



Garstang Town Council

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Garstang Scout and Guide

Headquarters

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Full Council Meeting, 20th June 2022 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 20 June 2022, 7.30pm.

Present

Chairman; Councillor Leech

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

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

08(2022-23) Apologies for absence

Councillor Halford.

Wyre Councillor Dulcie Atkins reported the apologies of Wyre Councillor Alice Collinson

09(2022-23) Declaration of Interests and Dispensations

023(2022-23) Discussion of possible business contract, Councillor Leech declared an 'other interest' and did not Chair or vote on this item.

010(2022-23) Public participation

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

Wyre Councillor Dulcie Atkins gave an update on the Wyre flood forum, Rowland Home Heritage Park development (south of Bradshaws) building works and associated highway cleaning measures to combat the mud on the road caused mainly, by heavy vehicles leaving the development site. The bench in Thomas's Weind which had been referred to LCC to action. Councillor Pearson added further information to the bench update.

Wyre Councillor Robert Atkins provided an update on the pollution incident around Garstang, Lancaster Canal. He made comment on the A-Z shop directory noticeboards in the town; could the Town Council review?

011(2022-23) Minutes of the last meeting

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

- a) the meeting held on 16 May 2022 and
- b) the Annual Town Council meeting held on 26 May 2022.

Resolved: The minutes of the following meetings:

- a) the meeting held on 16 May 2022 and
 - b) the Annual Town Council meeting held on 26 May 2022
- were confirmed and signed as a true record.

012(2022-23) 2 Council vacancies

The Mayor reported that Wyre Council had informed the Town Council that ‘the last time for a request for an election to be held to fill the vacancies on the town council has now passed and there was no request received.’

This being the case, the Town Council should now co-opt two new town councillors as soon as practicable.

Since the agenda had been published, Councillor Salisbury had resigned from the Council. The Clerk had notified Wyre Council and the vacancy was being advertised accordingly. If no request for this vacancy was received (by 7 July 2022), the Town Council would be in a position to co-op a total of 3 vacancies.

Resolved: The Council approved the following timescale for the co-option of 2 or 3 Town councillors.

Date	Action
21/06/2022 up to Friday 15/7/2022	Advertise vacancies; Focus magazine, Town Hall window, website, GTC Facebook, shared with Your Garstang detailing interview date of Monday 25 July 2022.
Friday 15/7/2022	17.00 deadline for applications
Wednesday 20/7/2022	Publish agenda for extraordinary council meeting to be held on Mon 25/7/2022 to consider Councillor vacancies.
Monday 25/7/2022	Extraordinary council meeting 19.30

013(2022-23) Year end accounts and Annual Governance and Accountability Return 2020/21 Part 3, 1 April 2021 – 31 March 2022

Councillors considered and resolved the following:

a) Internal Audit, Annual Governance and Accountability Return Statement 2021/22

Resolution: The Council received and noted the Annual Internal Audit Report 2021/22.

b) Statutory receipts and payments 31/03/2022

Resolved: The Council approved the statutory receipts and payments 31/03/2022.

c) Section 1, Annual Governance and Accountability Return Statement.

Resolved: The Council completed and approved Section 1, Annual Governance Statement.

d) Section 2, Annual Governance and Accountability Return Statement.

The RFO had completed, signed and dated Section 2.

Resolved: The Council approved Section 2, Accounting Statement.

e) Commencement of the period for the exercise of public rights

Resolved: The Council noted the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. The dates are Monday 13 June – Friday 22 July 2022. Any person interested has the right to inspect and make copies of the accounting records for the financial year 2021/22 between these dates.

014(2022-23) Appointments to the following outside bodies; Town Trust and Planning Ambassador

Resolved: Councillor Allan was appointed as the replacement trustee for Mr. Harter on the Town Trust. The Planning Ambassador appointment was deferred to the meeting on 18 July 2022.

015(2022-23) Town Council Facebook Admin Update, Councillor Webster

Councillor Webster reported that the current administrators are Councillor Atkinson, Councillor Mitchell and Councillor Webster along with the clerk.

Resolved: Councillor Leech is added as an administrator to the Town Council Facebook page so that he can easily update Facebook with any charity events, Town Council news and fundraising etc.

016(2022-23) Remembrance Sunday Road Closure Application, Councillor Allan

Resolved: Full Council delegated authority to the Clerk to complete and submit the required Road Closure application for Remembrance Sunday Parade on Sunday 13th November 2022.

