



# Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: [clerk@garstangtowncouncil.gov.uk](mailto:clerk@garstangtowncouncil.gov.uk)

Web: [www.garstangtowncouncil.gov.uk](http://www.garstangtowncouncil.gov.uk)

Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## Full Council Meeting, 17<sup>th</sup> January 2022 Minutes

Minutes of the Town Council meeting, held at Garstang Methodist Church, on Monday, 17 January 2022, 7.30pm.

### **Present**

Chairman: Councillor Allan

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

Also present: Town Clerk, Edwina Parry

Councillor Lees was not present

### **193(2021-22) Apologies for absence**

Councillors Hogton and Hynes.

Councillor Webster had notified the Clerk that she would be late for the meeting, as she was attending an Overview and Scrutiny meeting at Wyre Council first.

Wyre Councillor Dulcie Atkins.

### **194(2021-22) Declaration of Interests and Dispensations**

199(2021-22) and 201(2021-22) Councillor Atkinson declared an 'other interest'. He is the Town Councillor representative on Kepple Lane Park Trust.

199(2021-22) and 201(2021-22) Councillor Pearson declared an 'other interest'. He is the Town Councillor representative on Kepple Lane Park Trust and Chair of the Garstang Scouts and Guides Headquarters.

209(2021-22) Councillor Allan declared an 'other interest'. He is a member of the Garstang and District Heritage Society.

The RFO reported that dispensation forms were on file for Councillors Allan and Halford who had a pecuniary interest as they resided in the parish. The approved dispensation forms allowed them to participate in precept discussions and decisions.

### **195(2021-22) Public participation**

There were no members of the public present at the meeting.

The Mayor provided an update from Wyre Councillor Dulcie Atkins.

Closure of High Street car park (week before Christmas); I have asked for procedures to be put in place so that it will never happen again.

Flooding on Lancaster Road/High Street; I am keeping a very close eye on it.

**196(2021-22) Minutes of the last meeting**

A copy of the minutes of the Town Council meeting held on 6 December 2021 had been circulated.

**Resolved:** The minutes of the Town Council meeting held on 6 December 2021 were confirmed and signed as a true record.

**197(2021-22) Standing item: Neighbourhood Plan, Councillor Brooks**

No report received.

**198(2021-22) Finance Committee meeting, 11 January 2022**

Councillors noted that following a refresher SLCC training course, on Committees, Sub-Committees and Working Groups, the Clerk advised that the Finance Committee will approve the minutes, at the next Finance Committee meeting on 26 April 2022.

A copy of the draft minutes of the Finance Committee meeting (11/01/2022), will be circulated to all Council members week beginning 17/01/2022.

**199(2021-22) 2022/23 Precept and budget figures, Finance committee**

The Finance committee met on 11/01/2022.

The Committee resolved the following recommendations to Full Council.

**a) Budget 2022/23**

Further to the Full Council resolution; 6/12/2021: 174 a (2021-22): *2022/23 Precept and budget figures: Full Council accepted the recommendation from the Finance Committee to accept the draft budget as outlined on Garstang Town Council: Draft V0.2 Budget 2022/23 which detailed a proposed precept figure of £94,733. Full Council noted that the Finance Committee would recommend a final budget at the Finance Committee meeting on 11 January 2022, ahead of final approval at Full Council's meeting on 17 January 2022. Full Council noted that Wyre Council had not yet confirmed the Tax Base for 2022/23.*

The Town Council has received the tax base from Wyre Council for 2022/23, which is 1,838.05 (correspondence circulated on Teams). The implication of this can be seen in the budget pack, on the Budget Summary Sheet.

Based on the tax base, the Committee are recommending the following changes to the budget:

- (No code yet) Cost centre 206, Community Internal, General Reserves: Increase of £2,000 (in light of the tax base, additional headroom allowed without significantly deviating from figures presented at December's meeting). Overall this would approximately be between 5.5 – 6 months general reserves.

- (No code yet) Cost centre 206, Community Internal, Remembrance Sunday: Increase of £300. £200 PA system in case of additional equipment or contingency, £100 refreshments.

**Resolved:** Full Council approved the 2 changes of an increase of £2,000 to cost centre 206, Community Internal, General Reserves and an increase of £300 to cost centre 206, Community Internal, Remembrance Sunday (an overall increase of £2,300 to the draft precept figure approved on 6/12/2021) as detailed in the budget pack (Approved version V0.4, which will become the approved version V1.0).

