



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

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Full Council Meeting, 21st August 2023 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 21 August 2023, 7.30pm.

Present

Chairman; Councillor Pearson

Councillors present: Allan, Atkinson, Dyer, Pearson, Rogers, Perkins and Webster.

Also present: Town Clerk, Edwina Parry, County Councillor Turner, Wyre Councillors Dulcie Atkins and Robert Atkins, PC Sanderson (part), and PCSO Creighton (part).

93(2023-24) Apologies for absence

Councillors Allard, Brooks and Halford

94(2023-24) Declaration of Interests and Dispensations

106(2023-24) and 107(2023-24), Councillor Perkins declared an 'other interest'.

95(2023-24) Public participation

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

The police reported that only minor incidents had been reported in the town.

Wyre Councillor Robert Atkins spoke about:

- a) the number of Turkish barbers in the town.
- b) That a sub-committee was established by the Overview and Scrutiny Committee at their meeting on 12 June 2023. The Climate Change Overview and Scrutiny sub-committee will undertake scrutiny, pertaining to climate change matters effecting the borough of Wyre.
- c) The sports and social club was now a limited company (Garstang Community Sports Club Ltd). He was the Wyre appointed liaison Councillor.
- d) He asked the police for an update on activities at Fowler Hill Wood/Layby

Wyre Councillor Dulcie Atkins said that there would be a ward walk before Garstang's ward walk, with Nateby and Cabus parish council's.

County Councillor Turner reported that the new Bowgreave care home was now open and that residents had moved in.

The meeting was reconvened.

96(2023-24) Mayor Announcements

Councillor Pearson announced:

- i. That he had attended Garstang Show, the Memory café canal boat trip and Civic Sunday
- ii. That VJ day, the end of World War 2, had been observed with the raising of the flag at Kepple Lane Park.
- iii. A forthcoming charity event 'A Traditional Sunday Tea' was to take place on Sunday 3rd September, 4-7pm, at Garstang Arts Centre.
- iv. The Council approved Talking Café's first meeting would be held fortnightly from Thursday, 19th September at the Arts Centre, 2.00 – 4.00pm. The Clerk was asked to notify Wyre Council of the event.

97(2023-24) Minutes of the last meeting

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

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

98(2023-24) Finance payments

Councillors approved the following payments:

Reference	Description	Amount
Voucher 73 & 74	Payroll (figures provided by Towers + Gornall) To be paid electronically on 25/08/2023, 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	£3,078.81
Voucher 76	LCC Pension; July	£1,140.44
Vouchers 75, 77 - 83	As detailed in the Appendix	

99(2023-24) Christmas Lights, Councillor Atkinson

Resolved:

- a) The Council approved the arrangements, as proposed in the background agenda information, relating to the 'Switch on' event which would take place on the 27th November 2023.
- b) The Council approved that any further decisions within the scope of the Garstang Christmas Lights Management Report, up to limits detailed in Financial Regulations, be delegated to the Clerk, in consultation with the Christmas Lights Working Group.
- c) The third proposal was withdrawn from Councillor Atkinson as this was covered in the later agenda item, Action Plan.

100(2023-24) Lancashire County Council (LCC), Local Delivery Scheme 2023-24

The Council noted that the Lancashire County Council Public Rights of Way - Local Delivery Scheme is continuing this year. The County Council has decided to continue to offer the grant at £500.00 per organisation - the scheme includes

vegetation clearance. This year they are again offering a biodiversity grant. An annual lump sum payment of £300.00 per organisation; the monies are to be used towards local biodiversity-related projects.

Resolved:

That the Council applies to 'opt into' both the Public Rights of Way - Local Delivery Scheme and biodiversity grants.

101(2023-24) Finance Committee recommendations to Full Council

The Council noted that the Finance Committee had met on 11 July 2023. The Town Council considered the recommendations of the Committee.

Resolved:

- a) That as part of the transition to Scribe, approximately £1,000 to be taken out of general reserves; to make the 'calculation transfer' to enable Scribe to be accountable compatible.
- b) The Council approved the following transfers of EMR.

Ear marked reserve	Value	Action
EMR Queen's Platinum Jubilee	£203.70	Transfer to general reserves
Young Mayor charity monies	£662.20	To be transferred to Garstang in Bloom monies (minute reference 08(2020-21)Young Mayor Declan report; 4th November 2020 Minutes

- c) The Council approved the amendment to 2.2 Financial regulations whereby 'a non-Unity Trust Bank approved signatory member sign a verification form confirming that they have reviewed the reconciliations and the original bank statements (via Teams)'.

