



Lytham Town Council

Minutes - Full Council Meeting - Wednesday 25th March 2026

Minutes of the Council Meeting held:

Wednesday 25th March 2026, at 6.30pm at Lytham Institute, 27 Clifton St, Lytham, FY8 5EP

Present: Councillors Simon Newell (Chair), Edward Cook, Amy Barnes, Hilary Warburton, Brenda Blackshaw, Mark Bamforth & Suzanne Bramall.

Apologies received: Anne Aitken, Cath Powell & Kelly Farrington

Officers: Clerk / RFO

Members of the Public: 21 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 enduring access issue with the Noticeboard in Clifton Square and the inclement weather forecast.

1. Welcome, introduction, Audio Recording notice and Health & Safety.

The Clerk confirmed that the meeting was Quorate.

The Clerk explained to all persons present that the room layout had been deliberately altered to allow the projector to be seen by more members of the public to seek to address issues of accessibility to the minutes or other relevant documents. He 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.

Apologies for Absence

Apologies had been received from Councillors Aitken, Farrington and Powell, and these were noted.

2. Declarations of Interest and Dispensations

- Councillor Bamforth declared that he was a member of Fylde Council's Licensing Committee and was present at the meeting where the Cumulative Impact Policy was discussed and decided upon, so he declared his interest in relation to Agenda Item 10C
- The Chair declared an interest in the Agenda Items relating to Mythop Road Allotments as he was an allotment tenant.

3. Approval of Minutes

The Clerk pointed out that there had been two meetings in the previous month and as such, the minutes for each of those meetings would need approving. The Chair confirmed that the Drafts of each set of minutes had been circulated and published.

To consider and resolve the approval of the minutes for:

- a) Full meeting of the Council held on Wednesday 25th February 2026

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

Decision - Agreed Unanimously

[Decision Item 11/2026](#)

- b) Extraordinary meeting of the Council held on Monday 2nd March 2026

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

Decision - Agreed Unanimously

[Decision Item 12/2026](#)

4. Public Participation (Open Forum)

(Max 15 minutes, 3 minutes per speaker) -

The Chair stated that at the Pop-In meeting during the morning, two members of the public had attended and raised issues to Councillors

- Person A stated that they had concerns regarding the drain covers / grids on Warton St, Lytham and also with noticeable dog fouling.
- Person B stated that they had noticed that the 30mph speed limit sign on the way into Lytham from the direction of Warton was obscured by other signs. The Chair stated that he had undertaken to write to Lancashire County Council as the Highways Authority to bring this to their attention.
- Person C (in the room) stated that whilst walking around Lytham, there had noticed the issue of electrical or utilities boxes being covered with graffiti. They stated that they had noticed this on Fairlawn Promenade; also, opposite St Cuthbert's Church; Gregson Street and also a new one near to the 'Sea Salt' store.

Cllr Bamforth stated that he believed that the Town Council should write to the respective Utilities companies.

Cllr Bramall stated that what was needed was a street-walk / survey to identify the locations, take photographs where necessary and seek to ascertain the ownership of the utilities boxes to aid communication with the appropriate agency.

- It was accepted that the Environment Group members would take this action on.

- Person D asked whether the decision made by Fylde Council's (Licensing Committee) about the Cumulative Impact Policy means that this issue is now 'dead and buried'.

The Chair stated that whilst this issue was on the agenda for this meeting, it would be withdrawn to allow all Councillors to be present to discuss this.

- Person E asked whether the Town Council had seen the results of the survey.

The Clerk confirmed as a matter of fact that the Fylde Council had notified the Town Council of the results of the survey together with an invitation to the Licensing Committee. He stated that as he understood matters - the Licensing Committee made a recommendation for the Full Fylde Council to consider, so technically the matter was still open.

The Clerk undertook to ensure that a hyperlink to the Licensing Committee documentation was included in these minutes:

[FBC Licensing Committee 11th March 2026](#)

- Person F stated that they had missed the previous two meetings and asked whether anything different was happening regarding the Festival.

