



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 21st March 2022 Minutes

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

Present

Chairman: Councillor Allan

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

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

Councillor Hynes and Lees were not present

258(2021-22) Apologies for absence

Councillors Mitchell and Webster

259(2021-22) Declaration of Interests and Dispensations

264(2021-22) Councillor Atkinson declared an 'other interest'. He is the Town Councillor representative on Kepple Lane Park Trust.

273(2021-22) Councillor Allan reported that as he was the subject of the agenda item, he would not take part in the voting.

260(2021-22) Public participation

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

County Councillor Turner reported:

- a) that he had attended the Lancashire County Council (LCC) Highways conference and that the emails received, relating to Highways, had been forwarded to the relevant Officers/County Councillors at LCC.
- b) LCC had held a LCC climate summit.
- c) He had £2,000 grant monies, that local community groups could apply for.

Wyre Councillor Dulcie Atkins reported that she had attended the Wyre Flood forum. She mentioned 'East gate' and the pathway down to the Millennium Green. She mentioned how she had seen spectators enjoy the North West car rally at the weekend.

Councillors Halford and Pearson arrived during this item.

261(2021-22) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of:

- a) the meeting held on 21 February 2022 and
- b) the extraordinary council meeting held on 31 January 2022.

Resolved: The minutes of the following meetings:

- a) the meeting held on 21 February 2022 and
 - b) the extraordinary council meeting held on 31 January 2022
- were confirmed and signed as a true record.

262(2021-22) Standing item: Neighbourhood Plan, Councillor Brooks

Councillors noted that no report had been received.

263(2021-22) Committee Terms of Reference and scheme of delegation

The Clerk had circulated a draft 'Committee Terms of Reference and scheme of delegation', alongside 3 SLCC advisory notes to assist Councillors make their decision. The Clerk had highlighted 'comments' with recommendations or decisions that Councillors were asked to consider. Ex Officio members were discussed and the Clerk said that she would seek further advice as to whether their presence would make a 'inquate' Committee meeting 'quorate'.

Resolved:

The Council approved the draft 'Committee Terms of Reference and scheme of delegation', and confirmed the following:

- a) The Town Mayor and Deputy Town Mayor ex-officio shall be members of every committee
- b) The Planning Committee shall comment/ make recommendations to the Council on behalf of the Council on Local Plans, Structure Plans, Mineral Plans, Waste Plans, Regional Plans and any other Plans or Studies as considered appropriate.
- c) Council accepted the detailed bullet points of the delegated decisions of the Personnel committee.

The Council **further resolved**, that the Committee Terms of Reference and scheme of delegation is reviewed in 6 month's time; 19/09/2022.

264(2021-22) Maintenance of Moss Lane and Kepple Lane agreement

Councillors noted that the current maintenance agreement was coming to an end in March 2022 (It had been a 3 year agreement). Councillors considered the RFO's report which highlighted that the Town Council, from 1/4/2022, will be undergoing a period of change as Kepple Lane Park Trust had given notice to terminate the lease agreement, between the Town Council and Kepple Lane Park Trust, as of the 1st April 2022. Consequently the RFO had sought 1 and 3 year maintenance contracts.

Resolved: The Town Council accepted the maintenance contract with Wyre Council, for 1 year 01/04/2022 – 31/03/2023; Kepple Lane £2527.00 plus VAT and Moss Lane £1981.00 plus VAT.

The Council **further resolved**, to accept a 1 year contract 01/04/2022 – 31/03/2023 play area inspections with Wyre Council; Kepple Lane £1000 plus VAT and Moss Lane £1000 plus VAT.

Both contract costs to be accounted to budget code 4760 Playing Field Maintenance Contract.

265(2021-22) Insurance Renewal 2022 - 2023

The Council noted that the Town Council is in a 3 year Long Term Agreement (LTA) [ending 31/03/2023] with Zurich and the policy is due for renewal to take effect from 01/04/2022. The initial renewal premium was £1,154.87 including tax, however with the recent purchase of 3 items of electronic equipment; 3x A-Board Screens, PA System and Announcement System, the cost of the equipment has added an additional £34.41 to the quote issued 06/02/2022, making the overall renewal cost £1,189.28.

