



Ansdell & Fairhaven Parish Council

ANNUAL MEETING OF THE COUNCIL

Minutes of the Annual Meeting of the Council held at Ansdell Library, 59 Commonside, Ansdell on Monday 11th May 2026 at 7pm.

Present: Councillor P Wilkinson in the Chair
Councillor J Frith-Williams (Vice-Chair)
Councillors C Dixon, A Roe, E Taylor, D Wilkinson

Daniel Guise, Clerk & RFO

County Councillor John Singleton

Members of the Public: 12

1. Election of Chair

Cllr Deborah Wilkinson proposed that Cllr Paul Wilkinson be re-elected as Chair of the Parish Council for 2026-27. Cllr Frith-Williams seconded the proposal.

RESOLVED: that Cllr Paul Wilkinson be elected Chair of the Parish Council for 2026-27

2. Election of Vice-Chair

Cllr Deborah Wilkinson proposed that Cllr Frith-Williams be re-elected as Vice-Chair of the Parish Council for 2026-27. Cllr Dixon seconded the proposal.

RESOLVED: that Cllr Frith-Williams be elected Vice-Chair of the Parish Council for 2026-27

3. Apologies for Absence

Apologies were received from Cllrs S Millar, M Morris, D Perkins and P Spilsbury.

Cllr Dixon noted that Cllr Morris had a meeting to attend the same evening, regarding her role as a Borough Councillor.

4. Declarations of Interest

Cllr Frith-Williams advised that she had joined the Board of Governors at Ansdell Primary School.

5. Minutes of the Last Meeting

Cllr Frith-Williams proposed that the minutes of the last meeting be approved. Cllr Taylor seconded the proposal.

RESOLVED: that the minutes of the meeting held on 20th March 2026 be approved as a correct record and signed by the Chair.

6. Public Participation

The Chair provided an update on the Council's first year of operations, as follows:

"As Chair of Ansdell & Fairhaven Parish Council, I am incredibly proud to reflect on what has been a highly successful first year for our new council.

With dedicated councillors from the outset, we have worked tirelessly to build strong foundations, placing community engagement and business support at the heart of everything we do. Our mission from day one has been to listen, connect, and deliver meaningful action for the people and businesses of Ansdell & Fairhaven.

One of our earliest initiatives was launching a comprehensive business survey, allowing us to better understand the needs of local businesses. This has been followed by regular visits and ongoing communication, ensuring businesses feel supported and heard. We are grateful for the positive relationships we have built and appreciate how strongly our business community has backed the council.

Supporting local community groups has also been a major priority. We have proudly provided grants to organisations such as Ansdell In Bloom and Love My Beach, recognising the invaluable volunteering they provide in enhancing our local environment and community spirit.

This year, we successfully delivered four major community events:

- *Community Day*
- *Charity Ball, raising an impressive £2,400.*
- *Christmas Lights Switch-On, a standout achievement after Ansdell had no Christmas lights the previous year.*
- *Wellness Day, welcoming over 120 attendees, with workshops, stallholders, and overwhelmingly positive community engagement.*

These events have strengthened community ties, increased local pride, and demonstrated the power of collaboration.

We have also focused heavily on local safety and infrastructure. Working closely with Lancashire County Council, and with the outstanding dedication of Councillor John Singleton, we are now in the final stages of obtaining permits for three new SPIDs (Speed Indicator Devices), directly responding to residents' concerns around speeding. These are expected to be installed in the coming weeks.

In addition, we have:

- *Assisted residents with antisocial behaviour concerns*
- *Begun positive conversations on slowing traffic on Skew Bridge*
- *Progressed plans for new community noticeboards throughout the parish*

Our first year has been about far more than policy – it has been about building trust, meeting residents, creating new friendships, and ensuring we remain visible, approachable, and responsive to the needs of the community.

I would like to sincerely thank all councillors for their hard work, dedication, and perseverance throughout this landmark first year, many of whom began as strangers. Together, we have made an incredible start, and I am excited for what the future holds.

Finally, I would like to warmly welcome our new councillor, Alan Roe, to the team, along with our new Clerk, Daniel Guise.

This first year has proven that Ansdell & Fairhaven Parish Council is committed to making a lasting difference for our residents, businesses, and wider community.”

A member of the public asked where the SPIDs were to be located. The Chair advised that there would be two on Woodlands Road, one close to the Institute and one almost opposite Kelly's Newsagent, and a third at Cypress Point to catch speeding traffic coming off the new road.

Another member of the public asked if the SPIDs were speed cameras. The Chair confirmed that they collect speed data which can be passed along to request more

enforcement from the police and Lancashire Road Safety Partnership. Cllr D Wilkinson noted that the visual signal provided by the SPIDs did generally encourage people to slow down.

A third member of the public asked why there were not two SPIDs planned for Cypress Point, one covering each direction. County Cllr John Singleton advised that the focus was the drop from 40mph on the new road to 30 mph in the built-up area, passing Moss Hall Lane Allotments, where drivers failed to slow down. However, he acknowledged that some residents may come back to ask for more devices. A member of the public advised that drivers would often dash to catch the lights when leaving Blackpool Road onto Lytham St Annes Way, indicating a need to cover traffic heading both ways.

