

Garstang Town Council

Minutes of the Town Council Meeting Held On 16 September 2019, 7.30pm at the Library

Present: Chairman - Cllr Webster

Cllr Allan	✓	Cllr Hynes	✓	Cllr Salisbury	✓
Cllr Brooks	✓	Cllr Leech	✓	Cllr Webster	✓
Cllr Halford	✓	Cllr Perkins	✓		
Cllr Harter	✓	Cllr Ryder	x		

Also present: Wyre Ward Cllr Collinson, County Cllr Turner, Youth Cllrs Declan. Jorge and Oliver and 9 members of the public

078(2019-20) Apologies for absence

Cllr Ryder

Wyre Ward Cllrs D Atkins and R Atkins.

Cllr Howell, Chairman, Barnacre with Bonds Parish Council.

079(2019-20) Declaration of Interest

Item 4 Town Councillor vacancies; Cllr Webster declared a significant personal interest. She is a friend of Mr Dawson's wife and occasionally socialises with Mr Dawson. She would stand down from the Chair and leave the room whilst this item was discussed and voted on. Cllr Halford declared a personal interest as he knew Mr Dawson. He also did not attend the extra-ordinary Council meeting on 10 September 2019, so would not be voting.

Item 9 Garstang Scarecrow Festival; Cllr Leech– personal interest – Committee member of Garstang Scarecrow Festival Committee. Cllr Webster – personal interest; Chair of Garstang Scarecrow Festival Committee.

Item 20 Garstang Academy Footpath Safety Working Group; Cllr Webster declared a personal interest. Her children attended Garstang Academy. She was a Wyre Cllr representing Brock with Catterall Ward alongside dual hatted Borough and County Cllr Turner. She would remain in the Chair for this item and vote.

080(2019-20) Minutes

A copy of the minutes of the Town Council meeting held on 15 July 2019 had been circulated. **Resolved:** The minutes of the Town Council meeting held on 15 July 2019, were confirmed and signed as a true record.

081(2019-20) Public Participation

County Cllr Turner reported on the following:

- i) A site meeting had been held earlier that day with LCC representatives and Mr Pearson, Chair of Garstang in Bloom. Two planters at the mini roundabout of Park Hill Road and Church street had been relocated on safety grounds.

- ii) Resurfacing of the mini roundabout at the High Street at the junction with the High Street car park
- iii) Planned resurfacing for Sycamore Road and Beech Avenue
- iv) Finances of LCC
- v) He hoped the Town Council would support the proposal at Item 20 Garstang Academy Footpath Safety
- vi) Cllr Brooks did not wish to see any cuts to the street cleansing budget.

082(2019-20) Town Councillor vacancies – Cllr Allan chaired this item

Cllrs Halford and Webster left the room and did not take part in the voting. Cllr Harter abstained from voting.

Further to the extra-ordinary meetings held on 10/9 and earlier in the evening 16/9. The Council voted on the 2 appointments.

Resolved: The Council resolved that a written ballot be taken. The Council **further resolved** to co-opt Sharna Mitchell and Alan Pearson to fill the 2 Cllr vacancies.

083(2019-20) Community Volunteer – Philip Winstanley

Cllr Salisbury introduced Philip Winstanley, the new TC's Community Champion and updated councillors of their progress. It is envisaged that Philip will be a good link between the TC and the public and businesses in Garstang.

084(2019-20) 5G mobile coverage

Janet Wrathall attended the meeting and gave a short presentation relaying her concerns over the forthcoming 5G. A number of reference documents were left for the Council to consider. The Council also considered Policy Consultation E-Briefing 10-19 – 5G Mobile Coverage in Rural Areas from NALC.

Resolved: Cllr Turner offered to speak to the Director of Public Health at LCC, to seek the County's view. Once received, the item would be brought back to October's meeting. The Council **further resolved** not to respond to NALC by 11 October 2019.

085(2019-20) Youth Council money request

- a) The RFO had noticed that in the 2019/20 approved budget there is no figure in the budget for the Youth Council. The EMR stands at 89.00.

Resolved: The Town Council agreed to transfer £250 from the general reserves into the Youth Council budget.

- b) The Clerk recommended that 'Past young Mayor badges/brooches' be bought as there is no more in stock.

Resolved: The Council agreed to purchase 5 badges/brooches at a total cost of £75 +VAT

086(2019-20) Youth Council Recruitment Drive

The meeting was adjourned to allow Youth Cllr Oliver to speak. He said that there were currently about 10 youth Cllrs (YC), but as several YC's were turning 18 during the year, there needed to be a recruitment drive and a supporting role, for the Youth Council, to ensure its continuity. A Town Cllr was required to provide this supporting role.