Resolved: The Council approved the Zurich renewal insurance quote of £1,189.28, for the period (01/04/2022 – 31/03/2023).

266(2021-22) LALC New Councillors and Clerks - a whistle stop tour of powers & responsibilities

Resolved: Councillor Hogton wished to attend the LALC Zoom – Online New Councillor training course Thursday, 9 June 2022. The cost of £35, would be met from budget code 4701.

267(2021-22) Armed Forces Day, Saturday 25 June 2022

Councillors noted that Armed Forces Day is a chance for people and local communities to show their support for the men and women who make up the Armed Forces community: from currently serving troops to Service families, veterans and cadets. Armed Forces Day celebrations begin on Monday 20 June when the Armed Forces Day flag is raised on buildings and famous landmarks around the country.

Resolved: Council approved that an ‘Armed Forces flag raise event’, take place on Thursday, 23/06/2022 and that the event is delegated to the Clerk to organise, in consultation with the Mayor elect, Councillor Leech. Any expenditure related to the event is to be delegated to the RFO with a limit of £100.

268(2021-22) Wyre Moving More - Consultation survey

Councillors noted that Wyre Council is working on a new physical activity and sport strategy to achieve the vision to get Wyre moving more. Wyre would like the Council’s views on what would help people become more active, to help us shape future plans around leisure provision in Wyre. The [survey](#) will close on 31 March 2022 at midnight.

Resolved: The Council approved that the competition of the survey be delegated to the Clerk, in consultation with the Mayor, and that the GGPB recommendations relating to health and wellbeing be included.

269(2021-22) Defibrillator attached to the Scout Hut

Resolved: The Council approved that the Lengthsman could support Councillor Pearson [As Chair of Scout Hut] in doing regular surveillance of the defibrillator attached to the Scout Hut, when Councillor Pearson is unavailable to carry out the check himself (up to 5 times per year).

270(2021-22) North West in Bloom - Kepple Lane Park (KLP) entry

Councillor Pearson reported that KLP Trust had traditionally entered the North West in Bloom as a Park and been highly awarded. As the site will be represented by the Town Council, he asked if the Council wished to enter the competition Councillor Pearson agreed to represent the council on judging day and show the judges around. The cost of entering is £100

Resolved: That the Town council enter Kepple Lane Park into the North West in Bloom competition at a cost of £100 from budget code 4733, Kepple Lane Playing Field Project (EMR 321).

271(2021-22) Business savings account, Nationwide

Councillors considered the report prepared by the RFO.

Resolved: Council approved to open up a Nationwide Business savings (95 day saver account) and close the HSBC Money market account. The Council **further resolved** that if Councillors were required, on the bank mandate, the required number of councillors to be appointed from Councillors Allan, Atkinson, Halford and Pearson.

272(2021-22) Unity Trust Bank, Application for Unity Corporate MultiPay Card

Councillors considered the report prepared by the RFO.

Resolved: That the Town Council apply for a Unity Corporate Multi-pay Card from Unity Trust Bank and set a single transaction maximum value of £250 [(4.1 Financial regulations) (unless authorised by the council in writing before any order is placed)].

273(2021-22) North West stages rally project team

Councillor Leech chaired this item.

The Council noted the points raised by the RFO relating to the North West Stages car rally

Resolved: The Council noted

- a) Councillor Hynes breached the Council's approved Email and Teams Protocol for Councillors & Officers (point 2), by not using her Town Council email address when conducting Council business.
- b) An order was placed by a third party involved in the project, for goods which the Town Council were expected to pay for, which breached the Town Council's Financial Regulations at 10.2. (Order books shall be controlled by the RFO).

Council were advised that Councillor Hynes is now using her Town Council email address and that Councillors should include the RFO early in their projects, especially financial matters.

274(2021-22) NALC - Calling all smaller Councils

Resolved: The Council noted the correspondence whereby NALC wished to hear from small Councils about what services NALC could consider offering to meet the needs of small Parish and town councils.

