



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

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Full Council Meeting, 19th June 2023 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 19 June 2023, 7.30pm.

Present

Chairman; Councillor Pearson

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

Also present: Town Clerk, Edwina Parry, County Councillor Turner, Wyre Councillor Dulcie Atkins, PC Sanderson (part), PCSO Creighton (part), and one member of the public.

031(2023-24) Apologies for absence

Councillor Dyer

Wyre Councillor Robert Atkins

032(2023-24) Declaration of Interests and Dispensations

(2023-24) Councillor Atkinson declared an 'other interest'. He is a member of the Garstang Scarecrow Festival. He reported that he would take part in the discussion but not the voting.

(2023-24) Councillor Webster declared an 'other interest'. She is the Chairman of the Garstang Scarecrow Festival. She reported that she would take part in the discussion but not the voting.

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

033(2023-24) Public participation

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

County Councillor Shaun Turner:

a) Questioned the police office about an issue with pupils attending the local high school. The police responded that there was 1 log on the system, relating to the issue.

b) That a pedestrian crossing was being introduced between the 2 mini roundabouts on Park Hill Road.

c) That Moss Lane would be resurfaced in August 2023.

The member of the public raised a question about homelessness in Garstang.

Wyre Councillor Dulcie Atkins reported that training was taking place at Wyre Council for the new Councillors. Planning policy group met for the first time last week, where she would raise the questions about CIL monies.

Councillor Halford asked for an update on the issues he had raised at the Millennium Green and reported that children were jumping off the bridge at the River Wyre. PCSO Creighton responded.

Councillor asked about the CCTV in Garstang. Do the camera's work? Wyre Councillor Dulcie Atkins said that she would seek an update from Wyre Council.

The public participation was closed.

034(2023-24) Announcements

Councillor Pearson announced:

- a) Spoke about his recent Mayoral events and how he had enjoyed walking in the festivals..
- b) The Mayor's charity stands at £971.00.
- c) He reminded attendees, at the meeting, of the Armed Forces Flag raise on 22/6/2023. He gave thanks to Councillor Allan for (hopefully) arranging for the cadets to attend the flag raise.
- d) He reminded Councillors of standing orders and that they would be referred to, as require, during the meeting.
- e) He reminded Councillors about the use of their Town Council email address. He mentioned that one Councillor was copying emails to his/her personal email address when corresponding with Town Councillors and the Clerk. He advised that this should not be taking place as this was a breach of security.

035(2023-24) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the Annual Town Council meeting 11 May 2023 and the meeting held on 15 May 2023.

Resolved: The minutes of the meeting held on Annual Town Council meeting 11 May 2023 and the meeting held on 15 May 2023.were confirmed and signed as a true record.

036(2023-24) To appoint members to serve on standing committees of the Council

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

037(2023-24) To appoint members to be representatives to outside bodies

The Mayor sought nominations onto Lancashire Association of Local Council (LALC) – Wyre Area Committee; there are 2 vacancies.

Resolved: No appointments were made. The Council **further resolved** to bring back the same agenda item to July's Town Council meeting.

038(2023-24) Election of Deputy Mayor

The Mayor reported the background to the agenda item.

Background Ref minute 03(2023-24) 11 May 2023

The Council deferred this item to the next Council meeting on 19 June 2023.

The Council agreed to change the order of taking the points to b), c) and then a).

- a) Councillor Pearson tabled an amendment to his proposal as per standing orders.

He proposed that standing orders is amended at point 5j to detail the following: Insert the word 'continual' in line 2 of SO 5j before the word 'service' and also from the word Standing Order in line 10 replace the existing text up to the beginning of the next paragraph beginning The Deputy Mayor with ' until he/she becomes eligible again.

