



Lytham Town Council

Minutes - Full Council Meeting - Wednesday 14th January 2026

Minutes of the Council Meeting held:

Wednesday 14th 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, Suzanne Bramall & Anne Aitken.

Apologies received: Councillors Amy Barnes & Kelly Farrington

Officers: Clerk / RFO

Members of the Public: 28 members of the public were present.

NB: The agenda for this meeting had been published in accordance with the publication timelines in the Standing Orders on the Town Council website due to an access issue with the Noticeboard in Clifton Square and the inclement weather forecast.

1. Welcome & Introduction

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 8 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. The Clerk explained that an issue of accuracy had been raised with regards to the Draft minutes of the extraordinary meeting of the Town Council on the previous week and this required the draft minutes to be reviewed, so Agenda Item 3 would have to be postponed. He also pointed out that the reference to reviewing Christmas activities, these related to Town Councillor actions over the Christmas 2025 period.

Apologies for Absence

Apologies had been received by the Clerk from:

Councillor Barnes due to personal, family commitments. Councillor Farrington due to Leave commitments.

These apologies were noted by the Council.

2. Declarations of Interest and Dispensations

The Chair asked Councillors whether they had any Declarations of Interest to make.

Cllr Blackshaw declared that she had an Interest in relation to the agenda item concerning Lytham Festival - and this was noted.

There were no other Declarations made and no requests for dispensations were received.

3. Approval of Minutes

This item was postponed, as an issue of accuracy had been raised in the draft minutes of the extraordinary meeting of the Town Council held on Wednesday 7th January 2026, which necessitated a review of the audio recording and transcript of that meeting.

These minutes were be reviewed and re-published and then brought to the next meeting of the Council for consideration and approval.

ACTION: Clerk / RFO

4. Public Participation (Open Forum)

(Max 15 minutes, 3 minutes per speaker) - Session commenced at 18:39

- Person A explained that they wished to raise the issue of the planning application which concerned Beaverbrooks [at the former AXA Building]. The planning application was for a variation of the hours of operation to be 16 hours a day window between 7am and 11pm. The operating location was behind the residential premises on Cleveland Road. They stated that they were not opposed to Beaverbrooks as an employer of the jobs which would be created by the redevelopment and this would be a great addition to the town. However, they felt that this was not just a matter of regeneration but something which would have a direct impact in the quality of life of residents. She stated that the noise impact assessment was based on the previous operating location in St Annes - however no data had been provided about the new location which she believed was a requirement of planning policy.

Cllr Bamforth stated that this matter had been raised earlier in the day at the Town Council Pop-In meeting. He had checked with a Planning Officer, and they stated that they were seeking vehicular data for the use of vehicles up to 7.5 tonnes in weight. It was recognised that the noise would arise not just from vehicle movement but also from reversing alarms, movement of shutters and crates.

Person A stated that whilst they live near the railway line, those trains were predictable and were quiet and happened only twice per hour.

Cllr Powell stated that Beaverbrooks are a good, local business and suggested that it might be worth the Town Council seeking to arrange or facilitate a meeting, working with residents.

ACTION - LTC will take responsibility to facilitate a meeting between residents and Beaverbrooks.

- Person B raised an issue about building on the pavement which had been brought to the Council at the November 2025 meeting in relation to Pendle Place. They had had no contact back from the County Councillor nor LCC. It was agreed that LTC would write to Mr Ashton and seek an update.

No other issues were raised.

5. Matters Arising / Action Points from Previous Meeting

The Clerk worked through the list of items and signposted to the specific agenda item numbers for this meeting.

6. Reports from Outside Bodies

There were no specific items raised from outside bodies to the Town Council.

Contact had been had with Lancashire Police this week through attendance at the online Parish Council forum which is coordinated by them.

There were no issues to raise.

7. Finance & Governance

A) & B) - The Clerk / RFO spoke through his previously circulated report setting out the Town Council's financial position and also the bank reconciliation and budget monitoring.

These reports were noted and accept by the council.

C) Ratification of the 2026/6 budget precept in light of the clarification of 'tax base' figures from FBC, which equates to an increase of 4.36% (on a Band D home).

Following the November 2025 Town Council decision, the updated and most recently available data had been shared by Fylde Council to allow for a final determination of the precept.

Decision item 01/2026

➤ **Proposal: Council to consider and approve the finalised value for the 2026/27 precept.**

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

Decision - Agreed Unanimously

❖ **Legal Basis:** Local Government Act 1972 s151. Financial Regulations: Section 4

D) Clarifying Motion required by the Lancashire County Pension Fund scheme administrators for entry of the Clerk's post into this scheme. As a result of communications from the Pension Fund administrators, it was recognised that whilst decisions had previously been made, the scheme administrators needed a specific wording of a motion which ensured that the Council was fully cognisant of the financial responsibilities of entering the Clerk's post into this scheme.

Cllr Bramall asked what responsibilities these might include, and the Clerk stated that if, for example, the post was removed and the post holder made redundant there might be a financial burden on the budget which would outweigh the contributions made to that point. This was assessed as being highly unlikely. Similarly, if the post holder left employment shortly after entry - which was again assessed as highly unlikely. Cllrs discussed this and reflected that there was a necessity to enrol the Clerk's post, and this was a connected interdependency.

Decision Item 02/2026

- **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 1st September 2025.

