



**Lytham Town Council**  
c/o Lytham Institute  
27 Clifton Street, Lytham, Lancashire. FY8 5EP  
Email : [Clerk@lythamtowncouncil.gov.uk](mailto:Clerk@lythamtowncouncil.gov.uk)  
Web: [www.lythamtowncouncil.gov.uk](http://www.lythamtowncouncil.gov.uk)  
Chair Cllr Simon Newell  
Clerk: Mr Luke Russell

## Lytham Town Council - Council Meeting

To: All members of Lytham Town Council.

You are hereby summoned to attend the Council Meeting of the Town Council to be held on **Wednesday 14<sup>th</sup> January 2026** at **6.30pm** at the Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP.

C - RFO

Mr Luke Russell MA  
Clerk & Responsible Financial Officer  
Thursday 8<sup>th</sup> January 2026

# Agenda

1.	<b>Welcome, introduction, Audio Recording notice and Health &amp; Safety.</b> The Clerk will then confirm Member attendance and provide apologies for absence where received & accepted	CRFO & Chair
2.	<b>Declarations of Interest and Dispensations</b> A) Councillors to declare any interests in agenda items. B) Consideration of requests for dispensations.	Cllrs
3.	<b>Approval of Minutes</b> To approve the minutes of the Extraordinary meeting of the Council held on Wednesday 7 <sup>th</sup> January 2026.	Cllrs
4.	<b>Public Participation (Open Forum)</b> (Max 15 minutes, 3 minutes per speaker) • Members of the public may raise items with the Council in respect the business on the agenda The Chair may limit a member of the public to 3 minutes of speaking to ensure the smooth running of the meeting. Overall, the section will typically be limited to 15 minutes although the Chair, may at their discretion, extend this.	
5.	<b>Matters Arising / Action Points from Previous Meeting</b> * Decision 8(1) - <b>Letter sent to FBC seeking information on Heritage Assets including Lytham Green - Reply received 08/12/2025 and circulated to Cllrs</b>  * Decision 8(2) - <b>To invite Mr Paul Rigby, United Utilities</b>  * Decision 10(1) - <b>That Lytham Town Council will formally write to Fylde Borough Council, as the Planning Authority, to request them to inform the Town Council as to their views of the Highway - Reply received 07/12/2025 and circulated to Cllrs</b>  * Request for item regarding A-Boards cluttering of the pavement / Highway was asked to be included within the agenda for the next meeting	<b>Found at:</b> Agenda 8C  To be actioned at February Meeting  Matter addressed at Extraordinary Meeting 07/01/2026  Agenda 8B
6.	<b>Reports from Outside Bodies</b> • Borough Councillor Report • County Councillor Report • Police/Community Safety Updates	
7.	<b>Finance &amp; Governance</b> A) CRFO Financial Position - Update Statement (briefing to Councillors) B) Bank reconciliation and budget monitoring.  C) Ratification of the 2026/27 Precept A supporting Report has been circulated to Councillors, following the clarification by Fylde Council of the accurate Tax Base information. This	CRFO + Report  CRFO & Members + Report

<p>➤</p> <p>➤</p>	<p>has enabled the final Precept to be set. This represents an increase of 4.36% (for a Band D premises).</p> <p><b>Decision item 01/2026</b>  <b>Proposal: Council to consider and approve the finalised value for the 2026/27 precept.</b></p> <p><b>D) Clarifying Motion</b> required by the Lancashire County Pension Fund scheme administrators.  Pursuant to Council's decision from September 2025 (Decision 9(2)) to approve the Clerk's salary and entry into the Lancashire County Pension Fund, the scheme administrators require specific wording of a Motion to commence enrolment.  A report has been circulated to Councillors covering the detail of the LCPF requirements, including the required Employer and Employee contribution levels.</p> <p><b>Decision Item 02/2026</b>  <b>Proposal: Following the circulation of an email from Lancashire County Council outlining the implications of joining the scheme, including contribution levels, it is resolved for the Clerk to be enrolled in the Lancashire County Pension Fund (the Local Government Pension Scheme [LGPS] for Lancashire). This will be effective from the start date of the Contract of Employment on 1<sup>st</sup> September 2025.</b></p>	<p>CRFO + Report</p>
<p>8.</p>	<p><b>Environment</b></p> <p><b>A) Trees &amp; Lighting - Clifton Street:</b>  Update to the council on attendance at the Lytham Project Board on 20/11/2026 regarding the scheme of work to prune the trees on Clifton St and to replace all street lights.</p> <p><b>B) A-Boards obstructing Pavements on Clifton St to the inconvenience of Pedestrians.</b>  There has been a persistent issue with some businesses using advertising A-Boards on the pavement on parts of Clifton St which cause obstruction of the highway to pedestrians.</p> <p><b>C) Assets: Mythop Rd Allotments.</b>  Lytham Town Council position regarding the provision of allotments - No reply yet received from FBC in response to letter sent asking for clarification of facts.</p> <p><b>D) Heritage Asset: Lytham Green.</b>  Reply received from FBC on 08/12/2025 containing a full list of all assets held by Flyde Council.  Cllrs to consider next steps.</p> <p><b>E) Liggard Brook:</b>  No new update at this meeting</p> <p><b>F) Windfarms / TASC / Cable Corridor</b>  No new update since the last meeting.</p>	<p>CP / CRFO</p> <p>HW</p> <p>CRFO verbal update</p> <p>Cllrs</p>

