



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 17th April 2023 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 17 April 2023, 7.30pm.

Present

Chairman; Councillor Leech

Councillors present: Atkinson, Brooks, Dyer, Halford, Leech, Pearson and Webster.

Also present: Town Clerk, Edwina Parry, Wyre Councillor Dulcie Atkins, Wyre Councillor Robert Atkins, PC Sanderson, PCSO Denise Creighton, one member of the press and one member of the public.

208(2022-23) Apologies for absence

Councillors Allan and Mitchell.

Wyre Councillor Alice Collinson

209(2022-23) Declaration of Interests and Dispensations

There were no declarations of interest declared or requests for dispensations.

210(2022-23) Public participation

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

County Councillor Shaun Turner reported and was asked questions of:

- a) That Moss Lane would be resurfaced but he had no details of when the work would be carried out.
- b) Encouraged everyone to report Lancashire County Council issues on the 'Love Clean Streets' app.
- c) The traffic management diversion signage was discussed in relation to the part closure of Kepple Lane by Garstang Bypass Road.
- d) O2 mobile mast signal issues.
- e) Condition of the High Street road surface in relation to the imminent Children's Festival parade.

The police reported that there were no major issues in Garstang.

The issue of parking on the pinch points on the High Street was discussed.

County Councillor Turner agreed to enquire about introducing double yellow lines at the pinch points.

It was reported that motorists were ignoring the 'no entry' signs at Church Street junction with Park Hill Road, to access Mamma Mia.

The police officers left the meeting.

Wyre Councillor Dulcie Atkins reported:

- a) That Wyre Council were going to look at the footpath by the river. It was unlikely that any remedial works would be completed before the May Coronation celebrations.
- b) She thanked County councillor Turner for arranging the temporary traffic lights to be removed, at Kepple Lane, over the Easter bank holiday weekend.
- c) Councillor Atkinson followed up his previous query about section 106 monies. Wyre Councillor Dulcie Atkins reported that she was due to attend the Planning policy meeting at Wyre, the next day and would follow up his enquiry. He also asked if the quarterly walkabout meetings would be taking place with the new Chief Executive at Wyre Council. Wyre Councillor Dulcie Atkins said that this was being addressed.

Wyre Councillor Robert Atkins reported that the Climate Change policy group met about a fortnight ago.

The member of the public spoke about the lack of responses from the contact form on the website and emails to Councillors, Council surgeries, out of date information on the website and the Town Council's Facebook page. The Mayor replied that he would communicate with him about the issues, outside of the meeting. He spoke about Item 6 and the proposal, which he was not in favour of.

The member of the press did not have anything particular to say, other than reporting a quotation.

The meeting was reconvened.

211(2022-23) Announcements

Councillor Leech announced:

- a) Congratulations to the candidates who were successful in being nominated at the uncontested election for the 2023-2027 Town Council term of office.
- b) Thanks to Councillors for their work over the last 12 months. It had been a privilege working with the Councillors and being Mayor.
- c) He offered his best wishes to the Mayor elect, Councillor Pearson.
- d) Special thanks to Councillor Atkinson. It had been a privilege of working alongside him and that he is an exceptional Councillor.

212(2022-23) Minutes of the last meeting

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

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

213(2022-23) Introduction of new public and press agenda, Councillor Dyer

Councillor Dyer withdrew his proposal.

214(2022-23) Three clear day's notice, Councillor Brooks

Councillor Brooks cited an outdated extract from standing orders that stated 'weekends' were not included in the clear days.

The Clerk replied, citing Garstang Town Council' Standing Orders 3b) The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.

He said that the Town Council did not give notice or partial notice online of meetings. The Clerk asked for details of where incorrect notice was given on the website. Councillor Brooks could not give that information.

Councillor Brooks withdrew his proposal.

Members of the press and public left the meeting.

215(2022-23) Annual Report 2022 – 2023

The Council considered if it wished to publish an online Annual Report for 2022 – 2023.

Resolved: The Council agreed to publish an online Annual Report for 2022 – 2023.

216(2022-23) Catterall gala 2023 1.30pm Saturday 3rd June

Resolved: That Councillors Dyer and Webster walk with the Mayor elect, Councillor Pearson, and the Mayoress at Catterall gala.

