

Garstang Town Council

Full Council Meeting, 21st October 2019 Minutes

Minutes of the Town Council meeting, held on 21 October 2020, 7.30pm, at the library.

Present

Chairman: Councillor Webster

Councillors Present: Allan, Brooks, Halford, Harter, Hynes, Leech, Mitchell, Pearson, Perkins, Salisbury and Webster

Also present: Wyre Ward Councillors D Atkins and County Councillor Turner.

The Mayor welcomed Councillors Mitchell and Pearson to their first Town Council meeting.

111(2019-20) Apologies for absence

Councillor Ryder

Wyre Ward Councillor Collinson and PC Banks

112(2019-20) Declaration of Interest

Item 19 Christmas Lights Fund raising, Councillors Halford and Harter members of the Christmas Lights working group.

Item 9 Norah Hoyles Memorial Garden, Councillor Pearson – personal interest – Chair of Garstang in Bloom.

113(2019-20) Minutes

A copy of the following minutes had been circulated: the extra-ordinary Town Council meetings held on 10 and 16 September 2019 and the Town Council meeting held on 16 September 2019.

Resolved: The minutes of:

- a) the extra-ordinary Town Council meeting held on 10 September 2019
 - b) the extra-ordinary Town Council meeting held on 16 September 2019
 - c) the Town Council meeting held on 16 September 2019
- were confirmed and signed as a true record.

114(2019-20) Public Participation

The meeting was adjourned to allow Wyre Councillor D Atkins to speak. She reported that Wyre Council were setting up a Climate Change Committee.

The meeting was reconvened.

115(2019-20) 5G mobile coverage

Councillors noted the circulated information from Sakthi Karunanithi, Director of Public Health at LCC.

Resolved: That no further action be taken regarding the effects of 5G, and that the TC is guided by the Borough Council, County Council and Sakthi Karunanithi, Director of Public Health at LCC.

116 (2019-20) Youth Council Recruitment Drive

Councillor Pearson spoke of his interest in assisting with the Youth Council.

Resolved: Councillor Pearson was appointed to guide and assist the youth council and to project manage the recruitment drive.

117(2019-20) Garstang Town Council Code of Conduct

Councillor Webster reported that comments had not been received from the Monitoring Officer on the TC's proposed Code of Conduct.

Resolved: That the item be deferred to November's meeting.

118(2019-20) 75th Commemoration of End of World War 2

It was reported that David Brewin RBL, had received no contact from Councillor Brooks about the plans.

Resolved: The TC agreed to promote the 75th commemoration of the end of World War 2 from 8th to 10th May 2020. That Councillors Allan, Brooks and Mitchell set up a working group which would work with the British Legion and other community organisations to define what events should be held. The TC further resolved that the working group should be given a budget of up to £5,000 to cover the costs of the 3-day event which may involve musicians, entertainers and street parties.

119(2019-20) Norah Hoyles Memorial Garden

Further to minute 093(2019-20), Councillor Pearson had provided 4 quotes for a memorial plaque at the Memorial Garden.

Resolved: The Town Council approved a maximum of £200 towards the plaque and that any shortfall would be met from Garstang in Bloom. The plaque to be approved by the Councillor Pearson, the Chair of Garstang in Bloom and Norah Hoyles' family. The TC further resolved to pay the invoice so that the TC could reclaim the VAT.

(Councillor Pearson abstained from the vote).

120(2019-20) Tree; Moss Lane playing field and property of Church Street

Councillor Harter explained that emails had been exchanged between the resident and the Clerk about a tree on Moss that overhangs a property on Church Street.

Resolved: That the proposed letter from the TC to the resident, be amended by the Clerk and Councillor Harter, so that the TC's position is clear there were no concerning issues at the time of inspection on the tree. The letter to include the Tree surgeon's response

121(2019-20) Operation London Bridge

Resolved: Councillors approved that the protocol for Operation London Bridge produced by the working group, headed up by Councillor Perkins.

122(2019-20) Councillors Mitchell and Pearson

Resolved:

- a) that Councillors Mitchell and Pearson be appointed onto the Finance Committee.
- b) Councillor Allan wished to stand down from being the member to verify bank reconciliations (for all accounts) produced by the RFO. Councillor Mitchell be appointed to fulfil 2.2 of the Council's Financial regulations.
- c) Office of Mayor – The mayor list in seniority detailed Councillor Mitchell and then Councillor Pearson.

