. Anne's Carnival, including walking in the parade
- 13th July – Attended a civic lunch for the Werne Town Twinning representatives, signed charter
- 14th July – Attended the Town Trail being facilitated for the Werne Town Twinning representatives and attended formal farewell at the Town Hall

The Town Council is currently producing a Neighbourhood Plan that will take account of residents views on how the town will develop in the future. The Mayor advised that everyone's input was vital.

The Mayor advised that more volunteers were required to help make St. Anne's an even better place. The more who can help, the greater the difference. There was no remuneration but a lot of satisfaction and he asked for everyone to become involved.

197/14 MINUTES OF THE PREVIOUS COUNCIL MEETING

RESOLVED That the minutes of the Council Meeting of the Council held on the 20th May 2014 be approved as a correct record and signed accordingly, subject to the following amendments;

- a) Under 153/14 - Public Participation, it was concluded that the member of the public was referring to the number 17 bus.
- b) Under 156/14 - District Parish Liaison Committee, membership should read; "Councillor Settle".
- c) Under 156/14 - St. Anne's Youth Council, membership should read; "Councillors Ford and Lanyon."

198/14 COMMITTEE MINUTES

Planning and Environment Committee	15 th May 2014
Policy and Resources Committee	10 th June 2014
Leisure and Community Committee	16 th June 2014
Planning and Environment Committee	19 th June 2014

RESOLVED

- a) That the minutes of the above Committee be noted.
- b) To approve the Council's scheme for delegated authority for urgent planning applications.
- c) To approve the provision of a Town Council credit purchase card.

199/14 NEIGHBOURHOOD PLAN

The Town Clerk updated the progress of the Neighbourhood Plan, as follows;

- The 1st stage consultation process ended on the 28th May 2014
- The Report of Consultation, Issues and Options report had now been completed
- The Neighbourhood Plan Profile was currently being finalised
- The Neighbourhood Plan Steering Group as meeting with the Consultants on 7th August 2014 to review work completed and agree the next stage of the project

RESOLVED That the progress on St. Anne's Neighbourhood Development Plan is noted and all actions agreed.

200/14 PUBLIC PARTICIPATION

Members of the public discussed the following items:

- Residents concerns regarding the approval of Planning application 14/0294, Beach Huts adjacent to the Mini Golf, South Promenade. It was noted that the Town Council raised a detailed objection to this planning application.

- Appreciation that the Town Council supported the Music and Arts Festival and the Kite Festival.
- The importance of promoting St. Anne's beach, including Sand Yachting and Windsurfing as a tourist attraction and the benefits for the town.
- The success of Armed Forces Day, the Carnival and Town Twinning with Werne.
- The success of the 20 mph restriction outside schools.
- Overgrown trees in gardens.
- The attractive hanging basket displays in the square.
- That Town Council notices were not displayed on two notice boards.

During the public session Councillor Ford presented a copy of a newspaper article and photograph of David Wood published in a Werne Newspaper celebrating 30 years Town Twinning with St. Anne's.

The meeting then re-convened.

201/14 ACCOUNTS FOR PAYMENT

RESOLVED That the schedule of accounts for payment in the sums of £27,098.22 be approved.

202/14 GRANTS

It was reported that the Grants Working Party had recommended the following payments:

Heyhouses Community Choir, provision of keyboard and PA system	£ 750
St. Anne's Parish Church, towards vestry repairs	£1000
AFC Fylde, to provide outreach activities for young people	£1000
Kilgrimol Girlguiding, feasibility study for new	£ 500
Fylde Foodbank, provision of building materials for storage area	£ 500

Councillor Little raised concerns regarding the grant to St. Anne's Parish Church towards vestry repairs. It was noted that the both the Planning and Environment Committee and the Grants Working Party supported the grant and considered it important to protect the town's heritage.

Councillors Akeroyd and Jacques enquired how it could be guaranteed that AFC Fylde would provide outreach activities in St. Anne's. The Town Clerk confirmed that the grant monitoring process should ensure that the outreach activities were delivered within the Parish.

Councillor Jacques was not involved in discussion or approval of the grant for Kilgrimol Girlguiding.

RESOLVED That the community grants approved by the Grants Working Party be approved.