Resolved: The item to be deferred to October's meeting when there will be a Full Council of 12 Cllrs to consider the proposal.

087(2019-20) Garstang Town Council agenda

Cllr Allan proposed that the Town Council's agenda should be shared from Garstang TC

Facebook page to 'Your Garstang', on the day that it is loaded onto GTC Facebook page. This will ensure that 'Your Garstang' gets a copy of the agenda at the earliest opportunity before anyone else has an opportunity to comment on the agenda.

Resolved: The Council agreed to share the Town Council's agenda from Garstang TC Facebook page to 'Your Garstang'. Cllrs Ryder, Hynes and Webster to share the post.

088(2019-20) Garstang Scarecrow Festival; 3rd – 5th July 2020

Resolved Cllrs approved that Garstang Scarecrow Festival Trust use Moss Lane playing field between Friday 3/7, 14.00 – 17.00, Saturday 4/7, 09.00 – 20.00 and Sunday 5/7, 9.00 – 18.00.

089(2019-20) Garstang Town Council Code of Conduct

The Clerk had circulated the existing & proposed 'Code of Conducts' to Cllrs.

Resolved: The item to be deferred to October's meeting. The Clerk was asked to circulate Wyre Council's Code of Conduct.

090(2019-20) Planning Committee Attendance at Wyre Planning Committee meetings

Cllr Allan proposed that a member of the TC Planning Committee should attend any Wyre Planning Committee meetings where a Garstang application is to be considered by Wyre Planning Committee, in order to speak on behalf of the TC.

Resolved: The Town Council choose not to formalise the arrangement of a Town Cllr representing the Town Council at Wyre Council's Planning Committee meeting.

091(2019-20) Parking in Garstang

Cllrs considered the concerns of the correspondent about the parking issues in Garstang. The Mayor read out the response of Paul Long, Senior Engineer at Wyre Council to the correspondent.

Resolved: The Council agreed to respond to the correspondent as follows:

- a) The Council will be exploring parking long term for the future of the town
- b) The Council cannot influence the parking arrangements of privately owned car parks
- c) Wyre Council are setting up a task group for the Overview and Scrutiny Committee the parking in Garstang

092(2019-20) Annual Awards

Resolved: That Cllr Webster be the lead Cllr on this project.

9.20pm, Cllrs Brooks, Hynes, Leech and Salisbury left the room.

093(2019-20) Norah Hoyles Memorial Garden

Cllr Allan reported that Garstang in Bloom team have done an excellent job of creating the Norah

Hoyles Memorial Garden. They have been given a large "boulder" to use as a formal commemorative feature. He proposed that Garstang Town Council procure a Commemorative Brass Plaque to be affixed to the Boulder. The meeting was adjourned to allow Mr Pearson, Chair of Garstang in Bloom to speak.

Resolved: The Town Council agreed that 3 quotes be brought back to October's meeting for decision.

094(2019-20) LALC AGM

Resolved:

- a) No Cllr wished to attend the 75th Annual General Meeting on 23/11/19.
- b) LALC Accounts 2018/19 – The Council noted the accounts.

095(2019-20) Garstang in Bloom planters, Park Hill Road junction with Moss Lane

The Clerk had received correspondence from LCC detailing that the planters at Park Hill Road junction with Moss Lane is affecting road safety for pedestrians and motorists.

Resolved: Further to County Cllr Turners update provided earlier in the meeting, the Council noted that the issue had been resolved by removing the planters causing the hazard.

096(2019-20) Tree surveys of Moss Lane and Kepple Lane playing fields

Further to Minute 132(2017-18), Cllr Harter reported that the tree survey reports have been received from Treestyle consultancy.

Resolved: The Council agreed that Cllr Harter and the Clerk carry out the following:

- a) Speak to Mark Fenton at Wyre Council for his recommendations and what if anything Wyre can do.
- b) Structure a way forward over a period 12/24 months.
- c) Dependent on the above, look at impact on precept in November/December.
- d) A resident has contacted the Clerk about a tree from Moss Lane, overhanging her garden. That the tree consultant meets, with Cllr Harter, and the resident and offer advice.

The Town Council **further resolved** that Cllr Harter is the lead Cllr for this project.

097(2019-20) Operation London Bridge

Resolved: That Cllr Perkins be the lead Cllr of the working group (Cllrs Allan, Halford and Perkins). A proposal/procedure to be considered at October's meeting.

