



Garstang Town Council

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PR3 1HB

Full Council Meeting, 18th January 2021 Minutes

Minutes of the virtual Town Council meeting, held on 18 January 2021, 7.30pm.

Present

Chairman: Councillor Webster

Councillors present: Allan, Atkinson, Brooks (arrived at item 2), Dyer, Halford, Hynes, Leech (arrived item 7), Mitchell, Ryder, Salisbury and Webster

Also present: Town Clerk, Edwina Parry, Wyre Councillor Dulcie Atkins, Wyre Councillor Robert Atkins and 1 member of the public.

208(2020-21) Apologies for absence

Councillor Webster reported that Councillor Leech may be late for the meeting, as he was attending a meeting at Wyre Council first.

The Clerk reported that Wyre Councillor Dulcie Atkins may be late, as she was attending another meeting earlier in the evening. Sergeant Guy Hamlett's apologies were reported. Wyre Councillor Robert Atkins reported Councillor Collinson's apologies.

209(2020-21) Declaration of Interests and Dispensations

214(2020-21), Councillor Atkinson declared an 'other interest'. He is a Trustee and Town Councillor representative of Kepple Lane Park Trust.

216(2020-21), Councillors Atkinson and Webster both declared an 'other interest'. Councillor Atkinson was a volunteer of Garstang Volunteer Force during lockdown 1 and 2. Councillor Webster is one of a number of office managers for GVF. Councillor Webster volunteered during lockdown 1 but not lockdown 2.

214(2020-21), The Clerk reported that dispensation forms were on file for Councillors Allan, Dyer, Halford and Ryder (who lived in the parish of Garstang) which allowed them to participate in the precept and budget discussions.

210(2020-21) Public Participation

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

Wyre Councillor Robert Atkins reported that the Sports and Social Club had a new Chairman Mark Gorst. Mark Gorst had received a phone call from the Environment Agency about weather conditions between 19/01/2021 and 21/01/2021. Mr Gorst was concerned that if the barrier were to be shut, the Sports and Social Club had the potential to flood. Wyre Councillor Robert Atkins asked Councillor Brooks for a comment to relay back to the Chairman.

Councillor Brooks said that he follow up with Mr Long at Wyre Council, on 19/01/2021 and that he would report back to Wyre Councillor Robert Atkins.

No other members of the public wished to speak.

211(2020-21) Minutes of the last meeting

A copy of the minutes of the Town Council meeting held on 7 December 2020 had been circulated.

Resolved: The minutes of the Town Council meeting held on 7 December 2020 were confirmed and signed electronically as a true record.

212(2020-21) Delegated Decisions

Delegated decisions taken since the last Council meeting on 7 December 2020 requiring a resolution minute number:

Doctors surgery parking

Resolved: On 17 December 2020 and 6 January 2021, the Mayor and Deputy Mayor, in discussion with Kepple Lane Park Trust, gave approval for Garstang Medical practice staff to park on the Scout hut car park, to free up space at the Garstang Medical practice to aid the delivery of the COVID vaccine. Going forward approval has been given for the car park to be closed to members of the public, on COVID vaccine operation days, and to be used only by Garstang Medical practice. A sign will be detailed at the entrance to inform members of the public.

213(2020-21) Neighbourhood Plan, Councillor Brooks

An information report had been circulated with the agenda, summarised as follows.

Councillor Brooks' intention is to circulate a revised Vision Statement 2031 to Town Councillors for their comment. The draft he circulated several months ago attracted 7 responses out of 11 councillors, excluding himself. He asked for those Councillors who had not yet responded to respond.

Councillor Brooks continues to receive information by way of newsletters from Locality which is the government organisation heading up the project. The November newsletter contained articles relating to preparing a plan in the Corvid environment and although community engagement is possible using desk based methods it urges those involved to appreciate that not everyone is either equipped or comfortable with social media.

