

# St. Anne's on the Sea Town Council

## Minutes of the Meeting of the Town Council held on 30<sup>th</sup> September 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		
		K Henshaw		
		A Jacques		
		C Lanyon		
		B Mackenzie		
		D Prestwich		
		V Settle		
	V Willder			
	Officers	S Taylor	Town Clerk	
		S Dunn		Community Development Manager
		H Kennedy		Promotion and Event Officer
Members of the Public		6		

### 269/14 APOLOGIES FOR ABSENCE

Apologies for absence were received from Councillor Little.

### 270/14 TOWN MAYOR'S ANNOUNCEMENTS – INFORMATION ONLY

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

- 21<sup>st</sup> July – Welcomed the Blackpool & Fylde Royal Artillery Association to Toast.
- 26<sup>th</sup> July – Attended the Kite Festival, visited, and judged sandcastle competition (with the Deputy Mayor.) In the afternoon visited the St. Anne's Art trail.
- 27<sup>th</sup> July – Took part in Staining Civic Sunday, parade and service. In the afternoon attended the World War One event in the Masonic Hall.
- 4<sup>th</sup> August – Attended the vigil at War Memorial in remembrance of the outbreak of World War One, with the Deputy Mayor.
- 5<sup>th</sup> August – opened the Parish Church World War One Trail, laid wreath on grave of the son of 1<sup>st</sup> Mayor of the town.
- 6<sup>th</sup> August – attended Blue Plaque event unveiling in Lytham with Deputy Mayor.
- 7<sup>th</sup> August – attended the Church Road Methodist Church Choral Society World War One concert.
- 9<sup>th</sup> August – attended the Shepherd Road Allotments open day and presented a prize. The Mayor noted that the allotment site was in excellent condition.
- 16<sup>th</sup> August – attended Horwich World War One exhibition, which was attended by many dignitaries from local Councils.
- 20<sup>th</sup> August – attended the funeral of former Town Clerk, Wilfred John Twist. In the afternoon presented a Town Council community grant cheque for £500 to the Food Bank.
- 28<sup>th</sup> August – attended charity event and dinner at the Synagogue.
- 30<sup>th</sup> August – opened the Victoria Hotel Community Association Fun Day.
- 4<sup>th</sup> September – presented a Town Council community grant cheque for £750 to Heyhouses Community Choir.

- 7<sup>th</sup> September – attended Town Council Life Boat Concert to raise funds for the RNLI. The Fylde Concert Orchestra provided the music and £225.76 was raised for the RNLI. In the evening the Mayor attended an investing the Dean ceremony at Church Road Methodist Church.
- 10<sup>th</sup> September - attended Fylde Scouts AGM.
- 11<sup>th</sup> September – attended investiture of the new Vicar of St Thomas' Church.
- 14<sup>th</sup> September – attended Battle of Britain Service at St Thomas' Church
- 22<sup>nd</sup> September – attended a veterans meeting at the Island, St. Anne's.

The Mayor advised that all these events were also attended by the Mayor's consort.

#### 271/14 MINUTES OF THE PREVIOUS COUNCIL MEETING

**RESOLVED** That the minutes of the Council Meeting of the Council held on the 15<sup>th</sup> July 2014 be approved as a correct record and signed accordingly, subject to the following amendments;

- a) That under minute reference 208/14 – Members Reports, the third paragraph, third sentence should read 'hanging basket'.
- b) That under minute reference 208/14 – Members Report, the fifth paragraph, first bullet point was a report update not an agenda item.

#### 272/14 COMMITTEE MINUTES

Planning and Environment Committee	17 <sup>th</sup> July 2014
Leisure and Community Committee	4 <sup>th</sup> August 2014
Policy and Resources Committee	12 <sup>th</sup> August 2014
Planning and Environment Committee	21 <sup>st</sup> August 2014
Planning and Environment Committee	18 <sup>th</sup> September 2014

**RESOLVED**

- a) That the minutes of the above Committee be noted.
- b) That the Planning and Environment Committee, 21<sup>st</sup> August 2014, minute reference 243/14, first sentence should read withdrawn not refused.
- c) That the Policy and Resources Committee, 12<sup>th</sup> August 2014, minute reference 232/14, a retrospective grant application for Armed Forces Day would be submitted very shortly.
- d) That the Music and Arts Festival grant for 2014 was a community grant not a guaranteed grant.

