



Fleetwood Town Council

Onward to a Better Future

Minutes of the meeting of the Town Council on Tuesday 24 April 2018 At the North Euston Hotel Fleetwood at 7 p.m. DRAFT

2628 Opening of the meeting.

The chairman welcomed everyone to the meeting

Present: Cllrs Rogers, Tilling, George, Stirzaker, Raynor, Stuchfield, Hewitt (at 7.40 pm – which was pre-notified and agreed). The clerk.

2x Neighbourhood Policing officers, Wyre Councillor Michael Vincent, 3 members of the Brinewatch team. 17 members of the public.

2629 Apologies for Absence

Received from Cllrs Anderton, E Stephenson, B Stephenson, B Glasgow, McLaughlan, Barrowclough.

2630 To record Disclosable Pecuniary Interests from members.

None declared

2631 To record Other (Personal or Prejudicial) Interests from members.

Councillors Rogers and Hewitt declared an interest in item 2674 and will absent themselves from debate/voting.

Cllr Raynor declared an interest in any planning issues

2632 To accept the minutes of the meetings of 13 March 2018.

The minutes were accepted - unanimous

2633 To discuss and decide on a proposal to submit all councillors and officers' reports in writing from this date forward, to be sent in electronic format to the clerk for inclusion in an appendix of the minutes.

Approved – unanimous. From the next meeting ward reports will be sent to the clerk in writing for inclusion in an appendix of the minutes.

2634 Chairman's Report

See appendix A

Councillors

T Rogers (Chairman) E. Anderton B. Glasgow M. Barrowclough (Vice Chairman) N. Stuchfield M. Stirzaker
P. Tilling C. McLaughlan B. Stephenson E. Stephenson R. Hewitt C. Raynor R. George



2635 Clerks report
See appendix A

2636 CDO report
See appendix A

2637 Ward reports
See appendix A

2638 Adjournment to allow public participation (1).

2639 Neighbourhood police team report

Pc Finlayson presented a report on the Neighbourhood watch scheme proposals ahead of the later agenda item. 215 Shop lifting offences were reported in 2017 with 2 resulting assaults when offenders challenged. The figure for 2018 to date is 53 incidents with 7 assaults. The rise in assaults is linked to addiction issues. Radio links between retailers monitored by the CCTV team would provide many benefits in quicker identification and reporting of known offenders and improvements in safety for retail staff and members of the public.

Questions from the public included:

- Is there a limit on the value of goods stolen under which the police will not investigate? No – cases are prioritised but there is no limit.
- Is there any breakdown of the types of items stolen? No detailed breakdown but the main items were clothing and food, especially high-end goods that can be moved on for profit quickly.

Sgt Giffin updated the meeting on the recruitment and training of 5 new PCSOs for the area – 3 of whom are now active and patrolling in Fleetwood. A local offender has received a 10 weeks custodial sentence for vehicle theft. Drug search warrants have been prepared for imminent execution at several properties in Fleetwood. The local policing team are working with schools and WBC ahead of the holidays in May to put on activities for school children. In response to a councillor question on bike coding events it was confirmed one was in the pipeline and a date would be confirmed.

2640 Presentation from Cllr Michael Vincent, Wyre Council portfolio holder for Health and Community Engagement.

The focus of the presentation was on WBC's work on community engagement. The key points were as follows:

- The role of the engagement team, including re-structuring following a key staff members departure.



- The appointment of a new “active lives and community development manager” in early June who will work in partnership with local authorities.
- WBC does not have dedicated funding for community engagement but can provide professional support and advice, offer facilities and use its media network for promotion and publicity.
- Specific activities included: community consultations (e.g.: life in Wyre and youth aspiration survey), Partnership referrals, together we make a difference initiatives, Arts and events projects, volunteering, Healthier Fleetwood partnership.

