



Andsell & Fairhaven Parish Council

MEETING OF THE COUNCIL

Minutes of a Meeting of the Council held at St Paul's Church Hall Andsell & Fairhaven, Lake Road North, Fairhaven on Monday 27th July 2026 at 7pm.

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

Daniel Guise, Clerk & RFO

County Councillor John Singleton

Clare Blyth (Service Director for Operational Services), Catherine Ide & Vicky Turnbull (Food Waste Team), Fylde Borough Council

Members of the Public: 6

61. Apologies for Absence

Apologies were received from Cllrs S Millar, M Morris, D Perkins and A Roe.

62. Declarations of Interest

Cllrs Deborah Wilkinson and Paul Wilkinson advised that they had a prejudicial personal interest in a part of Agenda Item 10 – Payments for Authorisation. Specifically, they had a prejudicial interest in the proposed payment of £340 to Cllr Deborah Wilkinson, as reimbursement for a SumUp chargeback. They both advised that they would be leaving the room for the consideration of that business.

Cllr Frith-Williams queried whether she should declare an interest with respect to the expenses payment made to her and recorded at Agenda Item 9 – Payments to Note. The Clerk noted that this was an information-only item, and it did not call for a

decision by the Council, since the payment had already been authorised under delegated authority. Therefore, there was no need to declare an interest.

63. Minutes of the Last Meeting

Cllr D Wilkinson proposed that the minutes be approved. Cllr Frith-Williams seconded the proposal.

RESOLVED: that the minutes of the meeting held on 29th June 2026 be approved as a correct record and signed by the Chair.

64. Public Participation

Officers from the Food Waste team at Fylde Borough Council introduced themselves, to discuss the forthcoming introduction of food waste recycling in Fylde Borough. The system was designed to recycle all varieties of food waste – plate scrapings, coffee, eggshells, fruit, banana skins, meat etc. The officers advised that the food waste collections would be weekly. They advised that residents had begun receiving a leaflet through their doors, updating them about the change.

In the week of the meeting, the Borough Council was to begin delivering the caddies (a 23L outdoor caddy and a smaller indoor one) which would be used to collect food waste. A roll of suitable liners would be provided, and residents could request free new rolls by tying one bag to the handle of their outdoor caddy.

Cllr Deborah Wilkinson asked about the provision for accessibility requirements. The officers acknowledged that there may be people who can wheel a wheelie bin along the ground but would struggle to lift the outdoor caddy. This would necessitate an assisted collection solely for food waste. They advised that assisted collections could be arranged by contacting the Borough Council or using the online waste portal.

Cllr Frith-Williams asked whether the caddies would be resistant to rodents. The Fylde officers advised that they were designed to be vermin-proof and noted that there was a short time between collections. Cllr Frith-Williams noted that Northern Ireland had run a similar system very successfully for 25 years.

Cllr Spilsbury asked about the properties with collection points behind Woodlands Road. He noted there were more commercial bins there than domestic. The officers advised that the new system was to be rolled out to “standard” houses first, and arrangements for shared properties would be looked at the following year.

The Fylde Borough officers advised that they would be visiting other local events, such as the 1940s weekend and kite festival, to raise awareness. They would also be attending other parish councils and visiting libraries.

A member of the public asked how the system dealt with the plastic bags used to hold the waste. The officers advised that an automated bag splitter would open the containing bags. The bags would not go into the food waste system and would be disposed of separately. After food waste, the recycling of flexible plastic bags (such as shopping bags or the food waste bags) was the next goal on the path to maximising recycling rates.

County Cllr John Singleton asked if there would be any replacement costs to residents, in the event that a caddy was stolen. The officers replied that, for the time being, replacements would be free of charge.

Another member of the public queried whether there would be problems with the caddies being blown around in the wind. The officers noted that the caddies used in Blackpool were lighter than the Fylde model, and they were not known to cause a problem.

Cllr Paul Wilkinson asked if the requests for new rolls of bags were to be recorded, as if not, this could lead to excessive requests from some individuals or households. The officers replied that this was a good idea.

The Chair thanked the Food Waste team for their attendance and information.

A member of the public raised the matter of planning application 26/0171 at 10 Audley Close. As a neighbour, they had objected to the application, and they asked that the Parish Council also make an objection. They advised that the estate in that area was mainly bungalows, and the 2-storey houses were arranged to overlook other houses, not the bungalows.

