



## Lytham Town Council - Council Meeting Agenda

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 29<sup>th</sup> October 2025 at 6.30pm at the Lytham Institute, 27 Clifton Street, Lytham, Lancashire, FY8 5EP.

Clerk: Mr Luke Russell

Chair: Cllr Simon Newell

<b>1. Welcome, introduction, Audio Recording and Health &amp; Safety.</b> <ul style="list-style-type: none"> <li>The Clerk will then confirm Member attendance and provide apologies for absence where received &amp; accepted</li> </ul>	CRFO CRFO
<b>2. Declarations of Interest and Dispensations</b> <ul style="list-style-type: none"> <li>Councillors to declare any interests in agenda items.</li> <li>Consideration of requests for dispensations.</li> </ul>	Cllrs
<b>3. Approval of Minutes</b> <ul style="list-style-type: none"> <li>To approve the minutes of the Full Council meeting held on Wednesday 24<sup>th</sup> September 2025.</li> </ul>	Cllrs
<b>4. Public Participation (Open Forum)</b> (Max 15 minutes, 3 minutes per speaker) <ul style="list-style-type: none"> <li>Members of the public may raise items with the Council.</li> </ul> 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.	
<b>5. Matters Arising / Action Points from Previous Meeting</b> <ul style="list-style-type: none"> <li>Sept 25 Decision 7(1) Council consider with a view to adoption at the October Council meeting Governance documents &amp; policies.</li> <li>Sept 25 Decision 7(2) Establishment of Honours &amp; Awards Committee - Appointment of Members</li> </ul>	Agenda 7 (1) & (2)  Agenda 7 (3)
<b>6. Reports from Outside Bodies</b> <ul style="list-style-type: none"> <li>Borough Councillor Report</li> <li>County Councillor Report</li> <li>Police/Community Safety Updates</li> </ul>	C Cllr Ashton

Decision items (1) and (2) take place following prior circulation of governance documents & policies, and a number of in person workshops enabling good understanding and allowing for amendments to be made.

- Standing Orders
- Financial Regulations
- Scheme of Delegation

- 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

Establishment of this is necessary to enable effective consideration of options to present to Full Council for a Decision regarding 2026/27 Precept.

- CRFO Update Statement (verbal briefing to Councillors)
- Approval of monthly payments and receipts.
- Bank reconciliation and budget monitoring.

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

CRFO &  
Report  
attached  
(for both  
items)

CRFO

CRFO  
Report  
attached

CRFO

CRFO  
Report  
attached

- Feedback on the 1<sup>st</sup> October 2025 - Car Parking & Speeding Public Meeting

- Feedback on proposals for works on the Clifton Street Trees

- Feedback on developments in relation to Windfarm construction operations

- Feedback on Environmental Group ‘Walkabouts’ since last meeting
- Feedback on developments relating to the Liggard Brook
- Feedback in relation to Mythop Rd Allotments


CP  
Report  
attached

SB / CP

AA / SB

MB  
AA/CP  
MB

<p><b>9. Community Engagement</b>  Councillors have attended the following meetings as representatives of the Council</p> <ul style="list-style-type: none"> <li>• 13<sup>th</sup> October 2025 - Lytham Festival, Residents' Focus Group - Cllr Aitken</li> <li>• 14<sup>th</sup> October 2025 - Lytham Business Partnership - Cllr Bramall</li> <li>• There has been engagement with a number of schools in the town since the last meeting.</li> </ul> <p>New items for briefing:</p> <ul style="list-style-type: none"> <li>• Lytham Town Council Newsletter</li> <li>• Christmas Tree / Decorations</li> <li>• Notice boards - Use of existing and potential purchase of additional NBs</li> <li>• Council representation at Remembrance Sunday and Armistice Day events</li> </ul>	<p>CP BB BB/SB  SN</p>
<p><b>10. Planning &amp; Licensing</b></p> <ul style="list-style-type: none"> <li>• <b>Cumulative Impact Assessment</b> - Feedback on FBC Public Protection &amp; Licensing Committee 09/10/2025</li> <li>• Feedback on Licensing Panel 21/10/2025 regarding Licence Application, 3 Henry St, Lytham.</li> <li>• Existing, suitable planning &amp; Licensing applications notified to the Council are deferred for this meeting to enable response under the Scheme of Delegation.</li> <li>• To consider new planning application.  (a) 25/0537 FAIRMONT HOUSE, SOUTH CLIFTON STREET, LYTHAM LANCASHIRE FY8 5HG  Brought to Full Council for consideration under Scheme of Delegation Protocol 9 f ii &amp; iii  <b>Proposal: Council considers and makes decision to Support, Object or Make Comment in response to this application</b></li> </ul>	<p>CP  HW  Cllrs</p>
<p><b>11. Neighbourhood Development Plan - Town Plan</b>  Update on work to establish a Neighbourhood Development Plan Task &amp; Finish Group, to conduct initial scoping and preparatory steps to initiate next steps, from January</p> <p>(1) <b>Proposal: Council to consider and appoint 5 members to form the Neighbourhood Development Plan Task &amp; Finish Group</b>  (2) <b>Proposal: To allocate £5,000 funding into Reserves in anticipation of costs being necessary in FY Q4 2025/26</b></p>	<p>CRFO Report Attached</p>
<p><b>12. Correspondence</b></p> <ul style="list-style-type: none"> <li>• Summary of relevant correspondence received.</li> <li>• Clerk to raise any urgent items.</li> </ul>	<p>CRFO CRFO</p>
<p><b>13. Items for Next Agenda</b></p> <ul style="list-style-type: none"> <li>• Councillors to request topics for inclusion in the next meeting.</li> </ul>	
<p><b>14. Date and Time of Next Meeting</b></p> <ul style="list-style-type: none"> <li>• Wednesday 26<sup>th</sup> November 2025. 6:30pm</li> </ul>	

  
C - RFO

Clerk's Signature:

Date: Thursday 23<sup>rd</sup> October 2025



## Lytham Town Council

### Minutes - Full Council Meeting - Wednesday 24<sup>th</sup> September 2024

Minutes of the Council Meeting held:

Wednesday 24<sup>th</sup> September 2025, at 6.30pm at Lytham Institute, 27 Clifton St, Lytham, FY8 5EP

Present: Councillors Hilary Warburton, Brenda Blackshaw, Simon Newell (Chair), Edward Cook, Anne Aitken, Suzanne Bramall, Cath Powell & Mark Bamforth (NB: Cllr Bramall had to leave the meeting at 20:35. The meeting remained quorate)

Apologies received: Councillors Kelly Farrington & Amy Barnes

Officers: Clerk / RFO

Members of the Public: 22 members of the public were present.