A MOP asked if the Dock St Health Centre or Fleetwood Hospital came under WBC jurisdiction. The health centre is managed by the NHS CCG and the hospital is privately run, neither WBC or FTC have jurisdiction. Cllr Tilling provided contact details at the NHS for any enquiries.

2641 Presentation by the Brinewatch team regarding the halite brine extraction proposals.

Three members of the Brinewatch team gave a presentation on the current plans regarding the brine outflow pipe of Fleetwood Coast and the issues they are campaigning on to raise awareness. Key points included:

- Details of the outflow pipe and how it would work
- How the Brine would affect the marine ecology
- Requirements for monitoring
- Alternative proposals for industrial processing of brine (Runcorn)
- The groups aim in raising awareness and working with local MP's and councils to drive forward alternative proposals
- Education and campaigning with community groups.

Questions from members of the public and councillors included:

Q: Issues iro monitoring were raised at the last CANTAXX enquiry and the MOP was disappointed with the response.

A: It was confirmed that an active marine monitoring group does exist. Brinewatch are also considering installing their own salinity sensors – with the support of the Environment Agency to keep within guidelines. The MOP welcomed this involvement.

Q: What did the Brinewatch team make of the press coverage of P Maynard MP commenting on the project?

A: The group do not do politics – they wish to work with Mr Maynard to raise awareness of the issues.

Q: Is there a cost difference between building and operation of the outflow pipe V transporting brine to Runcorn for processing?



A: The exact costings are not available, but it is assumed that the cost of transportation to Runcorn would exceed that of building/operating the pipeline. This would be offset by the profit made on selling the brine to the processing company.

Q: Who would take on the cost of any alternative processing method?

A: It would likely have to be the applicant – Halite.

Q: An MOP applauded the efforts of the Brinewatch team but felt they should be targeting the government at a high level.

A: The team agreed, and they are confident that their efforts through local MPs will have an impact, although there are concerns that the current focus on plastic in the seas and oceans may take away from the brine issues.

2642 Meeting reconvened

2643 To approve the 2017-18 Quarter 4 and end of year financial statement

Approved - unanimous

2644 To approve the end of year (to 31 March 2018) Bank reconciliation statement

Approved – unanimous

2645 To note the end of year budget monitoring document (enclosed) and the budget allocation for 2018/19 based on the precept calculation.

Duly noted

2646 To approve *section 1* (annual governance statement) of the annual governance and accounting return for 2017/2018. Internal audit was successfully completed on 17/4/18.

Approved - unanimous

2647 To approve *section 2* (accounting statements) of the annual governance and accounting return for 2017/2018. Internal audit was successfully completed on 17/4/18.

Approved - unanimous



2648 To formally adopt the following documents (as available on the Council website under [fleetwoodtowncouncil.org/what we do/documents](http://fleetwoodtowncouncil.org/what-we-do/documents)) as part of the council's legal compliance of the General Data Protection Regulations (GDPR). These will come into force on the 25th May 2018 - clerk:

- **Information Data Protection Policy**
- **Privacy Notice**
- **Removable Media Policy**
- **Data audit schedule**
- **Document retention and disposal policy**
- **Appendix A – list of documents for retention or disposal**

Approved and adopted - unanimous

2649 To ratify the proposal for Craig Armstrong join the festive lights committee.

Approved – 6 for, 1 abstention.

2650 To ratify a proposal for Cllr George to join the Fleetwood Marsh Nature Park working group.

Proposed by Cllr Rogers in Cllr E Stephenson's absence. Approved - unanimous

2651 To approve a budget of up to £1,500 to ensure compliance with GDPR (general data protection regulations). *Potential* costs identified so far include:

- **ICO registration for individual councillors and CDO (at £35 per person a year)**
- **Provision of a secure set of cloud-based e-mail accounts for councillors to ensure any exchange of personal data is protected and compliant (to be costed).**
- **Confidential shredding of material that should not be retained under the new regulations (£6.25 plus VAT for 25 waste sacks and £40 plus VAT for certified collection and destruction of up to 10 bags).**

The clerk advised that the current fleetwoodtowncouncil.org domain that the council pay for on an annual basis had the facility to set up an unlimited number of secure encrypted e-mail addresses for councillors that would be GDPR compliant.