Cllr D Wilkinson commented that there was a need to complete the three SPIDs for which plans were well advanced. However, once that was done, it was possible there may be a desire for 1 or 2 more.

Another member of the public asked if the SPIDs were temporary. The Chair advised that they were permanent installations. It was queried whether the SPIDs would flash a “slow down” message regardless of a vehicle’s speed. Cllr Taylor advised that the proposed model were actual speed indicators which would flash up a vehicle’s measured speed.

Members of the public questioned what the next step would be, once the police had been furnished with data. The Chair and Cllr Singleton advised that, if a speeding problem had been proven, it would be escalated to police monitoring with speed enforcement guns in the area. Cllr Dixon advised that expectations about further action had to be managed, in the sense that the Parish Council was responsible for installing the SPIDs, but everything after that was dependent on decisions at Lancashire County Council (LCC) and the police.

A member of the public asked for clarification around the Skew Bridge area. Cllr Deborah Wilkinson advised that the Parish Council had invited the family who had suffered a tragic loss at this location, and took the issue very seriously. Cllr Dixon advised that all the foliage had been cut back, but that LCC were ultimately the responsible authority. The Chair noted that County Cllr Singleton had been working on the matter. Cllr Singleton had written a letter to the relevant Under-Secretary of State for Transport, and received a reply dated 8th May 2026, which the Chair read out. The Chair noted that the upshot was that the issue reverted back to LCC.

7. Planning Consultations

No comments were raised on the consultations from Fylde Borough Council.

Cllr Dixon noted that the recent contentious phone mast application had been amended such that the new proposed location was outside the parish boundaries.

8. SPIDs

The Clerk noted that it was previously the Council's understanding that it could apply for the permit to install the SPID poles itself. The Clerk advised that, having received the relevant form from LCC, the notes and accompanying email suggested that the Council's chosen contractor would have to make the application, instead. The Clerk noted, for example, that the applicant would have to submit the accreditations of the operatives who would work on the project, which the Parish Council would not have. The Clerk advised that he had emailed the relevant Road Safety Officer at LCC, for definitive clarification.

The Clerk also advised that there would be a charge from LCC to the applicant of £305, for the permit. Cllr Dixon commented that it was frustrating that LCC used to install the SPIDs themselves, and now parishes had to pay for a permit to do it for them. Cllr D Wilkinson noted that she could not recall a Council meeting at which the matter had not been raised.

The Clerk noted that the minutes of November's meeting recorded that the Parish Council would pursue only two SPIDs, but that the discussion since his arrival had all assumed there would be three. He asked the Council to confirm that all 3 proposed sites were to be pursued.

RESOLVED: that all three proposed SPID sites, two on Woodlands Road, one at Cypress Point/B5410, be pursued.

9. Review of Committee Terms of Reference

The Clerk presented a revised set of Terms of Reference for the Council to consider, including new terms of reference for the Community Engagement & Events Committee.

RESOLVED: i) that the presented Terms of Reference be amended by the removal, under heading "General", of the final two sentences of point 5; and

ii) that the amended Terms of Reference be approved.

10. Appointment of Members to Committees

The Council was asked to review the existing membership of committees, which was:

Finance

Cllr David Perkins (Chair)
 Cllr Joanna Frith-Williams
 Cllr Michelle Morris
 Cllr Paul Wilkinson

Community Engagement and Events

Cllr Deborah Wilkinson (Chair)
 Cllr Paul Spilsbury
 Cllr Elliot Taylor
 One vacancy (following the resignation of former Cllr Barnes)

The Council was also asked to confirm which councillors may act as substitutes, if any.

- RESOLVED: i) that Cllr Alan Roe be appointed to fill the vacancy on the Community Engagement & Events Committee;
- ii) that all other appointments remain unchanged; and
- iii) that all Parish Councillors be appointed as substitute members of every committee for which they are not a full member.

11. Review of Standing Orders and Financial Regulations

The Clerk noted that the seven-day notice requirement for sending a committee substitute was considered excessive. He noted that it would make the substitute system awkward to operate, because notice of a substitute would be required before the meeting summons and agenda was even published. He recommended a change to this provision, but otherwise recommended that the Standing Orders and Financial Regulations be re-adopted without any changes.

Following discussion, it was proposed that Standing Order 4(d)(v) be changed from:

“...if the ordinary members of the committee confirm to the Proper Officer seven days before the meeting that they are unable to attend;”

to:

*“...if the ordinary members of the committee confirm to the Proper Officer **seven days** before the meeting that they are unable to attend **and which substitute shall take their place;**”*

- RESOLVED: i) that Standing Order 4(d)(v) be amended accordingly; and
- ii) that all other Standing Orders and Financial Regulations be re-adopted without any changes.

12. Bank Mandate

The Clerk explained that online payment authorisation was a two-step process. Payments must be submitted by one user and then authorised by two signatories.

