

Garstang Town Council

Minutes of the Virtual Town Council Meeting Held on 15 June 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 Cllrs R Atkins (part) and Cllr Collinson, County Cllr Turner (part) and 1 members of the public.

028(2020-21) Apologies for absence

Cllrs Hynes and Mitchell
Cllr Dulcie Atkins and Sgt Guy Hamlet

029(2020-21) Declaration of Interests and Dispensations

None

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

030(2020-21) Public Participation

Wyre Cllr R Atkins reported that he had attended his first virtual Wyre meeting for the Climate change working group.

County Cllr Turner reported that LCC's Local Infection control plan was discussed by Cabinet.

031(2020-21) Minutes

A copy of the minutes of the following meetings had been circulated.

- a) Annual Town Council meeting held on 18 May 2020
- b) Extraordinary meeting of the Town Council meeting held on 8 June 2020

Resolved: The minutes of the Annual Town Council meeting held on 18 May 2020 and the extraordinary meeting of the Town Council meeting held on 8 June 2020 were confirmed and signed electronically as a true record.

032(2020-21) Planning Applications

- a) **Application Number: 20/00417/ADV**

Proposal: Erection of one non-illuminated projecting hanging sign
Castle View Bridge Street Garstang

Resolved: No objections

- b) **Application Number: 17/00305/REMMAJ**

Proposal: Reserved matters application for the erection of 75 dwellings following the grant of outline permission under reference 14/00053/OUTMAJ. Matters of access, layout, scale, appearance and landscaping to be determined.

Utopia Kepple Lane Garstang.

Resolved:

i. The Town Council endorsed the comments of Jonathan Fail: Chartered Environmental Health Practitioner at Wyre Council, as detailed below:

I am unable to see anything that demonstrates the compliance with conditions 17 & 19 of the decision notice as attached to 14/00053/OUTMAJ. i.e. submission a noise assessment to demonstrate compliance of 17 and a scheme of noise mitigation measures in compliance of condition 19.

It is likely with the information as submitted that condition 18 has been satisfactorily address, though without a supporting noise assessment it is not categorically proven. Information must be submitted to demonstrate compliance of condition 17 & 19 which are integral to the design and layout of the dwellings.

ii. The Town Council support the objections detailed in the Town Council's Planning Committee minute 049(2019-20); 20/1/2020 relating to objections from United Utilities and the Environment Agency. The TC are concerned that the proposal, plans to discharge the surface water, from the development, into the Ainspool, then Wyre rivers bringing more water towards Churchtown and St Michaels. The TC believe local FLAGs have requested more detailed plans of what they intend to do with the drains. This application will add water to the rivers that already flood this local area.

iii. The TC support the conditions of LCC Highways (particularly no parking on both sides of Kepple Lane)

c) **Application Number: 20/00233/FUL**

Proposal: Erection of 1 dwelling and new access to Wyre Lane
Elgan House 57 Yewlands Drive Garstang

Resolved: No objection

The TC note that it is a quiet residential area with other driveways off Wyre Lane, the Town Council cannot see any detrimental effect as long as it is deemed proportionate to other existing properties.

033(2020-21) Accounts and Accounting Statements, 1 April 2019 – 31 March 2020

Resolved: The Council approved the Statement summarising the Council's receipts and payments for the financial year 1/4/19 – 31/3/20.

034(2020-21) Payroll for the Town Council, Cllrs Halford and Allan

Resolved: As a result of the increase in payroll costs for the financial year 2019-20, the Town Council approved that a review meeting take place with Towers + Gornall and that an alternative quotation for payroll is sought for the Town Council for a 3 or 5 year period.

035(2020-21) Kepple Lane Park payment for mulch (annual maintenance)

The invoice from the supplier of the mulch, for the annual maintenance of the Park has been received from Gordon Harter, Chair Kepple Lane Park Trust.

Resolved: The Town Council approved the expenditure, from the ring-fenced funds currently held by the Town Council for Kepple Lane Park (code 4733 & EMR 321).

036(2020-21) Two Town Cllr vacancies

Wyre Council has informed the TC that ‘the last time for a request for an election to be held to fill the vacancies on the town council has now passed and there was no request received’.

This being the case, the elections rules require the town council to co-opt 2 people to fill the vacancies as soon as practicable.

Resolved: The Council approved the following timescale.

Date	Action
16/6/2020	Deadline for advertising of 2 Cllr vacancies in Focus magazine
Wednesday 17/6/2020 – Fri 17/7/2020	Advertise vacancies; Focus magazine, Town Hall window, website, GTC Facebook, shared with Your Garstang, detailing interview date of Monday 27 July 2020.
Friday 17/7/2020	17.00 deadline for applications
Wednesday 22/7/2020	Publish agenda for extraordinary virtual meeting to be held on Mon 27/7/20 to consider Cllr vacancies.
Monday 27/7/2020	Extraordinary virtual meeting 19.30

037(2020-21) Armed Forces Day, Saturday 27 June 2020, Cllr Brooks

Cllr Brooks proposed that, in view of the uncertainty of lock down regulations, the Town Council organise a limited event inviting the RBL and Councillors but not schools or churches and the public and abandon refreshments this year. We can increase the scope of involvement if rules change. The Clerk had circulated the latest government advice about activity outside the home.