Councillor Webster asked Councillors to respond to Councillor Brooks' vision statement before the next meeting on 15/02/2021.

214(2020-21) Budget 2021/2022 and Precept

The Finance Committee discussed the precept in detail at their meeting on 12/01/2021. To assist recommending a precept figure to Full Council, the following points were considered:

- a) **Full Council minute 7 December 2020**
189(2020-21) Budget and Precept 2021/2022

The Committee were aware that Full Council had accepted the draft precept figure of £94,055, any recommendation, from the Finance committee would be based on this guidance from the Town Council's resolution.

b) Personnel Committee 15 December 2020 – draft minute 007(2020-21)

The Personnel Committee recommended to the Finance Committee and Full Council that employees salaries should not increase by the budget figure of 2.5%. There should be a pay freeze, 0% increase, for employees. [The Chair and Clerk reminded Committee members that 'The National Agreement on Pay and Conditions of Service of the National Joint Council ("the NJC") for Local Government Services ("the Green Book") applies to employees contracts of employment].

c) Other considerations

The Committee considered code 4805 North West Stages Rally. Although the event was not taking place in March 2021, if the event were to be held in March 2022, a budget figure would be required to support the event.

The Committee considered codes 4840 MTWG events, 4841 MTWG projects/admin and 4842 MTWG strategy Plan Consultancy. The Committee were aware that these budget figures amounted to £7,000. After much discussion, the Committee resolved to keep these budget figures in for the following reasons.

4842 MTWG strategy Plan Consultancy. The MTWG want to produce a new Town Plan, based on the historic Garstang and District Partnership Plan. The Council have a responsibility to the town, to plan for the future of the town. The MTWG had been advised by Wyre Council, that funds were required from the Town Council if the Town Council wanted to attract additional funding.

The Committee noted that the Council had been cautious during previous years about increasing the precept. But given COVID, the town needs to come out of the pandemic positively. The MTWG project is seen as incredibly valuable resource to the town of Garstang for business and residents.

The Committee's recommendation to Full Council, is a precept figure of £90,742. This in an annual increase of £8.54 on the 2020/2021 which equates to an extra 16 pence/week for a Band D property. That the EMR changes be approved (details were listed in the agenda Appendix).

Resolved:

- a) Full Council approved a precept figure of £90,742. This is an annual increase of £8.54 on the 2020/2021 which equates to an extra 16 pence/week for a Band D property (detailed in Table 1 and calculation detailed in Table 2).

- b) Full Council approved the budget figures as detailed on the Annual Budget – By Centre Note 20210118 V0.1. This approval would amend the name of the report to 20210118 V1.0 Approved Budget 2021_2022
- c) Full Council approved the changes to EMR's detailed below.
- i) **EMR 324 War memorial**
The Committee recommended that the budget code 4705 Amenities monies, £750 be utilised from 1/04/2021 and transferred into this EMR on 1/04/2021. The code heading to be changed to Amenities.
- ii) **EMR 330 New Council website**
The Committee recommended that £2,000 surplus monies from this EMR be transferred to be transferred into the EMR 345 RHSSF project. The remaining funds will be utilised for Teams up until March and final website costs (approximately £25). The remaining amount after this expenditure will be approximately £200. This should be left in the EMR which should be renamed IT maintenance.
- iii) **EMR 332 War memorial plaque**
The Committee recommended that EMR 332 be changed to a budget heading of War memorial maintenance and that the EMR be reduced from £2,000 to £1,000. The new plaque expenditure will be allocated to this code. The surplus £1,000 to be transferred into the EMR 345 RHSSF project.
- iv) **EMR 338 VE Day 75 weekend**
The £1,500, which will not be spent this year, be transferred into the EMR 345 RHSSF project.
- v) **EMR 345 RHSSF project.**
The Committee recommended that the EMR heading be changed to Market Town Working Group. If the recommendations a) – d) were accepted by the Council. The total would be £2,648 +£2,000 + £1,000 +£1,500 = £7,148.