The Clerk advised that an amendment to the bank mandate had been submitted and was pending. This would add the new Clerk to the bank mandate, with the ability to submit payments only. He advised that the financial regulations would allow the Clerk to also be an authorised signatory. This would offer more convenience – only one councillor would have to approve each payment – but consequently less security.

The Clerk noted that the financial regulations would also allow for a councillor to have the power to submit payments, however this facility would not be for use in ordinary circumstances. It should only be used in the prolonged absence of the Clerk, a situation which would otherwise make the Council unable to make any payments.

The Council was asked if it wished to give either the Clerk or the Chair the ability to both submit and authorise payments.

- RESOLVED: i) that the Chair be granted the ability to both submit and authorise payments, on the understanding that he must only submit payments in the event of an extraordinary and prolonged absence of the Clerk; and
- ii) that the Clerk be granted only the ability to submit payments, without the ability to authorise them.

13. LALC Membership

The Council was asked if wished to renew membership of LALC for 2026-27, at a cost of £1049.16.

The Chair noted that LALC had been helpful to him while he was acting as Clerk. Cllr D Wilkinson noted that the Council was still only 1 year old, essentially in its infancy, and Local Government Reorganisation would generate a need for legal advice. She recommended that the Council renew its membership. Cllr Frith-Williams commented that LALC's emphasis seemed to be on clerking, and there was less in their offering for councillors, but it was useful for some specific things. Cllr Dixon commented that it was the sort of headline sum that people hate paying, but for the legal advice to be there if you need it, a price of approximately £20 per week was worth it.

Cllr Wilkinson proposed that the membership be renewed and the payment be made. Cllr Dixon seconded the proposal.

RESOLVED: that the Council renew LALC membership for 2026-27 and pay the subscription fee.

14. Review of Other Working Relationships

Councillors noted several working relationships with local bodies, individuals and groups, including the Friends of Ansdell Library, Ansdell In Bloom, the Methodist Church, and County Cllr John Singleton. Cllr Frith-Williams noted that she had been co-opted by the board of Governors at Ansdell Primary in part because she was a councillor.

Cllr Dixon reported that Lytham Town Trust were happy to have a meeting with the Parish Council.

The Council discussed its ongoing services from EasyWebsites and the storage lock-up.

RESOLVED: i) that Cllr Dixon set up a meeting with Lytham Town Trust, which the Clerk should attend; and
ii) that the Clerk take steps to find out the business rates which should be paid regarding the lock-up unit.

15. Review of Assets

It was confirmed that the Christmas lights were believed to be Parish Council property. Cllr D Wilkinson, as Chair of the Community Engagement and Events Committee, stated that it was her ambition to have a lot more lights, including a set for every tree in the highway along Woodlands Road, and lighting at the Institute. It was noted that lots of the existing lights were not working.

RESOLVED: that the Clerk obtain costings for more lights.

16. Confirmation of Insurance Arrangements

The Council noted that adequate insurance arrangements were in place and would require renewal on 14th July 2026.

17. Miscellaneous Items for Review

The Clerk explained that the standing orders prescribed several items to be reviewed at the Annual Meeting which were either not yet relevant to AFPC, or were trivial for one reason or another, as follows:

- **Minutes/recommendations of a committee.** There had been no committee meetings since the last Full Council meeting.
- **Review of delegation arrangements to sub-committees, staff and other local authorities.** There were no such arrangements, besides the delegations to the Clerk which existed in the Standing Orders & Financial Regulations.
- **Appointment of any new committees.** None were expected to be proposed at the Annual Meeting.
- **General Power of Competence.** Since the Clerk did not yet hold a CiLCA qualification, the Council was not yet eligible to the General Power. It was noted that the Clerk was expected to obtain CiLCA by October 2026.
- **Council or Clerk subscriptions to other bodies, beyond membership of LALC.** There were not thought to be any.
- **Expenditure under s137 (Local Government Act 1972) or the General Power of Competence.** It was not thought there had been any.
- **Complaints Procedure.** None had been adopted.
- **Freedom of Information and Data Protection.** No policies, procedures or practices had been adopted.
- **Policy for dealing with the press/media.** None had been adopted.
- **Employment policies and procedures.** None had been adopted.

The Council discussed the fact that certain important policies had not yet been drafted or adopted. Cllr Frith-Williams advised that she had created first drafts of many of these, and the Clerk requested that she send them to him.

Cllr Frith-Williams noted that there had previously been some discussion of creating a Governance Committee to cover this area.

RESOLVED: that the Clerk draft Terms of Reference for a Governance Committee and add it to the agenda of the next Council meeting.

18. Meeting Dates 2026-27

The proposed calendar of Full Council meetings was:

1 June

29 June

27 July

24 August

28 September

26 October

23 November

25 January 2027

1 March 2027

29 March 2027

26 April 2027

24 May 2027 – Next Annual Meeting

RESOLVED: that the proposed calendar of meetings be approved.

The meeting finished at 8:25pm.