Resolved: Considering government advice, the Town Council agreed that that the Civic event of Armed Forces Day would not take place and that the Mayor would raise the flag on Armed Forces Day.

038(2020-21) Victory Over Japan Day, Saturday 15 August 2020, Cllr Brooks

Cllr Brooks relayed the importance of the above date; with the surrender of the Japanese forces in the Far East following the dropping by US aircraft of two Atomic Bombs, WW2 came to a formal end on 15/8/1945.

Resolved: The Town Council agreed that people should be encouraged to celebrate Victory Over Japan Day, at home.

039(2020-21) Pat Seed Garden, Cllr Pearson

Cllr Pearson reported the Garstang Bloom group tend/look after the Pat Seed Memorial which is an asset of the Town Council. Does the Council want any reports from Cllr Pearson, as Bloom Chair?

Resolved: That the Garstang Bloom report on the work they have done on the Pat Seed garden on an annual basis. The report would be included in the Annual Report for the Town meeting.

040(2020-21) Moss Lane Park, Cllrs Allan, Hynes and Ryder

There is some groundwork needed at Moss Lane Park, whereby quotes were sought at the end of 2019. The Moss Lane Cllr project team suggest that this work is carried out now, whilst the playground is shut due to Covid 19 restrictions. The work

includes an entry pathway into the Park to replace the grass, unsurfaced walkway and the installation of 2 site benches.

Resolved: The Council approved Quote B, 1,538.30 net, to construct the path. The Council further resolved to approve a maximum expenditure of £250 cost to install the benches in the playground area. Both expenses to be met from Moss Lane code 4770 and EMR 334 expenditure code, which currently stands at £4,000.

041(2020-21) August Town Council meeting

The Mayor and Deputy Mayor proposed that a TC meeting is scheduled for 17 August 2020.

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

042(2020-21) Finance

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 26/6/2020 (E00262 & E00263) 2,747.54

LCC pension direct debit (19/6/20) 898.84

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)

E00264 HM Revenue Q1 payment (Apr – June incl) 2,022.11

E00265 Mrs E Parry - monthly reimbursement for Zoom account 14.39
(approved delegated authority Mayor & Deputy Mayor 7/5/20)

E00266 Mowerpower 163.28

18-May-2020 117976 Lawnflite spool 36.70

18-May-2020 117988 Stihl hedge cutter 42.47

01-Jun-2020 118381 Kubota gear box repair 84.11

E00267 RJ Hodgson – Kepple Lane Park woodchip 480.00

E00268 Nicksons paint NHS rainbow Youth council code 33.50

Income received – for information:

6 May HM Revenue VAT reclaim period 1/10/2019 – 31/1/2020 10,682.24

22 May HM Revenue VAT reclaim period 1/2/2020- 31/3/2020 2,978.24

Council noted the delegated decisions taken by the Clerk – for information:

In consultation with the mayor (chairman) and deputy mayor (vice-chairman), as per minute 249 (201920)

a) Bond monies

The HSBC fixed deposit for 3 months matured on 26 May 2020.

The interest rates were as follows:

Based on £30,000+,

3 Month 0.15%

6 Month 0.12%

9 Month 0.11%

12 Month 0.09%

The RFO/Clerk renewed the bond for another 3 months. Will be put to Full Council for review in July

in readiness for renewal on 26 August 2020.

b) Youth Council purchase of paint for NHS rainbow

The Clerk arranged for paint to be ordered at Nickson's at a price of 33.50 incl VAT
The Youth Council purchased the paint using the power (recreational project) Local Government (Miscellaneous Provisions) Act 1976. The expenditure to be met from YC code 4850.

043(2020-21) Cllrs noted the statement of Accounts at 31 May 2020 – for information

HSBC Current account	£1,840.23
Royal Bank of Scotland	£38,518.62
HSBC Reserve account	£49,448.15
Money Market Account 3 month	£30,602.84
HSBC Christmas Lights account	£-23.89

044(2020-21) The information report was noted (detailed in the Appendix)

045(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 **on 20 July 2020 by notifying the Clerk by 10 July 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 20.20

Appendix

Clerk's appraisal

The Clerk's appraisal took place with the Mayor and Deputy Mayor on 20 May 2020.

Youth Council rainbow

The Youth Council have been flowers out of recycled plastic bottles and painting them NHS blue so that they can be incorporated into a display led by Cllr Pearson & Garstang in Bloom, in Stoops Weind, by Garstang Fish and Chips.

