



# Garstang Town Council

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Garstang Scout and Guide  
Headquarters  
Kepple Lane  
Garstang  
PR3 1PB

## Full Council Meeting, 20<sup>th</sup> March 2023 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 20 March 2023, 7.30pm.

The meeting started at 7.35pm, due to the over running of the Personnel Committee meeting that had been held beforehand.

### **Present**

Chairman; Councillor Mitchell

Councillors present: Allan, Brooks Dyer Halford, Mitchell, Pearson and Webster.

Also present: Town Clerk, Edwina Parry, Wyre Councillor Dulcie Atkins, Wyre Councillor Alice Collinson and PCSO Denise Creighton (part).

### **184(2022-23) Apologies for absence**

Councillors Atkinson and Leech.

Wyre Councillor Dulcie Atkins reported apologies for Wyre Councillor Robert Atkins

### **185(2022-23) Declaration of Interests and Dispensations**

197(2022-23) Councillor Halford declared an 'other interest'. He is the Town Trustee representative to the Christmas Lights Group.

198(2022-23) Councillor Pearson declared an 'other interest'. He is Chairman of Scouts and Guides Management Committee.

### **186(2022-23) Public participation**

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

Wyre Councillor Dulcie Atkins reported:

- a) Grateful thanks to the Town Clerk and former Town Councillor Lynn Harter for all their hard work in creating the Youth Council. She was saddened to hear that it would no longer be continuing in its origin format.
- b) The planning application at Castle Lane had been deferred.
- c) Newly opened ice cream shop, High street. She would follow up the issues with the shutter with regard to Wyre Council's Garstang Conservation Area Appraisal and Management Plan and obstruction of the footway.

Wyre Councillor Alice Collinson reported that she was awaiting a reply from the new CEO at Wyre Council about having a walkabout of Garstang with the Mayor and Deputy Mayor of Garstang Town Council (after May 2023).

The meeting was reconvened.

**187(2022-23) Announcements**

Councillor Mitchell reported:

- a) It was great to see that Moss Lane had been 'added to this year's highways resurfacing programme' as reported by County Councillor Shaun Turner.
- b) Thanks to Councillors Atkinson and Webster and the Clerk for their hard work in collating the Christmas lights tender documents in a very short timescale window.

**188(2022-23) Minutes of the last meeting**

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 20 February 2023.

**Resolved:** The minutes of the meeting held on 20 February 2023 were confirmed and signed as a true record.

**189(2022-23) Maintenance of Moss Lane and Kepple Lane agreement**

Full Council noted that the grounds maintenance agreement for Moss Lane and Kepple Lane playing fields is ending in March 2023 (It has been a 1 year agreement). 1 year and 3 year quotes have been received from Wyre Council. 'Please find below the new revised costings, prices have increased due to increased costs of materials and fuel. We have tried where possible to keep the increases to a minimum. If you wish to look at a three year agreement we would fix the prices for the terms of the three year agreement'.

**Resolved:**

The Council suspended financial regulations at point 10.3. Due to the nature of the works, it is important that contractors produce quality works, are reliable and have the flexibility to work with the Town Council. Wyre Council meet this criteria.

The Council **further resolved** to approve the quote for a 3 year contract as detailed below. The Clerk and Councillor Atkinson to draft a specification for the years 2 and 3 to detail what we are paying for. Costs would be met from budget code 4760 Playing Field Maintenance.

	Maintenance 3 year contract 01/04/2023 – 31/03/2026
Kepple Lane	£2,600 plus VAT
Moss Lane	£2,025 plus VAT
	Play area inspections 3 year contract 01/04/2023 – 31/03/2026
Kepple Lane	£1,000 + VAT
Moss Lane	£1,000 + VAT

**190(2022-23) Training policy and 2023 LALC training courses**

**a) Garstang Town Council Training policy**

Councillors were asked to approve the amended training policy (last approved February 2021).

**Resolved:** The Council approved the amended training policy.

**b) LALC training courses**

Councillors noted the [training courses](#) for Councillors & Clerks detailed on the LALC website.

**Resolved:** In order to improve the training application and approval process, the Council resolved 'That expenditure of the training budget is delegated to the Clerk within the constraints of the training budget'.

**191(2022-23) Civility & Respect Pledge**

Councillors noted the background to the Civility & Respect Pledge which is being promoted at SLCC, NALC, and OVW; 'There is no place for bullying, harassment, and intimidation within our sector and signing up to the Civility and Respect Pledge is one of the ways a council can demonstrate that it is committed to standing up to poor behaviour across our sector, and to demonstrating positive changes which support civil and respectful conduct.

