



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

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PR3 1PB

Full Council Meeting, 15th November 2021 Minutes

Minutes of the Town Council meeting, held at Garstang Methodist Church, on 15 November 2021, 7.30pm.

Present

Chairman: Cllr Allan

Councillors present: Allan, Atkinson, Brooks, Halford, Hynes, Pearson and Webster

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

Councillors absent without apologies: Councillors Hogton, Lees and Salisbury

148(2020-21) Apologies for absence

Councillors Leech and Mitchell

Wyre Councillor Dulcie Atkins and Fiona Finch (Press)

149(2020-21) Declaration of Interests and Dispensations

153(2021-22) Councillor Halford declared an 'other interest'. He is a member of the Garstang Christmas Lights Group.

153(2021-22) Councillor Webster declared an 'other interest'. She is the Town Council representative on the Garstang Christmas Lights Group

156(2021-22) Councillor Pearson declared an 'other interest'. He is the Chairman of Garstang in Bloom. As it was a 'significant other interest' he reported that he would leave the room when the item was discussed and voted on.

Councillor Brooks arrived.

150(2020-21) Public participation

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

Wyre Councillor Robert Atkins reported on Wyre Council's tree planting project and the Climate Change working group. There would be a major review of the Wyre Local Plan in January 2022.

Wyre Councillor Collinson and Councillor Webster thanked the Mayor, Councillor Allan, and the project team - Councillors Atkinson, Brooks and

Pearson and the Clerk, for their hard work in the preparation for the Remembrance Sunday event that had taken place the day before.

Wyre Councillor Collinson reported that on her way to the meeting, a female reported to her that she was unable to use the Booths store toilet. It would appear that the toilets may be locked in the evening due to anti social behaviour taking place. Councillor Hynes responded that she would follow up with the store manager.

The meeting was reconvened.

151(2020-21) Minutes of the last meeting

A copy of the minutes of the Town Council meeting held on 18 October 2021 had been circulated.

Resolved: The minutes of the Town Council meeting held on 18 October 2021 were confirmed and signed as a true record.

152(2020-21) Standing item: Neighbourhood Plan, Councillor Brooks

No report received.

153(2020-21) Garstang Christmas Lights Group, Councillor Halford

Garstang Christmas Lights Group enquired if the PA system could be loaned to the group, to support the recording of the blessing of the crib and the switch on, taking place on the 22/11/2021.

Resolved: The Town Council approved that the Garstang Christmas Lights Group could borrow the PA system on the 22/11/2021 for the virtual Christmas Lights switch on. A form had been collated by Councillor Atkinson, as per reference minute 21(2021-22); 21/6/2021 that the Clerk would verify. The Council **further resolved** that Councillor Atkinson be the point of contact for this hire item request.

154(2020-21) Environment Agency – have your say about the flood and water environment

The Council noted the two consultations; Draft river basin management plans (RBMPs) and Draft flood risk management plans (FRMPs) for 2021-2027.

Resolved: The Council delegated the response to the consultations to the Clerk, in consultation with Councillor Brooks. The Clerk would arrange for the completion of the consultations on Teams.

155(2020-21) 2022/23 Precept and budget figures for projects from Councillors

Reference minute 140(2021-22); 18/10/2021

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. Councillor Atkinson asked Councillors that budget figures be based on estimates so that the figures are meaningful.

Resolved: The following projects were put forward:

- a) Councillor Atkinson - Hereford Avenue Community Orchard, a contribution to be made to Wyre Council of £500 as part of the Queens Platinum Jubilee Budget Request.
- b) Councillor Allan - North West Stages Rally 2022-2023, £1,000.
- c) Councillor Halford – a projector for use at Full Council and Committee meetings. The Clerk advised that an item be submitted to Full Council for the meeting on 6/12/2021 to ascertain if there was support from the Council. Thought would need to be given as to where the item would be stored and how it would be operated during meetings.
- d) Councillor Webster – War Memorial. £300.
- e) Councillor Atkinson, on behalf of absent Councillor Leech – Queens Platinum Jubilee - £2,000.
- f) Councillor Allan – Heraldic banners - £5,000

156(2020-21) Grant Application for Platinum Jubilee garden, submitted by the Chairman of Garstang in Bloom, Alan Pearson (dual hatted Town Councillor Pearson)

Councillors considered the Garstang in Bloom grant application, following the Town Council's approved Grants policy. Dual hatted Councillor Pearson and Chairman of Garstang in Bloom provided the background to the project.