203/14 YOUTH COUNCIL

Councillor Lanyon informed the Council of the following Youth Council achievements:

- They had made substantial contributions to the Foodbank and presented these to Christine Miller, the Foodbank representative, prior to a Youth Council meeting.
- The Youth Council had carried a banner in the Carnival parade and run a stall in Ashton Gardens on 12th July 2014. This raised £45.00 which was to be given to the RNLI.
- They had been actively involved in the Werne Town Twinning visit.

RESOLVED To note, support and approve the actions the actions of the Youth Council.

204/14 STANDING ORDERS

The Town Clerk reported that the Standing Orders had been produced using the updated 2013 NALC model, however this had been amended as required to meet the Town Council requirements.

RESOLVED That the Town Council Standing Orders be approved and adopted, subject to the following amendments;

- a) Under Meetings 1 (e) – “see standing order 1 (g) below” be added to the text.
- b) Under Meetings 1 (f) - “The period of time designated for public participation at a meeting shall not exceed 15 minutes unless directed by the Chairman of the meeting. Each speaker shall speak for no longer than 3 minutes. The Council meeting is adjourned during the public participation; so is not part of the formal meeting”.
- c) Under Meetings 1 (g) - “Subject to standing order 1 (e) above, a Member of the public shall not speak on a Council or Council Committee agenda item for more than 5 minutes. Agenda item being part of a Council meeting”.
- d) Under Meetings 1 (w) - the following point read “A meeting shall not exceed a period of 2 hours. If business is not completed the meeting can be rescheduled to complete the agenda items and Council business.”

205/14 FINANCIAL REGULATIONS

The Town Clerk informed the Council that the Financial Regulations had been re-written using the NALC recommended model, which had been formalised in April 2014.

RESOLVED That the Town Council Financial Regulations be approved and adopted, subject to the following amendment;

- a) Under 4.1 Budgetary Control and Authority to Spend, the third bullet point read “a duly delegated Committee of the Council for items over £500 and up to £5000.”

206/14 INTERNAL AUDIT

The Town Clerk reported that the Internal Auditor, Mr IT Cropper had completed the Internal Audit of the Council books, accounts and administration affairs on 14th May 2014. Mr Cropper reported that the books and records were found to be sound, well organised and maintained without any issues arising.

It was noted that report had recommended that the Council's Standing Orders and Financial Regulations be updated; this had now been completed. It was also recommended that the Council adopt a defined “Reserves Policy”.

RESOLVED a) That the Internal Audit Report be noted and agreed.
b) That an adoption of a defined ‘Reserves Policy’ be scheduled into the Council's Forward Plan 2014/15.

207/14 TOWN COUNCIL POEM

Councillor Prestwich was thanked by the Chairman on behalf of the Town Council for writing the poem on the Town Flag. The Chairman presented the poem framed to Councillor Dawn Prestwich. It was agreed to discuss the Town Council Poem at a future meeting of the Policy and Resources Committee.

Councillor Prestwich left the meeting shortly after this agenda item.

RESOLVED That the Town Council poem be included as an agenda item at a future meeting of the Policy and Resources Committee.

208/14 MEMBERS REPORTS

Councillor Lanyon reported that she had been present to meet the St. Anne's in Bloom judges when they visited Blundell Road Allotments on 14th July 2014. Several of the plot holders were working their allotments during the judging visit. She detailed how the judges were impressed with the recent improvements on the site, including the stepped planters. It was reported that a 'Jacobs Join' was being held on Saturday 19th July 2014 at 2pm, all Councillors were invited. It was noted by Councillor Ford that the In Bloom judges had been shown around St. Anne's by Mr Roberts, Chairman of St. Anne's in Bloom. They were very positive about the colourful displays and the lack of litter within the town.

Councillor Jacques, Chairman of the Carnival Committee thanked everyone involved in putting on the Carnival event on 12-13th July 2014. She also thanked the Town Council for their financial support and the Town Twinning Association including the Werne representatives that took part in the Carnival parade. There had been 62 entries in the Carnival Parade and the cost of putting on the event was £6000.

