



# Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

## Full Council Meeting, 19<sup>th</sup> April 2022 Minutes

Minutes of the Town Council meeting, held at Garstang Library, on Tuesday, 19 April 2022, 7.30pm.

### Present

Chairman: Councillor Allan

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

Also present: Town Clerk, Edwina Parry and Damian Carr, Chairman Garstang Christmas Lights Appeal.

Councillor Hynes, Lees and Salisbury were not present

### **283(2021-22) Apologies for absence**

Councillors Hogton.

Councillors and Mitchell and Pearson had informed the Clerk, that they may be late for the meeting.

### **284(2021-22) Declaration of Interests and Dispensations**

Councillor Mitchell arrived during this agenda item.

290(2021-22) Councillor Webster declared an 'other interest'. She is a Wyre Councillor representative on the Town Trust.

290(2021-22) Councillor Halford declared an 'other interest'. He is the Town Councillor representative on the Town Trust.

294(2021-22) Councillor Webster declared an 'other interest'. She is a member of the newly formed Christmas Lights Appeal group.

294(2021-22) Councillor Halford declared an 'other interest'. He is a member of the newly formed Christmas Lights Appeal group.

292(2021-22) Councillor Atkinson declared an 'other interest'. He is the Town Councillor representative on Kepple Lane Park Trust.

### **285(2021-22) Public participation**

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

Mr Carr reported that the Christmas Lights Appeal group currently took responsibility for the Christmas Lights. He suggested that the procurement of

the lights after December 2022, would be more appropriate for the Town Council to arrange. He thanked Councillors Atkinson and Webster for their work in producing the report and agenda item.

**286(2021-22) Minutes of the last meeting**

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 21 March 2022.

**Resolved:** The minutes of the meeting held on 21 March 2022 were confirmed and signed as a true record.

**287(2021-22) Standing item: Neighbourhood Plan**

Councillor Pearson arrived during this agenda item.

**a) For information, Councillor Brooks**

Councillors noted the report from Councillor Brooks.

The Town Clerk had received information from SLCC regarding applying for a Neighbourhood Plan Grant and passed it to me. I have read the details of the Support Programme issued by the DLUHC Department of Levelling Up and Communities, the revised notes on applying for a Support Grant and downloaded a 26 page blank application form and have begun completing the form in draft before circulating to councillors for comment.

**b) For decision, Councillor Allan**

Further to minute 210c(2021-22) 17 January 2022;

**Resolved:** The Town Council deferred the decision to drop the Neighbourhood Plan for 3 months; however monthly updates were still expected from Councillor Brooks.

The Mayor, Councillor Allan reported that over the three month period since Resolution 210c(2021-22) above, Council had only received one update from Councillor Brooks and this update advises that he has received the Grant Application paperwork and has begun to complete these. Council now needs to decide whether the project should be dropped.

**Resolved:** The Council resolved that the Neighbourhood Plan project should be closed to allow Councillors to concentrate on other activities.

**288(2021-22) Standing Orders ex officio members, Clerk**

The Council considered the Clerk's recommendation.

**Resolved:** The Council agreed that Standing Orders, point 4 Committees And Sub-Committees is amended to read:

Existing point 4d to become 4e.

A new point 4d is inserted detailing that The Chairman and Vice-Chairman, ex-officio, shall be voting members of every Committee; for the sake of clarity this is to allow them voting rights at all committees either or both may attend. As ex-officio members they will make part of the quorum for a Committee.

During this agenda item, at 8.10pm, Councillor Brooks left the meeting.

**289(2021-22) Greater Garstang Partnership Board (GGPB), latest draft of the Regeneration Framework**

The Council considered the [latest draft of the Regeneration Framework](#). The GGPB were seeking a response from the Town council, as a corporate body. Comments were required by 24 April with a view that the report will go to the Wyre cabinet meeting 1 June.

**Resolved:** The Council agreed that the latest draft of the Regeneration Framework is delegated to the Clerk to complete, in consultation with GGPB members Councillors Allan and Pearson.

The Council **further resolved** that Councillors who wished their comments to be considered, as part of the response, were asked to submit them to the Clerk by midday, Wednesday 20/04/2022.

