



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 15th January 2024 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 15 January 2024, 7.30pm.

Present

Chairman; Councillor Pearson

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

Also present: Town Clerk, Edwina Parry, County Councillor Turner (part), Wyre Councillor Dulcie Atkins (part), and 3 members of the public.

Councillor Dyer resigned from the Council on 8/01/2024.

201(2023-24) Apologies for absence

PCSO Creighton, Wyre Councillor Robert Atkins and Wyre Councillor Alice Collinson.

202(2023-24) Declaration of Interests and Dispensations

214(2023-24) Councillor Webster declared an 'other interest'. She is the Chairman of the Scarecrow Festival Committee.

214(2023-24) Councillor Atkinson declared an 'other interest'. He is a member of the Scarecrow Festival Committee.

212(2023-24) Councillor Atkinson declared an 'other interest'. He is a member of the Garstang Community Sports Club.

203(2023-24) Public participation

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

County Councillor Turner spoke about the recent bus highway improvements on Croston Road. The works had not been approved by Lancashire County Council (LCC) and consequently work had now stopped. Any work on site would be reinstated to its original configuration.

He encouraged the use of reporting highway issues on the 'Love Streets App' on the LCC app. He would follow up the state of the drains and gutters on Windsor Road and south end of Lancaster Road.

Wyre Councillor Dulcie Atkins spoke about an application in the Cabus parish, which had been discussed at Wyre Council Committee. She raised concerns about the high kerbs related to the LCC bus improvements.

A member of the public spoke about speeding issues on Windsor Road. She had raised the issue with the police, who in turn had hoped to raise the issue at this evening's meeting. The current speed limit is 20mph. County Councillor Turner reported that the police will not enforce a 20mph speed limit as they did not have the staff resources to enforce it. He mentioned that there could be an opportunity to make use of the police resource mobile camera in Garstang. The Mayor reported that he would bring an agenda item back to the Council on this issue, on 19 February 2024.

204(2023-24) Announcements

Councillor Pearson announced:

- i. That guest speakers were been arranged for the Talking cafes, where possible.
- ii. Displaying Christmas lights at his home had raised £230 for his Mayoral charity.
- iii. He had attended a recent Armed Forces Breakfast Club meeting. He had enjoyed the pantomime he had been invited to, along with the WRVS Christmas Lunch and the Crafty Diane Art session, that the Town Council had given grant monies to.

205(2023-24) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 11 December 2023.

Resolved: The minutes of the meeting held on 11 December 2023 were confirmed and signed as a true record.

20 November 2023 minutes

The Council noted that there was a typo error in November's minutes, in the main text relating to the budget and precept; minute 167(2023-24). The typo difference is immaterial to decision of the Council as the Clerk/RFO was minuting a Councillor's report. The Council acknowledged the typo and that the Clerk would add a note to November's minutes.

206(2023-24) Finance payments

Resolved: Councillors approved the payments as detailed in the Appendix.

207(2023-24) Precept/Budget 2024/2025, Councillor Atkinson and RFO

- a) The Council considered Councillor Webster's proposal first, before reviewing the recommendations of the Finance Committee.

Resolved: The Council approved that the budget associated with Cherestanc Square (£7,000) for the next financial year be removed, as there is no guarantee that the Council will deliver the project in 2024/25. If the Council did acquire Cherestanc Square in 2024/25, maintenance would have to wait until the next financial year (2025/26), unless external funding is obtained.

- b) The Council discussed the recommendations from the Finance Committee, who had met on 9/01/2024 and noted the changes to the

budget since making their resolution 167(2023-24), on 20 November 2023.

The Council **resolved** the following:

- i) Full Council approved the Draft V0.4 Budget 2024/25. The draft version (V0.4) would become the approved V1.0 Budget 2024/25
- ii) Full Council approved a precept for 2024/25 of £139,325. This is a Band D equivalent of £71.26 (an increase of £10.63 [equates to 17.53%] in comparison to last year's Band D equivalent), as summarised in the table below:

	2023/24	2024/25
Precept	£114,188	£139,325
Tax base	1,883.41	1,955.04
Band D Equivalent	£60.63	£71.26
Change on Previous Year	£7.84	£10.63 (an extra 20 pence/week)
% Change on Previous Year	14.85%	17.53%