Councillor Ford informed the meeting that he had attended a meeting of the Community Rail Partnership regarding the franchising of the South Fylde line. He added that there were poor connectivity issues and old rolling stock currently in use; the Department of Transport was being lobbied by Mark Menzies MP to review the current and future potential development of the South Fylde line. Councillor Ford volunteered to co-ordinate the response regarding the franchising on behalf of the Town Council

Councillor Goodman reported that on the 1st July 2014 she was shown around St. Anne's Station by the maintenance team. In response to a query from Councillor Goodman, it was noted the condition of the overgrown platform (which was under private ownership) was on the Council's Forward Plan. She thanked everyone for the hanging baskets and flower pots that people had kindly donated.

Councillor Mackenzie reported on the recent LALC meeting at Wrea Green, that included the following updates:

- Discussion of a minimum price for an alcohol unit
- Marion Gelder, Chief Executive Officer, Lancashire Association of Local Councils gave an interesting presentation on Chairmanship
- Concerns regarding BT having a monopoly on fibre optic fast broadband that was being rolled out throughout Lancashire
- Future meetings to be themed
- The resurfacing work on Heyhouses Lane was to start in September 2014

She also reported that the Music and Arts Festival began on Saturday 19th July 2014 with a Craft Fair at the URC meeting rooms.

Councillor Willder stated that the resurfacing work around Heyhouses Lane was being undertaken from 6 pm – 12 midnight to reduce the traffic congestion for local residents.

At this point in the meeting Councillor Ford presented the Chairman with the 30th Town Twinning Association Charter. The object of twinning was to establish and maintain cordial and friendly relations between the town's people, their schools, organisations, clubs, companies and societies to foster, develop and improve mutual understanding and respect.

Councillor Ford, on behalf of the Town Twinning Association, thanked Councillor Nash for his support during the Werne visit, including the speech he gave at the civic lunch, firstly in German then in English.

The Mayor said that this year, the centenary of the Great War, was particularly poignant for him following his 30 year career in the Armed Forces. Local churches, schools and groups were planning several dignified commemorations including events at the magnificent War Memorial in Ashton Gardens. On Monday 4th August, the day war was declared in 1914, there was to be a candlelit vigil at the memorial at 10.30 pm. The Mayor invited everyone to join in this remembrance event. Additional events included a Church Eucharist being held at St. Anne's Parish Church on 5th August at 10 am, with a memorial plaque being unveiled in Henry Street, Lytham on 6th August at 9.30 am; again all were welcome

The Mayor was mindful that there were organisations supposedly collecting for war veterans in the St. Anne's square. These were not ex-service men and could be very aggressive, only a small proportion of funds collected went to veterans.

209/14 DATE AND TIME OF NEXT MEETING

It was noted that the next Council Meeting would be held at **Parish Rooms, Oxford Road, St. Anne's on the Sea FY8 2EA on Tuesday 30th September 2014 at 7.00 pm.**

210/14 PENSIONS DISPENSATIONS POLICY

- RESOLVED**
- a) That, under the Public Bodies (Admissions to meetings) Act 1960, the public be excluded on the grounds of the confidential nature of the business about to be transacted which involves the likely discussion of exempt information.**
 - b) That the Town Council Pension Dispensations Policy be agreed.**

The meeting finished at 8.41 pm.

Signed.....