The Council **further resolved** to approve a precept of £97,033.

For a Band D property this is the equivalent of £52.79 (an increase of £2.32 [equates to 4.6%] in comparison to last year's Band D equivalent).

**b) 3 Year Budget**

To comply with 3.1 financial regulations

*The Council shall review its three-year forecast of revenue and capital receipts and payments. The review will be delegated to the Finance Committee.*

**Recommendation from the Finance Committee:**

Full Council is asked to approve the 3-year budget, as detailed in the budget pack.

**Resolved:** Full Council approved the 3-year budget, as detailed in the budget pack (approved version V1.0).

**c) Changes to Earmarked Reserves**

Further to the following resolution: *180 (2021-22) PC projector for use at Town Council Meetings and events: The Town Council resolved not to purchase or include a PC projector figure of £500 in the budget for 2022/23.*

**Recommendation from the Finance Committee:** That this £500 remaining from MTWG funds is moved to EMR 325, Reserves Contingency.

**Resolved:** Full Council approved that the £500 remaining from MTWG funds is moved to EMR 325, Reserves Contingency.

**200(2021-22) Proposed Finance and Amenities Committee, Finance Committee**

Full Council considered the recommendation from the Finance Committee:

**Resolved:** Full Council approved that the Finance Committee becomes the Finance and Amenities Committee with the following terms of reference:

- All matters appertaining to economic and budgetary policies and delivery including any matter with a fiscal impact not specifically falling within the remit of any other Committee.

- All matters appertaining to Parish Council assets; actively maximise the benefits of the assets to residents balancing against costs.
- All matters appertaining to Financial Regulations and any other Finance and Amenities related policies.

Councillor Webster arrived at 7.40pm

**201(2021-22) Kepple Lane Park, Finance Committee**

On the 20/12/2021 the Clerk received notice from Kepple Lane Park Trust that the Trust will terminate the lease agreement, between the Town Council and Kepple Lane Park Trust, as of the 1st April 2022.

Full Council noted the termination of the lease agreement between the Town Council and Kepple Lane Park Trust. Full Council also noted that the implications of the termination of the lease will be followed up/considered by the Chair of Finance & RFO.

Full Council considered the recommendation from the Finance Committee:

**Resolved:** Full Council approved that:

- a) Further to 138(2021/22), the Town Council will not place any orders with Garden Inspirations and the Woodchip provider and that Kepple Lane Park Trust will place the orders, if they wish for the annual maintenance to take place.
- b) If Kepple Lane Park Trust place the orders, the Town Council give delegated authority for the RFO, in consultation with the Chair of Finance and Mayor, to transfer the net amount for both invoices, in total up to a maximum of £4,000 from 321 EMR Kepple Lane Park to Kepple Lane Park Trust. The funds will be transferred upon receipt of proof of completion of work and receipt of invoices, which must be provided by close of play on the 18th March 2022.

**202(2021-22) Appointment of Internal Auditor, Finance Committee**

Full Council considered the recommendation from the Finance Committee:

**Resolved:** Full Council approved:

- a) That Supplier B at a cost of £220, carries out the Internal Audit for the Year end 2021. That the letter of engagement is delegated to the RFO in consultation with the Chair of Finance. The recommendation is based on the summary report compiled by the RFO, collated from Section 4 Best Practice Guidance For Internal Audit, JPAG The Joint Panel on Accountability and Governance, Practitioners' Guide, March 2021.
- b) The Internal Audit Report to be used for Garstang Town Council Financial Year: 2021/22 as circulated.

**203(2021-22) Wyre Planning Policy - Publication Draft Wyre Local Plan Partial Review (2011-2031) Public Consultation November 2021**

The Council noted that a response was not submitted to the Clerk, from Councillor Brooks by the agenda deadline date of 7/01/2022. This prevented the Town Council being able to approve a response at the meeting.

Consequently, the Town Council noted that it was unable to make any representations on the Publication Draft Wyre Local Plan Partial Review (2011-2031) - Schedule of Revisions to the Wyre Local Plan (2011 – 2031) (the Schedule of Revisions) and the accompanying Sustainability Appraisal.

**204(2021-22) Operation London Bridge**

**Resolved:** Council approved the updated policy, with the agreement that 'Slaughter House' should be amended to read Butcher's Court, High Street.