**Resolved:** The Town Council agreed not to sign up to the civility and respect pledge.

**192(2022-23) Planning applications**

**a) Application Number: 23/00056/COUMA**

Proposal: Prior notification (Under Class MA) for change of use of first floor only from use of veterinary surgery (Use Class E) to residential dwelling (Use Class C3)

Location: 7A Rope Walk Garstang

I have received amendments to the above application which has resulted in a change to the description.

**Resolved:** The Town Council reported the same response as previously cited.

Garstang Town Council object to the application.

The Town Council endorse the views expressed by Lancashire County Council and object as the application will have a detrimental impact on highway safety in the immediate vicinity of the site.

The Town Council request that the bins are sited within a fenced area and that the applicant demonstrates how the property would be accessed from the highway.

**b) Application Number: 23/00113/FUL**

Proposal: Replacement 3 windows to ground floor front elevation

Location: 56 High Street Garstang

**Resolved:** Garstang Town Council object to the application.

The Town Council endorse the views expressed by Ian Heywood, Conservation Officer at Wyre Council. 'The proposed design for the replacement windows on the ground floor is unacceptable and should be amended to match the existing windows on the first floor, as previously suggested.'

**193(2022-23) Armed Forces Day, 2023**

The Council noted that, historically, an Armed Forces Day event has been held on Kepple Lane park, the Thursday prior to Armed Forces Day, to enable the local schools to attend.

**Resolved:** The Council approved that an Armed Forces Day Event is held on Thursday, 22/06/2023. The Council **further resolved** that the event is delegated to the Clerk to organise, in consultation with the Mayor elect, Councillor Pearson. Any expenditure related to the event is to be delegated to the Clerk/RFO with a limit of £75. Payment to be made from budget code 4532 Civic Expenses.

**Public participation**

Councillors agreed to adjourn the meeting to allow PCSO Denise Creighton, who had arrived at the meeting, to speak.

PCSO Denise Creighton reported that there was nothing of high importance to note for Garstang which is good news.. Councillor Dyer asked for an update on Pub watch. PCSO Denise Creighton gave her contact details for councillor Dyer to make direct contact. In response to concerns of vehicles being driven over the speed limit, she asked councillors to report their concerns via the [Lancashire Road safety](#) website.

**194(2022-23) Annual Governance Review; Schedule of Assets and Disposal Policy**

Further to the meeting on 19 February 2023 and minute 158(2022-23), the Clerk has modified the Schedule of Assets and Disposal Policy and circulated it on Teams. Councillor Allen pointed out a couple of typos.

**Resolved:** The Schedule of Assets and Disposal Policy was approved subject to the typo errors being amended.

**195(2022-23) Remembrance Sunday 2022 First Aid Donation, Councillor Allen**

**Resolved:** The Council retrospectively approved the engagement of the first aider and payment of a £50 donation, for attending Remembrance Sunday 2022, from budget code 4847 Remembrance Sunday.

**196(2022-23) Expression of Interest for Arts, Culture and Heritage, Garstang Glow Project, Councillor Allen**

**Resolved:** The Council approved the retrospective agenda item that the Town Council submit an Expression of Interest application to Wyre Council for the Garstang Glow Project. The project will be a Town Council project run by Councillors Dyer and Allan. All spend will follow Town Council Financial Regulations and be managed by the RFO.

The Council **further resolved** to note that on 09/03/2023, the Clerk was notified by Wyre Council UK Shared Prosperity Fund Intervention E6: Local arts, cultural, heritage and creative activities expressions of interest that

the application has been shortlisted and that a full project plan form was to be completed and returned to UKSPF@wyre.gov.uk by 31st March 2023.

If your project is successful you will receive acknowledgement and a grant agreement form to sign and return by the end of April 2023.

**197(2022-23) Christmas Lights, Councillors Webster and Atkinson and Clerk.**

Councillor Webster gave a verbal update on the progress on the tendering process for the Christmas Lights. Councillors noted that the timeline for the project is critical, with no slippage from the timeline available without impacting the contracting and ordering window.

**Resolved:** The Council approved that, in the short term, this is the top priority for the council due to the procurement process. It was noted that an extraordinary meeting was no longer required on 03/05/2023.

**198(2022-23) Kepple Lane park site assets and Scout Hut lease**

The Town Council noted since the Town Council had resumed full responsibility for Kepple Lane Park last year, there has been an outstanding action to undertake a review of assets on the site and understand the ownership status of several assets.