098(2019-20) Garstang Academy Footpath Safety Working Group

Cllr Webster reported that improvements can be made to widen and improve the camber of the pavement, at Garstang Road, at a cost of approximately £18-20,000. To make the project happen, the working group are looking at now raising between £3-4,000 between the interested parties.

- Lancashire County Council will fund the majority of the works.
- Wyre Borough Council will commit £1000 towards this scheme.
- Garstang Community Academy have indicated they are able to contribute £700.
- Barnacre with Bonds PC have resolved they will pay a third of the residual approximately
- £1000.
- Catterall Parish Council agreed (03/09/19) in principle to provide a donation subject to written request from the working group.

Resolved: The Town Council approved up to and a maximum of £1,000 to the highway improvements using Local Government Act 1972. Section 137 gives the

power of local authorities to incur expenditure for certain purposes not otherwise authorised. Cllr Perkins thanked and congratulated the Mayor for progressing the scheme.

099(2019-20) 75th Commemoration of End of World War 2

Resolved: This item was deferred to October's meeting.

100(2019-20) Moss Lane playing field

The Clerk reported that Kompan contractors are looking to handover the new playground on Thursday, 19 September. Kompan will arrange for a ROSPA inspection. On receipt of the ROSPA report the TC will know that the playground is safe to use. The Council needs to arrange safety checks when the playground is open and arrange a maintenance agreement. Insurance also needs to be in place.

Resolved: The Council accepted the additional insurance premium of £99.94 to provide playground insurance. The Council **further resolved** to accept the quote from Wyre Council for a weekly inspection and an annual inspection by The Play Inspection Company and supply of their report to you at an annual cost of £1,000 as at Kepple Lane.

101(2019-20) Mobile phone contract

The Clerk reported that the office mobile phone contract ends with Three on 22/10/19.

The Clerk is recommending that the mobile phone provider is changed to Vodaphone and that the current mobile phone is kept and that a monthly sim card is purchased.

Resolved: The Council delegated authority for the Clerk to place a contract with Vodaphone at no more cost than what the TC are currently paying (£16.00/month)

102(2019-20) Old computer screen and speakers

Following advice from the new computer supplier, the Clerk asked if the Clerk's old computer screen and speakers could be given to SS Mary & Michael Catholic primary school to be used. The old desktop PC will be disposed of securely.

Resolved: The Council agreed for the old computer screen and speakers to be given to SS Mary & Michael Catholic primary school.

103(2019-20) Remembrance Sunday - 10 marshals Town Councillors, Lions, Rotary

Further to minute 111(2018-19), the Mayor and Clerk met with representatives of the British Legion on 4/9 to discuss arrangements for this year's Remembrance Sunday. The British Legion are looking for marshals to assist in the event. A request is being sent to the Lions and Rotary to assist as well.

Resolved: The Clerk was asked to circulate the request by email, to seek Cllr volunteers.

104(2019-20) Fairtrade

The Clerk had circulated a request from Ruth Bruce. In October the Fairtrade mark will be celebrating its 25th Anniversary since its creation. The Steering Group are having an A0/1 print made of the mark and will be taking it round Garstang to "public" buildings to have it photographed with representatives from them. Can the print brought to the Town Council meeting on 16 October to be photographed with it?

Resolved: The Town Council agreed for the Fairtrade photograph to be taken at October's meeting.

105(2019-20) Project sheets

Project	Cllr manager	Report received 16/09/2019	Report received 15/07/2019	Report received 17/06/2019
Review of code of conduct	Cllr Ryder	✓	✓	✓
Council Award scheme	Clerk	not required until 10/19	not required until 09/19	✓
Christmas lights working group	Cllr Harter	not required until 10/19	not required until 09/19	✓
Combined Parishes Local Plan working group	Cllr Brooks	No report received due to ill health	No report received due to ill health	✓
Computer hardware	Cllr Allan	✓	✓	✓
Uniformed Volunteer Community Champion	Cllr Salisbury	✓	✓	✓
GTC Facebook Platform	Cllr Ryder	✓	✓	✓
GTC Web Site	Cllr Allan	✓	✓	✓
KWH Relationship	Cllr Allan	✓	✓	✓
Moss Lane playing field	Cllr Ryder	✓	✓	✓
Neighbourhood Plan	Cllr Brooks	No report received due to ill health	No report received due to ill health	✓
Scout hut container barrier	Cllr Harter	Completed	✓	✓

106(2019-20) Finance Committee meeting 6 August 2019

A copy of the minutes had been circulated to all Council members.

