



# Garstang Town Council

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Garstang Scout and Guide  
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Garstang  
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## Full Council Meeting, 16<sup>th</sup> October 2023 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 16 October 2023, 7.30pm.

### **Present**

Chairman; Councillor Pearson

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

Also present: Town Clerk, Edwina Parry, Wyre Councillor Alice Colinson(part), County Councillor Turner (part), PCSO Creighton (part) and 4 members of the public (part).

### **142(2023-24) Apologies for absence**

Councillor Brooks.

Wyre Councillors Robert Atkins and Dulcie Atkins.

### **143(2023-24) Declaration of Interests and Dispensations**

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

### **144(2023-24) Public participation**

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

PCSO Creighton reported that a police warrant had been issued for drug dealing in Bridge Street. There had been anti-social behaviour at the Arts Centre, which they were investigating. PC Sanderson was carrying out a Community Road watch this week which would incorporate speeding issues.

Wyre Councillor Alice Colinson said that the new Chief Executive and the new Leader were getting up to speed in their new roles.

Councillors asked her to seek additional funding from Wyre Council to the Town Council, for the Christmas Lights. The Town Council thanked her and Wyre Councillors Robert Atkins and Dulcie Atkins for attending the annual walkabout of Garstang on 26/9/2023.

County Councillor Turner spoke about the new forthcoming road closure at Bridge Street to facilitate BT utility works. The work is scheduled for week beginning 20/11/2023. Businesses and residents have received leaflets about the work.

The Lancashire Environmental Fund (LEF) was discussed. Would any monies be available to look at the drainage issues on Moss Lane Park?

The Council resolved to suspend standing orders at point 3e to allow members of the public to raise an issue that was not detailed on the agenda.

A member of the public spoke on behalf of the local residents of 'The Moorings'. There are 19 houses, 12 apartments and The Moorings Supported Living unit along The Moorings. There were a number of highway issues relating to 'double' parking, only one side of the road having a footway and sight lines. These issues were causing problems for refuse wagons and emergency vehicles. They asked if the Council would support and investigate their concerns.

As the issues raised related to the Highway Authority, Lancashire County Council, County Councillor Turner asked for all the information relating to the issues to be sent to him. He would then follow up the concerns with the resident.

The meeting was reconvened.

#### **145(2023-24) Mayor Announcements**

Councillor Pearson announced:

- i. That he had attended the recent celebratory event of the 210<sup>th</sup> Garstang Show Anniversary Dinner.
- ii. The results of Garstang in Bloom would be announced on Thursday 19/10/2023.
- iii. He spoke about the grass cutting on Moss Lane Park by Wyre Council and the good rapport that he had with the team, as the Chairman of Garstang In Bloom.
- iv. He had attended the musical production of 'Oliver'; a brilliant performance.
- v. He had attended the recent Armed Forces & Veterans Breakfast Club breakfast.
- vi. He would attend the Claughton Armistice Commemoration on 11/11/2023.

#### **146(2023-24) Minutes of the last meeting**

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 18 September 2023.

**Resolved:** The minutes of the meeting held on 18 September 2023 were confirmed and signed as a true record.

#### **147(2023-24) Finance payments**

Councillors approved the payments as detailed in the Appendix.

#### **148(2023-24) Precept/Budget 2024/2025, Councillor Atkinson and RFO**

Councillor Atkinson explained that the Finance Committee would meet on 31 October 2023 to discuss the budget for 2024/2025. Councillors were asked to provide projects and associated finance requirements/budgets (based on estimates obtained) so that they may be included in next year's precept.

**Resolved:** Councillors put forward the following projects:

- i. Cherestanc Square – any foreseeable costs relating to the possible Town Council ownership of the Square (non-recurring and annual)
- ii. Refurbishment of the 2 Council Parks; Kepple Lane and Moss Lane.
- iii. Moss Lane Park – works to tackle the drainage issues.
- iv. Garstang Waves project.
- v. Community Events e.g. Switch on of Christmas Lights, celebration of The Olympics 2024.
- vi. Allotments
- vii. Christmas Lights
- viii. Consider increasing the grants budget
- ix. Replacement of assets
- x. Community Hall funding.

**149(2023-24) Action plan, Councillor Pearson**

Councillor Pearson reported that he and the Clerk had reviewed the circulated Action Plan.

**Resolved:** The Council approved the Action Plan, as part of the quarterly review schedule. The Clerk was asked to place the document in the 'Full Council' Teams channel.

**150(2023-24) Transfer of Ownership of Cherestanc Square, Garstang, Councillor Webster**

Full Council considered Councillor Webster's proposal to consider the transfer of Cherestanc Square from Wyre Council to the Town Council. The Council considered the draft 'Heads of Terms' and responses to question raised by Councillors Webster and Allan. Councillors gave their thoughts and opinions. The question was asked if the project could be linked to the GGPB.

**Resolved:** The Town Council agreed in principle to pursue the freehold transfer of Cherestanc Square from Wyre Council to the Town Council, subject to the following further investigation and negotiation of:

- i. the boundary of the asset
- ii. the asset covenant
- iii. a copy the Wyre application forms for applicants to 'use/hold events' on Cherestanc Square
- iv. Legal and surveyor costs

**151(2023-24) King Charles 111 Commemorative Tree Planting ceremony, Councillor Allan**

**Resolved:** The Council approved the King Charles 111 Commemorative Tree Planting ceremony for Tuesday 14/11/2023 at Kepple Lane Park.

