



Garstang Town Council

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Garstang Police Station

Moss Lane

Garstang

PR3 1HB

Full Council Meeting, 19th July 2021 Minutes

Minutes of the Town Council meeting, held at St Thomas' Parish and Community Hall, on 19 July 2021, 7.30pm.

Present

Chairman: Councillor Allan

Councillors present: Allan, Atkinson, Brooks, Halford, Leech and Mitchell,

Also present: Town Clerk Edwina Parry and Wyre Councillor Dulcie Atkins.

44(2021-22) Apologies for absence

Councillors Hynes, Pearson, Salisbury and Webster.

Wyre Councillor Robert Atkins and County Councillor Shaun Turner.

45(2021-22) Declaration of Interests and Dispensations

53(2021-22), Councillor Halford declared an 'other interest'. He is a member of the Christmas Lights group.

54(2021-22) Councillor Atkinson declared an 'other interest'. He is a member of the Scarecrow Festival and did not take part in the discussion or voting.

54(2021-22) Councillor Leech declared an 'other interest'. He is a member of the Scarecrow Festival and did not take part in the discussion or voting.

62(2021-22) BACS00366 Councillor Atkinson declared an 'other interest'. He is a member of the Kepple Lane Park Trust

46(2021-22) Public participation

(Councillors Leech arrived during this item).

The meeting was adjourned to allow members of the public to speak. Wyre Councillor Dulcie Atkins spoke of the container issues at Green Lane West which were causing problems for residents in Birch Road.

The meeting was reconvened.

Councillors Brooks arrived.

47(2021-22) Minutes of the last meeting

A copy of the minutes of the Town Council meeting held on 21 June 2021 had been circulated. The Mayor reported that an amendment had been made, to the circulated copy of minutes, to show that the meeting was held at St Thomas' Parish and Community Hall and not virtually. The RFO had highlighted, on the

circulated copy, that an amendment has been made at minute 024(2021-22) Finance Committee.

Resolved: The minutes of the Town Council meeting held on 21 June 2021 were confirmed and signed as a true record.

48(2021-22) Standing item: Neighbourhood Plan, Councillor Brooks

No report received.

The Mayor expressed his disappointment that no report had been received and that it was an embarrassment to the Council that the Neighbourhood Plan had not progressed further.

Although this agenda item was 'for information' it was recommended that the following should be progressed. Councillor Brooks to bring a report to August's Town Council meeting. That Councillor Brooks accepts help from Councillors who can assist on communications and funding applications and that an action plan is drawn up. He was asked to ascertain if there was any 'vision' overlap with the Greater Garstang Partnership Board. If a plan is not brought to August's meeting, a proposal will be put forward to remove the project from Town Council projects.

49(2021-22) Report from MTWG - RHSSF Money, Councillors Atkinson and Allan

Background information:

Minute 021(2021-22) b) The council approved delegated authority to the Clerk, in consultation with Councillors Allan and Atkinson to spend up to £200 + VAT (from budget code 4841 MTWG projects/admin) on any supporting equipment required so the assets can be used.

Councillor Atkinson reported that because of a reduced invoice for the planters than was originally anticipated and agreed with Wyre Council, the council holds a balance of £380.00 (net) from the RHSSF funding which we have to utilise as per the scope of the funding. To satisfy this, delegated authority to the Clerk is sought to purchase additional equipment for the PA System using these funds.

Resolved: That authority be delegated to the Clerk, in consultation with Councillor Atkinson to utilise the remaining RHSSF funds (£580.00) for additional equipment for the PA System.

50(2021-22) Greater Garstang Partnership Board Support from Wyre, Councillor Allan

Councillor Allan reported that the Greater Garstang Partnership Board has been established with considerable support from Wyre Council. The key person has been Andrea Wallace in the Economic Development Team whose guidance has been appreciated. Wyre additionally agreed to provide admin support and communications support. This has reduced the time needed from our Clerk. Andrea Wallace is about to leave Wyre which has resulted in a reduction in resource availability at Wyre and we need to address this until Wyre can recruit into the roles they are providing for us.

We need to raise awareness of the GGPB and what it is trying to achieve with timely production of communication with the public and press.

The board is in discussion with Towers and Gornall, Myerscough College and Lancaster University to see whether they could provide the support we need. We have asked Wyre Council if they would be able to part fund the costs of any resource that we can secure.

Resolved: The Town Council approved to use up to £2000 of the available £5000 MTWG Strategy Plan Consultancy budget code 4842 MTWG Strategy Plan Consultancy to provide personnel resources for the GGPB.