Chairman
30th September 2014

03-Jul-14

St Annes on The Sea Town Council
PAYMENTS LIST VOUCHERS 43 - 109

<u>Voucher</u>	<u>Cheque No</u>	<u>Code</u>	<u>Name</u>	<u>Description</u>	<u>Total</u>
43	1383	110	Victoria Hotel Community Association	Community Grant	400.00
44	1384	110	NW Blood Bikes	Community Grant	1,000.00
45	1385	110	Tarka Explorer Scouts	Community Grant	1,000.00
46	1386	30	Fylde Borough Council	Rent	1,500.00
47	1387	158	St John Ambulance	First Aid Event Provision	25.00
48	1389	155	Keith Reed Ltd	Neighbourhood Plan	2,560.00
49	1390	54	Ian T Cropper	Internal Audit Fee	200.00
50-53	1391-4	10	Salaries	Salaries	4,734.42
54	1395	10	HM Revenue	PAYE	1,562.52
55	D/Debit	10	Lancashire County Council	Pension	1,144.83
56	1396	119	St Annes Carnival Association	Guaranteed Grant	500.00
57	1397	122	St Annes Kite Festival	Guaranteed Grant	1,500.00
58	1398	12	H Kennedy	Travelling Expenses	11.05
59	1398	158	H Kennedy refund	Easter Supplies	3.80
60	1399	153	Smiths Equipment Hire Ltd	Blundell Road Maintenance	19.51
61	1406	156	J Russell	Lodge Cleaning	66.00
62	1402	150	Mr Da Silva	Refund of Allotment Plot rent	50.00
63	1403	12	S Dunn	Travelling Expenses	5.20
64	1403	12	S Dunn	Subsistence	3.50
65	1403	36	S Dunn refund	Stationery	1.32
66	1404	90	Councillor E Nash	Mayor's Allowance	320.00
67	1405	110	Fylde Veterans	Grant	450.00
68	1407	15	SLCC	Subscriptions	184.00
69	1408	155	St Annes Pensioners Association	Hall Hire	20.00
70	1409	40	St Annes Parish Church	Hall Hire Council meeting	36.75
71	1410	153	Smiths Equipment Hire Ltd	Strimmer Blades etc	60.00
72	1411	12	S Taylor	Travelling Expenses	9.38
73	1411	32	S Taylor refund	Office Supplies	0.59
74	1411	155	S Taylor refund	Neighbourhood Plan refreshments	4.38
75	1411	155	S Taylor refund	Neighbourhood Plan refreshments	7.09
76	1411	32	S Taylor refund	Lodge Supplies	1.88
77	1411	155	S Taylor refund	Neighbourhood Plan refreshments	6.38
78	1411	32	S Taylor refund	Mugs for Lodge	10.00
79	1411	155	S Taylor refund	Survey gizmo neighbourhood plan	46.00
80	1411	32	S Taylor refund	Lodge Supplies	5.82
81	1411	155	S Taylor refund	Neighbourhood Plan refreshments	1.00
82	1411	92	S Taylor refund	Mayoral Flowers	20.83
Sub Total c/f					£17,471.25

<u>Voucher</u>	<u>Cheque No</u>	<u>Code</u>	<u>Name</u>	<u>Description</u>	<u>Total</u>
				Sub Total b/f (from 1st sheet)	17,471.25
83	1411	155	S Taylor refund	Neighbourhood Plan refreshments	5.79
84	1411	155	S Taylor refund	LSAE - Neighbourhood Plan	0.90
85	1411	155	S Taylor refund	Neighbourhood Plan refreshments	4.89
86	1411	138	S Taylor refund	Town App Window Stickers (proofs)	14.00
87	1411	138	S Taylor refund	Town Flag Window Stickers	204.00
88	1411	32	S Taylor refund	Flask for Lodge	11.66
89	1411	32	S Taylor refund	Lodge Supplies	0.49
90	1411	32	S Taylor refund	Extension Cable - Heavy Duty	11.66
91	D/Debit	34	O2	Telephone Rental and Calls	36.20
92	1412	33	S Taylor refund	Grey refuse sacks	66.26
93	D/Debit	34	British Telecom	Internet Line	57.00
94	D/Debit	34	British Telecom	Telephone Rental and Calls	213.96
95	1413	37	Discount Ink Cartridges Fylde	Printer Paper	23.33
96-99	1414-17	10	Salaries	Salaries	4,675.22
100	1418	10	HM Revenue	PAYE	1,521.72
101	D/Debit	10	Lancashire County Council	Superannuation - April	1,144.83
102	1419/14 23	157	Bay Media Ltd	Banners - 1st instalment	792.60
103	1420	138	CDC Ltd	Town Flag Mugs	265.50
104	1421	110	LSA Twinning Association	Grant	250.00
105	1422	118	Embro-Print	Youth Council T shirts	120.00
106	1424	156	J Russell	Lodge Cleaning	110.00
107	1425	161	Fylde Borough Council	Lifeboat Concert - TEN	21.00
108	1426	14	James Knowles & Co	HR Fees	40.00
109	D/Debit	34	O2	Telephone Rental and Calls	35.96
				TOTAL	£27,098.22

Signed.....

Chairman
30th September 2014