Cllr Bramall stated that the Town Council had received an invitation to attend the Residents' Focus Group meeting on the following day and she would raise issues brought to the Council for consideration. Examples of these being the restricted access to the 999 emergency telephone system and parking in side streets causing nuisance to residents.

It was accepted that these issues also occurred during other events on the Green and not solely the Festival.

A short discussion took place about the Safety Advisory Group (SAG) meetings in relation to the Festival and it was pointed out that the Town Council was not a member of these meetings.

5. Matters Arising / Action Points from Previous Meeting

The Clerk signposted to the specific agenda item number for this meeting.

6. Reports from Outside Bodies

There were no reports raised to the Council for this meeting.

7. Finance & Governance

- a) **To receive** - Written Finance Report from Clerk / RFO giving Income and expenditure to date and project for the end of the financial year.

The Clerk / RFO explained that he had circulated his written report to Councillors in advance of the meeting and sought their questions and comments. He stated that he would publish this report on the Council's website following the meeting for transparency and legitimacy as it was clearly of public interest. The Clerk / RFO explained that there were no concerns. There were no questions or comments.

b) To receive and consider - Draft 2026/7 Budget

The Clerk explained that a Draft budget for the following financial year had been circulated in advance of the meeting. It was based on the working assumption of the transfer of Mythop Road Allotments and the need to identify a budget and a contingency fund for this asset. The Chair asked Members whether they had any comments or questions on this draft budget, and there were none. He explained that there was a necessity for the Council to keep reasonable reserves and hoped that the public could see that the Council was acting as a responsible custodian and user of public money.

c) To receive - Update from Clerk Management Team reference Clerk completing their Probationary Period

Councillor Bramall updated Council that the Clerk had been in post since the 1st September 2025. In accordance with the contract issued, there was a 6-month period of probation in role. The Clerk Management Team (Cllrs Bramall, Newell, Warburton & Bamforth) met with the Clerk on 23rd February and had concluded that the Clerk was performing strongly in role and had successfully completed his probationary period.

d) To discuss and resolve Advancement of Clerk, one Salary Scale point / increment in accordance with Contract.

Councillor Bramall then stated that the terms of the Clerk's Contract, which was based on the National Association of Local Councils (NALC) model template document including a provision for the Clerk to advance a salary scale step within this agreed band for specific reasons. One reason was an annual increment which is effective from 1st April in each year. As the Clerk has been in post for more than 6 months and had successfully completed his probation, he was eligible for this salary scale increase.

Proposal: That Council resolves to advance the Clerk by one salary scale point, in accordance with the Contract issued.

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

Decision - Agreed Unanimously

[Decision Item 13/2026](#)

Legal References: National Joint Council for Local Government Services - "Green Book", Chapter 3, Pay and Increments, April 2025

e) To receive and consider - Update following meeting with Ian Curtis and Carly Smith (FBC) regarding the transfer of assets - Mythop Rd Allotments.

The Clerk summarised a meeting which he and Councillor Bamforth had had with Mr Ian Curtis and Miss Carly Smith from the Legal Department at Fylde Council.

Councillor Bamforth explained that he had researched further into Mythop Road Allotments and he had identified that the previous maintenance work undertaken on the 'Donkey Dyke' watercourse had a cost of approximately £8,000. He stated that he was aware that there were trees on the site which needed maintenance and there was a significant foreseeable cost implication to the transfer of this asset from Fylde Council.

The Secretary of the Mythop Road Allotments Association was present at the meeting and sought permission to contribute to this item, which the Chair granted. She stated that 2 years previous, tree pruning had cost £2,400 and with inflationary changes that number might have to be increased by 30% to undertake that work now.

In light of these discussion, Councillor Bamforth chose to withdraw his motion to seek transfer of the allotments at this time.

