



Lytham Town Council

Minutes - Full Council Meeting - Wednesday 29th October 2024

Minutes of the Council Meeting held:

Wednesday 29th October 2025, at 6.30pm at Lytham Institute, 27 Clifton St, Lytham, FY8 5EP

Present: Councillors Simon Newell (Chair), Amy Barnes, Edward Cook, Anne Aitken, Suzanne Bramall, Cath Powell & Kelly Farrington

Apologies received: Councillors Hilary Warburton, Brenda Blackshaw & Mark Bamforth

Officers: Clerk / RFO

Members of the Public: 35 members of the public were present.

1. Chair's Welcome

The Chair welcomed Council Members and Members of the Public to the meeting.

The Clerk also welcomed Members of the Public. He pointed out that the meeting was being Audio recorded for the purpose of enabling the effective and accurate completion of the Minutes of the meeting. He pointed out the signs displayed for that effect, and the use of a projector to allow the Agenda to be read at distance. He explained about the signing in log and how this was for the purpose of ensuring an accurate count of attendees in the event of an evacuation due to a fire alarm. Finally, he explained that the Public Forum would allow for participation of attendees and the time limits set for each speaker and the session as a whole.

The Chair spoke and explained the current position of the changing nature of local politics with the Local Government Review that is currently taking place. He also explained that the agenda was heavy on issues of governance and how this was a necessary series of agenda items and proposals to underpin Lytham Town Council in terms of procedural governance and compliance.

Apologies for Absence

Apologies had been received by the Clerk from:

Councillor Bamforth due to ill health (in person, earlier in the day) and Councillors Blackshaw and Warburton due to other commitments (by email)

Councillor Tim Ashton (LCC) had intended to attend but became unable to attend due to other commitments.

2. Declarations of Interest and Dispensations

Councillors were asked whether they had any Declarations of Interest to make. No declarations were made.

No requests for dispensations were made.

3. Approval of Minutes

The council voted to approve the minutes of the Full Council meeting held on Wednesday 24th September 2025 as a true and accurate record of that meeting.

Moved by: Cllr Powell - **Seconded by:** Cllr Aitken

Decision: Agreed Unanimously

4. Public Participation (Open Forum)

(Max 15 minutes, 3 minutes per speaker)

Members of the public were invited to raise items with the Council. Start time 6:40pm.

- A. Person A -Spoke about the planning application which was on the Agenda and expressed her concerns about the proposal to alter a building into a Funeral Director's business. She stated that she had submitted representations to Fylde Council Planning Department already. The Speaker said that she believed the application, if approved, would have negative impacts on nearby residents. She highlighted that the plan showed for waste bins outside the front of the historical building and asked whether this was suitable and whether there should be a requirement for screening. The speaker stated that in her belief there was a risk to the historic fabric of the building. Having conducted research into the impact of embalming fluids, she stated that these can cause damage to more elderly buildings. Finally, she stated that the application had a requirement for additional street lighting, however the location is already well lit, and she did not believe that more would be needed and might cause light pollution.
- B. Person B - Chair of Lytham Business Partnership - The Lytham Christmas lights switch on event is planning for Saturday 15th November 2025. Councillors are invited to take part in the lantern parade preceding the switch on. There is a Temporary Traffic Regulation Order (TTRO) in place to close Clifton St from 2pm. The Clerk offered to publish details of this event on the Council Website.
- C. Person C - Stated that they had attended the Car Parking & Speeding public meeting on Wednesday 1st October and asked if there was any feedback from that event yet. Councillor Powell replied that there was a specific agenda item about that later in the meeting and it would be spoken about.

5. Matters Arising / Action Points from Previous Meeting

The Clerk pointed out that there were only two Action Points from the previous meeting, and these were both included as Agenda items in Section 7.

6. Reports from Outside Bodies

- Borough Councillor Report - No items were raised.

In addition to Cllrs Bamforth and Farrington, the meeting was also attended by Cllr Peter Anthony and Cllr Andrew Redfearn both representing Lytham West Ward for Fylde Council and both councillors were invited by the Chair to contribute at any point they felt it relevant.