**290(2021-22) Town Trust representative, correspondence from Kate Rowe, Clerk to Town Trust**

Further to the resignation of Mr. Gordon Harter as both a Town Councillor and a Garstang Town Council Representative Trustee, I write to invite the Town Council to appoint a replacement trustee for Mr. Harter at your earliest convenience.

The Clerk reported that meetings are on the 2<sup>nd</sup> Monday of each month (no meetings July, August and December). A copy of the constitution is on Teams. Current members for the Town Trust are– vacancy, Halford and non-Councillor Perkins (whose last meeting will be in June 2022).

**Resolved:** The Council decided to defer the decision to appoint a replacement trustee for Mr Harter until the meeting on 18/07/2022 whereby the Council would also be able to consider the position of Town Council Representative Trustee non-Councillor Perkins.

**291(2021-22) Arrangements for Annual Town Council meeting (also known as ATCM and Mayor making), 26 May 2022**

At the ATCM, appointments onto Committees and the listed 'outside bodies' will be made. In preparation, Councillors were asked to consider the following:

**a) Appointments onto Committees**

**Resolved:** The Council's recommendations are:

Finance and Amenities Committee - Councillors Allan, Atkinson, Halford, Mitchell, Pearson and Lees.

Personnel Committee – Councillors Brooks, Hogton, Leech, Mitchell, Salisbury and Webster.

Planning Committee - Councillors Allan, Hogton, Hynes, Leech, Lees and Webster

**b) To recommend appointments to the following outside bodies**

The Clerk had been in contact with Ruth Bruce, Chair of Garstang Fairtrade, to seek additional information about the commitments to be a Council representative on Garstang Fairtrade (information circulated on Teams).

**Resolved:** The Council's recommendations are:  
Lancashire Association of Local Council (LALC - Area Committee), Councillor Allan and a vacancy.  
Fairtrade Steering Group – The Clerk was asked to contact those Councillors not present, if they wished to be a Council representative. To be considered at the next Council meeting on 16/5/2022.  
Garstang Flood Action Group – The Clerk to contact Councillor Brooks to see if he wishes to continue in the role. To be considered at the next Council meeting on 16/5/2022.  
Kepple Lane Park Trust – Councillor Atkinson reported that there was no requirement for Council representatives for the new Civic Year.  
Millennium Green Trust – Councillor Halford  
Planning Ambassador – The Clerk to contact Councillor Hogton to see if he wishes to continue in the role. To be considered at the next Council meeting on 16/5/2022.  
Town Trust – vacancy, Halford and non-Councillor Perkins (to be considered at the Town Council meeting on 18/07/2022)  
Youth Council – Councillors Allan, Atkinson and Pearson. The Clerk was asked to contact those Councillors not present, if they wished to join the team of Town Councillors who mentored the Youth Councillors.

**292(2021-22) Airforce Flower bed, Kepple Lane Park, Councillors Atkinson and Pearson**

Councillors Atkinson and Pearson reported that the Airforce Flower bed (at the side of the car park) at Kepple Lane Park requires replanting. They thanked the Lengthsman for bringing this item to their attention.

**Resolved:** The Council approved that the purchase of perennial plants, for the Airforce Flower bed, is delegated to Clerk in consultation with the Lengthsman. That the cost, up to a maximum of £300+VAT, is allocated to the Amenities budget code 4705.

**293(2021-22) Past Mayor's brooch, Clerk**

The Clerk reported that the Town Council needs to replenish the stock of Past Mayor's brooch. The Clerk has made an enquiry with Carrs jewellers. The price per brooch is £25 + vat for a quantity of 10.

**Resolved:** That the Town Council purchases 10 past Mayor brooches at a cost of £250.00 + VAT and that the expenditure of £250 is allocated to EMR 326 Civic Mayors boards £1,000 (budget code 4532 Civic Expenses has a budget of £204)

**294(2021-22) Christmas lights, Councillors Atkinson and Webster**

Councillor Webster thanked Mr Damian Carr for all the hard work he had put into the Christmas Lights over a number of years. This was echoed by the Council. She also thanked Councillor Atkinson for producing the circulated report.

Councillor Webster said that the VAT issue and fundraising for the Christmas lights was a big responsibility for a small team. Councillor Atkinson also thanked Mr Carr for his help in providing the background details to enable him to collate the report.