#### 1. Chair's Welcome

The Chair welcomed Council Members and Members of the Public to the meeting and highlighted emergency procedures in the event of a fire alarm.

The Chair invited the Clerk / RFO to officially introduce himself having now being appointed into role, which he did. The Clerk also explained the public forum rules with regards to the individual time to raise an issue and the total time allotted for this session and who this differed from the Council meeting itself.

The Chair then provided an update to the Council and the Public present about activities undertaken since the last meeting and also official meetings attended by Councillors and the Clerk. These meetings included sessions with Fylde Council, Lancashire Police (neighbourhood policing) and the Lytham Business Partnership. On Monday 22<sup>nd</sup> September 2025 the Chair together with Cllr Warburton and the Clerk attended the Parish Planning Forum meeting at Fylde Council and received presentations about the Borough Local Plan which is out for consultation and also about developments concerning the Wind Farm projects off the Fylde & Wyre coastlines.

## **2. Apologies for Absence**

Apologies had been received by the Clerk from:  
Councillor Farrington due to ill health (by telephone) and Councillor Barnes due to other commitments (by email)  
Councillor Tim Ashton (LCC) was also unable to attend due to other commitments.

## **3. 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 27<sup>th</sup> August 2025 as a true and accurate record of that meeting.

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

**Decision:** Agreed Unanimously

## **4. Matters Arising / Action Points from Previous Meeting**

- Review of actions and matters not on the current agenda.

- Risk management Policy -

The Clerk explained that he would develop an initial draft for a Risk Management Policy for consideration by Council at the next meeting and that he would generate an initial Risk Assessment document.

- Town & neighbourhood plan -

The Clerk explained that the Fylde Borough Council Local Plan for 2042 is in its Regulation 18 consultation process currently, with this process scheduled to end at the end of October. All members of the public and Councillors are encouraged to read the proposal document online at <https://new.fylde.gov.uk/resident/planning/planning-policy-local-plan/fylde-local-plan-to->

[2042/options-issues-vision-and-scope/](#) and also to attend any consultation meetings. Fylde Council is seeking the view of individuals and also the views of Town / Parish councils in order to shape their Local Plan.

The Clerk also explained that from attendance at meetings this month any Lytham Town Council (LTC) town or neighbourhood plan will need to be contributory to the Local Plan and be designed within the strategic direction of it - however it will naturally be more locally nuanced. The Clerk was undertaking research into the Neighbourhood Development Plans of similar sized towns which also have conservation areas, as a comparison.

The Chair stated that whilst there might be some delay for the findings of the Local Plan, there were already clearly understood priorities within Lytham and work into these issues, e.g. Car Parking & Speeding would still be undertaken by the Council.

### **5. Public Participation (Open Forum)**

(Max 15 minutes, 3 minutes per speaker)

Members of the public were invited to raise items with the Council.

- A. Person A - Chair of the Civic Society - The speaker felt that the 2 x Conservation Areas in Lytham should be extended and that this was particularly relevant for the heritage of the town. They had had conversations with the Service Director for Planning at Fylde Council, and they have been advised to propose with rationale what they would like to see adopted. This had been the first time that the Civic Society had been invited to Fylde Council HQ at the Town Hall in St Annes on the Sea.

The Chair responded that Lytham Town Council would wish to work with the Civic Society both in support of these aims and also to ensure that their voices were heard within the development of the Town / Neighbourhood Plan.

- B. Person B - Chair of Lytham Business Partnership - The speaker stated that the Partnership had undertaken some work to define a suite or palette of colours which could be used for shop fronts within Lytham. This suite is taken from a 1950's colour palette and it is hoped that this work will be completed prior to Christmas 2025, and the speaker would share this guide with the Council.
- C. Person C - Business Owner - The speaker remembers the vision for the previous Local Plan for Fylde Borough which was due to run until 2032 however even though this plan was implemented several years ago, no changes have been seen. The speaker questioned whether there was a need for a neighbourhood plan locally within Lytham then a local plan at District / Borough level and then a national plan.  
Cllr Powell replied that a Lytham focussed neighbourhood / town plan would have more detail and more relevance to Lytham itself from which changes could be informed and seen.

D. Person D - Member of the Public - The speaker asked whether for this public participation part of the meeting was their scope for any feedback e.g. from the website? How would Lytham Town Council feedback to residents about their engagement over the Lytham Festival?

Cllr Bramall replied that it was very clear that the Council would feedback to residents. There had been a Pop-In session earlier in the morning (Wed 24<sup>th</sup> October 2025) and that on Wednesday 1<sup>st</sup> October 2025 there was a public consultation meeting planned to allow members of the public to share their concerns about car parking & speeding in Lytham.

Cllr Aitken explained that the Festival had not yet completed a debrief, so there was no information available which could be fed back at this time.

Cllr Newell stated that there had been conversations with members of the Lytham Business Partnership and there was a desire to understand which businesses were active members of the LBP and which were not, so that engagement with business did not miss anyone out.

Cllr Powell explained how the Environment group had already commenced walking reconnaissance around Lytham to understand where there were issues in need of rectification. An example given was of land falling away near the bridge on Station Road and how this was tasked for action.

E. Person E - Member of the Public - The speaker stated that prior to Covid, the then Chair of Fylde Council stated that there was a 'pot' of thousands of pounds of regeneration money available to be bid for and wanted to know how this could be used.

