



Garstang Town Council

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Full Council Meeting, 18th October 2021 Minutes

Minutes of the Town Council meeting, held at Garstang Methodist Church, on Monday, 18 October 2021 at 7.30pm.

Present

Chairman: Councillor Allan

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

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

129(2021-22) Apologies for absence

(Councillors Brooks and Pearson arrived during this item)

Councillors Halford, Hynes, Lees and Webster

Wyre Councillor Robert Atkins.

130(2021-22) Declaration of Interests and Dispensations

138(2021-22) Councillor Atkinson declared an 'other interest'. He is the Town Councillor representative on Kepple Lane Park Trust.

138(2021-22) Councillor Pearson declared an 'other interest'. He is the Town Councillor representative on Kepple Lane Park Trust.

138(2021-22) Councillor Pearson declared an 'other interest'. He is the Chair of the Garstang Scouts and Guides Headquarters

131(2021-22) Public participation

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

Wyre Councillor Dulcie Atkins spoke about her attendance at the Tourism and task group at Wyre Council. It was anticipated that the current restrictions, in place at Wyre Council, to attend Full Council meetings, would be eased for November's Council meeting.

132(2021-22) Minutes of the last meeting

A copy of the following minutes had been circulated:

- a) the meeting held on 20 September 2021 and
- b) the extraordinary council meeting held on 29 September 2021.

Resolved: The minutes of:

- a) the meeting held on 20 September 2021 and

b) the extraordinary council meeting held on 29 September 2021 were confirmed and signed as a true record.

133(2021-22) Garstang Christmas Event, Councillors Allan, Hogton, Salisbury
(Councillor Mitchell arrived part way through the agenda item).

The Council considered whether there was any way the Council could support the businesses to hold a Christmas Event given that the traditional Victorian Evenings have been cancelled. The Council also considered the request from the trader at Thomas Weind for support to hold a Christmas event in Thomas Weind. It looked like, since the original request had been put on the agenda (20/09/2021) the Thomas Weind traders had organised their own event.

Resolved: That the Town Council support the newly created chamber of Trade by way of digital marketing and promotion by allowing the Chamber to utilise the electronic A boards.

The Council **further resolved** that the Chamber of trade be sent the grant application form which would enable the Chamber to apply for grant funding for any proposed 2022 Christmas event.

The Council **further resolved** that the Thomas Weind traders are offered the use of the electronic A boards and the offer of the Mayor to attend their Christmas event.

134(2021-22) Standing item: Neighbourhood Plan, Councillor Brooks
Councillors noted Councillor Brooks report.

135(2021-22) GGPB Councillor Team Greater Garstang Partnership Board (GGPB), Councillor Allan

The Council discussed the appointment of an additional Councillor to the GGPB to work with Councillors Allan and Pearson as a replacement for Councillor Dyer who had resigned.

Resolved: No Councillor came forward to take the appointment. The Council resolved to delegate the appointment to the Clerk, in consultation with the Mayor. This would enable those Councillors not present to be invited to join the GGPB.

136(2021-22) Wyre Planning Ambassador representative, Planning Policy Team

The Council noted the request of Wyre Council to appoint a Planning Ambassador that would assist Wyre Council to engage with Parish and Town Councils.

Resolved: Councillor Hogton was appointed as the Planning Ambassador. Councillor Leech offered support to Councillor Hogton, in his new role, if required.

137(2021-22) Finance Committee meeting, 12 October 2021

A copy of the minutes of the Finance Committee meeting, held on 12 October 2021, had been circulated to all Council members.

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

138(2021-22) Recommendations to Council from Finance Committee 12/10/2021

Council were asked to approve the recommendations to Council from the Finance Committee.

Resolved:

Income fees

a) Allotments rent

Currently as per tenancy agreement (11th January 2010), annual increase of £1 (2021; £42)

Council approved: An annual increase of £1 (2022; £43)

b) Scout Hut rent (Councillor Pearson did not take part in the discussion or voting for this item)

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.

Council approved: As per the tenancy agreement, the rent is £60

c) Kepple Lane Park (Councillors Atkinson and Pearson did not take part in the discussion or voting for this item)

Lease agreement states a yearly rent of £1 (if demanded) on the 5th July in each year. The Town Council has never 'demanded' the rent.