51(2021-22) Planning Application

Councillors considered:

a) Application Number: 21/00694/ADV

Proposal: Advertisement consent renewal for raised plastic lettering (nonilluminated)

Location: Abacus House 8 - 9 Rope Walk Garstang

Resolved: No objections

52(2021-22) Boundary Commission for England publishes initial proposals for new Parliamentary constituencies

Councillors noted that Wyre Council has informed the Town Council of the Boundary Commission for England initial proposals for new Parliamentary constituencies.

Resolved: The Council made no comment on the proposal and asked the Clerk to put the consultation on the Town Council website so that residents in the Township could respond.

53(2021-22) Christmas Lights, Councillor Webster

Councillor Halford tabled the agenda item in the absence of Councillor Webster.

Councillors discussed the Town Council contributions to the Christmas Lights and the request to provide a contingency in exceptional circumstances of up to £2000 should there ever be a shortfall on the fundraising from the Christmas Lights group.

Resolved: The Town Council agreed that an additional £500 contribution be made towards the Christmas Lights from budget code 4641 Festivals Contribution. This money would be transferred into the EMR 339 Christmas Lights. This money was in addition to £2550 from budget code 4630 which also needed to be transferred into EMR 339 Christmas Lights. In future years an additional £500 would be precepted for Christmas Lights over and above the current contribution of £2550.

54(2021-22) Garstang Scarecrow Festival 2022, Councillors Atkinson, Leech and Webster

The Garstang Scarecrow Festival sought permission to use Moss Lane Playing Fields for Garstang Scarecrow Festival 1st - 3rd July 2022. The format will be similar to previous years, subject to Government restrictions. The Festival is planning a scarecrow trail, family funfair, art, craft and charity stalls plus food and drink stalls on Moss Lane Playing Fields. The festival is extremely popular attracting local residents and surrounding villages to take part in the scarecrow competition. The festival attracts tourists from further afield to our beautiful

market town which we believe boosts the town's economy. Thank you once again for your support.

Resolved: The Town Council approved permission for the Garstang Scarecrow Festival to use Moss Lane Playing Fields for the Garstang Scarecrow Festival 1st - 3rd July 2022.

55(2021-22) Open Forum, Councillor Mitchell

Councillor Mitchell reported on the open forums (council surgeries) at the library pre Covid. Sometimes a few people stopped by, other times barely anyone showed up. The more we can speak to the people of Garstang the better. I think it would be great if we could go back to offering these sessions but in a more visible way. We could have a stall in Cherestanc Square and ask Borough and County Councillors to join.

Resolved: The Council approved that a stall be set up in Cherestanc Square (pending approval from Booths) for one Saturday in August and one Saturday in September. Councillor Mitchell and the Clerk to work together to schedule timings for Councillors to attend and promote the event.

56(2021-22) New Office Chair, Councillor Allan

Resolved: Council approved a new office chair for the Clerk from Coggins at a cost of 65.83 net. The cost to be met by from budget code 4495 Contingency – Administration.

57(2021-22) Council IT Software, Councillor Atkinson

The Town Council noted that currently £178.81 is spent on the Council's IT software. The Town Clerk is now using OneDrive, which is backing up all documents, desktop files and financial records. To simplify the Council's IT software and provide a more integrated approach, Councillor Atkinson recommended that the Council upgrade to Business Standard, costing £112.80 (plus VAT), which would allow the Town Council to cancel the Microsoft 365 annual subscription and IDrive which are up for renewal in August 2021. In doing so this would provide the council with a cost saving of £66.01.

With the return to Face to Face meetings, the Clerk and Councillor Atkinson propose to end the paid subscription for zoom. The teams account will allow video conferencing to continue. The monthly subscription is £14.39 (VAT applicable at 20%)

Resolved: That the Councils IT software for the Town Clerk is changed to a Microsoft Business Standard, to supersede the Business Basic, replace the Annual Subscription and replace IDrive. The Town Council **further resolved** that the Zoom paid subscription is ended.

58(2021-22) Annual Report of the Council, Councillor Atkinson and Clerk

Guidance from the Local Council Award Scheme 2021 states for the Quality Award: The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines. The annual report will be included as a flipbook on the Town Council website.

Councillors considered the quotations received, to approve a supplier for the printing of 50 copies of the Annual report. Councillors noted that a distribution list would be drawn up for the circulation of the Annual Report.