102(2023-24) Personnel Committee recommendations to Full Council

The Council noted that the Personnel Committee had met on 31 July 2023. The Town Council considered the recommendations of the Committee.

Resolved:

- a) Equality and Diversity Policy
The Council approved the reviewed and updated Equality and Diversity Policy.
- b) Health and Safety Policy
The Council approved the reviewed and updated Health and Safety Policy.
- c) Appraisals
The Council approved that the management support team for the Clerk, carry out the Clerk's appraisal. The Chair of Personnel to lead the appraisal. The Council further resolved that there is a 6 month appraisal review with employees and incorporated into standing orders and added to the Committee Terms of Reference and Scheme of Delegation.

The Council approved that the Clerk and Councillor Pearson carry out the Lengthsman's appraisal.

The Council **further resolved** that the Personnel Committee meeting on 6 September 2023, considers that the Mayor for the Civic Year provides a report to each employees annual appraisal, and that point 19c of standing orders would need to be amended accordingly.

103(2023-24) To appoint Councillor Rogers onto the Personnel Committee

Resolved: That Councillor Rogers is appointed onto the Personnel Committee.

104(2023-24) Action plan, Councillor Pearson

The Council considered the Action plan (circulated on teams) which determined the priority of Town Council projects, as prepared by Councillors Allan and Pearson and the Clerk.

Resolved: The Council approved the Action plan, with a few amendments. The Council further resolved that the Clerk update the plan in consultation with Councillors Pearson and Allan and submit to Full Council quarterly (July, October, January and April) for review and approval.

105(2023-24) Emergency Plan

Councillor Pearson tabled Councillor Brooks agenda item in his absence. The proposal was to establish a Working Group to formulate an Emergency Plan to present to the Council in December 2023 to link with neighbouring parishes, Wyre Council's already established work plans, the National Health Service, the Police Fire and Rescue service to deal with flooding, major transport incidents and the unexpected drawing on the infrastructure already in our Town.

Resolved: The Council agreed that an Emergency Plan would not be pursued, as it was known that the Police, Local Government, Environment Agency etc have their own procedures for dealing with emergencies. Instead the Council agreed to collate a list for the Town Council website and Green Focus magazine, by December 2023, whereby an information and a signposting piece of work be carried out.

The Town Council approved that the Pinch Point On High Street and Old Council Office Building agenda items be brought forward next.

106(2023-24) Pinch Point On High Street

Councillor Perkins proposed that the Council liaise with Highways to try to resolve the issue of indiscriminate parking resulting in holdups to through traffic. Traffic flow is increasing, along the High Street, and holdups are more frequent. Public transport drivers are sometimes held up for five minutes and more while the driver of the obstruction is located. Those parking are not always disabled drivers but even the disabled create problems.

Resolved: That the Town Council write to County Councillor Turner and Lancashire County Council officers, about the problems of cars parking at pinch points along the High Street.

107(2023-24) Old Council Office Building

Councillor Perkins reported that when development took place at the old building, the façade was supposed to be replaced as the original building.

Resolved: The Clerk write to the Planning Inspector and Building Control Officers at Wyre Council and ask them to inspect the work and why the building has been approved and signed off when the cement/mortar that is disfiguring the façade needs to be cleaned off.

108(2023-24) Conservation areas

Councillor Pearson tabled Councillor Brooks agenda item in his absence. Discussion took place on the Conservation Plan, as defined by Wyre Council. Councillor Allen highlighted Planning Committee resolution 006(2023-24) Wyre Planning Policy - Local Validation Checklist Consultation.

Resolved: That the lack of adherence to Conservation Plan policy be Wyre Council be addressed at the Wyre Council, Chief executives meeting with Garstang Town Council engagement on 26 September 2023.

109(2023-24) Autumn Tidy Up and Bulb Planting

Resolved: The Town Council support and publicise the Autumn Tidy Up and Bulb on Saturday the 16th of September 10.00 -12.00 noon.

110(2023-24) Allotment Working Party

The Council was asked to approve between £250 and an upper limit (to be discussed at the meeting) for a solicitor to look at the tenancy agreement and advise the Council about accessing the site. Background information has been circulated on Teams. The Clerk had received updated information from SLCC that day.

Resolved: In light of advice received from SLCC, the item be deferred.

