



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 19th February 2024 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 19 February 2024, 7.30pm.

Present

Chairman; Councillor Pearson

Councillors present: Allan, Allard, Halford, Pearson and Webster.

Also present: Town Clerk, Edwina Parry, Wyre Councillor Dulcie Atkins (part), Wyre Councillor Robert Atkins (part), PC Sanderson (part) and 2 members of the public.

Councillor Rogers resigned from the Council on 7/02/2024.

222(2023-24) Apologies for absence

Councillors Atkinson, Brooks and Perkins.

Wyre Councillor Alice Collinson, County Councillor Turner and PCSO Creighton

223(2023-24) Declaration of Interests and Dispensations

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

224(2023-24) Public participation

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

PC Sanderson reported that a number of youths had been causing a nuisance and had been banned from Booths.

A member of the public spoke about the speeding issues along Windsor Road and the High Street. PC Sanderson replied that concerns should be reported to the Lancashire Road Safety Partnership (LRSP). This would enable the police to discuss the location with them and hopefully get it on the agenda meaning that PCSO's can conduct regular speed checks. PC's can conduct checks in the area but this is made more difficult due to the fact that there is no offence for speeding in a 20mph zone. The Mayor responded that there was an agenda item where there was an opportunity for the Town Council to list the location with LRSP.

Wyre Councillor Robert Atkins spoke about the temporary traffic lights causing long delays on the A6. He spoke about being the Climate Change Champion at Wyre Council and Chair of the Overview and Scrutiny Climate Change Sub-

Committee. Currently there is a task group undertaking a review of vehicle recharging facilities in the Borough. He would welcome the Town Council's views on the subject.

Wyre Councillor Dulcie Atkins spoke the state of grass verges along Cockerham Lane and Green Lane West. There was nothing to report from the planning Committee.

225(2023-24) Announcements

Councillor Pearson announced:

- i) A few moments of silence and reflection were taken for the recent passing of former Town Councillor and Mayor, David Williams and Jon Collinson (late husband of Wyre Councillor Alice Collinson).
- ii) 80th Anniversary of D Day is 6th June 2024; it marks 80 years since D-Day, the largest seaborne invasion in history, and the beginning of the liberation of Western Europe. An agenda item would be forthcoming.
- iii) Preparations for the North West Stages Rally are progressing.
- iv) The Mayoral charity monies currently stand at £1,895. He will be holding a plant sale at home on Spring Bank holiday Monday.
- v) Thanks to Councillor Allan for his recent work outside of meetings.

226(2023-24) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 15 January 2024.

Resolved: The minutes of the meeting held on 15 January 2024 were confirmed and signed as a true record.

227(2023-24) Finance payments

Resolved: Councillors approved the payments voucher numbers 201 to 210 as detailed in the Appendix.

The Council **further resolved** to approve the binding of Town Council and Committee minutes, £40 per volume, totalling a payment of £200. The Council choose not to utilise budget code 23 Health and Safety (which was set up to address any payments relating to risk assessments and where there was underspend) or EMR Reserves as suggested by the RFO. Instead the Council approved budget code 20 Admin Contingency should be utilised (this code currently had an overspend of £49.19, making a total overspend of £249.19).

The Council **further resolved** that any 'new/not regular' payments should be addressed by a separate agenda item rather than covered under the 'Finance payments.'

228(2023-24) Mayor and Deputy Mayor elect 2024/2025

Members were asked to give consideration (with reference to Standing Orders point 5j, and the Council approved seniority list) to the appointment of:

- a) Mayor elect and
- b) Deputy Mayor elect

in readiness for the Annual Town Council meeting on Thursday 23 May 2024.

Resolved:

- a) Mayor elect; Councillor Halford was elected Mayor elect for the Civic year 2024 – 2025. (Proposed by Councillor Webster and seconded by Councillor Allan).
- b) Deputy Mayor elect; Councillor Webster was elected Deputy Mayor elect for the Civic year 2024 – 2025. (Proposed by Councillor Pearson and seconded by Councillor Allan).

The Mayor congratulated both Councillors on their Mayor and Deputy Mayor elect appointments.

229(2023-24) Arrangements for Annual Town Council meeting (also known as ATCM and Mayor making), 23 May 2024

Resolved: The Council approved that the venue and refreshment arrangements for the Annual Town Council meeting on 23 May 2024 be delegated to the Clerk in consultation with the Mayor elect, Councillor Halford. Any payments were delegated to the Clerk using budget code 26 Mayor meeting, which has a budget of £217.32.

230(2023-24) Arrangements for Civic Sunday 2024

Resolved: That the date and arrangements for Civic Sunday 2024 be delegated to the Clerk in consultation with the Mayor elect, Councillor Halford. Any payment related to the event is to be delegated to the Clerk/RFO using budget code 27 Civic Sunday, which has a budget of £117.64.

