



# Garstang Town Council

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Garstang Police Station

Moss Lane

Garstang

PR3 1HB

## Full Council Meeting, 19<sup>th</sup> April 2021 Minutes

Minutes of the virtual Town Council meeting, held on 19 April 2021, 7.30pm.

### **Present**

Chairman: Cllr Webster

Councillors present: Allan, Atkinson, Brooks, Dyer, Halford, Leech (arrived at minute 297(2020-21), Pearson, Salisbury and Webster

Also present: Town Clerk Edwina Parry, Wyre Councillors Dulcie Atkins, Robert Atkins and Alice Collinson and 1 member of the press (joined at minute 297(2020-21).

### **295(2020-21) Apologies for absence**

Councillors Hynes and Mitchell. Councillor Webster reported that Councillor Leech may be late arriving as he was attending another meeting.

Wyre Councillor Dulcie Atkins gave County Councillor Turner's apologies.

### **296(2020-21) Declaration of Interests and Dispensations**

304(2020-21) Councillor Salisbury declared an 'interest' and did not take part in the discussion or voting.

### **297(2020-21) Public participation**

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

Councillor Dulcie Atkins provided an update on Top Taste. The enforcement officer at Wyre reported that Top Taste had complied and filled in the extraction flue as required but had not yet complied with advertising consent or submitted a scheme to restrict vehicle access the site during opening hours as required. She had also been in contact with Planning about the containers on Birch Road.

Councillor Robert Atkins spoke of the Climate change policy group meeting that had taken place at Wyre. One of the documents submitted was the analysis of the carbon footprint of the whole of Wyre borough, which was then broken down into Parish and Town Councils where they were available. As Chair of the group, Councillor Robert Atkins has arranged for every Chairman and Clerk to receive a copy of the report. He asked the Town Council to consider the report and bring recommendations on how the Council can help to achieve the overall declaration of the Climate change emergency and reduce the carbon footprint to zero by 2050.

Councillor Brooks asked the Borough Councillors about the trees that had been chopped down by Windy Harbour. Councillor Dulcie Atkins said that it was to facilitate the road.

**298(2020-21) Minutes of the last meeting**

A copy of the minutes of the Town Council meeting held on 15 March 2021 had been circulated.

**Resolved:** The minutes of the Town Council meeting held on 15 March 2021 were confirmed and signed electronically as a true record.

**299(2020-21) Standing item: Delegated decisions**

None

**300(2020-21) Standing item: Neighbourhood Plan, Councillor Brooks**

At the March meeting members were asked to consider a list of proposals, suggestions and ideas and respond with views to the Project Leader, Councillor Brooks. As at the 9/04/2021, no responses have been received and members are asked to do so promptly.

The Mayor asked that Councillors who had not responded to respond to Councillor Brooks. Councillor Atkins reported that he had sent his comments on 15 February 2021.

**301(2020-21) Report from MTWG, Councillor Allan**

Greater Garstang Partnership Board has been established and the first meeting took place on 14<sup>th</sup> April 2021. The SPF team has been closed.

The MTWG has met with Wyre Council Economic Development Officers to discuss our proposed ideas, and we remain in communication with them on this to further understand the scope of the funding, with the hope of placing orders by the end of April. The RHSSF Spend deadline has been extended till June as a result of the ongoing covid-19 restrictions.

**302(2020-21) Police Our Lancashire survey**

No report submitted from Councillor Halford

Background

Ref 15/03/2021 minute278(2020-21)

**Resolved:** That the matter is referred to the Garstang Millennium Green Trust, (meeting at the end of March 2021). That Councillor Halford and the Clerk bring an update back to Council on 19 April 2021.

**303(2020-21) Resignation from Councillor Ryder**

The Mayor and the Clerk have received Councillor Ryder's resignation from the Council, from 31/03/2021. The Clerk will inform Wyre Council of the vacancy.

