



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: clerk@garstangtowncouncil.gov.uk

Web: www.garstangtowncouncil.gov.uk

Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 21st November 2022 Minutes

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

Present

Chairman; Councillor Leech

Councillors present: Allan, Atkinson, Brooks, Dyer, Leech, Mitchell, Pearson, Sewart and Webster.

Also present: Town Clerk, Edwina Parry, PC Sanderson and 5 members of the public.

95(2022-23) Apologies for absence

Councillor Webster for her anticipated late arrival and Councillor Halford.

Wyre Councillor Dulcie Atkins, Wyre Councillor Robert Atkins and Wyre Councillor Alice Collinson.

96(2022-23) Declaration of Interests and Dispensations

No declarations of interest were received.

The Council granted a dispensation to Councillor Dyer to enable him to take part in precept discussions and decisions. The dispensation would take effect from 21/11/2022 to May 2023 (end of 4 year term of office).

97(2022-23) Public participation

Councillor Webster arrived during this item.

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

The Council resolved to suspend standing point 3e to allow Members of the public to make representations on items that were not on the agenda.

PC Sanderson provided an update to the Town Council. The main issues affecting Garstang were speeding and road offences. There had been no recent burglaries. The police were setting up a 'pub watch' for the Garstang area.

The business owner of Green Pass training attended the meeting to inform the Council of his plan to set up a 'Not for profit' transport service for senior residents of the Town, care homes and support groups. He asked Councillors to help spread the word of his new venture to local residents and community groups.

The business owner of Kwik Kutz spoke about her concerns about drains being blocked next to her business on Park Hill Road. She asked for the Town Council's support in getting the blocked drains outside her business and others in the town centre, cleared and cleaned. The issues had been reported to Lancashire County Council, but to date, had not been resolved.

The Council agreed for the Clerk to follow up the concerns with County Councillor Turner. Councillor Brooks said he would raise the issues at the Wyre Council Flood Forum.

A gentleman spoke about his concerns relating to drainage in Catterall. Dual hatted Town Councillor and Wyre Councillor for Brock with Catterall Ward, Councillor Webster agreed to follow up his concerns outside of the meeting.

The meeting was reconvened at 20.09

98(2022-23) Minutes of the last meeting, Cllr Leech

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 17 October 2022.

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

99(2022-23) Parks and Open Spaces, Councillor Brooks

Councillor Brooks wished to propose that a committee of the council be formed with four members to manage on its behalf areas of land within the Civil parish namely Kepple Lane Park, Moss Lane Park, The War Memorial, Pat Seed memorial Garden and the allotments.

Resolved: The Council debated the proposal for 20 minutes. Councillor Brooks then withdrew his proposal.

100(2022-23) Moss Lane Park Tree, Councillor Leech

We have had contact from a member of the public who lives adjacent to Moss Lane Park. They have informed us that a birch tree on the joining boundary is overhanging on their property. They have said it has caused damage in the past to previous owners and have said if it causes additional damage going forward they would bill the council for the damage. They have given us 6 weeks notice (beginning on 20 October 2022) that they intend to cut the tree. They have requested that:

- a. The tree is reduced considerably in height
- b. All overhang of their garden is cut back severely to remove the overhang but also prevent future growth resulting in new overhang
- c. Alternative to a) and b) above the tree is felled
- d. Alternatively, the council would sell them the land

Resolved: The Council approved the recommendation from the tree survey for Moss Lane Park which was completed at the end of last week.

With regards to the tree on the boundary, and specifically the limb overhanging the resident's property, the recommendation from the surveyor was "Reduce canopy of subject limb by 2m in height. The action identified within the report is to reduce the crown by 20% within the next 6 months."

101(2022-23) Resignation of Cllr Ethan Lees, Councillor Leech

The Mayor received the formal resignation of Cllr Ethan Lees on 12th November 2022. The resignation was accepted. Cllr Leech, on behalf of the Town Council, wished Cllr Lees all the best in his future endeavours.

102(2022-23) Changes to Agenda, Councillor Leech

Through reviewing other council's agendas and seeking advice from our locum clerk there are a few changes to the way our agendas for full council and committee meetings are set and organised to allow for better communication and more efficient council business.

Resolved:

a) That there is a standing agenda item to appear second on council and committee meetings called "Announcements."

This is a place for the chair of the meeting to bring any information that is helpful for the council or committee to know but is not necessarily part of an agenda item. This could include but is not limited to; important updates on council business, additional information that was not available before the agenda was set, useful dates that are upcoming, welcome to and introduction of guests, offer thanks, note national news, information that may help the meeting flow well etc.

The Council accepted the Clerk's advice that this item was 'For information' only and not a mechanism to add 'Any Other business.' Every substantive matters which requires a decision from the Council must be on the formal agenda.

b) The Council approved that agenda items be submitted to the clerk 8 days before a meeting (midnight of the Sunday) instead of the current 10. The Clerk was asked to amend standing order 9b to reflect this change.

103(2022-23) Date of next meeting, Councillor Leech

Currently December's council meeting is scheduled for Monday 5th December. This is the same date as the first Victorian evening in town which councillors have been invited to attend. Does the council wish to move the date of this meeting and if so to when?