The Clerk stated that this would likely be covered within the agenda.

## **6. Reports from Outside Bodies**

- Borough Councillor Report - No items were raised.

In addition to Cllr Bamforth, the meeting was also attended by Cllr Peter Anthony and Cllr Andrew Redfearn both representing Lytham West Ward for Fylde Council and both councillors stated that if they had any item to raise they would.

- County Councillor Report - No items were submitted to be raised.

- Police/Community Safety Updates -

The Clerk stated that in the meeting earlier in the day, officers from Lancashire Police informed the Council that the CCTV system which provided visual coverage of the area, and particularly the Night Time Economy hours, around Clifton Square had a monitoring suite located in Wyre. It was staffed by volunteers and this sometimes created staffing challenges. The Council would look to work with Lancashire Police to try and attract interest and new volunteers to help with this function.

- County / Regional / National Bodies (e.g. LALC / NALC / SLCC) - The Clerk explained the abbreviations to the public present. There were no new items to brief in.



- Local Government Review in Lancashire - Update & Survey -

The Clerk stated that the consultation period for this review was open and that there was a News item on the Council website which shows the options being considered and how feedback can be provided.

## 7. Governance & Compliance

- **Decision One** - Governance Documents

**Proposal: Council consider with a view to adoption at the October Council meeting the following Governance documents & policies.**

(Matter was carried forward from previous, August, meeting)

- a) Standing Orders - NALC Model SOs March 2025 version - Localised
- b) Financial Regulations - NALC Model FRs March 2025 version - Localised
- c) Expenses and Allowances Policy - New Policy
- d) Scheme of Delegation - New Policy

The Clerk expanded upon the briefing paper provided, explaining the importance of strong governance documentation and the need for Councillors to be able to review and feed into these documents. It was agreed by all Councillors that these items would be scheduled for decision at the October meeting.

- Councillors Code of Conduct Training - video link sent 12/09/2025

The Clerk explained that this training video had been sent by email containing the appropriate hyperlink to all Councillors and that this link had also been uploaded onto the Town Council website.

- **Decision Two** - Honours Committee

**Proposal: To establish and Honours Committee with Delegated Powers, subject to an agreed Terms of Reference, to make nominations for Honours for deserving individuals of Lytham on behalf of Lytham Town Council.**

The Clerk expanded upon the briefing paper provided and identified that often within the Civil Service there were paid posts established within governmental departments in order to consider and write nominations for colleagues.

The Chair stated his view that this was an important way in which the community could be enriched and deserving individuals recognised.

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

**Decision:** Unanimously agreed.



## 8. Community Engagement

### Update on Community Engagement activities including Public Meetings & Events

- Lytham Business Partnership - feedback from meeting 09/09/25

Cllr Bramall fed back to the council how welcome she was made to feel in attending. The meeting was very well attended, and she wished to offer her personal thanks to Farina & Co, Clifton St, for hosting the meeting. Items discussed were:

The Christmas Lights switch on which is planned for 15<sup>th</sup> November and included the running order for the event. It was noted that the St John's Ambulance would be in attendance. Also discussed was the plan for the temporary ice rink (LTC Agenda Item 10D - below) and that the planning application had been submitted with Lytham Business Partnership being the applicant. The Partnership was looking for sponsorship from those businesses present and in addition Melissa Thorpe from Fylde Council delivered a presentation and included details of possible funds which might be able to be bid in to. Data provided at the meeting was that there had been a 1.7% footfall increase in Lytham with this data being captured from 'geocaching' and mining it from commercially available mobile telephony data. The next meeting of the Partnership is planned for 14<sup>th</sup> October at 5:30pm.

- 29<sup>th</sup> September 2025 - Lytham Hall Park PTFA

Cllr Aitken had received an invitation to attend on behalf of the council. All councillors were happy for her to attend.

- 1<sup>st</sup> October 2025 - Car Parking & Speeding Public Meeting, @Lytham Institute. 6:30pm x 8:30pm

Cllr Powell explained the concept for this event and explained that this was a listening event with the aim to capture experiences and views from attendees to inform future initiatives and actions, as well as support the development of the Neighbourhood Development Plan. Cllr Anthony (FBC) raised that this matter had formed a part of the Business Group agenda for a number of years and also suggested the idea that parking along West Beach and East Beach might be more efficient if it was in a Herringbone pattern as opposed to a nose-to-tail pattern.

- Remembrance Day 2025 Events

The Clerk explained that Cllr Newell had been invited by Fylde Council to attend the Remembrance Day commemoration and also that the Royal British Legion was keen to meet with councillors to seek their involvement.

- Voluntary Organisations in Lytham Event.

Cllr Powell explained that there was a NEW DATE established for this event and it would be held in the evening of 11<sup>th</sup> February 2026 at Lowther Pavillion. The reason for the postponement from November 2025 was due to the lead time of 16 weeks required to submit a bid for Lottery grant funding and allow that to be considered. Invitations would be sent out.

- Update re scoping & support for a Banking Hub

Cllr Newell explain that this remained a work in progress, and he was making contact with the LINK organisation to establish the potential for the establishment of a Hub. He explained that some of the considerations were based on population data such as the percentage of residents in certain age groups, their access to existing banking facilities including their ability to use public transportation to reach those facilities. Cllr Newell was not yet able to explain if previous decisions to establish a banking hub in St Annes on the Sea came from a review of data which saw the area of Lytham St Annes as a single location or whether Lytham, St Annes on the Sea and Ansdell & Fairhaven were considered as geographically and demographically separate. He would continue researching this.

## 9. Finance

CRFO Update Statement (verbal briefing to Councillors)

The Clerk explained that due to the necessary security regime around accessing bank accounts Unity Trust Bank had not yet approved his access to the banking system. This was in hand and is anticipated to be completed shortly. In view of this and in having no access to the account is impossible this month for him to undertake a reconciliation of the account against spending and commitments; however, this would be a priority action once access was obtained.

The Clerk also stated that he had requested a name change on the bank account from Lytham Parish Council as it was established to more accurately be Lytham Town Council.