- County Councillor Report - No items were submitted to be raised. The Clerk explained that he had been in communication with C Cllr Ashton and it had been his intention to attend this meeting, but this had become impossible due to other commitments, but he is intent on attending the November meeting.

- Police/Community Safety Updates -

The Clerk stated that there was now a 6-weekly MS Teams meeting hosted by the Neighbourhood Policing Team and inviting parish and town councils to join and share experiences and information. There is also a Community Road Watch operation planning for Monday 10th November which Cllrs Cook and Powell would be supporting as observers.

7. Finance & Governance

The Clerk introduced the item, stating that it followed on from the previous meeting held in September.

There had been numerous on-line and in-person workshops committed to by the Councillors to review and contribute to a range of essential Governance documents and Policies which the Clerk recommended the Council approves and adopts.

In the previous week, in addition to document review conducted at home, Councillors had each committed over 20 hours of time to working through these drafts and ensured that in addition to complying with legislation, guidance and / or best practice that they reflected the needs of Lytham Town Council.

As such, the proposals at sub items (1) and (2) were for consideration of voting upon, as the documents are now recommended to the Council for adoption.

The Chair expressed his thanks to the Councillors involved in this work and the Clerk for all their time spent on this critically important area of work.

- **Decision One** - Governance Documents

(1) Proposal: Council to consider, approve and adopt the following Governance documents.

- Standing Orders
- Financial Regulations
- Scheme of Delegation

Moved by: Cllr Powell **Seconded by:** Cllr Bramall

Decision: Unanimously agreed & adopted.

❖ Legal Basis: Local Government Act 1972 s101, s106, s151.

- **Decision Two - Policies**

(2) Proposal: Council to consider, approve and adopt the following policies.

- Delegation of Representatives Policy
- Data Protection and IT Policy
- Risk Management and Assessment Policy
- Complaints Handling and Management Policy
- Expenses and Allowances Policy
- Audio Recording Policy

Moved by: Cllr Aitken **Seconded by:** Cllr Cook

Decision: Unanimously agreed & adopted.

❖ Legal Basis: Local Government Act 1972 s101.

The Clerk expressed his thanks and stated that the Documents and Policies would be published on the Council's website on the following day.

- **Decision Three - Forming Honours & Awards Committee**

(3) Proposal: Honours and Awards Committee - Council to consider and appoint 4 x Members to form this committee

The Clerk explained that at the September meeting of the Council, a motion was passed to form an Honours & Awards Committee. It would now be appropriate to nominate Councillors to this committee. The Chair asked if there had been interest expressed and the Clerk stated that the following Councillors had expressed an interest:

Cllrs Edward Cook, Mark Bamforth, Hilary Warburton & Suzanne Bramall.

It was felt that these councillors represented a good balance across the council and the council area.

The motion was amended to appoint these four, named, Councillors to this Committee.

Moved by: Cllr Newell (Chair) - **Seconded by:** Cllr Powell

Decision: Unanimously agreed.

❖ Legal Basis: Local Government Act 1972 s101, s102.

- **Decision Four - Forming a Budget & Precept Task & Finish Group**

(4) Proposal: Council to consider and appoint 5 members to form the Budget & Precept Task & Finish Group

The Clerk referred to his Report, explaining the necessity for the Council to meet the timelines for Budget & Precept setting for the Financial Year (FY) 2026/27. To achieve this timeline, it is necessary for the council to establish a Task & Finish Group who can work up options and provide a recommendation to Full Council for a decision on the proposed budget and precept.

The Finance and Governance Group, although not a formed Committee with delegated responsibilities, are already identified and in discussion it is believed that this Group is ideally placed, subject to Members' availability in November, to undertake this role.

The motion was amended to task the Finance & Governance Group to undertake the role as Budget & Precept Task & Finish Group, researching options and making recommendation to the November meeting.

Members of the Finance & Governance Group are:

Cllrs Bamforth, Barnes, Bramall, Cook & Newell.

Cllr Farrington will also provide support as a substitute in case any other councillor is prevented from attending due to commitments.