Councillors would be responsible for ensuring the personal devices they use to access the e-mail were password protected with appropriate up to date anti-virus protection. Our current IT provider the Rabbit Patch would charge a £50 per hour consultancy fee for the clerk to train on setting up the e-mails and instructions for councillors to arrange access from their home devices. It was confirmed that new business cards would be required.

Council voted to approve the budget and the recommendations on secure e-mail addresses and confidential shredding. Approved – unanimous.

2652 To consider and approve one of 3 quotes for a replacement composite front door at 122 Poulton Rd.

The quote from Pro-fix was agreed. Approved – unanimous



- 2653 To approve invoices for payment:**
- a) Builders supplies for first pallet of compost (FIB) £66.60 to be paid by debit card.
 - b) The Rabbit Patch annual advertising contract of £624.00 to be paid by bank transfer.
 - c) Cleaning invoice from Mrs Sylvester £304 to be paid by bank transfer.
 - d) Wybone for 2x planters previously approved. £984 to be paid by bank transfer.
 - e) FIB window stickers, previously approved. £282.00 to be paid by bank transfer.
 - f) Mount gardens lectern (half-funded by FTC) – previously approved. £749.00 to be paid by bank transfer.
 - g) Waste disposal – clearance of garage invoice – previously approved. £225.00 to be paid by bank transfer.
- All invoice payments approved - unanimous
- 2654 To approve a proposal to reimburse the sum of £150 to the Cleveleys chamber of trade and commerce for payment of the 2018 Fleetwood Shop watch licence (on production of a receipt/invoice to the clerk).**
- Approved - unanimous
- 2655 To discuss and approve a proposal for Fleetwood Town Council to act as licensee for the Fleetwood Shop watch scheme. Through a ringfenced budget to receive annual membership payments, pay the annual licence fee, subsidise new members as appropriate (mechanism to be agreed at a future meeting), and carry out any administration duties required by councillors to be nominated.**
- Approved – unanimous. Several councillors expressed an interest in helping with the administration of the scheme. An item will be presented at the May meeting to nominate and approve Shopwatch scheme representatives and specific roles for each councillor.
- 2656 To approve the re-imburement of £2.50 from petty cash to the CDO for purchase of supplies for poppy making workshops at schools.**
- Approved - unanimous
- 2657 To approve payment of annual LALC subscription of £1750.08 by bank transfer**
- Approved – unanimous. In the light of news that some councils have decided not to renew their LALC subscription this year on a cost Vs services basis it was resolved to renew this year but consider value for money at next year’s renewal.
- 2658 To approve payment of annual SLCC subscription of £165 by bank transfer**
- Approved - unanimous
- 2659 To approve payment of the £66,000 museum grant for 2018/2019 by online banking transfer, to be approved in person (at the office) by Cllr Anderton, Barrowclough or McLachlan.**
- Approved – 6 for, 1 abstention.



2660 To consider a request by the Allotment working group for officers to engage a relevant security specialist to assess the allotment site and provide recommendations and costings for enhancements.

Approved - unanimous

2661 To consider a grant aid application from the Fleetwood Carnival committee.

Concerns were expressed about payment for Pilling band to perform. 2 proposals for an award were put forward and voted on as follows:

1. To award the full amount requested. 3 for, 4 against.
2. To award a grant of £1877, thus omitting the amount for the band. 4 in favour, 3 against.

A caveat was added that the Carnival should include the fact that the event is sponsored by FTC in their literature, posters etc (which is already stipulated in the grant aid policy).

2662 To approve an additional budget of £85.00 for black gloss paint for street furniture improvements due to incorrect costings.

