

**Burscough Town Council Meeting**  
**held on Wednesday 14<sup>th</sup> June 2023 at Burscough Town Council Office,**  
**Interchange Building, Station Approach, Burscough starting at 7pm**

Present

Cllr B Kennedy Chairman  
Cllr J Crawford  
Cllr C Dereli  
Cllr J Horsley  
Cllr D Moss  
Cllr E Ouko  
Mrs J Maguire Clerk  
Mrs S Gill Deputy Clerk

**MINUTES**

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| 13. | <p><u>Welcome</u><br/>The Chairman opened the June meeting with a warm welcome. He welcomed Mr Tony Killan from Merseyrail Network and residents present and informed all attendees of the fire evacuation procedure.</p>  |
| 14. | <p><u>Apologies</u><br/>Cllr's Bailey, Price, Pollington and Sargent were accepted.</p>  |
| 15  | <p><u>Disclosure of Pecuniary Interest and Non-Pecuniary Interest</u><br/>None.</p>  |
| 16. | <p><u>Presentation from Tony Killan – Expansion of Merseyrail Network</u><br/>Mr Killan thanked the Town Council for his invitation to talk about expansion of the Merseyrail Network and provided a presentation document which was circulated to Councillors prior to the meeting.<br/>Class 777 Roll Out: The expectation is that these trains and carriages will be rolled out onto the Ormskirk line within the next month, there will be walk through carriages and easy platform access for prams and disabled travellers through level boarding. This will be extended from 4 carriages to 8 by the end of the year.<br/>Headbolt Lane: - This is a new station from Kirby stopping at Headbolt Lane with new battery-operated trains. Work started in January 2023, with construction being completed in the next couple of weeks. There is a potential to extend this service to Skelmersdale and Lancashire.<br/>Future network extensions: - Consultants have been appointed to carry out a review of demand, there are 25 options being considered but signalling and affordability are some of the main restrictions.<br/>Councillors in attendance asked Mr Killan to take back to Merseyrail a suggestion that West Lancashire were keen to have a link from Ormskirk to</p> |

	<p>Burscough as people must get a taxi once the bus service finishes at 7pm. The Town Council also asked to be a part of any future consultation process.</p>
17.	<p><u>Consider the Co-Option of Stephen Bradley</u>  This was a confidential item and residents present were asked to leave the meeting. It was proposed to co-opt Stephen Bradley onto the Town Council on to St John's Ward, proposed by Cllr Crawford and seconded by Cllr Kennedy.</p>
18.	<p><u>To receive any issues raised by members of the public</u>  A member of the public offered his thanks for all those involved in the lovely floral displays around the village.</p>
19.	<p><u>To receive comments from County and Borough Councillors</u>  Cllr Pope passed on his apologies and hopes to attend the next meeting.  Cllr Hesketh: - Thanked the Town Council for his invitation to the meeting. He informed that he had lived in the area for 30 years and was passionate about the work he does as a Councillor extended his support and help to the Town Council. He informed that in the short time he had been in post he had arranged for grass cutting on the play area on Manor Avenue, removal of the security fencing before the end of the month on Higgins Lane and was looking into why the bowling green is no longer used.</p>
20.	<p><u>Police Report</u>  None were present.</p>
21.	<p><u>Previous Minutes of the Annual Meeting of the Town Council Meeting held on 10<sup>th</sup> May 2023</u>  Cllrs received a copy of the minutes prior to the meeting. <b>It was resolved that the minutes of the Annual Meeting of the Town Council Meeting dated 10<sup>th</sup> May 2023, were approved.</b> These were proposed by Cllr Horsley and seconded by Cllr Moss with a unanimous vote to be duly signed by the Chairman.</p>
22.	<p><u>Previous Minutes of the Full Town Council Meeting held on 10<sup>th</sup> May 2023</u>  Cllrs received a copy of the minutes prior to the meeting. <b>It was resolved that the minutes of the full Town Council Meeting dated 10<sup>th</sup> May 2023, were approved.</b> These were proposed by Cllr Crawford and seconded by Cllr Moss with a unanimous vote to be duly signed by the Chairman.</p>
23.	<p><u>Finance</u></p> <ol style="list-style-type: none"> <li>a) The minutes of the Finance Working Group dated 6<sup>th</sup> June 2023 were noted.</li> <li>b) <b>It was resolved to accept the Internal Audit Report for 2022/23, thank you to the Clerk and Deputy Clerk for all the work. Proposed</b></li> </ol>

by Cllr Kennedy and seconded by Cllr Crawford with a unanimous vote.

- c) It was noted that all the relevant documents have been sent to the External Auditors PKF Littlejohn and the confirmation for the Exercise of Public Rights starts Monday 12<sup>th</sup> June and concludes on the 21<sup>st</sup> of July 2023.
- d) It was resolved to approve the schedule of payments at the Town Council meeting of the 14<sup>th</sup> of June 2023 proposed by Cllr Horsley and seconded by Cllr Dereli. The authorisers were agreed as Cllr's Crawford and Moss.

