



# Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## Full Council Meeting, 21<sup>st</sup> February 2022 Minutes

Minutes of the Town Council meeting, held at Garstang Library, on Monday, 21 February 2022, 7.30pm.

### **Present**

Chairman: Councillor Leech

Councillors present: Atkinson, Brooks, Leech and Mitchell

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

Councillor Lees had confirmed his attendance to the Clerk but was not present; no apologies were given.

Councillor Leech reported that Councillor Allan had given his apologies for the meeting. As per Standing Orders 3p, as Deputy Mayor, he would chair the meeting.

### **228(2021-22) Apologies for absence**

Councillors Allan, Halford, Hogton, Hynes, Pearson, Salisbury and Webster

### **229(2021-22) Declaration of Interests and Dispensations**

239(2021-22) Councillor Atkinson declared an 'other interest'. He is the Town Councillor representative on Kepple Lane Park Trust. He reported that he would not take part in the voting.

### **230(2021-22) Public participation**

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

Wyre Councillor Dulcie Atkins reported that she had raised the issue of the closure of the High street car park before Christmas 2021 at Wyre Council. Wyre Council, in response, had written to Keyworker Homes. At the beginning of February when the next closure took place, it was noted that communications had improved.

### **231(2021-22) Minutes of the last meeting**

A copy of the minutes of the Town Council meeting held on 17 January 2022 had been circulated.

**Resolved:** The minutes of the Town Council meeting held on 17 January 2022 were confirmed and signed as a true record.

**232(2021-22) Standing item: Neighbourhood Plan, Councillor Brooks**

No report received.

Councillor Leech acknowledged that Councillor Brooks had circulated an update on the Neighbourhood plan via email on 20/02/2022 at 22:00.

**233(2021-22) Mayor and Deputy Mayor elect 2022/2023**

Members gave consideration, with reference to Standing Orders point 5j, to the appointment of Mayor and Deputy Mayor elect in readiness for the Annual Town Council Meeting on 26 May 2022.

**Resolved:**

a) Mayor elect; Councillor Leech was elected Mayor elect for the Civic year 2022 – 2023. The Council **further resolved** that at the Annual Town Council Meeting, the proposer would be Councillor Webster and the seconder would be Councillor Atkinson.

b) Deputy Mayor elect; Councillor Mitchell was elected Deputy Mayor elect for the Civic year 2022 – 2023. The Council **further resolved** that at the Annual Town Council Meeting, the proposer would be Councillor Leech and the seconder would be Councillor Atkinson.

**234(2021-22) Seniority between Councillors Hogton and Lees**

Council were asked to approve the order of Councillors Hogton and Lees on the Town Mayor and Deputy Mayor' priority list with reference to Standing Orders point 5j.

**Resolved:** Council approved that the seniority list should detail Councillor Hogton first, followed by Councillor Lees.

**235(2021-22) Arrangements for Annual Town Council meeting (also known as ATCM and Mayor making), 26 May 2022**

**Resolved:** The Town Council approved that the Annual Town Council meeting would be held at St Thomas' Parish and Community Hall on Thursday, 26 May 2022.

**236(2021-22) Arrangements for Civic Sunday 2022**

**Resolved:** That Civic Sunday be held at the Free Methodist Church in June/early July 2022. The Council **further resolved** that the details of Civic Sunday and expenditure (codes 4530 and 4531) be delegated to the Clerk and Councillor Leech.

**237(2021-22) Committee Terms of Reference and scheme of delegation**

This item was deferred to the Council meeting on 21 March 2022.

**238(2021-22) Annual Governance Review, Clerk/RFO**

Councillors noted that when completing the end of year Annual Return, Councillors are asked to confirm that the various internal control documents have been reviewed in the past 12 months. Councillors were asked to review and approve the listed documents which had been circulated to councillors.