**a) Assets on the Park**

Kepple Lane Park Trust currently owns the following items which are on the park: Memorial planter adjacent to the car park, Kepple Lane Park entrance stone, All signage on the Park, Youth Council donated figurines, Queen Elizabeth 11 Platinum Jubilee bench and Flagpole.

**Resolved:** That the council takes on ownership for the following items:

- a) Memorial planter adjacent to the car park;
- b) Kepple Lane Park entrance stone;
- c) All signage on the Park;
- d) Youth Council donated figurines;
- e) Queen Elizabeth 11 Platinum Jubilee bench;
- f) Flagpole.

and that they are added to the councils asset register.

**b) Assets on the car park**

On Kepple Lane park car park there are:

- 5 Black Plastic Railing Box Planters (fixed to the boundary railings to the front of the Car Park)
  - 3 Large Black Plastic Planters directly in front of the Scout Hut
  - 2 Small Black Plastic Planters with Bike Holders in front of the Scout Hut
- Councillors noted that Kepple Lane Park Trust had confirmed that they do not own the planters Garstang in Bloom and the Scouts and Guides Management Committee had also confirmed that the ownership of the assets is ambiguous. The land where the planters are situated is not currently leased to anyone.

**Resolved:** The council resolved to take ownership for the 10 planters. The Council **further resolved** to maintain/tidy up the railing box planters, remove the 3 large planters and potentially the 2 small planters.

**c) Scout Hut Lease**

Council noted from the letter from the Scouts and Guides Management Committee state that the boundary detailed in the Scout and Guides Headquarters Lease is incorrect, as the red line (the boundary line) on the map does not extend around the whole building.

The Clerk and Chair of Finance and Amenities were aware of the error.

A proposal will be brought to the council with further information on how this is to be corrected in due course, with engagement via the Clerk with the Scouts and Guides Management Committee (Tenants).

**199(2022-23) Cherestanc Square, Councillor Webster**

Councillor Webster reported that it had recently been established that Wyre Council own Cherestanc Square. The Town Council discussed the arrangement and management of the maintenance of the square i.e., replacement of trees, cleaning of the square such as power washing and any other improvements to this area.

**Resolved:** The Town Council would like to see improvements to Cherestanc Square (replacement of the dead trees and the Square tidied up). The Town Council have spoken to the Greater Garstang Partnership Board (GGPB) and understand that there is not a project in the near future to maintain/develop Cherestanc Square. The Clerk was asked to send a request to Wyre Council, asking that Cherestanc Square is 'gifted' to the Town Council and that the Town Council take over the maintenance of the Square.

**200(2022-23) Introduction of new public and press agenda, Councillor Dyer**

The Town Council discussed Councillor Dyer's proposal that 2 agendas are published for Full Council and Committee meetings.

i) For Councillors - Councillors will continue to receive agenda's as currently published.

ii) For the public and press - the agenda will contain only the agenda headings.

The Clerk reported updates from LALC and the Councillors discussed the Public Bodies (Admission to Meetings) Act 1960 4b 2<sup>nd</sup> paragraph.

**Resolved:** That this item be deferred to the next meeting on 17/4/2023 and that the Clerk seeks further advice from Wyre Council and LALC about the legality of publishing 2 separate agendas.

**201(2022-23) Wyre council Questionnaire - Fylde Coast Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment (GTAA)**

**Resolved:** The Town Council resolved not to complete the Wyre council Questionnaire - Fylde Coast Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment (GTAA).

**202(2022-23) Finance payments**

Councillors approved the following payments:

Unity bank account – cashbook 5

Payments requiring approval, without a resolution

Reference	Description	Amount
BACS00543	Zurich renewal insurance quote of £1,293.89, for the period (01/04/2023-31/03/2024). The Town Council is in a 3 year Long Term Agreement (LTA) [the policy expires on 31st March 2024] with Zurich Municipal (Zurich Town, Parish and Community Council Team). The policy is due for renewal to take effect from 01/04/2023. Councillors are asked to note that there is likely to be an extra payment required during the 2023/2024 financial year due to the Town Council taking on responsibility for the Christmas lights.	£1,293.89
BACS00545	Toby Barnett C/o Treeco - To carry out works as per Treestyle consultancy ltd recommendations general tree assessment Kepple Lane Park	£1,690.00

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

Reference	Description	Amount
BACS00541 & BACS00542	Payroll (figures provided by Towers + Gornall) To be paid electronically on 24/03/2023, 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	£3,059.88
BACS00544	Preston City Council - Remembrance Sunday service sheets. Budget code 4847 Remembrance Sunday	£198.75
Direct Debit 8/03/2023	Vodafone – mobile phone 29 Jan - 29 Feb 2023	£12.06
Cashbook 3 direct debits		
Direct Debit 8/03/2023	Three.co.uk - Office internet	£8.75
Direct Debit 19/03/2023	LCC Pension; February	£1,007.34

Payments made in between meetings as per Financial regulations 4.1.

