



Garstang Town Council

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Garstang Scout and Guide
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Full Council Meeting, 15th May 2023 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 15 May 2023, 7.30pm.

Present

Chairman; Councillor Pearson

Councillors present: Allan, Allard, Brooks, Halford, Pearson, Perkins and Webster.

Also present: Town Clerk, Edwina Parry, Wyre Councillor Dulcie Atkins (part), Wyre Councillor Robert Atkins (part), Wyre Councillor Alice Collinson, PCSO Denise Creighton (part), Mr Damian Carr, Chair, Christmas Lights Fundraising Group and one member of the public.

Councillor Dyer was not present

011(2023-24) Apologies for absence

Councillor Atkinson

012(2023-24) Declaration of Interests and Dispensations

014(2023-24) Councillors Webster and Halford declared an 'other interest'. They are both members of the Christmas Lights Group Fundraising Group.

021(2023-24) Councillor Webster declared an 'other interest'. She is the Chairman of the Garstang Scarecrow Festival.

023(2023-24) Councillor Perkins declared an 'other interest'. She is a member of the Garstang Heritage society.

013(2023-24) Public participation

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

Wyre Councillor Alice Collinson reported:

- a) That the Annual meeting of Wyre Council would take place on Thursday 18 May 2023, whereby Councillors would be appointed onto Committees. Councillor Julia Robinson will continue to be Mayor for 2023-2024.
- b) The Local Plan is currently being reviewed and she encouraged the Town Council to participate in the review. The Planning Committee agreed to raise the question about CIL monies and it was suggested that they bring a proposal to Full Council in June's meeting.

Councillor Brooks arrived at 19.40.

County Councillor Shaun Turner reported:

- a) That Moss Lane would be resurfaced in August 2023. The top of Longmoor Lane at the junction of the A6 road surface would be 'made safe' at the same time.
- b) He reported that Park Hill Road would hopefully be resurfaced (awaiting formal confirmation from the County Council).
- c) He responded to the member of the public the rationale behind the surfacing of Dorchester Road and how roads for surfacing are prioritised.
- d) Work is being programmed to address the potholes on Park Hill Road before the Children's Festival on 29th May 2023.

Item 14 was brought forward as the next item and the meeting was kept open for Garstang Christmas Lights (item 14).

014(2023-24) Garstang Christmas Lights, Tender Process Conclusion, Councillors Webster and Atkinson

The Town Council considered the agenda item prepared by Councillors Atkinson and Webster. Councillor Webster answered questions raised by Councillors and members of the public. County Councillor Turner mentioned the Co-op community funding. The Mayor and Councillor Allan thanked Councillor Atkinson and Webster for their work on this project.

Resolved: That, following the recommendation from the Garstang Christmas Lights Working Group, the Town Council accepts the proposal from Supplier A, LITE Ltd, subject to the inclusion of a feature within Cherestanc Square. Once approved, the Clerk will place the order as minuted. The total cost is £93,380 net of VAT (£825 in Non-recurring costs and £18,511 per year). The cost would be allocated against code 4630 Christmas Lights (£4,251). This leaves a shortfall per year of £4,060 which would be met from the General Reserves Budget Line.

The Council **further resolved** that this acceptance is subject to formal agreement to be drawn up, which is delegated to the Clerk in consultation with the Working Group.

The meeting was kept open to allow members of the public to speak.

Wyre Councillor Dulcie Atkins reported:

- a) The flooding at the High Street junction with Lancaster Road. It would appear that the lighting column caused the collapse of the drain. Remedial works are being scheduled.

Wyre Councillor Robert Atkins reported:

- a) that the Climate change policy group has now become a permanent sub committee of Overview and scrutiny Committee, chaired by himself. He encouraged Town Council agenda items to detail implications of any item in relation to climate change.

PCSO Denise Creighton reported that there was not much to report in Garstang. Most of the logs received were of a personal nature. The disorder at the Kings Arms was discussed and she reported that it had been dealt with.