**Resolved:** The Council accepted the governance documentation as detailed below:

- a) **Standing orders**  
**Resolved:** Councillors approved the current Standing Orders; unamended from last year.
- b) **Financial Regulations**  
**Resolved:** Councillors approved the current Financial Regulations; unamended from last year.
- c) **Schedule of Assets, as at 31/12/2021**  
**Resolved:** The Schedule of Assets was approved unamended.
- d) **Risk management policy,**  
**Resolved:** The Risk management policy was approved unamended.
- e) **Risk register**  
**Resolved:** The Risk register was approved unamended.
- f) **Publication Scheme Policy**  
**Resolved:** The Publication Scheme Policy was approved unamended.
- g) **Investment strategy**  
**Resolved:** The Investment strategy was approved unamended.
- h) **Reserves policy**  
**Resolved:** The Reserves policy was approved unamended.
- i) **Grant policy**  
**Resolved:** The Grants policy was approved unamended.

**239(2021-22) Maintenance of Moss Lane and Kepple Lane agreement, RFO**

This item was deferred to the Council meeting on 21 March 2022.

**240(2021-22) Wyre Council - Public Consultation. Regulation 18 and Call for Sites 2022**

The Council noted the Wyre Local Plan Full Review Scoping Consultation and Call for Sites. Wyre Council are now consulting on the scope of the full review and undertaking a call for sites exercise for six weeks from 27/01/2022 to 10/03/2022. The meeting was adjourned to allow Wyre Councillor Robert Atkins to speak to on the subject. The meeting was reconvened.

**Resolved:** The response to the Wyre Local Plan Full Review Scoping Consultation and Call for Sites was delegated to the Clerk, in consultation with the Chair of the Planning Committee, Councillor Leech. The Council **further resolved** that if Councillors wished to contribute to the response, they were required to respond to the Clerk by Thursday 03/03/2022. This would enable the Clerk and Chair to review their comments and formulate a response, before submitting the final response to Wyre Council by the deadline of 10/03/2022.

**241(2021-22) Parish and Town Councils Conference (the 'Highways Special') 19/03/2022.**

**Resolved:** Councillor Brooks would attend the Parish and Town Councils Conference (the 'Highways Special') event remotely.

**242(2021-22) Biodiversity within the town, Councillor Mitchell**

Council noted the update from Councillor Mitchell. Councillor Atkinson provided an update on the Community Orchard planting that would take place on Sunday 27/02/2022.

**Resolved:** The Town Council wished to continue with the Biodiversity in the town project. The Town Council **further resolved** that the name of the project is changed to 'Biodiversity and Climate Change.'

**243(2021-22) The Queen's Platinum Jubilee, Councillor Leech**

Councillor Leech reported on his proposed plans for the celebration of the Queen's Platinum Jubilee. Discussion on the subject also included purchasing a possible permanent feature to commemorate the Queen's Platinum Jubilee, renaming Moss Lane park, liaising with Booths about the possible 'cleaning' of Cherestanc Square, seeking advice from Wyre Council about licensing laws and taking drinks from the public houses to the street party, a contingency plan if the street party was not able to go ahead, for example, due to weather conditions.

**Resolved:** The Council approved the following:

On Thursday, 2 June 2022, the beacon will be lit on Cherestanc Square (after obtaining the appropriate consent from the land owner), if it cannot be hosted here delegated authority to the Clerk and Project Leader to find another suitable location. The remembrance beacon will be reused. The town's Lengthsman will be asked to oversee the practical side of the beacon lighting. The Mayor will light the beacon on behalf of the town. The Town Crier will be invited to the event.

b. Proposed schedule of events;

14:00 - Town Crier to deliver the Platinum Jubilee Cry

19:50 - 20:30 Brass Band - 40 mins

20:30 - 20:50 - Choir or singers

20:50 - 21:30 - Brass Band for another 40 mins

21:35 - Piper to play

21:45 - Beacon to be lit by Mayor

21:45 - Choir to sing the song for the Commonwealth

The Council **further resolved** to approve the celebrations on Sunday 5th June 2022, as detailed.

