

Garstang Town Council

Full Council Meeting, 16th March 2020 Minutes

Minutes of the virtual Town Council meeting, held on 16 March 2020, 7.30pm.

Present

Chairman: Cllr Webster

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

Also present: 4 members of the public.

224(2019-20) Apologies for absence

Cllr Harter

Wyre Ward Cllrs D & R Atkins, Collinson, County Cllr Turner and Sgt. Hamlet

225(2019-20) Declaration of Interest

Item 16 Town Centre Signs, Cllr Ryder declared an 'other interest', a trustee of the Millennium Green.

226(2019-20) Minutes

A copy of the minutes of the Town Council meetings held on 17 February 2020 had been circulated.

Resolved: The minutes of the meeting held on 17 February 2020 were confirmed and signed as a true record.

227(2019-20) Public Participation

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

A member of the public, who represented the Millennium Green (MG) Trust, spoke about the Town centre signs as per agenda item 16. Over a period of time, the MG Trust have been advised that signage/ charts etc. to the Green are less than adequate. The MG Trust plan to improve the signage at the entrances to the Green and some designs are being considered. He asked who should they turn to for advice and responsibility for signage in the town? He pointed out that there was inconsistency with the materials used for signs in the Town. Could the TC assist? No other members of the public wished to speak.

The meeting was reconvened.

228(2019-20) Town Centre Signs

Cllr Ryder reported that around Garstang there were several different tourist signs. He advised that the TC should be promoting consistent tourist signs in Garstang. Who is responsible for the tourist/information signs in Garstang? How do the inconsistencies in signage, get improved? Could the TC liaise with Keyworker Homes, to see if they are willing to help with signage to the MG especially from the car park and from the river path, but also from Wyre Bridge and Cherestanc Square. Cllr Allan spoke about Wyre Council's project around the cricket pitch.

Resolved: The TC agreed that Cllrs Ryder and Pearson meet with the Officers at Wyre Council, who are responsible for Tourist signs, the Conservation Officer, Garstang Ward Cllrs, County Cllr Turner and have a joined up meeting to discuss the inconsistencies and quality of the information and tourist signs in Garstang. The purpose of the meeting would be to improve the signage in Garstang.

229 (2019-20) Unauthorised signage

Cllr Leech gave an update of what the latest position was on authorised signs. The latest minute was Planning Committee, 17 February 2020; 056(2019-20)

Unauthorised signs in Garstang

Cllr Salisbury reported that for the last 3 years no progress had been made, by the Town Council, to address the issue. He was concerned that if nothing was done, by the passage of time, the unauthorised signs would become immune from enforcement action.

The subject of signs was discussed by the Council for 55 minutes, whereby different views were aired.

Resolved: The Town Council resolved to continue with the resolution and actions approved by the Planning Committee [17 February 2020; 056(2019-20)] and that the agenda item for unauthorised signs be lifted from the Planning Committee onto the Full Council agenda. The Council **further resolved** that the resident be informed that the matter had been addressed and now the matter was now closed. That any other complaints received about signs on bollards to be reported to Wyre Council. That the 2 members of the public who were present, are notified of the latest Wyre guidance on Conservation area signs in Garstang.

230(2019-20) Town Council insurance

The RFO reported that the insurance for the Town Council is due for renewal on 1 April 2020. For the past 3 years the Town Council has had a 3 year long term policy with Came & Company.

The RFO, in consultation with Cllr Harter, had obtained quotes. The RFO is making final checks on the details of the policy.

Resolved: The Town Council approved Quotation B, including insurance premium tax (IPT), for a 3 year term policy at an annual cost of £1,122.86. The RFO was delegated authority, in consultation with Cllr Harter, that if any additional information from the Insurers needed to be sought and it affected the quotation, the RFO could issue the order to the Insurance provider who provides the best cover to the Council.

231(2019-20) Review as per council minutes

A. Council surgeries

Resolved: The Town Council agreed that in principle that the surgeries should continue every other month, but for the time being, due to the coronavirus, the surgeries are suspended.

i. Council surgeries 7/3/2020

Resolved:

a) Cllr Mitchell to seek 3 quotations to purchase a banner which would be placed the library to advertise the event in the week leading up to it.

b) The resident be informed that Wyre Council is responsible for the High Street long stay car park. Advise that there is 3 hour parking in Booths and 30 minutes on street parking along the High Street.

c) Bus stop at the space next to Clare and Howard Cllr Pearson alongside the Clerk would establish who owned this piece of open space.