Table 1

2020/21 Band D equivalent	2020/21 precept	Tax base 2020/21
41.93	76,809	1,831.85
2021/22 Band D equivalent	2021/22 precept	Tax base 2021/22
50.47	90,742	1,797.87

Table 2

Balance held at 31/03/2020	52,360	
Net income over expenditure at 31/03/2021	4,667	

Projected Bank Balance 31/03/2021	57,027	(a)
Projected EMR 26/11/2020	56,368	(b)
Surplus (a-b)	659	(c)
Budget Expenditure	92,927	(d)
Budget Income	1,526	(e)
Net Budget Expenditure (d-e)	91,401	(f)
Precept Required (f-c)	90,742	

215(2020-21) Planning Applications

There were no planning applications for the Town Council to consider.

216(2020-21) Garstang Volunteer Force (GVF) transfer of grant monies

Further to Minute 190(2021-21) 7 December 2020, Councillors were informed, from Councillor Webster, that GVF had applied for a bank account on 08/12/2020. Councillor Webster received a telephone conversation from Charlie Collinson, on 10/12/2020, requesting that the money stays in the Town Council bank account until the GVF bank account has been processed and the Town Council transfer the funds directly to the GVF account. On 06/01/2021, the RFO was informed that the new GVF account had been set up and was provided with the account details.

Resolved: Full Council agreed for the £500 grant monies (received from the grant provider Blackpool Citizens Advice Bureau and been deposited in the Town Council account), to be transferred into the new GVF bank account.

217(2020-21) Email Addresses and Teams, Councillors Atkinson and Dyer

The project team reported that they wished to carry out a virtual induction to Teams for all Councillors, so that Councillors can see how Teams will work for them and the Council. The induction will be recorded and shared with Councillors (and future Councillors) so that they can refer back to it in the future.

Resolved: The Council approved the training induction for Teams at 7.30pm on 01/02/2021. The training would last for 1 hour and would be recorded.

218(2020-21) Email Policy

Resolved: The Council approved the revised Email and Teams Protocol for Councillors and Officers (V1.2) and that it takes effect from 02/02/2021. The Council **further resolved** that a review of Teams and the 'Email and Teams Protocol for Councillors and Officers' take place at the council meeting on 17 January 2022. (Footnote from the Clerk, V1.3 is the approved version incorporating the review date).

219(2020-21) Town Council Projects

Project	Lead Cllr/Officer	Team	Start Date
Biodiversity within the town	Cllr Mitchell	Cllr Pearson	20/07/2020
Civic Sunday	Clerk	Mayor Elect	

Project	Lead Cllr/Officer	Team	Start Date
Combined Parishes Local Plan working group	Cllr Brooks	Cllr Allan Clerk	19/11/2018
Community Emergency Planning	Cllr Dyer		21/09/2020
Community Engagement/Facebook and website	Cllr Mitchell	Cllr Atkinson Cllr Dyer Cllr Hynes Cllr Webster	18/11/2019
Community Hall	Cllr Atkinson Cllr Allan		16/11/2020
Local Council Award Scheme	Clerk	Mayor Deputy Mayor	18/09/2017
GTC Web Site	Cllr Allan	Cllr Dyer, Cllr Atkinson Cllr Mitchell Clerk	19/11/2018
KWH Relationship	Cllr Allan	Cllr Webster	18/02/2019
Market Town Working Group	Cllr Allan	Cllr Pearson Cllr Dyer Cllr Mitchell Cllr Atkinson Cllr Leech	08/06/2020
Moss Lane playing field	Cllr Ryder	Cllr Hynes Cllr Allan Clerk	20/06/2016
Neighbourhood Plan	Cllr Brooks		20/03/2017
North West Stages 2022	Cllr Allan	Cllr Hynes	21/01/2019
Remembrance Sunday	Cllr Webster	Clerk	05/10/2020
Town Centre Signage	Cllr Ryder Cllr Pearson		16/03/2020
Town Council Awards	Cllr Webster	Cllr Hynes Cllr Ryder Cllr Halford Cllr Mitchell	
Conservation area signage	Cllr Leech	Cllr Hynes	17/02/2020
Uniformed Volunteer Community Champion	Cllr Salisbury		04/03/2019