It was resolved that the Clerk would write once again to Fylde Council and seek a detailed explanation of the costs and liabilities of the Mythop Road Allotments and that it would be inappropriate to consider seeking the transfer until these gaps in knowledge were understood.

f) Item Withdrawn

g) To receive, discuss and resolve the adoption of the following Policies.

- **Financial Reserves Policy**
- **Safeguarding Policy**
- **Biodiversity Policy**
- **Equality Policy**

The Clerk explained that these policies had been identified as being essential for effective and legal operation of the Council.

Proposal: That Council resolves to approve and adopt those policies, as previously circulated.

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

Decision - Agreed Unanimously

[Decision Item 14/2026](#)

h) To discuss and resolve - Appointment of Dedicated Safeguarding - Lead Councillor
Cllr Aitken volunteered to undertake this role. This was agreed unanimously

i) To discuss and resolve - Appointment of Biodiversity Lead Councillor
Cllr Warburton volunteered to undertake this role. This was agreed unanimously.

j) To discuss and resolve - Appointment of Members to the Community Grant Scheme Committee
Councillor Bramall suggested that rather than establishing this as a separate committee, that the Honours and Awards Committee to include this responsibility.
The Clerk would draw up a revised Terms of Refence for this merged committee.

Proposal: That Council resolves to merge the function of the Community Grant Scheme Committee into the Honours and Awards Committee to create a single standing committee of the council to undertake this work.

Moved by: Cllr Bamforth. **Seconded:** Cllr Bamforth

Decision - Agreed Unanimously

[Decision Item 15/2026](#)

k) To receive - Update regarding Emergency First Aid at Work training for Councillors

The Clerk explained that he had research training courses and was in a position to book spaces, however this would now occur after the financial year end / restart. Cllr Cook had volunteered to be trained, and it was accepted that he and the Clerk would undertake this training.

8. Community Engagement

a) To receive - Update on the Town of Culture Expression of Interest preparation

The Clerk provided an update on behalf of Cllr Farrington. As Cllr Farrington was on holiday, the full working draft of the Expression of Interest application had been transferred to the Clerk, who would ensure compliance with word count limits and then would submit it on behalf of Lytham. The form only allows text (no images), and the document was expected to be publicly accessible. The finalised document would be shared with councillors on submission.

b) To receive - Update on situation regarding purchase and siting of a Noticeboard at Lytham Institute

The Clerk provided the update that the updated quote for manufacture and installation was approximately £2,000 compared to the previously renovated one which had been £1,000.

Key issues identified:

- Ownership and liability (installation on Institute land).
- Insurance responsibility.
- Maintenance and content updates.

Proposal under consideration: - (a) That the Council funds the noticeboard but (b) that the Institute owns and installs it, as this might simplify legal/insurance issues.

A further meeting is required between stakeholders before final proposal is joint prepared and jointly submitted to the Town Council and the Trustees of the Institute.

c) To discuss and resolve - whether Council should prepare a policy in respect of the heritage assets of Lytham pending Local Government Reorganisation plans and, in particular,

- a. the Trust status of Lytham Green and
- b. the relocation of the Art Collection held by Fylde Council to a permanent display Gallery at the Lytham Institute

The Chair spoke to this item and explained that he and the Clerk had meet with Mr Oldfield, the CEO of Fylde Council together with Mr Ian Curtis, Head of Legal to discuss these issues.

Key Points covered were (a) Concern over local government reorganisation and the future transfer of assets, (b) The risk that Lytham Green could be vulnerable to future development in the event of its transfer to a less connected Unitary Authority and (c) Whether there should be a proposal to seek charitable trust status to protect it. In discussion it had been suggested that Fylde Council have a position that currently they 'own' the Green.

d) To consider and resolve the motion.

Councillor Newell amended his proposed resolution to that shown underneath.

a) **Proposal:** That Council writes to Fylde Council and request that they to declare that Lytham Green is held by them as a charitable trust; and that this should be done forthwith so as to prevent any embargo on this type of action during the soon to be transition provisions, soon to be implemented, which will be in place as part of Local Government Reorganisation.

