

**Burscough Town Council Meeting**  
**held on Wednesday 20<sup>th</sup> September 2023 at Burscough Town Council Office,**  
**Interchange Building, Station Approach, Burscough starting at 7pm**

Present

Cllr B Kennedy Chairman  
Cllr B Bailey  
Cllr S Bradley  
Cllr J Crawford  
Cllr C Dereli  
Cllr J Horsley  
Cllr D Moss  
Cllr E Ouko  
Cllr G Sargent  
Mrs J Maguire Clerk

**MINUTES**

41.	<u>Welcome</u> The Chairman opened the September meeting asking all those in attendance to keep to the agenda. It was noted that the Clerk had received a bogus email someone pretending to be the Chairman, all Councillors were asked to be vigilant. All attendees were informed of the fire evacuation procedure.
42.	<u>Apologies</u> Cllr's Pollington and Price were accepted.
43.	<u>Disclosure of Pecuniary Interest and Non-Pecuniary Interest</u> Cllr Bailey pecuniary interest point 9 folio reference number 130.
44.	<u>To receive any issues raised by members of the public</u> <ul style="list-style-type: none"><li>• A resident raised the point that there is currently a lot of surface water running down the far side of Orrell Lane point noted <b>Action: - Clerk to inform the Council.</b> The same resident also informed the Town Council that the pipes would be installed to the gully's tomorrow on Crabtree Lane and thanked the council for their support in this matter.</li></ul>
45.	<u>To receive comments from County and Borough Councillors</u> Apologies were received from Cllr Pope and Cllr Hesketh.
46.	<u>Police Report</u> None were present.

Previous Minutes of the Full Town Council Meeting held on 12<sup>th</sup> July 2023  
 Cllrs received a copy of the minutes prior to the meeting. **It was resolved that the minutes of the full Town Council Meeting dated 12<sup>th</sup> July 2023, were approved.** These were proposed by Cllr Crawford and seconded by Cllr Sargent with a unanimous vote to be duly signed by the Chairman.

47. It was resolved to accept that Cllr Bradley join Planning & Footpaths Committee, Street Scene, Neighbourhood Plan, Traffic Issues and Climate Change Working Groups proposed by Cllr Bailey and seconded by Cllr Moss with a unanimous vote.

48. Finance

- a) The minutes of the Finance Working Group dated 8<sup>th</sup> August 2023 were noted.
- b) The procedure for ordering goods and services was noted.
- c) **It was resolved to accept the recommendation from the Finance Group to allow delegated powers to the Clerk and Deputy Clerk to organise payments for all the utility invoices with a view to organising standing orders or direct debits as soon as is possible and report to the Finance Working Group, proposed by Cllr Moss and seconded by Cllr Bailey with a unanimous vote.**
- d) **It was resolved to approve the schedule of payments at the Town Council meeting of the 20<sup>th</sup> September 2023 proposed by Cllr Horsley and seconded by Cllr Derelli, with a unanimous vote. The authorisers were agreed as Cllr's Crawford and Moss.**

**Month 6 - Approved September 2023**

Folio Ref	Payee	Reference	Description	Online/SO/DD	Amount
111	Waste Managed	WM000067 7569	Fortnightly general waste collection July 2023	DD	45.60
112	BT Business	GP010758 39/M006 IS	Cloud Voice & Broadband re July & August 2023	On Line	287.80
113	Richardsons	94249	Furniture for Interchange Building	On Line	2,102.88
114	Alpha Business Products	INV-73689	Scan contract 28/07/23 - 27/08/23	On Line	12.00
115	Alpha Business Products	INV-73888	Photocopier usage 31/06/23 - 31/07/23	On Line	64.98
116	OPSTA	Burs TC Ann Mem	Annual Membership to 31st May 2024	On Line	10.00
117	Yates Playgrounds Ltd	INV-2182	Playground Inspection August 2023 (Mere Ave)	On Line	30.00
118	Waste Managed	WM000071 2305	Fortnightly general waste collection August 2023	DD	45.60
119	Greenbarnes Ltd	INV 17651	3 x Notice Boards for interchange	On Line	6,244.81

