



Garstang Town Council

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Garstang Police Station

Moss Lane

Garstang

PR3 1HB

Full Council Meeting, 20th September 2021 Minutes

Minutes of the Town Council meeting, held at Garstang Free Methodist Church, on Monday, 20 September 2021 at 7.30pm.

Present

Chairman: Councillor Allan

Councillors present: Allan, Atkinson, Brooks, Hogton, Lees, Leech, Pearson and Salisbury

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

105(2021-22) Apologies for absence

Councillors Halford, Hynes, Mitchell and Webster

County Councillor Shaun Turner

106(2021-22) Declaration of Interests and Dispensations

116(2020-21), Councillor Leech declared a 'pecuniary interest'. He is an employee of Garstang Free Methodist Church. He left the room whilst this item was discussed.

107(2021-22) Public participation

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

Wyre Councillor Dulcie Atkins spoke about the Overview and Scrutiny Committee at Wyre and how Wyre were reviewing the Planning Enforcement procedures. Wyre Councillor Robert Atkins added that there were only 2 enforcement officers at Wyre which he found unacceptable. He asked that the Town Council inform him of any delays to planning enforcement issues they may have.

108(2021-22) Minutes of the last meeting

A copy of the minutes of the meeting held on 16 August 2021 had been circulated.

Resolved: The minutes of the meeting held on 16 August 2021 were confirmed and signed as a true record.

109(2021-22) Standing item: Neighbourhood Plan, Councillor Brooks

Reference minute 79(2021-22); 16/08/2021

*The Council **further resolved** that the resolution approved on 17 August 2020 84(2020-21) still stands and that Councillor Brooks provides a monthly standing item on the agenda, for the Neighbourhood Plan.*

The Council noted that no report had been received from Councillor Brooks.

110(2021-22) Planning Applications

Councillors considered the following applications.

a) Application Number: 21/00965/FUL

Proposal: Proposed new external condenser within enclosed yard for new internal TCU.

Location: Dimonds 2 Bridge Street Garstang

Resolved: The Council responded with neutral.

b) Application Number: 21/00941/FUL

Proposal: Erection of a double-height, single-storey extension

Location: Caius House 108 High Street Garstang

Resolved: The Council responded with neutral.

c) Application Number: 21/01012/FUL

Proposal: Erection of single storey wraparound extension with side and rear first floor extensions

Location: 34 Moss Lane Garstang

Resolved: The Council responded with neutral.

d) Application Number: 21/01072/FUL

Proposal: Removal of the existing signage and ATM and external alterations

Location: 12 High Street Garstang

Resolved: The Council responded with neutral.

e) Application Number: 21/01081/FUL

Proposal: Proposed single and two storey rear extension and increased window opening to front elevation.

Location: 5 Fisher Place Garstang

Resolved: The Council responded with neutral.

At the request of the Town Council, Wyre Councillor Dulcie Atkins said that she would follow up the 3 options of responses, object/support/neutral, to planning applications that had been introduced on Wyre Council website (reported to the Planning Committee, by the Clerk, in May 2021).

111(2021-22) Planning Committee Meetings

Resolved: Council approved that the Planning Committee be reinstated prior to Full Council. Any major applications to be brought to Full Council for consideration.

The Council **further resolved** the decisions of the Planning Committee do not need to be included as an agenda item, for the Chair of Planning Committee to report to the Full Council meeting.

112(2021-22) Completion of the limited assurance review for the year ended 31 March 2021, RFO

The RFO reported that PKF Littlejohn LLP have completed the review of the Annual Governance and Accountability Return (AGAR) for Garstang Town Council for the year ended 31 March 2021.

The report states 'On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.

Other matters not affecting our opinion which we draw to the attention of the authority: None.

Resolved: The Town Council considered the review of PKF Littlejohn LLP and accepted and approved the response that 'Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met'.

The Town Council **further resolved** in accordance with the Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) to:

- a) Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- b) Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- c) Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- d) Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Councillor Pearson thanked the Clerk/RFO for her work on the audit. This was endorsed by Full Council.