017(2022-23) Better Working Between Lancashire County Council and Parish and Town Councils: Parish and Town Council Charter 2022 – 2024

A copy of the revised and updated Parish and Town Council Charter, which sets out the relationship between Lancashire County Council and Parish and Town Councils in Lancashire, had been circulated on Teams.

Resolved: The Town Council ratified the Lancashire County Council Parish and Town Council Charter 2022 – 2024.

018(2022-23) Platinum Jubilee; change the name of Moss Lane Park, project of Councillor Leech

Resolved: Further to minute 296a (2021-222), 19 April 2022, whereby the Town council resolved to change the name of Moss Lane Park as part of its celebrations of the Queen's Platinum Jubilee, the Council decided to rescind the decision in accordance with Standing orders point 7a Previous Resolutions. The Clerk would arrange the administration to enact point 7a.

019(2022-23) Finance payments

Councillors approved the following payments:

Unity bank account – cashbook 5

Reference	Description	Amount
BACS00464 & BACS00465	Payroll (figures provided by Towers + Gornall) To be paid electronically on 24/06/2022, 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	£2,802.50
BACS00466	Councillor Jonny Leech Mayor allowance – approved budget 2021-22 code 4500 Mayor allowance	£528.00
BACS00467	Town Parish Audit 2021-22 Yearend Internal Audit (including all administrative expenses) budget code 4580 Audit	£220.00
BACS00468	Houghtons Filling Station - Lengthsman expenses 03-05 2022 budget code 4590 Lengthsman other expenses	£170.77
BACS00469	Cloud Next Ltd .gov.uk Domain (garstangtowncouncil.gov.uk) Biennial budget code 4737 Computer annual renewals	£132.00
BACS00470	LCC library room hire 08/02/2022- meeting room = £3.50 21/02/2022- main library = £10.50 24/02/2022- meeting room = £7 21/03/2022- main library = £12.25 30/03/2022- meeting room= £7 Admin charge on first hour only= £3.50 Budget code 4100 Room Hire	£43.75
BACS00471	Community First Aid Corps First Aid Cover Queens Platinum Jubilee Sunday 5/6 minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£50.00
BACS00472	LALC - New Councillor's & Clerks Training (Councillor Hogton – unable to cancel place)	£35.00
BACS00473	The Flower shop, 2 bouquets Mayor making budget code 4520 Mayor Meeting	£60.00
BACS00474	St Thomas' Hall Booking, 26/5/22 and Mayor making refreshments budget codes 4520 Mayor Meeting and 4100 Room Hire	£40.00
Direct Debit 4/06/2022	Towers + Gornall; Go cardless minute 182(2021/22)	£72.30
09 May 2022 deduction	Multipay Setup Fee deduction Minute 272(2021/22)	£50.00

Reference	Description	Amount
Payments made in between meetings as per minute 296c) 2021-22		
BACS00460	Blackpool Brass Band Queens Platinum Jubilee Beacon lighting 5/6 minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£325.00
BACS00461	Taz entertainment Queens Platinum Jubilee Sunday 5/6 minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£175.00
BACS00462	Galloways (Bakers)Ltd Queens Platinum Jubilee Sunday 5/6 minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£321.75
BACS00463	Mike Taylor Piano Queens Platinum Jubilee Sunday 5/6 minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£500.00
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 8/06/2022	Vodafone – mobile phone 28 Apr - 28 May 2022	£12.06
Direct Debit 31/05/2022	Three.co.uk - Office internet	£8.11
Direct Debit 19/06/2022	LCC Pension	£940.13

Unity Corporate Multipay Card (operated with Lloyds Bank) Cashbook 6
26/05/2022 – 10/06/2022

Approval for payment as per standing orders or minute

Reference	Description	Amount
CC001	Amazon Plastic French Boules code minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£15.98
CC002	Amazon Giant Wooden Tumbling Tower minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£26.95
CC003	Amazon First Aid Kit minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£20.00
CC004	Amazon Wooden Croquet Set, 4 Player minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£67.53
CC005	Aldi Drinks for Big Jubilee Lunch minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£9.14

Reference	Description	Amount
CC006	Sainsbury's Matches, batteries minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£6.50
CC007	Microsoft Teams 27042022 - 26052022, code 4738	£54.72
CC008	Amazon PVC Clear Vinyl Tubing minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£15.48
CC009	Amazon 2 Litre Fire Extinguishers minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£41.98
CC010	Amazon Mini Electric Drill Pump Hand Drill Powered Water Pump minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£15.49
CC011	Hartley Hire, Lancaster Hire of generator for Queens Platinum Jubilee weekend minute 296c) 2021-22; code 320 EMR Queen's Platinum Jubilee	£79.27
CC012	Hartley Hire, Lancaster Deposit refunded to council - no receipt, credited to account by phone	£-21.89
CC013	Coop, Catterall Armed Forces refreshments code 4532 Civic Expenses	£6.29