**304(2020-21) Planning Applications**

Councillors are asked to consider the following and respond with their comments:

- a) **Application Number: 21/00129/FUL**  
Proposal: Single storey side & rear extension  
Location: 98 Lancaster Road Garstang
- Resolved:** No objections
- b) **Ref. No 17/00210/DIS1**  
Former District Council Depot Green Lane West Garstang  
Application for approval of details reserved by condition 12 (foul and surface water drainage scheme) on planning permission 17/00210/FUL
- c) **Ref. No: 17/00177/DIS**  
Green Lane Garage Green Lane West Garstang  
Agreement of details reserved by condition 9 (Construction management plan), condition 13 (Drainage Scheme), and conditions 14 and 15 (Sustainable drainage) of planning application 17/00177/FULMAJ
- d) **Ref. No: 17/00407/DIS**  
Nook View Windsor Road Garstang  
Certificate of Lawfulness for proposed dropped kerb
- e) **Ref. No: 18/00181/NONMAT**  
Garstang Sports Club 94 High Street Garstang  
Non-material amendment to change the position of electronic scoreboard on previous planning permission 18/00181/FUL

Councillors noted points b) to e). Councillor Allan pointed out that the address in the documentation for point c) is incorrect. There was a typo from the Clerk at point d) (now corrected in the minutes).

**f) Traffic incident on A6**

The Clerk has been notified by the Chairman, Garstang Cycling Club about a traffic incident on A6 junction with Kepple Lane, whilst Wyre Council Planning Committee were carrying out a site meeting. The correspondence has been circulated to Councillors. The Clerk has notified the 3 Wyre Garstang Ward members. Councillor Dulcie Atkins has contacted the Chairman of the Cycling Club.

Councillor Dulcie Atkins reported that the decision had been deferred by Wyre Council and passed back to LCC for their comments.

**Resolved:** Council approved:

- i) To write to the Chairman of Garstang Cycling Club detailing that the Council agrees and supports the concerns raised in his correspondence.
- ii) That the Clerk writes to Wyre Council detailing the concerns of the incident which involved cyclists along the A6, and that this incident endorses the objects sent to Wyre Council to Application 20/00212/FULMAJ on 16 February 2021.
- iii) That the Clerk, in consultation with the Chair of the Planning Committee Councillor Leech and Councillor Brooks, writes to Wyre

Council with reference to points detailed in Wyre council's Local Plan, specifically relating to the mitigation strategy.

**305(2020-21) Arrangements for Annual Town Council meeting (also known as ATCM and Mayor making), 4 May 2021 and the monthly May meeting**

The Clerk, Mayor and Deputy Mayor recommended that the May monthly meeting takes place at 7.00pm on Tuesday 4 May 2021 (this will involve cancelling the meeting on 17 May 2021). The agenda will cover essential business only namely Planning applications, Approval of the Annual Governance and Accountability Return (AGAR), end of year accounts and payments. The Annual Town Council meeting (ATCM also known as, Mayor making) will take place on the same evening (4 May 2021) at 7.30pm.

**Resolved:** That the monthly May meeting is rescheduled from 17 May to 4 May at 7.00pm.

Councillors considered the appointments onto Committees, in readiness for the ATCM.

**Resolved:** The following appointments were recommended:

Finance Committee - Councillors Allan, Atkinson, Halford, Mitchell, Pearson and a vacancy.

Personnel Committee – Councillors Allan, Brooks, Dyer, Leech, Salisbury and Webster.

Planning Committee - Councillors Allan, Dyer, Hynes, Leech, Webster and a vacancy

Councillors considered the appointments to the following outside bodies in readiness for the ATCM.

**Resolved:**

Lancashire Association of Local Council (LALC - Area Committee), Councillor Allan and a vacancy.

Fairtrade Committee – vacancy

Garstang Flood Action Group – Councillor Brooks

Kepple Lane Park Trust – Councillors Atkinson and Pearson

Millennium Green Trust – Councillor Halford

Planning Ambassador – vacancy

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

Youth Council – Councillors Allan, Atkinson, Dyer and Pearson.