Project	Lead Cllr/Officer	Team	Start Date
War Memorial	Cllr Webster	Cllr Brooks	02/12/2019

a) Project Sheets

Town Councillors had been circulated with a revised project sheet with the intention of making the process of reporting projects easier for Councillors. A completed copy of the project sheet had also been circulated as an exemplar. A project sheet for each project will be added to the Projects File in the Full Council Team. Councillors will then only need to amend that same file each month before the agenda item deadline, and will not need to email it to the Town Clerk.

Resolved: Councillors approved the project sheets and agreed that Councillors would complete their first project sheet for March's meeting agenda item deadline and then each meeting thereafter.

b) Christmas Lights Working Group

Resolved: Council agreed that the Christmas Lights Working Group project be signed off.

c) Combined Parishes Local Plan Working Group

Resolved: That the Combined Parishes Local Plan Working Group project continues.

d) Town Centre Signage

Resolved: That the Town Centre signage continues as a separate project and works closely with the MTWG.

e) Biodiversity in the Town

Resolved: Councillor Pearson was added into the project team.

f) Local Council Award Scheme

The Council noted that the Town Clerk, along with the Project Team, intend to move forward substantially with this project over the coming year.

g) GTC Facebook Platform

Resolved: The Council approved to change the project name to Community Engagement/Facebook/website and that the team is Councillors Atkinson, Dyer, Hynes and Webster.

220(2020-21) Lancashire County Council (LCC) - Budget Consultation

Resolved: The Council noted and made no comment on the Lancashire County Council (LCC) - Budget Consultation for 2021/22.

221(2020-21) Finance Committee budget briefing meeting, Councillor Brooks

Councillor Brooks withdrew his item on Finance Committee budget briefing meeting and asked that it be tabled at the Council meeting on 15 February 2021.

Resolved: The Council approved that the Finance Committee budget briefing meeting be deferred to the Council meeting on 15 February 2021.

222(2020-21) 2021 Garstang Town Council Awards, Councillor Webster

The 2021 Garstang Town Council Awards was discussed. Due to COVID, the delay in conducting the virtual awards ceremony and the fact shields/trophies had only been presented to the winners in December 2020 and January 2021.

Resolved: That the Town Council Awards for 2021 is postponed and reconvened in April 2022 and that the Mayor for 2021/22 term submits an agenda item later in the year and establishes the project manager and Town Council Awards term. The Council **further resolved** that Councillor Leech bring an agenda item to the council meeting on 15 February 2021 for Council to consider a possible interim Town council awards for 2021.

223(2020-21) Finance Committee meeting, 12 January 2021

A copy of the minutes of the Finance Committee meeting held on 12 January 2021 had been circulated to all Councillors.

Resolved: The minutes of the Finance Committee meeting held on 12 January 2021 were confirmed and signed electronically as a true record by the Finance committee.

224(2020-21) Standing Orders 17c

The Council noted that the RFO had circulated the following documents.

- a) the Council's receipts and payments for end Q3
- b) 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.

225(2020-21) Finance payments – for decision

Councillors approved the following expenditures.