When two members have the same length of continual service then seniority will be determined by surname'

Resolved: The Council approved that standing orders is amended at point 5j to detail the following: Insert the word 'continual' in line 2 of SO 5j before the word 'service'. From the word Standing Order in line 10 replace the existing text up to the beginning of the next paragraph beginning The Deputy Mayor with ' until he/she becomes eligible again. When two members have the same length of continual service then seniority will be determined by surname'

- b) The Council resolved and approved the seniority of Councillors Allard and Perkins. The approved seniority list is detailed in the Appendix.

- b) Councillors were asked to consider the appointment of a deputy Mayor adhering to [standing orders 5j](#) and the seniority list detailed in the Appendix. Councillor Atkinson had indicated that he does not wish to take on the position of deputy Mayor.

Resolved: Councillor Halford was appointed Deputy Mayor for the Civic Year, 2023 – 2024.

039(2023-24) Focus magazine contributors, Councillor Webster

Councillor Webster reported that herself and Councillor Allan, are responsible to collate the [monthly Green Focus magazine](#) Town Council column. Previously there used to be 4 Councillors.

Resolved: Councillor Pearson was appointed onto the Focus Team, to work alongside Councillors Allan and Webster.

040(2023-24) Year-end accounts and Annual Governance and Accountability Return 2022/23 Part 3, 1 April 2022 – 31 March 2023

Councillors considered the documentation provided by the Clerk.

- a) **Internal Audit, Annual Governance and Accountability Return Statement**

Resolved: The Council received and noted the Annual Internal Audit Report 2022/23. The Council noted 'that the internal audit of Garstang Town Council is complete. There are no significant issues to report.'

- b) **Statutory receipts and payments 31/03/2023**

The Council were asked to approve the statutory receipts and payments 31/03/2023. The recommendation from the Finance Committee, who met on 18/04/2023, is that the statutory receipts and payments 31/03/2023 is approved.

Resolved: The Council approved the statutory receipts and payments 31/03/2023.

c) Section 1, Annual Governance and Accountability Return Statement.

The Council are asked to complete and approve Section 1, Annual Governance Statement. The Clerk read out points 1-9 and the Council responded with their answer.

Resolved: The Council completed and approved Section 1, Annual Governance Statement.

d) Section 2, Annual Governance and Accountability Return Statement.

The Council noted that the RFO had completed, signed and dated Section 2. The Council were asked to approve Section 2, Accounting Statement. The recommendation from the Finance Committee, who met on 18/04/22, is that Section 2 is approved.

Resolved: The Council completed and approved Section 2, Annual Governance and Accountability Return.

e) Commencement of the period for the exercise of public rights

Resolved: The Council noted the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return. The dates are Monday 5 June – Friday 14 July 2023. Any person interested has the right to inspect and make copies of the accounting records for the financial year 2022/23 between these dates.

041(2023-24) Rural District Council chain, Councillor Perkins

Background Ref minute 023(2023-24) 15 May 2023

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

Councillor Perkins reported that Wyre Council have the chain in their safe. The chain is not on Wyre Council's asset list nor do we have it insured as its not Wyre Borough property. The reasons why we are caretaking it on your behalf are lost in the mists of time. Our audit and insurance officers recommend that you register it as an asset and look into insurance.

Resolved: The Town Council agreed to add the Rural District Council chain to the Town Council asset register and that the RFO, in consultation with Councillor Atkinson seek an insurance value and insurance cost to insure the chain.

042(2023-24) Annual Report

Councillors considered the circulated draft Annual Report.

Resolved: The Council approved the draft Annual Report. The Council further resolved to delegate the final online version to the Clerk, in consultation with Councillor Atkinson.

043(2023-24) Funeral leave/compassionate policy, Personnel Committee

Background Ref minute 10(2022-23) Personnel Committee meeting, 20/03/2023.

Resolved: The Council accepted the Personnel Committee's recommendation and approved the Funeral leave/compassionate policy.