9.	<b>Community Engagement</b>	
	<b>A) Volunteers in Lytham Event</b> Update regarding the event. The Clerk / RFO has identified a Cost Centre and Cost Code for funding.	CP
	<b>B) Lytham in Bloom</b> To feedback to Council following an engagement meeting with Mr Graham Holding from Lytham in Bloom 05/01/2026. Also to brief Council about a request received for funding from Lytham in Bloom (Report attached) to enable new road signage to be erected on each of the 5 main routes into Lytham.	HW + Report
	➤ <b>Decision Item 03/2026</b> <b>Proposal:</b> It is proposed that Council considers and approves the funding request to provide Lytham in Bloom with £1810.00 as a grant to enable the purchase of signage indicating Lytham's successful involvement in North West in Bloom competitions.	HW Cllrs
	<b>C) Christmas 2025 debrief and Christmas 2026 Planning</b> To consider how the Christmas events in Lytham went in 2025 and to identify a task & finish group to plan for events in 2026.	Cllrs
	<b>D) Remembrance 2026</b> To identify a lead Councillor to work with the Clerk in preparation for this year's events.	Cllrs
	<b>E) Lytham Festival - Loss of Mobile Telephone network - Correspondence Received</b> Correspondence was received 04/01/2026 [LTC ref 260102) which was an email to the CEO of Fylde Council in which LTC was copied in. It identifies the loss of the mobile telephone network coverage during the period of the Lytham Festival. This loss of coverage prevents contact with emergency services as well as a general loss of communications. Cllrs to consider and discuss this issue.	Cllrs
	<b>F) Notice Board / Signage - Lytham Institute</b> Councillors to reconsider and advise as to their concepts / plans for the creation and installation of signage and / or a Notice Board at Lytham Institute,	BB
10.	<b>Planning &amp; Licensing</b> <b>A) Cumulative Impact Assessment</b> - Update on FBC's Survey and next steps.  <b>B) Planning Applications</b> None of note for this meeting	Chair
11.	<b>Neighbourhood Development Plan - Town Plan</b> Timetable for an initial scoping meeting to be agreed upon	Cllrs
12.	<b>Honours &amp; Awards Committee</b> Timetable for initial meeting to be agreed upon.	Cllrs

13.	<b>Correspondence</b> <ul style="list-style-type: none"> <li>• Summary of relevant correspondence received.</li> <li>• Clerk to raise any urgent items.</li> </ul>	CRFO CRFO
14.	<b>Items for Next Agenda</b> <ul style="list-style-type: none"> <li>• Councillors to request topics for inclusion in the next meeting.</li> </ul>	Cllrs
15.	<b>Date, Time &amp; Location of Next Meeting</b> Wednesday 25 <sup>th</sup> February 2026 6:30pm Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP	

  
C-RFO

Clerk's Signature:

Date: Thursday 8<sup>th</sup> January 2026



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 14<sup>th</sup> January 2026

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 7 (A)

**Subject:** Clerk / RFO's Report – Financial monitoring to 11<sup>th</sup> January 2026

## 1. Purpose of Report

The purpose of this report is to provide a clear monitoring position to Full Council as to the nature of our finances.

All data is accurate to Sunday 11<sup>th</sup> January 2026

## 2. Executive summary

- 1) At 11<sup>th</sup> January 2026 the council is operating within the approved budget.
- 2) No material variances are forecast to year-end and no immediate action is required.
- 3) I request the council note this report and approve the payments list at Annex A.

## 3. Key figures (at a glance):

- Bank balances (all accounts): £74,780.83 (reconciled to 11/01/2026).
- Receipts year-to-date: £95,875 (100% of Precept)
- Payments year-to-date: £20,467.57
- Payments since last report (19<sup>th</sup> November 2025): £12,400.24
- Forecast outturn: On budget.
- Total reserves: £ 46,468.75 –
  - of which earmarked reserves £ 22,500.00 and
  - general reserve £23,968.75 (25% of precept).

#### **4. Income:**

In addition to the 100% of Precept received, an invoice has been issued to Fylde Council (issued on 05/01/2026) for a £500 contribution towards the renovation of the Clifton Square noticeboard. We await this invoice being settled.

#### **5. Budget monitoring and commentary:**

- Overall expenditure is in line with budget.
- No action needed or recommended at this time.
- One item for review in February 2026 is the £6,000 allocated for the purchase of the Speed Identification Devices (SPIDs) from October 2025 Agenda Item 8(1). If supply of these devices and accessories becomes unrealistic within the existing financial year - these monies could be moved to Earmarked reserves for carrying across the Year End / Year Start.

#### **6. Reserves:**

See Annex B for the reserves schedule.

There are no proposed movements to earmarked reserves this month.

#### **7. Bank reconciliation**

The bank accounts were reconciled to 11<sup>th</sup> January 2026. There is no variance.

Copies are available for inspection and / or online viewing by Councillors.

#### **8. Payments / Payments of note**

Payments totalling £20,467.57 have been made since the start of the Financial Year, with payments made since the last report on 19/11/2026 being £12,400.24.

This change represents the coming of stream of the Payroll provision for the Net Salary and HMRC contributions for the Clerk / RFO's employment.

There have been no new payments of note since the 1<sup>st</sup> August 2025 payment by cheque to Fylde Council for Election Costs recharge.

