

# Garstang Town Council

## Full Council Meeting, 20<sup>th</sup> January 2020 Minutes

Minutes of the virtual Town Council meeting, held on 20 January 2020, 7.30pm.

### **Present**

Chairman: Councillor Webster

Councillors Present: Allan, Brooks (arrived at item 4), Halford, Harter, Hynes, Leech, Mitchell, Pearson, Ryder, Salisbury and Webster

Also present: 4 members of the public.

### **176(2019-20) Apologies for absence**

Sgt. Guy Hamlet

### **177(2019-20) Declaration of Interest**

Item 11 Kepple Lane Park Annual Maintenance, Councillor Harter – personal interest; Chair of Kepple Lane Park Trust.

Dispensations to discuss the precept were received and accepted by the Council from Councillors Allan, Halford, Harter and Ryder who live in the parish of Garstang. The dispensations were granted until the next election in May 2023.

### **178(2019-20) Public Participation**

The meeting was adjourned to allow members of the public to speak.

County Councillor Turner spoke about a Christmas lights leaning pole in Church Street, parking on market days and surface dressing in Barnacre with Bonds.

Councillor D Atkins spoke about the building work at the former community centre and flooding with surface water by the Methodist Church. Councillor R Atkins spoke about climate change and a consultation that was being carried out.

The meeting was reconvened.

### **179(2019-20) Minutes**

A copy of the minutes of the Town Council meetings held on 2 December 2019 had been circulated.

**Resolved:** The minutes of the meeting held on 2 December 2019 were confirmed and signed as a true record.

### **180(2019-20) Precept 2020/2021**

Councillor The Town Council was asked by the RFO to determine the precept for the Town Council for the 2020/21 financial year. The RFO had circulated the proposed budget (Ref '20190114 V0.3) which had been approved by the Finance Committee (Fin C) 14/1/20 and recommended for approval by Full Council. The Fin C also recommended to Full Council that the Code 320 EMR Community projects is changed and separated out into new EMR Codes. [The Financial regulations state: 4.8. Changes in earmarked reserves shall be approved by council as part of the budgetary control process].

**Resolved:**

- i) The Council approved that the EMR Community projects be utilised as follows for the 2020/21 financial year:

<b>Project</b>	<b>Estimated project cost at 20/1/2020</b>	<b>Comment</b>
Neighbourhood plan	0	Utilise external grant monies
VE Day75 weekend	5,000	
Community engagement	1,000	
New Council website	3,000	
Additional plaque at the War Memorial	2,000	
General Reserves	9,601	An additional 12,982 will be sourced from the precept, making an EMR total of 22,583
<b>Total</b>	<b>20,601</b>	

- ii) That the precept be set at 76,809, as detailed below (Table 1). [The calculation to derive the precept figure is detailed in Table 2].

Table 1

<b>2020/21 Band D equivalent</b>	<b>2020/21 precept</b>	<b>Tax base 2020/21</b>
41.93	76,809	1,831.85
2019/20 Band D equivalent	2019/20 precept	Tax base 2019/20
41.93	75,740	1,806.54

Table 2

<b>Projected Bank Balance 31/03/2020</b>	53,898	(a)
<b>Projected EMR 31/03/2020</b>	37,756	(b)
<b>Surplus (a-b)</b>	16,142	(c)
<b>Budget Expenditure</b>	81,327	(d)
<b>Budget Income</b>	1,358	(e)
<b>Net Budget Expenditure (d-e)</b>	79,969	(f)
<b>Precept Required (f-c)</b>	63,827	
<b>EMR General reserves</b>	12,982	
	76,809	

- iii) That the budget figures detailed in 'Annual budget - by centre 20190114 V0.3, be approved.