123(2019-20) Priority of Agenda Items

The Council discussed Councillor Leech's proposal that the chair of the Full Council prioritises the agenda items and if so to change any standing rules necessary to facilitate this. The Clerk had circulated the guidance pg. 37 Good Councillors Guide; Putting the agenda together is the clerk's responsibility.

Resolved: That the current arrangements remain for the collating of the agenda as per standing orders. At the pre meeting the Mayor and Deputy Mayor can note the content and discuss any priority items so that the Mayor can ask Councillors, at the time of the meeting, if these items should be considered first.

124(2019-20) Town Council awards

Resolved:

- a) Councillors Halford, Hynes, Ryder and Mitchell to join Councillor Webster on the working group and judging board
- b) Approach Gordon Russel to continue on the working group and judging panel
- c) Approach the youth Council for 2 nominations to join the working group and judging panel.

125(2019-20) Masterplan consultation for Local Plan Allocation SA3/5 - Land west of the A6, Garstang

The Council noted the following:

In accordance with Local Plan policy SA3/5, the site allocation has to be brought forward in line with a masterplan to be produced covering the whole of the site. The masterplan must be agreed by the local planning authority prior to the granting of planning permission for any part of the site.

As you will be aware, the whole site is covered by an extant planning permission (planning reference 14/00458/OUTMAJ) for 270 dwellings and 4.68 hectares of employment land which was approved prior to the adoption of the new Wyre Local Plan in February 2019. An alternative outline proposal for the site is currently pending determination (16/00241/OUTMAJ) which proposes an alternative vehicular access to the site taken from the A6 via a roundabout formed as part of a reconfiguration of the road. For this alternative scheme, the council had previously resolved to grant planning permission subject to S106 legal agreement. However, the S106 legal agreement has not been signed and now in light of the new Local Plan policy requirements for the site, the alternative scheme cannot be granted planning permission until a masterplan produced in accordance with the new Wyre Local Plan is in place.

Following the adoption of the Wyre Local Plan, officers have worked with the applicant and their agent to ensure that a masterplan is produced for the whole allocated site and it is in line with Local Plan policy. In line with the council's guidance on masterplanning, key stakeholders, including Garstang Town Council, are now invited to comment on the attached document as part of a two week stakeholder consultation. Any comments received as part of this consultation will be taken into account as part of finalising the masterplan, which will be considered for approval by Cabinet on 4th December 2019.

The deadline for comments to Wyre Council is Friday 25th October 2019.

Resolved: Councillor Leech agreed to speak to Wyre Council to seek further information on the SA3/5 masterplan. This would then be relayed back to the Town Council. If a response is required by 24/10/19, the response to be delegated to the Clerk and Councillors Brooks, Leech and Webster.

126(2019-20) Wyre Council Polling District and Polling Place Review 2019

Resolved: The Town Council were happy with the current arrangements of the polling station at the Scout Hut. Due to the impending development of the land to the west of the A6, it was suggested that a polling station be considered in this area.

127(2019-20) Stransdale project, Councillor Harter

Councillor Harter reported on the project in order to drop kerbs for residents of the Stransdale area.

Regenda are looking to spend £500, there is an application to the Duchy for £500, would the Town Council consider supporting UPTO a maximum of £500 dependent on final costs and any shortfall. Stransdale/Marshaw Social group could find the shortfall over and above £1,500

Resolved: The Town Council approved an expenditure of up to a maximum of £500.

128(2019-20) Rugby request Moss Lane playing field

The Clerk has received an enquiry from Garstang Rugby Club on the potential use of Moss Lane playing field for training for their mini and junior section. The club need extra capacity on an ad hoc basis. Would it be possible to use the field on Sunday mornings usually 9.30 till 10.30am' from September 2020.

Resolved: The Town Council approved the request for Garstang Rugby Club to use Moss Lane playing field from September 2020 on Sunday mornings usually 9.30 till 10.30am. The agreement to be reviewed after 3 months (December 2020). The condition of the ground would be monitored by the Lengthsman. The Clerk to check the position with the insurance company but the TC did not foresee any issues.