**Resolved:** Garstang Town Council agreed to take on full responsibility for the Garstang Christmas Lights (except for certain fundraising activities), effective following the removal of the 2022 Christmas Lights (approximately January 2023), although preparatory work will commence sooner.

The Town Council **further resolved** to approve the Christmas Lights Management Report (circulated to Councillors with the agenda) which set out the responsibilities the Town Council would take on. The report also set out the payments the Town Council would make in the intervening period; £2,210.42 for VAT and £3,096 for the Town Council's 2022 contribution (detailed in the payments section). This would supersede minute reference 175(2021-22)b.

In summary, the Town Council would be responsible for all aspects of the Christmas Lights except fundraising which would be undertaken by the Garstang Christmas Lights Appeal.

**295(2021-22) Flag flying policy, Councillor Webster and Clerk**

Garstang Town Council own 2 flag poles located at Kepple Lane Park and Garstang War Memorial. The Council considered the flag flying policy prepared by Councillor Webster and the Clerk, based on guidance from SLCC (Society of Local Council Clerks). Within the policy it states that the Council shall not allow the use of flags for political purposes or for the purposes of commercial advertising. Correspondence received by the Clerk, from a member of the public, was read out.

**Resolved:** The Council approved:

- a) the circulated flag flying policy.
- b) In line with the approved policy, whereby the Town Council approved not to fly flags for political purposes, as they are a non-political body, it was resolved not to purchase and fly a Ukrainian flag at Kepple Lane Park. The Town Council noted that Wyre Council are flying the Ukraine flag which covers all the areas in the Borough including Garstang.
- c) To purchase a Merchant Navy Day, Commonwealth Day and Red Ensign Flag Emergency Services flag. The purchase to be delegated to the Clerk in consultation with the Mayor and Deputy Mayor and allocated to Amenities budget code 4705, adhering to Financial regulation 4.1.

**296(2021-22) Platinum Jubilee, Councillor Leech**

The Council discussed and resolved the following:

- a) To add to the celebrations of the Queen's Platinum Jubilee, Councillor Leech proposed a name change for Moss Lane Park. This is a significant way for the council to recognise the occasion in a permanent manner i.e. a commemorative plaque to be situated at the entrance to the Park closest to the town centre and officially opened the first weekend in June.

**Resolved:** The Town council resolved to change the name of Moss Lane Park as part of its celebrations of the Queen's Platinum Jubilee.

The Town council **further resolved** to seek opinions from the residents of Garstang electronically, readers of the Focus magazine, visitors to the Library and Visit Garstang and users of the Park about a new name for park. The consultation to follow the Town Council approved Communications policy.

- b) **Resolved** that the location of the “Big Jubilee Lunch” is moved from the High Street to Moss Lane Park. By having the ‘lunch’ in the Park, financial costs would be reduced, the clerk’s time and impact on residents and businesses. The Council agreed that publicity was key.
- c) **Resolved:** All costs associated with the Platinum Jubilee to be allocated to 320 EMR Queen’s Platinum Jubilee (£2,500) and delegated to the Clerk, adhering to Financial regulation 4.1. However, due to the imminent Jubilee celebrations, if expenditure for an item is over £500; a decision does not need to wait until a Council meeting; approval can be given by Full Council on Teams.

**297(2021-22) Catterall gala 2022 1.30pm Saturday 11th June**

Catterall gala would like to invite the Mayor and Mayoress of Garstang and 2 guests of Garstang Town Council to walk in the procession and to take refreshments afterwards. The procession will leave the village hall at 1.30 pm.

