



Garstang Town Council

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Garstang Scout and Guide
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Full Council Meeting, 16th January 2023 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 16 January 2023, 7.30pm.

Present

Chairman; Councillor Leech

Councillors present: Allan, Atkinson, Dyer, Halford, Leech, Mitchell and Pearson.

Also present: Town Clerk, Edwina Parry, Wyre Councillor Dulcie Atkins and PCSO Denise Creighton.

133(2022-23) Apologies for absence

Councillors Brooks and Webster.

Wyre Councillor Robert Atkins and Wyre Councillor Alice Collinson.

134(2022-23) Declaration of Interests and Dispensations

No declarations of interest were received.

135(2022-23) Public participation

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

PCSO Creighton provided an update to the Town Council. There was not a lot to report for Garstang which is good news. Anti-social behaviour was taking place in Over Wyre. She was asked to follow up indiscriminate parking at the mini roundabout of Green Lane East/West j/w with Lancaster Road and the parking of contractors vehicles at the former Crofters site on the A6. In response to concerns of vehicles being driven over the speed limit of 20mph, along the High Street Garstang, she asked councillors to report their concerns via the [Lancashire Road safety](#) website. She also advised that she would submit an article for the Garstang and Over Wyre police Facebook page, high lighting these concerns.

Wyre Councillor Dulcie Atkins spoke about the flooding on High Street / Lancaster Road. The drain's had been inspected and there is an issue (blockage or collapse) under private land. It is a fairly large job and will need to be discussed further with the residents and the Making Space for Water Group group.

Further to a Councillor request, she would ask the newly appointed Chief Executive of Wyre Council, once settled into her new post, to have a walkabout of Garstang with the Mayor and Deputy Mayor of Garstang Town Council (after May 2023).

The meeting was reconvened.

136(2022-23) Announcements

- i) The Mayor wished everyone a Happy New Year. It looked likely to be a busy year ahead with forthcoming elections and the King's coronation.
- ii) He reported the resignation of former Councillor, Ian Sewart. He thanked him for the contributions he had made to the Council.
- iii) The Mayor reported that the Legend Fires North West Stages had confirmed that the event will next run on Friday 22nd and Saturday 23rd March 2024, and will once again be based in and around the Wyre and Garstang areas.

137(2022-23) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 12 December 2022.

Resolved: The minutes of the meeting held on 12 December 2022 were confirmed and signed as a true record.

138(2022-23) 2023/24 Precept and budget figures, Councillor Atkinson and RFO

Cllr Atkinson reported that the Finance Committee had met on 10/1/2023.

The Committee considered the budget alongside the 2023/24 Tax base.

The budget had been amended at code 1870 'Interest received' from £6.00 to £250.00. He reported that the Council now has full responsibility for maintenance of Kepple Lane Park, as well as Moss Lane Park and the War Memorial. A fund was required for the replacement of assets.

The Town Council would be responsible for the Christmas Lights going forwards from 2023. This would be a key focus for the council and good for the community, tourism and local business.

The Town Council's precept remained lower than other parishes in the borough and the average for a council of our size.

The RFO referred to budget code 4805 NW Stages rally. Further to the Mayor's announcement, there would be no payments against the budget of £1,000 for 2022/2023. There was an opportunity to allocate these unspent monies into an EMR and reduce the 2023/2024 budget figure of £1,000 to £0. The Council considered the update.

Resolved:

a) Full Council endorsed the recommendation from the Finance Committee and approved the Draft V0.1 Budget 2023/24 (as circulated). The Draft V0.1 Budget 2023/24 title would now be amended and detailed as V1.0 Budget 2023/24

b) Full Council endorsed the recommendation from the Finance Committee and approved a precept for 2023/24 of £114,188. This is a Band D equivalent of £60.63 (an increase of £7.84 [equates to 14.85%] in comparison to last year's Band D equivalent).

c) Full Council endorsed the recommendation from the Finance Committee and did not make any changes to Earmarked or General Reserves

d) Full Council endorsed the recommendation from the Finance Committee and agreed that a press statement be prepared for the Green Focus magazine

(February and March editions) to communicate to the public the details and reasoning behind the budget and precept figures. The statement to be delegated to the RFO in consultation with Chair of Finance, Mayor and Councillor Mitchell.

e) Full Council endorsed the recommendation from the Finance Committee that the Finance Committee approve a plan for undertaking a 3-year budget, as per Financial Regulations 3.1 at their next meeting (18/4/2023).

139(2022-23) Annual Town Council meeting (Mayor Making), Clerk

The Council noted the following advice circulated by the Clerk.

In the Council diary, the Town Council has approved the Town Council meeting on the 3rd Monday of May; 15/5/23.

