

**Minutes of the Annual Council Meeting of the Town Council held
on 19th September 2017 at 7pm
St. Anne's Palace, 18 Garden Street, St. Anne's on the Sea, FY8 2AA**

Present:	Councillors	K Henshaw C Akeroyd T Ford A Jacques C Lanyon E Nash S Trudgill	Chairman
	Officers	S Taylor S Dunn	Town Clerk Community Development Manager
	Members of the Public		12

Prior to this meeting long service awards were presented by the Mayor to the following St. Anne's business in recognition and appreciation of their support of the town:

- *Claytons Jewellers – 30 years*
- *Moghul Premier Restaurant – 31 years*
- *Wards Carpets Ltd – 72 years*
- *J Webster & Son 'Mower Power' – 69 years*

205/17 APOLOGIES FOR ABSENCE

Apologies were received from Councillors Little, Meadowcroft, Settle and Willder.

206/17 DECLARATIONS OF INTEREST

There were no declarations of interest.

207/17 TOWN MAYOR'S ANNOUNCEMENTS

The Town Mayor described her recent engagements:

- St. Anne's Train Station and Heyhouses School artwork – 14th July 2017
- Music and Art Festival – 22nd July 2017
- My Fair Lady Ascot Afternoon Tea; raised £480 for HomeStart – 27th July 2017
- Shepherd Road Allotments Open Day – 5th August 2017
- Gin Festival – 12th August 2017
- Food Festival – 13th August 2017
- HomeStart Charity Golf – 20th August 2017
- St. Anne's International Kite Festival – 1-3 September 2017
- Afternoon Tea for 'St. Anne's in Bloom Committee' – 18th September 2017

The Mayor then provided a list of dates for the diary;

- 15th November 2017 – AKS Peace Gathering #moreincommon – **by invitation only**
- 18th November 2017 @ 2.30 pm – A Cracker of a Christmas Fashion Show at St Margaret's Church tickets £6
- 25th November 2017 – Christmas Lights Switch on Event
- 8th December 2017 @ 6.30 pm – Mayors Carol Service at St Margaret's Church

The meeting was updated on the Children's Competition for the primary schools within the parish being run by the Mayor, the theme was "What I love about St. Anne's". It was to be judged by Mr Steve Canavan, a journalist and lecturer at UCLAN. The prizes were to be awarded at the Christmas Switch on Event. The Mayor also reported that the St. Anne's Carnival Ball being organised by the Carnival Committee, Saturday 7th October 2017 at The Woodlands Suite, Ribby Hall Village, tickets were £35 each. The funds raised were for the Alzheimer's Society.

208/17 MINUTES OF PREVIOUS MEETING

RESOLVED That the minutes of the meeting held on 11th July 2017 be approved, subject to the following amendment;

- that the accounts for payments of £7607.92 were agreed at this meeting.

209/17 COMMITTEE MINUTES

Policy and Resources Committee 18th July 2017

Planning Committee 20th July 2017

Neighbourhood Plan Delivery Committee 7th August 2017

Appendix B

Appendix C

Appendix D

RESOLVED To note the Council Committee minutes detailed above.

210/17 PUBLIC PARTICIPATION

The meeting was adjourned at this point to allow for public participation.

Members of the public raised the following topics:

- The threat of terrorism and how all residents should be vigilant and not hesitant in reporting anything they consider to be potential threats.
- The Victorian Festival Market event was being held 2-3 December 2017 in St. Anne's town centre. This was a free event and people were encouraged to attend in costume. Various events would be taking place during the weekend, these included a market and the best dressed window competition.
- Concerns were raised regarding a planning application for Squire's Gate Railway Station – ensuring accessibility and how these improvements were to be funded. It was requested that the Town Council investigate if any pressure could be put on Fylde Council to ensure these improvements were carried out.

RESOLVED That the Town Council approach Fylde Council for clarity on the planning application for redevelopment at Squires Gate Railway Station.