231(2023-24) Armed Forces Day, Saturday 29 June 2024

Resolved: The Council approved that the Town Council 'Armed Forces Day flag raise' takes place on Thursday 27/06/2024 and delegated arrangements for the event to the Clerk, in consultation with the Mayor elect, Councillor Halford. Any payment related to the event is to be delegated to the Clerk/RFO using budget code 28 Civic Expenses with a limit of £75.

232(2023-24) Annual Governance Review, Clerk/RFO

The Clerk/RFO reported that when completing the end of year Annual Return, Councillors were asked to confirm that the various internal control documents have been reviewed in the past 12 months. The Town Council has established a principle of conducting an annual governance review each February. Councillors were asked to review and approve the following documents that have been circulated to councillors:

a) Standing orders

Resolved: The Council approved the current Standing orders unamended from last year.

b) Financial Regulations

Resolved: Councillors approved the current Financial Regulations unamended from last year.

c) **Schedule of Assets, as at 31/01/2024**

Resolved The Council approved the Schedule of Assets as at 31/01/2024. The Council **further resolved** that the Clerk/RFO amended and updated the incorrect locations of some of the assets.

d) **Risk management policy**

Resolved: The Council approved the current Risk management policy; unamended from last year.

e) **Risk register**

Council noted the outstanding minute from the Finance Committee, 09/01/2024, 036(2023-24) Risk Register, quarterly review.

Resolved: The Council approved the Risk register as detailed on the website.

f) **Publication Scheme Policy.**

The Council noted that the Clerk had updated the policy.

Resolved: The Council approved the amendments to the publication Scheme Policy.

g) **Investment strategy**

Resolved: The Council approved the Investment strategy.

h) **Reserves policy**

The policy was reviewed by Full Council on 20/11/2023, minute reference 169(2023-24). The Clerk advised there were no amendments to approve.

Resolved: The Council approved the Reserves policy.

i) **Grant policy**

The Clerk advised there were no amendments to approve.

Resolved: The Council approved the Grant policy.

233(2023-24) High Street, inconsiderate parking leading to bus delays for the Stagecoach operator

The Council noted minute, 106(2023-24), and considered the correspondence received from Stagecoach.

Resolved: That the Clerk includes the letter from Stagecoach in the correspondence to LCC with regard to parking at pinch points on the High Street. The Council **further resolved** to ask that LCC

- i) consider placing a planter at 12/13 High Street to prevent irresponsible parking taking place at this location.
- ii) That a parking attendant visits the High Street on a daily basis for a month to enforce the existing parking restrictions and ensure that premise accesses are not blocked along the eastern side of the High Street.

- iii) That the Town Council submit a column for the Focus magazine and the Town Council Facebook page hi-lighting that irresponsible parking on the High Street is leading to bus delays.

234(2023-24) Lancashire County Council - Bus Service Improvements Plans

The Council considered Background minute reference: 210(2023-24), 15/01/2024 and the following correspondence received from LCC:

I understand some sections of High Street are relatively narrow and would cause an inconvenience to the flow of traffic if a vehicle was parked on the west side of High Street between the hours of 6pm and 8am. However, vehicular drivers are obligated to not park where they would potentially cause an obstruction to passing vehicles. The advertised 'No waiting Monday to Saturday 8am – 6pm' is only intended as a means of formalising existing restrictions marked on High Street.

Resolved: The Town Council did not wish to withdraw their objection as stated in minute reference: 210(2023-24), 15/01/2024 and asked the Clerk to inform LCC accordingly.

235(2023-24) Speeding along Windsor Road

The Council noted the comments raised by the police and the member of the public earlier in the evening.

Resolved: That the Council report the speeding concerns of Windsor Road and the High Street to the Lancashire Road Safety Partnership. The Council **further resolved** that other sites be considered for investigation at the next Town Council meeting on 18/3/2024 (the Clerk was asked to seek sites from Councillors).

236(2023-24) Greater Garstang Partnership Board, Councillor Pearson

The Council noted that a copy of the minutes of the meeting 9/01/2024, had been circulated on Teams.

237(2023-24) UKSPF Garstang Town Centre Study Consultation, Councillor Allan

The Council noted that the Greater Garstang Partnership Board Town Centre Working Party had reviewed the Town Centre Study Consultation Paper. The Council was asked to approve the papers to go forward for public consultation in early March.

The consultation period will run for four weeks, hopefully commencing early March, and include a drop-in event (awaiting confirmation from Garstang Library that they can accommodate us on Tuesday 5th March), with a survey/questionnaire online and available at the library to complete manually .