As it is an election year, the Annual Town Council meeting (ATCM), must take place on the fourth day after the date of the election (i.e. of the date when the new or re-elected councillors take office) or within fourteen days thereafter.

The (retiring) chairman, if present, must preside at the start of the meeting, even if he or she will not (otherwise) be a member of the new council. If the chairman is absent, then the (retiring) vice-chairman presides; and if both are absent the council should appoint one of the (other) councillors present to take the chair.

To comply with the above legislation, the Clerk is suggesting that the ATCM (Mayor making) is held on Thursday 11 May 2023, so that the new Council is in place for the regular monthly meeting on 15/5/23.

Resolved: Full council approved Thursday 11 May 2023, as the date for the Annual Town Council meeting.

140(2022-23) Annual Town meeting and Town Council Awards (Thursday 20 April 2023 a meeting of the town electors and Awards evening) Councillor Leech

- a) The Mayor reported that the Council needed to decide on the Town Council Awards project leader and team this month for the awards ceremony in April 2023. There's quite a bit of planning, preparation, promotion, public consultation and engagement required etc, in order for awards to be a success. In previous years, the mayor has led the project supported by a small team; 4 additional Town Councillors, 1 member of the public and 1 Youth Councillor.

Resolved: The Council approved that the Mayor is the project leader for the Town Council Awards and that he is assisted by Councillors Allan, Halford and Mitchell.

- b) To request that Full Council delegate all payments relating to the Town Council Awards project to the Clerk/RFO as per 4.1 Financial regulations. All expenditure to be allocated to Code 4830/ EMR 336 ATM (Annual Town meeting) budget code.

Resolved: Full Council delegated all payments, relating to the Town Council Awards project, to the Clerk/RFO as per 4.1 Financial regulations. All

expenditure to be allocated to Code 4830/ EMR 336 ATM (Annual Town meeting) budget code.

141(2022-23) Kings Coronation 2023, Councillor Atkinson

The Council discussed commemorations for the Kings Coronation, such as giving every child a commemorative mug or coins as an option. The Town Council was asked to decide what it wants to explore doing for the commemoration of the Coronation, who will lead on this and which councillors will support.

Resolved: The Council resolved the following:

- a) That the Town Council promotes events that may be happening in the town and combines the information so that it is readily available for the residents, businesses and visitors of the town. The Mayor and Clerk to work together and correspond with Wyre and county councils, the community groups, schools and churches of Garstang.
- b) That the Clerk makes contact with Garstang Community Primary school and Garstang St Thomas Church of England Primary School to enquire about how their schools will be celebrating the Kings Coronation. Advise the schools of the Town Council's thoughts of distributing a 50p commemorative coin to all pupils of the school and seek the schools views. That the Clerk contacts Barnacre with Bonds Parish Council, to ask if they have any plans for to commemorate the Kings Coronation. Councillor Atkinson to assist the Clerk on researching procurement for a 50p commemorative coin
- c) That the Town Council explore the possibility of the Council hosting an event for the Kings Coronation and bring a report back to February's meeting. This task is to be led by Councillor Dyer, supported by Councillor Allan.

Wyre Councillor Dulcie Atkins left the meeting.

142(2022-23) Lancashire County Council - Budget Consultation, Clerk

Resolved: This item was not progressed; there was no proposer or seconder for the Council to respond to the consultation.

143(2022-23) Finance payments – for decision

Councillors approved the following payments:

Unity bank account – cashbook 5

Reference	Description	Amount
BACS00525	Purchase of long handled hedge cutter , for Lengthsman. The Clerk is following up verbal quotations, with written quotes. If approved, the purchase would be met from budget code 4702 Lengthsman Assets maintain/rep.	£699.00
BACS00517	The Society of Local Council Clerks (SLCC) Annual membership renewal code 4460, Membership	£222.00

Reference	Description	Amount
BACS00522 (payment i) BACS00523 (payment ii) BACS00524 (payment iii)	<p>Kepple Lane Park Annual Maintenance 2023</p> <p>The Finance Committee recommended on 10/01/2023, that Full Council approve the quotation of £3,846 (net), Vat £769.20, Total (inc Vat) £4,615.20, from the supplier for the annual maintenance. To endorse the recommendation, Full Council will need to suspend financial regulations 10.3, on the basis that the supplier has been utilised by the council on numerous occasions, and has always undertaken quality work.</p> <p>Furthermore, the quotation sets out the following: The Contractor shall invoice the Client for</p> <ul style="list-style-type: none"> i) 33% of the contract price prior to commencement of works ii) with another 33% Payable on commencement iii) and the remaining 34% being payable (plus VAT where applicable) upon completion of the work. <p>Unless otherwise stated in the Quotation or unless otherwise agreed by the parties, invoices shall be payable immediately upon receipt. This will be done in line with Financial Regulations 12.2.</p> <p>That payments i) and ii) are delegated to RFO.</p> <p>That payment iii) is delegated to the Mayor, Deputy Mayor and Chair of Finance code 4733 and 321 EMR Kepple Lane Park</p>	£4,615.20

