

Garstang Town Council

Full Council Meeting, 18th November 2019 Minutes

Minutes of the Town Council meeting, held on 18 November 2020, 7.30pm, at the library.

Present

Chairman: Councillor Webster

Councillors Present: Allan, Brooks (arrived at item 5), Harter, Mitchell, Pearson, Perkins, Ryder, Salisbury and Webster

Also present: Wyre Ward Councillors D & R Atkins and County Councillor Turner, Mr A Coppin, Freelance Journalist and 4 members of the public.

139(2019-20) Apologies for absence

Councillors Halford, Hynes and Leech

140(2019-20) Declaration of Interest

Item 9 Garstang Scarecrow Festival; Councillor Webster – personal interest; Chair of Garstang Scarecrow Festival Committee.

Item 12 Kepple Lane Park and Moss Lane Playing Field Tree Works, Councillor Harter – personal interest; Chair of Kepple Lane Park Trust.

141(2019-20) Minutes

A copy of the minutes of the Town Council meetings held on 21 October 2019 had been circulated.

Resolved: The minutes of the meeting held on 21 October 2019 were confirmed and signed as a true record.

142(2019-20) Public Participation

The meeting was adjourned to allow Wyre Councillor R Atkins and County Councillor Turner to speak. Councillor R Atkins spoke about Wyre Council's Climate Change Committee. County Councillor Turner spoke about the proposed of a footbridge across the M6 motorway and the effect on the Wyre Way.

The meeting was reconvened.

143(2019-20) Code of Conduct

a) Garstang Town Council Code of Conduct

Further to minutes 089(2019-20) and 117(2019-20), the Clerk had received comments from the Monitoring Officer at Wyre and LALC. Their comments were detailed on the cover sheet and within the proposed document V0.4

Resolved: The proposed Code of Conduct was approved and adopted with immediate effect.

b) Code of Conduct Complaint made against GTC

The Council noted the response from the monitoring officer, which referred to the Code of Conduct complaint received from Councillor Brooks, alleging that the members of the Town Council had breached the Council's Standing Orders and the Councillors' Code of Conduct. The monitoring officer reported that Town Councillors had not breached the Code on this occasion.

Resolved The TC agreed to draw a line under this matter and the matter be reviewed at February's Council meeting. The Council further that all Councillors should have a copy of the latest standing orders and that Councillors familiarise themselves with the document.

c) Code of Conduct Complaint against Councillor Brooks

The Council noted the response from the monitoring officer, which referred to the alleged breaches of the Councillors' Code of Conduct by Councillor Brooks because he did not comply with the Town Council's Standing Orders. The monitoring officer did not find there has been a breach of the Code of conduct on this occasion.

Resolved: The TC agreed to draw a line under this matter and move forward.

144 (2019-20) Royal British Legion

a) The Council noted that the Chairman of Garstang's Royal British Legion, Mr Jackie Stewart has served 28 years as Parade marshal and will soon be stepping down.

Resolved: That Mr Stewart's service be recognised at the Annual Town Council awards in April 2020.

b) Remembrance donation of decoration, David Brewin

Mr Brewin asked if the 2 temporary remembrance displays donated by St Thomas school and local businesses that had been displayed on the war memorial could become a permanent decoration. The displays were detailed on a photograph.

Resolved: The Council agreed that the 2 temporary remembrance items, become a permanent display. Councillor Harter agreed to speak with Mr Brewin and obtain further details about fixings, the asset register and insurance.

145(2019-20) Community engagement, Councillor Mitchell

Councillor Mitchell noted that the council has already agreed to work towards achieving accreditation in the Local Council Award Scheme. The scheme details how 'A community engagement policy demonstrates the council's commitment to hearing what people in the community think and communicating its own actions and decisions. The action plan (or similar forward plan) summarises findings from community engagement and sets out aims and objectives that respond to community views.'

Councillor Mitchell proposed that the Council should be pro-active in seeking views and opinions to ensure we are meeting expectations. It would also be good to see direct community input about the projects we put forward for the precept each year.

Resolved: That Councillor Mitchell be appointed the TC community engagement champion to review the TC approach and put forward a new community engagement policy.

146(2019-20) Garstang Scarecrow Festival (GSF), Councillor Webster

Councillor Webster stood down and Councillor Allan took the Chair for this item.

GSF will be held 3-5 July 2020. The GSF asked if GTC would pay for the first aid provision for the festival weekend in July 2020. Last year the TC met the first aid costs of £420

Resolved: The TC agreed to pay up to £500 for first aid cover for the Garstang Scarecrow Festival in 2020.