**Resolved:** Councillors Pearson and Mitchell to attend Catterall gala 2022 and walk with the Mayor and Mayoress.

**298(2021-22) Walking and Cycling Survey: Have your say, Lancashire County Council**

**Resolved:** That the Council’s response is delegated the Clerk and Councillors Allen and Pearson.

**299(2021-22) Finance payments**

Councillors approved the following payments:

Unity bank account – cashbook 5

Reference	Description	Amount
BACS00443 & BACS00444	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/04/2022, 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	£2,809.55
BACS00445	Mrs E Parry – Clerk’s expenses, Microsoft Teams 27/02/2022 - 26/03/2022 reimbursement budget code 4738	£54.72
BACS00436	CPRE membership (Renewal 01/03/2022 – 28/02/2023) budget code 4460 Membership. The approval dated	£36.00

Reference	Description	Amount
	17/4/2022 detailed the payment was £20.00, it should have detailed £36.00	
BACS00446	HMRC P30, Q4 Tax and NI) Jan – March 2022)	£2,470.24
BACS00447	LALC Membership Invoice 2022-2023 budget code 4460 Membership.	£653.25
BACS00448	Payment of Town Council contribution to Garstang Christmas Lights appeal pending outcome of item 12 (budget code 4630 Christmas Lights)	£3,096.00
BACS00449	Mowerpower Ltd Rope-Starter Spool Kubota mower budget code 4590 Lengthsman other expenses	£21.10
Direct Debit 4/04/2022	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 10/04/2022	Vodafone – mobile phone 29 February to 28 March 2022	£20.53
Direct Debit 31/04/2022	Three.co.uk - Office internet	£8.11
Direct Debit 19/04/2022	LCC Pension	£940.13

Royal Bank of Scotland – Cashbook 3

Reference	Description	Amount
Receipt BAC 11/04/2022	Wyre Council Precept	£97,033.00

HSBC account - Cashbook 4

Reference	Description	Amount
Cheque 100035	Garstang Christmas Lights appeal (VAT repayment from invoice dated 08/01/2021) Pending outcome of item 12	£2,210.42

**300(2021-22) Statement of Accounts at 31 March 2022 – for information**

Cashbook 1 HSBC Current account	£1,216.23
Cashbook 2 HSBC Reserve account	£33,075.16
Cashbook 3 Royal Bank of Scotland	£3,438.41
Cashbook 4 HSBC Christmas Lights account	£2,215.42
Cashbook 5 Unity Trust account	£5,551.91
Money Market Account 3 month	£30,619.03

**301(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 16 May 2022 by notifying the Clerk by 6 May 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: 09.44pm**



## For Information Only

### 302(2021-22) Clerk's Report

#### a) **Update to minute 263(2021-22) Committee Terms of Reference and scheme of delegation**

Advice from LALC: If Chair/Deputy Chair are on the Committee (i.e., ex officio) if they attended then they are officially on the Committee and a Councillor and so make part of the quorum.

#### b) **A6 Strategy Delivery Plan – Jan Finch, Vice-chair of Catterall Parish Council.**

For some months now Catterall Parish Council has been in communication with Lancashire County Council about traffic problems at the junction of the A6 and the A586 at Churchtown. With the granting of planning permission for so many new houses LC drew up a strategy for the A6 but there was no indication in that document of when the various measures would be put in place.

We always knew that the monies for the various measures would need to come from developer contributions but there was no indication of how much those contributions would be, how much of it had been received, when the rest might be expected and therefore when the measures might be put in place.

We were fortunate to have a contact in the former Executive Director of Growth, Environment, Transport and Community Services (he was on the Greater Garstang Partnership Board which I chair) and he asked the team to put together the attached delivery plan. Stephen has now left LCC to take up the Chief Executive role at Halton Council but he gave me his permission to circulate the document to relevant parish and town councils. He has also nominated a Head of Service to give me regular updates on progress (and you can be sure that, if he doesn't, I'll be seeking regular updates from him). It shows as a "draft" document because it should be regularly updated as further contributions are received.

I will, of course, ensure you all get any updates that I get in my role as Vice-chair of Catterall Parish Council.

### 303(2021-22) Project Reports

#### a) **North West Stages Rally, Councillor Allan**

The North West Stages Rally was another fantastic event for Garstang. Feedback from social media has been tremendous. Again thousands of enthusiastic rally followers flocked into the town from the local communities and much further afield. The Samba Espirito drumming band heralded the entrance of the Rally Cars onto the platform where the Drivers and Co Drivers were interviewed and all commended the Town for the welcome that they were given. I was able to speak to many of them and they all had nothing but admiration for the enthusiasm of the locals and said that they did not get such a warm welcome at any other UK events.

The position of the Starting Platform on the cobbles outside the Royal Oak certainly improved accessibility for the public. We are very grateful to the Royal Oak for letting the Rally use the cobbled area.