A list of all payments, to date, made is shown at Appendix A

#### **9. Risk & internal controls**

No control issues to report.

All online payments required approval and authorisation from at least two councillors, so risks of accidental or fraudulent transactions are minimised. No one person can make a payment due to the rules and controls built into the bank account workflow.

Councillors are encouraged to undertake random verification inspections of the bank account and the accounts system.

**Recommendations / motions:**

1. That Council notes the Clerk / RFO's report and the budget position to 11<sup>th</sup> January 2026.
2. That Council approves the payments list in Annex A.

Signed:



Luke Russell

Clerk / RFO

Sunday 11<sup>th</sup> January 2026



## Appendix A - Payments List to 11/01/2026 from 19/11/2025

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank	Payment Ref	Minute Ref
39	30.11.2025	£6.00	£0.00	£6.00	02.01.2026	Bank Account Service Charge	Unity Trust Bank	Unity Bank		
38	31.12.2025	£6.00	£0.00	£6.00	02.01.2026	Bank Account Service Charge	Unity Trust Bank	Unity Bank		
37	02.01.2026	£52.00	£10.40	£62.40	02.01.2026	Scribe Accounts	Scribe Accounts	Unity Bank		
36	02.01.2026	£52.80	£10.56	£63.36	02.01.2026	Website & Email provision	Easy Websites	Unity Bank		
35	29.12.2025	£64.68	£12.94	£77.62	02.01.2026	Reimbursement to Councillor	Brenda Blackshaw (Cllr)	Unity Bank		October 2025 Agenda Item 9/4
34	29.12.2025	£1,427.17	£0.00	£1,427.17	02.01.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	December 2025	October 2025 - Agenda Item 9(2)
33	29.12.2025	£711.32	£0.00	£711.32	02.01.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	December 2025	October 2025 - Agenda Item 9(2)
32	02.12.2025	£1,427.37	£0.00	£1,427.37	02.01.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	November 2025	October 2025 - Agenda Item 9(2)
31	02.12.2025	£1,427.37	£0.00	£1,427.37	02.01.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	October 2025	October 2025 Agenda Item 9(2)
30	02.12.2025	£1,427.37	£0.00	£1,427.37	02.01.2026	Salary (Clerk) (Net)	Town Clerk	Unity Bank	September 2025	October 2025 Agenda Item 9(2)
29	02.12.2025	£711.12	£0.00	£711.12	02.01.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	November 2025	October 2025 - Agenda Item 9(2)
28	02.12.2025	£711.12	£0.00	£711.12	02.01.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	October 2025	October 2025 - Agenda Item 9(2)
27	02.12.2025	£711.12	£0.00	£711.12	02.01.2026	HMRC [PAYE +NI (Er) + NI (Ee)]	HM Revenue & Customs	Unity Bank	September 2025	October 2025 - Agenda Item 9(2)
26	01.12.2025	£52.00	£10.40	£62.40	02.01.2026	Scribe Accounts	Scribe Accounts	Unity Bank		
25	01.12.2025	£52.80	£10.56	£63.36	02.01.2026	Website & Email provision	Easy Websites	Unity Bank		
24	28.11.2025	£910.00	£182.00	£1,092.00	02.01.2026	Noticeboards	Links Signs and Graphics	Unity Bank		June 2025 Agenda Item 5
23	28.11.2025	£250.00	£50.00	£300.00	02.01.2026	Christmas Tree at Lytham Institute	T & C Laycock	Unity Bank		October 2025 Agenda Item 9/4
22	28.11.2025	£900.00	£0.00	£900.00	02.01.2026	Newsletter Issue 1 December 2025 4500 copies	Media Print	Unity Bank		October 2025 Agenda Item 9/3
21	24.11.2025	£1,500.00	£0.00	£1,500.00	02.01.2026	Contribution to TASC	Parish Council of Newton-with-Clifton	Unity Bank		October 2025 Agenda Item 8 Decision 7

## Appendix B - Balance of Reserves to 11<sup>th</sup> January 2026

11 January 2026 (2025/26)

### Lytham Town Council Reserves Balance 2025/26

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
General Reserves		23,968.75			23,968.75
<b>Total Capital</b>	<b>0.00</b>	<b>23,968.75</b>			<b>23,968.75</b>
<b>Earmarked</b>					
Election Reserve		15,000.00			15,000.00
NH Development Plan		5,000.00			5,000.00
Clifton St Lamp posts Banners :		2,500.00			2,500.00
<b>Total Earmarked</b>	<b>0.00</b>	<b>22,500.00</b>			<b>22,500.00</b>
<b>TOTAL RESERVE</b>		<b>46,468.75</b>			<b>46,468.75</b>
<b>GENERAL FUND</b>					<b>28,312.08</b>
<b>TOTAL FUNDS</b>					<b>74,780.83</b>



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 14<sup>th</sup> January 2026

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 7 (C)

**Subject:** Ratification of the 2026/27 Precept following provision of accurate Tax Base figures

## 1. Purpose of Report

Following the November 2025 Agenda 7(1) decision to agree a 5% increase to the cash value of the Lytham Town Council precept, the purpose of this report is to provide the final calculation of figures for the 2026/7 Precept and seek the Council's final ratification of these values.

