

Freckleton Parish Council

Minutes of Full Council meeting held on Monday 5th September 2016

Present: Councillor, T Threlfall, (Chair)

Councillors T Fiddler, Mrs. M Whitehead, St J Greenhough, Mrs. S Delany, Mrs N Griffiths, Mrs. P Holt, Mrs. L Willis, L Rigby, Mrs. J Cartmell, P Walton and, K. McKay

- 1) To receive declarations from anyone (public or press) if they propose to record the meeting (film or audio) under the Openness of the Local Government Bodies Regulations 2014.**

Cllr. Mrs. N Griffiths.

The Clerk reported that he had to inform all Councillors that if they retain the recordings of the meetings, there is a legal requirement for them to be registered under the Data Protection Act.

This is either as data handler and or a controller. There is an annual fee for registering.

He added that if you retain the information, members of the public and or Councillors who attend the meeting can challenge you on why you need to retain any information that may be of a personal nature.

- 2) To accept Apologies for Absence.**

None

- 3) Open Forum**

- a) Police Update**

No Police were present. The Clerk had emailed the report to all councillors. It was agreed to accept the content of the report.

- b) Public participation**

None

- 4) To record Declaration of interest from members in any item to be discussed.**

All Councillors, as landlords, declared an interest in item 8 – Memorial park; item 9 – Memorial park, Bush lane Sports field and the Cenotaph and item 10 – the Cenotaph.

- 5) To read and approve the minutes of:-**

- a) The Parish Council meeting held on Monday 11th July 2016**

- b) The Emergency Parish Council meeting held on Monday 1st August 2016**

It was resolved that the above mentioned minutes, previously circulated, be approved.

- 6) To review the Clerk's report**

The Clerk's report was noted.

- 7) Finance**

- a) Ratification of accounts paid by Clerk**

It was resolved to approve the accounts paid by the Clerk - see Appendix A

- b) Monthly budget statements**

The monthly budget statements were noted – see Appendix B

c) To approve the External Auditor's report.

It was resolved to approve the External Auditor's report

It was further resolved to approve a vote of thanks to the Clerk for the efficient way the Accounts have been kept.

The Clerk reported that he would like to take this opportunity to thank Cllr. Mrs. M Whitehead, Chair of Finance, for her co-operation with financial matters over the last 12 months. He stated that she has always been available when Invoices need authorising and cheques signing. Also, she has been available to give constructive guidance on financial matters when asked.

In addition, he thanked Cllr. Mrs. S Delany for stepping into the vacuum created by Cllr. Mrs N Griffiths' inability to fulfil the role of Vice Chairman of Finance.

It was agreed that the position of Vice Chairman of Finance should be reviewed at the next meeting and in the meantime Cllr. Mrs Griffiths should endeavour to register her signature at the bank in order that she can fulfil the duties of this position.

d) To consider using the services of Peter Armitage for the updating of the Web-site.

It was resolved to accept the offer from Peter Armitage to maintain the Council's web-site and that he should be paid an annual remuneration of £35 and a monthly fee of £10.

It was further resolved that he should be compensated for all the hard work he put in to re-build the Council's web-site. The amount to be agreed with the Clerk and Chairman of Finance.

8) To receive an update on the re-vamping of the Memorial park.

The Chairman reported that there would be an official opening of the new play areas on Saturday 1st October 2016 commencing at 11:00am. All the Council members would be invited to the event plus representatives from the Church, the local schools, the sponsors and Fylde Borough Council. In addition the band have agreed to attend to play hymns and songs for the local school choirs. The play area will be opened by Ruby Currell.

It was resolved that the Council would pay for the PA system and contribute towards the setting up of the park for the event.

9) To consider a response to FBC's proposed Public Space Protection Orders – Dog control

It was resolved to accept the following proposed changes recommended by FBC:-

- The bye-law for the prohibition of dogs at the Cenotaph Gardens, off Lytham Road, Freckleton be replaced with a PSPO prohibiting dogs
- The bye-law for the prohibition of dogs at the Memorial Park (Rose gardens only), off Naze Lane, Freckleton be replaced with a PSPO prohibiting dogs
- The bye law for dogs on lead at the Memorial Park (excluding the Rose gardens), off Naze Lane, Freckleton be replaced with a PSPO requiring dogs to be kept on the lead
- The Dog Control Order, on Bush lane Playing Fields, be replaced with a PSPO (after the conclusion of the DCO, in 2017) with dogs to be kept on a lead on all of this field. This is in-line with the approach taken to similar areas in other locations of the Borough.

It was further resolved that a PSPO should be introduced to exclude dogs from the

new play area and MUGA in the Memorial park and PSPOs with dog on lead should restrict the length of the lead to no more than 2 metres.

10) To consider a request from FIB to display an anvil in the Cenotaph gardens.

It was resolved to reject the request to display an anvil in the Cenotaph as this was a Memorial garden.

It was agreed that the anvil was an important part of the Village's heritage and FIB should be asked to consider an alternative site for it.

