

# Garstang Town Council

## Minutes of the Virtual Annual Town Council Meeting held on 18 May 2020, 7.30pm

### Present: Chairman - Cllr Webster

Cllr Allan	✓	Cllr Hynes	✓	Cllr Pearson	✓
Cllr Brooks	✓	Cllr Leech	✓	Cllr Ryder	✓
Cllr Halford	✓	Cllr Mitchell	✓	Cllr Salisbury	✗
				Cllr Webster	✓

Also present: Wyre Ward Cllr D Atkins and Cllr R Atkins, County Cllr Turner and 1 member of the public.

### **001(2020-21) Election of the Mayor**

Cllrs considered minute 256(2019-20) of the meeting held on 20/4/2020 and rescinding minute 212(2019-20) of the meeting held on 17/2/200.

Cllr Leech proposed and Cllr Halford seconded that Cllr Webster be appointed Mayor for the 2020/21 Civic year.

**Resolved:** That Cllr Webster be elected Mayor and that such appointment continues until the next annual meeting of the town council (May 2021) or until such time as the council may determine.

### **002(2020-21) To receive the declaration of acceptance of office from the Mayor**

**Resolved:** The Clerk to arrange a signed declaration of acceptance of office from the Mayor.

### **003(2020-21) Election of the Deputy Mayor**

Cllrs considered minute 256(2019-20) of the meeting held on 20/4/2020 and rescinding minute 212(2019-20) of the meeting held on 17/2/200.

Cllr Webster proposed and Cllr Leech seconded that Cllr Allan be appointed Deputy Mayor for the 2020/21 Civic year.

**Resolved:** That Cllr Allan be elected Deputy Mayor and that such appointment continues until the next annual meeting of the town council (May 2021) or until such time as the council may determine.

### **004(2020-21) To receive the declaration of acceptance of office from the Deputy Mayor**

**Resolved:** The Clerk to arrange a signed declaration of acceptance of office from the Deputy Mayor.

### **005(2020-21) Apologies for absence**

None

Cllr Salisbury notified the Clerk of his apologies after the meeting (19/5/2020).

### **006(2020-21) To appoint representatives to outside bodies 2020/21**

**Resolved:** The following appointments were made for the 2020/21 Civic year: Lancashire Association of Local Council (LALC - Area Committee), Cllrs Ryder and Allan.

Fairtrade Committee – Cllr Ryder

Kepple Lane Park Trust – Cllr Pearson. Council to consider a second appointment when the 2 town Cllr vacancies has been filled. (The Lease needed to be amended to reflect the agreement from TC meeting June 2011 that 2 Cllrs were to be appointed to serve as Trustees).

Millennium Green Trust – Cllr Halford

Town Trust – vacancy – waiting for notice to fill the vacancy from the Town Trust, Halford and non-Cllr Perkins

Youth Council – Cllrs Allan and Pearson. Cllr Mitchell to assist outside of the YC meetings.

Garstang Flood Action Group – Cllr Brooks

The Clerk was asked to contact Wyre Council as to whether there was a need for the TC to appoint a Planning Ambassador.

### **007(2020-21) To appoint committees 2020/21**

**Resolved:** The Council confirmed the following appointments.

Finance Committee - Cllrs Allan, Halford, Mitchell, Pearson, Ryder and a vacancy.

Personnel Committee – Cllrs Allan, Brooks, Leech, Salisbury, Webster and a vacancy

Planning Committee - Cllrs Allan, Hynes, Leech, Ryder, Webster and a vacancy

### **008(2020-21) Council and Committee meeting dates 2020/21**

Cllrs approved the Council and Committee meeting dates 2020/21 V1.0.

### **009(2020-21) Declaration of Interests and Dispensations**

**Resolved:** None. Cllrs were reminded of the importance to make sure their forms are up to date. The Clerk will notify each Cllr of their Declaration list electronically to check.