211/17 UPDATES ON POLICING WITHIN ST. ANNE'S

Chief Inspector Mark Morley Fylde and Wyre, updated the Council on policing and related issues within St. Anne's. These included;

- The amount of work that was undertaken behind the scenes to prevent terrorism
- That all residents should report to the police anything they consider was significant
- The requirement for an evacuation process for all events
- St. Anne's Police Station public counter would be closing from January 2018, to mitigate the closure it was intended to provide a weekly police face-to-face service
- That police station could not be manned by unpaid volunteers due to restriction by Trade Unions on a volunteer replacing a paid officer role
- That the control room at Hutton was being re-structured to ensure that people with local knowledge took incoming calls
- That there were no targets for answering the telephone, (the emphasis was on dealing with a call correctly not quickly) however if anyone had an issue with how they were dealt with, they should ring back and ask to speak to a team leader.

- That a Community Beat Manager had been appointed for St. Anne's, they should be in the role mid December 2017.
- That it was not the 'norm' for officers to patrol in pairs, occasions when officers worked in pairs was if there was a threat of violence
- It should be noted that 20% of calls received by the police were for the police, the remaining 80% were for other agencies such as social services. In response to this the Police were actively working with other agencies to ensure early action was provided.
- The Fylde Community Safety Partnership was prioritising vulnerable children/adults, access of drugs and internet abuse.
- That the Police Community Bus was still in use across the Fylde.

The Mayor thanked Chief Inspector Morley for taking the time to update the Council on policing issues within St. Anne's.

212/17 ACCOUNTS

RESOLVED That the statement of accounts for £12,013.06 be agreed by the Council.

213/17 ST ANNE'S NEIGHBOURHOOD DEVELOPMENT PLAN

The Town Clerk reported that on the 5th July 2017, a request for a judicial review of St. Anne's Neighbourhood Development Plan was made to the High Court of Justice in London by Oyston Estates Limited.

There were two grounds to Oyston Estates legal challenge;

- Ground 1 - Failure to act lawfully in refusing to follow the independent examiners recommendations;
- Ground 2 - Unreasonableness in determining that the modified plan could not progress without an Appropriate Assessment, then making the plan without the modification.

Oyston Estates were now seeking an order to quash the decision to make the Neighbourhood Plan.

The Council were briefed that it was up to the planning authority to defend the Neighbourhood Plan (not the Town Council) which was Fylde Council. Fylde Council was contesting Oyston Estates legal challenge to our Neighbourhood Plan.

The hearing was originally requested by Oyston Estates legal team to be at the High Court in London. On the 12th September 2017, a legal order was made by the Honourable Mrs Justice Land DBE for the first hearing to be held in **Manchester** not London. The first hearing is to determine if Oyston Estates can submit a judicial review of St. Anne's Neighbourhood Plan.

The hearing was scheduled for **Thursday 9th November 2017, 10.30 am at Manchester Civil Justice Centre, 1 Bridge Street West, Manchester M60 9DJ. A time estimate of 1 hour had been given.**

Councillor Tony Ford stated that despite the challenge the Neighbourhood Plan was now being included in the decision - making process for all planning applications within St. Anne's. A meeting had been requested with Fylde Council to ensure that both Councils worked together to deliver Neighbourhood Plan policies. The Neighbourhood Plan Delivery Committee was working on delivery actions detailed within the Plan, such as development of gateways and improved signage at the Railway Stations.

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

214/17 TOWN COUNCIL SCHEME OF DELEGATION

The Town Clerk reported that a full review had been completed of the Town Council Scheme of delegation, last review was in 2014. Both the Town Council Committee structure and roles and responsibilities had altered in the last three years, these amendments had been included within the updated document.

RESOLVED That the Town Council Scheme of Delegation (updated 2017) be agreed and adopted by the Council.