Council approved: That the Town Council do not 'demand' the rent.

VAT Christmas Lights

Council approved: That the Town Council, from the date of approving this resolution 18/10/2021, no longer reclaim the VAT monies. The reasons being as per the status quo today:

a) The Town Council does not order the goods or services (the leasing contract is not held between LITE Ltd and the Town Council).

b) The Town Council do not receive the supply of goods or services. The receipt of lights is between LITE Ltd and Mr Damian Carr, Christmas Lights Group.

c) Section 33 does not entitle a local authority to recover VAT on purchases made on behalf of other organisations, where that organisation reimburses the council for its costs.

Kepple Lane Park

The Council noted that the physical assets would be reviewed in readiness for the next Council meeting, subject to further information.

Council approved: That the Town Council, from the date of approving this resolution 18/10/2021, no longer reclaim the VAT monies for the maintenance of the Park. The reasons being as per the status quo today (as agreed with KLPT as part of the Kepple Lane Park Review 20/07/2020):

- a) The Town Council does not order the goods or services, this is done by Kepple Lane Park Trustees.
- b) The Town Council do not receive the supply of goods or services. The receipt of the maintenance is Kepple Lane Park Trust.
- c) Section 33 does not entitle a local authority to recover VAT on purchases made on behalf of other organisations, where that organisation reimburses the council for its costs.

2022/23 Budget

Council approved: The timeline detailed in the Appendix and the process set out above relating to projected figures (detailed in the Finance committee minutes (28(2021-22) 2022/23 Budget). The RFO and Chair of the Committee, will check that it is drawn up, in accordance with Standing Orders and Financial Regulations. A timeline for the 2023/24 budget will be drawn up in July 2022 in accordance with the process agreed as part of this proposal.

Review of bank accounts Unity bank

Council approved:

- a) That the Council open a new bank account with Unity. This bank account would be used as the main current account of the Council for financial transactions.
- b) That Councillors Allan, Atkinson, Halford and Pearson and the RFO are authorised signatories on the account.
- c) That cashbooks 1 and 2 are closed (HSBC current and deposit account) and that the monies are transferred into cashbook 3 (Royal Bank of Scotland current account and the newly opened Unity bank, taking into account the £85,000 limit of Financial Services Compensation Scheme (FSCS).
- d) That a cheque (or transfer) for £500 is written, in favour of the council, to open the Unity bank account.

139(2021-22) Standing Orders 17c

The Council noted that the RFO had circulated the following statements to Council:

- i. the Council's receipts and payments for end Q2
- ii. 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.

140(2021-22) Precept 2022/23

The Council noted that the Finance Committee will meet on 29 November 2021 to discuss the budget and recommend a precept figure to Full Council. The Council also noted that Councillors would be asked at the next Town Council meeting, on 15 November 2021, to provide the Clerk with projects and associated finance requirements so that they may be included in next year's precept.

141(2021-22) Parish and Town Council Conference 2021 'Working Better Together' Invitation for 13/11/2021, County Hall, Preston

The Council noted the survey on 'Working Better Together' and the conference.

Resolved: The survey was delegated to the Clerk, in consultation with the Mayor, to complete. The Council **further resolved** that Councillor Allan would attend the conference in person.

142(2021-22) Finance payments

Councillors approved the following payments:

Royal Bank of Scotland Bank account – cashbook 3

Reference	Description	Amount
BACS00383 & BACS00384	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/10/2021, 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	£2,846.24
Direct Debit 19/10/2021	LCC Pension	£940.13
BACS00385	Mrs E Parry – Clerk's expenses, Microsoft Teams 27/08/2021 - 26/09/2021	£54.72
BACS00386	C & C Supplies – Lengthsman Supplies	£48.18
BACS00387	LALC Finance Workshop via Zoom Thursday, December 10th, 2020; attendees Councillors Atkinson, Allan, Mitchell and Pearson. LALC has informed the Clerk, that payment was not made for the training. This has been verified by the RFO. The payment to be made from the training budget 4701.	£100.00
BACS00388	HMRC Account Quarter 2 P30	£2,106.49
Payment A	Masterplug Weatherproof Electric Box for Outdoors	Approx. £12.30
Payment B	Union flag - Newton Newton Flags & Banner Makers Ltd	Approx. £97.00 net