Resolved: Councillors approved the draft Annual Report collated by Councillor Atkinson (subject to grammatical review). Councillors **further resolved to** approve supplier A, for the printing of 50 copies of the Annual report at a cost of £52.50. This payment would be met from Code 4830/ 336 EMR ATM (Annual Town meeting) budget codes.

59(2021-22) Finance Committee meeting, 13 July 2021

Councillors noted that Councillor Atkinson was appointed Chair of Finance Committee at the Finance Committee meeting held on 13 July 2021. The Committee thanked Councillor Halford for being Chairman, since the Finance Committee was formed in 2008, and for his time and contributions over the years.

60(2021-22) Tree surveys, Recommendation from the Finance Committee, Councillor Atkinson (Chairman)

Reference 233(2019-20) Tree Surveys- Kepple Lane Park (KLP) and Moss Lane Play (MLP) area.

Tree surveys are required for Kepple Lane Park and Moss Lane Play area.

The Finance Committee (who met on 13/07/2021) recommended to Full Council that the surveys are carried out by Treestyle Consultancy, who previously carried out the surveys. The cost for Kepple Lane Park is £315 (to be conducted now - July/August 2021) and the cost for Moss Lane Park is £285 (to be conducted December 2021), making a total of £600. This expenditure will be met from the Amenities budget code 4705, EMR 324 (30/06/2021 total £750). The Finance Committee are recommending that 10.3 Financial regulations is suspended, as this survey is being conducted by a specialist services (Financial regulations 11.1ii).

Resolved: That tree surveys are carried out by Treestyle Consultancy for Kepple Lane Park and Moss Lane Play area at a cost of £600 from the Amenities budget code 4705, EMR 324.

61(2021-22) Standing Orders 17c

Councillors acknowledged that the RFO had supplied the following statements to summarise:

- a) the Council's receipts and payments for end Q1
- b) the balances held at the end of the Q1 being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

62(2021-22) Finance payments

Councillors approved the following payments:

Royal Bank of Scotland Bank account – cashbook 3

Reference	Description	Amount
BACS00358 & BACS00359	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/07/2021, 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	£2,793.68
Direct Debit 19/07/2021	LCC Pension	£940.13
BACS00360	Mrs E Parry – Clerk's expenses, monthly reimbursement for Zoom account (07/07/2021 – 06/08/2021) Microsoft Teams 27/05/2021 - 26/06/2021	£14.39 £59.28
BACS00361	Clerk expenses Total (Breakdown Laptop case Charger case Lengthsman appraisal sundries 2 x 2 nd class stamps)	£39.11 (£14.98 £13.96 £8.85 £1.32)
BACS00362	HMRC Q1 Tax and NI P30	£2,107.33
BACS00363	Garstang St Thomas' PCC Parish Hall hire 14/07/2021 (Youth council) and 19/07/2021 (Full Council)	£45.00
BACS00364	TCG Workspace Solutions Limited	£79.00
BACS00365	Houghtons Filling station	£162.01
BACS00366	Wyre Council Grounds Maintenance Agreement of Kepple Lane Park and Moss Lane Playing fields 2021/22	£4,335.00 net £5,202.00 gross
Direct Debit 08/07/2021	Vodafone – mobile phone 28/06/2021 to 28/07/2021	£11.70
Direct Debit 01/07/2021	Three.co.uk - Office internet	£8.00

HSBC – cashbook 4

Reference	Description	Amount
Cheque 100033	EON electricity 2021	£181.58

Councillors noted the following receipts:

Reference	Description	Amount
Cashbook 3 21/06/2021	Plot 2 allotment rent	£ 42.00

63(2021-22) Statement of Accounts at 30 June 2021 – for information

Cashbook 1	HSBC Current account	£740.23
Cashbook 2	HSBC Reserve account	£53,071.33
Cashbook 3	Royal Bank of Scotland	£53,298.65
Cashbook 4	HSBC Christmas Lights account	£190.00

64(2021-22) 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 August 2021 by notifying the Clerk by 6 August 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 Clerk has produced an agenda item template to assist Councillors collate their agenda item. The template can be found on Teams – Full Council.

