



Garstang Town Council

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Garstang Scout and Guide

Headquarters

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Full Council Meeting, 18th July 2022 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 18 July 2022, 7.30pm.

Present

Chairman; Councillor Leech

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

Also present: Town Clerk, Edwina Parry and Wyre Councillor Dulcie Atkins and Lancashire County Councillor Shaun Turner

Councillor Lees was not present

031(2022-23) Apologies for absence

Councillor Webster.

032(2022-23) Declaration of Interests and Dispensations

No declarations of interest were declared.

033(2022-23) Public participation

Councillor Pearson arrived at the meeting.

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

Lancashire County Councillor Shaun Turner promoted item 7 and endorsed the recommendation that the Town Council apply for the Public Right of Way (PROW) monies and biodiversity grant monies. There was a discussion on the County Council working with district councils on policies and the structure of the Councils.

Wyre Councillor Dulcie Atkins reported that the Climate Change Chairman was invited to attend the Planning policy meetings. She encouraged the Town Council to respond to item 10b) Anti-Social Behaviour Survey; Police & Crime Commissioner for Lancashire.

034(2022-23) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 20 June 2022.

Resolved: The minutes of the meeting held on 20 June 2022 were confirmed and signed as a true record.

035(2022-23) Appointments to the following outside body; Planning Ambassador

Resolved: The Council appointed Councillor Brooks as the Planning Ambassador to Wyre Council.

036(2022-23) Platinum Jubilee; change the name of Moss Lane Park

The Council noted that the Clerk had received a special motion by at least 4 Councillors to rescind minute 296 (complying with Standing orders point 7a Previous Resolutions)

Resolved: The Council approved the special motion, that minute 296a (2021-222) (The Town council resolved to change the name of Moss Lane Park as part of its celebrations of the Queen's Platinum Jubilee) is rescinded.

037(2022-23) Lancashire County Council (LCC), Local Delivery Scheme 2022-23

The Council noted the Lancashire County Council Public Rights of Way whereby the County Council has continued to offer the grant at £500.00 per organisation. The Town Council has historically applied for the grant to assist with maintenance of the 2-12 FP1, Riverside Walk Footpath, Garstang.

The Council noted the new biodiversity grant. An annual lump sum payment of £300.00 per organisation is available in addition to the Local Delivery Scheme.

Resolved: The Council approved to apply for the Public Rights of Way grant monies of £500.00 and the new biodiversity grant of £300.00.

038(2022-23) Library – rental of office space

The Council noted that at the Personnel Committee, held on 11 May 2022, the Committee agreed to recommend to Full Council to take up office space at Garstang Library. The annual cost of this is to be finalised but would not exceed £50 per month.

Resolved: That the Council take up office space at Garstang Library, not exceeding £50 per month from budget code 4101 office accommodation.

039(2022-23) Lancashire Association of Local Councils (LALC) Training

Councillors had been asked to consider the [LALC training programme](#). Any councillor wishing to attend an event should register their interest with the clerk at the meeting.

Resolved: The Clerk was to contact LALC and ask if the Council could receive the course content on the Procurement training on 8 September 2022, without attending the online training course. The Council **further resolved** that any costs could be met from budget code 4701.

040(2022-23) Surveys/consultations

a) Wyre Council - Wheelchair Accessible Vehicles

The Council noted that Wyre Council are carrying out a review of the current supply and demand for wheelchair accessible vehicles (WAV) and other adaptations or assistance that users may need across the hackney carriage and private hire trades in the Wyre council area.

Resolved: That the completion of the Wyre Council - Wheelchair Accessible Vehicles survey is delegated to the Clerk and the Mayor, Councillor Leech.

b) Anti-Social Behaviour Survey Police & Crime Commissioner for Lancashire

The Council noted the county wide anti-social behaviour (ASB) survey.

Resolved: That the completion of the Anti-Social Behaviour Survey is delegated to the Clerk and Councillor Mitchell.

c) Consultation on Pan-Lancashire draft Pharmaceutical Needs Assessment 2022

Resolved: The Council agreed not to respond to the Consultation on Pan-Lancashire draft Pharmaceutical Needs Assessment 2022

041(2022-23) Finance payments

Councillors approved the following payments:

Unity bank account – cashbook 5

Reference	Description	Amount
BACS00475 & BACS00476	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/07/2022, Includes Homeworker Expense from April 2022 as per Personnel Committee Resolution 19(2021-22) 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	£2,969.78
BACS00477	HMRC - PAYE for Quarter 1 (April – June)	£2,303.48
BACS00478	Ancient and Honourable Guild of Town Criers (AHGTC) Membership 2022-2023	£30.00
Direct Debit 4/07/2022	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 8/07/2022	Vodafone – mobile phone 29 May - 28 June 2022	£12.06
Direct Debit 8/07/2022	Three.co.uk - Office internet	£8.74
Direct Debit 19/07/2022	LCC Pension	£940.13

Unity Corporate Multipay Card (operated with Lloyds Bank) Cashbook 6
Approval for payment as per standing orders or minute

Reference	Description	Amount
CC0017	27/7/2022 Microsoft Teams 27052022 - 26062022, code 4738	£54.72
CC0018	2/8/2022 Annual payment Microsoft 365 Business Standard, code 4737 Computer annual renewals	£112.80
CC0019	www.wix.com – annual renewal domain name greatergarstangpartnership.co.uk when payment has been made by the Town Council, the monies will be reimbursed back to the Town Council from Wyre Council. code 4737 Computer annual renewals	£12.46

042(2022-23) Statement of Accounts at 30 June 2022

Cashbook 1 HSBC Current account	£1,193.23
Cashbook 2 HSBC Reserve account	£33,078.50
Cashbook 3 Royal Bank of Scotland	£47,353.50
Cashbook 5 Unity Trust account	£36,198.04
Cashbook 6 Multipay Lloyds bank	£48.46
Money Market Account 3 month	£30,637.55

043(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 item as it involved the discussion of staffing arrangements. There were no members of the press or public present.