Moved by: Cllr Bramall - **Seconded by:** Cllr Farrington

Decision: Unanimously agreed.

❖ Legal Basis: Local Government Act 1972 s101, s149, s151.

- The Clerk, as RFO, provided a verbal update regarding the financial position of the council.

He also shared in paper form an initial spreadsheet concerning the current budget, including Precept (the sole income), Reserves - General & Earmarked together with expenditure & committed funding together with a projection enabling a clear understanding of Funding yet to be committed.

The Clerk stated that on Monday 27th October he gained online access to the Council's bank account and had reconciled the account with all expenditure (in cheque and online form) to date. There was no misalignment between the account and the expenditure.

The level of uncommitted funding, as at 29/10/2025 (prior to this meeting) from the total precept budget of £96,875.00 was £11,127.37.

He also stated that now he had established control over the account he has ordered the Scribe Accounts IT package which was agreed by Council in September and had processed the initial purchase invoice and established the Direct Debit Mandate.

The Clerk had also ordered 4 x initial training packages from the Society of Local Council Clerks and had submitted an online payment for these.

Therefore, there were two online payments in need of online authorisation from Signatories.

The training packages are: (a) Introduction to Local Council Administration (ILCA), (b) Financial Introduction to Local Council Administration (FILCA) [NB: both of these are precursor courses to undertaking the Entry Level qualification (CILCA) to become an 'Trained Clerk', and also provide a basic introduction to the roles of Clerk & RFO to provide a best alternative until registration for the CILCA in February 2026], (c) Data Protection / GDPR and (d) Safeguarding for all.

- **Decision Five - Provision of a Payroll Provider**

(5) Proposal: Council to consider and approve the recommendation to establish a Payroll Provider service to manage Salary, HMRC and Pension implications for the Council and the Employee.

The Clerk expanded upon his previously circulated Report. Whilst it was an initial concept to seek to use the HMRC Basic Tools package, which is a free to use option, as mentioned at the August council meeting, research had shown that there were at least 6 payment steps required for each monthly payroll run.

As there is potential risk to both the Council as an employer and also the Clerk as both an Officer and the Employee, the use of the Payroll Provider is a mechanism whereby there is external quality assurance and advice on payments, together with having the payroll provider establish the appropriate systems with HMRC. There was a clear recommendation in the costed paper attached, with the middle annual cost quotation being the recommended choice.

The Clerk stated that he had no conflict of interest in making this recommendation, and as a customer of the recommended supplier previously, he was able to make a personal recommendation as well as the professional one.

Schedule 12A LGA 1972 applied in relation to the identification of the 3 x companies providing Quotations for this service.

The Chair explained that the use of a service was an integral function of providing both effective financial governance to the Council and support to the Clerk.

The motion was put to the Council.

Moved by: Cllr Newell (Chair) - **Seconded by:** Cllr Powell

Decision: Unanimously agreed.

The Clerk will liaise with the recommended supplier and establish the service, which will include pay in arrears from the Clerk's appointment date of 1st September 2025

❖ Legal Basis: Local Government Act 1972 s101, s111, s151, S12A

8. Environment

- Councillor Powell fed back to the Council about the Public Meeting on the 1st of October 2025 regarding Car Parking & Speeding Public Meeting.

60 Members of the Public had been present, as was the local Police Community Support Officer, Gary Hickman. The public provided personal examples of locations in Lytham where excess speed was an issue and a risk to safety. Also discussed was the impact on local residents of the car parking challenges of the location which are exacerbated when major events are held in the town or on the Green.

Cllr Powell stated that she has been in conversation with Fylde Borough and Lancashire County Councils about additional car parking and this was an ongoing conversation with no final decision yet taken.

With regards to the issue of speeding vehicles, Lancashire Police's local neighbourhood team had invited Councillors to take part in their next Community Road Watch operation which will take place on Monday 10th November.

In addition, Cllr Powell stated that she had researched the options for the council purchasing a Speed Identification Device (SPID), which is an automated sign that can be used to display vehicle speed and / or road safety messages. The device must be attached to a mounting pole which meets certain specifications. The device can be moved between different poles and is therefore portable between locations. A report was circulated to councillors prior to the meeting setting out the following proposal.