The member of the public commented that the application would result in a loss of privacy at their property and should be refused because it was contrary to policy GD7 in the local plan, or at minimum the rear balcony should be removed from the plans. They further advised that they believed a 2-storey building was inappropriate for the plot; that they disputed the claimed shortest distance from the proposed balcony to the garden boundary; and that the walls built around part of the proposed balcony would be overbearing.

Cllr Deborah Wilkinson advised that she wished to make representations regarding the SumUp chargeback matter during Public Participation, in line with the Code of Conduct's provisions regarding prejudicial personal interests. Cllr D Wilkinson advised that she had provided a card payment system for the Council to use when collecting money during the fundraising Ball in 2025. She advised that all monies taken were transferred into the Council's bank account.

The Ball event included a charity auction. Cllr D Wilkinson reported that 18 envelopes with auction prizes in were distributed on the night, of which only one purchaser had come back to say that their prize had not been handed over. Cllr D Wilkinson advised that her opinion was that this prize had also been given out, in line with the rest. She noted that the purchaser only contacted the council 6 months later, to say they had not received it.

The council sent an electronic copy of the voucher to the purchaser, but by that time it had expired. The purchaser then submitted a refund request via their card provider for £340, which had been granted by the credit card company. Cllr D Wilkinson noted that the prize would be worth £1000 if bought directly. She also noted that the same person purchased a framed T-shirt at the same auction, which they did go away with on the night.

65. Planning Consultations

RESOLVED: i) that the Parish Council object to application 26/0171 at 10 Audley Close on the grounds of loss of privacy and that the application is contrary to policy GD7 of the Local Plan; and

ii) that the Parish Council has no comments on any of the other presented applications.

66. SPID Installations

It was noted that the public consultation on 3 proposed locations closed on Friday 10th July, and the feedback has been circulated to councillors.

If the final approval was given, the Council had already determined which devices would be used, and that Lancashire County Council (LCC) would be instructed to install the poles.

The Council would also have to instruct someone to install the devices on the poles, and the Clerk advised that Lancashire County Council would do this work for £150 + VAT per location. The Clerk had sourced two quotes from private firms, for comparison, which had come in at £1,755.20p and £2,580.

The Council was asked to consider the consultation feedback and determine whether to go ahead with the 3 SPID installations. If going ahead, the Council was asked to approve all costs and choose an option for installation of the devices.

RESOLVED: i) that, having regard to the consultation feedback, the installation of the 3 proposed SPIDs be approved;

ii) that the costs of £1650.00 + VAT for the poles and £6969.97 + VAT for the devices be approved; and

iii) that Lancashire County Council be appointed to install the devices at a cost of £150 + VAT per location.

67. Noticeboard Updates

Cllr Deborah Wilkinson advised that the Council's exploration of putting a noticeboard at Fairhaven Lake was not making progress. The Lake team's proposed location on the Stanner Bank side did not meet with the Council's approval. At the previous meeting, it had been agreed to float the idea of the Council taking over the existing, underutilised boards by the stairs opposite Lake Road. However, she reported that the Lake planned to re-use those boards themselves.

Cllr D Wilkinson reported that she had visited the Lake earlier in the day. She had identified two possible locations in the vicinity of the café and the toilet block next to it. Cllr Dixon agreed to work on this with Cllr D Wilkinson, outside the formal meeting.

Cllr P Wilkinson advised that Cllr Roe was speaking to the Methodist Church, and it was expected they would agree to have a board there.

The Clerk advised that he had been told by Network Rail that they would be happy for a board to be installed directly onto the parapet wall of the bridge at the railway station. He asked the Council if it would be happy with this solution, and if so, exactly where on the wall would be preferred.

County Cllr John Singleton agreed to speak with the Clerk after the meeting, to provide the best contact at LCC for progressing the Woodlands Road location.

RESOLVED: i) that the principle of installing a noticeboard directly onto the parapet wall of the railway bridge be approved; and

ii) that the preferred location would be just to the north of the stairs down to the platform.

68. Listening Exercise and/or Residents' Meeting

The Clerk advised that the Council had received a request for a dedicated session (or sessions) for councillors to gather feedback and ideas from residents. Cllr D

Wilkinson commented that this was a great idea. She suggested a coffee morning at the library, and that it need not be essential for all the councillors to be there.

Cllr Dixon suggested that the majority of issues raised at such an event would be for the higher tiers of local government to deal with. He suggested that a proper surgery be arranged with LCC and FBC councillors present, perhaps with the MP's office.