B. Minute 143b) (2019-20) Code of Conduct Complaint made against GTC (18/11/19):

b) *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 Cllrs should have a copy of the latest standing orders and that Cllrs familiarise themselves with the document.*

Resolved: The Town Council agreed to draw a line under the matter.

232(2019-20) LALC Annual Conference

Spring Conference 2020, Saturday 25 April, 9.30a.m. – 4.45p.m, Hallmark Leyland Hotel

Resolved: The Town Council assumed that the event would have to be cancelled due to the coronavirus.

233(2019-20) Tree Surveys- Kepple Lane Park (KLP) and Moss Lane Play (MLP) area

Resolved: Cllrs agreed

a) Following the recommendation by the tree consultant, and to cover the insurance requirements, the trees on Kepple Lane Park (KLP) and Moss Lane Play (MLP) area are inspected every 18 months/2 years for the first two inspections followed by inspections every 3/5years thereafter. This will enable the surveys to be staggered at differing times of the year to see the trees' condition over a period (Seasonality).

KLP – Now (last January 2018), followed by an inspection in September 2021 (approx. 18 months)

MLP – Dec 2020 followed by an inspection in May 2022 (approx. 18 months)

b) The cost of £350 for KLP, is met from the ring fenced monies for Kepple Lane Park; 4733 budget code and EMR code 321. The cost of £285 for MLP is met from the Amenities 4705 budget code.

c) That the TC undertakes a further review early 2023 as to the regularity of future inspections.

234(2019-20) Pets in the Park – St Thomas' Church, Garstang

The Council noted that the Church would like to hold an outdoors service, 'Pets in the Park' on Moss Lane playing field on the afternoon of Sunday 12th July. Rev John Griffiths had completed the application form provided by the Clerk.

Resolved: The TC supported the event, however the TC understood that this event would have to be cancelled due to the coronavirus. However, when and if the church decides to reschedule, the church be asked to resubmit the application.

235(2019-20) Kepple Lane Park Trust ("KLP") – Registered Charity no. 1145504

Cllrs discussed the item of KLP becoming a separate legal entity, being a Charitable Trust, and that the ring fenced funds held by the GTC should be transferred to the Trust, and the annual transfer of £4,000 (agreed as per the lease), should, going forward also be paid direct to the Trust bank account. The Trust would continue to provide a copy of the annual accounts and also a report to the Town Meeting each year. If approved the RFO, Cllr Harter and a member of the Finance Committee sit down to discuss the further costs with a view to trying to "agree" an annual figure that

could be transferred to KLP to cover these costs, if felt necessary (i.e. grass cutting, weekly and annual inspections of equipment, insurance, and by separating “may” increase the overall annual cost.). The VAT element will also need to be discussed.

Resolved: The Council agreed that they needed a better understanding of the costs associated with the Park. That the Chair of Finance, in consultation with the RFO, seeks additional information in terms of the monies, time and people associated with the Park and brings the information back to the Town Council.

236(2019-20) Resignation from the Council, Cllr Harter

The Clerk had received Cllr Harter’s resignation from the Council, as at the 31st March 2020. In addition, Cllr Harter also wished to resign his appointment as Council representative on the Town Trust to take immediate effect.

Resolved: The Town Council wished to thank Cllr Harter for his contribution and years of service (nearly 13 years). The Clerk would inform Wyre Council of the vacancy. The vacancy of the Council representative on the Town Trust, to be considered at the next available meeting.

237(2019-20) Town Trust - Trustee Mrs Perkins

The TC considered the correspondence received from the Clerk to Garstang Town Trust and Market Superintendent.

Resolved: The Town Council approved that Mrs Perkins continues as the Town Council’s representative on the Town Trust until the end of her term on 11 June 2022.

238(2019-20) Application Number: 16/00241/OULMAJ

Cllrs considered the amendments to the above application.

Resolved: The TC objected to the amendments on application number 16/00241/OULMAJ. The Town Council object to all the businesses on the site that will detract from the Garstang Town centre and High Street. The Council strongly object to all Class A1/A3 uses on this out of town centre site. This is at odds and in conflict with both the Adopted Wyre Local Plan 2031 and the NPPF. We wish to protect The Garstang Town Centre retail conservation area which currently has several vacant retail spaces.

239(2019-20) Wyre Council - Wyre Local Plan 2011-2031 - One Year on...

Cllrs considered the correspondence from Wyre Council which sought comments on the scope of the partial review of the Wyre Local Plan to 2031 Partial Review Scoping Consultation

Resolved: That the response be delegated to the Clerk, in consultation with Cllrs Salisbury and Brooks. Both Cllrs to report with their comments to the Clerk by 9 April 2020.