- **Decision Six - Purchase of Speed Indication Equipment**

- (1) **Proposal: Council to consider and approve the request to allocate £5,000 of budget to enable the purchase of 1 x SPID device and 4 x Poles on which to attach the SPID**

The subject was discussed by councillors. In discussion it was felt that, arising from the 1st of October 2025 meeting, there were more than 4 high priority locations for where the installation poles might be fitted. Would it be possible to have more than the 4 poles originally sought?

It was mentioned that if there were too many poles, then this might dilute the presence of the device at any one location.

A member of the public asked whether the SPID could be mounted in specific residential streets. It was explained that the device needs to have a clear field of view and must be mounted at a certain height to detect vehicles - and as such, not all streets or locations would be necessarily suitable.

After discussion, the motion was amended to seek an additional £1000 allocation with a view to purchasing additional mounting poles as necessary; so, a total commitment of £6,000 to purchase one device and necessary mounting poles to enable its effective operation. The Clerk confirmed that this was affordable within budget.

The revised motion was put to the Council.

Moved by: Cllr Powell - **Seconded by:** Cllr Aitken

Decision: Unanimously agreed.

- ❖ **Legal Basis:** Local Government Act 1972 s137. Highways Act 1980 s274A

- Cllr Powell fed back to Council on the scheme of work planned for the trees on the Clifton Street. The Environment Group had met with officers from Fylde Council on Monday 13th October and received a comprehensive briefing about the plan to prune and raise the crown of the trees and to conduct maintenance works to the footings to five of the trees. The plan of works also included updates to the lighting on Clifton St.

There had been discussions following that meeting that the tree maintenance work is welcomed and it would be preferable if all tree bases, where they meet the pavement had a consistent level of maintenance undertaken.

Fylde Council had invited the Council to be represented with their Project Board for this work, and the representatives will be Cllr Powell and the Clerk.

• Cllr Aitken fed back to council on developments in relation to Windfarm construction operations and the plans to create a 'Cable Corridor; from the point of arrival for power cables bringing electricity in from the farms to Star Gate in Blackpool and then across country to Penwortham. The width of the corridor of construction would be equal to the width of a motorway, and the development work would take up to 7 years. Whilst the corridor is not planned to enter either of the Wards of Lytham, there would be significant disruption to traffic and wildlife which would directly and indirectly impact the residents & businesses of Lytham.

Parishes & Towns directly impacted by the proposals had formed a legal group called the Transmission Assets Steering Committee (TASC) and had contributed into a collaborative fund to resource legal representation at planning meetings and hearings.

It is an option for Lytham Town Council to join the TASC to represent Lytham. There would be a requirement to contribute into the legal fund and the proposal put before Council is for the contribution to be £1,500.

The Clerk confirmed that this was acceptable within budget.

- **Decision Seven - Joining the TASC**

(2) Proposal: Council to consider and approve having representational membership of the Transmission Assets Steering Committee (TASC) group, approving a funding contribution of £1,500

The motion was put to the Council.

Moved by: Cllr Aitken - **Seconded by:** Cllr Newell (Chair)

Decision: Unanimously agreed.

❖ Legal Basis: Local Government Act 1972 s136, s137.

- The Clerk read from an emailed submitted by Cllr Bamforth on his behalf sharing the findings and actions of the Environmental Group's 'Walkabouts' within the town since last meeting. Cllr Powell added to this feedback.

- Cllr Aitken stated that there were additional developments relating to the Liggard Brook. There was a meeting with the Environment Agency planned for 18th November 2025 to discuss this further.

- The Chair stated that he would meet informally with the management committee for the Mythop Rd allotments and ask them to draw up a list of rectifications needed to be undertaken. Whilst it was the desire and intention for the Council to take ownership and responsibility for the allotments from Fylde Council, Fylde remained as the Principal Authority and no transfer of assets had yet taken place. There were ongoing conversations with Fylde about when and how this will happen.