- **Decision One** - Scribe Accounts system - Supporting paperwork circulated to Councillors.

**Proposal: Council considers and authorises the initial purchase cost and the monthly subscription fee which will be payable by Direct Debit**

The Clerk expanding upon his supporting report, clarifying the benefits and financial cost of purchasing this system to allow for the effective management of the budget. He also clarified that this is not a payroll system but a single system to allow all budget codes to be managed and to help ensure financial compliance.

**Moved by:** Cllr Newell (Chair) **Seconded by:** Cllr Blackshaw

**Decision:** Unanimously agreed.

- **Decision Two** - Clerk's salary and associated on costs (NI, HMRC Tax, Pension)

**Proposal: To re-authorise the 27/05/2025 Council decision to pay the Salary - and associated On Costs - for the Clerk on a monthly basis. Decision to be reviewed at end of Financial Year 2025/26**

The Clerk explained in line with the submitted report, that the council had previously agreed to pay the salary for the interim Clerk, however now this position was permanently filled, this decision was invited to be reviewed and reauthorised. This decision would be included within the revised Financial Regulations.

On costs will include the Clerk's enrolment into the including enrolment into the Lancashire County Pension Fund / LGPS. This will be backdated to the date of appointment of the Clerk - Monday 1<sup>st</sup> September 2025.

**Moved by:** Cllr Newell (Chair) **Seconded by:** Cllr Bamforth

**Decision:** Unanimously agreed.

- Precept Setting and 2026/27 Budget Planning

The Clerk highlighted to the Council that the timeline to agree the Lytham Town Council budget for 2026/27 and the associated Precept Charge for Council Taxpayers will open from October and must be agreed by December to allow notification to Fylde Borough Council as the Collecting Authority by January 2026.

No decision was sought at the meeting, and this agenda item was for information only.

## 10. Planning

- To consider new planning applications.

A) 16 STATION ROAD LYTHAM LANCASHIRE FY8 5HF

B) 16 STATION ROAD LYTHAM LANCASHIRE FY8 5HF \*Listed Building Consent\*

C) 3 BANNISTER STREET LYTHAM LANCASHIRE FY8 5HQ

D) CENTRAL AREA CLIFTON SQUARE LYTHAM ST ANNES - Temporary Change of Use to allow festive event with an Ice Rink and associated infrastructure.

**Proposal: Council considers and makes decision to Support, Object or Make Comment**

The Clerk had previously circulated to Councillors the planning application notifications received from Fylde Council.

Decisions:

A) No Objections

B) No Objections

C) No Objections

D) This application had benefitted from the Chair of the Lytham Business Partnership sending through electronically additional planning diagrams and had also meet with the Council earlier in the evening to brief about the plan in more detail and answer questions.

The Chair went around the Councillors and asking them for their considerations and perspectives on this application. As the application was currently submitted the Council did not feel they could support the plan; however with additional comment, considerations and conditions it was felt that it could be supported, however this would not be an open-ended support to the use of Clifton Square for any other event.

Comments made were:

The closing time proposed raised concerns, as the proposal is explicitly meant to be family friendly and therefore attracting children, however this would create an overlap with the licensed early to late evening economies. There had been no specific mention in relation to safeguarding within the application nor were there clear metrics / performance indicators from which 'success' might be defined. The exclusive use of the public open space for 6 weeks for the attraction would have an impact on other community groups e.g. Lytham Community Choir and individuals from being able to access this space. A concern was noted about the space that would be left for pedestrians to be able to move unhindered around the attraction where tables & chairs allowed under Pavement Licence arrangement remain in place. As the rink was to be made of natural ice, this would necessitate the 24/7 operation for the complete 44 days of the attraction's present of fuel powered generators. Whilst there marketed as 'Silent' they would no doubt make some noise, although the noise level was not specific and also need to vent exhaust.

There was an additional concern raised that the application had only considered site security for Friday and Saturday nights whereas it was considered essential that there was site security in place for the full 44-day installation that was applied for.

The Partnership has already undertaken to come back to the Town Council with a specification sheet for the generators. Cllr Newell stated that his individual view was that there was a matter of principle that would prevent him from supporting the application in its current format. He was concerned about the incremental commercialisation of the public domain and specifically the public open space of Clifton Square where if authorised it would allow an applicant or an operator to derive financial benefit from charging the public to use an area which they had previously enjoyed for free. He had concerns that this would establish a precedence and might lead to applications for similar attractions to be placed in Clifton Square through the warmer months of the year. Cllr Newell also stated that he believed that there should be great transparency about how any fees levied towards the applicant by the authorising agency for the exclusive use of this public space would then be reinvested back into the community of Lytham.

It was accepted by many councillors that they would have preferred more time to consider the application.

The application as submitted was not supported by the council.

A proposal was moved that if the above considerations & comments were noted and actioned by way of an adaptation to the plan or by conditions imposed upon the application that the council would support the planning application.

**Moved by:** Cllr Blackshaw **Seconded by:** Cllr Aitken

**Decision:** Agreed by majority vote.

7 For - AA, BB, EC, HW, MB, SB, CP

0 Against

1 Abstention - SN

The Clerk would submit responses to Fylde Council Planning Department.

- To note decisions made by the planning authority.

There were no new decisions to be briefed to the Council at this meeting.

- Cumulative Impact Assessment & Policy

Lytham Town Council had received notification that a review of their request for a Cumulative Impact Assessment for Lytham would be reconsidered by Fylde Council. Cllr Cook stated that he had identified 81 currently licensed premises in Lytham and there was a remaining local concern about the over saturation of such businesses. Having met with Lancashire Police colleagues earlier in the day, councillors appreciated that there were still plans for policing operations to address concerns raised by the nighttime economy. Councillors also noted the presence of Mr Andrew Snowden MP, the Police & Crime Commissioner and local police officers in Lytham the week prior to the meeting to discuss concerns about drug crime, including drug use / abuse as well as drug related criminality.

The Council will continue addressing the desire to see an assessment achieved.