240(2019-20) Catterall Gala Committee

Resolved: The Town Council assumed that the event would have to be cancelled due to the coronavirus.

241(2019-20) Armed Forces Day, Saturday 27 June 2020

Resolved: The Town Council assumed that the event would have to be cancelled due to the coronavirus.

242(2019-20) Project sheets

Resolved: No comments made

Project	Cllr manager	Report received 16/3/2020	Report received 17/2/2020	Report received 20/1/2020
Community engagement	Cllr Mitchell	x	✓	✓
Council Award scheme	Clerk	not required	not required	not required until 17/2
Christmas lights working group	Cllr Harter	✓	not required	not required
Uniformed Volunteer Community Champion	Cllr Salisbury	No update to report	No update to report	No update to report
GTC Facebook Platform	Cllr Ryder	✓	✓	x
GTC Web Site	Cllr Allan	✓	✓	✓
KWH Relationship	Cllr Allan	✓	✓	✓
Moss Lane playing field	Cllr Ryder	✓	✓	x
Neighbourhood Plan	Cllr Brooks	x	✓	x
NW Stages 2020	Cllr Allan	✓	✓	✓
Town Council Awards	Cllr Webster	x	✓	✓
VE75 Project	Cllr Brooks	✓	✓	x
War Memorial	Cllr Webster	x	✓	✓

243(2019-20) Planning

The Council considered the following applications:

a) Application Number: 20/00152/FUL, Single storey rear extension, 2 Park Hill Road Garstang

The application was approved subject to the party wall agreement.

b) Application Number: 20/00175/ADV, Advertisement consent for external non-illuminating shop front fascia sign, 61 Church Street Garstang

Resolved: The Town Council does not think that the proposed signage is appropriate for the Garstang conservation area. It is not appropriate in size, scale and colour.

244(2019-20) Finance

Payments – Cllrs approved the following expenditures

Royal Bank of Scotland Bank account

Payroll (figures provided by Towers + Gornall) to be paid electronically on 26/3/2020 (E00240 & E00241) 2,703.11

LCC pension direct debit (19/3/20) 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)

Royal Bank of Scotland – cashbook 3

Cheque no.

000076 E Parry – Clerk expenses 15/1/20 -10/3/20 28.03

Electronic payments

E00242 Key Engineering & Hygiene Supplies Ltd 38.45

- Lengthsman blue refuse bags

E00243 Mediline DBS fees; Cllrs Allan, Webster & Town Clerk 94.00
[Minute 142 – 2018]

E00244 Garden Inspirations – Kepple Lane Park 2,997.60
maintenance sensory garden and all the new planting beds
including up to approximately 112 man hours, all fertilizer and waste
disposal.

~~E00245 Samba Espirito – performing weekend of 21& 22/3/2020~~

~~550.00~~

~~[Minute 213(2019-20)]~~

Payment E00245 was not approved as the car rally event had been cancelled due to the coronavirus.

E00246 Printmob - Posters and Artwork for Town Awards 31.50

Minute 207(2019-20)

The RFO is notifying the Council that the order for E00246 was placed by Cllr Webster, not the RFO, before Council approval; therefore not complying with Financial Regs 10.4

HSBC – cashbook 4 Christmas lights account

Cheque no.

100030 2019 Eon invoice (to be verified by D Carr) 144.43

For information

100027 LITE 2019 Christmas lights 14,774.40

This cheque was cancelled by the bank. A signature on the TC account did not match the bank mandate. Cheque re-issued:

100029 LITE 2019 Christmas lights 14,774.40

2/3 Three.co.uk - Office internet 8.00

17/3 Three.co.uk - Clerk mobile phone 16.00

Statement of Accounts at 29 February 2020

HSBC Current account £4,840.23

Royal Bank of Scotland £2,763.40

HSBC Reserve account	£20,738.65
Money Market Account 3 month	£30,553.33
HSBC Christmas Lights account	£8,760.00

245(2019-20) Reports from the Clerk, project leaders and outside body representatives.

A Clerk report

i. Request for a donation for Garstang School of Gymnastics

The RFO has been informed that the gym club has secured funding from another source for their new gym floor. They will be back in contact to seek funding for any future projects.

ii. Christians Together in Garstang Christian Heritage Trail Project

The member churches of Christians Together in Garstang wish to thank the Town Council very sincerely for its generous donation of £200 towards the above project. We have now received material from almost all the of the churches, so the project is progressing well. Your support will, of course, be acknowledged on the publication copies of which we will make available for members.