113(2021-22) Community Emergency Planning

Reference minute 030(2021-22); 21/06/2021

Resolved: *The Council agreed that this item be deferred until 2 new Councillors were appointed onto the Council (Footnote from the Clerk – September's meeting).*

The Council discussed if there was a Councillor willing to be the project leader for this project. Councillor Hogton volunteered.

Resolved: That Councillor Hogton be the project leader for the Community Emergency Planning project.

Councillor Lees gave his apologies to the Council and left the meeting. He had a personal matter that required his urgent attention.

114(2021-22) Arrangements for Civic Sunday, Councillor Allan

Reference minute 274(2020-21); 15/03/2021

Resolved: That the decision for a Civic Sunday be delayed for 6 months. The Clerk will put Civic Sunday on the agenda for September 2021.

Resolved: The council approved that the Mayor and Clerk speak with a St Thomas' church representative to start planning a Civic Sunday service.

115(2021-22) Thomas Weind Christmas Markets

Councillor Hogton reported that a business owner wants to run a Christmas market in the Weind where her shop is. She says they are overlooked each year during the Victorian festival. As it is cancelled this year, they are seeking financial help with marketing and promotion, if the council could help with that.

The Council discussed the idea of a Christmas market in Thomas Weind and also the cancellation of the Victorian Evenings. The discussion lasted for 50 minutes. The discussion initiated the Council to hold an extra ordinary meeting so that the Town Council can discuss how they can assist local groups and traders to try and put on a Christmas event for Garstang.

Resolved: That Councillors Salisbury and Hogton work up an agenda proposal that will be discussed at an extra ordinary council meeting on Wednesday 29 September 2021 at 7pm, venue to be confirmed.

The Town Council **further resolved** to invite local businesses/retailers to the meeting.

The Town Council **further resolved** that the issues raised by the trader to Councillor Hogton be considered at the extra ordinary meeting.

Wyre Councillor Dulcie Atkins and Wyre Councillor Robert Atkins left the meeting.

116(2021-22) Room hire donation to Free Methodist church

The Mayor reported that the Free Methodist Church have allowed the Town Council to use their Church to facilitate Face to Face meetings. The Church have not charged the Council to meet, as their ethos is that it is a 'Free Church' for everyone, and no charges are made by the users.

Resolved: The Council approved that a donation of £100 is given to the Church from budget code 4100, for the use of the Church for meetings to date and for potential meetings up to the end of 2021.

117(2021-22) Finance payments

Councillors approved the following payments:

Royal Bank of Scotland Bank account – cashbook 3

Reference	Description	Amount
BACS00376 & BACS00377	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/09/2021, Clerk: LC2 range SCP 19-32), 'National	£2,785.43

Reference	Description	Amount
	Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'. Lengthsman: scale point SCP 1-4	
Direct Debit 19/09/2021	LCC Pension	£940.13
BACS00378	Mrs E Parry – Clerk's expenses, Microsoft Teams 27/07/2021 - 26/08/2021	£51.18
BACS00379	Eamonn Watson, Oh Yes We Can Ltd Social media and website preparation, for the Greater Garstang Partnership Board for the period to September 1st, 2021. Ref minute 50(2021-22); 21/07/2021. 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.	£500.00
BACS00380	Information Commissioner's Office - Data Protection fee	£40.00
BACS00381	PKF Littlejohn LLP - Limited assurance review of Annual Governance & Accountability Return for year ended 31 March 2021	£480.00
BACS00382	C& C Supplies – Lengthsman Supplies	8.34
Direct Debit 08/09/2021	Vodafone – mobile phone 29 August to 28 September 2021	£11.15
Direct Debit 31/08/2021	Three.co.uk - Office internet	£8.00

Councillors noted the following receipts:

Reference	Description	Amount
Cashbook 3 19/08/2021	VAT reclaim - 1/4/2021 to 31/7/2021	£3,534.68
Cashbook 3 27/08/2021	Credit from 3 mobile on termination of mobile phone contract 29/10/2020	£16.19

118(2021-22) Statement of Accounts at 31 August 2021 – for information

Cashbook1	HSBC Current account	£740.23
Cashbook 2	HSBC Reserve account	£53,071.33
Cashbook 3	Royal Bank of Scotland	£32,810.07
Cashbook 4	HSBC Christmas Lights account	£3,058.42
Money Market Account	3 month	£30,617.47

119(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 **18 October 2021 by notifying the Clerk by 8 October 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 to collate their agenda item. The template can be found on Teams – Full Council.