129(2019-20) Christmas Lights fund raising, Councillor Harter

Councillor Harter reported that the funding for the lights is the collection from businesses in town, involving letter delivery and follow up collecting of monies from the businesses and recording of results.

Resolved: Councillor Perkins agreed to deliver letters. Councillors Allan and Webster offered to assist in the collection of monies.

130(2019-20) Active Lives and Community Engagement Manager, Wyre Council

The Council noted that Wyre Council have been working with the Football Association, (the FA) to have a Local Football Facilities plan for Wyre. This is national initiative that they are rolling out across the country. As part of this plan, we need to look at the number of Multi Use Games areas, (MUGA's) that we have across Wyre. Kepple Lane has been mentioned as a possible venue for a MUGA and we wanted to know the town council's thoughts and aspirations around this?

Resolved: Councillor Harter agreed to respond as the Chair of Kepple Lane Trust. The Clerk to ask what potential funding there is from the Football Association and from Wyre.

131(2019-20) Project sheets

Project	Councillor manager	Report received 21/10/2019	Report received 16/09/2019	Report received 15/07/2019
Review of code of conduct	Councillor Ryder	as16/9/19	<input type="checkbox"/>	<input type="checkbox"/>
Council Award scheme	Clerk	not required until 10/19	not required until 10/19	not required until 09/19
Christmas lights working group	Councillor Harter	<input type="checkbox"/>	not required until 10/19	not required until 09/19
Combined Parishes Local Plan working group	Councillor Brooks	<input type="checkbox"/>	No report received due to ill health	No report received due to ill health
Uniformed Volunteer Community Champion	Councillor Salisbury	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GTC Facebook Platform	Councillor Ryder	No report received due to ill health	<input type="checkbox"/>	<input type="checkbox"/>
GTC Web Site	Councillor Allan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
KWH Relationship	Councillor Allan	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Moss Lane playing field	Councillor Ryder	No report received due to ill health	<input type="checkbox"/>	<input type="checkbox"/>
Neighbourhood Plan	Councillor Brooks	<input type="checkbox"/>	No report received due to ill health	No report received due to ill health
Town Council Awards	Councillor Webster	<input type="checkbox"/>		

Project	Councillor manager	Report received 21/10/2019	Report received 16/09/2019	Report received 15/07/2019
Tree Survey	Councillor Harter	<input type="checkbox"/>		

132(2019-20) Planning Committee

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

133(2019-20) Finance Committee meeting 8 October 2019

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

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

- i. Internal Audit; the Committee's recommendations that Jan Finch be appointed, at a fee of £150, for year-end 2020.
- ii. The Committee's recommendations that the Financial regulations be altered at point 6.11

Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be ~~handed to and retained by the Chairman of Council.~~ **Delete and replace with Retained in a fireproof and lockable cabinet in the Town Council Office**, at Garstang Police Station This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

iii. Income

a) Allotments rent

Currently as per tenancy agreement, annual increase of £1 (2019; £39)

b) Scout Hut rent

Currently the rent is £60 (approved Full Council 106 (2019-20)). The tenancy agreement states that the rent is to be reviewed every 5-year period. Next review 2024.

c) Kepple Lane Park

Lease agreement states a yearly rent of £1 (if demanded) on the 5th July in each year. The Committee recommend that the Town Council do not 'demand' the rent.

134(2019-20) Finance

Payments – Councillors approved the following expenditures

Royal Bank of Scotland Bank account

Payroll (figures provided by Towers + Gornall)

to be paid electronically on 26/10/2019 (E00210 & E00211) £2,746.47

LCC pension direct debit (19/10/2019) £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.		
000068	Mrs E Parry – Clerk's expenses	£6.70
000069	Kompan Moss Lane playground equipment circulated by email (verified by Mr M Fenton at Wyre Council)	£60,074.70

(A site meeting to be held on 22/10/19; as all works have yet to be completed satisfactory, it was resolved that a part payment could be delegated to the Clerk and Chair of Finance Councillor Halford and Councillor Allan).