215/17 ST ANNE'S ENTERPRISE PARTNERSHIP

Councillor Nash gave an update report on STEP that included the following;

- That it was a business led project to improve business and the environment within the town
- The partnership included St. Anne's Town Council, Fylde Council and local businesses included hotels and guesthouses
- The regeneration of Wood Street and the Crescent (new lighting columns) had now been completed
- Next spring both Fylde Council and Lancashire County Council were going to identify areas for improvement within the square
- The next public quarterly meeting was to be held at AKS Lytham School on Monday 9th October 2017 from 6.15pm

RESOLVED That the progress on St. Anne's Enterprise Partnership be noted and all actions agreed and supported.

216/17 MEMBERS REPORTS

Councillor Nash mentioned the opening of the NAAFI Café in Wood Street that had recently been opened; this venture was being run by veterans. It was hoped to duplicate this resource in Blackpool and Cleveleys. He reminded Members that Remembrance Day was on Saturday 11th November at the War Memorial in Ashton Gardens, with the larger event and parade being held on Sunday 12th November, commencing from the Town Hall at 10.30 am culminating at the War Memorial.

Councillor Jacques advised the reason St. Anne's Carnival Ball was being held at Ribby Hall and not in St. Anne's was because there was not a venue large enough within the town to cater for the number attending. It was noted that tickets were still available for the event on 7th October 2017.

Councillor Ford spoke on behalf of the St. Anne's in Bloom Committee and thanked the Mayor for opening her home and providing afternoon tea to the In Bloom Committee Members. He reported that the In Bloom awards were scheduled to be held during the first week of November at Southport. The Friends of St. Anne's Stations had been nominated in two categories.

Councillor Lanyon also presented the Mayor with pears from the pear tree planted at Blundell Road Allotments.

217/17 DATE AND TIME OF NEXT MEETING

It was noted that the next meeting of the Council would be held at St. Anne's Palace, 18 Garden Street, St. Anne's on the Sea, Lancashire FY8 2AA on **Tuesday 7th November 2017, at 7pm.**

218/17 MATTERS TO CONSIDERED IN PRIVATE SESSION

RESOLVED 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 disclosure of exempt information. The public and press to withdraw from the meeting during consideration of detailed discussion regarding:

219/17 STAFFING REVIEW REPORT

NOTED - Accommodation & Services – noted the restrictions of West Lodge. The future of accommodation and services is subject to the agreed strategy and delivery of that strategy, as agreed by the Council.

The following comments/recommendations were not felt to meet the needs of the Council at the present time;

- a) Responsible Finance Officer, point 1-2, the External Auditor advised that this role be split. The Town Clerk requests that both the job title and function remain as existing.
- b) Lengthsman, point 1, the current process was not only currently inexpensive to the Council, it was flexible and provided excellent value to both the Council and residents.
- c) Allotments – the Council appreciate the time and effort of Shepherd Road Allotment Committee (who are volunteers) in managing Shepherd Road Allotments. The Council fully accepted that these same volunteers did not wish to undertake the management of rents at this time, however it could be a goal to work towards. The allotment sites were currently the only statutory services which the Council provided. If the financial management was completed by the allotment holders/Shepherd Road Allotment Society the Council would not be delivering any statutory services; the Council owned the land but did not have input in the management of that land.

RESOLVED

- a) The Town Council accepts the need for the Town Clerk to work at a more strategic level and had requested that the Town Clerk prioritises and implements this request accordingly.
- b) The Town Council accepts that delivery of the Neighbourhood Plan should be part of the Town Council's Strategy, and as such be a main priority for the Council.
- c) The Town Council requests that Town Council staff facilitate events that are supported by the Council, as opposed to managing the event on the day.
- d) That the Town Clerk remove generic phraseology and prescriptive functions from the Town Clerk's contract and update as recommended.
- e) That the Community Development Manager role be re-designated as "Deputy Town Clerk" and the salary scale be amended to progressing through the substantive range of LC2 (30-34).
- f) That the Town Clerk remove generic phraseology and prescriptive functions from the Deputy Town Clerk's contract and update as recommended.
- g) That the Responsible Finance Officer not be re-designated as Assistant Town Clerk, that this role not be split, the job title and function remain as existing.
- h) That the Town Clerk ensure the role of the Town Enterprise and Promotion Officer (TEPO) be more inclusive to the needs and requirements of the Town Council; with the aim of working towards a self-financing Business Improvement District.
- i) That the role of Lengthsman remain as existing as it is considered to be value for money for both the Council and residents.