The Meeting Finished at: 9.07pm

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For Information Only

120(2021-22) Clerk's Report

- a) **Temporary road closure on Grizedale Avenue, Garstang**
On 24.11.21 until 26.11.21 to enable carriageway resurfacing works to be carried out by LCC Highways.
- b) **Temporary road closure on Longmoor Lane, Nateby**
On 26.10.21 to enable safe access to for works replace a pole to be carried out on behalf of BT Openreach.

121(2021-22) Project Reports

- a) **Key Worker Homes Relationship Report, Councillor Allan**
KWH have almost completed the block paving work around the building. They will be resurfacing the whole car park in the very near future which will require some disruption with bollards being placed on a Sunday evening and being removed Tuesday evening. Dates not yet available but may require two weeks to complete the work. They have started fitting out the ground floor retail space for two businesses. One will be going in to the old building space and the other facing onto the High Street. No business names have yet been released. Discussions with other potential occupiers are ongoing.
- b) **Greater Garstang Partnership Board (GGPB) Report, Councillor Allan**
Public consultation was held on 24th August and the responses have now been compiled into a report and released to the Board for review. Three scenarios were proposed for comment from Scenario 1, Stay as we are to Scenario 3 a radical change with Motorway and Rail linkages with the attendant housing increases. A review with the consultants has been scheduled for 27th September after which I will report back to Council.

We issued a request for information to some 50 community groups and Parish Councils. This sought views on potential projects within the greater Garstang area. These have been compiled into a list of Projects for review by the Board. The Town Council Neighbourhood Plan Vision Statement has been issued for review and I have lifted potential projects from it and included in the list of projects to be reviewed. We are looking at the Government's Kickstart programme to see if we could take on a person to support the GGPB for a six month period. More info on the implications of this is being prepared for review by Council.

Eamon Watson from Towers and Gornal has delivered a web and social media presence for GGPB.

www.gretergarstangpartnershipboard.co.uk as well as Facebook, Twitter and LinkedIn. Towers and Gornal will raise a charge for £500 for Eamon's time which represents about 25% of the actual costs. Town Council resolved that up to £2000 could be spent on personnel costs for GGPB resolution 2021/22 50 budget code 4842. An invoice will be submitted to the Clerk.

c) Arrangements For Remembrance Sunday, Councillor Allan

Following on from the August Town Council Meeting we held a group meeting Chaired by Cllr Allan on Tuesday 24th August at the Scout Hut. In attendance were, Cllrs Allan, Brooks, Pearson, The Clerk, Roger Dunn, David Brewin and Jackie Stewart, Royal British Legion, Bernard Stam Military Veterans Club, Trevor Sperring, Church Officer and apologies from Lee Dickinson, Military Veterans Club.

The minutes are available on Teams. Action list has been compiled and will be managed by Cllr Allan and the Clerk.

The meeting enabled the Town Council team to gain useful information from the attendees that could otherwise have been missed. Feedback has been positive.

The following tasks have been progressed.

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| 1. | Parade Timings | Agreed |
| 2. | Parade Marshall | Agreed – Lee Dickinson |
| 3. | Road Closure | Submitted and Approved |
| 4. | Road Closure Marshalls | Agreed – Dave Lewis and team |
| 5. | Pilling Band | Booking confirmed, Cost to be advised |
| 6. | Flag Bearers other groups | Agreed – Roger Dunn to coordinate |
| 7. | Church Requirements | Agreed –Trevor Sperring/Clerk to agree |
| 8. | PA system | Tested – Cllr Atkinson |

d) Garstang War Memorial – Councillor Webster

Further to minute 87(2021-22); 16 August 2021, the plaque has been ordered.