Wyre Council

- a) Wyre Council launches further discretionary grant scheme to help businesses affected by coronavirus - press release 3 June. Details on TC website.
- b) Reopening High Streets Safely Fund – details were provided at the extraordinary meeting on 8 June 2020.
- c) Parking Permits - Garstang High Street

Links and info below:

https://www.wyre.gov.uk/info/200471/parking_permits/54/residents_parking_permit

Resident parking permits

Changes to Residents' car parking permits

Residents' car parking permit fees are changing on 1 April 2020. Permits will cost £30 and will be valid for two years. The new permit will allow residents to park for up to three hours on any long stay car parks, an increase on the current two hour limit. If your permit was purchased before April 2018 then you are required to purchase a new permit at £30.00.

Existing permits purchased between 1 April 2018 and 31 March 2020 will be valid for the first two years of the new scheme. Permits bought before 1 April 2018 will need to be renewed before 1 April 2020.

Resident parking permits terms and conditions

Each permit is only valid for use in the vehicle whose registration mark is recorded on the Wyre Council's database and shown on the front of the permit. The permit must not be altered in any way. The permit is only valid in long stay car parks; it is not valid on Rough Lea Road or North Promenade car parks, Cleveleys. Vehicles are permitted to park once per day free of charge for up to a maximum of three hours. You are not permitted to use the permit on a car park and then move to another and use it again, even if you did not park for the full three hours previously. If you wish to park for more than three hours or to park on a non-designated car park then a Pay & Display ticket must be purchased and displayed in the vehicle. Failure to do so may result in a penalty charge notice being issued. By issuing a permit the council does not guarantee that a parking space will be available. The permit remains the property of Wyre Council. Use of the permit indicates acceptance of the terms and conditions. Misuse of the permit will result in it being withdrawn. The use of the parking permit is a privilege given by Wyre Council to its residents. The council reserves the right to change or end the scheme and cancel all permits at its discretion. The resident parking permit scheme is open to all residents of Wyre. In order to qualify you must live here on a permanent basis and pay full council tax to Wyre Council. Those residents who reside on a caravan or country park and who pay a service charge to the site owner but not council tax are not eligible for the

scheme. Blue Badge Holders Residents with Blue Badges may use their resident permit to park in any long stay car park as above; they may also use the permit to park in any short stay car park for three hours provided that they are parked in a marked disabled bay and display both the permit and a valid Blue Badge. Where a Resident permit is used together with a Blue Badge there is no requirement to display a separate timeclock. If parked in a short stay car park but not within a marked disabled bay then a Pay & Display ticket must be purchased and displayed in the vehicle. Fair notice processing All details relating to the application and issue of the parking permit will be stored on a computer database. To satisfy the requirements of the Data Protection Act, 1998 the council is obliged to make it clear to you how we use your personal data and to say who we might share it with - if that is not obvious. Your personal data may be used for purposes other than administering the residents' parking permit system, such as for the general prevention and detection of fraud. For example, your data could be passed on to the Audit Commission, as part of the National Fraud Initiative, for detecting fraudulent claims for, or use of permits. In particular the Audit Commission has legal powers under the Serious Crime Act 2007 to match your information to other records, or any other personal data from other public bodies where there is reasonable evidence that fraud is likely to be found. Sharing your personal data in this way will only be carried out when absolutely necessary

https://www.wyre.gov.uk/info/200312/parking_and_car_parks/156/apply_for_or_renew_a_blue_badge?fbclid=IwAR0FV8_s6fbh82EHRReTfi1cuE-bJm5nC56k8IHnhvaDsEPeYTlyNBqdc7CQ

About blue badges

From 1 June 2020, you will need to purchase a parking ticket or display a Residents' Car Parking Permit when using a Wyre Council car park.

You must also clearly display your blue badge with the serial number and expiry date facing upwards.

The blue badge scheme is administered by Lancashire County Council.

Garstang Fairtrade – Cllr Ryder

St Mary & St Michael Catholic Primary School

Ran a Fairtrade tuck shop at the end of Fairtrade Fortnight and raised £26.00 to help support our local Fairtrade Group for which we are incredibly grateful.

They must also be congratulated as in April they were awarded a Fairtrade School Status by the Fairtrade Foundation.

Fairtrade Directory

Our directory which lists retailers, eateries, takeaways, and accommodation selling or using Fairtrade products will be available after lockdown from the Tourist Information Centre and the Library. However, in the meantime, it can be found on our website: www.garstangfairtrade.org.uk

Covid 19

In the face of the global Coronavirus Crisis, farmers and workers are playing a vital but sometimes forgotten role. Fairtrade farmers and workers are keeping shelves stocked around the world, but even more importantly they are working to keep their own communities safe. From preparing emergency food parcels to producing PPE, Fairtrade producers are helping some of the most vulnerable communities in the world get through this crisis.

Please spare a thought for all producers whose livelihoods have been affected by Covid 19. We thank them all and wish them well.