a. To engage with a church service to commemorate the day and invite clergy to include a prayer of blessing for the Queen, the citizens of the town and the weekends celebrations. This will be advertised for the whole community to attend. The Project Leader to be the point leader for this organisation.

b. To organise a Big Jubilee Lunch, again at the request of the palace. To facilitate a street party for the town and the whole community to be invited to join.

i. To have a road closure on the High Street on Sunday 5th June from 10:00 until 16:00

ii. To organise a meal for the town's councillors and invite other local dignitaries to attend, including hospitality, speeches and cake

iii. To provide cake for up to 250 guests

iv. To engage with local businesses, schools, community groups and families to bring and share their own food.

v. For the Project Leader to be the point leader for this organisation.

**244(2021-22) Dog fouling, Councillor Mitchell**

Councillors noted that dog fouling continues to be a topic for discussion in Garstang.

**Resolved:** That the Council undertake some work to understand the scale of the issue and the hotspot areas and that the Council engage with the public via Facebook to support with this. The Council could then review what, if any action, the Council wished to take alongside a review of the Dog Control and Dog Fouling Public Spaces Protection Order 2020 made by Wyre Council.

**245(2021-22) Garstang Children's Festival 2022 correspondence, Garstang and District Children's Festival**

The Council noted that this year's Festival would take place on Friday, 03/06/2022. The change of date being made because of the Queen's Platinum Jubilee holiday celebrations. Garstang Children's Festival sought permission to use the Moss Lane Playing Field as the venue for the children's sports, entertainments, catering, etc.

**Resolved:** The Clerk was asked to inform the Secretary of Garstang Children's Festival that the Council approved the request of the Garstang Children's Festival to use Moss Lane Park for the venue for the children's sports, entertainments, catering, etc. and that the replacement of the goalposts had been approved [(minute 227B (2021-22))].

**246(2021-22) Wyre Council's new monitoring officer, Mary Grimshaw - New Councillors Code of Conduct**

Councillors considered the documentation relating to Wyre Council's Code of Conduct.

**Resolved:** The Town Council adopted the same Code of conduct that Wyre had adopted, delegating to the Clerk, to modify any text which related to Wyre members and officers to Garstang Town Council members and Clerk.

**247(2021-22) Lancashire county Council, Community Electric Car Club, request for opinions and comments**

The Council noted the report.

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

**248(2021-22) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public**

The Council resolved that in accordance of Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, and by reason of the confidential nature of the remainder of the business, the press and public be excluded from the meeting.

**249(2021-22) Clerk's expenses**

**Resolved:** The Council agreed to pay the clerk a figure of £120, calculated as 20 weeks at £6 per week, in recognition for the costs incurred from working at home for the period between Tuesday 5/10/2021 and Tuesday 22/02/2022, from budget code 4101, office accommodation.

**250(2021-22) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public**

The Council resolved that the confidential business having been concluded, the press and public be re-admitted to the meeting.

**251(2021-22) Finance payments**

Councillors approved the following payments:

Unity bank account – cashbook 5

<b>Reference</b>	<b>Description</b>	<b>Amount</b>
BACS00422 & BACS00423	Payroll (figures provided by Towers + Gornall) To be paid electronically on 25/02/2022, 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	£2,810.00
BACS00424	Mrs E Parry – Clerk's expenses, Microsoft Teams 27/12/2021 - 26/01/2022 reimbursement budget code 4738	£54.72
BACS00425	Wyre Council - Gambling Act 2005 : Small Society Lottery (Renewal)	£20.00
BACS00426	Lengthsman Reimbursement wheelbarrow tyre budget code 4590	£21.66
BACS00427	Towers+Gornall Payroll to 30/09/2021 (6 months @ £54/month minute ref budget code 4462	£388.80
BACS00428	Houghtons - Lengthsman expenses June to December 2021 budget code 4590	£132.71
BACS00429	Preston City Council Printing for Remembrance Sunday minute ref 80b (2021/22) budget code 4641, Festivals Contributions	£117.50
BACS00430	Preston City Council Printing for Garstang Youth Council Meeting 500 leaflets & 6 A4 & A3 budget code 4850	£23.70
BACS00431	Service KUBOTA W821 PRO Petrol Rotary 21" lawnmower	£212.54
BACS00432	Clerk's working at home expenses as per minute 249(2021-22) for the period 5/10/2021 and 22/02/2022.	£120.00
Direct Debit 4/02/2022	Towers + Gornall; Go cardless minute 182(2021/22)	£72.30
Cashbook 3 direct debits (period of		