Electronic payments

E00203	Colin Cross Printers 1 Box copier	£23.94
E00204	Cheshire SLCC - Clerk to attend conference 9/10/2019	£30.00
E00205	S Carr & Son – Past YM badge minute 085(2019-20)	£90.00
E00206	S Carr & Son – Mayor chain engraving additional link	£45.60
E00207	Incandescence Couture LTD – Town Crier outfit minute 057c(2019-20) (expenditure of up to £850; cost is 720.01 net)	£864.00
E00208	Data Protection fee Reminder to renew ICO:00012468239	£40.00
E00209	PKF Audit – External audit year end 2019	£360.00

Inbetween meetings Printmob website hosting renewal 23/3/2019
(unpaid invoice) £65.00

Direct debits

31/10	Three.co.uk - Office internet	£7.15
17/10	Three.co.uk - Clerk mobile phone	£16.00

b) Statement of Accounts at 30 September 2019, as per bank statement– for information

HSBC Current account	£5,212.65
Royal Bank of Scotland	£30,895.15
HSBC Reserve account	£45,718.89
Money Market Account 1 year	£30,307.84

c) Standing Orders 17c

The RFO had supplied the following statement to Councillors:

- i. the Council's receipts and payments (or income and expenditure) for end Q2
- ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
- iii. the balances held at the end of the Q2 being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

(Footnote from RFO i and ii are combined, accounts package cannot extract Q2 without previous Q1).

135(2019-20) Precept 2020/21

The Clerk informed the Council that the Finance Committee members will attend a briefing precept meeting on 25 November 2019 to discuss the budget and recommend a precept figure to Full Council. Councillors will be asked at the next Town Council meeting, on 18 November, to provide the Clerk with projects and associated finance requirements so that they may be included in next year's precept.

136(2019-20) Notice of Conclusion of Audit year ended 31 March 2019

The Clerk reported on the Notice of Conclusion of Audit (Sections 20[2] and 25 of the Local Audit and Accountability Act 2014, Accounts and Audit Regulations 2015) for Garstang Town Council.

The audit for the year ended 31 March 2019 was completed on 24th September 2019

and the accounts have been published. There were no issues

The Annual Governance and Accountability Return is available for inspection by any local government elector of the area of Garstang Town Council on application to the Clerk.

The Full Annual Return with Auditor comments is available at the link below:

[AGAR Section 1 and 2](#)

[AGAR Section 3 and Certificate](#)

[Notice of conclusion of Audit 2019](#)

The external auditor report and certificate details that 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

137(2019-20) Reports from the Clerk, project leaders and outside body representatives.

Clerk's report

Attended the Cheshire Branch SLCC conference on 9 October 2019.

Local Democracy week The Mayor, Young Mayor, Councillor Allan and the Clerk will attend SS Mary & Michael Catholic primary school and St Thomas' CoE primary school on Friday 18/10 to meet the school councils and inform them about the work of the Town & Youth Council.

Wyre Council - Recycle your pots, tubs and trays into your green box from 1 October

In addition to the plastic bottles for liquids which are already collected, from 1 October residents in Wyre will be able to put clean plastic pots, tubs and trays in their recycling boxes.

These include yoghurt pots, margarine tubs, and meat, fruit and vegetable trays of any shape or colour, along with their lids. These plastics can be recycled and made into new products such as fleeces, pillows or new plastic bottles.

Residents are also being urged to rinse items to make them more valuable to reprocessing companies, and maximise the likelihood that they will be recycled.

If the plastic still has food waste on it, or is covered in plastic film, it can cause a problem as it goes through the recycling system. This can also make it unsuitable for reprocessing, and mean that it won't be recycled.

It is easy to see whether an item is recyclable by checking the number stamped onto it. Anything with a number 1, 2 or 5 within the recycling triangle should go into your recycling bin.

Councillor David Henderson, Leader of Wyre Council, commented: "In 2017/18, we recycled 42.9% of our waste and we're well on track to reach our target of 50% by 2020. We recently declared a climate emergency in Wyre and our efforts to improve recycling is just one aspect of how we plan to tackle this global issue. It will not stop here, we will push forward and do what we can to reduce Wyre's contribution to climate change."

Around 90% of the plastic from recycling collected in Lancashire is processed within the UK. Recycled plastic can be and made into new products such as fleeces, pillows or new plastic bottles.