111(2023-24) Amendment to the Seniority List

Resolved : To resolve that the Seniority List be amended to show Councillor Websters Mayoral years as 2019-2021, and that the two mayoral terms shall be treated as one term.

112(2023-24) Wyre Council Engagement, Councillor Atkinson

The Council discussed the proposed Wyre Council engagement meeting planned for the 26th September.

Resolved: The Town Council approved the following:

- a) The time is to be a mutually agreeable time to be agreed between the Town Council and Wyre Council
- b) The Town council proposes that a decision on the frequency of these engagements should be made after the first session on the 26th September
- c) Town Council attendees to be the Mayor, Deputy Mayor and Councillor Rogers) and the Town Clerk
- d) Wyre Council would usually be the 3 ward councillors, the Chief Executive, the Leader of the Council and up to 2 other offices as appropriate for the topics to be discussed.

- e) The engagement will roughly consist of a 30 minute to 1 hour walk around of the Town Centre, followed by a 1 hour discussion within the Library Meeting Room (or other suitable location).
- f) During the 1 hour sit down discussion the town council will table 3 major topics for discussion, and Wyre council will table 1 topic for discussion (or alternative to be agreed – authority delegated to the Clerk in consultation with the Mayor).
- g) The topics for the engagement on the 26th September will be:
 - o Section 106 and CIL (information to be prepared by Councillor Webster)
 - o Community Assets, Infrastructure, and Investment (information to be prepared by Councillor Atkinson)
 - o Conservation Area Plan (information to be prepared by Councillor Pearson)

113(2023-24) Barnacre Solar Farm, Garstang

The Clerk had received correspondence relating to the above.

Resolved: The Council asked the Clerk to thank the correspondent for the information and **further resolved** not to respond until they received formal notification.

114(2023-24) Flooding in Garstang

The Clerk has received correspondence relating to the above.

Resolved: The Council asked the Clerk to thank the correspondent for the information and that there is close liaison with the County Councillor, Wyre Councillors and Flood forum representatives and signpost the correspondent to these representatives.

115(2023-24) Items for Next 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 **18 September 2023 by notifying the Clerk by 10 September 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: 10.05pm

For Information Only

116(2023-24) Clerk's Report

a) **Temporary road closure - Bridge Street, Garstang**

There will be temporary road closure on Bridge Street, Garstang on 22nd September 2023 until 27 September 2023 to enable a safe working zone for the engineer to work on the underground structure to be carried out by BT Openreach.

The traffic order details the temporarily prohibition of traffic as follows:

- i. No person shall cause any motor vehicle to proceed over that length of Bridge Street, Garstang from its junction with Church Street to number 2b Bridge Street.
- ii. Nothing in this Order shall apply to persons engaged in the carrying out of the works.
- iii. The prohibition will be operative daily from 0930 hours to 1530 hours on Friday 22nd September 2023 until Wednesday 27th September 2023 or until completion of the works within this period. Access will be maintained whenever and wherever possible.
- iv. An alternative route for vehicular traffic affected by the closure is via: Park Hill Road – Church Street

b) **Bus Service Changes For September 2023**

Service 40/41 Lancaster – Garstang – Preston (Stagecoach Leaflet)

From 3 September 2023 Stagecoach will revise the timetable, adjusting the afternoon 1515 journey from Ripley St.Thomas School to depart at 1520 and operate 5 minutes later throughout due the change of school finish times.

Service 42 Lancaster – Garstang – Blackpool (Stagecoach Leaflet)

From 3 September 2023 Stagecoach will revise the timetable, adjusting the afternoon 1513 journey from Ripley St.Thomas School to depart at 1518 and operate 5 minutes later throughout due the change of school finish times.

c) **The King's Award For Voluntary Service - Final Call For Nominations**

The newly installed Lord-Lieutenant of Lancashire, Amanda Parker JP, today made a final call for Lancashire residents to nominate outstanding voluntary groups in their area for the 2024 King's Award for Voluntary Service before this year's 15 September deadline.

This prestigious UK National Honour, which has the equivalent status to the MBE, recognises the exceptional contribution made to local communities by groups voluntarily devoting their time for the benefit of others.

Although the window for 2024 nominations has been open since June, there is still time to submit a nomination before the closing date of 15 September. Nominations can be made by visiting <https://KAVS.dcms.gov.uk/>

Mr Terry Hephrun, Deputy Lieutenant and Chairman of the Lancashire King's Award for Voluntary Service Advisory Panel, said: "I was delighted to see Lancashire have a good number of nominations for the 2023 Awards; the results of which will be known when the national announcements are made on The King's birthday, 14 November. The Lancashire Panel has been working hard to sustain that momentum for next year.