#### 273/14 MAYORAL PROTOCOL

The Town Clerk advised that the Mayoral Protocol had been referred to the full Council meeting because there was not unanimous agreement at the Policy and Resources Committee meeting of the 12<sup>th</sup> August 2014.

**RESOLVED** That the St. Anne's Town Council Mayoral Protocol be agreed and adopted by the Council.

#### 274/14 NEIGHBOURHOOD PLAN/EMERGING LOCAL PLAN

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

- The Steering Group had met on the 7<sup>th</sup> August with Envision to discuss the next stage
- Planning Aid had facilitated two separate sessions to determine the policy areas and redefine the aims and objectives on the plan. Fiona Riley from Fylde Borough Council had attended both the session
- The Steering Group had met with Envision on the 30<sup>th</sup> September to agree the Neighbourhood Plan delivery dates and process, including the policy areas, layout of the

plan and the next stage consultation process that was anticipated to begin in January 2015.

Councillor Settle informed the meeting that the Steering Group had agreed that the H2 designation of Strategic Housing land in the Emerging Local Plan should be designated as open space land. The Steering Group had also agreed that a design guide needed to be produced in conjunction with the Neighbourhood Plan, at an estimated cost of £9,000.

After a full debate the Council unanimously agreed that H2 should not be designated Strategic Housing Land, that a design guide should be produced by Envision, that the Steering Group, Envision and the Town Clerk meet with Fylde Borough Council at the earliest opportunity to discuss H2 designation in the Local Plan, Countryside Parks allocation in the Neighbourhood Plan and the future of Blackpool Airport.

The Chairman thanked all of the Council representatives for a full, detailed and excellent debate on both the Emerging Local Plan and the Neighbourhood Plan.

- RESOLVED**
- a) That the progress on St. Anne's Neighbourhood Development Plan is noted and all actions agreed.
  - b) That the Town Council unanimously agreed that the Fylde Borough Council review the Emerging Local Plan H2 designation as strategic housing land.
  - c) That the Neighbourhood Plan includes H2 in the emerging local plan as an open space.
  - d) That Envision be contracted to write the Neighbourhood Plan.
  - e) That Steering Group representatives, Envision and the Town Clerk meet with Fylde Borough Council at the earliest opportunity to discuss the H2 current designation, Countryside Parks and Blackpool Airport.
  - f) That the Town Clerk be authorised to discuss terms with Envision for the design guide.

#### **275/14 PUBLIC PARTICIPATION**

Members of the public discussed the following items:

- The lack of attendance at the PACT meeting for Central Ward
- Crime within Central Ward
- The importance of the Town Council and the community working together
- Adjustments to South Fylde Line Timetable to allow delays caused by leaf falls
- That the first train from the South Fylde Line would now begin at Blackpool South not St. Anne's
- That the South Fylde CRP continued to work on the floral displays at St. Anne's on the Sea Railway Station
- The invaluable support of Ormerod (who provided planters) and the Town Council financial support of the floral displays
- Potential winter planting of the railway station floral displays
- The standardisation of times that concessionary bus passes could be used throughout the country

*The meeting then re-convened.*

#### **276/14 ACCOUNTS FOR PAYMENT**

- RESOLVED** That the schedule of accounts for payment in the sums of £35,642.47 be approved.

#### **277/14 YOUTH COUNCIL**

Councillor Ford explained that the Youth Council representatives had had to attend another meeting; they were all busy and unable to provide substitutes. He added that the Youth Council had not anticipated how busy they would be prior to requesting a standing Council agenda item.

**RESOLVED That to revert back to the original Youth Council reporting process, at the Leisure and Community Committee, if Youth Council representatives were unable to attend the next Council meeting.**

#### **278/14 SCHEME OF DELEGATION**

The Town Clerk reported that the Scheme of Delegation had been updated and amended as required to meet the Town Council requirements.

The Chairman requested that the Town Council adopted press protocol be included within the Scheme of Delegation.

**RESOLVED a) That the Scheme of Delegation be approved and adopted, subject to the following amendments;**  
**b) That the Town Council adopted press protocol be included within the Scheme of Delegation.**

#### **279/14 FINAL ACCOUNTS – 2013-14**

It was reported that there were no matters within the Town Council's accounts for audit year ended 31<sup>st</sup> March 2014, that came to the attention of the External Auditors. The completed annual return was available at the meeting for inspection.