Approved - unanimous

2663 To approve an additional budget of up to but not exceeding £200 for the Poppy Project supplies due to unprecedented interest and involvement. This would increase the budget from £442 to £642.

Approved - unanimous

2664 To approve the purchase of the 10th edition of Charles Arnold Baker (clerks bible) at a 50% discount of £52.50 plus £7 postage.

Approved - unanimous

2665 To note the retrospective payment of the Invoice from Roll and Scroll for 5x Poppy benches under FTC Financial regulations 5.5 (a) to avoid late payment charges

Duly noted

2666 To consider proposals for siting the poppy benches and approve SIX sites (colour copies enclosed).

The council were updated on the reasons that Wyre Council had advised the Memorial Park could not have a bench sited in it (HLF restrictions on types of benches and what can and can't be placed in the park). It was agreed to approve all the sites, with the exception of the rear of the mount gardens which was discarded on the advice of the Wyre ground staff on grounds of potential for damage to the bench. Approved - unanimous



2667 Adjournment to allow public participation (2).

Questions from member of the public included:

Q: The Link Mag is still publishing that FTC meetings are the last Tuesday in the month.

A: The clerk advised they had been told of the new schedule but would be informed again.

Q: Asked if council were aware of the Boomerang box scheme for re-cycling/re-using plastic bags.

A: MOP was advised to contact his ward councillor in the first instance to discuss if it would be a suitable initiative for Fleetwood.

Q: An MOP who is also a friend of the Memorial Park would like to see a poppy bench sited there.

A: FTC members agreed and are currently in talks with WBC officers as to the reasons why this does not seem possible (see earlier agenda item). If it transpires that it is allowed council will consider an additional purchase if within time (i.e.: before the end of the year).

2668 Meeting reconvened

2669 To note planning applications considered by members and agree any action to be taken or response to the planning authority.

Duly noted – there were no comments.

2670 To receive items for information and items for inclusion in the next agenda.

To consider and agree (in principle) the purchase of an additional poppy bench to place in the memorial park, if Wyre Council agreed to its siting (Cllr Hewitt).

To invite Mick Gray from Rotary to give a presentation on the beach wheelchair scheme (Cllr Raynor)

To nominate a member(s) to act as a trustee on the Healthier Fleetwood Board (request made at the last meeting for trust members to come forward). Cllr Stuchfield would like to be considered as a nominee)(Cllr Stuchfield)

To consider and approve a proposal to ring fence 5 years funding, from 2019 to provide free swimming for children in FY7, as a continuation of the local LCC councillor funding which will end in 2018. Cost to be confirmed but will be an estimated £3000 per annum. (Cllr Stuchfield). **Agreed to go on the agenda for the 10th July.**



2671 To agree Accounts for Payment, including clerks and CDO salaries.

Approved - unanimous

2672 To consider and resolve to exclude the public and press under the Public Bodies (Admissions to meetings) Act 1960 and the Data Protection Act 1999, to hear:

1. An item as confidential regarding an officer job description (enclosed – in confidence).

2. items as confidential between councillors (enclosed – in confidence).

Approved - unanimous

The next meeting, including the annual parish (AGM) meeting will be on Tuesday 29th May at the North Euston Hotel at 7pm

.....
Cllr T Rogers
Chairman.



DISCUSSIONS CONFIDENTIAL – PRESS AND PUBLIC EXCLUDED

2673 To consider and approve amendments to the Clerks job description following annual appraisal with the chairman.

The revised version of the clerk's job description was approved unanimously with the addition of the additional role under GDPR of "Data controller" for the council.

As per declaration of personal interest under agenda item 2631 Cllrs Rogers and Hewitt left the room.

2674 Following on from the standards committee hearing of the 14th March council were requested by the standards panel:

1. To receive training on the councils standing orders.

Council resolved that the clerk would deliver an awareness session on the key points of the standing orders and take any questions in a training session after a meeting. To be scheduled dependant on the volume of business. Approved unanimously.