- Updates on ongoing planning matters.

Cllrs Newell and Warburton together with the Clerk attended the Parish Planning Forum at Fylde Town Hall in the evening of Monday 22<sup>nd</sup> September 2025. They received update briefings regarding the Local Plan and also the Windfarm development works.

There are new central governmental discussions about expanding the powers of delegated responsibility away from Planning Committees and to Planning Officers within certain areas, however the detail and timescales for any changes are not yet available.

- Update regarding Trees in Conservation Area

The Clerk explained that he had received emailed correspondence about tree growth. Trees in the Conservation Area must have any work on them authorised by Fylde Council planning - however Trees in pavements alongside the highway are County Council owned and any issues to be notified to LCC as the owner can be made through their online reporting portal.

## 11. Licensing

- To consider new licensing applications.

A) FOX AND PINE 3 HENRY STREET LYTHAM LANCASHIRE FY8 5LE

**Proposal: Council considers and makes decision to provide Comment to the Licensing Authority.**

The Clerk explained that the specific terminology was to make Representations to the Licensing Authority about each specific application.

This application was discussed in detail with concerns raised about the proposed operating times of the licence, the desire to have music playable until the closing times and whilst the premises had previously held a licence under different management, the nature of that previous licence was for a different style of commercial enterprise than that proposed.

A member of the public, a nearby business owner, when asked stated their agreement that there was no need for another licensed premises in Lytham.

It was mentioned that another business owner had written an objection and copied in Lytham Town Councillors as their building was above the Henry St location.

A proposal was made that the Council objects to the licensing application made in relation to the Fox and Pine, and that the council adopts and endorses the letter of objection already submitted by ModeHotel on the basis that the application has negative impacts on all 4 of the Licensing Objectives set out in the Licensing Act 2003.

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

**Decision:** Unanimously agreed.

The Clerk would write and submit a letter of representations to the Licensing Department at Fylde Council.

- To note decisions made by the licensing authority.

There were no new decisions to update to Members.

- Updates on ongoing licensing matters.

There were no additional ongoing licensing applications to bring to the Council's attention.

## 12. Environment

Updates regarding environmental issues

- Windfarm - Meeting attended 08/09/2025

Cllr Aitken shared that she had attended the TASC meeting, which was a meeting of other parish and town councils through which the electrical network to connect the windfarms offshore with the national grid, is planned to be put through. Attendees of the meeting stated that although this network is not planned to come through the Lytham wards per se, will place an impact upon residents, business owners & workers and visitors due to increased use of the Fylde road networks, impacts on wildlife which could harm operations at BAE Systems Warton and other knock-on consequences. There is an opportunity to join and become part of the TASC group which councillors will consider, including the necessity for any contributions for legal fees to ensure legal representation for Fylde parishes and towns at Hearings relating to this project.

The Clerk will arrange for members of TASC to attend to brief Councillors.

- Liggard Brook

Cllr Aitken stated that a letter was written and sent to the Environment Agency as agreed at the August meeting. The Environment Agency will be meeting with Mr Snowden MP, who also contacted her (AA) to ensure that there was connectivity with Lytham Town Council. Cllr Aitken will feedback further following this meeting.

In addition, Cllr Powell stated to the council that United Utilities are planning to build two new storm water tanks which would mitigate some of the storm water runoff into the Liggard Brook.

- Update on Trees on Clifton Street, Lytham.

Cllr Powell updated that Fylde Council will be starting pruning work to the trees from January 2026. In addition, survey work was being undertaken earlier today (24/09/2025) on the pavement near to some of the trees where there was a breakdown of the tarmac and block paving damaged by tree growth.

## 11. Working Groups

Additional updates from working groups

- The Chair updated that councillors had taken part in an introductory meeting with Service Director for planning Paul McKim (FBC) on Tuesday 2<sup>nd</sup> September together with the manager for the Planning Team. There is a plan to hold a second meeting prior to the end of the year around everyone's availability.



### **11. Correspondence**

- Summary of relevant correspondence received.

The Clerk stated that he had received 17 specific items of correspondence in September.

6 were Planning applications.

2 related to Licensing

3 related to the Car Parking and Speeding Public Meeting event planned for 1<sup>st</sup> October 2025

2 were Residents' Concerns

1 was environment concerned, and related to Trees in the Conservation Area

2 were Event related.

1 was listed as Other and was a query about sourcing a memorial plaque for a bench overlooking the Green.

- Clerk to raise any urgent items.

There were no urgent items raised.

### **12. Items for Next Agenda**

- Councillors had no further topics for inclusion in the next meeting at this time

### **13. Date and Time of Next Meeting**

- Wednesday 29<sup>th</sup> October 2025. 6:30pm

The chair of this meeting believes that the minutes of the meeting of Lytham Town Council held on 24<sup>th</sup> September 2025 are a correct record and are confirmed as an accurate record of the proceedings.

Chair



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 29<sup>th</sup> October 2025

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 7 (1) and (2)

**Subject:** Review of Governance Documents and New Draft Policies

## 1. Purpose of Report

At the previous meeting of Lytham Town Council on Wednesday 24<sup>th</sup> September 2025, a Motion was passed to review relevant Governance Documents and Policies with the intention to return these to Council on 29<sup>th</sup> October to authorise and adopt them.

During the time since the last meeting, councillors together with the Clerk have held 7 workshop meetings (2 on line and 5 in person) reviewing and amending these documents. Councillors have also spent numerous hours outside of these workshops pre-reading the draft documents.

As such, it can categorically be stated that all documents presented for adoption have been subject to comprehensive scrutiny.

## 2. Recommendation(s)

Councillors are asked to consider and agree the following two recommended motions:

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

- Standing Orders
- Financial Regulations
- Scheme of Delegation

**(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

### **3. Background / Context**

Being a newly established Town / Parish Council, governance processes necessarily had to be adopted at short notice. The Standing Orders and Financial Regulations adopted were based upon the national 'Model' or template documents from 2022.

In March 2025, revised versions of these documents were approved and published by NALC.