**RESOLVED That the conclusion of the audit of the 2013 – 2014 accounts be noted and confirmation be given that the annual return has been approved and accepted by the Council.**

#### **280/14 MEMBERS REPORTS**

Councillor Ford informed the Council that the he had attended a meeting that discussed the Europark Multi Storey Car Park. Replacement roller shutters were about to be installed which would be result in the car park being securely closed from 7.30 pm – 7.00 am, every day. It was unlikely that the upper floors would be reopened due to the amount of work that was required. He detailed the success of both Town Council Allotment Gardens in St. Anne's in Bloom, both being awarded a Neighbourhood Award. The level of these awards and the award for the town would be announced in October. Councillor Ford advised that St. Anne's in Bloom would see if they could provide funding for the BAFRUA planting scheme at the railway Station.

Councillor Ford told the meeting that the St. Anne's in Bloom Working Party was completing the planting of bulbs along Queensway which was the main entrance to the town, on the morning of the 18<sup>th</sup> October 2014, all were welcome to assist. This date was subject to weather conditions.

Councillor Henshaw reported that the Town Clerk was in discussions with Fylde CAB to hold additional outreach sessions at the Town Council offices. Fylde CAB leased their building in Kirkham from Fylde Council. This lease was until next year so remained a worry for Fylde CAB as the building was still up for sale. At a recent meeting Melissa Cartwright – Network Development Officer for Lancashire and Liverpool - gave a presentation about Service Modernisation. Currently CAB was in the process of making themselves more accessible, by introducing a pilot of a national telephone contact line, being trialled in Lancashire. The CAB's aim was to focus all their services

around the customer, their mission statement being *"Everything we do will start and end with our client's needs."*

It was the 50<sup>th</sup> Anniversary of CAB's existence in 2018. Councillor Henshaw explained that the Friends of Fylde Citizen Advice Bureau were holding a Murder Mystery Night on 1<sup>st</sup> November 2014, 7.30 pm at Wesham Community Centre; for over 13 year olds only and fancy dress was optional but recommended.

Councillor Settle advised that the last bridleway in St. Anne's had now been made accessible. The initial strimming exercise had been successful however there had been further re-growth since this had been completed. Working in partnership with Fylde Council heavy duty machinery had been used to totally clear the public right of way, part funded by Lancashire County Council. Lancashire County Council were also providing free finger posts across parts of the network. Councillor Settle also reported that he had met with Mr G Willetts, the Countryside Officer at Fylde Council to see how the public rights of way could become official recreational trails and further promoted.

Councillor Goodman reported that the large warehouse at the back of St. Anne's Road East was now in use as a popular gym and boxing stadium.

Councillor Mackenzie reported on the Fylde Area Branch meeting of LALC, that included;

- Attendance by the LCC Public Realm Manager Mr Sim Lee-Dixon
- Ongoing work on two sections of Heyhouses Lane had been completed with the remainder being completed as part of the building development
- No final decision had been made as to the future of Wildings Lane
- Rather than a reactive repair policy relating to the most demanded work, a new policy was to be introduced by LCC, whereby strategic surface was to be undertaken
- There were no details as yet on the winter gritting scheme

The Mayor said that it was proposed that Sand Yachting would be returning to North Beach, St. Anne's on a trial basis on the 18<sup>th</sup> October 2014.

The meeting was advised by the Mayor that a Remembrance Event would be held on 11<sup>th</sup> November 2014, at 11 am at the War Memorial in Ashton Gardens. This event would begin at around 10.40 am and was supported by local schools. Remembrance Sunday was on the 9<sup>th</sup> November 2014.

#### **281/14 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 25<sup>th</sup> November** at **7.00 pm**.

*The meeting finished at 8.13 pm.*

Signed.....