044(2023-24) Canal & River Trust, Removal of bins from canal towpaths

The Council considered the correspondence received from Canal & River Trust regarding 2 bins located by Kepple Lane and Moss Lane canal bridges.

Resolved: The Town Council did not wish to take on the responsibility of servicing the 2 litter bins at Kepple Lane and Moss Lane canal bridges. The Town Council **further resolved** to write to the Garstang Wyre Borough Councillors to ask if they would ask Wyre Council to take on the responsibility of the bins. The Clerk was also asked to write to the Canal & River Trust about the current fly tipping by the Kepple Lane bin location.

045(2023-24) Moss Lane Playing Fields - alteration to the gate/access on Moss Lane, Councillor Webster

Cllr Webster asked the Council to approve the alterations to the gate on Moss Lane Playing Fields to allow bigger vehicles carrying fairground equipment to access the field. The proposal is to widen the gate so that the fairground equipment can access the field more easily.

Resolved: The Council resolved to place the agenda item 'on hold' and the Clerk was asked to find out if planning permission and highway approval were sought to extend the gate and drop the kerb to allow access.

Councillor Perkins left the meeting.

046(2023-24) Lancashire County Council, Coach House Mews proposed parking restrictions.

The Council considered the County Council's proposal of considering introducing 'no waiting at any time' at Coach House Mews.

Resolved: The Town Council were in favour of the proposed 'no waiting at any time' at Coach House Mews.

047(2023-24) Cherestanc Square Garstang, update from Wyre Council

Councillors considered the background information, from Wyre Council, which had been circulated.

Resolved: That the Town Council wish to discuss the proposal, of transferring the asset of Cherestanc Square to the Town Council, with Wyre Council. The Council **further resolved** that Councillor Webster be the lead Councillor alongside Councillor Allen on the project. That the Clerk asks Wyre for copies of the covenant and deeds relating to Cherestanc Square as detailed in the email correspondence of Wyre Council .

048(2023-24) Agenda template, Councillor Pearson

An updated circulated agenda template was circulated on Teams. The template has been updated after consulting with the Clerk and Wyre Council.

Resolved: The Council approved the updated agenda template, which included changes consideration of environmental and climate implications. The Council **further resolved** that the template is used wherever possible to ensure that the agenda item and its content is clear to Councillors (cross reference agenda item 23)

049(2023-24) Relationship with the residents and council tax payers of the Civil Parish of Garstang, Councillor Brooks

As per standing order 1b, the proposal was not seconded. Therefore the motion was not progressed.

050(2023-24) Fairtrade Town Status Renewal, Councillor Allan

Resolved: The Council resolved to renew the commitment to Garstang Fairtrade Steering Group by re-affirming the commitment to using Fairtrade tea, coffee, sugar and other products at Town Council meetings and functions and to support Fairtrade Products more widely when reasonably practicable. The Council further resolved that the Council send a letter of thanks to the retired Chair, Ruth Bruce.

051(2023-24) Resident of Wyre – concern about lack of availability to access cash, Councillor Pearson

Resolved: The Town Council resolved not to write a letter of support about the lack of availability to access cash in the district of Wyre.

052(2023-24) Allotments, Councillor Atkinson

Councillor Atkinson read out a statement relating to his knowledge of the allotments. He advised that he would circulate the statement after the meeting.

Resolved: That a working group be formed, consisting of Councillors Allan, Atkinson, Brooks and Pearson. The working group would be led by Councillor Pearson. The working party would bring a plan of action back to July's council meeting on what should do be done with the vacant plot, and the overall allotments. The Clerk would support the working group with background information and advice.

053(2023-24) Amenities Management, Councillor Atkinson

Due to the lateness of the meeting, Councillor Atkinson withdrew his item.