## 2. Executive Summary

At the 26<sup>th</sup> November 2025 meeting of Lytham Town Council, the decision was made to increase the cash value of the precept by 5% to a sum of £100,668.75. In order to finalise the calculation to clarify what this means to each home (based on the Band D Council Tax payment baseline) the total number of premises which is a figure known at the Tax Base. The figure for 2026/7 was provided on 22<sup>nd</sup> December 2025 and is a value of 3,858 - a slight increase over the previous year.

Using this value in the final calculation, the 5% overall increase in cash value translates to a 4.36% increase in council tax payment per Band D household.

## 3. Financial Implications

There are no explicit new implications on the financial position of the Council with this item - however for probity and transparency it does need Full Council agreement. Failure to agree the Budget / Precept is recorded in Risk Register as Risk F1.

#### 4. Equality Risk Considerations

There are no negative equality considerations regarding this article in considering the Equalities Act 2010.

#### 5. Clerk / RFO Comment

As Clerk and as RFO I recommend to Councillors that these items are ratified by Council agreement, which will enable me to notify the Corporate Finance Manager at Fylde Council of the final agreement of the the 2026/7 precept figures.

#### 6. Conclusion

It is recommended that Full Council considers these options and the Recommended option with a view to approval.



Signed: Luke Russell  
Clerk / RFO

Sunday 11<sup>th</sup> January 2026

## Appendix A - Calculation Table

	A	B	C = A / B	D		E	F	G	H	I = H - C	J
	Total Town & Parish Precept Amounts	Town & Parish Taxbases	Band D Town & Parish Precept Amounts Per Property	Precept Level for 2026.27 to achieve C Tax Freeze at Band D level		Taxbase 2026.27	Actual Precept Level for 2026.27	Band D Town & Parish Precept Amounts	Band D Town & Parish Precept Amounts - Rounded - Per Property	Change in Band D amount 2025.26 to 2026.27	% Change in Band D amount 2025.26 to 2026.27
	2025/26					2026.27					
	£		£	£			£	£	£	£	%
Lytham	95,875	3,835	25.00	96,450		3,858	100,668.75	26.09	26.09	1.09	4.36000%



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 14<sup>th</sup> January 2026

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 7 (D))

**Subject:** Specific Resolution - acknowledging the Financial Implications of Enrolling the Clerk / RFO into the Lancashire County Pension Fund.

## 1. Purpose of Report

This report is to seek Council's agreement and endorsement of a specific Motion to acknowledge the financial implications upon the Council of enrolling the Clerk / RFO into the Lancashire County Pension Fund (LCPF), which is the Local Government Pension Fund for Lancashire.

## 2. Background / Context

Following the agreement of the Job Description & pay scales and then the recruitment and appointment of the Clerk / RFO the Council agreed in September 2025 Agenda 9(2) to authorise the payment of salary and HMRC contributions and to enrol the post into the LCPF. The Pension Fund administrators stated that under the Scheme rules Town & Parish Councils have an automatic right to be an employer within the LGPS, however in addition to this they required a specific resolution which demonstrates that the Council acknowledged the financial implications of this enrolment.

They have provided the following information (Copied from email):

The Council should be aware of the potential costs of becoming a Scheme Employer. The main costs are outlined below -

1. Employer contributions. The starting employer rate is normally 20-30% but depends on the average age of the membership (the higher the average age for the membership, the less time for investment so the higher the employer contribution). If members have previous pension rights to transfer in, this could increase costs so would need to

be assessed by the fund actuary (the fees for this assessment would be around £400 plus VAT and passed on to the Council). The employer contribution is reassessed every three years as part of the Actuarial Valuation of the Fund.

2. Pension strain - this could apply if a post was made redundant or other early retirement where reductions are waived. These types of retirement are employer decisions and the employer needs to be aware of the pension strain cost when making these decisions. The earlier the retirement and the higher the pension, the higher the pension strain figure - costs can be tens of thousands in some cases. Pension strain doesn't apply if a scheme member chooses to retire early as the pension would be reduced. Pension strain also doesn't apply for ill health retirements.
3. Exit payment - if the last active member leaves it precipitates an exit from the fund. If the liabilities exceed the assets on the termination date this leads to a deficit figure, which is payable by the Council to the Fund. All Parish or Town Councils in the fund were in deficit at the 2022 valuation with deficits ranging from £2k to £28k. It is anticipated that these positions will have improved in the 2025 valuation (there are potentially surpluses - if in a surplus position at exit the surplus would be paid to the Council). There are actuarial calculation fees payable on cessation which will be incorporated into the exit payment.

Under the Lancashire County Pension Fund's Admission and Termination Policy an employer contribution rate will be assigned from the outset depending on the make-up of the membership. I can confirm that the temporary employer rate for this Council will be 25.50% payable until 31 March 2026 when a new rate will be assessed as part of the 2025 Valuation.

The specific breakdown for contributions for the Clerk / RFO to this pension fund for both the employee and the employer (the Council).

These are:

- Employee - 5.5%
- Employer - 25.50%

### 3. Legal / Governance Implications

- Sec 101. Local Government Act 1972 - Arrangements for discharge of functions by local authorities. (Ref Scheme of Delegation, Standing Orders and Financial Regulations)
- Sec 106. LGA 1972 - Standing Orders
- Sec 112. LGA 1972 - Appointment of Staff
- Sec 151. LGA 1972 - Financial Administration
- Financial Regulations
  - 6.6 - For each financial year the Clerk / RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the council may authorise in advance for the year.
- Pensions Act 2028
- The Occupational and Personal Pension Schemes (Automatic Enrolment) Regulations 2010 / (SI 2010/772)

## 4. Financial Implications

There are no new implications placed upon the Council in agreeing the proposed resolution. There is no increase or alteration to those costs already considered and adopted within the existing budget.

