



# Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: [clerk@garstangtowncouncil.gov.uk](mailto:clerk@garstangtowncouncil.gov.uk)

Web: [www.garstangtowncouncil.org](http://www.garstangtowncouncil.org)

Garstang Police Station

Moss Lane

Garstang

PR3 1HB

## Full Council Meeting, 19<sup>th</sup> October 2020 Minutes

Minutes of the virtual Town Council meeting, held on 19 October 2020, 7.30pm.

### Present

Chairman: Cllr Webster

Councillors present: Allan, Atkinson, Brooks, Dyer, Halford, Hynes, Leech, Pearson, Ryder and Salisbury.

Also present: Garstang Town Clerk Edwina Parry, Wyre Cllr Dulcie Atkins, Wyre Cllr Robert Atkins, and 2 members of the press.

### **128(2020-21) Apologies for Absence**

Councillor Webster. Councillor Mitchell gave her apologies after the meeting closed (19/10/20). She was ill earlier in the evening and could not attend. Sgt Hamlet and PC Banks. Cllr Leech gave County Cllr Turner's apologies.

### **129(2020-21) Declaration of Interests and Dispensations**

134(2020-21) Christmas in Garstang - Cllr Dyer reported that he did not have a pecuniary interest or 'other interest' as he is donating any equipment as a donation to the town and that any income generated will be payable to the town council. He, personally, had nothing to gain from holding the event.

135(2020-21) Planning applications - Cllr Salisbury declared a pecuniary interest due to his business interest - Architecture & Planning Consultant. He did not take part in the discussion or voting.

142(2020-21) Income fees - Cllr Ryder pecuniary interest; allotment tenant (did not take part in the discussion or voting)

142(2020-21) Income fees - Cllr Pearson; significant other interest, Chair Scout & Guide Headquarters Management Committee (did not take part in the discussion or voting)

142(2020-21) Income fees - Cllrs Atkinson and Pearson; significant other interest; Trustees Kepple Lane Trust (did not take part in the discussion or voting)

### **130(2020-21) Public Participation**

No members of the public wished to speak.

### **131(2020-21) Minutes of the last meeting – for decision**

A copy of the following minutes had been circulated:

a) the council meeting held on 21 September 2020.

- b) the extraordinary meeting held on 5 October 2020

**Resolved:** The minutes of the following meetings:

- a) the council meeting held on 21 September 2020.  
b) the extraordinary meeting held on 5 October 2020  
were confirmed and signed electronically as a true record.

Cllr Brooks to follow up the minutes numbering system outside of the meeting.

**132(2020-21) Delegated Decisions**

No delegated decisions had been taken since the last Council meeting on 21 September 2020 that required a resolution minute number.

**133(2020-21) Neighbourhood Plan, Cllr Brooks**

No report submitted.

**134(2020-21) Report from Market Town Working Group (MTWG)**

**a) Christmas in Garstang: Councillor Dyer**

Cllr Dyer reported that although the Victorian Fayre is cancelled and Covid19 is ever present, the market town working group is eager that Christmas is not cancelled in Garstang.

The idea is to provide a covid secure environment that offers Christmas music, parched peas, chestnuts, mulled wine and a few stalls.

The event would run from 10am until 4pm each Saturday in December. Cllr Dyer has enough equipment in his stores to run the event successfully as a donation to the town. Any income from the event will be payable to the town council and would ideally be used for further market town projects as we are currently operating without budget.

There is a cost of £21 per event for the Temporary Event Notice to allow the sale of any alcohol, of which he is a personal licence holder and therefore able to apply for without issue. He is yet to explore further costs however he did expect this to be a revenue generating event through income from stall holders, sale of drinks, and food etc.

Discussion points raised by Councillors, included that the event should be linked to the High Street, ensure the stalls are local, insurance for the event and that social distancing needs to be maintained.

**Resolved:** The Town Council approved the running of the event using the power and statutory provision - LGA 1972 s144 Power to encourage visitors and provide conference and other facilities. The Town Council **further resolved** that a budget of up to £1,000 to be met from code 4641 Festivals and that a formal response from the Town Trust would be sought seeking their approval for the Christmas market.

**b) Webcams and sound systems, Cllr Mitchell**

Cllr Allan reported the concern of Cllr Mitchell, that webcams and sound systems were to be installed on the High Street, as part of the RHSSF initiative of Wyre Council. Cllr Allan reported that this project would not be progressed if there was no support from the town or Town Council.