- iii) Full Council approved that budget code 59 EMR Greater Garstang Partnership Board (GGPB) that currently has £4,375.61 in reserves is split and that a new EMR is created titled New Community Investment. That the EMR GGPB is reduced to £375.61 and £4,000 be transferred into the new EMR New Community Investment.
- iv) That the 2024/25 precept and budget be communicated to the public by the following means; the Town Council website and Facebook platforms, the library notice board and the Focus magazine. The statement was delegated to the RFO, in consultation with the Chair of the Finance & Amenities Committee.
- v) That the RFO seeks advice from Scribe (Accounts software) about undertaking a 3-year budget, as per Financial Regulations 3.1

208(2023-24) Three Town Council vacancies, Clerk

The Clerk provided an update to minute reference: 197(2023-24), 11/12/2023

- a) The Clerk had received 2 completed application forms for the casual vacancies.
- b) The Mayor had received Councillor Dyer's resignation; the Clerk has informed the Electoral Services & Information Governance Manager at Wyre Council to start the process of filling the casual vacancy.

The Clerk advised the Council of 2 options to fill the vacancies.

Resolved: The Council approved not to consider the 2 applications lodged with the Town Council at an extraordinary meeting in early February 2024 and instead resolved, pending on the outcome of advertising the 3rd casual vacancy

and if an election is not called, advertise the 3 vacancies and hold an extra ordinary meeting in March 2024. The 2 submitted applications on file would be considered at this time. The timeline of advertising the vacancies to be delegated to the Clerk.

209(2023-24) Action Plan, Councillor Pearson

The Council was asked to review the circulated Action Plan, and determine the priority of projects and approve the Action plan.

Resolved: The recommendations of the Action Plan were approved, which included:

- i) Biodiversity within the Town - That this project be removed as it is covered by partnership working with local community groups.
- ii) Town Council awards - That the project's priority is changed to High (January to May).
- iii) Remove the Heraldic Banners project, as there is no budget against the project. (Councillor Allan declared a 'retrospective other interest' on this item as he is a Trustee of the Garstang and Heritage Society.

210(2023-24) Lancashire County Council - Bus Service Improvements Plans

Councillors noted that as part of its Bus Service Improvements Plans, the County Council has developed proposals at several locations in Garstang which are intended to improve bus services within the area. The County Council were seeking any Town Council comments.

Resolved: The Council noted the bus proposals at bus stops along the High Street, Bridge Street, Park Hill Road and Windsor Road.

The Council resolved that the proposal for 'No waiting Monday to Saturday 8am – 6pm should be amended to 'No waiting at Any time'.

There was concern that vehicles could be parked on the west side of the High Street between 6pm and 8am which could block the High Street, as vehicles could park on both sides of the road, and hinder the flow of traffic, especially buses.

211(2023-24) Town Council Surgeries, Clerk

Resolved: The Council resolved that the following Councillors attend the Town Council Surgeries, at the library, 10.00am – 12 noon:

- i) 9th March 2024 Councillors Pearson, Perkins and Rogers
- ii) 11th May 2024 Councillors Atkinson and Webster.

212(2023-24) Greater Garstang Partnership Board, Councillor Pearson

The Council noted that the last meeting was held on 9/1/2024.

Three updates had been reported in the Agenda Appendix relating to Wyre Council CCTV, Garstang, Sports and Social Club development and Garstang Waves.

213(2023-24) Legend Fires North West Stages 2024, Councillor Allan

Resolved: That Garstang Town Council host the Legend Fires North West Stages 2024 event on Friday 22nd March 2024 and the Finish on Saturday 23rd March 2024. The Council **further resolved** to promote and support the event with suitable entertainment and facilities with delegation for all payments

to the Clerk, in line with financial regs 4.1. The costs incurred by Town Council to come from budget code 48 which provides for £1,000.

Councillor Brooks left the meeting.

214(2023-24) Application to use Moss Lane Playing Field, Garstang Scarecrow Festival

Resolved: The Town Council granted permission to Garstang Scarecrow Festival to use Moss Lane Playing Field 5 to 7 July 2024.

215(2023-24) Kepple Lane Park Annual Maintenance 2024, Councillor Atkinson

Resolved: Full Council accepted the recommendation from the Finance Committee, who met on 9/1/2024, and that the Kepple Lane Park Annual Maintenance 2024 requirement is delegated to the RFO in consultation with the Chair of Finance and the Mayor.

The Council noted that any suspension of financial regulations, if required, will be retrospectively reported to February's Town Council meeting.

216(2023-24) Increase limit of payment card from £500 to £1,000, Councillor Atkinson

Resolved: The Council approved an increase to the payment limit from £500 to £1,000 on the payment card and amend Financial regulations at point 6.19 to amend any text detailing 'pre-paid debit card' to 'payment card'.