Royal Bank of Scotland Bank account – cashbook 3

Reference	Description	Amount
BACS00311 & BACS00312	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/01/2021, 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	£2,792.37
Direct Debit 19/01/2021	LCC Pension (December contribution)	£923.46
BACS00313	Mrs E Parry – Clerk's expenses, monthly reimbursement for Zoom account (07/12/2020 – 06/01/2021)	£14.39
	monthly reimbursement for Zoom account (07/01/2020 – 06/02/2021)	£14.39
		£59.28

Reference	Description	Amount
	Microsoft Teams 27/11/2020 - 26/12/2020 verified Councillors Atkinson & Dyer	
BACS00306 detailed on the Full Council agenda 07/12/2020	Councillors are asked to note that Mrs E Parry – Clerk’s expenses, monthly reimbursement for Zoom account (07/11/2020- 06/12/2020) was not paid, as this had been approved at the meeting held on 16/11/2020 ref BACS00298 (the Clerk had made a typo with the invoice date.	
BACS00314	Mowerpower LTD (Brock) – Servicing Lengthsmans tools	£205.45
BACS00315	SLCC Membership Renewal Footnote when making online, the membership was calculated, by SLCC, at £185.00	£185.00 paid (£208.00 detailed on agenda)
BACS00316	S Carr & Son – Annual Awards trophies minute 117(2020/21) All expenditure to be allocated to Code 4830/ EMR ATM (Annual Town meeting) budget code	£268.00
BACS00317	Alpha Software Annual Support and Maintenance Licence for 1 User, commencing from the date of Invoice (15 January 2021). RFO note: agenda paper detailed £148.00; resulting in 80 pence difference.	£148.80
BACS00318	Garstang Volunteer Force, minute 216(2020-21)	£500.00
Direct Debit 16/01/2021	Three – mobile phone	£16.43
Direct Debit 01/01/2021	Three.co.uk - Office internet	£8.00
Income received 17/12/2020	Wyre ICT grant (cashbook 2)	£232.34

226(2020-21) Statement of Accounts at 31 December 2020

Councillors noted the statement of Accounts at 31 December 2020

HSBC Current account	£2,340.23
Royal Bank of Scotland	£6,085.07
HSBC Reserve account	£39,699.33
Money Market Account 3 month	£30,615.18
HSBC Christmas Lights account	£484.63

227(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 15 February 2021 by notifying the Clerk by 5 February 2021. 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: 9.12pm

For Information Only

228(2020-21) Clerk's Report

a) **3 Year review of Public Spaces Protection Order – Alcohol Related Anti-Social Behaviour, Wyre Council**

Many thanks for your assistance and support with this matter. I have taken the comments of the Town Council on board and have widened the area covered by the PSPO within Garstang. The proposed Order and Maps have been uploaded onto the council's consultation portal and website and can be further commented on prior to their presentation to cabinet on the 17th February 2021. I have however attached a copy of the draft Order for your information and will be happy to take any comments direct from you before the 10th January when I have to complete my report.

It should be noted that whilst the proposed Order will be extended for 3 years, the council does intend to seek public opinion on the extension of the Order to cover the whole borough at some point soon.

If you have any further questions in respects to the Order then please do not hesitate to contact me.

b) **Openreach - Full Fibre for more Residents and Businesses in Garstang.**

Openreach has already committed to build full fibre to the majority of Garstang but we are urging residents and businesses to consider pooling broadband vouchers available from the UK Government to help extend the build even further. The UK government is supporting this incremental approach to help us to go even further, but it's only possible with everyone working together – you, your neighbours and Openreach.

Residents who don't already have access to a 100Mbps broadband service can check if they may qualify and pledge their voucher on the Connect my Community website as detailed on the attached brochure. The vouchers can be combined to extend the ultrafast, ultra-reliable network to premises in outlying rural areas which won't be covered by private investment.

229(2020-21) Project Reports

a) **Update War Memorial, Councillor Webster**

Further to the Town Council resolution 16th November 2020:
Resolved: The Council approved that the late Lance Corporal Jonathan James McKinlay, who was killed in Afghanistan 2011, be added to a new tile/plaque separate to the main memorial.

The plaque will be aesthetically in keeping with the main memorial, take into account the advice provided by the War Memorial Trust and agreed with Wyre's conservation planning Officer.

This research would be carried out by the project team and brought back to council for approval.