217(2022-23) Planning applications

a) Application Number: 23/00217/FUL

Proposal: Erection of one dwelling following demolition of existing garages and existing single storey side extension. Removal of existing hedge to frontage, re-surfacing to create parking areas and widening of existing dropped curb

Location: 63 Hazelhurst Drive Garstang

Resolved: No objection in principle to the application, but the Council wished to make a comment about the environmental impact of the new hardstanding car parking space.

b) Application Number: 23/00323/FUL

Proposal: : Erection of a two-storey rear extension and white/ivory k-rend to all elevations of the dwelling.

Location: Four Winds 24 Manor Road Garstang

Resolved: No objections

c) Application Number: 23/00348/FUL

Proposal: Proposed single storey rear extension

Location: 16 Calla Drive Garstang

Resolved: No objections

218(2022-23) Planning Committee minutes

Councillors were asked to approve, as a correct record, the minutes of the Planning Committee 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.

219(2022-23) Lancashire Partnership Against Crime (LANPAC) - Council Correspondence

The Council considered if it wished to become an associate member of Lancashire Partnership Against Crime (LANPAC) at a cost of £60.

Resolved: The Council agreed to become a member of Lancashire Partnership Against Crime (LANPAC) at a cost of £60. The cost of the membership to be met from reserves.

220(2022-23) Garstang Children's Festival 2023

This year's Festival will take place on Monday the 29th of May 2023.

- a) The Garstang Children's Festival are seeking permission to use the Council's Moss Lane Playing Field to use as the venue for the children's sports, entertainments, catering, etc. The Clerk has sent the application form to the applicant and will circulate to Full Council, once received.

Resolved: The Council agreed that if the application were in line the Council's current expectations based on previous applications the Council were in agreement. If there were significant amendments the points would need to be raised back to Council.

- b) On behalf of the Festival Committee, the Garstang Town Mayor, their Consort, and any Town Councillors who wish to take part to walk in the mornings procession through the town. Following the morning procession we would like to invite the Mayor and Consort to join us for refreshments. As usual, the Procession will start at 11.00am from the High Street Car Park. Those taking part should assemble (10.45am latest) on the car park.

Councillors advised the Mayor, of whether they were attending the festival or not.

221(2022-23) Christmas Lights, Councillors Webster and Atkinson, verbal update.

Councillors Atkinson and Webster provided a verbal update on the Christmas Lights Procurement Process ahead of the public consultation event on the 2nd of May 2023. The Clerk was asked to invite the 2 new Cllrs to the consultation event.

222(2022-23) Finance payments

Councillors approved the following payments:

Unity bank account – cashbook 5

Payments requiring approval, without a resolution

Reference	Description	Amount
BACS00551	LALC membership invoice membership invoice 1 April 2023 ~ 31 March 2024	£638.10
BACS00553	SOS Locksmith change of lock to enable use of storage container at Scout Hut; Quoted between £65.00 - £95.00	£95.00

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

Reference	Description	Amount
BACS00547 & BACS00548	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/04/2023, 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	£3,038.44
BACS00549	HM Revenue Quarter 4 Tax and National Insurance payment	2,348.27
BACS00550	C&C Supplies 31/03/2023 SIN0013964 Lengthsman supplies 24/02/2023 SIN0004986 Lengthsman supplies Total	3.46 5.38 8.84
Direct Debit 8/04/2023	Vodafone – mobile phone 29 Feb - 29 March 2023	£12.06
Cashbook 3 direct debits		
Direct Debit 8/04/2023	Three.co.uk - Office internet	£8.75
Direct Debit 19/04/2023	LCC Pension; March	£1,007.34

Payments made in between meetings as per Financial regulations 4.1.

Reference	Description	Amount
BACS00552	J Robs Ground maintenance Grass cutting temporary contract; 3 cuts at 9 sites in the town. The cost to cut the 9 sites is £300 each Approved by Financial Regs 4.1	£900.00

Receipt received

Reference	Description	Amount
Wyre Council	Parish precept	£114,188

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

Reference	Description	Amount
CC036	Invoice date 27/03/2023 Microsoft 27/02/2023 - 26/03/2023, budget code 4738	£64.80
CC037	Post office 2 x second class stamp	£1.50

223(2022-23) Statement of Accounts at 31 March 2023 – for information

Cashbook 3	Royal Bank of Scotland	£37,820.86
Cashbook 5	Unity Trust account	£8,940.59
Cashbook 6	Multipay Lloyds bank	£0
Cashbook 7	Nationwide Business account	£30,995.64

224(2022-23) Items for Next Council Monthly 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 **15 May 2023** by notifying the Clerk by **12 noon, 9 May 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: 9.00pm

For Information Only

225(2022-23) Clerk's Report

a) Reminder dates for your diary.