Resolved: The Town Council approved that the Public Realm Improvements - Consultation Document be used for the public consultation in early March 2024.

238(2023-24) Britain in Bloom North West Entry 2024

Resolved: The Council approved to enter Kepple Lane Park into the Local Authority Parks Small category at a cost of £110.00 from budget code 33 Amenities EMR.

239(2023-24) Advertising Posters, Councillor Pearson

Resolved: That the posterboards at Booths, the Fish and Chip Shop and the High Street Car Park be updated with the 'Love Garstang' at a cost of £120. The payment to come from budget code 59 EMR Greater Garstang.

240(2023-24) LALC, Buckingham Palace Royal Garden Party invite 2024

Resolved: The Town Council agreed to nominate the Mayor, Councillor Pearson and the Mayoress to enter the draw to attend the Garden Party at Buckingham Palace on 21/05/2024.

241(2023-24) Statement of Accounts Standing Orders 17c)

Councillors noted the accounts to 31/01/2024 could be accessed on Scribe.

242(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 **18 March 2024** by notifying the Clerk by **10 March 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: 8.47pm

For Information Only

243(2023-24) Clerk's Report

a) Resignation of Councillor Rogers

To note that Councillor Rogers resigned from the Council on 7/2/2024. The casual vacancies, created by the resignation of outgoing Councillors Dyer and Rogers, are currently being advertised by on the Town Council website and library noticeboard.

b) Hedgehog Highway Project

Over 210 Parish, Town & Community Councils are taking part in the Hedgehog Highway Project. Many more are adding it to their next council meeting agendas.

Please read about the project here: [Hedgehogs R Us Highway Project - Hedgehogs R Us](#) I really hope you choose to take part as together we can make the whole of the UK hedgehog friendly!

Dual hatted Mayor and Chair of Garstang in Bloom and Councillor Halford trustee of Garstang Millennium Green have agreed to share the information with their groups.

c) Wyre Council Planning Policy Newsletter

Biodiversity Net Gain

From 12 February 2024 the government requires major developments to deliver net gains in biodiversity in line with The Town and Country Planning Act 1990 as amended by The Environment Act 2021; for minor developments the start date is 2 April 2024 (note: exceptions apply). To help applicants understand how Biodiversity Net Gain (BNG) must be taken into account when submitting a planning application, the council has produced a BNG Guidance for Applicants. This is currently in draft form and is being made available for public comment.

Brownfield Register

In January, Wyre Council's Brownfield Register was updated. This provides publicly available information on brownfield sites that are suitable for housing. The register can be [found on our website](#).

The brownfield sites included on the register can also be viewed on an [interactive map](#).

The identified sites are considered to be suitable, available, and potentially capable of supporting more than five dwellings.

244(2023-24) Councillor Report

Councillor Pearson – Allotments working party.

Copies of the following meetings have been circulated:

- i. Allotments working party held on 17/01/2024
- ii. Allotments advice meeting with The National Allotment Society 06/02/2024
- iii. To follow, meeting notes of site meeting 13/02/2024 held with North West Counties representative, of the National Allotment Society.

245(2023-24) Outside body representatives

None received

246(2023-24) Mayor's engagements

Memory Cafe Winter Lunch

Continuing Talking Cafe [fortnightly]

Upcoming

Opening of Meadowcroft Care Home

2 x WI speaking engagements [mentioned because they are for Mayors Charities]

The North West Stages Rally

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank	P
							"To be paid electronically on 26/02/2024, 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	
201 & 202	19.02.2024	£3,255.10	£0.00							
203	19.02.2024	£11.43	£2.29	£13.72		29.01.2024	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank	
204	19.02.2024	£1,216.84	£0.00	£1,216.84			Pension	LCC (Lancashire County Council)	Royal Bank of Scotland	
205	19.02.2024	£58.80	£11.76	£70.56			Subscription charges	Microsoft (Microsoft)	Lloyds Bank	
206	19.02.2024	£9.91	£0.00	£9.91			Mobile wi-fi	3 Three	Unity Trust Bank	
207	19.02.2024	£171.00	£34.20	£205.20		12.01.2024	Preparation of payroll	Towers+Gornall	Unity Trust Bank	
208	19.02.2024	£100.00	£0.00	£100.00		01.02.2024	Talking cafe room hire	Garstang Arts Centre	Unity Trust Bank	
209	19.02.2024	£117.37	£23.47	£140.84		15.01.2024	Repair Lengthsman machines	Andrew Sutton (EGM Garden Machinery)	Unity Trust Bank	
210	19.02.2024	£20.00	£0.00	£20.00		21.01.2024	Annual subscription	Wyre Council	Unity Trust Bank	