The Town Council will now progress the sourcing of the plaque and work with the planning authority, Wyre Council."

As resolved, I have contacted Wyre Council's Conservation Officer, Ian Heywood and he has advised as the Town Council owns the War Memorial we can avoid the need for planning permission. He has asked whoever we appoint, to run the design past him first. He has recommended using a style and type face that match those used on the existing plaques. That should make the design process somewhat easier.

I have also contacted a monumental mason on the recommendation of Greg Hodgkinson's Funeral Directors. They have recommended Mc Murray Brothers. Google tells me there are 3 monumental masons in the area:

McMurray Brothers - Preston
Tony Homes Ltd - Morecambe
H & S Fishwick - Bolton

I have sent over to McMurray Brothers photographs of the War Memorial and approximate dimensions for them to have a look at. McMurray Brothers have agreed to complete a site visit to the War Memorial. They will then come back to me with some recommendations for example, material, design, size, colour, cost etc. Once we have further information, we plan to consult Mrs Shannon and then bring the recommendations and preferences back to full council. In the meantime, Councillor Brooks is contacting the tradesman who executed the memorial in the church yard at St Thomas' church.

b) Town Council website, Councillor Atkinson

The new Town Council website, www.garstangtowncouncil.gov.uk, went live on the 16th December 2020 and the old website now has an auto-redirect in place temporarily whilst the final technical steps are taken, before it will be decommissioned.

As with any roll out there is inevitably going to be some continual alterations and improvements to correct any teething issues which may occur. Should councillors have any feedback they are welcome to send it to Councillor Atkinson.

230(2020-21) Outside body representatives

a) Garstang Fairtrade – Councillor Ryder

Fairtrade Quiz

Four local Junior Schools in the Garstang area took part in our Fairtrade Awareness Quiz and suitable prizes for the winner at each school were awarded. The quiz was targeted at years five and six. The quiz will be available on our Facebook page and website later in January for everyone to try.

Fairtrade Fortnight 2021 – Fairtrade, Climate and You

2020 has been a hard year for everyone and campaigning and meeting people will continue to be challenging as we head into the new year. But we have heard from so many of you that you want to continue to support Fairtrade through this time.

The COVID-19 pandemic has shown us more than ever how interconnected we are globally. This interconnection is at the very heart of the Fairtrade message and you have the power to drive long term change not only with your shopping choices but with your support in spreading the message.

In Fairtrade Fortnight 2021, we will be highlighting the growing challenges that climate change brings to farmers and workers in the communities that Fairtrade works with.

b) Wyre Flood Forum – Councillor Brooks

On Thursday 10th December I attended by Microsoft Teams the quarterly meeting of WYRE FLOOD FORUM which attracted a gathering of some 20 officers, councillors and lay FLAG members. The agenda was packed as usual and the meeting lasted almost four hours, the usual length when meeting in person.

The only unexplained absentee was the rep from United Utilities which attracted unfavourable comment.

My report can be read in the January Focus Magazine. The clerk also has a copy.

I did mention that Garstang Town Council has passed a resolution to prepare an Emergency Plan which was greeted very favourably.

The next meeting of the Forum will be on the second Thursday in April. Please let me know if you have any items you would like including on the agenda for the attention of the statutory authorities.

231(2020-21) Written Report from Wyre and Lancashire County Councillors

No reports requested by the Clerk.

232(2020-21) Mayor's engagements

You have probably seen on Facebook, I have been busy presenting town council awards in parks, on my doorstep or other people's doorsteps over the last few weeks in my capacity as mayor. There is still quite a few of the winners from 2019 due to collect their keepsake trophies.

Saturday 19th December, I ran the Town Trust charity stall for the mayor's charities.

Tuesday 22nd December, I supported Garstang Running Club's Santa Dash on the High Street in Garstang.

I will also be attending the Christmas Lights committee meeting 12th January 2021.

233(2020-21) Town Crier's Report

No report

234(2020-21) Police Report
No report