



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 17th July 2023 Minutes

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

Present

Chairman; Councillor Pearson

Councillors present: Allan, Allard, Halford, Pearson, Rogers and Perkins.

Also present: Town Clerk, Edwina Parry and 2 members of the public.

068(2023-24) Apologies for absence

Councillors Atkinson, Brooks, Dyer and Webster

Wyre Councillors Dulcie Atkins, Robert Atkins and Alice Collinson

069(2023-24) Declaration of Interests and Dispensations

There were no Declarations of Interest declared or requests for dispensations.

070(2023-24) Public participation

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

One member of the public spoke about his brass community venture. The Brass Music Club is designed to encourage students of all ages in the North West of the UK to play a musical instrument. The overall aim is to build a brass band capable of entertaining the public, and at the same time offer an opportunity to the local community for the enjoyment of music together as a band. He is trying to build up a community relationship in Garstang.

The Mayor thanked him for attending and the Clerk was asked to circulate his [Brass music club website details](#).

071(2023-24) Mayor Announcements

Councillor Pearson announced:

- a) How a Town Councillor had commented on a Facebook post relating to the local constabulary. He reminded Councillors of standing order point 22: Relations with the press/media
- b) His recent Mayoral events namely events at the Arts Centre; the re-opening The School Room Cafe Gallery, his talk and the Garstang Summer Arts and Music Celebration. He thanked Councillor Webster for her hard work in making the recent Scarecrow Festival such a success.

- c) He had attended the Council surgery with Councillor Perkins, which was hosted at the Scarecrow festival.
- d) That a Councillor had sent an email which made comments about the Clerk's work. He advised that any such references should be made to the Chair of Personnel Committee; not directly to the Clerk.
- e) Damage had occurred at Kepple Lane Park over the last week and weekend.

072(2023-24) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meetings held on 19 June 2023 and the extraordinary meeting on 3 July 2023.

Resolved: The minutes of the meetings held on 19 June 2023 and the extraordinary meeting on 3 July 2023 were confirmed and signed as a true record.

073(2023-24) Finance payments

Councillors approved the following payments:

Reference	Description	Amount
Voucher 56 &57	Payroll (figures provided by Towers + Gornall) To be paid electronically on 26/07/2023, 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	£3,109.52
Voucher 60	LCC Pension; June	£1,140.44
Voucher 64	HM Revenue and Customs Quarter 1 (April – June) 2023 PAYE	£2,345.05
Vouchers 59, 61, 62, 63, 65, 66 and 67	As detailed in the Appendix	
Voucher 58	To be removed (duplicate entry of Voucher 64)	£0.00

074(2023-24) Commencement of the period for the exercise of public rights year end 31 March 2023 update

The Council noted that the RFO had amended the completed Notice of Public Rights and Publication of Unaudited Annual Governance & Accountability Return, after receiving further guidance. The public notice had been amended to detail that the dates are Wednesday 21 June – Tuesday 1 August 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.

075(2023-24) Committee representative

Resolved: Councillor Rogers was appointed onto the Town Council's Finance and Amenities Committee. The Council **further resolved** that further to the appointment of Councillor Halford as deputy Mayor, his appointment to Committees should be changed to an ex-officio member. The Council **further resolved** to approve the Committee membership detailed in the Appendix.

076(2023-24) Councillor seniority list

Further to the appointment of Councillor Rogers, Councillors were asked to approve the seniority list detailed in the Appendix.

Resolved: The Clerk was asked to insert the dates of when Councillor Brooks had declined the Office of Town Mayor. The Council then approved the seniority list.

077(2023-24) New Councillor buddies, Councillor Pearson

Resolved: The Council approved that Councillors Allan, Halford, Pearson and Perkins would be buddies for new Town Councillors and be a point of contact to respond to informally asked questions and queries from newly appointed Councillors.

078(2023-24) Town Council Surgeries, Councillors Webster and Atkinson

Resolved: The Council approved the following surgeries and attendance of Councillors:

- Taken place - 8th July 2023 Scarecrow (Councillors Pearson and Perkins)
- 9th September 2023 The Clerk was asked to contact Garstang & District Heritage Society to see if they could hold the Town Council surgery at their Local Heritage Day event, 11.00 – 13.00. Councillors Halford and Perkins to attend.
- 11th November 2023 – The event was moved to 18th November 2023 to avoid any events relating to Armistice Day. Councillors Allard, Pearson and Perkins to attend.
- 13th January 2024, Councillors Allan, Halford and Rogers to attend.

It was agreed that the 2 dates of 9th March 2024 and 11th May 2024 be brought back to September's meeting, to decide which Councillors would attend.

Wyre and County Councillors are also welcome to attend.