Reference	Description	Amount
	Minute 80b) 16/8/2021 The Council approved a budget of £1000 from budget code 4641, Festivals Contributions, for Remembrance Sunday 2021 as well as a £600 contingency budget for the event if required from EMR Reserve Contingency The Council, further resolved to delegate authority to spend the budget to the Clerk, in consultation with the Mayor, for the Clerk to place orders in accordance with Financial Regulations.	
Direct Debit 11/10/2021	Vodafone – mobile phone 29 September to 28 October 2021	£11.15
Direct Debit 01/10/2021	Three.co.uk - Office internet	£8.11

Councillors noted the following receipts:

Reference	Description	Amount
Cashbook 1 29/9/2021	LCC Public Rights of Way (PROW) Local Delivery scheme	£500.00
Cashbook 4 29/9/2021	VAT reclaimed monies	£2,222.40

Statement of Accounts at 30 September 2021 – for information

Cashbook1 HSBC Current account	£1,240.23
Cashbook 2 HSBC Reserve account	£53,072.65
Cashbook 3 Royal Bank of Scotland	£25,771.44
Cashbook 4 HSBC Christmas Lights account	£ 5,280.82
Money Market Account 3 month	£30,617.47

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 November 2021 by notifying the Clerk by 5 November 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: 8.19pm

For Information Only

143(2021-22)

Clerk's Report

a)

Lune Valley Rural Housing Association Annual Tenant Report

Please find attached the Lune Valley Rural Housing Association 2021 Annual Tenant Report for you to share with your Parishes and Councillors.

I have also added the link for you to share to the [Lune Valley Rural Housing Association](#) website. This will help local people to register their interest for affordable housing on the Choice based lettings websites.

144(2021-22)

Project Reports

a)

Garstang War Memorial, Councillor Webster

Councillor Webster has contacted the monumental mason and everything is still on schedule for fixing the bronze plaque in mid-October. The project team, through the clerk, has asked Mrs Shannon, once the plaque has been ordered and fitted, if she would like the project team to organise a simple ceremony. Mrs Shannon would like to be present when the plaque is fitted but does not feel it is appropriate to have an unveiling. The monumental mason will be in touch once the plaque arrives to arrange the fitting. The clerk will liaise with Mrs Shannon and the monumental mason to arrange a suitable time and date for the fitting.

b)

Neighbourhood Plan, Councillor Brooks

I acknowledge that no progress has been made with bringing the Neighbourhood Plan to a conclusion since the Neighbourhood Area designation was granted by Wyre Council. That designation allows us, the Town Council, to proceed to produce a Plan for Independent Examination and, subject to a satisfactory outcome, putting the Plan to a local Referendum of all those residents of the Parish who are on the Electoral Roll. The policies in the Neighbourhood Plan once the Plan is brought into force, take precedence over the Local Plan for the Borough which was approved by councillors on 28th February 2019.

By way of background, Neighbourhood Plans were given birth within the National Planning Policy Framework "NPPF" itself a result of the Localism Act 2012. The NPPF has been amended over the preceding nine years and the current revision is dated 20 July 2021. Chapter 3 paragraphs 15-37 deal with Plan Making including Neighbourhood Plans which may cover a range of Social, Economic and Environmental issues but must be in general conformity with the Local Plan. The Plan might include a vision, aims, planning policies as well as proposals for improving the area and if successful at a referendum will become part of the Statutory Development Plan for the Area. It can be for periods of 5, 10, 15 or 20 years.

Plans are the responsibility of the Ministry of Housing, Community and Local Government and a Road Map is produced by a charitable registered company known as "Locality" based in London. Locality invites applications for and distributes Grants of up to £10,000 for

technical support, a scheme funded by the Government with the current scheme commencing in 2018 and running to April 2022 although the Locality website assures us that the funding scheme will be extended by twelve months.

I had already registered a formal "Expression of Interest" FOI, on behalf of the Town Council which I have renewed.