275(2021-22) Finance payments

Councillors approved the following payments:

Unity bank account – cashbook 5

Reference	Description	Amount
BACS00433 & BACS00434	Payroll (figures provided by Towers + Gornall) To be paid electronically on 25/03/2022, 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 The NJC agreed new rate of pay (an increase of 1.75%) has been applied (backdated from 1 April 2021) as per employee contracts. For information 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, should have been paid through payroll. This has now been corrected and the Chairs of Finance and Personnel have been informed of the update – audit trail on Finance Committee payroll files.	£3,184.32
BACS00435	Mrs E Parry – Clerk's expenses, Microsoft Teams 27/01/2022 - 26/02/2022 reimbursement budget code 4738	£54.72
BACS00436	CPRE membership (Renewal 01/03/2022 – 28/02/2023) budget code 4460	£20.00
BACS00437	Samba Espirito Events 18/03/2022 Legend Fires North West Stages Rally Evening Performance, High Street, Garstang Minute 93(2021-22) budget code 4805. Approvals form on Teams 28/02/2022 budget code 4805	£275.00
BACS00438	Samba Espirito Events 19/03/2022 Legend Fires North West Stages Rally, Champagne Finisher, High Street, Garstang. Minute 93(2021-22) budget code 4805. Approvals form on Teams 28/02/2022 budget code 4805	£275.00
BACS00439	Lustalux Ltd - Advertising banner for North West Stages Supply only of 2 full colour PVC banners for	£324.00

Reference	Description	Amount
	advertising trailer. Minute ref 93(2021-22) Legend Fires North West Stages Rally budget code 4805	
BACS00440	Garstang in Bloom - 156(2021-22) Grant Application for Platinum Jubilee garden, recommended for payment by Chair of Finance, Councillor Atkinson, from budget code 4800 Grants	£500.00
BACS00441 (pending outcome of item 8)	Zurich Municipal 01/04/2022-31/03/2023, budget code 4130 Insurance	£1,189.28
BACS00442 (payment made after 1/4/2022)	North West in Bloom - Kepple Lane Park (KLP) entry, minute 270(2021-22) budget code 4733, Kepple Lane Playing Field Project (EMR 321)	£100.00
BACS00432A (payment made in between meetings)	Kepple Lane Park Trust - minute 201(2021-22) Approvals form on Teams 28/02/2022. [Garden Inspirations £3,234, Hodson £500]	£3,734
Direct Debit 4/03/2022	Towers + Gornall; Go cardless minute 182(2021/22)	£72.30
Cashbook 3 & 5 direct debits (period of transition between accounts)	The minutes will detail which cashbook the direct debits have been taken from	
Direct Debit 10/03/2022	Vodafone – mobile phone 29 January to 28 February 2022	£11.15
Direct Debit 31/03/2022	Three.co.uk - Office internet	£8.11
Direct Debit 19/03/2022	LCC Pension	£940.13

Royal Bank of Scotland – Cashbook 3

Reference	Description	Amount
Receipt BAC 23/02/2022	Lancashire County Council, Amenity grass cut 2021	£839.00

HSBC account - Cashbook 4

Reference	Description	Amount
Cheque 100034 issued on 7 March 2022	Garstang Christmas Lights appeal Ref Minute 175 (2021-22), 6 December 2021	£3,050.00

276(2021-22) Statement of Accounts at 31 March 2022 – for information

Cashbook 1	HSBC Current account	£1,224.23
Cashbook 2	HSBC Reserve account	£33,073.97
Cashbook 3	Royal Bank of Scotland	£4,407.66
Cashbook 4	HSBC Christmas Lights account	£5,270.82
Cashbook 5	Unity Trust account	£15,080.19

Money Market Account 3 month

£30,619.03

277(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 19 April 2022 by notifying the Clerk by 8 April 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.

For Information Only

278(2021-22) Clerk's Report

a) **Lancashire Public Health Report 21/22 - Peter Buckley, Cabinet member for community and cultural services, Lancashire County Council**

At the Parish & Town Conference held last November, many delegates welcomed the presentation given by our Director of Public Health, Dr Sakthi Karunanithi. Dr Sakthi has since produced the Annual Public Health Report for 2021/22 which I attach for your information (it can also be accessed online [here](#)).