**306(2020-21) Council business between 5 May 2021 and 21 June 2021, Clerk**

The Council discussed what does the council wished to do, to conduct council business, between 5th May (last council meeting) (nationwide 7th May) when The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 no longer applies and 21st June when councils may be able to meet face to face when hopefully all restrictions are lifted.

It has also been announced that the Government has launched an open consultation – Local authority meetings: call for evidence, which seeks to understand the experience of conducting remote meetings and will inform any decision on introducing legislation to make these arrangements permanent.

This consultation will run for 12 weeks and closes on 17 June 2021. It is open to views from all of the UK, including Wales, who have already introduced legislation to meet remotely via the Local Government and Elections (Wales) Act which comes into force on 1 May 2021.

**Resolved:** For the period 5 May 2021 – 21 June 2021 any decisions, that would otherwise have been on the agenda for a committee or Council, is now made by the officer of the council, the Clerk/ RFO, (and the Mayor & Deputy Mayor).

To ensure that this remains inclusive of councillors, the Clerk/ RFO is advised in their decision-making, to seek the views of members of the committee/Council. This could be by email or by Teams/zoom.

This would supersede minute 249(2019-20), Coronavirus (COVID-19) and Council activities, 21 March 2020.

The Council **further resolved** that the Town Council responds to the open consultation – Local authority meetings: call for evidence. The response to be delegated to the Clerk, in consultation with the Mayor and Deputy Mayor.

### **307(2020-21) Remembrance Sunday 14/11/2021, Councillor Brooks**

Councillor Brooks outlined 3 formats for Remembrance Sunday on 14/11/2021.

1. Retain existing assembly area, parade, church service with Act of Remembrance followed by a further service and Act of Remembrance at the War Memorial
2. Dispense with the Church Service and invite civic guests, local organisations to assemble at the War Memorial at 10.30 while band plays suitable music. Act of Remembrance followed by wreath laying. Disperse or,
3. As in 2 above but after wreath laying form up as a parade and march through the Town past the Old Town Hall where the Mayor flanked by civic guests and former mayors take the salute, though Market Place and disperse in Bridge Street.

Councillor Brooks recommended that the Town Council supports format No 3 which avoids the need for an assembly area, a church service and difficulties associated with timings and highlights the Town Council's Role.

This item was discussed at length for 38 minutes.

**Resolved:** The Council endorsed that Remembrance Sunday follows format number 1 and retains the existing assembly area, parade, church service with Act of Remembrance followed by a further service and Act of Remembrance at the War Memorial. The Council **further resolved** that the Town Council consults with the group 'Churches Together' and the Garstang Branch of the Royal British Legion to seek their views on format number 1. A notice will also

be put on the web site to seek other community groups views. There will be a 2 week consultation period. The responses will be collated by the Clerk and sent to the project team; Councillors Brooks and Pearson. The project team will then prepare a proposal for Council to consider at the next available council meeting.

**308(2020-21) Garstang Classic Car Pageant, member of the public**

The Council considered the member of the public's request that the Council consider organising a classic car pageant event. The resident would like to be involved in something or even to help organise an event this summer.

**Resolved:** Council due to covid restrictions and regulations the Town Council are not in a position to organise a Garstang Classic Car Pageant event. The Clerk to signpost the correspondent to community groups where he may be able to assist.

**309(2020-21) New Union Flag at War Memorial**

**Resolved:** Council approved the purchase of a new Union flag. The purchase to be delegated to the Clerk up to a limit of £100. The purchase to be allocated to budget code 4705 Amenities.

**310(2020-21) Moss Lane HGV, resident**

The Council had received a letter from a resident living on Moss Lane. The resident is very concerned about the HGV traffic that travel on Moss lane which due to the poor road surface causes my home to vibrate when HGV traffic pass by. The resident had requested several times (via the LCC pothole repair request) for the road to be resurfaced instead of Pot Hole repairs. The speed of the HGV traffic causes the vehicles to 'bounce' down the road.