217(2023-24) Items for next Council monthly 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 **19 February 2024** by notifying the Clerk by **11 February 2024**. 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

For Information Only

218(2023-24) Clerk's Report

a) Local Councils Awards Scheme - Registration / Accreditation Fee Invoice

The next steps are:

1. Check the criteria and application information in [the Local Council Award Scheme guide](#)
2. Put the criteria in place for your chosen award level – the application form might help manage this process. There is no deadline for this, if you would like advice or guidance, please contact your County Association or Lisa Etchell or Beverley Brown at NALC, if your County Association has opted out of the accreditation process.
3. Confirm the required criteria are in place by resolution at a full council meeting
4. Once the above actions have taken place, please notify your local accreditation panel co-ordinator or the National Panel (Applications for National Panel should be sent to lcas@nalc.gov.uk) who is copied into this email and send them your completed application form. NB it is important to provide links to the relevant pages on your website and any further electronic documents required for the award.
5. Applications for the national panel will undergo a triage process before the assessment stage. This involves a light touch look at your application; to see where the application can be improved before it is assessed by the panel. Our colleagues, Judith Mashiter, Debra Platt and Deborah White will be in touch regarding this process.

Following the initial triage, you will receive a triage feedback form and will be provided an opportunity to amend the application.

Your application will then progress to the assessment stage. Once the feedback from panel members is received, this will be collated into a summary report. The report along with the results will be communicated to you by email.

If you submitted your application to the national panel, you will be notified when your application reaches each stage in the process. Usually, you will be notified of the result of your application within 3-4 months of submitting your application.'

Registration Fee invoice should be paid within the 30 day of invoice date and will not be refundable after that date.

Please note that if your application is being access by the National Panel, there will be a final invoice sent for that process, invoice will depend on the size of your council.

b) Provision of Walk-in Health Centre in the Garstang area, Primary and Integrated Neighbourhood Care Team.

Background minute, Full Council, 20 November 2023, 176(2023-24)

Thank you for your email . The current location of health premises is based on historic commissioning decisions made by legacy NHS organisations and we recognise there are differences across the Integrated Care Board (ICB) with regards the services available and the distances patients have to travel. We currently have no specific plans for a walk in centre in Garstang area, however the ICB will be undertaking a piece of work reviewing our integrated urgent care provision in the New Year.

219(2023-24) Councillor Report

None

220(2023-24) Outside body representatives

None received

221(2023-24) Mayor's engagements

December

4th and 5th - Victorian evenings [attended in fancy dress]

8th St Thomas's Church Christmas Tree Festival

14th WRVS Christmas Lunch [with Clerk and Lengthsman]

16th Garstang Theatre Group Pantomime

19th Meeting with concerned Resident [with Clerk and Councillor Allen]

20th Memory Cafe Christmas Party

20th Creative Calm [viewed work done with TC Grant]

29th Starting the Childrens Festival Tractor Run

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank	Payment Ref	Minute Ref
196	15.01.2024	£229.00	£0.00	£229.00		10.01.2024	Annual membership	SLCC (Society Local Council Clerks)	Unity Trust Bank		
195	10.01.2024	£75.20	£0.00	£75.20		05.12.2023	Printing	Preston City Council	Unity Trust Bank		
194	15.01.2024	£217.50	£0.00	£217.50		05.12.2023	Remembrance Sunday printing	Preston City Council	Unity Trust Bank		
193	15.01.2024	£25.00	£0.00	£25.00		30.11.2023	Talking cafe room hire	Garstang Arts Centre	Unity Trust Bank		
192	15.01.2024	£50.00	£10.00	£60.00		04.01.2024	Registration Fee	NALC	Unity Trust Bank		
191	15.01.2024	£9.91	£0.00	£9.91			Mobile wi-fi	3 Three	Unity Trust Bank		
190	15.01.2024	£58.80	£11.76	£70.56			Subscription charges	Microsoft (Microsoft)	Lloyds Bank		
189	15.01.2024	£1,216.84	£0.00	£1,216.84			Pension	LCC (Lancashire County Council)	Royal Bank of Scotland		
188	15.01.2024	£11.43	£2.29	£13.72		29.12.2023	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank		
187 & 186	15.01.2024	£3,256.33	£ -	£3,256.33			"To be paid electronically on 26/01/2024, 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 "	Clerk and Lengthsman salaries	Unity Trust Bank		