2. To agree to formal (public) minutes to state for the record that standing order 29 (now re-numbered to standing order 11) has been used inappropriately on 3 previous occasions.

Council resolved to defer this to a confidential section on 29th May. 3 of the 6 councillors present had not been privy to some or all of the occasions where SO 11 had been invoked so felt unable to approve the proposal.

3. To review standing order 29 (now number 11) to ensure it is clear, and make any amendments necessary to ensure there are no ambiguities

It was resolved to re-word SO 11 to emphasise the requirement for any order for a councillor not to be heard was to be based purely on behaviour, as describe in the order, which took place only at the meeting, and not at any other time or place. This will be emphasised in the awareness session approved above.

4. To consider approving funds to provide an independent and accredited mediation day.

Council resolved not to approve the funds as detailed and directed the clerk to make further enquiries into mediation providers. Findings to be brought back to council in a confidential session at a future meeting.

Cllrs Rogers and Hewitt were invited back into the room and informed of the decisions of the council.

The meeting closed at 9.40pm



APPENDIX A – REPORTS.

Chairman's Report

Welcomed all guests who had attended to give presentations tonight.

Has attended poppy making workshops and Museum Trust meetings, including the signing of the lease in late March. Wished the trustees, volunteers and staff at the museum all the best for the future.

Clerks Report

- Agenda and packs prepared for Full Council and Festive Lights meetings
- Dealt with several customer enquiries by phone, e-mail and in person at the office.
- Paid invoices and banked receipts.
- Completed end of year appraisal with chairman
- Researched and documented mediation services for meeting agenda item
- Finalised end of year accounts, bank reconciliation and budget monitoring documents.
- Internal audit held 17th April – all transactions checked and accounted for, with no anomalies found. Governance and end of year figures to be approved at Aprils meeting for submission to the external auditor.
- VAT refund calculated and submitted to HMRC on 19th April. Over £12,000 is being re-claimed which will be refunded into the budgets the original expenditure came from.
- Started screening of retained documents for GDPR compliance (see agenda item re confidential shredding).
- Researched GDPR requirements for councillors digital communications. Full report will be given at the meeting – item 2651.
- Issued consent to retain and use personal information forms to allotment holders and councillors (GDPR compliance).
- Obtained 3 x quotes for replacement office front door.

REMINDERS:

- Could the councilors who have not returned the signed front sheet of the agreed media policy document, which was sent to you in October 2017 all please do so asap.
- Declarations of interests are due for an update as e-mailed prior to the March meeting. The publication of these declarations is a legal requirement.
- Consent to use personal information (GDPR) letter issued with Aprils meeting pack

Thank you to everyone who has returned these documents to date.



CDO Report

Poppy making

I have organised and delivered Poppy making workshops at: -

- 4/4 Fleetwood Memorial Park
- 11/4 Shakespeare Primary School
- 12/4 Stanah County Primary
- 17/4 Fleetwood High School
- 18/4 Charles Saer Primary School
- 19/4 Pottery Club/Autism Initiatives

Fleetwood and Cleveleys Lions have asked me to present at their early May meeting – demonstrate how to make the poppies so that they can contribute.

I arranged for Community payback to collect a large bag of bottles from Fleetwood tip

Fleetwood in Bloom

On 10th; 18th and 19th of April I organised Community payback lifted the grates from the street trees along Lord Street to remove rubbish from underneath the grates and paint them with black gloss paint

Councillor Paul Tilling and I attended a meeting with James Parr (Farmer Parrs) to ask if he was willing to donate to Fleetwood in Bloom. James has kindly offered to give us two of the old fibre glass boats and two large tractor tyres to plant for this years 'In Bloom'... any suggestions to site the new boats would be gratefully received.