Susan Willoughby (Mrs), Secretary of Christians Together in Garstang.

B. Project sheet

i. Christmas lights – Cllr Harter

Net income for Christmas 2019 has shown a surplus of c £2,000 as opposed to a deficit of c£1,500 for 2018. This leaves the position for Christmas 2020 much stronger. Donations and collections increased by over £3,000 in 2019 than previous year. Next report to TC suggested September 2020

ii. Garstang Fairtrade Report – Cllr Ryder

Fairtrade Fortnight.

On 6th March Wesley's hosted an African Drumming Workshop.

Fairtrade Quiz - The presentation of a £20 Fairtrade hamper and a £10 mustard seed voucher was made at Wesley's on 5th March to the quiz winner – a frequent visitor to Garstang.

We have once again agreed with the Library to put on a Fairtrade Display which will also be available in the Visitor Centre.

We would like to thank the local schools who have invited us to give Fairtrade presentations during the Fortnight.

Fairtrade Directory

A Garstang Fairtrade Directory is being produced and will be available soon.

Any business, club, organisation, school etc. using Fairtrade products are invited to take photos using these products and email them to us at

garstangfairtrade@gmail.com as we would love to put them onto our website and Facebook page.

New Website

Our new website in has been officially launched to coincide with the end of Fairtrade Fortnight. So, take a look at www.garstangfairtrade.org.uk

20th Anniversary Celebrations

We are working with Garstang in Bloom to put on a Fairtrade Display for Garstang in Bloom.

A Wine and Cheese Evening has been arranged in the Autumn. Look out for dates and ticket information.

We are still planning to organise a Fairtrade Walk hopefully during the Garstang Walking Festival. Look out for further details on our Facebook Page and on our Website.

The date for stall outside Market Hall has been confirmed as 20th June. This is to be an awareness raising event.

iii. VE75 – Cllr Brooks

Leaflets. Preparations for leaflet to post in shop windows with logo on outside and information inside. Possibly produce a card with list of events as an aide memoire.

Cllr Allan is liaising with the Children's Festival Committee with aim to have festival Bunting erected before the first week in May. Possibility that the committee will express concerns about deleterious effect on the fabric having it out for a month which could lead to a request to the GTC to offer them a grant to repair/replace. Possibility of adapting 100th Beacon to VE75.

Arts Centre are putting on a lunchtime concert on Saturday, 9th May.

Tasks include liaising Town Crier, Army Cadet force, Churches, Royal British Legion and Garstang Traders.

Roger Brooks

iv. TC surgery 7th March, Cllr Mitchell - Update

- Cabus' parish clerk came in expecting to see some documents in the library regarding the partial review of the local plan but there was nothing there. Cllr Turner contacted Cllr D Atkins about it. We believe the information will be out soon. No action required from us.

- Not our area but a lady came in that had spoken to Cabus Parish Council regarding problems with lorries at Woodford Lane which has got worse since the arrival of a new food van. Cllr Turner later said there were several concerns about activity in that area of which the police were aware.

- A gentleman believed central government funding had been made available to local councils for potholes and similar works. As a cyclist, he finds the roads and pavements in Garstang to be of particularly poor quality compared to other areas and there are various places where the drains are not performing adequately. He specifically mentioned - the pavements near St Thomas School, and 'the Mand Co/fish & chip weind'. He also said water pooled outside the library in wet weather. He was keen to understand if money had been allocated to issues of this sort in Garstang. He knows we don't control this, but I said we would ask the question with the relevant authorities.

- Another gentleman stopped and wasn't planning to raise anything but when pressed, came up with drainage as an ongoing issue with some places cleared and others being a known problem despite being reported. He feels some areas are never tackled or if they are, parked cars etc prevent certain drains being touched - he is not expecting an outcome from us

- Another lady stopped by to ask the purpose of the meeting, she will hopefully attend in future

Continuing issues:

Finally, and unfortunately, a resident known to the Council continues to be dissatisfied with the council.