**205(2021-22) Remembrance Sunday Project : Donations, Councillor Allan**

**Resolved:**

- a) To rescind resolution 2021/22 178 Remembrance Sunday Project Donations part b) which provided for a donation of £100 to the Arts Centre.
- b) To approve the payment of Arts Centre invoice of £200.
- c) The Council noted that Councillor Brooks had breached the Town Council's Financial Regulations at 10.4. whereby he had issued an order to the Arts Centre by email for refreshments. The Council noted that Councillor Brooks had made a procedural error.

**206(2021-22) Crime in Garstang, Councillor Webster**

Councillor Webster reported that there appears to be a notable increase in the amount of vandalism and anti-social behaviour in Garstang and surrounding areas. The latest incident has sadly been some vandalism to the Christmas Lights in Thomas Weind. In my capacity as a Wyre Councillor, I recently contacted Andrew Snowdon, Lancashire's new Police and Crime Commissioner and asked for greater police presence in Garstang and surrounding areas.

**Resolved:** The Town Council agreed to contact Mr Snowdon and express concern regarding the increase in vandalism and request an increase in police presence for the town. The Town Council wished for Garstang Police Station to be re-opened, and accessible, to members of the public. In addition, that the police presence should be for a targeted period of time, on the vandalism and anti-social behaviour issues, and make the public aware of how these issues can be reported to the police. Finally, that the extra police presence at Garstang police station should be reflected in an extra police presence in the town of Garstang.

**207(2021-22) Remembrance Sunday Project 2022, Councillor Allan**

**Resolved:**

- a) Full Council agreed to undertake the organisation of the Garstang Remembrance Sunday event in 2022 and thereafter. In 2022 Remembrance Sunday falls on November 13<sup>th</sup>. For continuity in 2022, Councillor Allan will lead the project with a team of two, Councillor Pearson and the Clerk. The 2021 project will be documented in such a way that the documentation will provide a template for future years. The wider project team will include representatives from the Armed Forces and Military Veterans Breakfast Club, the RBL, St Thomas's Church and the Garstang Lions.

- b) That Full Council provisionally book the Pilling Band for the 2022 event to secure their services.

**208(2021-22) Town Council Awards Printing and Engraving, Councillor Allan**

**Resolved:** Full Council approved a budget £385 to cover printing of 50 A4 posters, 50 A4 nomination forms, Award Certificates and the purchase of keepsake trophies with engraving on keepsakes and trophies.

The Council approved delegated authority for expenditure to the RFO, with approvals from Chair of Finance and the Mayor. All expenditure to be allocated to Code 4830/ EMR 336 ATM (Annual Town meeting) budget code.

**209(2021-22) Heritage Banners Project, Councillor Allan**

Councillor Allan reported that the Garstang and District Heritage Society have formally approached all the property owners for permission to use their properties for hanging new banners. The project needs to have the existing wall fittings inspected to establish whether they are suitable for re-use. The original banners were hung using very heavy steel bars on substantial wall brackets. The Town Council need to consider whether more lightweight options can be deployed which will require specialist examination of the fittings and potential alternatives. The project would like to engage a company to undertake that inspection and would like to know if the TC insurers have any recommended companies.

**Resolved:** That the Town Council seeks a suitable company to undertake inspections of building brackets and to instruct the preferred supplier to review options with the project team

**210(2021-22) Action Plan Updates, Councillors Allan and Atkinson**

**Resolved:** The Town Council:

- a) removed Councillor Allan's Civic Sunday project from the list with the understanding that Councillor Allan did not wish to have a Civic Sunday.
- b) removed the Combined Parishes Local Plan Working Group and Uniformed Volunteer Community Champion projects from the list.
- c) Deferred the decision to drop the Neighbourhood Plan for 3 months; however monthly updates were still expected from Councillor Brooks.
- d) Deferred the decision to drop the Biodiversity within the town, for the next meeting of the Council on 21 February 2022.