Festive Lights

- I arranged a meeting with Steve (manager) at the North Euston Hotel to finalise the date for the summer beach party fundraiser – 3/8/18. I have presented the options for food; entertainment etc. to the Festive Lights Committee for a decision.
- I printed tickets and posters for the race night fundraiser
- I have confirmed the final details for the bill for unmetered supply which has now been sent to the supplier for them to invoice us for payment.

Poppy Benches

All six benches are now at Wyre Depot waiting for siting following a decision at full council on 24/4



Ward Reports

Cllr Raynor

Attended: 3x festive lights meetings, Flood Forum, ASBO task group meeting to discuss activities for kids. Beach wheelchairs project meeting with Cllr George, New Fleetwood Arts partnership group looking at setting up arts and live music projects. Final Homecoming meeting.

Dealt with ward issues including reports of squatters in an abandoned building.

Cllr Stirzaker

Attended: 3x Festive lights meetings, Allotments meeting, Final Homecoming, back on track and 4 x poppy making workshops, Flood Forum, a civic society meeting regarding the Marine view apartments facial preservation and a residents meeting in respect of Langley house issues. Met with Cllr Raynor on Media working group tasks and with BES representatives about homecoming parade funding.

Cllr Tilling

Attended a festive lights meeting, and visited farmer Parrs with CDO to obtain 2x boars and big tyres for additional FIB planting. Attended autistic group poppy painting workshop at F. Parrs. Delivered FIB sponsorship letters to businesses.

Ward issues included: Potholes, issues with street lighting, and fly-tipping on Jameson Rd.

Cllr George

Attended 2x poppy workshops in local schools, 3 x Healthier Fleetwood events and meetings. Assisted a resident with disabled access issues – dropped kerbs etc. Attended a meeting on delivering fishing workshops and events for local kids.

Cllr Stuchfield

Planning Schedule Laidleys walk build 17/00745/FULMAJ

Situation still in appeal process no update as yet.

Wyre dock Development

No additional information

Fleetwood back on track

Positive moves being made on the track and the Wyre way connection complete.

Next meeting 1st May 2018

Healthier Fleetwood

Attended Healthier Fleetwood meeting at Broadway rooms 4th April 2018

Marine Hall event 8th April 2018 This is a very useful event for networking to find out about what is on offer for everyone from healthy eating and different approaches to all sorts of ailments To being active and having fun doing what you enjoy to keep a healthy positive outlook with Chair Terry Rodgers and Cllr Mary Stirzaker

Poppy making and promoting Fleetwood in Bloom and volunteer recruiting.

Promoting FTC and residents garden competition.



I met a truly inspirational lady from The Phoenix Project in Blackpool.
Invited her to next Full town council meeting as a guest speaker.

Fleetwood in Bloom

Letter delivery in Fleetwood to shop owners regarding Fleetwood in Bloom and how residents and shop owners can support this year's entry with Cllr Paul Tilling and Lauren.

Halite CLP update

Next panel meeting 4th June 2018

Youth Provision

Contacted UR potential regarding provision for the young people of Fleetwood

Avon Green Project

Avon green previous consultation were re-reviewed and judged by Health creation officer that the preliminary concept designs were not representative of the consultation. New concept designs more in line with community feedback had been drafted up and are currently being re-designed to a more professional standard for open consultation of the area. Avon green area is clear from litter and waste (Wyre intervention. Immediate residents have been informed that Avon Green is currently being reviewed and that consultation will be undertaken soon. Source Jamie Shields Regenda

The consultation will take place under the theme of 'Bug and a brew' cup cakes with bug designs.

The broken fences will be repaired by Regenda.

The concept boards for consultation have been created (paper copy to be included with Ward Report.

This is a good piece of multi -agency working demonstrating best practice and cohesive community working. Involved with project URPotential, Simon Lawton CVS, West View Community centre.

Marsh working Group

Another meeting to be arranged

Requested Jamie Shields be invited

Dealt with constituent requests.