



MINUTES OF KIRKLAND PARISH COUNCIL MEETING

**26th January 2026, 7:00pm
held at Kirkland and Catterall Memorial Hall
The Avenue, Churchtown.**

*Present;
Kirkland Parish Council:*

*Mrs. K Davies Chairman
Mrs. A Walmsley
Mrs. J Thompson
Mr. G Williams*

County Councillor Mr James Tomlinson

Angela Nicholls: Clerk to the Parish Council

1623. APOLOGIES PSCO Denise Creighton

1624. DECLARATION OF INTERESTS Non declared

1625. MINUTES OF THE PREVIOUS MEETING

Resolved: The minutes of the meeting 10th November 2025 being previously circulated, was agreed and signed by the Chairman.

1626. PUBLIC PARTICIPATION

Cllr. James Tomlinson: -Highways/ Road issues

Cllr Tomlinson is progressing with project managing a possible footpath from the Village Hall to the school. LCC have the documentation for the 10ft strip at the road side of the field. There is just a small break in the strip owned by LCC which needs investigating to establish who owns it.

He just needs to confirm ownership of the established trees the younger ones were planted by the Parish Council.

Cllr. Tomlinson knows the farmer who rents the field so he will speak to him directly.

If everyone is on board with the project it will be possible to progress.

The Chair sent the Council and Cllr Tomlinson photographs of the poor parking at school pickup times which also emphasises the need to extend the existing double yellow lines in addition to the new path.

The Parish Council thanked Cllr. Tomlinson for his work and commitment to finding a way to ease the dangerous parking issues.

1627. Churchtown Cross

It was discussed and resolved that the Parish Council needs a structural engineer to look at the Cross providing a condition report and placing a value on it for insurance purposes. The Council will ask contacts for details of a suitable person. It will be an agenda item at the next meeting.

1628. Donation Request: -

The Memorial Hall committee requested a donation towards the grass cutting at the Memorial Hall for this year.

Resolved: To donate £1,000 to Kirkland and Catterall Memorial Hall towards the grass cutting costs.

Children's Festival

The Children's festival I request for assistance with the cost of running the festival

Resolved: To donate £250 to Children's Festival

Donation request from St Helens Church

The Church has requested a donation towards the up keep of the grounds

Resolved: To donate £150 to St Helen's towards up keep of the grounds

1629. Audit 2025

- 1.A resolution was passed to agree the Parish Councils assets 2025
- 2.A resolution was passed to agree the Parish Councils Financial Regulations 2025
- 3.A resolution was passed to agree the Parish Councils Risk Management 2025
- 4.A resolution was passed to agree the terms of reference for the Internal Auditor 2025
- 5.A resolution was passed to agree the Internal Auditor Lorna Murdoch and Fee of £100 for 2025

1630. External Audit

It was resolved Kirkland Council is a smaller authority, where the higher of all gross annual income or gross annual expenditure does not exceed £25,000 and meets the qualifying criteria as set out in the Certificate of Exemption, and wants to declare exemption from External Audit

1631. Clerk

Noted the retirement date for the Clerk 31st August 2026. The job will be advertised in May 2026 with a start date 1st September 2026. There will be a handover period in August 2026

1632. SpID Update

The Clerk provided the SpID data in a graphical format. The Clerk will help Cllr. Walmsley download the software onto a Windows computer to enable analysis. The data is only available in a limited format.

1633. Finance**Bank reconciliation to 31st December 2025****Accounts, bank reconciliation, internal scrutiny reports to 31st December 2025**

Electronic copies delivered; Councillors are asked to scrutinise these documents.

Councillors are asked to consider the following payments;

Please note payments for the Churchtown Flood Group and Churchtown in Bloom are from funding and not Kirkland Parish Council, who administers these funds.

03/11/2025	Easy Web	Website	£30.36
10/11/2025	Towers & Gornall	Payroll	£48.60
11/11/2025	A Nicholls	RBL DONATION & EXP,	£54.50
13/11/2025	K Davies	BLOOM AWARDS	£64.00
28/11/2025	A Nicholls	A Nicholls November 2025	£248.22
28/11/2025	A Nicholls	A Nicholls November 2025 wfh	£26.00
01/12/2025	Easy Web	Website	£30.36
01/12/2025	Xmas Direct	additional Christmas lights	£212.99
02/12/2025	K Davies	CHRISTMAS PROP	£8.99
31/10/2025	Rob Ward	Lengths man November 2025	£504.00
02/12/2025	K Davies	CHRISTMAS TREE, 1/3rd	£50.00
04/12/2025	K Davies	HEALTH AND SAFETY box cover	£22.85
09/12/2025	HMRC	Tax	£186.00
15/12/2025	Rob Ward	Lengths man December 2025	£108.00
30/12/2025	A Nicholls	A Nicholls December 2025	£248.22
30/12/2025	A Nicholls	A Nicholls December 2025 wfh	£26.00

Receipts since the last meeting:

Bank Interest November	£10.90
Bank Interest December	£11.30
Lottery November	£14.00
Lottery December	£17.50

Standing Orders and Direct Debits

Easy Web Sites November	£30.36
Easy Web Sites December	£30.36
Staff Costs November	£274.22
Staff Costs December	£274.22

Payment made by Bank Transfer

Payments to be made by Bank Transfer 27th January 2026

Parish Clerks expenses £6.75

Councillors scrutinised and agreed to the accounts**1634. Verbal Reports for information**

Kirkland Memorial Hall The meeting is next week Cllr. Walmsley will attend. Funding for the roof has been found.

The School House Trust No current meeting

Wyre Area Lancashire Association of Local Councils Cllr. Williams will attend the meeting next Wednesday.

Churchtown in Bloom: -

Once again Churchtown in Bloom have been selected to represent our region in the RHS National Britian in Bloom competition. The Parish Council congratulates the Churchtown in Bloom's achievements

Christmas Tree 2025

The Parish Council would like to thank Cllr. Tomlinson for the Community grant for the Christmas Tree, decorations and the provision of machinery and manpower for the installation of the Christmas Tree. It would not have been possible to put up such a large tree without his assistance.

The Parish Council would like to thank The Horns Inn and Dewlay kindly donated £50 each towards the cost of purchasing the Parish Christmas tree.

RWH Iron Design very kindly donated the iron railings which protect the tree.

The Parish Lengths man worked really hard with the Chair to ensure the correct tree was purchased and perfectly installed. He volunteered to join the switch on to connect the lights to the electricity supply.

Public Footpath bridge over the river Wyre

Following the persistence of the Parish Council the improved non-slip surface has been finished, and that this part of the footpath access is complete.

1635. AGENDA FOR NEXT MEETING 7pm Kirkland Village Hall

- SpID data analysis.
- Update on path from Village Hall to School.
- Blooms entry fees and costs for the RHS Britian in Bloom competition.
- Parish councillor co-option (the process of appointing a new councillor to fill a vacancy without a by-election). Currently one candidate.
- Churchtown Cross condition report
- To agree the Clerks job description, advert date of interview and interview panel

Next meetings Monday 20th April 2026 and Monday 13th July 2026.

Meeting closed 8:04 pm.