The Meeting Finished at: 08.40pm

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For Information Only

65(2021-22) Clerk's Report

- a) **Management team meeting**
Mayor (Cllr Webster) & Deputy Mayor (Cllr Allan) and Chair Finance Committee (Cllr Halford) meeting met 29/1/2020
- b) **Lancashire County Council – Public Rights of Way - Local Delivery Scheme 2021-22**
The Clerk is applying for the grant.
- c) **Remembrance Sunday – Project leader Councillor Brooks**
The Clerk is informing the council that she has sought collaboration on the project by requesting a meeting twice. Meetings have not been held with the project team on teams or Face to Face. Advice, from the Clerk, has not been sought on how the event worked 2 years ago, when Councillor Webster and the Clerk worked closely with the RBL. The Clerk is assuming that an application has not been made to Wyre Council yet for a road closure and no contact made with voluntary personnel who are required and qualified to implement the road closure. The Clerk is conscious that time is passing by, and no budget has been set for the event.
- d) **Fairtrade**
Fairtrade Town Renewal
Achieving Fairtrade status is an amazing achievement, but it is just a milestone on the journey as a Fairtrade Community however, and Fairtrade status should be renewed every two years. Incredible achievements have been realised nationally and internationally, thanks to the support and action of Fairtrade Communities. The growth in Fairtrade product sales and awareness catalysed by Fairtrade Groups taking action locally has influenced shopping habits and policies at local and national levels. However, there is still a lot to be done before all trade is fair. Our local campaign, along with hundreds of others, play a key role behind this national effort, and it's important to maintain and grow this activity so that new supporters and organisations join the movement, greater awareness is raised, and more producers can benefit from Fairtrade.
Our completed renewal form has been sent off to the Fairtrade Foundation.

Future Meetings

It is hoped to once start again having our meetings open to everyone. We are just looking for a suitable location. Keep an eye on our Focus articles and our Facebook page for details.

AGM

We have provisionally agreed to hold our AGM followed by an ordinary meeting on the 25th September at 10.00 – venue to be confirmed.

Activities

There is a fundraising event at Scorton Village Hall on the 8th of August from 10.00 finishing around 15.00 selling refreshments to help send local Explorer Scouts to Malawi where they will be helping to build a children's centre. We are supporting the event by providing Fairtrade tea and coffee. Please come along, help a good cause and sample some Fairtrade refreshments.

Great Big Green Week starting 18th September

- Local schools have been contacted and we have already received requests to conduct assemblies.
- We are looking to put on a display during the week to illustrate the adverse effects of Climate Change and how Fairtrade is addressing the issues.
- The group is looking to create one of our ever-popular quizzes to run alongside the display.

Royal Lancashire Show - 30th July 31st July, 1st August Salesbury Hall, Salesbury Hall Road, Ribchester PR3 3XR

Where Fairtrade will be celebrating, encouraging and promoting Fairtrade throughout Lancashire. Visit our stand in the Mall to learn more. Browse and buy a selection of Fairtrade goods. Take part in our raffle. Play the chocolate game. Sample some products. Come and find out how together we can change the world."

If you are visiting the show, we hope you also take time to visit the Fairtrade tent where our Chair Ruth is volunteering to help out.

66(2021-22) Project Reports

a) **Remembrance Sunday Progress Of Plans For The Event, Councillor Brooks**

The Town Council has agreed to take responsibility for the Remembrance Sunday event and has appointed Councillor Brooks as Project Leader with Councillor Pearson in support. Councillor Atkinson has joined the project specifically to advise on the PA System.

The Council has agreed that the event will consist of an assembly at the High Street Car Park, a march to St Thomas Church for a Remembrance Service, a march to the War Memorial for an Act of Remembrance, religious service and laying of wreaths. The whole event will start at 0900hrs and finish at approximately 1140hrs.

There is no news regarding a new incumbent at St Thomas and the PCC continue to rely on volunteer clergy. We are assured that the position will be covered for the 14th November.

A Public Address System has been acquired by the Town Council and has been tested and found satisfactory. Councillor Atkinson will take charge of it on the day. We have one mic stand and three hand held mics. When identified those needing to use a microphone on the day will be briefed on its use to avoid a repeat of comments that members of the public could not hear the speakers.

The names of individuals and organisations taking part need to be collated to form part of the programme to be published in the Garstang

Courier, available in shops and businesses and at the service on the day.

The War Memorial will be cleaned and tided, and the birch trees pruned so that all spectators have a clear view of the platform and officials.

When the programme becomes clear a Road Closure Order will be applied for.

The situation at St Thomas will be kept under review.

A rehearsal will be held in early November.

67(2021-22) Mayor's engagements

May 2021

05/05/2021 7.30pm

Preesall Town Council Mayor Making

29/05/2021 10.00am

Garstang Millennium Green Bric-a-Brac Stall

June 2021

24/06/2021 10.30am

Armed Forces Day Flag Raising

July 2021

08/07/2021 10.30am

Mr Timothy Bell Funeral Cortege