Reference	Description	Amount
BACS00538	Garden Inspirations Additional cost to cover Lengthsman position	£247.50
BACS00539	Northwest In Bloom - Local Authority Parks Small entry minute 173(2022-23)	£110.00

Reference	Description	Amount
BACS00540	Toby Barnett C/o Treeco - To carry out works as per Treestyle consultancy ltd recommendations general tree assessment ( detailed ) oct 21 Moss Lane Park	£720.00

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

Reference	Description	Amount
CC034	Invoice date 27/02/2023 Microsoft 27/01/2023 - 26/02/2023, budget code 4738	£64.80
CC033	Booths – stationery	£7.95

### **203(2022-23) Items for Next Agenda**

**Resolved:** Councillors approved that the submission date of agenda items be brought forward to Thursday 6 April 2023, due to the Easter bank holiday weekend.

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 **17 April 2023 Easter** by notifying the Clerk by **6 April 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.



## For Information Only

### 204(2022-23) Clerk's Report

#### a) **Arrangements for Annual Town Council meeting (also known as ATCM and Mayor making).**

The Clerk has met with the Mayor elect, Councillor Pearson (pending elections). The ATCM will take place at Garstang St Thomas' Parish and Community Hall, 7.45pm 11 May 2023. Refreshments will include cheese and wine.

#### b) **Wyre Council Planning Policy - Full Review Evidence Gathering - Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment**

Wyre Council on behalf of the Fylde Coast Authorities (Blackpool, Fylde and Wyre Councils) has commissioned consultants ARC4 to undertake a Gypsy, Traveller and Travelling Showpeople Accommodation Needs Assessment (GTAA).

The commission will provide an up to date assessment of the current and future accommodation needs of Gypsies, Travellers and Travelling Showpeople. The assessment is required to provide evidence to inform the review of each of the three authorities Local Plans. This is a requirement set out in the government's National Planning Policy Framework and Planning Policy for Traveller Sites.

An important part of the process is to engage with stakeholders who may have knowledge and understanding of the housing needs and socio-economic circumstances (including health and education) of Gypsies, Travellers and Travelling Showpeople on the Fylde Coast. This includes their travelling patterns, location – including those living in Bricks and Mortar - and the incidence of unauthorised encampments.

This email is to provide you with advance notice that in the furtherance of the above, ARC4 will be sending a questionnaire survey to key stakeholders – including all ward members across the three authorities and the parish and town councils. The questionnaire is currently programmed to be distributed in early March. Further details of the consultation will be included in the upcoming email.

#### c) **Wyre Council, Town and Parish Council Elections**

The nomination packs for Garstang Town Council have been posted out to the Council and the Town Clerk will distribute packs at the meeting. The Nomination form along with other forms should be submitted to the Returning Officer by hand at the Civic Centre, Poulton-le-Fylde by no later than 4.00pm on Tuesday 4 April 2023.

Wyre Council, LOCAL GOVERNMENT ELECTIONS  
Timetable of Proceedings for Thursday 4 May 2023

Publication of Notice of Election	Friday 24 March 2023
Receipt of Nominations	4:00 pm Tuesday 4 April 2023

Withdrawal of Candidate	4:00 pm Tuesday 4 April 2023
Appointment of Election Agents	4:00 pm Tuesday 4 April 2023
Publication of Notice of Election Agents	4:00 pm Tuesday 4 April 2023
Publication of Statements of Persons Nominated	4:00 pm Wednesday 5 April 2023
Last Date for Registration	Monday 17 April 2023
Receipt of Postal Vote Applications	5:00 pm Tuesday 18 April 2023
Last day for Voter Authority Certificates	5:00 pm Tuesday 25 April 2023
Publication of Notice of Poll	Tuesday 25 April 2023
Receipt of Proxy Vote Applications	5:00 pm Tuesday 25 April 2023
Appointment of Poll and Count Agents	Wednesday 26 April 2023
First Day to Issue Replacement Lost Postal Ballot Papers	Thursday 27 April 2023
Last Day to Issue Replacement Spoilt or Lost Postal Ballot Papers	5:00 pm Thursday 4 May 2023
Receipt of Emergency Proxy Vote Applications	5:00 pm Thursday 4 May 2023
<b>Day of Poll</b>	<b>7:00 am to 10:00 pm Thursday 4 May 2023</b>
Return of Election Expenses	Thursday 8 June 2023

**d) Wyre Council - UK Shared Prosperity Fund (UKSPF)**

Garstang Christmas Lights project that as not shortlisted (our ref: 40).