9. Community Engagement

Councillors have attended the following meetings as representatives of the Council.

- 13th October 2025 - Lytham Festival, Residents' Focus Group - The Council had been invited to attend by the management company for the Festival. Cllr Aitken attended. No additional update was provided at this time

- 14th October 2025 - Lytham Business Partnership - The Council had been invited to attend the Partnership meeting and Cllr Bramall represented Members there. A key input at the meeting was regarding the Tree maintenance plan for work.

- Cllr Powell stated that Lytham Town Council would produce and distribute a printed Newsletter to all homes in Lytham. The Council was mindful that not all residents are confident internet users and to be more accessible to residents a Newsletter was considered an important channel for communication. Production costs would be in the order of £1,000 and the Clerk had confirmed that this was acceptable within the Budget. The Newsletter would also contain information about Fylde Council's online survey regarding the Cumulative Impact Assessment with hopefully a link and / or QR code for people to use to gain access.

❖ Legal Basis: Local Government Act 1972 s101, s137.

- Cllr Aitken explained that in addition to the main Christmas Tree being raised and lit in Clifton Square, there was a plan for an additional tree to be raised and placed in the external grounds of the Lytham Institute by the Heritage Society which would also provide decoration at the eastern end of Clifton Street. There had been contributions made, including for the cost of the tree and it is hoped that the Council would provide a contribution of £100 towards this. The Clerk confirmed that this was acceptable with budget and he could authorise the expenditure in accordance with the Financial Regulations without requiring a motion to Council.

❖ Legal Basis: Local Government Act 1972 s137.

- The Clerk explained that work was ongoing regarding the provision of Council Notice boards in Lytham both to enable publication of Council documentation such as the agendas and to display a newly designed Town Centre illustrated map. He stated that he had started conversations with the Store Manager for Lidl on Preston Road regarding the possibility of gaining permission to use part of their land to sight a Board so that residents, business users and visitors in Lytham East would have a highly visible board to access information. Cllr Bramall explained that work to renovate the Board in Clifton Square was underway and was being part funded by Fylde Council. Cllr Powell added that a request for renovation of the Board in the Memorial Garden had been submitted by Cllr Bamforth to Fylde Council, and it was hoped that this work would be completed by Remembrance Sunday.

- The Chair stated that he and the Clerk had met with the Chair of the Royal British Legion in Lytham and that the Council had been invited to be a part of the representation at the Remembrance Sunday and Armistice Day events. The Chair had been invited to make a reading and would be part of the order of service. A remembrance wreath was being made to be laid on the Cenotaph.

10. Planning & Licensing

- **Cumulative Impact Assessment** - Cllr Powell explained that she had represented the Council at the Fylde Council Public Protection & Licensing Committee on 9th October 2025 regarding the request that Fylde Council reconsiders and reviews the Cumulative Impact Assessment for Lytham. A motion to review and conduct an additional assessment was proposed and it was accepted unanimously. There is a requirement for the Licensing Department to feedback to the Committee within 6 months. Plans were being developed to commence a new survey. Cllr Bramall stated that commencing this over the Christmas & New Year period might create a seasonal

variation, but it was accepted that the last survey in 2023 was completed at a similar time of year. The Clerk stated that he had that morning received NW Ambulance Service data following a Freedom of Information Act request and that this needed some analysis, however an early summary does show marked impact in NWAS calls for service around evening licenced hours.

The Council is keen to support the submission of data and representations to Fylde Council which are both positive and negative regarding the concentration of licensed premises. The Chair stated that it is important to prove or disprove whether there is an issue.

Fylde Council licensing had already contacted the Clerk about securing room availability at the Institute to enable staff to provide a drop-in 'internet café' style workshop to enable residents how might not be regularly active online to be able to log in and take part.

The Survey questionnaire cannot be usefully created and used as a printed, paper form as there are multiple questions and then run through a number of 'decision points' where an answer of (for example) a Yes or a No takes the person completing it to different sections of the form.

