



Garstang Town Council

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Garstang Scout and Guide
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Full Council Meeting, 18th September 2023 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 18 September 2023, 7.30pm.

Present

Chairman; Councillor Pearson

Councillors present: Allard, Dyer, Halford, Pearson, Rogers, Perkins and Webster.

Also present: Town Clerk, Edwina Parry, Wyre Councillor Dulcie Atkins, Sgt Lister (part) and PCSO Creighton (part) and 2 members of the public (part)

120(2023-24) Apologies for absence

Councillors Allan, Atkinson and Brooks.

Wyre Councillors Robert Atkins and Alice Collinson and County Councillor Turner

121(2023-24) Declaration of Interests and Dispensations

140(2023-24) Councillor Rogers declared an 'other interest'. He has a personal interest relating to any proposed zebra crossing along the High Street

122(2023-24) Public participation

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

The police reported that there was few incidents in Garstang. Anti-social behaviour had been reported at Kepple Lane Park. PCSO Creighton and the Clerk were working together to address the issues occurring by the steel containers, which were affecting the local residents.

Councillors rose issues relating to drug use in the High Street and jumping from the bridge/United Utilities containers into the river intake.

Wyre Councillor Dulcie Atkins provided an outline of the itinerary for the Wyre walkabout on 26th September 2023. The Clerk asked for a copy of the itinerary so that the library could be booked.

The police and Wyre Councillor Dulcie Atkins left the meeting.

The meeting was reconvened.

123(2023-24) Mayor Announcements

Councillor Pearson announced:

- i. That the recent mayors Tea Party had been a success. The Mayors fundraising monies totalled around £1,650.
- ii. That tomorrow was the Town Council Talking café event, at the Arts Centre, 2.00 - 4.00pm.

124(2023-24) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 21 August 2023.

Resolved: The minutes of the meeting held on 21 August 2023 were confirmed and signed as a true record.

The meeting was adjourned to allow members of the public to speak on the application for a grant by Creative Calm.

The meeting was reconvened.

125(2023-24) Application for a Grant, Creative Calm, Garstang

Resolved: The Town Council resolved to grant £1,000 to Creative Calm's new venture. The monies would be used for materials to provide varied arts and crafts activities each week with varying themes. This would allow participants exposure to a wide range of arts and craft activities; many of these will be mindful activities. The payment to be allocated to code 47 Grants.

126(2023-24) Finance payments

Councillors approved the payments as detailed in the Appendix.

127(2023-24) Completion of the limited assurance review for the year ended 31 March 2023

The Council noted that PKF Littlejohn LLP had completed their review of the Annual Governance & Accountability Return (AGAR) for the year ended 31 March 2023.

The External auditor's limited assurance opinion 2022/23, detailed:
Except for the matters reported below, on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

The AGAR was not accurately completed before submission for review. Please ensure that amendments are corrected in the prior year comparatives when completing next year's AGAR.:

- Section 2, Box 4 incorrectly includes items which are not staff costs as defined in the Joint Panel on Accountability and Governance Practitioners' Guide. Please note that Box 4 should comprise payments made in relation to the employment of staff including only gross salary, employers' national insurance contributions, employers' pension contributions, gratuities for employees or former employees and severance or terminations payments to employees. Employment expenses which are benefits (mileage, travel, etc.) and items of reimbursement of expenses for postage, stationery or other outlays made on

behalf of the smaller authority are not staff costs for the purpose of completion of the AGAR in accordance with proper practice. The figures in Section 2, Boxes 4 and 6 should read £59,050 and £39,630 respectively.

Resolved: The Council resolved that figures in Section 2, Boxes 4 and 6 should read £59,050 and £39,630 respectively and are corrected in the prior year comparatives when completing next year's AGAR. The Council **further resolved** that points a) to d) are enacted by the RFO.

- a) Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements.
- b) Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- c) Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- d) Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

128(2023-24) Two Town Council vacancies

The Town Council noted that they were required to co-opt two new town councillors.

Resolved: The Council approved the following timescale to co-opt two new town councillors.