**Resolved:** The Town Council did not support the RHSSF initiative of Wyre Council, to install webcams and sound systems on the High Street.

**135(2020-21) Planning Applications – for decision**

**Application Number: 17/00305/REMAJ**

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.

Location: Utopia, Kepple Lane, Garstang.

**Resolved:** Object to the proposal for the following reasons:

- a) The Town Council support the objections from United Utilities, the Environment Agency and Wyre Drainage.
- b) The TC support the conditions of LCC Highways (particularly no parking on both sides of Kepple Lane)

**136(2020-21) Update from Len Harris, Senior Planning Officer Wyre Council - Prospect Farm, Garstang**

Councillors noted the following update from Mr Harris for the planning application for the residential development of Local Plan allocation SA1/15 Land at Prospect Farm. The applicant has submitted a masterplan in support of the application. When we are satisfied with the document it will go through a decision making process likely to be a report to the Planning and Economic Development Portfolio Holder Cllr Michael Vincent. The forward plan of executive decisions has been updated to reflect this fact. At the moment it is showing a decision before the end of October however this is dependent on an acceptable masterplan being presented to the council and it is always possible that the date of decision could be pushed back.

**137(2020-21) Local policing report, Garstang [Minute ref 110(2021-21) 21/9/2020]**

Councillors noted the update from Sgt Hamlett

Unfortunately, my team and I will not be able to provide written updates or be able to attend the meetings on a monthly basis. This is for a variety of reasons, including:

- Our rotas are not always compatible with the meeting times;
- We have significant demand and competing priorities to manage;
- Workforce restructuring (to enable enhanced 24/7 service delivery) means that Neighbourhood teams are now more bespoke (and therefore smaller) but cover larger areas (with corresponding numbers of district and parish councils). We simply don't have the time to attend/update all of the meetings.

What I will agree to do (in line with the update for the last meeting) is exception reporting. So, if matters arise that are significantly different to 'normal' business (e.g. a spike in ASB or burglaries in a particular area), the Police will endeavour to provide updates where necessary.

**138(2020-21) 20/00618/FULMAJ – Garstang Business Centre – Wyre Council**

Wyre Council had been in contact with the Clerk to ask whether Garstang Town Council has any projects in mind for the Moss Lane Playing Field that potentially financial contributions from developments in the area could possibly

go towards. Wyre council explained that this does not necessarily mean that Wyre Council would definitely take monies from this particular application at the Business Centre, or indeed any other developments that may come forward in the future, but it would be useful for the Council to be aware of any projects the Town Council has in mind if there are any, for awareness when planning applications are submitted.

**Resolved:** Council agreed that the following list be sent to Wyre Council.

**a) Moss Lane Playpark Phase 2**

It was always intended to carry out a phase 2 upon completion of phase 1.

The phase 2 project has been delayed mainly due to:

Covid-19

Delays in completion of Phase 1

Time lag needed before we could apply for another LEF grant

Some initial thoughts have been discussed and we have contacted a member of the public who has children with disabilities to join our team.

We have thought of installing additional swings some of which would be:

Suitable for younger children

Traditional swings for older children

Consideration would need to be given to make them as inclusive as possible.

There would be a need to:

Take down some existing fencing and erect a new boundary fence.

Dig out existing turf and replace with a surface to match the existing playground.

Tidy up the edges between the two phases

**Moss Lane Football Pitch**

Look to repair damage to the football pitch especially in the goal areas and the centre circle. Look at renewing the football posts.

**b) Hereford Avenue – community orchard**

**c) High Street car park**

Turn the existing footpath that runs from the west of the car park (Norah Hoyles' memorial garden) to the east (to the river) into a green link/corridor with bushes and trees to make it more attractive without losing any car parking spaces.

**d) High Street and Millennium Green - improve direction and tourist signage**

At the Town Council meeting on 16 March 2020, the following was minuted:

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 Councillors Ryder and Pearson meet with the Officers at Wyre Council, who are responsible for Tourist signs, the Conservation Officer, Garstang Ward Councillors, 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.

**139(2020-21) LALC**

**a) 76th Annual General Meeting 2020**

**Resolved:** Councillors Allan and Brooks to attend the 76th AGM which will be held on 14/11/20 at 10am via Zoom.

**b) Finance Workshop – 3rd December 2020**

The Clerk reported that the workshop was full (despite putting in the booking form of 3 Councillors within 24 hours).

**Resolved:** Councillors Allan, Atkinson, Mitchell and Pearson to be put on the LALC waiting list. The costs (£25.00/person) to be met from code 4701 (£420 remains in the budget).