The public participation was closed at 20.31

015(2023-24) Announcements

Councillor Pearson announced:

- a) Thanks to all involved, including Wyre Council, for the King's coronation celebration events.
- b) Thanked the Clerk and everyone for making the 'Mayor making' event such a success on Thursday 11 May 2023.
- c) Thanks to Councillor Dyer for offering tickets to his Highest Point festival.
- d) A warm welcome to the 2 new Councillors Raymond Allard and (returning) Sandra Perkins
- e) Open garden charity event, at his house on 4 June 2023, 1.00 to 4.00pm.
- f) The Mayoral charity now stands at £418.00.
- g) He would be addressing Councillors with their Christian names
- h) Thanks to former Mayor, Jonny Leech for his year in office.
- i) Councillor Mitchell had resigned, from the Council, earlier that day. The appointment of Deputy Mayor would be considered at June's meeting.

016(2023-24) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 17 April 2023.

Resolved: The minutes of the meeting held on 17 April 2023 were confirmed and signed as a true record.

017(2023-24) To appoint members to serve on standing committees of the Council

Following the Annual Town Council Meeting on 11 May 2023, the Town Council was asked to consider any unfilled positions onto Committees. The Clerk advised that Councillor Atkinson could be proposed, seconded and voted onto a Committee, whilst being absent from the meeting.

Resolved: Councillor Atkinson was appointed onto the Finance and Amenities Committee and the Personnel Committee.

018(2023-24) To appoint members to be representatives to outside bodies

Following the Annual Town Council Meeting on 11 May 2023, the Town Council was asked to consider any unfilled positions onto outside bodies.

Resolved: Councillor Pearson was appointed onto Lancashire Association of Local Council (LALC) – Wyre Area Committee. The Council **further resolved** that the unfilled vacancies be brought to the Town Council meeting on 19 June.

019(2023-24) Co-option timescale – 2 (updated to 3) Councillors

The Clerk reported that further to the uncontested Town Council election, the Town Council are required to co-opt 2 new town councillors. Following the resignation of Councillor Mitchell, 3 new town councillors were now required.

Resolved: The Council approved the following timescale.

Date	Action
up to Friday 23/6/2023	Advertise vacancies; Focus magazine, Town Hall window, website, GTC Facebook, shared with Your Garstang detailing interview date of Monday 3 July 2023.
Sunday 25/6/2023	17.00 deadline for applications
Wednesday 28/06/2023	Publish agenda for extraordinary council meeting to be held on Monday 3/7/2023 to consider Councillor vacancies.
Monday 3/7/2023	Extraordinary council meeting 19.30

020(2023-24) Developing and delivering a council's strategic plan

The Clerk had provided reference material for consideration.

1. Developing and delivering a council's strategic plan
2. Seven highly effective habits for parish and town councils.
3. Roles and responsibilities of Clerk & Councillors.
4. Action Plan (last modified May 2022)

Resolved: The Town Council agreed to develop and deliver a council strategic plan. The Council **further resolved** that Councillors Pearson and Dyer would take the lead on this project alongside all councillors.

021(2023-24) Garstang Scarecrow Festival 7- 9th July 2023 , Elizabeth Webster, Chairman, Garstang Scarecrow Festival

- a) The Council noted and accepted the invitation to the Mayor and Mayoress of Garstang to attend the prize giving ceremony on Sunday 9th July at the scarecrow festival from 2pm in Cherestanc Square.
- b) The Town Crier noted and accepted the invitation to perform a Cry on Saturday 8th and also Sunday 9th at the prize giving ceremony.
- c) The Town Council accepted the invitation to attend the festival and have a pop up community event/ community engagement gazebo.

022(2023-24) Town Council Surgeries, Councillors Webster and Atkinson

Following resolution 93 (2022-23) on 17 October 2023, Councillors Webster and Atkinson are proposing that the Town Council Surgeries take place bi-monthly on the 2nd Saturday of the month.

Resolved: Councillors Pearson and Perkins agreed to attend the event on 8th July 2023. The Town Council **further resolved** to bring the item back to July's meeting, when new Councillors would have been co-opted, so that Councillors could be allocated dates to attend.

023(2023-24) Rural District Council chain, Councillor Perkins

Councillor Perkins reported that former Town Mayors Councillor Lynn Harter and Dulcie Atkins and herself, had tried unsuccessfully to locate the Rural District Council chain, when former Cllr Lynn Harter was Mayor. It was not

located, despite liaising with Wyre Council and archives at Lancashire County Council.