Date	Action
up to Friday 17/11/2023	Advertise vacancies; Focus magazine, Library, website, GTC Facebook, shared with Your Garstang detailing interview date of Wednesday 29 November 2023.
Sunday 19/11/2023	17.00 deadline for applications
Thursday 23/11/2023	Publish agenda for extraordinary council meeting to be held on Wednesday 29/11/2023 to consider Councillor vacancies.
Wednesday 29/11/2023	Extraordinary council meeting 19.30

129(2023-24) Garstang Victorian Christmas Festival 2023, Councillor Pearson

The Council noted that this year's Garstang Victorian Christmas Festival 2023 takes place on the same evening as December's Council meeting; 4/12/2023.

Resolved: That the Town Council meeting is rescheduled from Monday 4/12/2023 to Monday 11/12/2023.

130(2023-24) Greater Garstang Partnership Board (GGPB), Councillor Webster

The Council discussed the Greater Garstang Partnership Board.

Resolved: That the subject 'Greater Garstang Partnership Board' be a standing monthly agenda item in the main part on the agenda and that a report is prepared by the Town Council representatives, for discussion, so that Councillors can ask any questions and discuss issues relating to the GGPB.

131(2023-24) Parish and Town Council Conference Saturday 4 November 2023, followed by LALC (Lancashire Association of Local councils) AGM
Resolved: That Councillors Pearson and Allard attend the Parish and Town Council Conference and LALC (Lancashire Association of Local councils) AGM on 4/11/2023.

132(2023-24) Changes to the Personnel Committee, Councillor Webster
Resolved: The Council accepted Councillor Webster's request to stand down from the Personnel Committee.

133(2023-24) Amendment to Flag Flying Policy, Councillor Pearson
Resolved: The Council approved that the following additional dates, be incorporated at 1.5 on the [Town Council's approved flag policy](#)

- i) Victory in Europe Day (VE Day); 8 May
- ii) Victory over Japan Day (VJ Day); 15 August
- iii) Armed forces Day
- iv) Armistice Day 11 November

134(2023-24) UKSPF Grant Agreement, Councillors Allan and Dyer
Resolved: The Town Council delegated to the Clerk, in consultation with the Mayor and Councillors Dyer and Allan, to review and agree the UKSPF Grant Agreement document with Wyre Council.

135(2023-24) Awards system, Councillor Brooks
Resolved: The Town Council agreed to discuss the Awards system with the Committees of Events where competition is involved. The system of Awards / Certificates of Merit would be for entrants to competitions in the Town. These would be the Mayor's Award for an individual competitor which worthy of special note as judged by the Mayor during the event. The events are Plein Air competition organised by the Arts Centre, Children's Festival and the Scarecrow Festival.

136(2023-24) Garstang Rural District Council chain, letter of transfer from Wyre Council, Councillor Perkins
Resolved: The Town Council ratified the transfer of the Garstang Rural District Council chain from Wyre Council to Garstang Town Council and agreed to taking full and permanent custody of the chain.

137(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 16 October 2023 by notifying the Clerk by 8 October 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: 9.20pm

For Information Only

138(2023-24) Clerk's Report

a) **Garstang Conservation Area Appraisal and Management plans**

The Clerk has been informed of the following on 23/08/2023.

The Town Council may be interested to know that the re-appraisal of Garstang Conservation Area and formulation of a management plan thereof is currently in progress. The Council has employed consultants, Growth Lancashire, to undertake this work together with that for all the other conservation areas in Wyre except Fleetwood. Work has now commenced and the plan is to have the documents ready for adoption by June 2025. There will be opportunity for comments to be made on the draft documents in advance of that date.

I will let you know when the period of consultation is to commence, however this is likely to not be until the spring of 2025.

In the meantime if you or the Town Council have any questions about this matter please do not hesitate to contact me.

Planning Policy & Economic Development
Wyre Council

b) **Garstang Victorian Christmas Festival 2023**

On behalf of the Garstang Chamber of Trade, I would like to invite the Mayor, Mayoress and the Town Crier to the Garstang Victorian Christmas Festival on Monday 4th and Tuesday 5th December from 6pm to 9pm. The Mayor of Wyre together with her consort has also been invited to attend.