**181 (2019-20) Garstang Sports and Social Club: The Future, Councillor Allan**

Councillor Allan reported on the presentation, that he had attended, by the Sports and Social Club (S&SC), about the Club's redevelopment and expansion plans. The

current facility cannot cater for the number of simultaneous match day events that the success of the clubs provides. They are woefully short of changing rooms and officials changing rooms as well as post match catering for the visiting teams. The football club have to host their post match hospitality at the Farmers Arms because there is not enough space for Rugby and Football to co-exist.

The development will cost the best part of £750k and they will look to raise money through grant funding. However, the funding opportunities will not be realised without the Committee raising funds locally. They believe they will need to raise at least £250k themselves before they will get firm commitments from grant funding bodies.

Councillor Allan asked what the Town Council could do to support this massive fund raising effort.

**Resolved:**

- i. The Clerk was asked to write to the S&SC, saying that the TC supported and encouraged the project and that the TC offered help where it could.
- ii. That the TC lobby and make representations to Wyre Council to implement a Community Infrastructure Levy (CIL) as part of a review of the local plan. If successful, this will allow a portion of monies from a levy on new housing developments within the town boundary to be spent on community projects.
- iii. That Wyre Councillors lobby for the adoption of CIL; not just the TC.
- iv. That Councillor Mitchell (community engagement officer) be the point of contact for the TC for the S&SC project.

**182(2019-20) A Rural/Market Towns Group of the Rural Services Network - Garstang**

The Clerk had circulated an email relating to this item.

**Resolved:** This item was deferred until February's meeting.

**183(2019-20) Moss Lane - Pedestrian barrier, Councillor Harter**

Councillors considered Councillor Harter's report about repairing the broken concrete post on Moss Lane perimeter barrier. Two quotations had been circulated.

**Resolved:** The Council accepted Quote A to repair 1 broken concrete post at a cost of £73.00 +VAT. The Council further resolved that if additional repairs were required at the adjoining 2 posts, the Council gave delegated approval to the Clerk to proceed with the works at a maximum figure of £219 + VAT. The cost to be met from Amenities budget code 4705.

**184(2019-20) War Memorial, Councillor Harter**

Further to minute 144 (2019 - 20) Royal British Legion b), Councillor Harter reported that 2 quotes had been sought to secure 2 soldier silhouettes to the War Memorial and to dig in 4 sleeves and concrete them for the new signs at the War memorial.

**Resolved:** The Council accepted Quote A to secure 2 soldier silhouettes to the War Memorial and to dig in 4 sleeves and concrete them for the new signs at a cost of £30 + VAT. The cost to be met from Amenities budget code 4705.

### **185(2019-20) Wyre Council, Riverside Path Project**

The Clerk reported that Wyre Council, on behalf of Garstang Town Council, have applied for government funding under the banner of Pocket Parks. (Details about the funding can be found here <https://www.gov.uk/government/news/vibrant-new-parks-set-to-benefit-communities-with-government-funding>). Due to the tight timescale, Wyre Council, on behalf of Garstang Town Council, had applied for the funding (mid-December).

**Resolved:** The Town Council retrospectively approved the application.

### **186(2019-20) Wyre Council Consultation - Resident Parking Permit Scheme**

Wyre Council had contacted the TC with the following correspondence:

'You will be aware that Wyre residents can currently purchase a permit for use in the borough's car parks. It costs £25 and lasts the lifetime of the vehicle. Replacements for lost or replacement permits cost £10. It is anticipated that there will be some changes to the scheme from April 2020, in the light of which the Council's Overview and Scrutiny Committee has set up a Task Group to review the Scheme, looking at its costs and benefits, in particular. The Task Group wanted to ensure that the views of local communities were also part of their consideration and asked for the TC's assistance.

**Resolved:** The TC responded as follows (in blue).

1. What are your views about the Resident Parking Permit Scheme? Please remember that the permit is currently purchased by a one-off fee which lasts for the lifetime of a vehicle.

The scheme works well and the TC would like to retain the scheme.

2. Is the Scheme widely used?

The TC do not have any data to respond to the question.