Dual hatted Councillor Pearson and Chairman of Garstang in Bloom, left the room when the item was discussed and voted on.

Resolved: The Town Council approved a grant of £500 to Garstang in Bloom with the condition that points a) to c) are in place and confirmed:

- a) The Town Council agreed to suspend the policy at point 2a)iii) as it was noted that the accounts submitted had not been certified/audited.
- b) That permission for the scheme, had been granted by the land owner, Wyre Council.
- c) That the neighbouring properties had been consulted and given an opportunity to comment on the proposed scheme.

157(2020-21) Christmas Festive Trail – Christmas Tree Festival

The Council noted the invitation from Your Garstang and the Garstang Events Team to decorate a Christmas tree for the Christmas Tree Festival in December. The group have teamed up with St. Thomas's Church and the tree festival will be in church on dates to be confirmed in December. This will be part of our Festive Trail through the town and beyond, which we hope will bring festive cheer to everyone.

Resolved: The Council accepted the offer from Councillor Pearson, that he would create a Christmas tree, from recycled materials, as the Town Council's contribution to the trail.

158(2020-21) Finance payments

Councillors approved the following payments:

Royal Bank of Scotland Bank account – cashbook 3

Reference	Description	Amount
BACS00389 & BACS00390	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/11/2021, 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	£2,778.52
Direct Debit 19/11/2021	LCC Pension	£940.13
BACS00391	Mrs E Parry – Clerk's expenses, Microsoft Teams 27/09/2021 - 26/10/2021 reimbursement	£54.72
BACS00392	Newton Flag & Banner Makers Ltd - Union flag, SEWN, 6ft x 3ft with rope and toggle Minute Ref 80(2021-22) budget code 4641	£116.40
BACS00393	Loyal Company of Town Criers – Annual membership 2022 budget code 4715	£35.00
BACS00394	Treestyle Consultancy Ltd – Tree survey report Kepple Lane Park Minute Ref 60(2021-22) and 233(2019-20) Amenities budget code 4705, EMR 324	£315.00
BACS00395	Kenneth A. Fraser Ltd - Jonathan McKinlay bronze plaque Minute Ref 87(2021-22) EMR code 332 War Memorial maintenance	£669.60
BACS00396 Payment A Payment B	Reimbursement to the Clerk/RFO Grey Letterbox Postbox £49.99 Weatherproof Electric Box for Outdoors £12.00. Minute Ref 80(2021-22) budget code 4641	£61.99
BACS00397	Pilling Band Music for Remembrance Sunday	£200.00
Direct Debit 10/11/2021	Vodafone – mobile phone 29 October to 28 November 2021	£11.15
Direct Debit 01/11/2021	Three.co.uk - Office internet	£8.11

159(2020-21) Statement of Accounts at 31 October 2021 – for information

Cashbook1	HSBC Current account	£1,240.23
Cashbook 2	HSBC Reserve account	£53,072.65
Cashbook 3	Royal Bank of Scotland	£19,656.42
Cashbook 4	HSBC Christmas Lights account	£ 5,280.82
Money Market Account	3 month	£30,617.47

160(2020-21) VAT Christmas Lights and Kepple Lane Park, RFO and Councillor Atkinson – for information

Reference minute 138(2021-22); 18/10/2021

As part of the review of the Town Council's VAT procedures; and specifically the VAT reclaim for the Christmas lights in Garstang and for Kepple Lane Park Trust, the RFO, in consultation with the Chair of Finance Committee, sought advice from SLCC's National Finance & VAT Advisor. On receipt of the advice from SLCC, a letter has been sent to HMRC to establish if the Council's procedures to date have been correct and in order.

161(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 6 December 2021 by notifying the Clerk by 26 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 collate their agenda item. The template can be found on Teams – Full Council.