Payments requiring approval, with a resolution or monthly reoccurring items (adhering to Financial regulations 6.7 and 6.8)

Reference	Description	Amount
BACS0000514 & BACS00515	<p>Payroll (figures provided by Towers + Gornall)</p> <p>To be paid electronically on 26/01/2023, 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</p>	£3,038.24

Reference	Description	Amount
BACS00516	Towers + Gornall (T+G) payroll fees have changed. T+G have cancelled the direct debit payment collection. The Council will now pay quarterly against an invoice.	£194.40
BACS00518	SLCC Enterprises Limited, Invoice 450; Locum Fees - November 2022	£900.60
BACS00519	Mowerpower Service STIGA Lawnmower, Petrol Rotary 21"	£252.35
BACS00520	C& C Supplies – Lengthsman supplies	£46.01
BACS00521	Treestyle Consultancy Ltd Moss Lane Park Tree Condition and Recommendation Report Budget centre 204 Amenities as detailed in approved budget 17/1/2022	£396.00
Cashbook 3 direct debits		
Direct Debit 3/01/2023	Vodafone – mobile phone 29 Nov - 29 Dec 2022	£12.06
Direct Debit 8/01/2023	Three.co.uk - Office internet	£8.75
Direct Debit 19/01/2023	LCC Pension; December	£1,007.34

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

Reference	Description	Amount
CC00**	27/12/2022 Microsoft Teams 27/11/2022 - 26/12/2022, code 4738	£64.80

144(2022-23) Statement of Accounts at 31 December 2022 – for information

Cashbook 1 HSBC Current account 20/12/2022 account closed	
Cashbook 2 HSBC Reserve account 14/12/2022 account closed	
Cashbook 3 Royal Bank of Scotland	£40,942.40
Cashbook 5 Unity Trust account	£62,225.61
Cashbook 6 Multipay Lloyds bank (28/12/2022)	£103.78
Money Market Account 3 month 13/12/2022 account closed	

145(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 **20 February 2023** by notifying the Clerk by **12 February 2023**. 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: 8.51pm

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For Information Only

146(2022-23) Clerk's Report

Wyre Council Planning Policy Newsletter, January 2023

Planning Inspector Mark Dakeyne BA (Hons) MRTPI was appointed to conduct the examination to determine whether the Wyre Local Plan Partial Update (2011-2031) was sound and subsequently issue a report with his conclusions. The [Inspector's Report is now available](#) and will be considered at a meeting of The Council on 26 January 2023 with a recommendation to be adopted. Once adopted, the Plan will form part of the development plan for Wyre and form the basis for future planning decisions.

To assist the Inspector, a Programme Officer, Tony Blackburn was appointed. Now that the Examination has concluded, his role is now at an end and any future correspondence regarding the Plan should be sent to the council at planning.policy@wyre.gov.uk

147(2022-23) Councillor Report

Relocation of Tourist Information Centre, Councillor Sewart

Background - Minute 122(2022-23; 12/12/2022)

Resolved: The Council noted the implementation plan for the new tourist information offer from Wyre Council.

The Clerk invited the Communications and Visitor Economy manager to January's meeting. She was unable to attend and sent her apologies. She has provided the following responses to the Town Council's concerns.

In terms of your queries below, I have already checked with our conservation officer who was happy for us to go ahead with the screens.

They are wired into electricity so we couldn't trial them in different locations.

The content will be about local events, council initiatives, things to do etc and will be kept local where possible.

The company we purchased the screens from maintain them and we are looking into additional options for maintenance if needed in the future.

I think we should look at installing one screen to begin with.

I am happy to chat with Councillor Sewart to confirm a location. A sensible place seemed to be near the library. It will all depend on where there is electricity and who owns the land but I'm happy to look into this as an option.

I would also like to report that Wyre Council's Monitoring Officer was in a position to question me today (22/12/2022) regarding the email sent to Garstang Town Council, Full Council, by Councillor. Brooks on 11/12/222 which suggested / insinuated wrongdoing on my behalf in relation to two areas of business. This was subject to a statement by myself at Garstang Town Council meeting on 12/12/2022 and is included within the minutes of that meeting.

Subsequent to our discussion the Monitoring Officer has sent me her very succinct summation of the facts;

'I can't see that there has been any breach of the Councillor Code of Conduct. Accordingly, I consider this matter closed.'

148(2022-23) Outside body representatives

None

149(2022-23) Mayor's engagements

None

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