147(2019-20) North West Stages Rally 2020, Councillors Allan and Hynes

Councillor Allan reported that the Legend Fires North West Stages Rally wished to hold the Ceremonial Start (Friday 20/3/20) and Champagne Spray Finish on the High Street again next year on Saturday 21/3/20. Councillors Allan and Hynes had canvassed more than 50% of the High St and all the shops have reacted positively. Councillor Allan was looking for a budget of up to £1000 to provide publicity materials and entertainment for both nights.

Resolved: The TC supported the Ceremonial Start (Friday 20/3/20) and Champagne Spray Finish on the High Street again on Saturday 21/3/20. The Town Council further resolved to approve a budget of up to £1000 to provide publicity materials and entertainment for both nights.

148(2019-20) Operation London Bridge

Further to minute 121(2019-20), whereby the Town Council approved the Operation London Bridge protocol, there were some further decisions that need to be made.

Resolved: Council approved the following

- i. the Town Crier will read out the proclamation.
- ii. The proclamation will be read out in Cherestanc Square, (permission will be needed from Booths).
- iii. It will be a public gathering, as there will be only 2 days' notice.
- iv. The residents/traders of Garstang will be informed via the TC website and Facebook page which will be shared with 'Your Garstang' Facebook page.
Posters will be displayed in the library, the Visit Garstang centre, Sainsbury's, Aldi, Booths and One Stop. Councillor Perkins is currently working on a poster A3 and A4 size. The Chamber of Trade would also be notified.
- v. The Mayor will read the opening words of the ceremony
- vi. This question of 'where will we site the Books of Condolence' is being asked of Wyre Council as they are responsible for distributing the Books of Condolence to the parish & town councils. Wyre Council said it would be Visit Garstang. The TC thought the library or St Thomas' may be more suitable.
- vii. Flowers laid by the public, to be laid at the grounds at St Thomas' Church adjacent to the south footway of Church Street footway. Any additional flowers to be laid at Cherestanc Square (pending approval from Booths; the flowers will need to be taken out of the cellophane).
- viii. The memorial Tree to be planted at Kepple Lane by the sensory garden.

149(2019-20) Footpaths from Garstang High Street Car Park towards the Millennium Green, Councillor Allan

Councillor Allan reported that the footpaths to south and east of the Sports Ground, both Football and Cricket grounds, are in a terrible state. The paths are not in a suitable condition to be used by all members of the community. The condition has been significantly worsened by the contractor who laid a concrete surface on the cricket ground driving a tractor or similar along the grass verge/bank and leaving the ground a muddy mess.

Resolved: The TC write to Mr Gunson at Wyre Council to acknowledge that he has been in contact with the cricket club to repair the damage and improve the footpath as best they can at the moment. Advise when the works have been completed so that the works had been inspected. The TC agreed to the long-term solution in Spring 2020. Wyre Council to work with the TC about the improvements in the Spring 2020. The TC did not wish to see the footpath with a tarmac surface.

150(2019-20) Kepple Lane Park and Moss Lane Playing Field Tree Works, Councillor Harter

Councillor Harter reported that 2 quotes have been received. The quotes are detailed and require site visits/meetings, and as such I would like assistance for this project from a further Councillor in order to move forward.

Resolved: Councillor Pearson was nominated to assist Councillor Harter on the project.

151(2019-20) Precept 2020/21

The RFO reported that members of the Finance Committee will attend a briefing budget meeting on 25 November 2019 to discuss the budget and recommend a precept figure to Full Council.

Councillors have been asked to provide the Clerk with projects and associated finance requirements so that they may be included in next year's precept. The following communications had been received:

Councillor Allan: VE75 £5000, Neighbourhood Plan £5000, NW Stages Rally £1000
Councillors Ryder and Allan website £3000; timescale Q1 Q2 2020
Community engagement £1000

152(2019-20) Council surgeries

a) 2020 Council surgeries

The Council discussed public attendance at the surgeries. It was agreed that the format needed to be reviewed as part of the community engagement review.

Resolved: Surgeries were scheduled as follows:

4 January 2020 Councillors Brooks, Harter and Mitchell

7 March 2020 Councillors Perkins and Ryder

A review of the surgeries to be brought to March's Council meeting.

b) Issues raised from a member of the public who attended the surgery on 2/11/19

i. It was disappointing to hear that Councillors hadn't attended the surgeries as the Council agreed

ii. Q Carpark on the high Street - Why can this not be free after 6pm.