The report analyses the issues affecting people's wellbeing and explains the health inequalities between different communities. It also highlights the effects of the coronavirus pandemic on people's lives and livelihoods.

Some of the main findings of the report include:

- Life expectancy has decreased overall during the last two years. Males living in the least deprived communities live 10.3 years longer than those in the most deprived. The gap is 7.8 years for females.
- The overall health and wellbeing of children in Lancashire is worse than England when comparing local data with national averages.
- The percentage of people who "often or always" felt lonely during the pandemic in Lancashire was reported to be 6.1%. For certain districts this figure was as high as 13.5%.

Some positive issues outlined in the report include:

- Lancashire's carbon emissions reduced by more than 32% between 2005 and 2019.
- Health assessments and reviews with new mothers and babies continued throughout the pandemic, with thousands being assessed over the last two years.
- There is huge potential to increase Lancashire's economy by an estimated £8.2bn and improvements in productivity could help achieve this.

The report makes six high level recommendations to improve our health and reduce inequalities across Lancashire. One of these recommendations is regarding 'Communities and place' and to work more closely with wider system partners to support and improve how we do things, working alongside the voluntary, community, faith and social enterprise (VCFSE) sector as more equal partners.

We see our Parish and Town Council network as being one of our key partners in this respect so, whilst the report generally covers Lancashire as a whole, please feel free to forward to your colleagues for information. Specific neighbourhood level intelligence at a district and ward level can be found at

<https://www.lancashire.gov.uk/lancashire-insight/area-profiles/neighbourhood-intelligence/>

b) 2021-22 National Salary Award – NALC and SLCC

The National Joint Council (NJC) for local government services has agreed the new rate of pay (an increase of 1.75%) applicable from 1 April 2021. They state:

- Pay Agreement has been reached on rates of pay applicable from 1 April 2021.
- Employers are encouraged to implement this pay award as swiftly as possible.

The new pay scales for clerks and other employees employed under the terms of the model contract have been circulated on Teams.

c) 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 Clerk did not receive a response from Councillor Leech to prepare a response with the Clerk. No response was submitted to Wyre Council.

279(2021-22) Project Reports

a) North West Stages Rally, Councillor Allan

The North West Stages Rally preparations are running to plan with signage having been sited at all affected routes. Leaflets with High Street road closure details have been hand delivered to residents affected by the closures. Market Place News, Garstang Visitor Centre, Car Care and many of our food outlets have been given a large supply of A5 handouts for customers and also provided with spectator information. All our food outlets have been visited and we have compiled a list of who will be open for food and snacks.

A platform and ramps will be built on the cobbles outside the Royal Oak and all cars and drivers will be interviewed on Friday evening. We are expecting up to 125 cars along the High Street on Friday 18th between 6pm and 10.30pm.

Our Facebook Advertising has been ramped up.

Talking with businesses and shoppers there is a lot of interest in the event.

Samba Espirito will be performing on both Friday evening and Saturday evening. The Top 3 cars are expected on the High Street around 5.30pm on Saturday 19th.

b) Greater Garstang Partnership Board, Councillor Allan

The consultants have compiled a draft report from the last round of public consultations. The draft report has been circulated to Board members for comment and further updates. It is hope that the final draft will be completed by end of March and will then be reviewed by the Wyre Management Group and Cabinet.

A digital version of the Garstang Heritage Trail developed by Lynn Harter some years ago is in the later stages of development and Wyre officer Alex Holt has asked the Garstang and District Heritage Society to review the draft and to provide additional information and photographic media. The costs of this are being picked up by Wyre and the Welcome Back Fund.

Two permanent digital sign boards have been bought by Wyre using the Welcome Back Fund and these will probably be installed at Cherestanc Square and the High Street car park. These are Wifi enabled and will be updated remotely.

c) KWH Relationship, Councillor Allan

The paving and landscaping works are almost complete. I have been advised that as soon as the building has had final safety certification and has been commissioned some residents will be given keys for their flats. There has been no update on the number of flats sold or on the ground floor commercial units. Envidia Homes, another Keyworker group company owns the building and site management has been passed to Envidia Homes.

d) Town Council Awards, Councillor Allan

The Awards programme is running to plan. We have started contacting groups to promote Nominations as we have a few categories with few nominees. Email Letters have gone to schools, Scouts and guides, Churches and many other community groups. I have written to the headmasters and hopefully nominations will improve.