Reference	Description	Amount
transition between accounts)		
Direct Debit 10/02/2022	Vodafone – mobile phone 29 January to 28 February 2022	£11.15
Direct Debit 31/02/2022	Three.co.uk - Office internet	£8.11
Direct Debit 19/02/2022	LCC Pension	£940.13

**252(2021-22) Statement of Accounts at 31 January 2022 – for information**

Cashbook1	HSBC Current account	£1,232.23
Cashbook 2	HSBC Reserve account	£43,073.97
Cashbook 3	Royal Bank of Scotland	£9,519.94
Cashbook 4	HSBC Christmas Lights account	£5,275.82
Cashbook 5	Unity Trust account	£4,534.12
Money Market Account	3 month	£30,618.24

**253(2021-22) Standing Orders 17c – for information**

The Council noted that the RFO had supplied the following statements to summarise:

- i. the Council's receipts and payments for end Q3
- ii. the balances held at the end of the Q3 being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.

**254(2021-22) 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 21 March 2022 by notifying the Clerk by 11 March 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: 08.53pm**

## For Information Only

### 255(2021-22) Clerk's Report

#### a) **VAT Response from HMRC enquiry Re: VAT Christmas Lights and Kepple Lane Park, RFO**

Background:

Reference minutes 138(2021-22); 18/10/2021 and 160(2021-22); 15/11/2021

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 sent a letter to HMRC to establish if the Council's procedures to date have been correct and in order.

A response has been received from HMRC (dated 13/12/2021 – incorrectly posted to the Police Station) detailing that HMRC agree that the Town Council have been following the correct procedures to date.

If any Councillors require any further information, supplementary to the 4 documents circulated on Teams (Finance Agenda 12/10/2021, VAT supplementary sheet circulated to the Finance Committee on 12/10/2021, enquiry from TC to HMRC dated 8/11/2021 and HMRC response dated 13/12/2021), they are asked to contact either the RFO or Councillor Atkinson.

#### b) **Draft flood risk management plans (FRMPs) for 2021-2027**

As per Town Council minute, 15-Nov 2021/22 154

Environment Agency – have your say about the flood and water environment, the Council delegated the response to the consultations to the Clerk, in consultation with Councillor Brooks.

The Clerk arranged for the completion of the consultations on Teams. Councillor Brooks gave notice on the day, that he was unable to attend. Consequently the Town Council was unable to respond to the consultation.

#### c) **Office of the Police and Crime Commissioner for Lancashire**

I write to acknowledge receipt of your email to the Police and Crime Commissioner's Office dated 25th January 2022.

I can confirm that we are liaising with Lancashire Constabulary regarding the issues that have been raised and will revert back to you in due course with a full response.

#### d) **Electronic official order system**

Financial regulations specify at point 10.1

10. Orders For Work, Goods And Services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.



As RFO, I have created an electronic official order system, in consultation with Wyre Council and Councillor Atkinson, Chair of Finance Committee.

All orders for work, goods and services will be issued by the RFO using the electronic official order system.