- j) That the day-to-day management of Shepherd Road Allotments be undertaken by Shepherd Road Allotment Society; invoicing and collection of rents to remain in the management of the Town Council, with consideration for Shepherd Road Allotment Society to take these tasks over in the future.
- k) That Councillor Stan Trudgill assist in an advisory support capacity to Town Council's staff in resolving the speed connection, congested broadband, server and network issues for the Town Council current IT system.
- l) That both the Responsible Finance Officer and the Town Enterprise and Support Officer are supported by the Council to undertake the CiLCA qualification in 2018, funded by the Town Council.
- m) That all 'Dual Hatted and Triple Hatted' Councillors are reminded that decisions made at Town Council level should not be influenced by Principal Authority policies; it is the duty of all Councillors to ensure they are totally independent in their decision making or abstain/absent themselves from the vote. In all instances the Town Clerk can be contacted for governance advice.
- n) That the Town Council Strategy (evolved from the Town Council Strategy Day held on 12th September 2017) be reported in a draft format to the Policy & Resources Committee meeting of 31st October 2017.
- o) That the Town Council future aims and objectives to undertake the provision of core services from both Lancashire County Council and Fylde Borough Council be incorporated into the Town Council Strategy.
- p) That the Youth Council managed and supported by the Town Council be disbanded.
- q) That the Lengthsman's contract be amended to ensure that the line of supervision was appropriate.

220/17 TOWN CRIER ROLE

- RESOLVED**
- a) That a formal recruitment process for the role of Town Crier for St. Anne's, be arranged, including an advertisement and formal application process.
 - b) That the provision of out of pocket expenses incurred in the role of the Town Crier be incorporated into the role/contract.
 - c) That the current Town Crier could be included in part of the recruitment process for the new post of St. Anne's Town Crier.
 - d) That management of the recruitment process be delegated to the Town Clerk.

The meeting closed at 8.34 pm

Signed.....

Chairman

7th November 2017

St. Anne's on the Sea Town Council
PAYMENTS LIST
Vouchers 135 - 261 in Cash Book, greater than £300.00

Report 04.07.17 - 11.09.17

<u>Voucher</u>	<u>Chq No</u>	<u>Code</u>	<u>Name</u>	<u>Description</u>	<u>Total</u>
150	IBanking	155	Neighbourhood Plan	Work to provide additional detail on NP Policies	£840.00
167	1948	138	Flying Colours Flagmakers	Additional Town Flags for Allotments	£508.95
175	1949	111	JM Services (NW) Ltd	Lamppost Banners - Installation	£400.00
188	DDebit	151	Waterplus	Shepherd Road Allotments - water charges	£428.26
200	1952	163	DR Design	Kite Festival - banners	£320.00
204	IBanking	30	Fylde Council	Rent - for a quarter	£1,625.00
205	IBanking	131	House of Print (Grosvenor) Ltd	Newsletter - printing	£1,398.00
212	IBanking	162	Lancashire Marquee Hire	Food Fest - Marquee Hire	£1,286.00
224	IBanking	131	City Distributors Ltd	Newsletter - delivery	£527.85
230	IBanking	162	Little Stage Company	Food Fest - MC	£800.00
235	IBanking	162	On Site Kitchen Rentals Ltd	Food Fest - Kitchen Hire	£1,095.67
239	1955	163	DR Design	Kite Festival - leaflets	£313.33
240	IBanking	163	Riley Fireworks	Kite Festival - fireworks	£1,500.00
255	IBanking	163	RSS Limited	Kite Festival - Zebra Crossing manning	£320.00
256	IBanking	163	Little Stage Company	Kite Festival - Stage Hire	£650.00
259	1957	54	I T Cropper	Staffing Review - review and report	
Total					£12,013.06

Signed.....

Chairman

Dated 7th November 2017