The resident would like the council members to take up the concerns and request the LCC highways department to review the road condition. If there is no funding to resurface the road, can a temporary speed reduction system be imposed ,until the road surface is repaired.

Councillor Dulcie Atkins read out a response from Phil Stead at LCC

**Resolved:** That the Council supports the resident's concerns and writes to County Councillor Turner, County Councillor Keith Iddon, Cabinet Member for Highways and Transport , asking that the resident's concerns be investigated and that a response is brought back to the Town Council. The Council **further resolved** to seek Wyre Council's support to the correspondence.

**311(2020-21) Annual Town meeting, Thursday 29 April 2021**

The Annual Town meeting is a meeting of all the local government electors for the Town. The Clerk has notified Councillors of the reports that will be presented at the meeting. These reports will then be collated into the Town Council's Annual report. Reports are to be submitted to the Clerk by 23/04/2021.

**312(2020-21) Finance payments**

Councillors approved the following payments:

Royal Bank of Scotland Bank account – cashbook 3

Reference	Description	Amount
BACS00334 & BACS00335	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/03/2021, 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	£2,780.63
Direct Debit 19/04/2021	LCC Pension	£940.13
BACS00336	Mrs E Parry – Clerk's expenses, monthly reimbursement for Zoom account (07/03/2021 – 06/04/2021) Microsoft Teams 26/03/2021 - 25/04/2021 verified Councillors Atkinson & Dyer	£14.39 £59.28
BACS00337	LALC/NALC subscription for 2021 -22	£ 658.28
BACS00338	HMRC Tax & NI Quarter 4	£2,073.04
Direct Debit 08/04/2021	Vodafone – mobile phone 28/03/2021 to 28/04/2021	£11.00
Direct Debit 01/05/2021	Three.co.uk - Office internet	£8.00

Councillors are asked to note the following receipts:

Reference	Description	Amount
Cashbook 2 29/03/2021	Wyre Council ICT grant	£ 224.99
Cashbook 2 31/03/2021	Wyre Council ICT grant	£ 42.67
Cashbook 2 08/04/2021	Wyre Council precept	£90,742.00

### **313(2020-21) Statement of Accounts at 31 March 2021**

HSBC Current account	£740.23
Royal Bank of Scotland	£1,513.31
HSBC Reserve account	£29,967.97
Money Market Account 3 month	£30,615.95
HSBC Christmas Lights account	£13,668.83,

### **314(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 4 May 2021 by notifying the Clerk by 23 April 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: 9.21pm**

## For Information Only

### 315(2020-21) Clerk's Report

#### a) **Council Meetings - Government Confirms Remote Meetings Legislation will not be Extended**

In a letter to all council leaders yesterday (25 March 2021), Minister for Regional Growth and Local Government, Luke Hall MP has confirmed that legislation permitting remote meetings will not be extended in England. **A copy of the letter can be viewed here.**

In his letter the Minister explains that extending the regulations beyond 7 May requires primary legislation and, given the 'severe pressure' on the government's legislative programme, it had been 'concluded that it is not possible to bring forward emergency legislation on this issue at this time'.

Citing the continuing progress of the vaccination programme, the drop in numbers of cases of Covid-19 and the Government roadmap out of lockdown as key considerations in their decision, he recognised the concerns surrounding holding face-to-face meetings but stated that it is for 'local authorities to apply the Covid-19 guidance to ensure meetings take place safely'. **Click here to view the updated guidance on the safe use of council buildings.**

#### **Remote meetings partnership: compendium of information on remote meetings**

In England, a partnership of national organisations came together in March 2020 to support councils to put remote meetings arrangements in place. In recent months, the partnership has been co-ordinating discussion on the planned end of remote meeting powers on 6 May 2021, and exploring alternative options and actions to mitigate. This document is intended to provide a comprehensive picture of the current state of play. It has been prepared by CfGS on behalf of the partnership and will be updated regularly to reflect the evolving situation.