Thank you for submitting your expression of interest. Decisions on shortlisting of applications have now been made, and I regret to inform you that your application has been unsuccessful on this occasion.

The competition for the funding round was high, and as a result oversubscribed.

Whilst your project did meet the criteria for the Fund, please note that we are unable to provide any additional feedback on this decision.

Thank you again for taking the time and effort to submit an application, I wish your organisation every success in securing the necessary funding for your project.

We will keep your details on file so that we are able to contact you in the event of relevant future funding opportunities.

**205(2022-23) Councillor Report**

**a) Coronation Event, Councillor Dyer**

As you will remember from January the potential of a Coronation Event was raised. We then put this to an online survey, of which just over 100 people from a Garstang postcode replied. It was a very close split, with democracy stating that 51% of people did not want an event, with those that did wanting it on Moss Lane Park or the Riverside Car Park (very little high street support). The main

reason for 'No' was it deemed a waste of money. Therefore not hosting an event

**b) Greater Garstang Partnership Board (Meetings to be held every 2 months), Councillor Allen**

In November I reported that Garstang project funding figures had been put forward for 5 projects these being;

Year 1. Town Centre Review, Sports and Social Club, Carers Group,  
Year 2/3. Future Aspirations and Garstang Glow.

These projects were contained in the Regeneration Framework and reported to Full Council.

The amounts came to a total of approximately £800K which equates to about 25% of the available monies.

The Board did not meet in December as we were still waiting to have confirmation of which of the five initial projects would be approved by Wyre for inclusion in the UKSPF process.

The January Board meeting confirmed that the 5 projects would be included in the UKSPF process and focussed on Year 1 updates and Year 2 Garstang Glow Scoping.

Y1 Town Centre Study, (Pedestrian Priority, Car Parking and Cherestanc Square)

A working group including Chamber of Trade, Town Council, LCC Highways Officers, Myerscough and Wyre Officers had an initial meeting on 5th January to bring the parties up to speed on the Regen Framework and the Scope of work proposed for the Wyre consultants, Stantec. From this meeting we agreed an onsite review on 11th January with LCC Highways advising on what was and wasn't feasible or realistic. The feasibility of increasing pedestrian priority has been questioned as has the scope and cost of consultant involvement. There has been no further update from Wyre since the site visit.

Y1 Sports Club – plan being assessed. The Sports Club committee have been working with Wyre on this.

Y1 Carer's Group – Helen Kerrigan-Hawkes advised that Jane Lingings and herself hadn't had capacity in December to complete the detail required in the project plan.

Year 2 / 3 – plans hadn't been invited but it was confirmed that these would include Future Aspirations Programme and Garstang Glow.

**Y2/3 Garstang Glow Scoping**

It was agreed that the Theme Lead, Alan Cornthwaite with Councillors Allan and Dyer would meet with Lara Hurley of Myerscough to provide an initial scoping for this project. The meeting was held on 7th February. I have attached the meeting notes. The scope has not yet been agreed.

Despite this Wyre have called for an Expression of Interest which was not expected as it is a Y2/3 project. I am grateful to the Mayor, Deputy Mayor, and Head of Finance for agreeing that the Clerk could submit the EOI and I am grateful to the Clerk for making time to complete the document for us.

We have now been asked to complete the full project plan by Wyre by 31st March. Given that the scope has not been agreed this is not achievable. It would require the Clerk's time which is unlikely given other priorities. The next Board meeting is on Tuesday 14th March and I will be raising this as an issue.

**206(2022-23) Outside body representatives**

**Garstang Fairtrade Committee, Councillor Allan Town Council representative to Fairtrade Group**

Fairtrade Fortnight 2023 will run from 27th February to 12th March.

On Saturday 11th March we had a Promotional Stand outside the Market Hall promoting Fairtrade and Climate Change. We were pleased with the number of people who stopped and chatted with us including two of our Wyre Councillors, Sir Robert and Lady Dulcie Atkins.

We will be getting involved with our schools to provide information on Fairtrade and the challenges of Climate Change.

We recognise the need to recruit new members and we may be able to have a presence at the Wyre Big Help Out event on Monday 8th May in Cherestanc Square where our focus will be on encouraging new people to get involved with the group.

**207(2022-23) Mayor's engagements**

None