## **256(2021-22) Project Reports**

### **a) Biodiversity within the town, Councillor Mitchell**

I am in the process of reviewing Wyre's 'Green Infrastructure Strategy' and will present any suggested actions on the back of this ASAP e.g. it is likely a biodiversity statement should be added to the Neighbourhood plan

Biodiversity team are to collate a list of the top 5 primary areas of green space that are within the control of the council (e.g. Kepple Lane) and propose recommendations for improvement. I am looking into the Green Flag Award, previously held by Kepple Lane to understand the standards around biodiversity that are expected as part of that scheme as this may offer a framework for us to work from.

## **257(2021-22) Outside body representatives**

### **a) Fairtrade – Mr Ryder**

Choose the world you want is the theme for 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.

Garstang Fairtrade are planning several events for Fairtrade Fortnight including:

- A Children's Fairtrade Trail - There are 12 posters to find displayed in windows along the High Street and the Weinds to the Visit Garstang centre in Cherestanc Square. On each poster, you will find the name of a country and one example of a Fairtrade product from that country. Every entrant will receive a Fairtrade Chocolate bar kindly donated by the Co-op. See our Facebook page for details.
- Fairtrade Quiz – Free to enter to win a Fairtrade Hamper. Entry forms available at the Fairtrade stall at the arts centre on the 19<sup>th</sup> February or from the Visit Garstang Centre from 19<sup>th</sup> February until 12<sup>th</sup> March. Again, full details will be on our Facebook page.
- We are delighted to be working with several of the local primary schools to be delivering assemblies and workshops.
- A Library workshop for young children - working with the library we have been asked to run a Fairtrade workshop
- It is planned to a put "Choose the world you want" Fairtrade Displays in the Library and the Visit Garstang Centre to coincide with Fairtrade fortnight.

**b) Wyre Councillors Leech and Webster - update from the CCG regarding the telephony issues at Garstang Practice**

We have had discussions with the practice to determine the actions taken/planned to improve access to the telephone lines at the surgery. It is worth noting that both the CCG and the practice are taking a proactive and keen approach to improve the situation to minimise the impact on patients and the wider healthcare system.

The practice has seen a huge increase in calls up to 250% since COVID which is heavily weighted to first thing in the morning particularly on a Monday and Tuesday. The practice generally has 8 receptionists on the phones during peak times. For ease, we have summarised the actions taken to date/planned to help alleviate this issue:

- The practice started a recruitment drive 12 months ago which has just now come to fruition. It has been a very challenging time for them with several new staff only staying a few weeks or months as they simply could not cope with the pressure and abuse from patients.
- They have converted their upstairs meeting room into an additional phone room and recruited more reception staff. It is early days as some staff are still training but already they are seeing a dramatic improvement. It is not unusual for them to deal with 60+ calls prior to 8.40am. An additional contingency measure is that the CCG can provide some temporary admin relief capacity if required to help alleviate pressure on morning demand.
- They had 15-20 calls queuing on a regular basis before the new year and this has significantly reduced. They do not yet know if this is just down to more call handlers (action taken) or whether it is, in part, to an unexplained drop in patient demand.
- The practice has a number of channels (i.e. no. of concurrent incoming calls) – we have to limit the number of channels coming into each contact centre otherwise we would exhaust our capacity across the whole Fylde Coast. The channels were increased across the estate at the beginning of COVID to recognise the change in how practices were managing patients through the pandemic. Garstang for example have a 30 session concurrent limit.
- There is a system review being carried out across the Lancashire and South Cumbria CCGs on telephony concerns which may provide a longer term solution to the pressure on the phone systems.
- There is a perception from patients who believe they need to ring first thing otherwise they won't receive an appointment. I will ask our Comms teams to circulate information to patients to encourage them to ring at different times and provide reassurance that practices provide appointments all day and they will have their request dealt with. The practice will continue to work with the PPG to help convey these messages and ask for any other suggestions for improvement.

- They are going to review call data at the end of January to see how it compares to last year.

We hope that this provides the necessary assurance on action being taken to resolve this issue. Please do come back to us if you require any further clarification.