Resolved: The minutes were approved by Cllrs Allan, Halford and Harter (attendees). The Council **further resolved** to approve:

- i) Internal Audit; the Committee's recommendations as detailed in the 5th column.
- ii) Risk assessment; The Committee's recommendations to approve the register (V1.8)
- iii) The Committee's recommended that the scout hut be maintained at £52; the next review to take place in May 2024.

106(2019-20) Planning Committee

Cllr Perkins reported on the Planning Committee meeting held earlier that evening.

108(2019-20) Finance

a) Payments – Cllrs approved the following expenditures

Royal Bank of Scotland Bank account

Payroll (figures provided by Towers + Gornall)

to be paid electronically on 26/09/2019 (E00194 & E00195) 2,688.16

LCC pension direct debit (19/09/19) 760.86

Clerk; LC2 range (new SCP as from 1/4/19 19-32), 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'.

Lengthsman scale point SCP 1-4 (new SCP as from 1/4/19)

Cheque no.

000067	Mrs E Parry – Clerk's expenses	
	16/8 Office 365 purchase	79.99 &
	22/8 Online back from IDrive 28.68 (minute ref 61(2019-20)	108.67

Electronic payments

E00196	Annual membership AHGTC	35.00
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E00197	Treestyle consultancy Minute 132(2017-18)	280.00
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The Council approved Quote B to carry out the survey. The Council further resolved that the Kepple Lane playing field tree inspection costs come from the annual maintenance monies allocated to the KLPT. The funding for the Moss Lane tree inspection comes from Garstang Town Council funds

E00198	Town Crier competition plaques Minute 57a (2019-20)	60.00
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E00199	David Lee security fence at steel container	267.60
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E00200	Colin Cross Printers – ink cartridges	102.00
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Direct debits

1/9	Three.co.uk - Office internet	10.25
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17/9	Three.co.uk - Clerk mobile phone	16.00
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Payments made between meetings

E00184	17/7	Late payment – C&C Supplies	29.57
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E00185	17/7	Garstang In Bloom minute 016 (2019-20)	500.00
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E00186	14/8	Alan's Bobcat, Kepple Lane goal post (minute ref 37(2019-20)	1,862.40
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E00187	14/8	Garstang Chamber of Trade Ice cream festival donation (minute ref 218b (2019-20)	200.00
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E00188	22/8	DFX systems installation new PC & software 16/8 (minute ref 61(2019-20)	150.00
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E00189	22/8	DFX systems installation/configuring software & new 4g hub (minute ref 61(2019-20)	62.50
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E00190 & 191	23/8	Payroll (figures provided by Towers + Gornall)	2,748.47
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E00192	3/9	RBS invoice Finance credit business account for ebuyer.com HP desktop (minute ref 61(2019-20)	440.36
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E00193	3/9	RBS invoice Finance credit business account for ebuyer.com HD monitor (minute ref 61(2019-20)	119.97
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b) Statement of Accounts at 31 August 2019 as per bank statement

HSBC Current account	£	5,212.65
Royal Bank of Scotland	£	40,686.35
HSBC Reserve account	£	45,696.38
Money Market Account 1 year	£	30,307.84

109(2019-20) Reports from the Clerk, project leaders and outside body representatives.

1) Clerk's report

2) Written reports from Outside Bodies Garstang Fairtrade, Cllr Ryder

The Fairtrade Mark is celebrating its 25th Anniversary in October. We are looking to have photos taken around town with our Fairtrade supporters.

Arrangements are being made to celebrate our 20th anniversary as a Fairtrade Town next year so if you have any ideas or thoughts please let us know.

The results of our Fairtrade survey, which took place over the summer, took the form of a number of questions asked by members of the Fairtrade Steering Group to shoppers spoken to at random. Of the 114 interviewed, 61% were visitors, 39% residents, 64% were Female, and 36% Male. Awareness of the range of Fairtrade products available in Garstang and elsewhere has greatly increased since the last survey conducted in 2018 Actual purchases of Fairtrade products have increased, with 52% of shoppers buying Fairtrade products regularly, 35% occasionally. Knowledge of the meaning of the Fairtrade logo, that the producers are guaranteed a fair price for the product, has improved to a record 90% of shoppers The Steering Group would like to thank those members of the public involved in responding to the survey. The survey will be published in full on our Facebook page so please take a look.

Our next group meeting will be on Saturday 26th October at 10.00am in the in Wesley's coffee lounge on Parkhill Road. Anyone who has an interest in Fairtrade or is just curious is welcome to join us, we would love to see you. If you have any ideas or suggestions but cannot get to the meeting, please email us on garstangfairtrade@gmail.com

3) Councillor's Projects & updates

Project sheets have been circulated.