122(2021-22) Outside body representatives

a) Garstang Fairtrade Town Renewal, Mr Peter Ryder

Message from the Fairtrade Foundation - Congratulations! We're glad to let you know that your Fairtrade Town renewal for 2021 has been successful. It's been fantastic to hear about everything that you have achieved in the past few years. Your group has demonstrated dedication to take your campaign forward and ensure Fairtrade becomes part of daily life in Garstang. It is also worth mentioning that this is your tenth award over 20 years of local Fairtrade campaigning and activity! What an outstanding achievement and I would like to pass on our admiration and appreciation towards of the people of Garstang for their long-standing achievements. Within your recent application we were particularly impressed by your varied and interesting examples of public and political engagement (from awareness events, partnerships within the local community to working with local schools on impressive projects and your relationship with the local town council) during such a difficult time with new and additional challenges presented by Covid-19 restrictions. Also, it's great to see your successes with media engagement through your local magazine as well your future plans for developing communication with the local press - we can't wait to see how this develops in your next application.

Big Green Week - Was the largest event for climate and nature ever seen in the UK. Thousands of events celebrate how communities are taking action to

tackle climate change and protect green spaces and encourage others to get involved too.

Fairtrade's unique, two-pronged approach helps farmers become more resilient to climate change, whilst at the same time giving consumers, retailers, and traders the opportunity to reduce their carbon footprint.

Garstang Fairtrade ran several events during the Big green week including:

- Conducting 5 local primary school assemblies
- Carrying out our Climate Change Survey – We hope you managed to catch us out and about or in Cherestanc Square or outside the Catterall Co-op.
We would like to thank everyone who participated, and we will be publishing the results once they have been correlated.
Saddleworth Fairtrade have asked if they can use our survey.
- Putting on a Fairtrade Climate Change stand outside the Catterall Co-op (weather permitting)

Co-op - We would like to thank the Co-op and in particular Mark Jarnell (Member Pioneer) for supporting Garstang Fairtrade and especially for sponsoring our new display boards. This will enable us to continue to promote Fairtrade at future events.

Meetings – we have now commenced our regular meetings and have had our AGM. Whilst zoom has been a lifeline for us nothing beats a face-to-face meeting. Outcomes from these meetings will be posted on our Facebook page.

Garstang Town Council – Have appointed Councillor Ethan Lees to be their Fairtrade Representative. We hope that he will help promote Fairtrade in Garstang and within the Town Council.

The Mustard Seed and Wesley's Coffee Lounge – Fairtrade would like to take this opportunity to thank them for all the help and support they have given us over the years and that we are sad about their closure. They have played such an important role in their advocacy of Fairtrade in Garstang.

We need you - How to get involved with Fairtrade

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 us with 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 helping us to develop our use of social media. All whilst making new friends and helping 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

123(2021-22) Written Report from Wyre and Lancashire County Councillors

Requested by the Clerk but no reports received.

Councillor Dulcie Atkins assisted the Clerk, in ensuring that the road closure application, for Remembrance Sunday, was actioned as quickly as possible by Wyre Officers.

124(2021-22) Mayor's engagements

Date	Time	Engagement
01/08/2021	12.30pm	Garstang Cricket Club T20 Competition
08/08/2021	12.00pm	Garstang Show President's Luncheon
09/08/2021	13.00pm	Garstang Scouts Malawi Coffee and Cake at Scorton
14/08/2021	14.00pm	Save Castle Lane Action Group at SS Mary Michaels
15/08/2021	14.00pm	Norah Hoyles Memorial Plaque Unveiling
21/08/2021	09.30am	Council Open Forum Cherestanc Square
24/08/2021	15.45pm	GGPB Public Event, St Thomas's Church Hall

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