The Locality web site contains Guidance Notes and all the procedural steps required to be negotiated and any councillor or indeed any member of the public with an interest and the time would be welcome to join me although the pay isn't generous.

Next Steps; to apply for funding and then seek public agreement with the vision and move on to appoint a professional planning consultant to prepare the plan for Examination followed by a referendum in the summer of 2022 and finally adoption.

c) Arrangements For Remembrance Sunday, Councillor Allan

Our action list has 60 items being progressed.

We held a second meeting on 28th September at which we reviewed progress against the actions scheduled up to week beginning 4/10.

We will be organising a separate meeting with the Pilling Band leader to discuss our requirements.

I will arrange to meet with the Church Wardens to agree completion of their actions from the list.

Covid 19 Risk Assessments have been completed.

Our 3rd team meeting will take place on 13th October at 4pm.

d) Key Worker Home Relationship – Councillor Allan

KWH have come up against some materials shortages that have delayed the resurfacing of the Car Park. Mr Bailey has confirmed that they will make sure that they do not have any impact on 6th November Bonfire Night or Remembrance Sunday 14th November. I understand that two businesses are likely to take units in the building with fitting out work having commenced.

e) Greater Garstang Partnership Board – 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. The review with the consultants on 27th September confirmed that Scenario 2 was the most favoured way forward with the vast majority of respondents opting for it. Approx. 70%. An overview of Scenario 2 is attached.

Wyre have advised that they have money from Welcome Back Fund that could be used for Christmas Light enhancements. They will be discussing with the Christmas Light team. They will also look at funding a digital version of the Garstang Heritage Trail developed by Lynn Harter some years ago.

Next steps: The consultants, IBI will be preparing their initial report for review by December.

f) Community Orchard, Councillor Atkinson

Following Resolution 032(2021-22), Councillor Atkinson has been in contact with Wyre Council Officers, relating to the details of this project.

Circulated is a draft outline of where the fruit trees would be planted, prepared by Wyre Council.

Wyre Council are currently in engagement with a local youth group who are interested in supporting the tree planting and support will also be sought from Garstang in Bloom.

Once planting has taken place (anticipated to be end of this year, early next year) this would be added onto the Queens Green Canopy Map for Her Majesty's Platinum Jubilee with a plaque installed and unveiled on the Hereford Avenue green space.

Collaboration between Garstang Town Council and Wyre Council: 0.06 Ha approx. Community Orchard (denoted as light green oval shape with light blue outline) closest distance to properties at 5m width.

Planting trees in rows, each tree making up the corners of each square (4 trees per square) dimensions of square when overlaid onto surface = 2m width, 3 m height). When this square system is place onto the oval shape it accommodates space for 50 grafted standard trees.

Lancashire heritage varieties of apple if possible, perhaps 'Proctors seedling' could be amongst as this is thought to be of local provenance.

Immediately north of red line on plan denotes approx. area under development consideration (proposed footpath and verge to large scale application to west of A6).

This Community Orchard proposal could form part of Wyre Council's consultation process for our next tranche of tree planting efforts – next tree planting season which commences November 2021 to March 2022.



145(2021-22)

Outside body representatives

a)

Garstang Fairtrade, Mr Peter Ryder

Climate Change Survey – we would like to thank everyone who took time to complete our survey. We would especially like to thank Garstang Mayor Alec Allan for taking part, completing the survey and accepting the recertification of Garstang as a Fairtrade Town. The results of the survey will be published when they have been collated so keep an eye on our Facebook page and the next month's Focus magazine.

We would also like to thank those schools who allowed us to take assemblies as part of the Big Green Week.

Now we are getting back to some sort of normality we can confirm the following:

- On the 20th of November we are once again supporting our local scouts but this time at a Christmas Market & Charity Tea event This will be taking place at Kepple Lane Scout Hut between 10am and 4pm. So come along and pick up some Christmas craft gifts whilst enjoying a cup of Fairtrade Tea or Coffee.
- Our next committee meeting is on the 13th of November at the United Reform Church Hall starting at 10am. Everyone is welcome to attend and support Garstang Fairtrade.

b)

LALC Accounts 2020-2021

The accounts for the year 2020/21 and the Treasurer's notes have been circulated on Teams.