Moved by: Cllr Newell. **Seconded:** Cllr Aitken

Decision: Agreed unanimously

- ❖ **Legal Basis:** Local Government Act 1972 s101, s112, s151. Pensions Act 2008. The Occupational and Personal Pension Schemes (Automatic Enrolment) Regulations 2010 / (SI 2010/772)

8. Environment

A) Trees & Lighting - Clifton Street:

Cllr Powell explained to the Council that the work to prune the trees on Clifton Street would start from Monday 19th January. There were 28 trees in total which needed work completing on them. Only 5 trees, which had already had their roots 'air-spaded' would have their bases re-finished with a resin-based material. The trees would be pruned by only 20% of their total size.

Work on the Street Light replacement would take place from March. This would include having a banner arm attached to each lamppost from which display banners and Christmas lighting panels can be hung. Each post would also have a power supply to for festive lighting. The banner arms have been made with a design on them taken from a part of the Clifton family crest, to provide a sense of local identity to them. Each lamp post would also have a wrap-around hanging basket [The planting of which will sit as a Town Council monetary responsibility]. There is a programme board held at the Fylde Council Town Hall, St Annes on the Sea which Cllr Powell and the Clerk attend. The next meeting was scheduled for the following day.

B) A-Boards obstructing Pavements on Clifton St to the inconvenience of Pedestrians.

Cllr Warburton explained that she had undertaken research into A-Boards as this had been mentioned at council meetings previously. In short these are free-standing advertising boards which in some cases have caused Obstruction of the Highway by their placement. She explained the legal responsibilities of the County and Borough Councils in response to this. There should be an unobstructed space left for pedestrians which is at least 1.5m wide. The Town Council is able to adopt a local policy and seek to establish a local, voluntary, code of conduct and consent scheme. Cllr Warburton stated that she was happy to continue her research and draw up a draft policy for sharing at a future council meeting.

Cllrs then had a discussion concerning this item, which included a desire to work together with representative(s) of the Lytham Business Partnership (which was supported by the Chair of the LBP in the meeting) and other business owners to define a suitable policy and scheme. Cllr Blackshaw stated that as a mobility scooter user she had had experience of the pavement being obstructed by A Boards.

ACTION - Cllr Warburton to continue developing a draft policy.

C) Assets: Mythop Rd Allotments.

The Clerk stated that he had not yet received any communication back from Fylde Council to his email sent asking for clarification of a number of points relating to the management of the Allotments, and he sought Council direction as to their desired next steps. It was agreed that the Clerk should instigate a polite reminder to the relevant Officer at Fylde Council to open the communication channel up about this asset.

D) Heritage Asset: Lytham Green.

The Clerk clarified the nature of the Assets register he had received from Fylde Council which included Lytham Green. There was a Lancashire Association of Local Councils (LALC) meeting booked to create a county-level working group to consider the issue of asset register in light of the Local Government Reform programme which Cllr Bramall was due to attend. The Chair suggested that there might be a requirement to have a follow-up letter written to the CEO of Fylde Council to open up a conversation - however it made sense to take the feedback from the LALC meeting first.

9. Community Engagement

A) Volunteers in Lytham Event

Cllr Powell briefed the Council about the plans for the Celebration of Volunteers in Lytham event which will be held on Wednesday 11th February 2026 at Lowther Pavilion. 60 invitations had been sent out to volunteer and also community groups in Lytham. It was not an open, public event, but one in which representatives of the groups were invited to attend. The purpose was for the Town Council to thank the groups for their hard work in relation to the communities and town of Lytham and also to enable a networking structure between members of distinct groups to foster increased opportunities for working together.

B) Lytham in Bloom request

Cllr Warburton withdrew this item to enable further discussions and decision regarding a Community Grant Scheme for the Council. It was hoped that this item would be re-scheduled for the February meeting.

C) Christmas 2025 debrief and Christmas 2026 Planning

The Footfall data supplied to Fylde Council, in relation to the Christmas Lights switch-on event was discussed. Councillors decided that the Community Engagement Working Group should lead any planning for 2026 and should invite relevant people to a meeting to discuss a partnership approach to this.

D) Remembrance 2026

Cllr Cook volunteered to be the lead Councillor with regards to conversations and planning for the 2026 Remembrance Events.

E) Lytham Festival - Loss of Mobile Telephone network - Correspondence Received

Cllr Bramall suggested that this item was remitted to the Environment Working Group to look at in more detail and consider the impact of this on the town. The Chair also suggested that this correspondence should be sent to the organisers by the author.

F) Notice Board / Signage - Lytham Institute

This was discussed, and outline costs for a second noticeboard at the Lytham Institute were £1,800 including the groundworks necessary to safely install it. It was suggested that costs might be shared with the Heritage Society - as long as the use was shared. The Noticeboard in Clifton Square is in an iconic and visible location - however it currently contained the effective map of the town which was relevant for tourism purposes.

Additional conversations and permissions were needed.
10. Planning & Licensing Fylde Council - Cumulative Impact Assessment The Clerk briefed that he and the Chair had a meeting with the Head of Licensing from Fylde Council to discuss this subject further. Fylde Council were bringing their mobile office / van to Lytham and would have laptops available for members of the public to complete the CIA survey there. The analysis of data would only take place following the completion of the survey.
11. Neighbourhood Development Plan - Town Plan Timetable will be established following Town Council planning days in February
12. Honours & Awards Committee Timetable will be established following Town Council planning days in February
13. Correspondence The Clerk stated that he had received 13 items of correspondence in the previous two weeks of January - he undertook to create a management information report for the next meeting of the Council
14. Items for Next Agenda No additional items were suggested.
15. Date, Time & Location of Next Meeting • Wednesday 25 th January 2026. 6:30pm Location - 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 14th January 2026 are a correct record and are confirmed as an accurate record of the proceedings.

Chair