- RESOLVED: i) that a surgery, coffee morning or similar feedback session be arranged; and
- ii) that the councillors will lead on the preparations and report back to the Clerk if official action is needed from the Parish Council.

69. Payments to Note

The Council noted the following payments which were authorised by the Clerk under Financial Regulation 6.8(i):

29/06/26	DR Design	£92.00	Printing
29/06/26	J Frith-Williams	£30.07	Expenses – Window competition certificates
09/07/26	Zurich	£367.30	Insurance renewal
13/07/26	Blue Skies NHSCF	£221.85	Dragon Boat Race Day – tombola receipts
16/07/26	DR Design	£79.00	Printing

The Council noted the following payments which were made to comply with contractual terms and due dates under Financial Regulations 6.8(iii) and 11.4:

29/06/26	Talbot	£180	Storage unit rent
29/06/26	D Guise	£1,291.83	June wages & allowance
30/06/26	Unity Bank	£8.90	Service charges
01/07/26	Easy Websites	£63.36	Website & email
09/07/26	HMRC	£527.91	PAYE & NI

The Council noted the following payments made in accordance with explicit authorisation at Minute 54:

09/07/26	D Guise	£26.99	Expenses – printer paper and phone credit – Minute 54
09/07/26	St Paul's Church Fairhaven	£324	Room hire
09/07/26	Jennifer Sutcliffe	£225	Internal audit
09/07/26	Reach TPY Access	£200	Removal of Christmas Lights

70. Payments for Authorisation

Cllrs Deborah and Paul Wilkinson left the room. Cllr Frith-Williams took the Chair.

The Council was asked to authorise a payment of £340 to Cllr Deborah Wilkinson, to reimburse her for a chargeback on her SumUp account, resulting from a disputed charity auction transaction at the fundraising Ball. It was noted by several councillors that the problem would have been avoided if the Council had used a card payment facility of its own.

Cllr Frith-Williams noted that the refund would reduce the earmarked reserve for Christmas events, and not the general reserves. She noted that the person who claimed the refund had been referred to as a “resident” in some correspondence, but that he was not actually a resident of the parish. She noted that there was no complaints policy or procedure in place, which would have provided clarity on what to do. She commented that the key priorities for the Council, arising from the incident, were adopting a complaints policy and obtaining a method of taking card payments which the Council controlled as its own. However, Cllr Frith-Williams commented that she had no doubt that the matter had been administered with integrity.

Cllr Frith-Williams proposed that the payment be approved. Cllr Taylor seconded the proposal.

RESOLVED: that the payment of £340 to Cllr Deborah Wilkinson be approved.

Cllrs Paul and Deborah Wilkinson returned to the room and Cllr P Wilkinson took the Chair.

The Council was asked to approve a payment of £6,994.19 to Fylde Borough Council, to cover the recharge of the Park By-election expenses.

RESOLVED: that the payment of £6,994.19 to Fylde Borough Council be approved.

The Council was asked to approve the following changes to regular contract payments:

- a) An increase of £5.50 per month to Easy Websites, to cover more storage for the Clerk’s email inbox, which had exceeded the 2GB limit after only 1 year’s worth of emails. Easy Websites had temporarily increased storage to the next level (50GB), free of charge, but charges would eventually be incurred.

- b) A change to the frequency of payments to Talbot / The Woodlands (Rear 72 Woodlands Road) for the storage unit. It was proposed to change this from monthly (£180 per month) to quarterly (£540 per quarter).

RESOLVED: that both proposed changes be approved.

71. Internal Audit Action Plan

The Council considered an Action Plan prepared by the Clerk, which was intended to track the actions requested by the Internal Auditor.

Cllr Frith-Williams noted that she had requested some enhancements of the Plan, including:

- A clear lead officer or person for each action.
- Target completion dates for each action
- RAG ratings
- An evidence column which would demonstrate a successful completion, for example via a link to an adopted policy on the Council's website.

The Clerk advised that the RAG rating was in place. Each full row was coloured red, yellow or white according to the urgency, or green if the action was completed.

Cllr P Wilkinson commented that the completion of the VAT return for 2025-26 should be regarded as urgent.

RESOLVED: that the Action Plan be noted.

It was noted that the next meeting of the Full Council would take place on Monday 24th August. Councillors resolved upon dates for forthcoming committee meetings:

- RESOLVED: i) that meetings of the Finance and Events & Community Engagement Committees be held on Thursday 13th August; and
- ii) that a meeting of the Governance Committee be held on Tuesday 18th August.

The meeting finished at 8:20pm.