The heritage society are planning a heritage day for Saturday 9th September 2023 and following enquiries with Wyre Council, have established that Wyre Council have the chain. The society has informed the Clerk that they have permission from Wyre Council to display the official chain of the chairmen of the former Garstang RDC at the event (a photo has been circulated on teams). This is currently in the safe at the Civic Centre.

Resolved: The Town Council agreed to establish which body, if any, has the Rural District Council chain on their list of assets.

Councillor Webster left the meeting at 9.38pm.

024(2023-24) King Charles 111 Coronation Commemorative Tree and Plaque, Councillor Allan

Resolved: The Council agreed to plant an oak tree on Kepple Lane Park to commemorate the coronation of King Charles III. The tree would have a commemorative plaque. The costs to be met from the code 4705 Amenities and EMR Reserve Contingency.

025(2023-24) Finance payments – for decision

Councillors approved the following payments:

Unity bank account – cashbook 5

Payments requiring approval, without a resolution

Reference	Description	Amount
BACS00558 (Rialtas) and BACS00559 (Scribe)	Finance minute 44(2022-23), 11 Jan 2023 Rialtas payment from 01/04/2023 to 05/10/2023 Scribe payment (includes £200 deduction for current contract buyout)	£152.50 £939.00 (excl VAT)
BACS00560	The Town Mayor's allowance for the ensuing municipal year, (approved Full Council budget, 16 January 2023). The Town Mayor, having declared a prejudicial interest in this matter and did not take part in the voting. The chair was taken by Councillor Allan.	£555.00
Quarterly invoice to Towers+Gornall	As our costs are rising we have had to make the decision to increase our fees by 5% across the board. Our monthly fees have increased from £54.00 net to £57.00 net per month and as per the invoice this covers 2 employees both with pension.	Approval for payment £57.00 net per month

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

Reference	Description	Amount
BACS00554 & BACS00555	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/05/2023, 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	£3,038.24
BACS00556	Spindrift Limited Repair Lengthsman knapsack sprayer	£49.08
BACS00557	Towers+Gornall Payroll January - March 2023	£205.20
Direct Debit 8/05/2023	Vodafone – mobile phone 29 March - 29 April 2023	£12.06
Direct Debit 8/05/2023	Three.co.uk - Office internet	£8.75
Cashbook 3 direct debit		
Direct Debit 19/05/2023	LCC Pension; April	£1,140.44

Payments made in between meetings as per Financial regulations 4.1.

Reference	Description	Amount
None		

Unity Corporate Multipay Card (operated with Lloyds Bank) Cashbook 6
Approval for payment as per standing orders, 4.1 or minute

Reference	Description	Amount
CC0038	Invoice date 27/04/2023 Microsoft 27/03/2023 - 26/04/2023, budget code 4738	£64.80
CC039	25 April 2023 Amazon 34 x 10 Black velvet pouches for 50p coins Approved Financial regulations 4.1 and Full Council minute 170(2022 – 23)	£115.94
CC040	26 April 2023 Amazon 11 x 10 Black velvet pouches for 50p coins Approved Financial regulations 4.1 and Full Council minute 170(2022 – 23)	£37.51
CC041	Coop, ATCM soft drinks Approved Financial regulations 4.1	£9.10
CC042	B&S Supplies (Lancs.) Ltd Paper plates, napkins & sundries Approved Financial regulations 4.1	£18.37
CC043	Aldi; Cheese biscuits Approved Financial regulations 4.1	£10.05

026(2023-24) Items for Next Council monthly 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 June 2023** by notifying the Clerk by **11 June 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: 9.53pm

DRAFT

For Information Only

027(2023-24) Clerk's Report

a) Correspondence from Jim Blakely, Headteacher, Garstang St Thomas

Just to say thank you for yesterday (Friday 5 May 2023). It was a real first for the children to be together and hopefully something they will remember.

On behalf of the school, thank you so much to Garstang Town Council for the coins. The children were very excited to show parents at the end of the school day.

Thank you so much to the Mayor and councillors who attended yesterday.

Thank you for your support, for great communication and making this happen.

028(2023-24) Councillor Report

None received

029(2023-24) Outside body representatives

None received

030(2023-24) Mayor's engagements

Churchtown and District Children's Festival

Garstang and District Children's Festival

Catterall Gala

Saturday 27th May 2023

Monday 29th May 2023

Saturday 3rd June 2023