3. Are there any ways in which the Scheme might be improved or brought more up to date?

The TC would like to see the time span increased from 2 to 3 hours.

4. What would be your views if people with Blue Badges were brought within the scheme, meaning that Blue Badge-holders would have to pay for car parking (which they do not have to currently if parked in a marked bay) even though an increased number of disabled spaces would be made available?

The TC would have no objections.

5. Do you have any other comments about the Resident Parking Permit Scheme?

The TC would like more parking in Garstang.

### **187(2019-20) Annual Maintenance, Kepple Lane Park Trust, Councillor Harter**

Councillor Harter reported that annual maintenance is undertaken during February each year with the cost being taken from the ring-fenced monies held by the Town Council (currently £8,988). The works are undertaken by Garden Inspirations, who originally installed the garden areas on the Park. This year the net cost will be £2,498 + the cost of the mulch. The increased cost is due to two additional beds being installed by the Trustees, which will add to the annual maintenance required.

As the Park has recently seen the removal of several large dead and/or diseased trees an amount of mulch has come from these trees and therefore it is anticipated the mulch cost will possibly reduce from last year's figure but should certainly not increase.

**Resolved:** The Town Council approved up to a maximum amount of £3,000 for the works, with the monies to come from the ring-fenced funds currently held by the Town Council (code 4733 & EMR 321).

### **188(2019-20) LALC - Buckingham Palace Garden Party, Tuesday 12 May 2020**

**Resolved:** The TC nominated the Mayor, Councillor Webster to be put in the LALC draw (4 Chairmen or Town Mayors to be nominated from the association).238(2019-20) Application Number: 16/00241/OULMAJ

### **189(2019-20) Churches (Christians) Together in Garstang - Garstang Christian Heritage Trail**

[Ref 15/7/2019 52(2019-20), The Town Council approved a contribution of £200, using the power to encourage tourism to the Council's area; Statutory provision: LGA 1972, s 144. The expenditure would be met from general reserves. The Council to advise the Garstang Churches Together group that they should ensure that they retain ownership of the design rights to the publication].

The Clerk had received correspondence from Christians Together in Garstang saying that there was sufficient sponsorship to be able to proceed with the project.

**Resolved:** The TC approved the £200 expenditure, from general reserves.

### **190(2019-20) Actions for surgery issues, Councillor Mitchell**

Councillor Mitchel proposed that the TC introduce a process for issues raised via our surgeries are handled to ensure problems are dealt with correctly and within an appropriate timescale.

#### **The Council resolved the following:**

- i. After the surgery, one councillor will take responsibility for updating the Clerk and Mayor on the issues raised and any agreed actions. The Clerk will add agenda items for the next meeting where required. Any time sensitive/urgent actions will be addressed by the Clerk.
- ii. When a town councillor is required to take an issue forward:  
Ideally a councillor will be chosen in the meeting. If no councillor is available at that time, we will roll the item forward as an agenda item for an agreed number of meetings based on urgency/priority. This should be up to a max of 2 further meetings before the item must be assigned. The person raising the issue should be updated promptly by the clerk on what has been decided. The current process assumes someone will step in after the meeting but if they don't, the item may not be addressed.
- iii. When the issue is for Wyre or another agency:  
The councillors at the surgery should advise on the correct agency (if known) whilst at the surgery. If the resident/trader has already approached the correct agency with no luck, or is unhappy and feels further intervention is needed, the Clerk will gain consent to share the person's details. The Clerk will then contact the appropriate point of escalation and share the contact details of the person making the complaint so they can receive a direct response.

Although issues are frequently outside of our remit, we can and should use our influence and contacts where possible to move things along.

### **191(2019-20) Training**

Website Accessibility training, SLCC

**Resolved:** The TC approved that the Clerk attend a Website Accessibility Training webinar on Tuesday 28th Jan, full day at a cost of £40. The cost will be allocated to code 4701 training budget.