Month 3 - Approved  
June 2023

Folio Ref	Payee	Reference	Description	Online/SO/DD	Amount
48	BT Business	GP01075839/M003 6N	Cloud Voice & Broadband re Mar/Apr/May 2023	On Line	368.89
49	Waste Managed	WM-0000576466	Fortnightly general waste collection April 2023	DD	45.60
50	Waste Managed	WM-0000576467	Annual Duty of Care charge 2023/24	DD	115.20
51	Waste Managed	WM-0000607432	Fortnightly general waste collection April 2023	DD	45.60
52	People's Pension	26/05/2023	Pension re May Salaries 2023	DD	635.92
53	Employee 7	01/06/2023	Salary re May 2023 paid 01/06//2023	SO	1,888.37
54	Employee 7	01 June 2023	Increment rise re salary scale April 2023	SO	49.46
55	Employee 8	01 June 2023	Salary re May2023 paid 01/06//2023	SO	855.08
56	HMRC	428PH00126651	Tax & NI period ending 05/06/2023	On Line	612.68
57	Sefton Council for Voluntary Services	26/11/1924	Undertake of Internal Audit 31.03.23	On Line	93.75
58	Shaw Savage Business Services Ltd	IN00068596	1st Aid kit/accident book/paper/sharpeners	On Line	89.27
59	Zurich Municipal	INV 524209526	Annual Insurance 01/06/2023-31/05/2024	On Line	3,835.12
60	Cllr B Bailey	Expenses claim	Mileage to licensing sub committee/to LCC re Hydrobrake chamber	On Line	17.10
61	Face for Business	Inv 70772	Telephone answering service 01/05/23-31/05/23 (10 calls)	On Line	102.00
62	Top Trophies North	Inv 5388	Engraving of the shield re Xmas window competition	On Line	12.00
63	North West Linux	Inv 12598	Phones, shared drive & security configured (3hr) IT work	On Line	252.00
64	Alpha Business	Inv 72406	Photocopier usage 31/03/23 - 30/04/23	On Line	67.65

	Products				
65	Yates Playgrounds Ltd	INV-2148	Replace cap on spring tractor mere Av Play area	On Line	54.00
66	Burscough Village Primary School	Grant	Grant funding to support mental health worker for all Burscough Primary Schools	On Line	20,426.00
67	Employee 7	Expenses claim	Zoom Fees (May'23), Annual IT Licences re e-mail & shared drive 22/05/23-21/05/24	On Line	312.03
68	Mwinnard Landscapes Ltd	INV 151	Apr/May'23 shelters cleaning, Ad Hoc Duties, Bunting for Coronation	On Line	1,632.50
69	Employee 8	Expenses claim	Postage re VAT claim & miles re notice boards & trophy engraving	On Line	18.10
	<b>Total for month</b>				<b>£31,528.32</b>

24.

Interchange Working Group

- a) The minutes of the Interchange Working Group dated the 16<sup>th</sup> May and 1<sup>st</sup> June 2023 were noted.
- b) **It was resolved to accept the recommendation from the Interchange Working Group to charge £15.00 per hour for the large meeting room and £10.00 for back meeting room to be named room 1 and £10 per hour for the large meeting room split into 1/2 named 2 and 3, proposed by Cllr Kennedy and seconded by Cllr Horsley with a unanimous vote.**
- c) **It was resolved to accept the recommendation from the Interchange Working Group to accept the Terms and Conditions of the Room Hire policy with a delegated authority in consultation with Chair and Vice chair to make any minor changes, proposed by Cllr Kennedy and seconded by Cllr Horsley with a unanimous vote.**
- d) **It was resolved to accept the recommendation from the Interchange Working Group to accept the quotation for the letter box from M Winnard for the Interchange Building at a cost of £202.20 plus fitting of £75.00, proposed by Cllr Horsley and seconded by Cllr Crawford with a unanimous vote.**
- e) **It was resolved to accept the recommendation from the Interchange Working Group to accept the quotation from Marigolds cleaning at a charge of £25.00 per hour, proposed by Cllr Kennedy and seconded by Cllr Moss with a unanimous vote.**
- f) **It was resolved to accept the recommendation from the Interchange Working Group to accept the quote from EAL Fire and Safety Solutions for £395 for a Fire Risk Assessment for the Interchange Building, proposed by Cllr Crawford and seconded by Cllr Horsley with a unanimous vote.**

- g) **It was resolved to accept the recommendation from the Interchange Building Working Group to accept the quotation from Motion Signs and Graphics for new signage at the Interchange building for £2856, proposed by Cllr Kennedy and seconded by Cllr Moss with a unanimous vote.**
- h) **It was resolved to accept the recommendation from the Interchange Working Group to agree the Scribe Set up fee of £197.00 with an annual subscription @ £24 per month - £288.00, proposed by Cllr Kennedy and seconded by Cllr Moss with a unanimous vote.**

25. Newsletter and Publicity

- a) The minutes of the Newsletter and Publicity Working Group meeting of the 24<sup>th</sup> May 2023 were noted.

26. Miscellaneous Items

- a) The email from WLBC regarding the positioning of 2 x 310 litre recycling bins was noted, it was further agreed for them to be placed by the Spar on the A59 and in Stanley Court Car park. **Action: - Clerk to email WLBC.**
- b) **Action: - Clerk to write to CRT regarding the bin store cupboard used by boaters on the canal bank by the Wharf to ask for it to be re-instated.**
- c) The Town Council decided not to participate in a Community Skip Day as invited by WLBC.

27. Climate Change

Cllr Dereli informed the Town Council that she had held a meeting on zoom regarding Climate Change with the attendees being committed to climate action. Cllr Dereli also informed the Town Council that she would be writing articles for the forthcoming newsletter.

Meeting closed 9:29pm

The next Town Council meeting will be held Wednesday 12<sup>th</sup> July 2023 starting 7pm at Burscough Town Council Offices, Interchange Building, Station Approach, Burscough L40 0RZ.