## 5. Risk & Equality Considerations

No issues identified. Appointment followed a detailed selection process, complete with an independent panel member.

## 6. Clerk / RFO Comment

Whilst this Recommendation has clear personal impact for me - the decision to review and authorise the specific wording is a procedural point; however it is important from an ethical position that all Councillors are aware of the detail of this appointment.

## 7. Conclusion


This paper provides documented accountability for decision making regarding expenditure. It is recommended that Councillors agree the following resolution:

- **Following the circulation of an email from Lancashire County Council outlining the implications of joining the scheme, including contribution levels, it is resolved for the Clerk to be enrolled in the Lancashire County Pension Fund (the Local Government Pension Scheme [LGPS] for Lancashire). This will be effective from the start date of the Contract of Employment on 1<sup>st</sup> September 2025.**

## Appendices (if required)

No additional appendices attached.

Signed:



Luke Russell  
Clerk / RFO

Sunday 11<sup>th</sup> January 2026





# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 7<sup>th</sup> January 2026

**From:** Cllr Hilary Warburton

**Agenda Item:** 9(B)

**Subject:** Funding Request to support Lytham in Bloom group.

## 4. Purpose of Report

The purpose of this report is to request an agreed level of funding by means of a Grant Donation to the Lytham in Bloom group, which will enable them to complete an order and purchase signage for the 5 x main routes into Lytham.

## 5. Recommendation

Councillors are asked to consider this paper and approve the recommendation to allocate £1810.00 to Lytham in Bloom from the Council's current 2025/6 budget.

## 6. Background / Context

Lytham in Bloom is a volunteer-led community group and registered charity (Charity No. 1076465) formed in 1998 and has the purpose of enhancing and improving the appearance and environment of Lytham through floral displays and associated activities.

Their constitution lists their principal purpose as:

*"To promote for the benefit of the Public generally and especially those who live or work in or visit the town of Lytham by providing and encouraging the provision of floral displays, statuary, street furniture and the planting of flowering shrubs visible to the Public."*

This is achieved through engaging with schools, community organisations and local authorities, and working with RHS Britain in Bloom to improve standards and awareness through competition.

In 2026, Lytham in Bloom is considering entering the Northwest (Britain) in Bloom competition for the first time in 3 years.

As part of the preparation for judging they would like to update 5 sets of road signs at the 5 main road entrances to Lytham.

These signs are currently 10-15 years out of date (Photograph below).



Their intention is to remove one of the signs at each site and to replace the second with a non-date specific design (timeless).  
This would be with a design theme similar to "Home of the award-winning Lytham in Bloom".

In addition to helping Lytham in Bloom with updating these signs, it will also indicate to visitors/residents that Lytham is "current" and not solely rooted in past achievements.

Lancashire County Council, as the Highways Authority, own the existing signs and have stated that they must do the work themselves - so there is no option to seek to outsource this to external contractors

Their quotation for all the work, including the supply of the new signs is £1809.57.  
VAT does not apply.

## 7. Legal / Governance Implications

There is clear legal basis and powers for Lytham Town Council to make this donation, and it is covered by the following:

- ❖ Local Government Act 1972 - Section 144 - Power to Encourage Tourism / Power to provide decorative signs.
- ❖ Local Government Act 1972 - Section 137 - Power to Incur Expenditure for the Wellbeing of the Community
- ❖ Local Government Act 1972 - Section 145 - Power to Contribute to Voluntary Bodies

## 8. Options Considered

The options of fully funding this request and also match funding at 50% were each considered.

Having reviewed the budget, there is sufficient funding available to fully support this grant. With there being defined legal powers, this request is in line with Town Council responsibilities and functions.

Lytham in Bloom as a volunteer group has created an enduring benefit to Lytham for a number of years. This benefit is appreciated by residents; businesses, including Owners, staff and users and visitors. The nature of this request will provide a number of years of return on the investment in funding and will bring the existing signage up to date.

The option of 50% / Match funding was considered - however it is felt that the sole benefit to the Council of this option would be to retain £900 of public money in their bank account; even though there is no plan for committed expenditure for this money and would likely lead to an underspend in 2025/6. There is no pressing alternative use for this money yet defined.

Consequently, the option to fully fund this request is the preferred option.

There is no requirement to seek Tender rules for this purchase.

## 9. Financial Implications

The RFO has reviewed this request in line with the 2025/6 budget and determines that this funding is acceptable within current budget.

## 7. Risk & Equality Considerations

There are no negative considerations.

## 10. Councillor Comment

Cath and I were due to meet Graham Holding, the Chair of Lytham in Bloom, after he contacted the Council to see if there are areas where we can work together and to build links.

In Cath's absence on Monday 5<sup>th</sup> January, Luke accompanied me to meet with him. He briefed us as to the nature for the Charity and their recent history.

The meeting was very successful, and we have produced this informative report for discussion at the next Council meeting, following a specific request made to us.

## 11. Clerk / RFO Comment

This is a response to a request from Lytham in Bloom to make a specific purchase.