HSBC account - Cashbook 4

Reference	Description	Amount
13 May 2022	Account closed	£0.00

020(2022-23) Statement of Accounts at 31 May 2022 – for information

Cashbook 1	HSBC Current account	£1,201.23
Cashbook 2	HSBC Reserve account	£33,075.16
Cashbook 3	Royal Bank of Scotland	£48,323.02
Cashbook 4	HSBC Christmas Lights account	£ account closed
Cashbook 5	Unity Trust account	£42,956.03
Money Market Account	3 month	£30,637.55

021(2022-23) Public Bodies (Admission to Meetings) Act 1960 - Exclusion of the Press and Public.

It was resolved that under section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that the public and press be excluded from the meeting for the following items as it involved the discussion of a possible business contract. There were no members of the press or public present.

022(2022-23) Discussion of possible business contract, Councillors Atkinson and Allan Resolved: The Council approved to pursue the business contract.

023(2022-23) Public Bodies (Admission to Meetings) Act 1960 - Re-admission of the Press and Public

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

024(2022-23) 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 18 July 2022 by notifying the Clerk by 8 July 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: 09.31pm

For Information Only

025(2022-23) Clerk's Report

a) **Pollution incident around Garstang, Lancaster Canal**

Update from Canal & River Trust, Friday 10/06/2022. We are continuing to deal with the pollution incident that has affected the Lancaster Canal throughout Garstang which has led to reduced oxygen levels affecting wildlife and caused the water to become discoloured. We are working closely with the Environment Agency to investigate and respond to this pollution incident and we have deployed aeration equipment that will improve the levels of oxygen within the water for the fish in order to return the canal to good health which will also limit any further impact on wildlife.

We have had people on site who have been removing the dead fish. There may be dead fish on the bed of the canal which may float to the surface over the next few days but this will be monitored.

We are also recommending that it is a sensible precaution for visitors to the canal and towpath, children and animals to avoid contact with the water until the incident is resolved and we are also looking at placing warning signs in the affected area.

As the clean up progresses you should notice an improvement to the water and a continuing reduction of the smell from the water.

b) **Lancashire County Council (LCC) Street Lighting Column Attachments.**

Please find attached a letter from County Councillor Charlie Edwards explaining the LCC's position with regards to attaching items such as hanging baskets to lighting columns.

The full guidance can be accessed via [Column attachment guidance - Lancashire County Council](#)

The Clerk will contact the community groups of Garstang who would benefit from the knowledge of this guidance (Children's Festival, Garstang in Bloom etc)

026(2022-23) Councillor Report

a) **Report from Councillor Mitchell**

The roundabout at the end of Church Lane joining the B6430 is faded to the extent it is no longer visible. I regularly see near misses from people seemingly unaware that there is a roundabout there. It has been reported to LCC along with the other roundabout coming from Moss Lane.

I will keep an eye out for updates on the report but I think is quite dangerous and if it is not addressed soon, as a council it would be good to get more info on when the fix is planned.

027(2022-23) Project Reports

a) **North West Stages Rally (May 2022), Councillor Allan**

The North West Stages Rally Team have advised me that approx. £14,000 has been donated to local charities from the proceeds of the event. This includes £1000 they have kindly donated to my Mayor's Charity which makes the total raised from my events £4500.

I have been advised that the event will not be staged in 2023. This is due to the amount of work that had to be taken on after the driving force behind the event passed away over the Christmas Break. The team certainly rose to the challenges and held an amazing event. They intend to be back in 2024 and I hope that once again we will be asked to be the focal point for the Celebratory Start and Finish.

b) **GGPB (May and June 2022), Councillor Allan**

The next Board meeting is scheduled for Tuesday 10th May. Thank you to Councillors Brooks, Salisbury and Webster for your feedback on the report.

The next step is for the report to be approved by Wyre Executive.