LALC New Councillors & Clerks Workshops at Howick House

Mod 1: 13 June 2020 – 9.00am – 12.30pm and Mod 2: 27 June 2020 - 9.15 am – 12.15 pm

**Resolved:** The TC approved that Councillor Pearson attend the 2 workshops at a cost of £63. The cost will be allocated to code 4701 training budget.

### **192(2019-20) Community engagement, Councillor Mitchell**

a) Councillor Mitchell reported that pending a full overhaul of our communications, there were some immediate improvements to better advertise the opportunities already in place for members of the community to engage in person with the council.

#### **Resolved:**

- i. Councillor Mitchell to add meetings and surgeries to events page on Facebook.
- ii. Councillor Mitchell to pull items of interest or a general overview out of the minutes and into the body of the text of our Facebook posts to increase visibility. Where possible add a relevant image and not always a logo.
- iii. Ensure dates of meetings, surgeries, anything TC related where public participation is encouraged are on the website calendar, in the Green Book, Garstang Courier, any available public noticeboards, TC Facebook page and linked through to Your Garstang.
- iv. Councillor Mitchell and Clerk to discuss and approve what information is displayed on the Town Hall noticeboard and who is responsible for advertising the TC events.
- v. Councillor Mitchell to attend the Council surgery with Councillor Ryder on 7/3/2020.

### **193(2019-20) Councillor email addresses, Councillor Allan**

Council noted the following:

All email addresses have been set up for Town Councillors. Councillor Allan has kindly offered to assist individual Councillors, set up their new email address, on their electronic devices. Please contact Councillor Allan to arrange your 'email address set up'. It is hoped that Councillor Allan will be able to complete with all Councillors by the end of February, but this relies on Councillors availability.

Councillors were reminded to adhere to the TC email protocol policy which was approved on 21/1/2019, detailed below: <https://www.garstangtowncouncil.org/wp-content/uploads/2020/01/201901-Email-Protocol-Councillors-V1.0.pdf>

**194(2019-20) Parish and Town Council Conference Invitation. Sat 8th Feb 2020 am**

**Resolved:** Councillor Allan may attend the event, and would advise the Clerk by Thursday, 23/1/2020.

**194(2019-20) Resignation letter from Councillor Perkins**

The Clerk had received Councillor Perkins resignation from the Council, with immediate effect.

**Resolved:** The Town Council wished to thank retired Councillor Perkins for her contribution and years of service over 11 years. The Clerk would inform Wyre Council of the vacancy and the Clerk would review the co-option policy for February's meeting.

**242(2019-20) Project sheets**

**Resolved:**

- i. Councillor Mitchell to be added to the Social Media and Website project groups
- ii. Councillor Allan to have no further involvement in two projects, VE75 and Neighbourhood Plan with immediate effect.

Project	Councillor manager	Report received 20/1/2020	Report received 18/11/2019	Report received 21/10/2019
Community engagement	Councillor Mitchell	✓		
Council Award scheme	Clerk	not required until 17/2	not required until 12/19	not required until 10/19
Christmas lights working group	Councillor Harter	not required	x	✓
Uniformed Volunteer Community Champion	Councillor Salisbury	No update to report	x	x
GTC Facebook Platform	Councillor Ryder	x	No report received due to ill health	No report received due to ill health
GTC Web Site	Councillor Allan	✓	✓	x
KWH Relationship	Councillor Allan	✓	✓	x
Moss Lane playing field	Councillor Ryder	x	✓	No report received due to ill health
Neighbourhood Plan	Councillor Brooks	x	✓	x
NW Stages 2020	Councillor Allan	✓		
Town Council Awards	Councillor Webster	✓	✓	✓
VE75 Project	Councillor Allan	x	✓	

Project	Councillor manager	Report received 20/1/2020	Report received 18/11/2019	Report received 21/10/2019
War Memorial	Councillor Webster	✓		

### **197(2019-20) Planning Committee**

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

### **198(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 26/1/2020 (E00225 & E00226) £2,713.87

LCC pension direct debit (19/1/20) £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.