There is a specific requirement held within the existing and proposed Financial Regulations (FR 18.1) that:

“The council shall review these Financial Regulations annually and following any change of the Clerk / RFO”

Lytham Town Council has not yet prepared and authorised additional policies, procedures and supporting governance arrangements alongside the Standing Order & Financial Regulations and it is proactive to aim to provide these cornerstones for effective, efficient and transparent operation.

### **4. Options Considered**

As there was a previous Motion to consider governance documentation and return them to Council, there has been no alternative option considered.

However, during the developmental time period since the last meeting it has become apparent that other key Policies needed creating and brought for approval.

Examples of these are:

- Complaints Handling and Management Policy
- Audio Recording Policy

To have left these elements unprepared would have been naive, hence their inclusion within these recommendations.

## **5. 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 - 18.1 - To review...following any change of the Clerk / RFO

## **6. Financial Implications**

There is no impact on existing or future budgets through the adoption of these Governance documents.

## **7. Risk & Equality Considerations**

No issues identified

## **8. Clerk / RFO Comment**

As stated in September, in order to discharge the independent, professional responsibilities of my role it is essential that I raise issues of Governance and associated risks to Council with proposals to manage these risks.

These governance structures will ensure transparency, accountability and effective arrangements in order for Members and Officers to discharge their duties and responsibilities.

As we have engaged in detail around the creation and content of the Documents and Policies asked for authorisation, I can confirm that they have each been subject to study and scrutiny.

## **9. Conclusion**

It is good practice and good governance to have effective and current documentation reviewed, authorised and established.

Accepting the restrictions on timescales and the need to review and implement governance documentation and policies

## **Appendices (if required)**

Agreed final versions of documents & policies ready for approval have been separately circulated to Councillors.

Once authorised and adopted, each document and policy will be published on the Council website.

Signed:



Luke Russell

Clerk / RFO



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 29<sup>th</sup> October 2025

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 7 (4)

**Subject:** Establishment of Task & Finish Group - Budget and Precept Setting

## 1. Purpose of Report

This Report proposes the establishment of a Task & Finish Group (T&FG) of the Council to review and recommend proposals for the 2026/27 Budget and Precept request. The Council currently sets a precept of £95,875.

Given the pressures of inflation, cost-increases, the requirement to plan for work to be undertaken for a Neighbourhood Development Plan, and limited scope for underspend this year, a dedicated T&FG will allow focused member scrutiny and timely development of robust options.

## 2. Recommendation

Councillors are asked to consider this paper and approve the recommendation to establish a Task & Finish Group (T&FG) to undertake research, consider options and make recommendations to Council for the 2026/27 Budget and setting of the 2026/27 Precept.

It is recognised that the existing Finance & Governance Group could undertake this responsibility - however the necessity for meeting a strict timeline makes it desirable to have membership from Councillors who can commit time in November to undertake this function

## 3. Background / Context

To inform the T&FG's work, the following initial considerations are noted:

- Baseline current precept: £95,875.
- Inflation and cost-pressure assumptions: Given UK CPI of ~3.8% in recent months. If cost lines rise by between 2.5 % and 4 % then budget uplift of ~£2,400 to £3,800 may be required to maintain current service levels.
- Income/tax-base: The tax-base may increase (new housing) or decrease (demographic changes), so assumptions need updating.
- Reserve position: With no underspend expected this year, reliance on reserves for ongoing cost increases is not sustainable. There will be a necessity to continual

building the Council's General and Specific / Project Reserves in the next financial year due to the new nature of the Council itself.

- With the establishment of a Neighbourhood Development Plan working group, there will be a need to ensure suitable funding for this in the next year, which might represent an increase in committed expenditure.
- Service adjustment: If precept increases are to be minimised, then efficiencies or service reductions will need identification.
- Communication: If precept increases are required, then clear explanation to residents of cost pressures and benefits will support transparency and legitimacy.

The T&FG will present at least three options (e.g., precept rise aligned with inflation; moderated rise plus savings; flat precept with service adjustment) including the impact on Band D equivalent charge.

#### **4. Options Considered**

- 1) The recommended solution - establishment of a Task & Finish Group
- 2) Tasking the existing Finance & Governance Group
- 3) Establishing a Committee of the Council to undertake this role.

Option 1 is the preferred solution, as it will allow timely activity to meeting the timelines for agreeing the budget, precept and notification to the Precept collecting authority.

Option 2 has been discounted as this may prevent another Member with relevant knowledge and / or availability from assisting in delivering this task.

Option 3 was considered and discounted as this might be slower to establish at this point in the calendar year.

#### **5. Recommendation**

It is recommended to Council that a Task & Finish Group is established.

A meeting calendar for workshops in the week commencing 10<sup>th</sup> November will be established.

Rationale:

Option 1 is the preferred solution, as it will allow timely activity to meeting the timelines for agreeing the budget, precept and notification to the Precept collecting authority.

Option 2 has been discounted as this may prevent another Member with relevant knowledge and / or availability from assisting in delivering this task.

Option 3 was considered and discounted as this might be slower to establish at this point in the calendar year.

#### **6. Legal / Governance Implications**

- Local Government Act 1972 - Section 151 - local authorities (including parish/town councils) must make arrangements for the proper administration of their financial affairs.



- Financial Regulations - Section 4 - The budgeting process is a statutory task: a council must prepare an annual budget and set the level of precept to meet that budget.
- Standing Orders - Sections 15 - 17

## **7. Financial Implications**

There are no additional implications for agreeing this recommendation - however there are catastrophic consequences of failing to budget set and agree a precept (Recorded in Risk Register)

## **8. Risk & Equality Considerations**

The establishment of a T&FG is a defined Control Measure within the management of financial and reputational risk to the Council.

There are no negative equality considerations. The recognition of Councillor availability during the relevant period for work is a positive consideration.

## **9. Clerk / RFO Comment**

As both Clerk and RFO, this is an essential action in order to research and agree options and make a preferred recommendation to Council for approval at a subsequent (November 2025) meeting.