**Click here to view the online document / webpage.**

#### **Remote Meetings – Court Date Announced**

Lawyers in Local Government (LLG) announced that their court application, made with Association of Democratic Officers (ADSO) and Hertfordshire County Council will be heard on 21 April 2021 in the Administrative Court.

The application seeks a declaration that the existing provision to allow local authorities to meet remotely within Schedule 12 of the Local Government Act 1972 and the Local Authorities Executive Arrangements (Meetings and Access to Information) (England) Regulations 2012 remains, regardless of the expiry of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020.



**From May 2021**, as face-to-face council meetings resume there will still be the risk to attendees of COVID-19 exposure. Councils should conduct a risk assessment in advance of a face to face meeting which should give consideration to what the council can do to reduce risk to councillors, staff and public including:

Providing hand sanitiser to those entering the meeting room and making sure hand sanitiser is readily available in the room itself

Staggering arrival and exit times for staff, councillors and members of the public

Placing seating at least 2-metres apart

Ensuring everyone wears face masks

Holding paperless meetings

If papers are provided, people should be discouraged from sharing with others and asked to take the papers with them at the end of the meeting to minimise how many people handle the papers

Arranging seating so people are not facing each other directly

Choosing a venue with good ventilation, including opening windows and doors where possible

Choosing a large enough venue to allow distancing – this may mean choosing a different venue to what the council used before.

The council (or venue owner/operator) will need to identify the venue's maximum capacity in their risk assessment, taking into account the need for social distancing. Consider how the council will ensure this capacity is not exceeded and how it will manage the situation if more people wish to attend than capacity allows. For example, could meetings be live-streamed or could members of the public submit questions via email?

If the venue has an NHS QR code to support test and trace then all attendees should register using that app, for those without access to the app they should register attendance in line with the venue's test and trace procedure. NB all venues in hospitality, the tourism and leisure industry, close contact services, community centres and village halls must have a test and trace procedure

Venues must conform with the government guidance for multi-purpose community facilities and for council buildings. If the venue is run by the council then the council must take responsibility for this, otherwise, the council can ask the venue to provide confirmation that they do conform to this guidance

The council must understand and ensure it is acting in compliance with the latest government safer workplaces guidance.

**b) 12/4/2021 Dead tree, Park Hill Road, Garstang**

After notifying LCC and Wyre Council about the tree, the Clerk has been informed that the tree will be felled this week.

**316(2020-21) Project Reports**

As detailed on Teams (Reports from Councillors Allan and Atkinson and the Clerk)

**317(2020-21) Outside body representatives**

Garstang Fairtrade - Get Involved, Councillor Ryder 18/03/2021

As the world's first Fairtrade town, this is a great opportunity to get involved with your local Fairtrade group. We are keen to encourage new members who could help in campaigning, promoting Fairtrade in schools, encouraging local businesses to make more of a commitment to Fairtrade, liaising with other Garstang community groups, organising events, and developing our use of social media. All whilst making new friends and supporting some of the world's poorest people to use Fairtrade as a means of improving their quality of life. For more details just email us on [garstangfairtrade@gmail.com](mailto:garstangfairtrade@gmail.com)

It is time for Garstang to renew its Certification as a Fairtrade town and over the next few months we will be working towards our July submission.

This year, we celebrate Earth Day on Thursday, April 22. The connection that we have to nature, plants, and the land is integral to our health and all that we are. Earth Day reminds us to take care of our planet—whether it is cleaning up litter, planting more trees, recycling and repurposing, or going on a walk in a green space amidst the wildflowers.

To mark the 50th anniversary of Earth Day, the Fairtrade Foundation has announced that it has launched a three-year programme in India to grow non-GM cotton seeds, benefitting the environment, farmer's health and commanding a higher price. Nearly two thirds of all cotton grown worldwide is now GM (genetically modified), which means that it is difficult for farmers to have access to non-GM seed varieties, which must be used to grow Fairtrade and organic cotton.

**318(2020-21) Police Report**

None