The feedback from the Event Director on the part played by Garstang Town Council is a great endorsement.

The feedback from the Event Director, Mark Hothersall, on the part played by Garstang Town Council is a great endorsement.

“To Garstang Council and the traders in Garstang High Street... Thank you for your overwhelming support and welcome into your community. I hope that the event brings a valuable boost in your trade. This simply would not happen without the vision and support of Mayor Alec Allan, and his predecessor Leah.”

As a footnote, Numbers are still to be confirmed, but we expect to be donating in excess of £10,000 to a variety of locally based charities.

The Feedback from the Rally Ceremonial Start Commander, Simon Moss, was equally positive.

Hi Mr Mayor,

It was an absolute pleasure working with you and Leah to make the Garstang element of the event so successful again. Your co-ordination with the High Street traders and sharing on the local socials added that extra element that made the difference.

Here's to next time 😊

Simon Moss, Lecturer in Motorsport Management

Feedback received by the Clerk on email

Message (Required): Dear Garstang Town Council and Councillors. May I congratulate you on hosting an amazing event over the weekend. I live in Blackburn my family and I are Motorsport enthusiasts and follow many forms of the sport.

It makes a refreshing change to be able to attend an event so close to home and to be able to support local business.

Friday night was excellent, feel sorry for the Mayor who must have aching arm today from holding the flag for hours!. On a serious note it was nice to see a respectful crowd that needed little or no policing, it was well organised and entertaining.

We watched on Saturday, parking at Scorton and once again well organised and affordable family day out.

Thank you so much for letting us share your little gem of a village and its surroundings.

**b) Greater Garstang Partnership Board, Councillor Allan**  
Version 4 of the Draft Report, Garstang Town Centre Regeneration Framework, was released for comment on Monday 4th April after review by the Wyre Executive board. The report identifies some 30 Interventions or projects, in 9 framework groups. The groups are 1. The High Street - Environment and Public Realm 2. Heritage and Culture 3. Transport and Linkage 4. Community 5. Sustainability and Low Carbon 6. Health and Wellbeing 7. Technology and Digital 8. Business and Economy 9. Education, Skills and Employment. Feedback on the report is welcomed.

**c) Town Council Awards, Councillor Allan**  
The Awards programme is running to plan. All trophies have been dropped off at Carr's and the Clerk has placed the order for engraving and keepsake trophies for previous winners.

The Awards Panel met on Wednesday 30th March and this year's winners have been selected. My thanks to the Awards Panel for their deliberations and wise counsel.

All Invites to the Awards evening on 28th April at 7pm in Booths Café have been sent to nominees, previous winners and other dignitaries and guests. Booths have kindly agreed to host the event with light refreshments.

The Awards ceremony will follow on from The Annual Town Meeting at which Councillors will report to our residents on the work of the Council.

**d) Heritage Banners, Councillor Allan**  
We have received a quote from Display Wizard for 16 Banners and the Property owners have confirmed we can use their properties.

We have design issues around some of the artwork which will probably need a graphic designer to resolve. If anyone knows a graphic designer who could volunteer some work for the Town it would be much appreciated.

Our Insurers have confirmed that our Insurance will cover the Banners at no added premium as long as we have risk assessments, maintenance and inspection regimes are in place.

#### **304(2021-22) Outside body representatives**

None

#### **305(2021-22) Mayor's engagements**

April 2022

03/04/2022 09.30am Garstang Childrens Festival Tractor Run

09/04/2022 19.00pm Mayor's Charity Spring Ball, Golf Club Hotel

28/04/2022 15.00pm Rotary Club Directory Launch, Garstang Arts Centre

28/04/2022	19.00pm	Annual Town Meeting and Awards Ceremony
30/04/2022	11.30am	Lions 24 hr Bowling Marathon,(David (Mooch) Cryer
01/05/2022	11.30am	Lions 24 hr Bowling Marathon,(David (Mooch) Cryer
May 2022		
01/05/2022	tbc	Garstang Rugby Colts Cup Final @ Fleetwood
18/05/2022	19.30pm	Garstang Camera Club Awards Night, Arts Centre
26/05/2022	19.00pm	Annual Mayor Making