This is the first time Lytham Town Council has had to undertake this task and it is prudent to establish strong governance and clear focus in relation to this.

## **10. Conclusion**

It is recommended that Full Council adopts the Recommendation.

Signed:

Luke Russell  
Clerk / RFO



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 29<sup>th</sup> October 2025

**From:** Clerk / Responsible Financial Officer

**Agenda Item:** 7 (5)

**Subject:** Adoption of Payroll Provider

## 1. Purpose of Report

The purpose of this report is to present to Council quotations for the provision of payroll services for Lytham Town Council, where there is a sole employee (the Clerk), and to recommend the preferred provider. This review has been undertaken in line with researched best practice and also with a strong focus on integrity as it is the Clerk who has undertaken this review and explicitly is the person to whom this payroll process will be remunerating.

## 2. Recommendation

Councillors are asked to consider this paper and approve the recommendation to adopt Provider B as the payroll provider for Lytham Town Council. Following adoption, this provision of service will be included within the Financial Regulations as an Appendix and will be reviewed annually.

## 3. Background / Context

The initial holding position for the Clerk upon appointment was to use the free HMRC Basic Tools online service provision to undertake the management of payroll. However, research into this position has identified at least 6 action steps to be undertaken to complete this activity each month. Each step, if performed inaccurately could lead to personal and professional jeopardy for the Clerk as both an Employee and a Responsible Officer and the potential for reputational and financial jeopardy for the Council.

Therefore, after initial scoping, it is recommended to outsource the management of payroll to a dedicated payroll provider, and hence de-risk this activity.

For local (town and parish) councils, the payroll function must comply with HMRC requirements, pension auto-enrolment, and the Local Government Transparency Code.

Best practice includes:

Best Practice Principle	Rationale
Transparency and Competition	Seek at least three quotations to demonstrate value for money and compliance with Financial Regulations.
Data Protection and Confidentiality	Providers must comply with UK GDPR and Data Protection Act 2018.
HMRC and Pension Compliance	Providers should handle Real Time Information (RTI) submissions, HMRC queries, and pension auto-enrolment requirements.
Internal Controls and Oversight	Council retains responsibility for ensuring salary payments and submissions are correct; reports should be verified monthly.
Cost Efficiency and Sustainability	Costs should be proportionate to council size and predictable within annual budgets.
Contract Clarity	Written terms should confirm scope, standards, and invoicing arrangements.

#### 4.Options Considered

In line with the best practice, quotations were obtained from 3 separate providers.

- Provider A - Local (to Fylde) company - Has experience managing Payroll for a Council. Signposted towards this provider by another (local) Council.
- Provider B = Not local to Fylde - Has experience managing Payroll for a Council. Signposted towards this provider resulting from personal business experience with them as a provider.
- Provider C - Identified through use of online search engine seeking Payroll services. Anonymously identified to see whether this methodology produced a more effective service provider.

The specific identifies of these providers is considered Exempt Information in accordance with the definitions under Schedule 12A, Local Government Act 1972, hence the use of anonymised identifiers.

Criteria	Provider A	Provider B	Provider C
Scope of Service	Full monthly payroll, payslips, pension reports, HMRC advice.	PAYE registration, monthly RTI, reports, optional pension admin.	Full payroll service, HMRC filing, auto-enrolment compliance, reporting.
Set-up and Implementation	Moderate (£90); clear process.	Low (£50); includes PAYE setup.	Free setup (FOC) / not explicitly costed in quote.
Pension Administration	Included.	£15 per quarter.	Included
Reporting and Transparency	Monthly reports.	Monthly reports.	Monthly reports
Data Security / GDPR	Expected compliance.	Expected compliance.	Expected compliance.
Ease of Engagement	Quarterly invoicing; clear deliverables.	Smaller provider; hands-on setup.	Appears to be larger, full-service provider.
Net Annual Cost	£690	£580	£480
+VAT (20%)	£138	£116	£96
Total Annual inc VAT	£828	£696	£576
Ranking	Most expensive	Middle Cost	Least expensive

## 5.Recommendation

It is recommended to Council that Provider B is the preferred provider of Payroll services.

Rationale:

On the basis of the 3 quotations, Provider B provided the middle cost in GBP for this service.

Whilst Provider A is local to Fylde, they were not competitive on pricing nor on additionality of service provision.

Provider C delivered the cheapest quote - however they are an unknown entity and located through an internet search engine for payroll provision. Whilst no suggestion is made of them being anything other than compliant - to adopt this provider would come with additional nuance regarding building of professional relationships and the concern

that additional charges may arise later when benchmarking the experience of Low Cost providers in other sectors.

Provider B, in providing the middle group quotation still demonstrates Value for Money, with this VFM component supported by personal business experience with this provider in a different role. They are an established company with a dedicated Payroll function and is a sustainable choice to undertake this role.

## **6. Legal / Governance Implications**

Local Government Act 1972 - Section 101 - Arrangements for discharge of functions by local authorities. (Ref Scheme of Delegation, Standing Orders and Financial Regulations)

Local Government Act 1972 - Sections 111 and 151 (proper administration)

Local Government Act 1972 = Schedule 12A - Access to Information - Exempt Information.

## **7. Financial Implications**

The financial implication of agreeing this management cost will be the payment of the annual fee. This is acceptable within budget.

## **8. Risk & Equality Considerations**

The adoption of this recommendation ensures that Clerk payroll functions have external oversight and coordination thereby reducing risk to the Council and the Clerk as the Responsible Officer / RFO and also as an Employee.

## **9. Clerk / RFO Comment**

The adoption of the Recommended provider to manage the payroll is clearly of interest to me personally - hence the rationale for presenting this to Council for a decision and not seeking to manage this procurement through a delegation of responsibility as RFO.

As yet, no payroll payment has been established or made, so there will be at least two months of pay in arrears to be undertaken, plus relevant HMRC Tax, National Insurance and Pension payments - both with the Council as Employer and also in collecting Employee elements of these charges.