"The Award recognises excellence in volunteering and previous awardees are great examples of the strong voluntary sector we have in Lancashire. In the twenty years since it was created by Her Majesty to mark the occasion of her Golden Jubilee in 2002, 83 groups from Lancashire have received The Queen's Award for Voluntary Service. The Queen's Award became The King's Award in 2022.

"Past winners report that receiving the Award has enhanced their reputation, encouraged pride in their volunteers, helped with recruitment and even made a difference to fundraising."

117(2023-24) Project Reports

None received.

118(2023-24) Outside body representatives

a) LALC – Wyre Area Committee – Councillor Perkins

Presentation by Tom Myercough from Wyre Rivers Trust and environmental charity entitled 'How can natural processes be used to create a more resilient river?' The group hope to bring rivers to the forefront of peoples thinking. Their work has already seen the reintroduction of Atlantic Salmon, European Smelt and Curlews, Salt Marshes, Peatland and Hay Meadows. They are actively involved in flood management and erosion, woodland creation, fish passage, fisheries monitoring, beach cleans, farm infrastructure improvement, education programmes and engagements events. Further information available online at theriverstrust.org - Wyre Catchment Project.

Rebecca Huddleston Chief Executive of Wyre Council was the next to speak. She reported that

- i) The Climate Change Action Plan would be in place by the end of the year
- ii) £177,00 had been received for a consultation into lowering carbon emissions in buildings
- iii) Working with the Environment Agency to protect 11,000 homes from coastal flooding
- iv) The council were awaiting Government permissions for planning reforms
- v) Health and Wellbeing – increasing indoor leisure facilities and bringing up to standard those in use
- vi) Household Support Funding – see website

- vii) Community Safety – police were targeting antisocial behaviour hotspots with extra police being deployed Thursday to Sunday in Fleetwood. This did not mean more police but present officers working overtime.
- viii) There is a Transport Study open to consultation
- ix) There had been a Garstang Town Centre study
- x) Fleetwood Market had been renovated with emphasis on decarbonisation
- xi) There has been five Parks Green Flag awards
- xii) There has been a further discharge of raw sewerage into the sea at Fleetwood which is being addressed by United Utilities

Police Report

- i) officer in attendance urged the group to encourage the reporting of any incident directly to the police rather than using social media.
- ii) Operation Centurian has been adopted (see police website) The training of new officers is taking place.
- iii) There is funding in place for the security of churches and the officer would be making contact with all those in our area

John Ashurst was then introduced he is the new LALC Area Support Officer for the 12 Area Committees

Partnership Board update was given by Jan Finch. Carers Group in partnership with Garstang Medical Centre had held its first meeting and had been well attended. Canals and Rivers Trust were now engaged with the partnership.

Alan Pearson informed the meeting about the Talking Café starting at the Arts Centre on 19th September

119(2023-24) Mayor's engagements

Garstang Show	5 August 2023
Civic Sunday	6 August 2023
Memory café canal outing	11 August
VJ Day	15 August 2023

Mayors Charity 'A Traditional Sunday Tea'

Sunday, 3rd September, 4.00 – 7.00pm, Garstang Arts Centre.

Talking café 19 September 2023, 2.00 - 4.00pm, Garstang Arts Centre

Garstang & District Heritage society, Local Heritage Day

9 September 2023

Appendix

Item 6 – Approved payments

Voucher No	Date	Net	VAT	Total	Description	Supplier	Bank
75	21/08/23	11.43	2.29	13.72	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
77	21/08/23	54.00	10.80	64.80	Subscription charges	Microsoft (Microsoft)	Lloyds Bank
78	21/08/23	186.75	37.35	224.10	Preparation of payroll	Towers+Gornall	Unity Trust Bank
79	21/08/23	177.00	0.00	177.00	room hire	LCC (Lancashire County Council)	Unity Trust Bank
80	21/08/23	30.00	0.00	30.00	Annual membership	The Ancient & Honourable Guild of Town Criers (AHGTC)	Unity Trust Bank
81	21/08/23	99.99	20.00	119.99	Premium Hosting	Cloud Next Limited	Lloyds Bank
82	21/08/23	108.50	0.00	108.50	room hire	LCC (Lancashire County Council)	Unity Trust Bank
83	21/08/23	62.50	12.50	75.00	Lengthsman PPE	Veltuff Real workwear	Lloyds Bank

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