**211(2021-22) Flooding on Lancaster Road/High Street, Garstang, Councillor Webster**

Councillor Webster reported that she was aware that the flooding on Lancaster Road/High Street, Garstang had been raised by Wyre Ward Councillor Dulcie Atkins at Wyre Council and that it is actioned for investigation by Lancashire County Council. Councillor Webster sought support from the Town Council that the concerns of the flooding are endorsed by Garstang Town Council

**Resolved:** Full Council approved to endorse Wyre Council's request for the flooding to be investigated and for a solution to be found as this area floods repeatedly and has done so over a number of years. The Council **further resolved** that Wyre Council and Lancashire County Council should investigate the implementation of the diversionary road signage, to ensure that signs are in

place at the correct location and time when Lancaster Road/High Street is flooded and impassable.

**212(2021-22) Heritage Trail App Questionnaire, Councillor Allan**

Councillor Allan reported that Wyre Council have engaged a consultancy group "This Great Adventure" to develop an mobile application (App) to bring to life a Garstang Heritage Trail. The funding for the App is coming from the Welcome Back Fund available to Wyre. Wyre has forwarded a group developed questionnaire to Town Council and asked that we complete and submit our responses

**Resolved:** That the completion of the questionnaire is delegated to the Clerk with Councillor Pearson.

**213(2021-22) A6/A586 Junction, Catterall, Councillor Webster**

Dual hatted Wyre Ward Councillor for Brock with Catterall and Town Councillor Webster reported that she had witnessed the aftermath of yet another accident in November 2021 at the A6/A585 BP & M&S store junction. This junction is an extremely busy junction 7 days a week, particularly at peak times and is in my opinion a very dangerous junction, even more so with the popularity of the BP garage and the increase in the use of the A6. A number of residents have expressed their grave concerns regarding this junction A6/A586. Catterall Parish Council share my concerns and the residents concerns regarding this junction. It is not only Catterall residents that use this junction but Garstang residents along with surrounding areas, therefore, it is in all our interests to see improvements made to this junction to make it safer for us all. Improvements to this junction are planned including a traffic light system. I am trying to establish a timeframe for these works.

**Resolved:** Full Council agreed to write to Stephen Young, Director of Growth, Environment, Transport and Community Services at Lancashire County Council, and County Councillor Shaun Turner to support the concerns of dual hatted Councillor webster, those of Catterall Parish Council and local residents and request the improvements to be made to this junction sooner rather than later.

**214(2021-22) Community Orchard- Planting for the Queens Green Canopy, Councillor Atkinson**

Councillor Atkinson reported that Wyre Council are provisionally looking at the planting of the Community Orchard off Hereford Avenue to take place on Sunday 27th February 2022. The planting will be arranged and managed by Wyre Council.

**Resolved:** Once the details of the planting has been confirmed by Wyre Council, the Town Council should advertise the planting. The Town Council **further resolved**, that once planting has taken place the Town Council should transfer the £500 contribution (previously approved minute 174b 2021/22) to Wyre Council on receipt of an invoice.

**215(2021-22) Meeting Payment - Garstang Methodist Church, Councillor Atkinson**

Councillor Atkinson reported that the Town Council had been utilising the Methodist Church for meetings including Full Council, Finance Committee, Planning Committee and Remembrance Sunday for a number of months.

**Resolved:** Full Council approved a donation payment of £120 from code 4100 Room hire, for the use of the Church for meetings.

**216(2021-22) Application to use Moss Lane playing field by Wyre Council**

The Clerk reported that Wyre Council wished to use Moss Lane playing field for 2 Frozen shows, 45 minutes each. This is small scale theatre, involving one transit van, screens, gazebos and small PA system. Approximately five actors and a technician will be involved.

**Resolved:** The Town Council approved Wyre Council's request to use Moss Lane playing field on 18th February 2022 11.00 – 17.00.

**217(2021-22) Finance payments**

Councillors approved the following payments:

Unity bank account – cashbook 5

Reference	Description	Amount
BACS00410 & BACS00411	Payroll (figures provided by Towers + Gornall) To be paid electronically on 24/01/2022, 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	£2,787.44
BACS00412	Mrs E Parry – Clerk's expenses, Microsoft Teams 27/11/2021 - 26/12/2021 reimbursement budget code 4738	£54.72
BACS00413	HMRC - Quarter 3 PAYE (Oct – Dec)	£2108.90
BACS00414	Clerk Reimbursement Ink cartridges budget code 4400	£82.19
BACS00415	SLCC Committees, Sub-Committees and Working Groups Budgeting Basics training as per minute 252(2020-21) budget code 4701	£18.00
BACS00408 (supersede Minute Ref 185(2021/22))	Garstang & District Arts Centre To supersede Minute Ref 185(2021/22) BACS00408 Donation to Arts Centre for Remembrance Sunday minute ref 178 & 80b(2021-22) budget code 4641, Festivals Contributions £100.00	£200.00
BACS00417	Clerk Reimbursements for items as per Operation London Bridge policy Traditional Mourning Ribbon / Cravat £21.91 10pcs Velvet Drawstring Bags £8.48 Ribbon pins £13.09	£43.48
BACS00418	Lynn Harter reimbursement for provisions for Youth Council new	£12.00