The Meeting Finished at: 8.28pm

For Information Only

162(2020-21) Clerk's Report

a) **Lancashire and South Cumbria New Hospitals Programme progress update**

Please find below some very interesting information regarding Lancashire and South Cumbria's New Hospitals Programme which will affect Royal Preston and Royal Lancaster Infirmary. I'm not sure if you have received any information beforehand regarding this project. Lancashire and South Cumbria New Hospitals Programme. Please share with your Town & Parish Councillors.

b) **Garstang Town Council correspondence address**

The correspondence address for the Town Council is Garstang Town Council, Garstang Scout and Guide Headquarters, Kepple Lane, Garstang PR3 1PB. Permission was granted by the Chairman of the Management Committee of the Scout and Guide Headquarters.

163(2020-21) Project Reports

a) **GGPB, Councillor Allan**

Our next Community Consultation event takes place on Wednesday 1st December at the Free Methodist Church from 1pm. IBI will be presenting their initial report.

Wyre have advised that they have money from Welcome Back Fund that could be used for Christmas Light enhancements. They have now ordered a new Christmas Tree display for installation at the north end of the High Street near the Norah Hoyles Garden. Cost is in the region of £5000. They are also funding the development of a digital version of the Garstang Heritage Trail developed by Lynn Harter some years ago. This is expected to be delivered in April 2022.

b) **Remembrance Sunday 2021, Councillor Allan**

Excellent progress has been made in the last month. The War Memorial garden has been tidied, the trees have been stripped back to allow clear sight of the War Memorial platform. The platform has been treated with Algon. We have completed a rehearsal with the PA System at the War Memorial. All went well.

We are monitoring the Covid position almost daily in case we get any new regulations to comply with. Masks are to be worn while moving around the church but can be removed when in the pews. We are liaising closely with the Churchwardens to ensure if anything changes at the Church we get early advice. A new War Memorial Order of Service pamphlet has been designed and will go for print on Monday 8th November. Two print quotes have been received.

The timetable has been published in The Green Focus and I have submitted a report to the Courier and LEP reporters.

164(2020-21) Outside body representatives

a) **Garstang Fairtrade – Mr Ryder**

The results of our climate change survey have been collated in time for COP26 (the 2021 United Nations climate change conference) and were made available on Your Garstang and our Facebook page.

We have received many positive comments concerning the survey including those from Councillors Robert and Dulcie Atkins, Fairtrade Lancashire, Climate Action Preston, Great Big Green Week organisers and the Fairtrade Foundation.

To read the full report go and look at [Climate Change Survey 2021](#) under Past Events.

b) **LALC Wyre Area Committee, Councillor Allan**

The Wyre Area Committee met on Wednesday 27th October at the Garstang Golf Club. The AGM was held and the Chairman Jan Finch, Vice Chairman and Secretary were re-elected as was the Executive Committee. The Secretary's Budget remains at £400.

Planning Enforcement

The Committee meeting discussed correspondence received from Wyre concerning Planning Enforcement Issues raised at the previous meeting in July. Enforcement has been a concern for the Wyre Area Committee for some time and in July we resolved to write to Wyre. The response to the backlog of cases has seen Wyre employ an additional Enforcement resource on a 3 month trial basis. We appreciate the action taken but will wait to see whether there is any improvement in resolution of Enforcement Cases.

Police and Crime Commissioner (PCC) for Lancashire – Andrew Snowden

We were pleased to welcome the PCC Andrew Snowden to the meeting and he gave a very passionate presentation about his role and how it fitted with the operational command of policing in Lancashire. He works with the Chief Constable to set objectives and provide the budget to meet those objectives. He does not get involved in operational control and sees his role as one of understanding the operational needs and ensuring that funding is directed to deliver against his key priorities. He outlined his 5 key priorities for his term in office.

1. **Anti Social Behaviour** is at the top of his priorities and he was very keen to show that what he called Problem Oriented Policing was extended to resolve the root causes of the incidences of ASB and not just reacting to incidents.
2. **Dangerous Driving** and he explained that this covered far more than simply policing speeding drivers. He sees Dangerous Driving as much wider and is in many cases an indication of much more than driving under the influence of Drink or Drugs rather it can be an indicator of organised crime activities.
3. **Burglary and Theft** is an area where the investigation of crime is poor throughout Lancashire with many cases not having enough time or resource to properly investigate. He wants to see improved focus on

these crimes and realises that his challenge will be finding funding to improve this activity.