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

Decision - Agreed Unanimously

[Decision Item 16/2026](#)

Furthermore, the Clerk will research the issues pertaining to 'Open Letters'.

e) To consider and resolve the motion.

That Council writes to Mr Andrew Snowden MP to invite him to a meeting with Town Councillors, at a time convenient to himself, but as soon as practically possible, to discuss our heritage assets and the role of Lytham Town Council regarding these assets now and in the future, after Local Government Reorganisation.

It was agreed that the Clerk would write to Mr Snowden MP and in a separate letter to all four Fylde Councillors for Lytham Wards to ask to meet with them in their roles about these matters for informal discussions and opportunities to discuss the possibilities for alignment of approach in their roles and responsibilities

9. Environment

a) To receive - Update on the Lighting scheme on Clifton Street

The Clerk updated the council on behalf of Councillor Powell. The installation work was nearing completion banner arms will be being installed imminently

b) To note and consider - Update regarding development artwork for the banners to be hung from the street lampposts.

This continues as a work in progress, and together with conversations regarding the planters, further updates are expected at next meeting.

Councillor Bramall also stated that for Bunting to be attached to lamp posts for Club Day, there was a new requirement, in that the **Town Council must apply** to Highways. There was a potentially tight deadline for submission (10-week lead time).

It was Agreed that after research, the Clerk would:

- Submit application **ASAP**, with decision to confirm with the Club Day committee later.

c) To note - Update regarding work undertaken regarding the Christmas Lighting for Lytham

Councillor Blackshaw stated that following a meeting with Lytham Business Partnership, Lytham Town Council to take responsibility for the installation of the Christmas Lights in Lytham, however this would exclude the switch-on event. The switch-on event has a separate organising committee.

The Town Council would be working with Blackpool Illuminations team in partnership where appropriate and there was a meeting and tour planned of their premises immediately after the Easter weekend.

Plans currently being researched include:

- Lamppost lighting features (Clifton Street)
- Improved Christmas tree display (lighting, nativity, decorations).

The aim: create a stronger seasonal attraction for the town.

d) To receive and consider - Report from Mr Paul Connell (LCC) regarding site surveys for installation of Speed Identification Devices

a. **Decision** will be needed regarding

- i. Number of Poles for placing SPID
- ii. Total cost - and budget consideration

This was discussed that the device will be rotated between sites where the poles are fitted. There were concerns regarding the cost of moving device (~£250-£500 each time). However, it was agreed to proceed with one device initially and then review the effectiveness before expanding the scheme further.

Proposal: That the Town Council approves the purchase of 1 device, 7 fixed pole locations.

Estimated cost: ~£6,350

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

Decision - Agreed Unanimously

[Decision Item 17/2026](#)

10. Planning & Licensing

- a) No new planning applications had been raised for the attention of Council.
- b) Item Withdrawn due to Councillor absences.
- c) Item Withdrawn due to Councillor absences.

11. Correspondence

To note - Correspondence is now being received in relation to

- a. Volunteering to be part of a community stakeholder panel in support of the Town of Culture application.
- b. Community Grant Scheme applications

The Clerk stated that he had received correspondence in relation to these matters. He also stated that earlier in the day he had received notification for the External Audit process for the Council.

12. Items for Next Agenda

There was a formal vote of thanks to Councillor Farrington for Town of Culture work.

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

Decision - Agreed Unanimously

Decision Item 18/2026

No additional items were suggested.

13. Date, Time & Location of Next Meeting

Wednesday 29th April 2026

6:30pm

Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP

In addition, for public awareness:

Annual Council Meeting: 6th May 2026

Annual Town Meeting: 13th May 2026

- Public forum for residents to raise and vote on issues.

The Chair thanked all attendees and closed the meeting at 8:19pm

The chair of this meeting believes that the minutes of the meeting of Lytham Town Council held on 25th March 2026 are a correct record and are confirmed as an accurate record of the proceedings.

Chair