Reference	Description	Amount
	members ice breaker games budget code 4850	
BACS00419	Rialtas Business Solutions Ltd - Alpha Software Annual Support and Maintenance Licence budget code 4462	£148.80
BACS00420	Service Stiga Petrol Rotary 21" lawnmower	£211.35
BACS00421	Garstang Methodist Church room hire from code 4100	£120.00
Cheque 300001	RBL Poppy appeal - Wreath 2 standard wreaths at £20 each	£40.00
Cashbook 3 Royal Bank Scotland direct debits		
Direct Debit 10/01/2022	Vodafone – mobile phone 29 December to 28 January 2022	£11.15
Direct Debit 31/12/2021	Three.co.uk - Office internet	£8.11
Direct Debit 19/01/2022	LCC Pension	£940.13
Direct Debit 4/01/2022	Towers + Gornall; Go cardless minute 182(2021/22)	£72.30
Payments since 6/12/2021 meeting		
BACS00409 (cashbook 3 Royal Bank Scotland)	116(2021-22) Room hire donation to Free Methodist church	£100.00

**218(2021-22) Statement of Accounts at 31 December 2021 – for information**

Cashbook1	HSBC Current account	£1,240.23
Cashbook 2	HSBC Reserve account	£53,073.97
Cashbook 3	Royal Bank of Scotland	£10,602.63
Cashbook 4	HSBC Christmas Lights account	£ 5,280.82
Money Market Account	3 month	£30,618.24

**219(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 21 February 2022 by notifying the Clerk by 11 February 2022.** 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: 9.08pm**

## For Information Only

### 220(2021-22) Clerk's Report

#### a) **LALC**

The LALC Annual Report has been circulated on Teams.

#### b) **Scout & Guide Hut Car Park - Covid Booster Clinics**

On behalf of all at GMP & our patient population, thank you so much for your support, especially over the past year. The permission for our staff to park at the Scout Hut has made a massive difference to the delivery of the COVID Vaccination Clinics. Today marks one year since our first clinic! (22/12/2021).

#### c) **SLCC Training webinar, Committees, Sub-Committees and Working Groups**

The Clerk attended the above course on 11/01/2022.

### 221(2021-22) Project Reports

None

### 222(2021-22) Outside body representatives

#### a) **Fairtrade – Mr Ryder**

As part of the Garstang Festive Trail organised by the Garstang Events Team we were delighted to enter our Fairtrade Christmas Tree in the festival that was held at St. Thomas's Church. The decorations on our tree consisted of various Fairtrade products.

Choose the world you want is the theme for the coming Fairtrade Fortnight starting on the 21st of February until the 6th of March which celebrates the farmers and workers who grow the food we eat. It also will promote a living wage and the role played by Fairtrade in showing solidarity with those on the frontline of the climate crisis. Cop26 did not deliver the change needed to stay within 1.5, nor did it secure finance to directly support farmers and workers on the frontline, but the Fairtrade foundation believes there is hope if we all act together.

### 223(2021-22) Mayors engagements

01/12/2021	14.00pm	GGPB Consultation Event
01/12/2021	18.45pm	Mayor of Wyre Charity Ball
05/12/2021	10.00am	Garstang Santa Dash, High Street
09/12/2021	11.45am	Christmas Tree Festival @ St Thomas's
09/12/2021	12.15pm	RVS Christmas Lunch St Thomas's Hall
09/12/2021	17.30pm	Chairman of LCC Carol Concert at St Walburge's Preston

10/12/2021	19.00pm	Jack and the Beanstalk, GTG, Community High School
11/12/2021	17.00pm	24hr Bikeathon Scout HQ for Papyrus
15/12/2021	10.00am	Memory Café Christmas Party, Garstang Free Methodist
2022		
07/01/2022	11.00am	David Carr Funeral, St Mary Michael's