Chairman  
25<sup>th</sup> November 2014

Up to 23rd September 2014

**St Annes on The Sea Town Council**  
**PAYMENTS LIST VOUCHERS110 - 177**

<u>Voucher</u>	<u>Cheque No</u>	<u>Code</u>	<u>Name</u>	<u>Description</u>	<u>Total</u>
110	1427	54	BDO LLP	District Audit Fee	400.00
111	1428	153	C & D King Ltd	Marquee - Shepherd Road	684.00
112	1429	32	S Dunn - Expenses	Office Supplies	0.87
113	1429	32	S Dunn - Expenses	Office Supplies	1.24
114	1429	35	S Dunn - Expenses	Postage	7.15
115	D/Debit	34	British Telecom	Telephone calls	92.91
116	1430	37	Konica Minolta Ltd	Photocopy Charge (3 months)	128.40
117	1430	37	Konica Minolta Ltd	Photocopying	157.67
118	1431	136	Jewson Ltd	Materials etc for Blundell Road	39.33
119	1432	153	Smiths Equipment Hire Ltd	Equipment Service Shepherd Rd	17.50
120	1433	155	Consultancy Neighbourhood Plan	Keith Reed Ltd	3,000.00
121-124	1434-37	10	Salaries	Salaries	4,627.12
125	1437	12	H Kennedy	Travelling Expenses	8.45
126	D/Debit	10	Lancashire County Council	Superannuation - July	1,144.83
127	1438	10	HM Revenue	PAYE	1,477.32
128	1439	131	S Craddock	Newsletter	75.00
129	1440	138	Hampshire Flag Company	Table Flags	50.99
130	1441	110	AFC Fylde	Community Grant	1,000.00
131	1442	110	Fylde Foodbank	Community Grant	500.00
132	1443	156	J Russell	Lodge Cleaning	88.00
133	1444	154	Tom Clerkin Fencing	Fencing Repairs - Shepherd Rd	820.00
134	1445	15	C Ballard refund	Town Crier Re Membership Fee	35.00
135	1446	14	James Knowles & Co	Tax Return Fees	90.00
136	D/Debit	34	O2	Telephone calls	35.96
137	1447	92	Shaw & Sons Ltd	Minute Binding	108.00
138	1448	32	S Taylor refund	Supplies	10.14
139	1448	12	S A Taylor	Travelling Expenses	31.19
140	1449	30	Fylde Borough Council	Office Rent	1,500.00
141	1450	136	Councillor T Ford - refund	Supplies Blundell Rd	176.22
142	1451	32	S Dunn refund	Supplies - Office	2.16
143	D/Debit	138	United Utilities	Water Charges - Blundell Rd Allotments	49.98
144	D/Debit	151	United Utilities	Water Charges - Shepherd Rd Allotments	386.55
145	1452	136	T Hamed	Blundell Road - Maintenance	150.00
146	1453	10	HM Revenue	Tax and NI	1,465.72
<b>Sub Total c/f</b>					<b>£18,361.70</b>

<u>Voucher</u>	<u>Cheque</u>	<u>Code</u>	<u>Name</u>	<u>Description</u>	<u>Total</u>
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<u>No</u>				<b>Sub Total b/f (from 1st sheet)</b>	<b>£18,361.70</b>
147	D/Debit	10	Lancashire County Council	Superannuation	1,144.83
148-151	1454-57	10	Salaries	Salaries	4,581.22
152	1457	12	H Kennedy	Travelling Expenses	6.50
153	1448	36	S Taylor refund	Stationery	2.03
154	1448	155	S Taylor refund	Postage/Vouchers N/Plan	35.71
155	1450	91	T Ford	Travelling Expenses CRP	8.15
156	1451	36	S Dunn refund	Stationery	0.98
157	1451	35	S Dunn refund	Postage	1.48
158	1458	36	Discount Ink Cartridges Fylde	Printer Paper	35.00
159	1459	152	Fylde Borough Council	PROW Clearance	450.56
160	1460	157	Bay Media Ltd	Lamppost Banners	1,849.40
161	1461	131	Vivid	Newsletter Typesetting	150.00
162	1462	30	Fylde Borough Council	Rent	291.67
163	1463	156	J Russell	Lodge Cleaning	110.00
164	1464	110	Heyhouses Community Choir	Community Grant	750.00
165	D/Debit	34	O2	Telephone Rental and Calls	35.96
166	1465	161	J Foster - Fylde Concert Orchestra	RNLI Concert	75.00
167	1466	137	Legacy3Innovations	Town App Hosting Fee	149.00
168	D/Debit	34	British Telecom	Telephone Rental and Calls	237.61
169	D/Debit	34	British Telecom	Internet Line	61.40
170	1467	138	Buxtons Badges	Flag Pins	106.00
171-174	1469-72	10	Salaries	Salaries	4,561.72
175	1473	31	K W Geddes	Pat Testing & Electrical Fittings	44.00
176	1474	10	HM Revenue	PAYE	1,447.72
177	D/Debit	10	Lancashire County Council	Pension	1,144.83
				<b>TOTAL</b>	<b>£35,642.47</b>

Signed.....

Chairman  
25<sup>th</sup> November 2014