The next Board meeting is scheduled for Tuesday 14th June. Theme leads have shortlisted projects which they believe could be delivered as quick wins and which could be put forward for funding from the £3.9M Wyre allocation from the UK Shared Prosperity Fund. The final list will be discussed by the Board.

c) **Town Council Awards (May 2022), Councillor Allan**

The Awards event was again well attended and feedback has been very positive. This year saw a couple of firsts. It was the first time all the judges gave one nominee a perfect score. Envision Coaching in the New Business category scored 35/35. It was also the first time that a nominee got a standing ovation from the moment she stood to collect her winner's trophy to the moment she sat down.

d) **Heritage Banners, Councillor Allan**

May 2022; Project updates

- i. We have a quote from a local firm Display Wizard. However the material used and the process may not deliver a high quality solution. We are approaching other manufacturers.
- ii. We still 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.
- iii. The Property owners have approved the use of the brackets.
- iv. 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
- v. We have a Building Inspector who will undertake the bracket inspection for us. He will also develop Risk Assessments and an inspection and maintenance policy as requested by our Insurers. If these are in place then we may be able to have two of the existing banners on display before the Jubilee.

- vi. We believe we may have located enough of the original banner poles which will need to be refurbished.

June 2022; Project updates

1. We have requested estimates from two well established Flag and Banner manufacturers; Newton Newton Flags and Flying Colours Flags. I have held initial discussions with both about our banner requirements and I await initial feedback on their capabilities.
2. We still 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.
3. The Property owners have approved the use of the brackets.
4. 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
5. We have a Building Inspector who will undertake the bracket inspection for us. He will also develop Risk Assessments and an inspection and maintenance policy as requested by our Insurers. If these are in place then we may be able to have two of the existing banners on display before the Jubilee.
6. We believe we may have located enough of the original banner poles which will need to be refurbished.

e) Garstang Christmas Lights, Councillor Atkinson

Following the approval of the Christmas Lights Management Report by Full Council the Working group has commenced looking at the procurement process which will need to be followed for the procurement of the 2023 onwards Christmas Lights.

028(2022-23) Outside body representatives

Fairtrade Report – Councillor Allan

The Fairtrade group have thanked me for volunteering to join Fairtrade Steering Group as Council representative and thanked me for supporting the Fairtrade last year as Mayor. I look forward to working with such an enthusiastic group.

The group would like to thank the new Mayor and Town Crier for seeing Joanna off on her Fairtrade Way Walk for 'Chocolate has a Name'. See her Facebook page <https://www.facebook.com/joanna.pollard.50> for more information

We would like to thank everyone who took part in the Jubilee Biscuit Competition which was run in conjunction with Garstang Soroptimists. It turned out to be a very well supported and successful event and the biscuits, according to the judges, were delicious. We would like to thank Catterall Co-op for kindly donating the prizes.

Our next Stall will be at the Arts Centre on the 25th June and 23rd July following successful trials over the previous months. So come along and support Fairtrade and treat yourselves to some Fairtrade goodies. Look out for our Facebook posts for further details.

Did you see the sneak preview of Fairtrade Fred who will be appearing at the Scarecrow Festival? If not keep an eye open for him as long as you are not easily frightened.

Finally, we now have a Traidcraft representative in the group who will replace the loss of the Mustard Seed. This should enable us to provide Fairtrade products to many more places and people. More on this next month.

029(2022-23) Mayor's engagements

Councillor Mitchell, Deputy Mayor Engagements

Sunday 29 May 2022 Special County Service To Celebrate The Platinum Jubilee, Blackburn Cathedral

Walking in Catterall Gala – Unfortunately, I had to give my apologies

030(2022-23) Written Report from Wyre and Lancashire County Councillors

County Councillor Turner – Moss Lane, Garstang

Update from Highways Asset Manager, Lancashire County Council

We have a scheme from yourself previously which runs from the A6 junction, Eastwards for @ 300 m stopping just before the canal bridge. Last year its condition was split as 33.65% Grade 4 (Functionally Impaired) + Grade 5 (Structurally Impaired) and 58.03% Grade 3 (midlife) returning it as a Surface Dressing. But it did not make the cut as it was too far down the list when we 'drew the line' based on funds available.

We also had a smaller inlay scheme identified by Gaist (the company that do our condition assessment) last year which again runs east from the junction but only for 60m, this was an inlay, but again did not score highly enough to meet the cut when we 'drew the line' based on funds available.

We will be undertaking a new assessment for 23/24 in the coming weeks, which will include both of the above again plus a new Gaist scheme created this year and which has picked up the almost exact area of your submission as a full length resurface.

So in summary, we know it has deteriorated beyond a Surface Dressing and it will be assessed alongside all other roads as a potential Inlay for 23/24.