Nominations will close on Sunday 20th March and we have scheduled the judging meeting for Wednesday 30th March.

Letters have gone by email to current Award holders to get the trophies back.

e) Heritage Banners, Councillor Allan

We have been engaging with a local company, Display Wizard, to see what they can propose for the new Banners. We are looking at utilising much more lightweight materials which should result in less substantial fixings. We await a quote. Property owners have confirmed we can use their properties.

280(2021-22) Outside body representatives

a) Garstang Fairtrade – Mr Ryder
Fairtrade Fortnight

We ran several events to promote Fairtrade Fortnight including holding a Fairtrade Stall at the Arts Centre, running a Fairtrade Quiz and a children's treasure trail. We supported the Co-op Garstang with their Fairtrade LIVE event and Garstang Cycle Club energised by Fairtrade bananas cycled from the Market Cross on their Saturday run.

We also visited several local primary schools and held an activities morning at the library. We would like to thank the Co-op, Catterall for donating the prizes for the quiz and all those businesses that displayed the clues for the treasure trail. It was most appreciated

As the stall was so successful and with co-operation from the Arts Centre, we will run the Fairtrade stall again on 19th March. During this time, we will be presenting the prizes to the winners of the quiz and the Children's Treasure Trail

We would like to thank the Mayor Councillor. Alec Allen for his support
Fairtrade Steering Group Twinning

We have received an invitation from Fairtrade Totnes to form a twinning arrangement with Garstang to join them to work together to forward the message of Fairtrade. They already have a link with Malton. We are hoping to arrange a meeting with one of their members when he will be visiting Garstang over the Easter holidays

Great Big Green Week in September

In the autumn we are looking to hold a sustainable fashion show. The event would raise awareness of climate change, Fairtrade cotton, exploitation of cotton workers and the benefits of recycling unwanted/vintage clothing

b) Great British Spring Clean 2022 – Dual hatted Councillor Alan Pearson/ Chair of Garstang in Bloom

The litter pick will take place on Wednesday 6th April 10 am High Street Car Park. It is hoped that this can be a joint effort from the Council and the Garstang In Bloom Team - a great opportunity for united work.

281(2021-22) Written Report from Wyre and Lancashire County Councillors

Councillor Dulcie Atkins.

Have attended Planning Meetings, Veterans Breakfasts, Employment & Appeals meeting, Council Meeting, as well as seeing Constituents. The most enjoyable was planting a tree, with the help of the Mayor of Wyre and the Rangers!

282(2021-22) Mayor's engagements

January 2022

07/01/2022 11.00am David Carr Funeral, St Mary Michael's

February 2022

02/02/2022 19.15pm Induction of Revd Michael Hutchinson @ St Thomas's

09/02/2022 19.15pm Christmas Lights Quiz, Tithe Barn

27/02/2022 09.00am Tree Planting Hereford Avenue

March 2022

01/03/2022 10.00am Soroptomists Tree Planting. Canterbury Close

05/03/2022 10.00am Book Event at St Thomas's Church Hall

10.30am AF&MV Breakfast Club at Wheatsheaf

18/03/2022 17.00pm North West Stages Ceremonial Start

19/03/2022 09.00am North West Stages start Myerscough

17.00pm North West Stages Champagne Finish

20.00pm North West Stages Awards - Guys

Mayor's Charity Ball



Mayor of Garstang Spring Ball

Supporting the 150th Anniversary of
Garstang & District Children's
Festival



Garstang Country Hotel & Golf Club
Saturday 9th April 2022
7pm for 7.30pm
Dress Code: Semi Formal, Lounge Suits and Dresses
Entertainment provided by



£35

@ £35 include 3 Course Dinner
Contact Alec on 07894 962124
or email alec.allan@garstangtowncouncil.gov.uk

The Charity Ball takes place on Saturday 9th April at the Golf Club and Country House Hotel.

Tickets are still available and it would be great to get support from Councillors.

The Meeting Finished at: 09.05pm