146(2021-22)

Written Report from Wyre and Lancashire County Councillors

Councillor Dulcie Atkins has sent the Clerk the following update.

Wyre Borough Council Tree Preservation Order No6 of 2021 – Land at Green Lane East (west no No's 1 and 5 The Hawthorns) Garstang, PR3 1NF

On the 1st July 2021, the Council made the above Tree Preservation Order and a copy was forwarded to you.

The Council has received no objections to the Order and on the 15th September 2021 the Order was confirmed (made permanent) without modification.

The Order has been confirmed to preserve the trees because it is expedient in the interest of amenity. The Order protects the trees shown on the plan contained in it against the threat of felling, top, lop, uproot, wilfully damage or wilfully destroy or cause or permit any of these activities a without written consent of the Council.

If you disagree with the Council's decision to confirm the Order without modification you may challenge it by applying to the High Court under sections 284 and 288 of the Town and Country Planning Act 1990 if you believe that the making of the order is not within the powers of 1990 Act of the Town and Country Planning (trees Preservation)(England) Regulations 2012 have not been met. You must apply to the High Court within 6 weeks of the Council's decision.

**147(2021-22) Mayor's engagements
Mayor's Charity Race Night**

I am holding a Charity Race Night on Saturday 20th November at Kirkland & Catterall Memorial Hall. Tickets are £15 per person and include Supper and your first drink from the Bar.

All proceeds will go to my Charity for the year, Garstang Children's Festival.

It would be great if you could support this event.



Appendix

Date	Meeting	Information
18 October 2021	Full Council Meeting	Timeline as recommended by Finance Committee to be taken to Full Council for approval. Councillors are given notice that they will need provide budgetary figures at Novembers meeting. Councillors are asked to ensure that suitable estimates are obtained to support budget requests.
15 November 2021	Full Council Meeting	Agenda item to be included at Full Council seeking budget figures for projects from Councillors. Following this agenda item, the Clerk/RFO to prepare draft budget according to % increase provided by Finance Committee, for the Finance Committee Meeting, in accordance with Financial Regulations 3.2, in consultation with the Chair of Finance.
29 November 2021	Finance Committee Meeting	The Clerk/RFO will issue the Finance Committee agenda and supplementary papers to finance committee members on the 24 th November. Councillors who are not finance committee members who wish to attend the Finance Committee Meeting should inform the Clerk/RFO by 13.00, Monday, 29 November in order to receive the agenda and supplementary papers prior to the meeting. The agenda will be published on the Town Council website.
6 December 2021	Full Council Meeting	Draft precept figure and budget for comment by Full Council to be included in agenda published on 1 st December. Confidential Budget including staff costs (as per financial regulations 7.4) to be included with agenda on Teams for all Councillors to review. Draft budget (with redacted staff costs as per 7.4 Financial regulations) to be circulated to the public via the Town Council website.
11 January 2022	Finance Committee Meeting	Finance committee meeting will include agenda item for finance committee to make any final changes to the budget, which will at this time include the Tax Base as provided by Wyre Council. Finance Committee will approve a draft to be submitted to Full Council for approval. This to include the following: <ul style="list-style-type: none"> • Budget paper • Band D equivalent using tax base provided by Wyre Council. • Any changes to EMRs Councillors who are not finance committee members who wish to attend the Finance Meeting should inform the Clerk/RFO by 13.00, Monday, 11

		<p>January in order to receive the agenda and supplementary papers prior to the meeting. The agenda will be published on the Town Council website.</p>
17 January 2022	Full Council Meeting	<p>Confidential Budget including staff costs (as per financial regulations 7.4) to be included with agenda on Teams for Councillors to review and then approve along with the Band D Equivalent and any changes to EMRs This is in line with Financial Regulations 1.13 and 3.4.</p> <p>Draft budget (with redacted staff costs as per 7.4) to be circulated to the public via the Town Council website.</p> <p>Following Full Council meeting approved budget (with redacted staff costs as per 7.4) to be uploaded to the Town Council website.</p> <p>Information to be shared via the Focus Magazine on the changes to the Town Council budget, precept and band D equivalent.</p>

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