079(2023-24) To appoint members to be representatives to outside bodies Lancashire Association of Local Council (LALC – Wyre Area Committee)

Resolved: Councillor Perkins was appointed as a representative to LALC – Wyre Area Committee.

080(2023-24) Wyre Council – 3 Year Review of Public Spaces Protection Orders (PSPOs) – Control of Dogs and Dog Fouling

The Council discussed Wyre Council's review of its PSPOs, which takes place every 3 years. The current PSPOs ([Public Space Protection Orders \(PSPO\) - Dogs – Wyre Council](#)) had been circulated. The Council noted that the review is an opportunity for communities to evaluate the existing controls and suggest any changes to be considered.

Resolved: Councillors Allan, Perkins and Rogers were asked to forward their comments to the Clerk. The completion of the consultation was delegated to the Clerk in consultation with the Mayor.

081(2023-24) Action plan, Councillor Pearson

Council considered and discussed the circulated project list, to determine the priority of projects and add a timeline to the project.

Resolved: The Council approved that the document be used as the Council's action plan. The Clerk was asked to update the plan, in consultation with Councillors Pearson and Allan, and bring back to August's meeting so that Councillors could determine the priority of projects and approve the Action plan. The Council **further resolved** that the Clerk would bring the Action Plan for a quarterly review at Full Council meetings (July, October, January and April).

082(2023-24) Police presence in Garstang, Councillor Webster

The Council considered Councillor Webster's proposal, in her absence, to increase the police presence in Garstang.

Resolved: The Council agreed to write to Lancashire's Police Crime Commissioner with the Town Council's concerns and request that the number of police officers deployed in Garstang is increased as soon as possible.

083(2023-24) Creation of a simple information database/spreadsheet, Councillor Pearson

Councillor Pearson spoke about his proposal to create a simple information database/spreadsheet which would provide details of all/as many as possible societies, clubs, charities, help groups in Garstang as well as venues who may run such events. The format would be very simple providing basic contact information, a name, a telephone number, an email address and a strapline detailing the groups activity

Resolved: The Council approved that the Council create a simple information database/spreadsheet which would provide details of all/as many as possible societies, clubs, charities, help groups in Garstang as well as venues who may run such events.

084(2023-24) Funding for a Talking Café, Councillor Pearson

Councillor Pearson reported that, in his inaugural speech, he mentioned that one of his actions for the year would be to extend community involvement and reduce loneliness and isolation.

He mentioned the talking cafe organised by Frome Town Council in Somerset. A talking cafe is an event to which people can turn up purchase a drink and sit and chat about anything the idea is to get people back out into the community. Councillor Pearson believed that there is still a recognisable amount of isolated and lonely people who have not returned to the Community since Covid (or possibly for other personal reasons).

Resolved: The Town Council approved the Town Council Talking Café initiative. The Town Council **further resolved** that the funding for 10 fortnightly meetings of a Talking Cafe at £30/meeting (total request £300) be approved from the Ear Mark Reserve Community engagement budget code.

085(2023-24) Kepple Lane Park, Councillor Pearson

Resolved: The Town Council agreed, in principle, for external groups/users to utilise the raised vegetable beds on Kepple Lane Park.

086(2023-24) Report of Allotment Working Party, Councillor Pearson

Resolved: The Council noted the circulated report and confirmed that the Working Party proceed with the actions as per the report.

087(2023-24) Display of Town Council Agenda, Councillor Halford

Resolved: The Council agreed that the current information displayed in the Market Hall window (owned by the Town Trust) is limited to the dates of the monthly meetings with direction to view agenda on the Council webpage or a paper copy viewed in the library. Any other additional information that needs to be displayed (e.g. Audit information) to be displayed at the library/Tourist Information point (within the library).

088(2023-24) Items for Next 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 21 August 2023 by notifying the Clerk by 13 August 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: 9.42pm

For Information Only

089(2023-24) Clerk's Report

a) **Town & Parish Councils & D-Day 80 - 6th June 2024**

We have pleasure in attaching the 'first edition of the official Guide To Taking Part in D-Day 80, taking place on 6th June next year, in commemoration/celebration of the 80th Anniversary of D-Day, an event that would have involved members of your local community, not just during this campaign, but throughout the whole of WW II.

If you go to page 3, you will see the message from the Prime Minister, encouraging local communities to take part in the lighting of Beacons that evening - both commemorating and celebrating the 'light of Peace' that emerged from the dreadful darkness of War.

We would be most grateful therefore, if you would be kind enough to find time read the attached for the following reasons.

(1) It outlines how we would like your local Councils and their communities to take part, not just in the lighting of Beacons, but through the eating of Fish & Chips with Mushy Peas, for reasons outlined on pages 5, 7 and 8.