**140(2020-21) Garstang Town Council – Office of Town Mayor – current members**

**Resolved:** Councillors approved the Mayor seniority list detailed in Appendix 1 as per standing orders 5j.

**141(2020-21) 2020-21 National Salary Award**

Councillors noted that the National Joint Council for Local Government Services (NJC) has agreed the new pay scales for 2020-21 to be implemented from 1 April 2020. The staff salaries detailed in payments show payroll details for October with the backdated pay increase for April – September included.

**142(2020-21) Finance Committee meeting, 13 October 2020**

A copy of the minutes of the Finance Committee, had been circulated to all Council members.

**Resolved:**

- a) Finance Committee members approved the minutes of the Finance Committee meeting held on 13/10/2020.
- b) Full Council approved the recommendation of the Finance Committee minute 017(2020-21) Resolved: Full Council approved the following Income fees:
  - i) **Allotments rent**  
Currently as per tenancy agreement, annual increase of £1 (2021; £42)
  - ii) **Scout Hut rent**  
Currently the rent is £60 (approved Full Council 106 (2019-20)). The tenancy agreement states that the rent is to be reviewed every 5 year period. Next review May 2024.
  - iii) **Kepple Lane Park**  
Lease agreement states a yearly rent of £1 (if demanded) on the 5th July in each year. The Town Council do not 'demand' the rent.

**143(2020-21) Standing Orders 17c**

Councillors noted that the RFO had circulated the following statements to summarise:

- a) the Council's receipts and payments for end Q2
- b) the balances held at the end of the Q2 being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

**144(2020-21) Precept 2021/2022**

Councillors noted that Finance Committee members will attend a briefing precept meeting on 30 November 2020 to discuss the budget and start the process of recommending a precept figure to Full Council. Councillors will be asked at the next Town Council meeting, on 16 November, to provide the Clerk with projects and associated finance requirements so that they may be included in next year's precept.

**145(2020-21) Finance payments**

Councillors approved the following payments:

Royal Bank of Scotland Bank account – cashbook 3

Reference	Description	Amount
BACS00289 & BACS00290	Payroll (figures provided by Towers + Gornall). To be paid electronically on 26/10/2020. Clerk: LC2 range SCP 19-32), 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'. Lengthsman: scale point SCP 1-4 [includes back dated pay from 1/4/2020]	£3,119.25
Direct Debit 19/10/2020	LCC Pension	£915.51
BACS00291	Mrs E Parry – Clerk's expenses, monthly reimbursement for Zoom account (7/10 – 6/11/2020)	£14.39
BACS00292	Key Engineering & Hygiene Supplies Ltd – refuse sacks	£38.45
BACS00293	C&C Supplies – Lengthsman boots	£53.00
BACS00294	Houghtons – Lengthsman supplies (12/2019 – 08/2020)	£130.08
BACS00295	Information Commissioners Office - Data Protection fee	£40.00
Direct Debit 16/10/2020	Three – mobile phone	£16.43
Direct Debit 01/10/2020	Three.co.uk - Office internet	£8.00

**146(2020-21) Statement of Accounts at 30 September 2020 – for information**

HSBC Current account	£2,340.23
Royal Bank of Scotland	£17,262.74
HSBC Reserve account	£49,465.76
Money Market Account 3 month	£30,614.41
HSBC Christmas Lights account	£484.63

**147(2020-21) Items for Next Agenda**

Councillors are 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 16 November 2020 by notifying the Clerk by 6 November 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: 8.40pm**

## **For Information Only**

### **148(2020-21) Project Reports**

Website and Councillor email address, Councillors Allan, Atkinson and Dyer  
The website team are in the final stages of developing the website and ensuring we meet accessibility criteria WCAG 2.1. All Councillors have now received new email addresses and should begin to start to use them. If Councillors have any issues with setting up and accessing these emails they should contact the project team. Teams is currently being phased in for the Town Council.



## Appendix

### 1) Office of Town Mayor – current members

<b>Councillor</b>	<b>Joined</b>	<b>Mayor</b>
Halford	11 April 2007	2008/09
Salisbury	12 May 2011	2014/15
Ryder	4 September 2014	2017/18
Hynes	17 August 2015	2018/19
Webster	15 February 2016	2019/20, 2020/21
Brooks	20 February 2017	
Allan	16 October 2017	
Leech	20 November 2017	
Mitchell	16 September 2019	
Pearson	16 September 2019	
Atkinson	27 July 2020	
Dyer	27 July 2020	