			Building & Tale of Burscough Sq		
120	Ace Shelters Ltd	INV - 1652	Replace broken perspex panel on Junction Ln bus shelter	On Line	300.00
121	Employee 7	Salary August 2023	Salary re August 2023 paid 01/09/2023	SO	1,888.37
122	Employee 8	Salary August 2023	Salary re August 2023 paid 01/09/2023	SO	855.08
123	HMRC	428PH001 26651	Tax & NI period ending 05/09/2023	On Line	800.28
124	People's Pension	01 August 2023	Pension re August Salaries 2023	DD	635.92
125	SLCC	INVBK211 952-1	Community Engagement Course for Cllr Sargent	On Line	144.00
126	Employee 8	Expenses claim	defib check mileage & footstool for office	On Line	9.79
127	Employee 7	Expenses claim	Zoom fees (Aug'23), test room booking system	On Line	25.39
128	NorthWest Flags	32626/230 823/57	Union Jack flag,rope & toggle	On Line	29.99
129	PKF Littlejohn LLP	SB01532	External Audit Fees	On Line	1,638.00
130	Cllr B Bailey	Travel expenses	Mileage to West Lancs Area Committee Meeting	On Line	2.70
131	Shaw Savage Business Services Ltd	IN0006920 8	Fire & post signs, 1st aid box & stationary	On Line	70.20
132	Mwinnard Landscapes Ltd	INV 171	Shelters & signs cleaned, Ad Hoc duties & planters planted o'side Offices Jun-Aug'23	On Line	1,556.25
133	Mwinnard Landscapes Ltd	INV 164	July watering of planters/hanging baskets	On Line	1,558.00
134	Mwinnard Landscapes Ltd	INV 173	Postbox supplied & fitted at BTC Offices	On Line	280.00
135	Marigolds	Inv 0836 870770834	Office Cleaning August 2023	On Line	100.00
136	Face for Business	INV 72936	Telephone answering service 01/08/23-31/08/23 (7 calls)	On Line	102.00
137	Alpha Business Products	INV-74439	Photocopier usage 31/07/23 - 31/08/23	On Line	44.36
138	BT Business	GP010758 39/M007 MF	Cloud Voice & Broadband re September 2023	On Line	104.53
			<b>Total for month</b>		<b>£18,988.53</b>

49. Interchange Working Group

- a) The minutes of the Interchange Working Group dated the 25<sup>th</sup> July, 1<sup>st</sup> August, 15<sup>th</sup> August and 24<sup>th</sup> August 2023 were noted.
- b) **It was resolved to agree the Fire Safety Policy proposed by Cllr Horsley and seconded by Cllr Crawford with a unanimous vote. The Emergency Evacuation Policy, proposed by Cllr Sargent and seconded by Cllr Crawford with a unanimous vote.**
- c) **It was resolved to accept the quotation from Elliot's Electrics at £35.00 per hour to complete the yearly PAT testing every 12 months, proposed by Cllr Crawford and seconded by Cllr Sargent with a unanimous vote.**

- d) **It was resolved to accept the quotation from SSSystems for Fire and Security contracts including servicing of fire alarm, emergency lighting, intruder alarm, CCTV and access control, proposed by Cllr Horsley and seconded by Cllr Dereli with a unanimous vote.**
- e) **It was resolved to ask the Clerk and Deputy Clerk with Cllr Kennedy, Sargent, Moss and Horsley volunteering to complete an online fire warden training, proposed by Cllr Derelli and Seconded by Cllr Bailey.**
- f) **It was resolved to accept the quotation from SSSystems to attach a system to the fire alarm and intruder alarm to monitor the building and inform key holders, proposed by Cllr Crawford and seconded by Cllr Horsley with a unanimous vote.**
- g) **It was resolved to accept the quotation from Churches Fire to replace and service the fire extinguishers, proposed by Cllr Bailey and seconded by Cllr Horsley with a unanimous vote.**
- h) **It was agreed to delay an 'open day / afternoon' at the Interchange Building whilst work was being carried out by Consortia. Action:- Clerk to raise a complaint with Network Rail.**

50. Traffic Issues Working Group

- a) The minutes of the Traffic Issues Working Group dated the 27<sup>th</sup> July and 24<sup>th</sup> August 2023 were noted.
- b) **It was resolved to defer making decisions regarding the SPIDS until agreement had been reached with LCC, proposed by Cllr Bailey and seconded by Cllr Dereli with a unanimous vote.**

51. Newsletter and Publicity

- a) The minutes of the Newsletter and Publicity Working Group meeting of the 25<sup>th</sup> July and 15<sup>th</sup> August were noted.
- b) **It was resolved to purchase a CANVA Licence with Cllr Sargent and Price taking the lead on organising, proposed Cllr Bailey and seconded by Cllr Moss with a unanimous vote.**
- c) **It was resolved to accept the Digital Marketing Strategy 2023 with the agreement to move forward with a view to enhance our media presence, Cllr Sargent Price taking the lead, proposed Cllr Crawford and seconded by Cllr Bradley with a unanimous vote.**