- The Clerk stated that Cllr Warburton and himself attended the Fylde on Licensing Panel on 21st October 2025 having made representations regarding a Licence Application for 3 Henry St, Lytham. During the Panel, Lancashire Police submitted data and had requested eight (8) conditions to be placed on the licence, if awarded. The applicants amended their initial application. The Licence had since been awarded by the Panel, with conditions. The amended operating hours included a cease time of midnight and that the premises would be emptied of customers by 12:30am.

- The Council considered a planning application for:

(a) 25/0537 FAIRMONT HOUSE, SOUTH CLIFTON STREET, LYTHAM LANCASHIRE FY8 5HG

As stated above, a member of the public had raised their concerns and had already submitted their objections / representations.

Cllr Farrington explained the Planning process from his experience as an FBC Councillor. It was discussed whether there could be an additional public meeting to allow Councillors to gain a better understanding of public views and concerns but was mindful that the applicant was waiting on a timeline for a decision.

The Clerk advised that it was not within the responsibility of the Council to create or allow a quasi- Planning Hearing.

It was felt that Councillors were not appraised sufficiently to reach a decision for a response at this time.

The Clerk was requested to seek an extension for the submission to representations from Fylde Council planning to allow a decision at either the next (November) Council meeting, or by way of notifying and holding an Extraordinary meeting to discuss this single matter.

11. Neighbourhood Development Plan - Town Plan

The Chair introduced the subject and the importance for Lytham Town Council to commence work on establishing a Town Plan, sitting as a Neighbourhood Development Plan. He also explained that there could be a significant cost over the programme and therefore there was a necessity for effective financial planning.

The Clerk expanded upon his submitted report about the importance of establishing a Task & Finish Group to commence initial scoping and research to lead into a scheme of work to consult on and define a Neighbourhood Development Plan (NHDP). It is envisaged that initial

steps could start from January. There is clear guidance established regarding the process for undertaking an NHDP and there is a statutory framework which must be complied with to ensure its legitimacy.

The full timeline is in the region of two to three years, so completion of this programme would not arrive until after the next town council elections in 2027.

Cllr Bramall stated that in her understanding, the best plans were created where there was strong community representation and the Clerk agreed. In his research having an effective and represented body of members within the NHDP Steering Group was essential. By first establishing a Task & Finish Group, Councillors could draw up initial recommendations for how they wanted membership of this Steering Group to look.

For example, it could be recommended that representation was wanted from the following demographic sectors:

- A resident living in social housing
- A member of the health care communities / providers
- A parent of primary school aged children
- An owner of a hospitality business
- An owner of a manufacturing business.

These examples were in no way exhaustive and are only illustrative of how a Steering Group could be widely representative. Consequently, the following motions were put before council.

- **Decision Eight - Establishing an NHDP Task & Finish Group**

(1) Proposal: Council to consider and appoint 5 members to form the Neighbourhood Development Plan Task & Finish Group

Moved by: Cllr Bramall - **Seconded by:** Cllr Aitken

Decision: Unanimously agreed.

❖ Legal Basis: Local Government Act 1972 s101, s102. Localism Act 2011 C3.

- **Decision Nine - Allocation of funding to Earmarked Reserves.**

(2) Proposal: To allocate £5,000 funding into Reserves in anticipation of costs being necessary in FY Q4 2025/26

Moved by: Cllr Bramall - **Seconded by:** Cllr Cook

Decision: Unanimously agreed.

❖ Legal Basis: Local Government Act 1972 s101, s137. Localism Act 2011 s117.

Whilst the decision to form a Task & Finish Group has been made, appointment of Councillors to it will be decided later in line with individuals' availability, skill set and expressions of interest.

12. Correspondence

- The Clerk provided a summary of correspondence received. The two principal channels for communication from the public were via the online, website hosted Contact Form and then by email.

A data dashboard will be developed to provide information to Council at future meetings.
There were no urgent items to raise.

13. Items for Next Agenda

There were no new items raised for inclusion at the next meeting.

14. Date and Time of Next Meeting

- Wednesday 26th November 2025. 6:30pm

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 29th October 2025 are a correct record and are confirmed as an accurate record of the proceedings.

Chair