Resolved: That December's meeting be moved to Monday 12th December 2022 at 7.30pm.

104(2022-23) Garstang in Bloom, Councillor Leech and Councillor Pearson

Once again Garstang in Bloom have done the town proud and achieved exceptional levels within their award categories (Kepple Lane park received a Silver Gilt Award and the Town was once again awarded Best Small Town in the North West).

Resolved: The council verbally thanked Councillor Pearson and his team for all their hard work and agreed to formally write to the Bloom team to congratulate and thank them in a fitting manner.

105(2022-23) Conclusion of External Audit 2021-22 – for acceptance by Council

PKF Littlejohn LLP have concluded their external audit. They raised one point - The figure in Section 2, Box 9 (Fixed Assets) of the prior year comparative column does not agree to the prior year final signed AGAR. The Notice of Conclusion of Audit has been posted on the website and the completed P6

(External Auditors Report and Certificate) of the AGAR has been posted to complete the AGAR. No extra costs have been incurred.

Resolved: The Council accepted that the figure in Section 2, Box 9 (Fixed Assets) of the prior year comparative column did not agree to the prior year final signed AGAR.

106(2022-23) Grant application, Councillor Atkinson

The Town Council has received a grant application from Garstang Arts Centre, for the value of £600. Town Councillors had been provided with the completed grants forms and required documents and noted a budget of £1500 per annum for Grant Applications.

Resolved: The Council approved a grant of £500 which would be made payable to Garstang Arts Festival, 28 days before the 'Plein Air' painting competition.

107(2022-23) Town cleanliness, Councillor Brooks

Councillor Brooks proposed the formation of a committee of four councillors and two representatives from Garstang bodies to have oversight of the cleanliness and tidiness of the commercial areas of the Town using the services of the Lengths man shared equitably with the open space committee.

Resolved: The Council debated the proposal for 10 minutes. Councillor Brooks then withdrew his proposal.

108(2022-23) Personnel Report

Councillors noted that the following:

Local Government Pay Claim 2022/23: Pay offer accepted (NALC - Published 2 November 2022, [Local government pay offer accepted by unions - News \(nalc.gov.uk\)](https://www.nalc.gov.uk/news/local-government-pay-offer-accepted-by-unions)) NALC advise that the pay increase for this year has been agreed. The pay offer was for a flat rate payment of £1,925 on each scale point with effect from 1 April 2022. The new pay rates can be viewed here: [Click here to view the Pay Rates](#).

In addition, the National Joint Council (NJC) has agreed that from 1 April 2023, all employees covered by this National Agreement, regardless of their current leave entitlement or length of service, will receive a permanent increase of one day (pro rata for part-timers) to their annual leave entitlement.

The Personnel Committee will address this item.

109(2022-23) Displaying council business, Councillor Brooks

Councillor Brooks proposed that all Agendas and Minutes of Full Council and Committees be posted on the old Town Hall Notice Board, it being situate in a prominent position and where residents with limited or no IT skill have the opportunity to read about our activities.

Resolved: That permission is sought from the Town Trust to display the annual list of Council and Committee meeting dates in the Town Hall noticeboard. The Council **further resolved** to ask the library to display the same notice on their notice board and accommodate copies of the Town Council's agenda's and minutes in a binder for users of the library.

110(2022-23) 2023/24 Budget, Councillor Atkinson – for information

The Committee considered the draft budget at the Finance and Amenities Committee Meeting on the 15th November 2022. The draft minutes will be circulated, and a draft precept figure brought to Council at the December Council Meeting for comment.

111(2022-23) Finance payments, Councillor Atkinson – for decision

Councillors approved the following payments:

Unity bank account – cashbook 5

| Reference | Description | Amount |
|----------------------------|---|---------------|
| BACS00496 and BACS00497 | Payroll (figures provided by Towers + Gornall) To be paid electronically on 25/11/2022, 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 Local Government Pay Claim 2022/23: The pay increase for this year has been agreed. The pay offer was for a flat rate payment of £1,925 on each scale point with effect from 1 April 2022. The agreed new rate of pay has been applied (backdated from 1 April 2022) as per employee contracts | £4,339.05 |
| BACS00498 | Invoice 391 – SLCC Locum Fees - September 2022 | £616.20 |
| BACS00499 | Towers and Gornall Outstanding payroll balance | £338.10 |
| BACS00500 | Cllr Allan 2x Remembrance Sunday Receipts | £40.00 |
| BACS00501 | ICO Data Protection Fee | £40.00 |
| BACS00502 | Garstang Library- Meeting Room Bookings September Invoice | £57.75 |

The following payments were approved following Financial Regulations, once invoices have been received:

- Pilling Band for Remembrance Sunday
- Preston Print for Remembrance Sunday
- Garstang Arts Centre for Remembrance Sunday

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

112(2022-23) 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 12 December 2022 by notifying the Clerk by 4 December 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 Meeting Finished at: 09.22pm

For Information Only

113(2022-23) Mayor's engagements

9th October – Civic Sunday

16th October – Garstang Soroptimists

5th November – Garstang Bonfire

13th November – Remembrance Sunday

26th November – Lancashire Day Proclamation

114(2022-23) Councillor Reports

None

115(2022-23) Outside Body Representative Reports

None