- R This was a Wyre driven policy, The Clerk to notify Wyre about the concern.
- iii. Q Croston Road Bus Service - the last bus (Lancaster to Preston) is 5.45!
R Concern no public transport in the evening along this route, relay to Stagecoach
- iv. Q The busiest bus shelter on the High Street, which is at the top of the High Street, near the carpark does not have a bus shelter - why?
R Clerk would await an agenda item from a Councillor if concern to be pursued.
- v. Q Another busy bus stop is near Oak Road and there is no bus shelter - please can this be looked into?
R Clerk would await an agenda item from a Councillor if concern to be pursued.
- vi. Q Beech Road - Road not getting cleaned - no road cleaner has been on here for years.
R Notify LCC
- vii. Q Croston Weind between URC and Art Centre - gutters need cleaning.
R Notify LCC
- viii. Q Can a letter be sent to Lloyds Bus which is parked outside Booths to ask why this is not electric-chugging away.
- ix. R See a response from Lloyds
- x. Q Asked if yellow lines could be put on Devonshire Avenue, he lives on this road and the road gets busy with cars parked (owners work within Garstang).
- xi. R Clerk to follow up outstanding resolution which addresses this issue.

153(2019-20) Personnel Committee minutes of meeting held on 21/10/19

Resolved:

- a) The Personnel Committee approved the minutes of the Personnel Committee meeting held on 21/10/2019 (circulated to all Councillors).
- b) The Council acknowledged that the Clerk's appraisal had been completed.

154(2019-20) Project sheets

Project	Councillor manager	Report received	Report received 21/10/2019	Report received 16/09/2019
Review of code of conduct	Councillor Ryder	as16/9/19	as16/9/19	<input type="checkbox"/>
Council Award scheme	Clerk	not required until 12/19	not required until 10/19	not required until 10/19
Christmas lights working group	Councillor Harter	<input type="checkbox"/>	<input type="checkbox"/>	not required until 10/19
Combined Parishes Local Plan working group	Councillor Brooks	<input type="checkbox"/>	<input type="checkbox"/>	No report received due to ill health
Uniformed Volunteer Community Champion	Councillor Salisbury	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Project	Councillor manager	Report received	Report received 21/10/2019	Report received 16/09/2019
GTC Facebook Platform	Councillor Ryder	No report received due to ill health	No report received due to ill health	<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	<input type="checkbox"/>	No report received due to ill health	<input type="checkbox"/>
Neighbourhood Plan	Councillor Brooks	<input type="checkbox"/>	<input type="checkbox"/>	No report received due to ill health
Town Council Awards	Councillor Webster	<input type="checkbox"/>	<input type="checkbox"/>	
Tree Survey	Councillor Harter	<input type="checkbox"/>	<input type="checkbox"/>	
VE75 Project		<input type="checkbox"/>		

Christmas lights Councillor Harter, nothing to report - letters and collecting underway
Councillor Allan to be the Councillor leader for the VE75 project.
Combined Parishes Local Plan working group to be removed from the table.

155(2019-20) Planning Committee

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

156(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 26/11/2019 (E00212 & E00213) £2,756.93

LCC pension direct debit (19/11/2019) £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.

000070 Mrs E Parry – Clerk's expenses 9.31
16/10 up to and incl 12/11/19
(includes purchase of 12 brooch black ribbon bow £8.97)

Electronic payments

E00214 As approved budget V1.0 20190115 2,500.00

E00215	TC xmas lights payment to Cof T Wyre Council Playground inspections to Moss Lane Playground from September 2019 - September 2020.	1,200.00
E00216	Wyre Council Professional fees to assist with the Moss Lane Playground project council minute Stage One – to assist in the procurement of the project. Total fee £950 Stage Two – act as contract administrator for the project. Total fee £1,185 Council minute 193(2018-19) minus £62 for the JCT contract forms (weren't required)	2,135.00
E00217	Loyal Company of Town Criers – annual membership	£35.00
E00218	Royal British Legion – 2 wreaths	£39.00
For information		
000069	Kompan Moss Lane playground equipment Not paid yet due to outstanding snagging issues.	£60,074.70

Receipts received

21/10/2019	LEF grant monies – Moss Lane playground	£30,000
21/10/2019	GDP grant monies – Moss Lane playground	£8,000
25/10/2019	Allotment tenant's rent	£40.00
28/10/2019	Allotment tenant's rent	£40.00
31/10/2019	YM Declan – Turn Garstang orange fundraising monies	£119.00

Payment made in between meetings

14/11/2019	E00219 Dickies, Lengthsman clothing	£67.02
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b) **Replace Councillor Cornthwaite on HSBC Christmas lights account**

The RFO reported that a new cheque signatory is required to replace outgoing Councillor Cornthwaite from the Christmas lights account bank mandate.