4. **Organised Crime** comes next and he wants to see the force take the fight to Organised Crime Groups. He used County Lines drug crimes as an example where he wants to do more than tackle the youngsters at the bottom of the chain but to get at the top of the ladder.
5. **Domestic Abuse and Sexual Violence** which needs to have more focus with the increase of incidents over the last two years. Again he sees his challenge as funding but also getting the right resources engaged which will be multi disciplinary.

Wyre BC Social Housing Allocation Process – Mark Broadhurst

Mark Broadhurst from Wyre BC gave a presentation on the Social Housing Allocations and described the Onion Peeling System where Social Housing is first offered to people applying from within a Parish and then offered to neighbouring parishes before going wider in Wyre. Concerns were raised about Social Housing being allocated to people from outside of Wyre and examples were given from Greater Manchester. Mark asked for these to be sent to him and that he would take them up with the housing associations. He said that there would be valid reasons for people being re-housed from outside the area and instanced the example of re-housing as a result of abuse or risk of violence. The meeting felt that the allocation system needed to be investigated further to ensure that the housing associations were operating it correctly.

165(2020-21) Written Report from Wyre and Lancashire County Councillors

Reports requested by the Clerk

Attended my first full Council meeting, with most people there. Thanked all the bin men for their outstanding work, even during that incredibly hot week when staff numbers were down with Covid. Also asked how Wyre were getting on with the resettlement of the Afghanistan refugees.

Attending Planning but did not attend Employment and Appeals meeting due to flooding.

Councillor Lady Atkins

Wyre Council – Planning enforcement

To date this year there have been 235 planning Enforcement complaints with 162 current open cases (i.e. those still under investigation). Seven enforcement notices have been served.

We currently have 2 planning enforcement officers but to assist in reducing the current high number of open cases the council is bringing in an additional member of staff on a temporary basis (3 months initially) from an agency. The particular contractor has previously worked in our Enforcement Team for a temporary period during 2019 and is considered to have the appropriate skills and experience for the role. The contractor commenced with the council on 11 October. CMT will be receiving regular updates to see if this resource is having an impact on reducing the caseload and that appropriate enforcement actions are being taken.

166(2020-21) Mayor's engagements

Date	Time	Function
06/10/2021	10.30am	Jimmy Gray Funeral Cortege High Street
13/10/2021	19.30pm	Armed Forces & Veterans Breakfast Club Quiz, Kings Arms
15/10/2021	19.30pm	RBL 100th Anniversary Dinner, Golf Club
17/10/2021	14.00pm	Envision Coaching Open Day, Nicksons Yard
21/10/2021	19.00pm	Christmas Lights Mexican Night @ V12
22/10/2021	10.00am	SS Mary Michaels Primary Youth Council Promotion
30/10/2021	11am	St Thomas's Church Hall Poppy Fall Refurbishment
05/11/2021	10.00am	Community Primary Year 6 Youth Council Promotion
05/11/2021	14.00pm	St Thomas's Primary Year 6 Youth Council Promotion
06/11/2021	18.45pm	Garstang Lions Bonfire Night, Car Park
13/11/2021	09.30am	LCC Parish & Town Council Conference, City Hall
13/11/2021	15.30pm	Anti Ageing Clinic Open Day - Sarah Murphy
14/11/2021	09.00am	Remembrance Sunday
14/11/2021	15.00pm	Remembrance Sunday Veterans Lunch
20/11/2021	10.00am	LALC AGM zoom
20/11/2021	19.00pm	Mayor's Charity Race Night, Kirkland & Catterall Memorial Hall
22/11/2021	17.45pm	Garstang Christmas Lights Switch On, Royal Oak

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. Cllrs Brooks and Hogton have bought tickets and a number of others are unable to attend due to prior engagements.

I will be running a raffle and any donations for the raffle would be very welcome.

DRAFT