- He advised this was the 12mth anniversary since he had first tried to get some answers from us. He says he had been assured of receiving a letter which he has not had. He had just come out of hospital when he was advised of this so didn't have an exact recollection but is quite sure he was to expect some correspondence. He said he felt his only option was to take formal action against us. I think and hope that he was dissuaded from this by the end of our discussion. I advised him of the introduction of our communication plan and the formalising of our process for actions to take following council surgeries which he seemed happy with.
- He suggested a banner about the surgery should go outside the library to advertise the event in the week leading up to it. I said I quite agreed but I think I'd like to get set-up properly with the multi-agency approach first so we can say what is on offer.
- Regarding parking, he feels the changes are generic across the borough and do not factor in the specific needs of Garstang residents and the Arts Centre, which is a valuable resource for older people, most of whom are likely to drive.
- Bus stops - I'm quite certain that at our last meeting, Cllr Atkins said she knew the resident and was in contact with him but that the Oak Road proposition was not an option as the pavement is not wide enough. The resident believes there is ample space and says he hasn't had an update from any councillor on this subject. He had also mentioned about the space next to Clare and Howard, Cllr Ryder said he believed this was not our land, but he was not certain. We said we would endeavour to find out who owned the land, the flower boxes and benches etc that are placed there.
- The resident returned to the topic of his dissatisfaction with our performance as a council in November. He felt 'younger' members were railroaded and our actions were bordering on criminal regarding our decision on which local activities to allocate funds to, (this was when the ice-cream festival withdrew). He was baffled by our decision to allocate on a first come, first served basis. I pointed out this was preferable to us picking and choosing between bids based on arbitrary criteria. We refuted strongly that anyone was railroaded.
- The resident said he was glad to have instigated some change to the way we operate but he was giving up pestering us. We urged him not to stop asking questions that needed to be answered. Cllr Ryder and I agreed we needed to understand what had been promised in the way of communication and what had happened. We would like to send a letter to the resident outlining our final position on all the points raised and detailing any communication we have had with him as I feel sure we have been keeping up to date with this. I propose this is delivered by hand to ensure receipt.
- I think I wrote in the new surgery process that all issues raised at the surgery would be added to the minutes and followed up that way. Cllr Ryder and I agreed we should double-check that is what was agreed, and if not then we should be doing this.

C. Outside body representatives

Garstang Flood Action Group, Cllr Brooks.

This week (27/2) the Garstang Courier have highlighted the lack of an effective FLAG for Garstang. I suspect that the general public equate the FLAG with the Town Council which of course is not the case anywhere in Wyre as far as I know.

FLAGs are by and large voluntary groups set up and run by interested residents. They have no statutory powers or constitution although local councils and government agencies listen to them closely.

Garstang has a FLAG chaired by John Ibison who is also a district councillor for Calder Ward. I am the Garstang Town Council's representative on the Group and attend Wyre Flood Forum meetings and submit reports to the TC and to the public via the Focus magazine.

A search of the public website reveals on the Environment Agency information sheet of Contacts that the TC's representative is Joe Gilmour and that the last entry on the info sheet is March 2017.

It obviously needs bringing up to date and also perhaps a request to Cllr Ibison to report on the number and names of FLAG members and actions and initiatives to be undertaken.

The next Wyre Flood Forum is the second Thursday in March, the 12th at the Civic Centre.

D. Written Report from Wyre and Lancashire County Councillors

Requested by the Clerk but no reports received.

E. Mayor's engagements

29th February - Garstang & District Lions annual ball – Wyrebank Garstang.

246(2019-20) Items for Next Agenda

Cllrs discussed the Prime minister's statement earlier that evening which detailed that everyone should stop non-essential contact with others and to stop all unnecessary travel.

Cllrs speculated about what would happen. The Clerk reported that the Council would be guided by NALC, SLCC and Wyre Council and that she expected advice to be received the next day, 17/3/20.

The Clerk reported that she had circulated an email earlier that day stating 'that the Council should consider holding an extra-ordinary meeting, at the earliest opportunity, so that a scheme of delegation can take place. This could be discussed at the end of tonight's meeting'.

The Mayor spoke about the meeting that she had attended earlier that evening. It was the first Garstang Volunteer Initiative public meeting. Cllrs Allan, Leech and Pearson were also present. Some Cllrs wished to make an expenditure of £200 to the Garstang Volunteer Initiative.

The Clerk reported that the expenditure could not be made as it was not an item on the agenda, and Cllrs had not had 3 clear days to consider the proposal.

There was a difference of opinion between Cllrs of what action should be taken. Cllr Leech wished it to be minuted that he was strongly upset that money couldn't be given.

The Clerk offered a solution that the Mayor's allowance could be used and that the monies would be retrospectively reimbursed to the Mayor.

The Clerk advised that the Mayor called an extra-ordinary meeting to take place on Saturday 21 March 2020. The 2 agenda items would be a scheme of delegation, followed by the £200 expenditure to the Garstang Volunteer Initiative.

The Meeting Finished at: 22.05