Resolved: Councillor Harter appointed to be the new bank signatory on the HSBC Christmas lights account

Direct debits

31/10	Three.co.uk - Office internet	£7.15
17/11	Three.co.uk - Clerk mobile phone	£16.00

c) Statement of Accounts at 31 October 2019 – for information

HSBC Current account	£	5,212.65
Royal Bank of Scotland	£	71,138.43
HSBC Reserve account	£	35,718.89
Money Market Account 1 year	£	30,307.84

157(2019-20) Reports from the Clerk, project leaders and outside body representatives.

Clerk's report

Wyre Voice - The following information was sought by Wyre Council
18/10/19 I'm currently putting together the next edition of Wyre Voice which will be distributed in March 2020. If you have any news you would like to include from your area, please could you let me know?

Please note in Wyre Voice we include details of events and services that are organised by or supported by Wyre Council. Space is limited so I cannot guarantee inclusion of all stories, but we can promote things in other ways too including our social media and our newsletter.

We don't include externally organised events as there are just too many to include however I am hoping to use a Discover Wyre advert highlighting some of the main events across the borough. If you have other events you would like to promote you can submit these for inclusion on our Discover Wyre website at <http://www.discoverwyre.co.uk/information/contact-us>.

28/10/19 -The main key events for Garstang are listed on the following Visit Garstang page

<https://www.visitgarstang.com/events/>

For ease please will you select the events that meet your criteria; it would be great to have Garstang's events listed.

29/10/19 I will have a look through the events page. It might be that I can't include many of the events as they have to be ones we are organising or are involved in, I would love to include everyone's events but there just isn't the space. We do endeavour to include external events like the summer festivals on www.discoverwyre.co.uk which is our visitor website and I will pick out a few for Wyre Voice from across the borough.

I will however include a link to the Garstang website as I think it's a really useful place for people to find events in the area.

Written reports from Outside Bodies

Garstang Academy Access Footpaths Working Group
Councillors from Lancashire County Council, Wyre Council, Barnacre with Bonds Parish Council, Garstang Town Council and Catterall Town Council together with the Principal of Garstang Academy have been working together for the past two years to lobby for improvements to the footpaths on Garstang Road, Bowgreave. The representations that this group have made to Lancashire County Council Highways have resulted in the recent improvement works to the footpath opposite the old Garstang Police Station. The widening of the footpath at this location means that wheelchairs and prams do not have to go onto the road carriageway to negotiate this bend and it has also provided a much safer walking route for pedestrians particularly the children who attend the Academy. It is the intention of the working group to continue exploring further ways to improve this footpath between Garstang and Catterall.

Garstang in Bloom,

Dual hatted Councillor Alan Pearson/Chair of Garstang in Bloom

On the 25th of October the Bloom Team [Bloomers] attended the Britain in Bloom National Awards Ceremony RHS Linden Hall, London.

The evening consisted of the presentation of awards, a dinner and entertainment. The Garstang Team were nominated in the Small Town Category and had competition from 7 other towns. They were awarded a Gold Medal along with five other towns, which put Garstang in the Top 5 small towns in the UK.

There were also several Judges Discretionary Awards where towns or groups were nominated from the 80 plus finalists in the various categories for outstanding achievements in a particular area. Garstang was nominated in 3 out of 7 of those categories, the most nominations of any place in the UK. The Team were presented with the Award for 'Wise Ways with Water' and the presenters pre-ambled mentioned 'The Famous Scarecrow Festival'.

The nominations included Community Champions, Parks [for Kepple Lane Park] and the 'Water Award'

The Team are very proud of the achievements but could not have achieved this without the support of all our Contributors, Business's, Volunteers and the help of Town and Borough Councils. Specific mention was made regarding the Telephone Box, the Bollards, and the new Norah's Garden and the grass sheep from outside the Farmer's Arms made an appearance in the background slideshow at the Awards. Thank-you Garstang

Councillor's Projects & updates

Police update

No update

Written Report from Wyre and Lancashire County Councillors

No reports received from the Wyre Borough Councillors or County Councillor.

Mayor's engagements

26th October – Remembrance Sunday meeting

1st November – Britain in Bloom Awards at Southport. Guest of Garstang in Bloom

2nd November – Opened the annual charity Christmas card sale at the United Reformed Church

2nd November – Lit the community bonfire at the fireworks event organised by Garstang & District Lions

10th November – Remembrance Sunday

13th November – Achievement presentation evening at Garstang Community Academy

158(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 2**

December 2019 by notifying the Clerk by 22 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: 21.22