### **010(2020-21) To receive a report from the Mayor on her fundraising for her mayoral year 2019/20.**

Cllrs noted the Mayor's fundraising report

I have had a wonderful year fundraising for my 3 charities, Cardiac Risk in the Young (The Matthew Hesmondalgh Fund), North West Air Ambulance and Rosemere Cancer Foundation. I am extremely proud and excited to share with you my total fundraising amount of £4812.87 despite having to cut short my fundraising activities and cancel two upcoming events. I was hoping to reach the £5000 mark which I would have easily achieved but sadly it wasn't meant to be. A big thank you to everyone who has supported all of my events, the local businesses that have helped me including Farrinas & Co, Wheatsheaf, Wyrebank and V12. Santa Dash was a huge success in Garstang and I hope we will be able to bring this event to you again this year. Thank you to all the sponsors and volunteers who made this happen. A big thank you to the manager Rachel Gornall at Barclays Bank for match funding £560 towards Rosemere Cancer from the charity Santa Dash. Thank you to everyone who has supported, helped and donated or simply enjoyed the charity night at Farrina's which was made extra special with the surprise visit from comedian Bobby Ball, gin night at the Wheatsheaf, Garstang Scarecrow Festival or the Santa

Dash. Thank you to everyone who simply donated or provided a raffle prize. Another big thank you to William Richmond for his generous donation at the beginning of my year to get me started. Thank you also to local DJ Darrel Edwards who has supported me along the way. You have all been amazing and I couldn't have done this without you.

The breakdown is as follows:

£3478.36 cash in the bank which includes money raised from the various raffles, charity events, donations and Santa Dash. (£1500 was raised at the Santa Dash).  
£400.76 Rosemere Cancer Foundation raised at Garstang Scarecrow Festival July 2019  
£373.75 CRY raised at Garstang Scarecrow Festival again July 2019  
£560 match funding by Barclays Bank Garstang specifically for Rosemere Cancer Foundation (this money was donated December 2019).  
Total £4812.87

To summarise the cash in the bank of £3478.36 needs transferring to my chosen charities. I will round this up to £1160 for each charity. Thank you again to everyone who has made this possible.

### **11(2020-21) Public Participation**

Concern was raised by the Council to Garstang Ward Cllrs, that Wyre Council were not hosting any virtual meetings, and that Planning Committees decisions were being delegated to the Chief Executive. It was noted that June and July's Wyre Planning Committee meetings were going to remain closed and that large scale applications, affecting Garstang, were being considered.

The meeting was reconvened.

### **12(2020-21) Minutes**

A copy of the minutes of the Town Council meeting held on 20 April 2020 had been circulated.

**Resolved:** The minutes of the meeting held on 20 April 2020 were confirmed and signed electronically as a true record.

### **13(2020-21) Planning Applications**

#### **a) Application Number: 20/00340/RELMAJ**

Reserved matters application for appearance, layout, scale and landscaping for a residential development comprising 222 dwellings, the development of 4.68ha of land for employment (B1 and B2) uses, a convenience store (267 sq.) and a coffee shop (232 sq.) (following outline application 14/00458/OULMAJ)

Land to the west Of the A6 (Preston/Lancaster New Road) Bounded by Nateby Crossing Lane & Croston Barn Lane Nateby Garstang

**Resolved:** The Town Council objects to the application for the following reasons:

#### **a) Highway issues**

The TC are concerned about the access points into and out of the proposed development onto the A6 and Nateby Crossing Lane.

The TC would like to know when the last traffic surveys were undertaken?

There is a concern on highway safety, of the traffic generated from this application, and that accidents may escalate. There is a history of personal injury accidents at

this location, as detailed on the enclosed maps; the TC would not wish to see this accident rate increase.

The TC is concerned about the cumulative affect of the lodged planning applications.

The 3 applications of:

- i. 20/00340/RELMAJ (this application),
- ii. 20/00212/FULMAJ, 75 dwelling houses, Land South of Prospect Farm and
- iii. 20/00148/FULMAJ, Erection of 88 dwellings and the provision of associated infrastructure Cockerham Road Cabus

if taken together, may have significant on the highway network. Wyre Council are asked to consider the applications jointly, to assess the overall highway impact.

The TC are concerned about pollution levels, especially an increase in motor fumes as motorists access the drive through coffee shop.

b) Local Plan 2031

Garstang Town 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. The TC wish to protect the Garstang town centre retail conservation area which currently has several vacant retail spaces.

c) Overlooking and loss of privacy

The Town Council supports the views of residents living on York Grove.