054(2023-24) Finance payments

Councillors approved the following payments:

Unity bank account – cashbook 5

Reference	Description	Amount
BACS00570	CPRE renewal membership	£36.00

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

Reference	Description	Amount
BACS00561 & BACS00562	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/06/2023, 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	£3,073.93
BACS00563	Colin Cross Printers Christmas Lights x 27 Posters, A3 printed; budget code 4630	£ 42.00
BACS00564	Mowerpower Ltd - Stihl Blower sundries; budget code 4590	£44.88
BACS00565	Garstang St Thomas' Parish and Community Hall – Room hire Hall 11/5 £36.00, meeting room hire 18/5 £18.00; budget code 4100	£51.00
BACS00566	C&C Supplies Collinson Ltd, Lengthsman materials and equipment; budget code 4590	31.30
BACS00567	Preston City Council - Christmas Lights visuals; budget code 4630	£4.80
BACS00568	Town Parish Audit, 2022-23 Yearend Internal Audit; budget code 4580	£240.00
BACS00569	Annual Town Council meeting bouquets; budget code 4520	£72.00
Direct Debit 08/06/2023	Vodafone – mobile phone 29 April - 29 May 2023 (price increase)	£13.72
Direct Debit 31/05/2023	Three.co.uk - Office internet	£9.91
Cashbook 3 direct debit		
Direct Debit 19/06/2023	LCC Pension; May	£1,140.44

Payments made in between meetings as per Financial regulations 4.1.

Reference	Description	Amount
None		

For information

Unity Corporate Multipay Card (operated with Lloyds Bank) Cashbook 6
Approvals as per Financial regulations 4.1 or minute

Reference	Description	Amount
CC046	28 May 2023 Microsoft Teams 27/04/2023 - 26/05/2023	£64.80
CC047	6 June 2023 Veltuff UK Ltd Lengthsman uniform	£36.00
CC048	8 June 2023 Amazon Ink cartridges	£83.57

Reference	Description	Amount
CC049	12 June 2023 Amazon Ink cartridges	£20.90

055(2023-24) Items for Next Council monthly Agenda – for information

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 July 2023** by notifying the Clerk by **9 July 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 to collate their agenda item. The template can be found on Teams – Full Council.

The Meeting Finished at: 9.57pm

DRAFT

For Information Only

056(2023-24) Clerk's Report

a) Correspondence

None

057(2023-24) Councillor Report

Christmas Lights, Councillor Atkinson

Circulated with the Agenda is a copy of the updated Christmas Lights Management Plan, the only change is that a table has been added summarising the Roles and Responsibilities between the Council and the Christmas Lights Fundraising Team/Appeal.

The Councils work with the contractor is progressing following the official order being placed. The intention is for the Lights to transfer to the Councils insurance by the end of July, as well as agreement be sought from building owners that the lights can be connected to their buildings.

The Working Group intends to meet with the contractor shortly to finalise the technical specifications.

Planning for the Christmas Lights Switch On Event is now underway and the Road Closure Application will be submitted shortly.

Councillor Pearson

An agenda item relating to 'develop and deliver a council strategic plan' will be brought to July's meeting.

058(2023-24) Outside body representatives

None received

059(2023-24) Mayor's engagements

Details of what the Mayor has been up to can be found on his [Mayor's blog](#)

22 June 2023 Armed Forces Day

28 June 2023 Rotary Club Annual Dinner

7 -9 July 2023 Scarecrow Festival July and Council surgery

Appendix

1) Item 13: Seniority List

Garstang Town Council Councillors in Office approved 19/06/2023

Office of the Town Mayor and Deputy Mayor		
Councillor	Joined	Mayor
Halford	11 April 2007	2008-09
Webster	15 February 2016	2019-2020, 2020 - 2021
Brooks	20 February 2017	Declined twice
Allan	16 October 2017	2021-2022
Pearson	16 September 2019	2023 – 2024
Atkinson	27 July 2020	19/6/2023 Declined deputy Mayor
Dyer	25 July 2022	
Raymond Allard	11 May 2023	
Sandra Perkins	11 May 2023	2012-13