11) To consider changes to the Model Publication Scheme reviewed to 2009

It was resolved to accept the changes to the Model Publication scheme.

The Clerk confirmed he would arrange for it to be displayed on the web-site.

12) To consider changes to the web-site.

The Clerk reported that he had sought legal advice and confirmed that it was not necessary to display all the documents relating to meetings on the web-site. In fact some documents may be of a personal nature and should not be disclosed to anyone but the Councillors.

It was resolved that only the notice should be displayed on the web-site.

It was further resolved that each Councillor should decide whether he/she would have an email address with the freckletonparishcouncil.org.uk suffix.

13) To consider a request for disabled parking in the Centre of the Village.

It was resolved to refer this request to LCC as the Parish Council did not have any areas in the Centre of the Village that would be suitable for disabled parking.

14) To receive updates from the Chairman of the Committees.

Fabrics -The Chairman raised concerns about the recent emails, from Cllr. N Griffiths, regarding the production of specifications and the review of the approved list of Contractors. She re-assured the Council members that she had worked very hard with Cllr. Robb (now deceased) to ensure procedures were followed correctly and wherever possible approved contractors from the Village were requested to quote for work. She requested that in future, any queries should be referred to the Chair for clarification.

Planning – The Chairman reported that he may be on holiday for the next meeting (12/09/16) but the workload would be covered.

15) To receive an update from meetings held with other Organisations and Bodies

Rawstone centre – it was reported that youths had entered the compound where the container was stored because the lock had been removed by the Football section and not replaced. It was confirmed that the lock has been replaced and CCTV cameras were now in place.

LALC – The LCC's Parish champion had attended a meeting and clarified why the cut backs were necessary

FIB – The in Bloom committee will be sending representatives to the presentations at Southport (NW in Bloom) and Birmingham (Britain in Bloom). The Council sends them good wishes and best of luck in both competitions.

BAE – Everything seems to be going OK.

Village hall – Preparations are in hand for the Horticultural show in September.

16) To receive an update from the FBC Councillors.

Councillor Fiddler reported that he has tried to meet with Progress Housing to resolve the issues at Naze Court.

17) To agree the date of the next meeting

It was resolved that the next meeting would be held on Monday 3rd October 2017.

Signed.....Cllr. T Threlfall, Chairman.....

Date.....03/10/16.....

Payment Schedule		July	Appendix A		
		Cheque No.	£	VAT	Net of VAT
Precept Account					
04/07/2016	KM Armistead - Salary	6524	£1,073.76		£1,073.76
04/07/2016	PO ltd - Tax & NI	6526	£444.13		£444.13
04/07/2016	N Bibby - Salary	6525	£335.15		£335.15
04/07/2016	KM Armistead - expenses	6529	£109.55		£109.55
18/07/2016	K. Armistead Presentation for L Rigby	6537	£29.48	£4.91	£24.57
18/07/2016	Methodist Church Room hire	6543	£61.60		£61.60
16/07/2016	LCC Pensions - N Bibby contributions	D/D	£128.56		£128.56
04/07/2016	N Bibby - Expenses	6533	£34.59		£34.59
Open Spaces					
18/07/2016	Golden leaf - grass cutting	6540p	£2,030.00		£2,030.00
18/07/2016	Golden leaf - Bedding out & Borders	6540p	£2,000.00		£2,000.00
18/07/2016	Golden leaf - litter picking	6540p	£405.00		£405.00
04/07/2016	A Haselden- watering	6528	£880.00		£880.00
20/07/2016	Scottish power - electricity charges	D/d	£38.00		£38.00
01/07/2016	LCC - Public rights of way - payment	D/P	-£250.00		-£250.00
04/07/2016	Kwik Skip - Skips for Club day & Jubilee	6527	£280.00	£46.67	£233.33
18/07/2016	Townsend's - diesel & petrol	6539	£211.00	£35.17	£175.83
04/07/2016	Newgate nurseries - summer plants	6534	£4,528.92	£754.82	£3,774.10
04/07/2016	Road Safety Services - barriers for club day	6545	£540.00	£90.00	£450.00
04/07/2016	Shelley Signs - notice board FIB	6531	£1,140.00	£190.00	£950.00
04/07/2016	Margaret mason - Wreath for children's grave	6530	£30.00	£5.00	£25.00
04/07/2016	Northern security - security for	6532	£252.00	£42.00	£210.00

	club day`				
08/07/2016	Club day committee - donations towards materials	cheques	-£200.00		-£200.00
12/07/2016	FIB - donation for watering and plants	cheque	-£1,330.00		-£1,330.00
13/07/2016	FIB - donation for notice board	cheque	-£950.00		-£950.00
18/07/2016	Woodys Group materials	6535	£87.31	£14.55	£72.76
18/07/2016	Smalley Plant Hire Materials	6536	£12.00	£2.00	£10.00
18/07/2016	Plymol UK Ltd Flag & Materials	6538	£174.36	£29.06	£145.30
18/07/2016	Road Safety Services - Control of lights	6541	£621.60	£103.60	£518.00
18/07/2016	Smiths Litter Pickers	6542	£94.46	£15.74	£78.72
18/07/2016	Ashtons Plants -Hanging Baskets	6544	£1,152.00	£192.00	£960.00
18/07/2016	Bank of America - playground fund	cheque	-£67.27		-£67.27
18/07/2016	Golden leaf - additional grass cutting	6540p	£480.00		£480.00