000072 (replacing cheque number 000071) £4.10  
Mrs E Parry – Clerk's expenses from 13/11/19 to 15/1

000073 SLCC Lancashire branch [minute 191(2019-20)] £40.00

000074 Christians Together in Garstang [minute 52 & 189(2019-20)] £200.00

Electronic payments

E00230 RBS Rialtas software  
Accounts Alpha Software Maintenance-single user £145.20

E00231 Campaign to Protect Rural England (CPRE) annual membership £36.00

E00232 LCC – Room hire 1/7/19 – 1/12/19 £122.50

E00233 Houghton's Filling Station – Lengthsman supplies £162.53

E00234 Police & Crime Commissioner  
Office rent police station 05/19-04/20 £1,400.00

E00235 Minute 171 (2019 – 20), £4,488.00

Councillors Harter and Pearson have confirmed that the trees have been removed correctly as per the schedule.

E00236 Wyre Council Small Society Lottery £20.00

30/1 Three.co.uk - Office internet £8.00

17/1 Three.co.uk - Clerk mobile phone £16.00

b) Ref minute 156(2019-20)

Councillor Mitchell noted that Electronic payment E00216 detailed on the minute 2,135; this was a net payment. The figure should have read 2,562 (incl VAT).

**Resolved:** The Council approved that November's minutes are amended to detail E00216 reads 2,562 (incl VAT) instead of 2,135.

c) The Council noted the following actions since the meeting on 3/12/2019



i. E00218 Royal British Legion – 2 wreaths £39.00  
Electronic payment was not possible, Cheque number 000071 was issued instead for payment

ii. Ref minutes 156(2019-20) and 173(2019-20)  
On 18/12 the Moss Lane project team; Councillors Hynes, Ryder and Allan agreed payment of 90% of the total invoice of 60,074.70.

Accordingly, cheque no 0000069 details the following:

000069 Kompan Moss Lane playground equipment £54,067.23

(There is an outstanding balance of 6,007.47 to pay to Kompan)

On the RFO's return to work 6/1/2020, it was apparent that while on Annual Leave over the Christmas period, the Royal Bank of Scotland Bank sought authorisation from the RFO, that the cheque from the TC could be processed, after being presented for payment. (I guess safeguarding on their side, due to the high figure being presented).

As I was unable to provide authorisation, I was advised that the cheque has been cancelled.

Authorisation was sought from the RFO to the Chair of Finance Committee to replace the cheque with an electronic payment. This payment arrangement was authorised by the Mayor, with the RFO's safeguard that a Councillor be present, whilst making the online transactions.

The following payments have been made.

13/1/2020 E00227 Kompan - Moss Lane playground confirmation of bank account £1.00

14/1/2020 E00228 Kompan - Moss Lane playground (Councillor Allan present)

£50,000.00

15/1/2020 E00229 Kompan - Moss Lane playground (Councillor Allan present)

£4,066.23

iii. Transfer

18/12/2019 Wyre grant of 3,200.00 for Garstang Festive Lights 2019, transferred from RBS account to HSBC Christmas Lights account.

iv. RFO noted Q2 payment to HM Rev not paid. Confirmed by T+G. Notified Finance Committee members.