Having met with the Chair of Lytham in Bloom together with Cllr Warburton on Monday 5<sup>th</sup> January 2026 I am satisfied that the group has a clear plan and desire to continue with the floral beautification of Lytham, improving a number of locations in the town.

They are funded through donations, and they also maintain an amount of Reserves.

This request is to replace some specific items of street furniture which as well as supporting Lytham in Bloom's entry to future competitions will in fact enhance the appearance of the main roadways in to Lytham itself.

In being able to donate funds for the purpose of decorative signage, the council may also enable an opportunity benefit of allowing Lytham in Bloom itself to dedicate their funding towards the purchases of plants and flowers, which is what the majority of their turnover is used for.

The signs proposed will have an enduring purpose with a life span of more than 15 years, based on the age of the existing signs that need replacement.

This commitment of public money represents both value for money and an enduring effect for the benefit of the town and the communities of Lytham.

NB: This is not a Grant per se, and I would recommend that rather than providing funding to Lytham in Bloom itself, we as the Town Council settle the bill for works directly with Lancashire County Council.

If and when the Town Council wishes to consider establishing a Grant Scheme, there would need to be essential work to define the nature of the funding - i.e. How much of the budget in total should be set aside for a scheme, and how much is available per grant?

There would need to be a set of criteria drawn up, agreed and published against which any application could be assessed.

As RFO, I would advise that we need to ensure that Council's budget, paid for by Council Taxpayers, is seen as a source of monies to support mainstream, voluntary activity - which might be considered Revenue expenditure. There may be proposals for specific Capital, one-

off, type purchases which could be considered - however this is a matter for a separate piece of work.

As stated previously, as this request is for a specific item of Town infrastructure which will benefit all residents, businesses, users and visitors (whether directly or vicariously) I do support this.

## 9. Conclusion

It is recommended that Full Council adopts the Recommendation and agrees to this purchase, in terms of settling the invoice directly with LCC.

Signed:

Signed



Hilary Warburton - Councilor  
Officer

Luke Russell - Clerk & Responsible Financial





## Lytham Town Council

# Minutes - Extraordinary Council Meeting - Wednesday 7<sup>th</sup> January 2026

Minutes of the Council Meeting held:  
Wednesday 7<sup>th</sup> January 2026, at 6.30pm at Lytham Institute, 27 Clifton St, Lytham, FY8 5EP

**Present:** Councillors Simon Newell (Chair), Edward Cook, Cath Powell, Hilary Warburton, Brenda Blackshaw, Mark Bamforth & Anne Aitken.

**Apologies received:** Councillors Amy Barnes, Kelly Farrington & Suzanne Bramall

**Officers:** Clerk / RFO

**Members of the Public:** 16 members of the public were present.

### 1. Chair's Welcome

The Chair welcomed Council Members and Members of the Public to the meeting and explained what the meeting had been called as an extraordinary meeting outside of the regular, published, meeting cycle. The rationale was that in order to meet the timelines to make submissions for 2 x Planning Applications submitted to Fylde Council, this date was the last date on which the Town Council could meet to consider the matters on the agenda.

The Clerk reminded all persons present that the meeting was being Audio recorded for the purpose of enabling the effective and accurate completion of the Minutes of the meeting. He confirmed that the meeting was Quorate with 7 Members present. He explained the necessity for recording the names of the public attendees which could be verified against in the unlikely event of a fire alarm requiring the meeting room to be evacuated.

### Apologies for Absence

Apologies had been received by the Clerk from:  
Councillor Barnes due to personal, family commitments.  
Councillors Bramall and Farrington due to Leave commitments.

## 2. Declarations of Interest and Dispensations

The Chair asked Councillors whether they had any Declarations of Interest to make. No Declarations were made and no requests for dispensations were received.

## 3. Approval of Minutes

The council voted to approve the minutes of the Full Council meeting held on Wednesday 26<sup>th</sup> November 2025, which had been previously circulated to Councillors and published as a Draft on the Town Council's website, as a true and accurate record of that meeting.

**Moved by:** Cllr Bamforth - **Seconded by:** Cllr Blackshaw

**Decision:** This was resolved Unanimously to be a true and accurate record. The Chair will sign the endorsement.

## 4. Public Participation (Open Forum)

(Max 15 minutes, 3 minutes per speaker)

The Chair introduced this item and reminded all members of the public present that due to this being an extraordinary meeting, any matters raised should relate to the business of the Council on the agenda. He then opened the session to raise items with the Council.

Person A gave asked that whilst there were two planning applications being considered at the meeting, why was there no discussion about the Olive Tree Brasserie premises which is located between the two locations being considered. The Chair explained that the meeting was solely to discuss and consider planning applications currently open and in advance of the Fylde Council Planning Committee's meeting scheduled for 21<sup>st</sup> January 2026.

Person B stated that the matters being considered had clearly gone through a long process and asked whether there has been or would be any Net return to (Fylde) Council or whether this was solely an expenditure of Public Money to cover the costs including legal costs relating to these cases. The Chair explained that facts he was aware included how one business owner had been found guilty in a Court case and fined £50,000 and also required to pay the legal costs to Fylde Council but it is unknown if that money had been recovered by Fylde. It is not known why there was no application for a Confiscation Order under the Proceeds of Crime Act 2002 to recover assets. He also stated that a Freedom of Information Act request had been submitted to understand if legal costs had been recovered.