The proposed four-storey apartments will overlook their properties and there will be a loss of light and privacy for residents. The TC request that the potential loss of light because of the 4 storey blocks is investigated. Should the apartments be situated away from the A6 and lower rise properties built here instead?.

d) Biodiversity opportunities

The Town Council supports, Cabus parish council's comments relating to

- Fruit trees in every garden
- Water butts
- Swift and bee bricks
- Hedgerows to be maintained and enhanced
- Hedgehog holes through fences
- Abundant native planting schemes which mitigate the use of hardcore building materials
- The creation of mini woodland areas
- Street lighting positioned downward to minimise light pollution
- Jogging tracks/footpaths around or through developments
- Enclosed green space for ball games
- Electric charging points (including, adapted lamp posts with electric charging points)

- Solo panels on commercial buildings and private residences

e) Layout of building design

The Town Council strongly object to the 4 storey blocks.

The Town Council supports Lancashire constabulary comments particularly:

Communal areas and public open space including playgrounds have the potential to enable criminal activity therefore, they should be designed to allow surveillance from multiple nearby dwellings with safe and accessible routes for users. The proposed play area A-Leap is situated within the commercial area of the development, this may encourage children and youths to congregate around the units/office buildings and shops. The play area will have limited natural surveillance through the day, at the evening and weekend it will be afforded no surveillance. I strongly recommend A-Leap to be relocated into the residential side of the site and repositioned where it is

viewed from the active frontages of the dwellings. In view of the above, play area B-Lap should also be considered for relocation as the proposed location it is not provided maximum surveillance opportunities.

f) Capacity of physical infrastructure

The Town Council supports Wyre Council's drainage response:

**REFUSE – ADDITIONAL DRAINAGE INFORMATION REQUIRED:**

- Discharge rate from rerouted watercourse to north and east of site to 750mm culvert not shown on drawings. No means of restricting flow (e.g. hydrobrake) is noted – full details to be supplied.
- Discharge rate from watercourse to Ainspool main river watercourse not shown on drawings. No means of restricting flow (e.g. hydrobrake) is noted – full details to be supplied.
- Total surface water discharge from site to be restricted to greenfield rates.

**b) Application Number: 20/00339/FUL**

Change of use of existing ground floor retail unit Class A1 to a hot food takeaway Class A5, with modification of a door aperture on the front elevation  
39 High Street Garstang

**Resolved:** The Town Council supports the application.

In addition, the TC supports:

a) the comments from the Wyre Officer, Environmental Protection team. There are several residential premises in close proximity including adjoining residential premises which may suffer from an adverse environmental impact from noise and odour arising from this proposed development. What mitigation measures will be put in place to address these issues? Will the premise be allowed to trade until midnight?

b) The TC endorse the LCC comments that no vehicles park on the frontage. This is to reduce the risk of conflict with pedestrians on the PROW and for customers entering the site who cannot use the steps or coming from the north. The TC note that there are no details of the proposed signage in the Garstang Conservation Area. The proposed signage needs to be appropriate in size, scale and colour for the conservation area.

The TC wish to make the planning authority aware, that on the opposite side of the road by Nos 1 & 2 Barnacle View and 22 High Street, there is a bus stop. There are no litter bins in this area. The TC ask that this amenity area, bordering Norah Hoyles's Memorial garden is kept clean and tidy.

**c) Application Number 20/00198/FUL**

Two storey detached dwellings with access and detached garage  
Land to East of Hill Field Croft, Garstang

**Resolved:** The Town Council strongly objects to the application for the following reasons:

a) Object to the use of this open space for development purposes. As Cabus Parish Council state, the land serves as an excellent green space for physical and mental wellbeing and building upon it would be in breach of Condition 13 of the Approval Decision Notice (2001) for Application Number: 99/00796/FUL which granted permission for the original 45 dwellings in this location.

- b) Support the 40 plus letters of objections, as detailed on the Wyre Council website at today's date.
- c) The Council note that there are tree preservations on oak trees (Koster) x3 which run in line north to south close to the western edge of the site.
- d) Support the comments of the Environment Agency who object to the proposed development as it falls within a flood risk vulnerability category that is inappropriate to the flood zone in which the application site is located. The application is therefore contrary to the National Planning Policy Framework (NPPF) and its associated Planning Practice Guidance (PPG).

**d) Planning Appeal Notification**

Town and Country Planning (Appeals) (Written Representations) (England) Regulations 2000

Location: 34 - 37 High Street Garstang Preston

Proposal: Conversion of first floor to form five apartments with insertion of new windows, and repositioning of external staircase and provision of wall and fencing (resubmission of 19/00230/FUL)

**Resolved:** The Council to respond with previous comments.

**14(2020-21) Finance Committee minutes 11 May 2020**

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

**Resolved:** The minutes of the Finance Committee meeting held on 11 May 2020 were confirmed and signed electronically as a true record.