Allotments

22/07/2016	UU -water charges	D/D	£81.44		£81.44
18/07/2016	Kwik Skip Hire of skip	6546	£140.00	£23.33	£116.67
22/07/2016	UU - Water charges	D/D	£71.94		£71.94

Community Development Account

30/06/2016	Natwest - interest	D/P	-£0.79		-£0.79
30/06/2016	Nationwide - interest	D/P	-£51.21		-£51.21
25/07/2016	In-Trak - hire of barriers	cheque	-£96.00	-£16.00	-£80.00

VAT -

Refunds

01/07/2016	HM Customs - VAT Refund	d/p	-£2,998.52		-£2,998.52
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Total **£11,523.06** **£1,532.86** **£9,990.21**

Payment Schedule August '16

		Cheque No.	£	VAT	Net of VAT
Precept Account					
01/08/2016	KM Armistead - Salary	6547	1073.76		£1,073.76
01/08/2016	PO ltd - Tax & NI	6549	444.13		£444.13
01/08/2016	N Bibby - salary	6548	335.15		£335.15
01/08/2016	KM Armistead - expenses	6550	106.65		£106.65
06/08/2015	Freeola - website rental	D/D	£7.20	£1.20	£6.00
16/08/2016	LCC Pensions - N Bibby contributions	D/D	£128.80		£128.80

Open Spaces

20/08/2016	Scottish power - electricity charges	D/D	£38.00		£38.00
01/08/16	Golden leaf - grass cutting	6556p	£2,000.00		£2,000.00
10/08/2016	Golden leaf - Bedding out & Borders	6556p	£1,000.00		£1,000.00
10/08/2016	Golden leaf - litter picking	6556p	£390.00		£390.00
10/08/2016	A Haselden- watering	6553	£840.00		£840.00
10/08/2016	Townsend's - petrol	6555	£214.74	£35.79	£178.95
01/08/2016	DVLA - Tax for pickup	6551	£230.00		£230.00
01/08/2016	Disleys repairs to RC boiler & toilets	6552	£86.00		£86.00
05/08/2016	Club day - donation towards traffic management	Cheque	-£518.00		-£518.00
10/08/2016	Woodys - Materials	6554	£97.13	£16.19	£80.94
10/08/2016	Golden leaf - additional work	6556p	£229.99		£229.99
16/08/2016	Bowling club - donation towards petrol	Cheque	-£17.39		-£17.39

Allotments**Community Development Account**

31/07/2016	Nationwide - Interest	D/P	-£49.00		-£49.00
31/07/2016	Natwest - interest	D/P	-£0.37		-£0.37

Total **£6,636.79** **£53.18** **£6,583.61**

Precept Account August '16

Appendix B

Budget		Expenditure		Balance	Percentage
Headings	Allocation	August '16	To date	Outstanding	used
Wages	£23,000	£1,982	£9,673	£13,327	42%
Insurance	£4,600	£0	£42	£4,559	1%
Stationery	£1,000	£0	£272	£728	27%
Postage	£1,800	£113	£681	£1,119	38%
LAPTC	£620	£0	£657	£-37	106%
Audit fee	£500	£0	£70	£430	14%
Chair Allow	£100	£0	£100	£0	100%
Training	£100	£0	£0	£100	0%
Civic functions	£500	£0	£148	£352	30%
Election	£2,000	£0	£0	£2,000	
Reserve	£0	£0	£0	£0	
equipment	£280	£0	£0	£280	0%
Grants	£2,500	£0	£500	£2,000	20%
Section137	£500	£0	£400	£100	80%
Open Spaces Account					
Grass cutting & shrub borders	£16,275	£2,230	£8,003	£8,272	49%
Bedding out & Watering	£25,175	£2,313	£12,640	£12,535	50%
Cleansing	£5,900	£390	£2,203	£3,697	37%
Maintaining Buildings	£2,700	£86	£596	£2,104	22%
Organisations	£9,850	£-518	£4,888	£4,962	50%
Electric & rates	£2,200	£38	£1,841	£359	84%
Total	£99,600	£6,633	£42,713	£56,887	43%

Other Accounts August '16

Account		Income	Expenditure	Balance
Croft Butts lane Allotments		£0	£211	£-211
Bush lane Allotments		£1,151	£5,193	£-4,042
Rawstone Centre	£-444	£444	£0	£0
Community Development	£60,583	£-2,859	£-5,465	£63,189
Memorial park - playground	£20,275	£0	£0	£20,275
Tom Croft Car park	£16,351	£0	£0	£16,351
Open spaces -capital	£6,012	£3,798	£7,788	£2,022
VAT		£4,157	£4,585	£-427
Total	£102,776	£6,691	£12,311	£97,156