Car Park Permits, Cllr Ryder

Garstang Wyre Borough Councillors were contacted following several queries concerning residents car parking permits (for parking in the community centre/KWH car park) being withdrawn. It was confirmed that Wyre are going to start a Task Group concerning these permits in September.

Garstang Amateur swimming Club, Cllr Ryder

I was recently been approached by the Chair and Secretary about their concerns for the future of their club following a meeting with YMCA. At that meeting YMCA informed GASC that amongst other things that they had to give up their lessons and that YMCA were taking back the relevant time slot and that there was no negotiation.

This would result in GASC losing much needed funding. As it is GASC is only just able to continue and if the proposals are implemented then GASC future would be “hanging in the balance”. YMCA were informed that if GASC could not find the shortfall then the club is in danger of folding.

After approaching our Garstang Wyre borough councillors a further meeting was arranged between GASC and YMCA. I understand that at the meeting proposals were fully discussed and It would now appear that a way forward has been agreed. I asked the Wyre portfolio holder that these should be formally put in writing by YMCA to the club.

As YMCA have still not put anything in writing or circulated any minutes of the meeting, I have chased this up with the portfolio holder.

4) Police update – no update

5) Written Report from Wyre and Lancashire County Councillors

No reports were received from Wyre Cllrs Dulcie Robert Atkins and Collinson and County Cllr Turner.

6) Mayor’s engagements

2nd August - Radio Lancashire interview with Garstang Bloomers.

2nd August - Radio Lancashire interview at Garstang Show

3rd August - Garstang Show - lunch with the President and Chairman

12th September- Charity evening at Farino & Co.

7) Garstang Town Crier Activity

<u>Date</u>	<u>Activity</u>	<u>Time of activity</u>	<u>Approx Hours Spent</u>
5.6.19	Talk to Longridge U3A	PM	3.00
6.6.19	URC charity Coffee Morning	AM	2.00
14.6.19	Arts Festival Meeting	AM	2.00
15.6.19	Art Centre Craft and Collectors Fair	AM	3.00
27.6.19	Armed Forces Day + meeting	AM	
5.6.19	Talk to Longridge U3A	PM	3.00
6.6.19	URC charity Coffee Morning	AM	2.00
14.6.19	Arts Festival Meeting	AM	2.00
4.7.19	URC Charity coffee morning	AM	2.00
5.7.19	Scarecrow Festival	PM	2.00
6.7.19	Scarecrow Festival	AM	3.00
7.7.19	Scarecrow Festival	PM	3.00
12.7.19	Arts Festival Meeting	AM	2.00
Sun 21.7.19	Ice Cream Festival	AM/PM	7.00
25.7.19	Publicity re Arts Festival	AM	2.00
Thurs 1.8.19	RC Charity Coffee Morning and publicity for Arts Festival	AM	2..00
Fri 2.8.19	Darlington publicity for British championships	PM	6.00 + travel

<u>Date</u>	<u>Activity</u>	<u>Time of activity</u>	<u>Approx Hours Spent</u>
Sat 3.8.19	Darlington LCTC British Championships	All day	All day
Thurs 8.8.19	Cry and publicity re Arts Festival	AM	2.00
Sun 11.8.19	Town Crying Competition Knaresborough	All day	All day
Mon 12.8.19	Arts Festival Meeting	AM	2.00
Thurs 14.8.19	Cry and publicity re Arts Festival Fitting for new outfit Lancaster	AM PM	2..00 2.00
Sat 17.8.19	Garstang Town Crier Competition	All Day	All day + numerous hour of preparation
Wed 21.8.19	Cry and publicity re Arts Festival events	PM	2.00
Thurs 22.8.19	Cry and Publicity re Arts Festival Events	AM/PM	3.00
Sat 24.8.19	Cry and publicity re arts Festival events	AM/PM	3.00

I am writing to express my thanks to the Town Council for their support to the town crier competition. The help with setting up and taking down the equipment was much appreciated, and it was good to see some of the councillors in the audience during the day.

Alec and his consort did a great job judging and the audience much appreciated Alec having a go while we waited for the results - I hope they enjoyed it enough to do it all again next year!

Once again, many thanks for all the help and support. Kind regards Hilary

110(2019-20) Items for Next Agenda

Councillors were asked to raise matters to be included on the agenda and 'Report of other representatives and projects', for the meeting of the Town Council **on 21 October 2019 by notifying the Clerk by 11 October 2019**. The item should specify the business which it is proposed to transact in such a way that the member who receives it can identify the matters which he will be expected to discuss i.e. it needs to specify either what the proposal is and that a decision is required or whether the item is for information only.

The meeting finished at 21.50