(2) You will see the worthwhile Charities involved - pages 7 through to 22.

Through the Local Government Association, we will be asking you to kindly distribute this Guide, accompanied by a letter, during the month of June 2023, thus avoiding His Majesty The King's Coronation in May, so thought it most appropriate you have the first opportunity to see what is being planned to commemorate/celebrate the 80 years of peace we have so far enjoyed, and to never forget those that sacrificed and lost their lives achieving it, along with those they had to leave at home to farm the fields and fish the choppy seas, not knowing if loved ones would ever return.

We do hope that you will support this event when being asked to distribute it to all your members in June, and hope you find the Guide helpful for those who will undoubtedly want to take part.

If you are able to assist us, we would be delighted to carry your Association logo on the Acknowledgement page 24, so please send it should you wish us to use it in the Guide.

Our warmest regards to you and your team
Bruno Peek
Pageantmaster, D-Day 80,

b) **Town Councillor vacancies**

The Clerk is seeking advice from Wyre Council with regard to the timescale for filling the remaining 2 vacancies on the Council.

c) Moss Lane possible alteration to the gate/access at Moss Lane Playing Fields

The following response has been received from Wyre Council.

Under Schedule 2 of the Town and Country Planning (General Permitted Development) Order 2015 (as amended) permitted development does not allow for the alterations to an access to a highway that is a classified road. As Moss Lane is a classified road (Classified as 'C') then it is considered that it would be necessary to apply for planning permission.

Should you wish to confirm the above it would be necessary to submit a Certificate of Lawfulness.

090(2023-24) Project Reports

None received.

091(2023-24) Outside body representatives

None received.

092(2023-24) Mayor's engagements

[Mayor's blog for July](#)

Appendix

Payments

12 July 2023 (2023 - 2024)

Garstang Town Council PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
59	Office Expenses - Ph	17/07/2023		Unity Trust Bank		Mobile phone	Vodafone	S	11.43	2.29	13.72
61	Internal Comms - Tea	17/07/2023		Lloyds Bank		Subscription charges	Microsoft	S	54.00	10.80	64.80
62	Office Internet	17/07/2023		Unity Trust Bank		Mobile wi-fi	3 Three	Z	9.91		9.91
63	Civic Expenses	17/07/2023		Unity Trust Bank		Trophies and Engraving	S Carr & Son Limited	S	120.00	24.00	144.00
63	Annual Town Meetin	17/07/2023		Unity Trust Bank		Trophies and Engraving	S Carr & Son Limited	S	187.56	37.51	225.07
63	Annual Town Meetin	17/07/2023		Unity Trust Bank		Trophies and Engraving	S Carr & Son Limited	S	33.35	6.67	40.02
65	Office Accommodatio	17/07/2023		Lloyds Bank		Meeting & refreshments	Booths	S	4.71	0.94	5.65
66	Amenities	17/07/2023	198b(2022-2	Unity Trust Bank		Clr Pearson Reimbursen	Houghtons	S	14.95	2.99	17.94
67	Office Expenses - Ph	17/07/2023		Unity Trust Bank		Disposal confidential wa	C & G Recycling Limited	S	7.50	1.50	9.00

Committees

The Finance and Amenities Committee

The Committee will comprise 6 members

The quorum of the committee shall be 3 members

	Councillor
1.	Allan
2.	Atkinson
3.	Dyer
4.	Rogers
5.	
6.	
ex-officio	Pearson
ex-officio	Halford

The Personnel Committee will comprise 6 members

The quorum of the committee shall be 3 members

	Councillor
1.	Allard
2.	Atkinson
3.	Brooks
4.	Dyer
5.	Perkins
6.	Webster
ex-officio	Pearson
ex-officio	Halford

The Planning Committee will comprise 6 members

The Quorum of the committee shall be 3 members

	Councillor
1.	Allan
2.	Allard
3.	Perkins
4.	Webster
5.	
6.	
ex-officio	Pearson
ex-officio	Halford

Seniority List

Garstang Town Council Councillors in Office

Office of the Town Mayor and Deputy Mayor		
Councillor	Joined	Mayor
Halford	11 April 2007	2008-09 Deputy Mayor 2023-2023
Webster	15 February 2016	2019-2020, 2020 - 2021
Brooks	20 February 2017	Declined Deputy Mayor 18/5/2020 and 15/2/2021
Allan	16 October 2017	2021-2022
Pearson	16 September 2019	2023 – 2024
Atkinson	27 July 2020	Declined deputy Mayor 19/6/2023
Dyer	25 July 2022	
Raymond Allard	11 May 2023	
Sandra Perkins	11 May 2023	2012-13
Mark Rogers	17 July 2023	