The Recommended provider is known to me as I have been a previous customer of them. I can state categorically that I have no Conflict of Interest in this recommendation and I have no personal connections or business interests with them or any member of that company - other than being a professional customer.

I can state unequivocally that I derive no benefit or financial fee for making this recommendation. The recommendation is based on transparency and Value for Money - and then supported with the personal experience of using them.

## **10. Conclusion**

It is recommended that Full Council adopts the Recommendation and approves Provider B as the provider for Payroll services.

Signed:

Luke Russell

Clerk / RFO





# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 29<sup>th</sup> October 2025

**From:** Cllr Cath Powell

**Agenda Item:** 8(1)

**Subject:** Purchase of a SpID and necessary Poles

## 1. Purpose of Report

The purpose of this report is to request agreed funding to allow the purchase of one Speed Indicator Device to act as both a deterrent effect on speeding motorists and also 4 x Poles on which to mount the device, which can be installed at different locations in the Lytham Wards.

## 2. Recommendation

Councillors are asked to consider this paper and approve the recommendation to allocate £5,000 of funding to purchase one SpID (@£2500) and 4 x Mounting Poles (@£2,000) plus necessary fitting paraphernalia - to a total of £5,000.

## 3. Background / Context

It is recognised that speeding motorists cause a threat of harm and nuisance within Lytham. At the 1<sup>st</sup> October meeting this was restated by members of the community and after consultation with Lancashire Police, the tactic of purchasing a SpID by the Council, and the appropriate mounting poles will ensure that this prevention tactic can be initiated.

The device identified also records data for information purposes which can also be shared with the relevant authorities and organisations.

## 4. Options Considered

The recommended device has been researched and this provides the best solution. There is no requirement to seek Tender rules for this purchase.

## 5. Recommendation

It is recommended to Council that they agree this allocation of funds and purchase of the equipment.



## **6. Legal / Governance Implications**

Local Government Act 1972 - Section 101 - Arrangements for discharge of functions by local authorities. (Ref Scheme of Delegation, Standing Orders and Financial Regulations)

Local Government Act 1972 - Sections 111 and 151 (proper administration)

Local Government Act 1972 = Schedule 12A - Access to Information - Exempt Information.

## **7. Financial Implications**

The financial implication of agreeing this management cost will be the payment of the fee. This is acceptable within budget.

## **8. Risk & Equality Considerations**

There are no negative considerations.

## **9. Clerk / RFO Comment**

This is a specific purchase rather than the entering into of a contract, Under Financial Regulations 15.5 the purchase cost requires agreement of the Council as no dedicated Committee is established to undertake this role.

It is affordable within budget and has been considered as 'Committed' funds.

## **10. Conclusion**

It is recommended that Full Council adopts the Recommendation and agrees this purchase.

Signed:

Luke Russell - on behalf of Cllr Cath Powell  
Clerk / RFO



# Lytham Town Council

**Report to:** Full Council

**Date:** Wednesday 29<sup>th</sup> October 2025

**From:** Clerk / RFO

**Agenda Item:** 11(1) & (2)

**Subject:** Establishment of a Neighbourhood Development Plan Task & Finish Group and to allocate £5,000 to specific Earmarked Reserves for this work.

## 1. Purpose of Report

The purpose of this report is to explain the necessity to establish a Task & Finish Group to undertake the initial scoping and research, and to allow for recommendations to be reported back to full council for Decision Making concerning the initiation of the programme to plan and implement a Neighbourhood Development Plan.

As an essential step in budget forecasting, it is also requested for council to start financial planning and allocate funding to Earmarked Reserves as part of ensuring this multi-year programme is effectively resourced.

## 2. Recommendation

Councillors are asked to consider this paper and approve the recommendation establish a dedicated Task & Finish Group to undertake initial precursor development work and also to allocate £5,000 of funding into Earmarked Reserves.

## 3. Background / Context

Creation of a Neighbourhood Development Plan is a multi-year programme of work which is likely to outlast the initial period of Council election mandate. Whilst there may never be considered an ideal timing to initiate work on this, any delay simply delays the likely implementation and transfers the responsibility to future council members and prevents any improvements for Lytham town and Residents.

It may be thought that there is 'no better time than the present' to commence work. It can also inform budget planning and precept setting for FY 2026/27.

## 4. Options Considered

As it is a foreseeable goal for Lytham Town Council to create a Neighbourhood Development Plan, also known as a Town Plan, it is an essential requirement to allocate necessary resource into precursor activity and scoping.

## 5. Recommendation

It is recommended to Council that they agree to establish a Task & Finish Group to undertake this work, including appointing Councillors to form it and to authorise the allocation of funds for inclusion as Earmarked Reserves

## 6. Legal / Governance Implications

- Localism Act 2011 -
  - This Act gives the “qualifying body” (for a neighbourhood plan) the power to lead the process. In a parished area, that body is the parish or town council.
  - The Act emphasises local decision-making. For example, it introduces the “general power of competence” for local councils (Part 1) and the right to draw up neighbourhood plans (Part 6, planning).
  - Section 61F of the Town and Country Planning Act 1990 (as amended by the Localism Act) provides for neighbourhood area designation; s61G for neighbourhood plan designation
- Neighbourhood Planning Act 2017 - Reinforces the statutory path for Neighbourhood Plans
- Neighbourhood Planning (General) Regulations 2012 - Sets out the detailed procedures (consultation, publicity, submission, examination) that must be followed when preparing a neighbourhood plan.

## 7. Financial Implications

The financial implication of agreeing this recommendation will ensure that forecasted funding requirements are resourced. This is acceptable within budget.

## 8. Risk & Equality Considerations

There are no negative considerations.

## 9. Clerk / RFO Comment

As Clerk - a failure to act in initiating work in this area only ‘kicks the can down the road’ and prevents / delays any improvements from being realised by a Town Plan.

There is sufficient funding to commence ensuring Earmarked Reserves to enable effective resourcing as required.

## 10. Conclusion

It is recommended that Full Council adopts the Recommendation and agrees this earmarking of funding.

Signed:

Luke Russell  
Clerk / RFO