The Council **further resolved** to approve a payment of up to £750 for the project (stone/plaque/etc) from code 4705 Amenities and EMR Reserve Contingency (superseded by Scribe 33 Amenities and code 52 Reserves) and delegate authority to the Clerk, for payments and organisation of the event, in consultation with the Mayor, Councillor Pearson and Councillor Allan

**152(2023-24) Greater Garstang Partnership Board, Councillor Pearson**

The following reference documents had been circulated:

Minutes of the meeting held on 05/09/2023 and the Wyre Council walk about on 09/10/2023 meeting notes.

The Council acknowledged receipt of the background papers. Councillor Atkinson gave an update on the Garstang Community Sports and Social Club project and related funding.

**Resolved:** That a copy of the GGPB Town Centre report be circulated to Full Council. The Town Council **further resolved** that the issue of business advertising on the green bollards, in the town centre, be brought back to November's meeting by Councillor Rogers with assistance from Councillor Pearson and background information from the Clerk.

**153(2023-24) Old Council Office Building, Planning enforcement, Councillor Perkins**

The response from Wyre Council, in relation to the façade of the Old Council Office building, was discussed:

'Following advice from our enforcement team and our Conservation Officer, it has been confirmed that no contravention of any planning condition has taken place.

The disfiguring of the brickwork is likely to disappear in time and is sometimes experienced following periods of heavy rainfall, such as we have experienced recently.

Therefore we are unable to enter into any investigations on the issue'.

Councillor Perkins reported that she was not satisfied with the response and explanation from Wyre Council and that the issue required following up.

**Resolved:** The Town Council agreed that the response from Wyre Council was not satisfactory and that the enquiry to Wyre Council should be further pursued. That the Town Council seek support from the Garstang Borough Councillors in following up the concerns of the Town Council. Councillor Perkins to provide the Clerk with photographs which highlighted the concerns of the Council.

**154(2023-24) Creation and Maintenance Of Action Point Register, Councillor Rogers**

Councillor Rogers proposed that a new action point register be created in either MS Excel or MS Word for the full Garstang Town Council monthly meetings. This register to include provision for regular updates to be recorded from within the subsequent monthly meetings until they are closed with an appropriate entry.

The Clerk had circulated the 'Council Resolution sheet' that she recorded Full Council and Committee resolutions on.

**Resolved:** Full Council acknowledged that the existing documentation sufficed and the Clerk was asked to place the document in the 'Full Council' Teams channel. Councillor Rogers was advised to monitor the arrangement and review in 2-3 months, if required.

**155(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 20 November 2023 by notifying the Clerk by 12 November 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: 9.26pm**

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## For Information Only

### 156(2023-24) Clerk's Report

#### a) **Wyre Council, Planning Policy Newsletter, October 2023**

Information relating to:

[Barton neighbourhood plan](#)

[On-Shore Wind Energy - Call for Sites – Wyre Council](#)

#### b) **Standing Orders point 17. Accounts And Accounting Statements**

Due to the recent Annual Leave of the RFO, the requirement at 17c) will be reported at November's Council meeting.

#### c) **Lancashire Fire and Rescue Service**

Welcome to Lancashire Fire and Rescue Service's [first newsletter](#) for key stakeholders and partners. Hot Topics has been created on Microsoft Sway and will be published on quarterly. We will inform you of everything going on in the fire and rescue service in Lancashire, from response to prevention and protection.

This first publication contains news about our Annual Service Report, the upcoming Bright Sparx campaigns, changes to the Fire Safety legislation for businesses which come into effect from 1 October, and more.

### 157(2023-24) Project Reports

Councillor Pearson has provided an update and meeting notes/associated documentation of the Wyre Borough Councillor walkabout held on Tuesday 26/9/23 on Teams

### 158(2023-24) Outside body representatives

None

### 159(2023-24) Mayor's engagements

[Mayor's blog](#)

## 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	P
113	16.10.2023	£106.25	£0.00	£106.25		room hire	LCC (Lancashire County Council)	Unity Trust Bank	
112	16.10.2023	£25.00	£0.00	£25.00		Talking cafe room hire	Garstang Arts Centre	Unity Trust Bank	
111	16.10.2023	£600.00	£120.00	£720.00		Grass cutting cover	J Rob's Ground Maintenance Ltd	Unity Trust Bank	
110	16.10.2023	£84.95	£16.99	£101.94		Repair Lengthsman machines	MOWERPOWER LTD	Unity Trust Bank	
109	16.10.2023	£8.26	£1.65	£9.91		Mobile wi-fi	3 Three	Unity Trust Bank	
108	16.10.2023	£58.80	£11.76	£70.56		Subscription charges	Microsoft (Microsoft)	Lloyds Bank	
107	16.10.2023	£1,140.44	£0.00	£1,140.44		Pension	LCC (Lancashire County Council)	Royal Bank of Scotland	
106	16.10.2023	£11.43	£2.29	£13.72		Mobile phone	Vodafone (Vodafone)	Unity Trust Bank	
105	16.10.2023	£2,351.75	£0.00	£2,351.75		P30	HMRC (HM Revenue & Customs)	Unity Trust Bank	
104	16.10.2023	£68.88	£13.77	£82.65		Materials	C&C Supplies (C&C Supplies Collinson Ltd)	Unity Trust Bank	
Salaries - To be paid electronically on 26/10/2023. 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'.									
102 & 103	16.10.2023	£3,071.94				Clerk and lengthsman		Unity Trust Bank	

Payments requiring approval, without a resolution

114	16.10.2023	£175.00	£35.00	£210.00		Valuation GRDC Chain		S Carr & Son Limited	
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An assumption has been made that the 3<sup>rd</sup> part valuers don't need to see the chain, if they do and we need to send it to them this would cost approximately £24.00

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