**15(2020-21) Accounts and Accounting Statements, 1 April 2019 – 31 March 2020**

Taking into account the recommendation from the Finance Committee (11/5/20), minutes 074(2019-20) and 076(2019-20), the Town Council resolved the following.

**Resolved:**

Receive and noted the Annual Internal Audit Report (AGAR form and separate report).

Approved the Annual Governance Statement 2019/20 Section 1

Approved the Accounting Statements 2019/20 Section 2.

**Resolved:** The Town Council approved that a meeting be held.

**16(2020-21) Finance**

**a) Payments – Cllrs approved the following expenditures**

Royal Bank of Scotland Bank account – cashbook 3

Payroll (figures provided by Towers + Gornall)

to be paid electronically on 26/5/2020 (E00257 & E00258) 2,717.64

LCC pension direct debit (19/5/20) 915.51

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)

E00259 Jan Finch Internal Audit payment 150.00

E00260 Mrs E Parry - monthly reimbursement for Zoom account 14.39

(approved delegated authority Mayor & Deputy Mayor 7/5/20)

E00261 Towers +Gornall (net 735) 882.00  
(The Clerk is following up an itemised charge of £150 relating to payroll 2018/19)

Payment made on 5 May 2020

E00256 Kompan 6,007.47

Approval for payment made by delegated power of Mayor, Deputy Mayor & RFO Cllr Allan - Since December we have held on to approx. £6k of the Kompan bill for Moss Lane Park because of a dispute on the completion status.

The majority of issues have been addressed. There is some line work outstanding, not a significant cost and Kompan have been pushing for payment of the balance since January. The line work cannot be completed for the time being due to lockdown.

Kompan have a completion certificate from Wyre who project managed the installation on our behalf. We should pay the outstanding amount without further delay on the assurance that the work will be completed as soon as possible.

Income received:

30/4/2020 Grass cutting in the Parish

Lancashire County Council	LCC 18-19/001	44753067	839.00
Lancashire County Council	LCC 19-20/001	44753069	839.00
		BACS Total	1,678.00

#### **17(2020-21) Focus magazine Cllr team**

**Resolved:** Cllrs Webster, Ryder, Allan and Mitchell were appointed, to collate a monthly column for the Focus magazine. The Clerk to submit the column to the Focus magazine.

#### **18(2020-21) Community Engagement, Cllr Mitchell – (project sheet on file)**

a) Cllr Mitchell proposed that a series of 'Meet your councillors' be posted on the TC Facebook page introducing council members, their interests etc and the positives and the difficulties of being on the town council. The intention is to raise the profile of members, give an understanding of what the TC do, and to give some idea of what it is like for anyone that is considering joining us.

**Resolved:** That Cllr Mitchell and the Clerk check legally the 'Meet your councillors' on Facebook, is feasible and if so, Cllr Mitchell puts a profile together for the TC to consider.

b) Given the current circumstances we cannot canvas opinion in the usual ways. Could we kick off the project to gain views from the community with an online survey then look to roll this out in a non-digital format as soon as we are able? Should we have a separate survey with an expanded section for local businesses to understand what we can do to support businesses to get going again if and when we return to a more normal way of life?

**Resolved:** It was agreed that this item be deferred to June's meeting, as it tied in with correspondence that had been received, by the Clerk, on 18/5/20, which would lead to a similar agenda item.

#### **19(2020-21) Purchase of new lawn mower**

The Clerk reported that the TC owned 2 mowers, 2015 Kubota mower purchased £996, 2010 Lawnflite mower purchased at £900. Both mowers were currently being repaired; 2015 mower at MowerPower, 2010 mower at Austin Walmsley for welding.

As an interim measure it is possible that a mower may need to be hired from Miniquip for 4 weeks, at a discounted rate of £120, compared to £160. The purchase of a new lawn mower was discussed.