Person C spoke stating that he was present both as an individual resident of Lytham and also representing the Lytham Voice community group. He said that as a parent and grandparent he had always sought to hold to the belief that one should always do the right thing, and that good behaviours should be recognised and complimented, but poor behaviours should not be rewarded. He hoped that the Town Councillors present had the same principles. Person C stated that whilst the Planning Committee meeting had been delayed from December 2025 to January 2026 - the applications to be considered had a history going back up to 8 years due to breaches of permissions, challenges and the system being used to extend their timelines.

He made the following points for Councillors to consider in their discussions and decision making.

- \* There is a need for the Town Council to protect our heritage. This is one of Lytham's key assets, and if this is forgotten or lost then all residents and businesses would suffer.
- \* There is a need to protect our pedestrian highways. If these are not safeguarded, then there is a threat from opportunistic businesses to seek to encroach further into these spaces.
- \*Can we play by the rules? Whether we enjoy those businesses or not, if there is a reward for the poor behaviour by businesses in breaching laws then it will be the good, compliant businesses which will suffer.

Person D asked a process question about how they could put their own objection into the Council. The Clerk answered the question and explained how the Fylde Council planning portal worked and offered to show Members of the Public how that website could be found online.

## 5. Planning & Licensing

- The Council considered the planning application for:  
25/0166 THE DEACON. 84 CLIFTON STREET, LYTHAM. FY8 5EN.

The Chair introduced the subject, providing a detailed briefing including the history of 5 planning applications since 2015 relating to this premises. This was materially significant as they all related to the concept of a Canopy, so an overhead, open-sided structure. The Chair was able to explain when refusals for planning permission were made and the rationale for why this decision was made, as well as where permissions were granted.

He was also able to quote from a Planning Inspector's report and also an internal, Fylde Council, planning document.

He stated that planning application 17/0791 was granted on 14<sup>th</sup> March 2018 however what was constructed did not conform the permission which had been granted. He stated his belief and findings that where a planning permission is granted, there is a time period of 3 years in which the work authorised is required to be completed. If works are not completed, then the permission expire - they are not open-ended.

In 2024 Fylde Council issued criminal proceedings against the owner and the property company involved with the running of the business. There were 4 hearings and court and the defendant, the owner, pleaded guilty to breach of planning permissions, and after reports had been received they were fined £50,000 and also required to pay the legal costs of the prosecuting authority (Fylde Council). Mitigation had been offered that the defendant had stated they had instructed builders to remove the construction and on the last day of January 2025 some glass panels were removed from the ends of the enclosed structure. In addition, the panels on the balustrade were covered with an opaque film and a fireplace and chimney were constructed internally to the structure. At about the same time the application before the Planning Committee (25/0166) was submitted.



The Chair stated that his position as an individual Councillor is that the application should be objected to. His rationale was that the structure that has been built is incompatible with the Conservation Area; that it is inaccurately described as a 'Canopy' whereas it should more accurately be described as a Garden room or conservatory. Quoting from the 2019 Planning Inspector report stating that the professional assessment was that the development did not look like a canopy and significantly detracted from the appearance of the premises.

The Chair stated that there was an issue with the recognition of the land on which the development has been built on the Highway, land which the public had a right of access to for a significant number of years - which whilst there is no automatic bar to building on the Highway does need considering in light of legal opinion provided to Fylde Council.

The Chair also stated that as the 2017 application which received permissions in 2018 had not been constructed within the necessary timescale - that those permissions had expired, and the applicant should be submitting a fresh application rather than trying to apply for retrospective permissions.

He also felt that as there had been breaches to planning legislation for which a guilty plea was made and sentence passed, this was materially relevant to the consideration of the integrity of the planning decision making process.

Councillors then took the opportunity to make their submissions for consideration.

Cllr Blackshaw stated that in her opinion the application was retrospective and that the construction as it stands is illegal. She was representing views of members of the public who like the development. She felt that to remove the construction would change the appearance of the building as access to the enclosed structure is only available through the internal aspect of the premise, and she had spoken with people who had grown used to it.

Cllr Cook stated that he would object to the application and he concurred with the comments and viewpoint of the Chair.

Cllr Warburton said that she would object to the application. In her view the structure that has been built is an eyesore and is out of character with the Conservation Area.

Cllr Aitken stated that she had spoken with owners of other businesses in Lytham who are compliant with legislation and she believed that fairness must be applied consistently across the board. Most business follow the law and a failure to uphold the legal standards would harm all businesses. She said she would oppose the application.

Cllr Powell stated that she strongly opposed the application. Her belief was that the owners had taken liberties with the planning processes at all opportunities having had over 8 years from the initial application to make money outside of planning permissions. She felt that the Town Council needed to take a stand on this application as it is wrong that an illegal building should be tolerated within a Conservation Area. She stated that if every business operated the same way, there would be nothing left to conserve.

Cllr Bamforth said that he would object to the application - and recognised that mistakes appeared to have been made by Fylde Council it not requiring any develop was built to the agreed specifications.

After discussion the following Motion was placed before the Council

➤ **That this Council opposes the Planning Application, reference 25/0166**

**Moved by:** Cllr Warburton **Seconded by:** Cllr Aitken

**Decision:** Resolved in agreement with the motion, by majority vote.

**For:** EC, HW, AA, CP, MB, SN

Against: Nil  
Abstention: BB

- The Council considered the planning application for:  
25/0094 SPAGO. 7 DICCONSON TERRACE, LYTHAM. FY8 5JY

The Chair introduced this item with a factual background including the recent history going back to 2013 when a change-of-use application was first made and granted. The premise is a listed building at Grade 2 and is within the Conservation area.