The Festival Committee would also be delighted if they, and other members of the town council, would join us in our small parade at 6pm each evening and would appreciate it if they could dress in Victorian/old-fashioned costume to add to the atmosphere of the event as many have done in the past.

c) **Wyre Council Housing stock**

The Council transferred all its houses to Wyre Housing Association, which is a separate organisation independent of the Council. Wyre Housing Association is now part of the Regenda Group.

If you have any questions about housing or tenancy matters you can contact the [Housing Association](#) .

A new way [to find a home to rent in Blackpool, Fylde and Wyre](#): Three councils and six housing organisations have joined together to create a simpler application system. Previously separate applications had to be made to each organisation, but now those seeking a new home in the area will have to fill in just one application form to register their interest, it replaces all the organisations' existing housing application systems in the Fylde coast area

139(2023-24) Project Reports

None received.

140(2023-24) Outside body representatives

a) Garstang Partnership Board, Councillor Pearson

Meeting Tuesday 5th of September, 2023

1. The first major item was the restructuring of the 'Board' it was felt that many strings within the structure were now under-utilised and so a simpler structure with fewer people being called upon to each meeting was proposed. This was accepted but it was agreed that those people who had specific skills could be contacted if a project requiring their skills was to emerge - this was unanimously accepted.

2. Town Centre Study - Parking - a report was published stating that following observations there was currently adequate parking within the Town - these conclusions were rejected by the Councillors involved because disabled bays and electric charging points were included in the total, but were not available to all drivers thus the car parks could be seen to be only 85% used when all the general spaces were actually full. There was no indication of what might happen in the future, no comments on large events and no consideration for parking coaches which would bring added footfall. Your representatives have asked for the above to be considered.

3. The Town Centre Study - High Street we are awaiting the results of the study on the High Street to include such matters as High Street parking, the pinch point, shared space and a zebra crossing - it did come to our notice that one party had had a discussion with the consultants when they were in town and the proposed siting of the zebra crossing had been discussed - Your representatives found the fact that they had not been consulted embarrassing and have written to the various officers at Wyre who are involved to complain.

4. Rural Funding - Tourism related - a number of business's have applied for funding and these are currently being studied prior to invitation to apply

5. Rural Funding - Business again facilities grants are being considered from various applicants

The full minutes will be available in due course but this report includes the actions of your Representatives as well

141(2023-24) Mayor's engagements

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 – Payments

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

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank
100	18.09.2023	£8.26	£1.65	£9.91		Mobile wi-fi	3 Three	Unity Trust Bank
99	18.09.2023	£40.00	£0.00	£40.00		Annual data protection fee	Information Commissioner's Office	Unity Trust Bank
98	18.09.2023	£24.00	£0.00	£24.00		room hire	Garstang St Thomas' Parish and Community Hall	Unity Trust Bank
97	18.09.2023	£420.00	£84.00	£504.00		Annual Governance & Accountability Return	PKF Littlejohn LLP	Unity Trust Bank
96	18.09.2023	£90.00	£18.00	£108.00		Training	SLCC Enterprises Ltd	Unity Trust Bank
95	18.09.2023	£43.77	£8.76	£52.53		Repair Lengthsman machines	MOWERPOWER LTD	Unity Trust Bank
91	18.09.2023	£7.33	£1.47	£8.80		Meeting & refreshments	Booths	Unity Trust Bank
90	31.08.2023	£9.91	£0.00	£9.91	31.08.2023	Mobile wi-fi	3 Three	Unity Trust Bank
89	18.09.2023	£1,140.44	£0.00	£1,140.44		Pension	LCC (Lancashire County Council)	Royal Bank of Scotland
88	18.09.2023	£11.43	£2.29	£13.72		Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
86 & 87	18.09.2023	£3,111.31				Salaries - To be paid electronically on 26/09/2023. Clerk: LC2 range SCP 19-32),Lengthsman: scale point SCP 1-4 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'.	Clerk & Lengthsman	Unity Trust Bank

Payments made in between meetings as per Financial regulations 4.1.

Voucher No	Date	Net	VAT	Total	Cashed Date	Description	Supplier	Bank
101	07.09.2023	£0.00	£0.00	112.00		Garstang & Rural District chain	Zurich (Zurich Municipal)	Unity Trust Bank
92	13.08.2023	£132.00	£26.40	£158.40	31.08.2023	Subscription charges	Wix.com	Lloyds Bank