**Resolved:** The RFO in consultation with the Mayor, Chair & Deputy Chair, Finance Committee be given delegated authority to purchase a new mower, of up to £1,300 net with the addition of looking at a service level agreement with Mowerpower for the new mower. The purchase to be made from code 4702 – Lengthsman Asset; 275 is allocated. The balance to be made from EMR 325 reserve contingency. [At 31/3/20 the EMR 325 reserve contingency stands at 9,601. An additional 12,982 will be transferred into the EMR from the precept making an EMR total of 22,583 [minute ref 180 (2019-20)]

### **20(2020-21) LCC Public Rights of Way - Local Delivery Scheme 2020/21**

The Town Council has expressed an interest of opting into the Local Delivery scheme to undertake minor maintenance, way-marking and vegetation clearance on public rights of way in the parish. It is likely that the TC will be successful in receiving a grant of £500.

### **21(2020-21) Cllrs noted the statement of Accounts at 30 April 2020 – for information**

HSBC Current account	£1,840.23
Royal Bank of Scotland	£35,769.15
HSBC Reserve account	£49,448.15
Money Market Account 3 month	£30,553.33
HSBC Christmas Lights account	£-23.89

### **22(2020-21) The information report was noted (detailed in the Appendix)**

### **23(2020-21) 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 May 2020 by notifying the Clerk by 8 May 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 21.08**



## Appendix

### **Clerks Report: For information**

1. Garstang Volunteer Force (GVF) and Wyre Council  
The Clerk, in partnership with GVP and Wyre Council, has produced local list for Garstang of services and helplines. It is being reviewed weekly and posted on Garstang Town Council website.

### **2. Wyre Council.**

a) Joanne Porter, 01 May 2020 – 2 Town Cllr vacancies  
Further to my email of 1 April I have now received some more guidance regarding the publication of casual vacancies during the COVID-19 pandemic. You need to publish the notice of vacancy as normal and I have attached a copy of this for the current vacancies on the Town Council. I have had to update the details of the notice in line with Government legislation around COVID-19. I will be in touch after 25 May to advise whether or not the Returning Officer has received a request for an election.

b) Emergency arrangements resulting from the COVID-19 Coronavirus Pandemic:  
Planning Committee  
On 22nd April 2020 Cabinet, in consultation with opposition leaders, agreed to adopt temporary emergency measures for executive and certain non-executive decisions to be delegated to officers using emergency powers that were invoked due to the Chief Executive declaring a major incident in Wyre.

5.2.1 of the report agreed the measures below for the Planning Committee:  
“That authority to determine any planning application, listed building consent and tree preservation order application that would otherwise have been decided at a meeting of the Committee be delegated to the Chief Executive (with the Head of Planning Services providing an advisory role) in consultation with the Chairman and Vice Chairman of the Planning Committee when both are available, and either if only one is available. Where relevant, Ward Councillors will also be encouraged to submit comments prior to planning applications being determined.  
Planning Committee meetings include previously undertaken site visits and it has always been recognised that such visits are an important part of members gaining a full understanding of the site and the relevant planning issues. The Head of Planning Services will arrange for photographs and a video of the sites to be made available, and the Chairman and Vice Chairman would be invited to separately visit the sites using the relevant maps provided, which would show appropriate vantage points.”

What this means in practical terms:

The planning committee process will remain mostly unchanged and decisions will be taken on the 1st Wednesday of every month at 2pm, unless there are no applications to consider.

The Democratic Services Officer will set up a private remote meeting for the Chief Executive, Head of Planning Services, Planning Development Manager, a Legal Team representative, Democratic Services Officer and the Chairman and/or Vice Chairman of the Planning Committee. The decisions will be taken by the Chief

Executive and this meeting will be minuted and published like a 'normal' planning committee meeting to the Emergency Arrangements Non- Executive Decisions page. Parish Councillors, County Councillors, Applicants, Agents and Members of the Public who would normally wish to speak at a planning committee meeting should contact the Democratic Services Officer (emma.keany@wyre.gov.uk) by 14:00 the day before the decision-making meeting, as is the usual practice for members of the public. Individuals who have registered, should ensure that their comments are made by 13:00 on the day of the decision-making meeting and should be sent to the Democratic Services Officer.

The Chairman and/or Vice Chairman will have the chance, where necessary and subject to consultation with Legal Services, to visit the sites in question to ensure that they gain a full understanding of the site. Such visits will be guided by information/plans provided by the Planning Development Manager.

The rules on how applications are determined by the Planning Committee remains unchanged.

If you have any questions on the process for how items will be decided by the committee please email Emma (emma.keany@wyre.gov.uk). If you query is relevant to a specific planning application please follow the normal procedure and contact Planning Services.

Emma Keany, Democratic Services Officer, 28 April 2020