There was an extension at the rear of the premises, which whilst not currently in use, had the potential for a number of restaurant covers in addition to those internally to the building. In 2014 an application was made to use the frontage of the building with the use of York Stone flooring covering a fixed concrete 'plinth; and also, for railings to be installed - listed building consent was granted for this work. Immediately after this permission was granted, an amended was made to have a 1.5m high balustrade instead of the railings which was granted and then an application for 2 x canvas canopies supported by poles was made and granted.

The balustrade was built from onto of the plinth, so that it reaches approximately 1.8m above the pavement

A following application sought a 2m high balustrade at each side aspect, thereby creating a 'box' accessed through a central gap in the balustrade at the front.

The two canvas canopies were not installed; however, a fixed roof was added to across the frontage.

The Chair stated his individual view that there appeared to have been an acquisition of permission by attrition, which application after application being sought to incrementally gain permission for a fully enclosed garden room rather than a shading canopy. He stated that he wished to oppose the application and the rationale was similar to the rationale for opposing application 25/0166. He believed that the development was inappropriate to the Conservation Area and does not comply with a reasonable definition of what is a Canopy. He quoted from the Planning Inspector appointed by Fylde Council in 2018

"...the appeal development has the appearance of a more dominant and imposing front extension. The development includes a more extensive roof (s). The connecting roof over the entrance pathway is higher than the roof(s) of the main canopies and appears discordant and clumsy to the passerby. This represents an unacceptable departure from the simpler and more slender design solution previously approved by the Council.

"I consider that the appeal development looks out of place and unacceptably interferes with and substantially obscures the strong symmetry and balance of the appeal building's facade. I find direct conflict with the SPD [The Fylde Council design policy document]"

The Chair believed that the application is based upon permissions granted in 2018, however as those works were never completed, then those permissions would have expired.

He stated that the application support document recognised that the previous development was not in compliance with the permissions given and also identified that the primary reason for seeking the permissions was to generate economic benefit for the business owner. Economic benefit was explicitly considered by the Planning Inspector in 2018.

The Chair said that there needs to be a balance between the rights of a business to make money and profit and the need to safeguard and protect the heritage assets of Fylde.

The Chair also cited the Department of Environment's guidance about why planning law should be enforced to protect its integrity.

Cllr Blackshaw stated that she agreed strongly with protecting Heritage and Heritage assets, however there were many areas in Lytham where these preservations had not happened. This included missing chimney pots which had a substantial value and also the Grade 2 listed building of the old railway station. With regards to the application, she felt that the extra glass panelling sought will not take away from being able to look at the front aspect of the building and the request is to make the frontage of the premise more usable by residents, users and visitors. She stated that she would support the application. The business is a long-established business which applied by the rules relating to licensing.

Cllr Cook stated that he would oppose the application.

Cllr Warburton sought clarification from Cllr Blackshaw about why there was a necessity to extend the glass panelling but recognised that there was no need to access the frontage only be transiting through the building itself. She stated that she believed from the application that there was an intention to seek to move towards a design more in line with the Conservation Area and that the business owner appeared to be working with Planning Officers. However, on balance she believed that it was necessary to object to this application.

Cllr Aitken stated that even though she felt that she had been good friends with the owners, she had to oppose the application for the reasons of being transparent and fair across the board when it came to planning law and decisions in the Conservation Area. She had to be fair to all businesses in the town.

Cllr Powell said that she would oppose the application, with a similar rationale to Cllr Aitken, in establishing and maintaining a level playing field of decision making. She stated that as the Council works through the Neighbourhood Development / Town Plan this would provide additional clarity and criteria to empower planning officers in making decisions respecting the Conservation Area. She said that she believed that all the Councillors had applied to be Councillors and at times had to make decisions which were not universally liked. Cllr Bamforth stated that he would oppose the application for similar reasons to the principles in 25/0166. There had to be a level playing field of compliance with legislation.

After discussion the following Motion was placed before the Council

➤ **That this Council opposes the Planning Application, reference 25/0094**

**Moved by:** Cllr Powell **Seconded by:** Cllr Cook

**Decision:** Resolved in agreement with the motion, by majority vote.

For: EC, HW, AA, CP, MB, SN

Against: BB

Abstention: Nil

Following these decisions, the Chair stated that Councillors had become aware that there had been instances where individuals had sought to characterise Lytham Town Council as being anti-business or anti-hospitality with personal or social media-based conversations. This was categorically untrue.

The Council was strongly pro-business and pro-entrepreneurs - although there was a nuance that this support was towards those which were compliant with the relevant laws concerning Planning, Heritage protection, Licensing and Environmental Protection.

The Council would not reward those who sought to breach the rules and laws and would call on the relevant authorities to ensure effective enforcement if permissions, standards or laws were breached.

#### **14. Date, Time & Location of Next Meeting**

- Wednesday 14<sup>th</sup> January 2026. 6:30pm  
Lytham Institute.

The Chair thanked all attendees and closed the meeting.

The chair of this meeting believes that the minutes of the meeting of Lytham Town Council held on 7<sup>th</sup> January 2026 are a correct record and are confirmed as an accurate record of the proceedings.

Chair