Mayor making will be held at St Thomas' hall Thursday 11 May 2023 at 7.45pm
Civic Sunday is earmarked for Sunday 6 August 2023 at St Thomas' as part of their morning service at 10.30am.

Armed Forces Day flag raise is in the morning 10.00am, Thursday, 22 June 2023.

b) Wyre Council - Notice of Uncontested Election 4 May 2023

Please find a [copy of the Notice of Uncontested Election for your Council](#) following the close of nominations for the 4 May Election for Parish Councillors. The retirement date for councillors is 9 May 2023. The new term of office for Councillors is 9 May 2023.

c) Lancashire County Pension Fund Valuation 2022 - Employer Rates

As you are aware a valuation of the pension fund has taken place as at 31 March 2022.

The fund is now in a position to confirm formally the previously notified contribution rates in respect of employers within the Lancashire County Pension Fund.

The new future service rate in respect of the above named organisation, effective from 1 April 2023 for a period of three years, is 25.5%.

Please ensure that the new rate is brought to the attention of the appropriate person/s within the organisation and is applied to their payroll from the effective date.

You will be notified when the full Valuation Report for the fund is to be made available on Lancashire County Pension Fund's website, however in the meantime please accept this letter as official confirmation of your new rate.

d) Lancashire County Pension Fund – Actuarial Valuation Report 2022

Over the last year we have been working with the Fund Actuary and all our Scheme Employers to finalise the 2022 actuarial valuation of the pension fund.

The Actuarial Valuation Report, which confirms the results and details of employer contribution rates and deficit contributions payable during the period 1 April 2023 to 31 March 2026, has now been published on the Fund's website.

[View report here](#)

As part of the valuation process, the Funding Strategy Statement and associated documents have been reviewed and consulted on, and the final documents are also available on the webpage above.

The Pensions Finance team have written to the key employer contacts who are responsible for payroll deductions and the monthly submission of contributions remittances, to ensure that the correct contribution rates and deficit contributions are paid from 1 April 2023.

If you have any questions about the valuation process or your employer rates, please contact: LCPF.employerriskandgovernance@lancashire.gov.uk

e) Cherestanc Square, Garstang

Further to minute 199(2022-23) Cherestanc Square

The Clerk has received the following response from Wyre.

I will forward your email to Marianne Hesketh the director in charge of the Estates Team for consideration.

f) The Year Ahead For Lancashire Fire And Rescue Service

Lancashire Fire and Rescue Service has published its priorities for the year ahead.

The Annual Service Plan 2023-24 details the work we will undertake this year to deliver the strategy set out in our Community Risk Management Plan 2022-27.

Justin Johnston, Chief Fire Officer, said:

“Our purpose is to make Lancashire safer by preventing fires and other emergencies from happening, protecting people and property when they do, and responding to emergencies quickly and competently.

“Our staff are central to achieving this and making a difference in communities. We are focussed on creating opportunities for people in all roles to thrive and building a workplace where diversity is nurtured and valued.

“We remain committed to investing in equipment, training, and development, so they can deliver the best possible services. A programme of significant, long-term investment in training facilities will continue this year as we build new drill towers at four fire stations and improve training props at our training centre.”

The Service will also start to implement improvements to how we respond to emergencies, following an emergency cover review and public consultation in 2022.

This work will strengthen our response to changing risks in communities and will lead to an increase in the number of wholetime firefighters employed. We are also creating opportunities for on-call firefighters to broaden their skills.

Two new water towers and our highest reach aerial ladder platform to-date will join our fleet to strengthen firefighting and rescue capabilities in high-rise and commercial buildings.

Responding to climate change emergencies remains a priority as we expand our wildfire and flood rescue capabilities.

You can [read our annual service plan on our website](#) and [watch the video](#) on YouTube now.

226(2022-23) Councillor Report

None received

227(2022-23) Outside body representatives

None received

228(2022-23) Mayor's engagements

None