044(2022-23) Personnel staffing arrangements

The Council discussed the proposals detailed in the agenda item paper.

Resolved: The Council approved the recommendations, with a minor amendment, and instructed the Clerk to take action as indicated on the agenda item paper. The Council **further resolved** that the Council meeting scheduled for 15 August 2022 be cancelled.

045(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.

046(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 19 September 2022 by notifying the Clerk by 9 September 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: 08.21pm

For Information Only

047(2022-23) Clerk's Report

a) **Update possible business contract, Clerk – for information**
(Confidential document)

b) **Pollution incident around Garstang, Lancaster Canal**
Update from Canal & River Trust, Friday 24/06/2022.

Regarding investigations into the source of the pollution, as the regulatory body for incidents such as this, the responsibility for the investigation falls within the remit of the Environment Agency (EA). The Canal & River Trust involvement into the investigation is limited to providing the local information and assisting with collating evidence. We have been informed by the EA that they have identified the source of the pollution and are building a case for prosecution and they may be able to provide a fuller response if you wish to contact them directly. We have no further details other than the source of the pollution is agricultural.

In terms of actions to manage the impacts on site and to clean the canal of the pollutant, this has been a significant pollution event which has sadly impacted the wildlife along the length of canal throughout Garstang, including within the Marina's. The early impact of the pollution was to lower the dissolved oxygen to a level that could no longer sustain the fishery. Our first response was therefore to send specialist contractors to deploy aeration equipment to improve levels of oxygen within the water.

The area of water affected is approximately 1.5km in length and pumping this quantity of water was considered unfeasible.

Pumps and aerators have been deployed at both the front and back end of the polluted section to try and increase oxygen levels in the water and to encourage mixing, which in turn should help dilute the black water and reduce the smell. Trust staff have continued this aeration effort as the pollution moved down the canal. Whilst fish died, this action has no doubt saved a large number of fish. Sadly, we were aware of the dead otters. The wildlife has been mainly affected by the lack of oxygen in the water. This is being managed by a combination of increasing levels of oxygen and encouraging mixing of clean water.

The Trust have worked with the EA in response to this incident both on the ground and behind the scenes undertaking activities from putting out signage, collecting wildlife that have perished and have implemented a programme of water quality monitoring throughout Garstang. This has allowed both the Trust and the EA to predict potential further impacts and implement action as required. The water quality monitoring is showing the location of the areas with the lowest oxygen levels. The aeration is being focused at these sites. The Tithe Barn basin has not been identified, to date, as a focus location.

This action will continue until we are confident the water chemistry is back to its normal level. The results to date are promising, showing the quality of the water is slowly recovering through natural biological and chemical degradation. It looks to be diluting naturally, and the aeration has increased the levels of dissolved oxygen in the water. Together with the EA we are monitoring the water quality as it moves. Everything we are doing is to prevent further environmental impact. The Ribble Estuary is a significant distance from the pollution in Garstang

c) Lancashire County Council (LCC) Love Clean Streets app

Our promotion of Report It on the go began on 25 April 2022 and will continue throughout the summer months and beyond. The campaign aims to inform residents about our new third-party app called Love Clean Streets, where they can report highways faults on the go.

The app is free for customers to download to their device via the Apple Store or Google Play Store.

Residents can currently report the following issues via the app:

- Pothole
- Streetlight
- Blocked drain
- Footway problem (new)

All categories that are on the [Report It website](#) will eventually be available to report via the app.

We are working towards making the following categories available on the app **before the end of July:**

- Trip hazard
- Vegetation
- Damaged sign
- Damaged bollard

Remaining categories should be available on the app **before the end of August:**

- Traffic light
- Damaged bus stop
- Grit bin

Information about the app and what is available can be viewed here:

<https://www.lancashire.gov.uk/roads-parking-and-travel/report-it/report-it-on-the-go/> As new items are added to the app, we will update the website with the information.

d) Lancashire County Council (LCC) Parish and Town Council Newsletter Summer 2022

Circulated on Teams

048(2022-23) Councillor Report

None

049(2022-23) Outside body representatives

None

050(2022-23) Mayor's engagements

Thursday 26th May	Mayor Making
Friday 27th May	Fairtrade Walker send off
Saturday 28th May	Churchtown Children's Festival Tuesday
Tuesday 31st May	BBC Radio Lancashire
Thursday 2nd June	Platinum Jubilee Beacon Lighting
Friday 3rd June	Garstang Children's Festival
Saturday 4th June	Platinum Jubilee Picnic on Millennium Green
Sunday 5th June	Platinum Jubilee St Thomas' Church Service
Sunday 5th June	Platinum Jubilee Big Jubilee Lunch
Saturday 11th June	Catterall Gala
Thursday 23rd June	Armed Forces Day Flag Raising
Monday 4th July	Memory Café