The only overseas contract is to a well-established operation in Spain that makes it into new plastic products. Commercially and logistically, as well as environmentally, it makes sense to keep as much of the material as possible within the UK. All UK local authority waste information is publicly available through www.wastedataflow.org ensuring transparency.

You can check what is recycled in Lancashire and Blackpool at www.lancashire.gov.uk/waste.

Councillor Simon Bridge, Portfolio Holder of Street Scene, Parks and Open Spaces, commented: "We welcome Lancashire County Council's introduction of pots, tubs and trays to the recycling stream. We hope that this, with our introduction of new wheeled bins to replace the green boxes, will allow our residents to recycle more.

He added, "We also want to encourage residents to reduce their waste where they can. Reducing waste is of equal importance as recycling. Taking decisions such as buying in bulk and cooking from raw ingredients can drastically reduce the amount of waste we produce."

What we collect now:

- Glass bottles
- Glass jars
- Food tins
- Drink cans
- Clean foil
- Clean foil trays
- Empty aerosol cans
- Metal biscuit and sweet tins
- Metal bottle caps and lids
- Plastic bottles, including, for example shampoo and detergent bottles
- Plastic lids (either on or off the bottles)

We will also collect the following after 1 October:

- Pots (e.g. yogurt, soup, etc.)
- Tub (e.g. margarine, ice cream, etc.)
- Trays / punnets (e.g. raw meat or ham trays; take-away trays; fruit /veg trays)

Remove any film lids and absorbent pads in the bottom of trays, and put these in your general rubbish

- Chocolate and biscuit tubs and trays
- Other clear plastic packaging
- Plant pots

Plastic pots, tubs and trays will be accepted in with glass/cans/plastic bottles.

Please put wrappers, film and plastic bags in your general waste bin, not in the recycling bin.

Visit www.wyre.gov.uk/binsandrecycling to find out more about your recycling.

Written reports from Outside Bodies

Garstang Academy Footpath Safety Working Group

Please thank the Garstang Town Council Members for providing this generous donation to the Garstang Academy Access Footpaths Improvement Scheme. Members of LCC, Wyre Borough, Barnacre with Bonds PC, Garstang TC and Catterall TC have worked tirelessly for more years than I care to remember to improve the safety of these footpaths for not only the Academy Students but for all members of our local community. This is certainly a significant step towards preventing a serious accident at this location but we now need to ensure that the remainder of these footpaths are either upgraded or at least adequately maintained to ensure the safety of our residents. There is always more work to be done!
Norman Howell, Chair

Councillor's Projects & updates

None

Police update – no update

Written Report from Wyre and Lancashire County Councillors

Councillor Dulcie Atkins

Attended Presentation event for Prof Donnington

Planning Committee

Garstang Youth Mayor Making

Council Meeting

Mayor's engagements

4th September - Remembrance Sunday meeting.

27th September - Garstang Musical Productions, Revuesical.

2nd October - Annual Meeting of the Youth Council, Wyrebank

5th October - Veterans breakfast at Owd Tithe Barn

16th October - Remembrance Sunday meeting.

Mayor's report - Remembrance Sunday 10/11/19

I've arranged for Darrel Edwards to provide his PA system free of charge as a favour to me in return for a cup of tea and slice of cake!

David Lewis from the Lions will arrange for a team of marshals on the day which will include members of the community from the Lions, Children's & Scarecrow Festivals plus Catterall Gala Committee who have the road closure training certificate. David Brewin and Edwina have completed the Wyre application form for the road closure.

Garstang Town Crier Activity Sept 2019

<u>Date</u>	<u>Activity</u>	<u>Time of activity</u>	<u>Approx Hours Spent</u>
31.8.19	Liverpool TC Competition (Best Ambassador Award)	All day	11hrs + prep
5.9.19	URC Charity coffee morning	AM	2.00
10.9.19	Fitting for new outfit - Lancaster	AM	1.00
20.9.19	Arts Festival Meeting	AM	2.00
21.9.19	MacMillan Bake Off Booths Assisting with judging and announcing winners + publicity for cake sale.	AM	2.00
22.9.19	Otley Town Crier Competition (Best Ambassador Award)	All day	9.5 + prep
26.9.19	Fitting for new outfit - Lancaster	AM	1.00

138(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 **18 November 2019 by notifying the Clerk by 8 November 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