19/12/2019 E00224 HM Revenue Q2 payment 2,087.55

**d) Statement of Accounts at 31 December 2019**

HSBC Current account	£4,840.23
Royal Bank of Scotland	£1,509.40
HSBC Reserve account	£35,738.65
Money Market Account 3 month	£30,307.84

**e) Standing Orders 17c**

The RFO had supplied the following statements:

i. the Council's receipts and payments (or income and expenditure) for end Q3

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 Q3 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 Q3 without previous Q1&Q2)

### **199(2019-20) Reports from the Clerk, project leaders and outside body representatives.**

#### **Wyre Council report**

##### **Garstang Path by The Cricket Pitch - Philip Gunson, Senior Estates Surveyor, 18 December 2019**

Thank-you for your e-mail with the extract from the minutes of the Town Council meeting which are an accurate representation of the efforts to date of Wyre Councils' work with Garstang Sports Club to remedy and improve the damaged path and landscaping, following the groundworks to their sports fields.

As your minutes indicate the Sports Club have already worked to reduce the JCB wheel ruts left by their contractor, with club members manually digging the area, which has improved the situation. Due to the weather and seasonal conditions finishing the remedial landscaping works with finer grading and seeding, is best left until the Spring for best results. The situation is being monitored by Council officers frequenting the area and local residents who provide very useful feedback on not only this issue but many others in the area, which is an invaluable source of intelligence. I'm sure the Sports Club will be as good as their word and complete the remedial works to the damaged landscaping as soon as weather permits in the new year.

##### **Garstang TC climate change - Mark Billington, Corporate Director Environment, Wyre Council**

The Council has recently committed to the planting of 25,000 trees including the creation of new areas of woodland within Wyre over the next five years following the declaration of a Climate Change Emergency and I would be happy to consider options for the creation of community orchards as part of our plans. Although tree planting on Wyre Council land has already commenced the creation of woodlands and orchards are projects that require suitable public, parish and town council involvement and consultation is due to commence next year so that projects can be delivered in years 2-5.

With regards to the Wyre Council owned public open space off Hereford Avenue, as you state this is subject to potential changes arising from the development on the east of the A6 and whilst we welcome the opportunity to work with Garstang Town Council, until a final scheme is agreed including landscaping I would not propose to undertake any works to this area. We will however be in touch next year as we commence our consultation and hopefully at this time consideration can be given to proposals for the land off Hereford Avenue.

#### **Written Report from Wyre and Lancashire County Councillors**

Requested by the Clerk but none received.

## GTC Deputy Mayor Engagements 2019 / 2020 (deputising for Mayor = D)

Date	Event
26/05/2019	D Preesall Civic Sunday
27/06/2019	Armed Forces Day Kepple Lane Park
17/08/2019	D Town Crier's Comp Cherestanc Square
22/08/2019	D Churchtown FLAG Kirkland & Catterall Village Hall
25/09/2019	D LFWI County Show Garstang Country Hotel
10/11/2019	Remembrance Sunday St Thomas's and Memorial
16/12/2019	D Dementia Café Christmas Party Garstang Library
17/12/2019	D SS Mary & Michaels Primary Christmas concert
18/12/2019	D SS Mary & Michaels Primary Christmas concert
12/01/2020	D GCA 10k Run Garstang Community Academy

## Town Crier report

Date	Activity	Time of activity	Approx Hours Spent
2.11.19	Charity Christmas Card Sale	AM	3.00
7.11.19	URC Charity Coffee Morning	AM	2.00
9.11.19	Opening of Art Centre Craft Fair	AM	2.00
10.11.19	Remembrance Service	AM	2.00
18.11.19	Arts Festival Meeting	AM	2.00
23.11.19	Christmas Market St Thomas's	AM	2.00
25.11.19	Christmas Light switch on	PM	1.5
27.11.19	Lancashire Day	AM	1.5
5.12.19	URC Charity Coffee Morning	AM	2.00
8.12.19	Santa Dash	AM	1.5 + Prep
9.12.19	Victorian Evening	PM	3.00
16.12.19	Rotary Santa	PM	4.00
17.12.19	Rotary Santa	PM	4.00
19.12.19	Rotary Santa	AM	2.00
21.12.19	Rotary Santa	AM	2.00

## 200(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 17 February 2020 by notifying the Clerk by 7 February 2020. 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: 21.09