52. Civic Events

- a) **It was resolved to accept the quotation from Ventbooks to provide traffic management at the Remembrance Parade, proposed by Cllr Sargent and Cllr Horsley with a unanimous vote.**
- b) **It was resolved to delegate the financial responsibility and delegate to the Clerk and Deputy Clerk the powers to organise the Ringtail**

**Service and Remembrance Parade to the Cenotaph in consultation with the Chair of Civic Events, proposed by Cllr Crawford and seconded by Cllr Sargent with a unanimous vote.**

- c) It was resolved to accept the quotation from Soundsgood to provide a PA system for both Ringtail service and Remembrance parade, proposed by Cllr Derelli and seconded by Cllr Horsley with a unanimous vote.**
- d) It was resolved to accept the quotation from the Hop Vine to provide refreshments after the Remembrance Parade ( 35 + 5 Vegetarian option), proposed by Cllr Sargent and seconded by Cllr Horsley with a unanimous vote.**
- e) It was resolved to approach Booth's to provide refreshments up to the value of £200 after the Ringtail Remembrance Service. Action: - Cllr Bailey to organise, proposed by Cllr Sargent and seconded by Cllr Horsley with a unanimous vote.**
- f) It was resolved to accept the quotation from Skelmersdale Prize band to play and march at the remembrance parade, proposed Cllr Horsley and seconded Cllr Derelli with a unanimous vote.**

53. Street Scene

- a) To note the minutes of the Street Scene Working Group dated 9<sup>th</sup> August and 23<sup>rd</sup> August 2023.
- b) It was resolved to accept the quotation from Ian Yates to replace both benches on Junction Lane / Square Lane and Briars Lane at £790 each, proposed by Cllr Derelli and seconded by Cllr Crawford with a unanimous vote.**
- c) It was resolved to accept the quotation from Illumidex to replace the metal tree ties with polycarbonate heavy duty buckle ties at £1208.00, proposed by Cllr Derelli and seconded by Cllr Horsley with a unanimous vote.**
- d) Deferred until the next meeting - repair the lights on the canal side of the bridge.
- e) It was resolved to accept the quotation from Elliott Cosgrove to fix an outside electrical socket on the front of the Interchange Building, proposed by Cllr Bailey and seconded by Cllr Moss with a unanimous vote.**
- f) It was noted the Clerk has used her delegated power to order the Christmas Wreath for the Interchange Building.
- g) It was deferred until the next meeting to consider the quotation for a service agreement for the lights in situ all year round in the village.
- h) It was agreed to invite CRT Area Manager to a meeting Action: - Cllr Kennedy to obtain the email address and Cllr Sargent to write the invite.**
- i) Action: - Clerk to write to United Utilities manager to organise a**

	<p>meeting regarding drainage issues in New Lane.</p> <p>j) It was resolved to purchase Christmas Tree as per quote from Illumidex, proposed by Cllr Horsley and seconded by Cllr Sargent with a unanimous vote.</p> <p>54. <u>Ormskirk Fatality</u></p> <p>a) The letter sent to the Chief Operating Officer at WLBC which the Police Crime Commissioner was copied into from the Chairman sent on the 7<sup>th</sup> August 2023 was noted.</p> <p>b) The response from WLBC dated 18<sup>th</sup> August 2023 was noted.</p> <p>c) <b>Action: - Clerk to write to WLBC asking for a copy of the minutes following a review of the licence dated 21<sup>st</sup> August 2023.</b></p> <p>55. <u>Climate Change</u></p> <p>a) The minutes of the Climate Action Working Group dated 5<sup>th</sup> September 2023 were noted.</p> <p>b) <b>It was resolved for the Town Council to support the Climate Action Group taking forward the renewal of Fair-Trade status for Burscough, proposed by Cllr Bailey and seconded by Cllr Derelli with a unanimous vote.</b></p> <p>56. <u>Item 7 on WLBC Agenda for Standards Committee</u></p> <p>a) It was noted that BTC were not invited to nominate one of our members on to the Standards Committee, <b>Action: - Clerk to email the Standards Committee to ask why we were not included.</b></p> <p><b>Meeting closed 10pm.</b></p> <p>The next Town Council meeting will be held on the 3<sup>rd</sup> Wednesday of the month which falls on the 18<sup>th</sup> October 2023 starting 7pm at Burscough Town Council Offices, Interchange Building, Station Approach, Burscough L40 0RZ.</p>