



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 19th February 2024 Agenda

Councillors and members of the press & public

You are summoned to attend the meeting of the Council to consider the items detailed on the attached agenda.

The meeting will be held at Garstang library,
Windsor Road, Garstang, PR3 1EX
on Monday, 19 February 2024 at 7.30pm.

Members of the public and press are invited to attend the meeting

Please contact the Clerk by 13.00, Monday, 19 February 2024, to express your interest in attending the meeting.

Recording of Public Council Meetings

Please be aware that the public meeting may be recorded for the accuracy of the minutes.

As per standing orders 12g; for any meeting that has been recorded the recording will be kept for a period of 6 months after the minutes have been approved as accurate before the recording is deleted.

E Parry

Town Clerk

14th February 2024

Agenda

- 1) **Apologies for absence**
To receive apologies for absence.
- 2) **Declaration of Interests and Dispensations**
To receive disclosures of pecuniary and non-pecuniary interests and dispensation requests from Councillors on matters to be considered at the meeting.
- 3) **Public participation**
The Mayor will ask Councillors to agree to adjourn the meeting to allow non-Councillors to speak and will ask Councillors to agree to reconvene the meeting on the conclusion of the public participation.
The Clerk is reminding Councillors of standing orders applying to public question time:
 - 3e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
 - 3h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
 - 3f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 15 minutes unless directed by the chairman of the meeting.
- 4) **Announcements – for information**
- 5) **Minutes of the last meeting – for decision**
Councillors are asked to approve, as a correct record, the minutes of the meeting held [on 15 January 2024](#) (circulated on Teams).
- 6) **Finance payments – for decision**
Councillors are asked to approve the payments detailed in the Appendix.
- 7) **Mayor and Deputy Mayor elect 2024/2025 – for decision**
Members are 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 electin readiness for the Annual Town Council meeting on Thursday 23 May 2024

Councillor Atkinson has indicated that he does not wish to stand as Mayor or Deputy Mayor elect.
Councillor Halford has indicated that he wishes to stand as Mayor Elect.
Councillor Webster has indicated that she wishes to stand as Deputy Mayor Elect.

The Clerk is suggesting that the Councillors who ‘propose’ and ‘second’ the Mayor elect and deputy Mayor elect, at this meeting, are the same Councillors

who 'propose' and 'second' at the Annual Town Council meeting (Mayor making) on 23/5/2024.

8) **Arrangements for Annual Town Council meeting (also known as ATCM and Mayor making), 23 May 2024, Clerk - for decision**

What arrangements does the Town Council wish to put in place for the ATCM?

Last year, Garstang St Thomas' Parish and Community Hall was used. The hall is available on 23 May 2024 (occupied until 7.15pm).

The budget code is 26 ATCM (Mayor Making) with a budget of £217.32.

9) **Arrangements for Civic Sunday 2024, Clerk - for decision**

In readiness for the new Civic year, the Clerk is asking the Council what the arrangements for Civic Sunday, should be for this year?

The recommendation to Council is:

That Civic Sunday is delegated to the Clerk to organise, in consultation with the Mayor elect. Any payment related to the event is to be delegated to the Clerk/RFO from budget code 27 Civic Sunday.

10) **Armed Forces Day, Saturday 29 June 2024, Clerk – for decision**

Armed Forces Day is a chance for people and local communities to show their support for the men and women who make up the Armed Forces community: from currently serving troops to Service families, veterans and cadets. Armed Forces Day celebrations begin on Monday 24 June when the Armed Forces Day flag is raised on buildings and famous landmarks around the country.

Historically an event has been held on Kepple Lane park, the Thursday prior to Armed Forces Day (27/06/2024), to enable the local schools to attend.

The recommendation to Council is:

That the Council approve a date for a Town Council 'Armed Forces Day flag raise' and that the event is delegated to the Clerk to organise, in consultation with the Mayor elect. Any payment related to the event is to be delegated to the Clerk/RFO with a limit of £75, from budget code 28 Civic Expenses.

11) **Annual Governance Review, Clerk/RFO – for decision**

When completing the end of year Annual Return, Councillors are 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 are asked to review and approve the following documents that have been circulated to councillors:

a) **Standing orders**

NALC's model standing orders were last modified in April 2022.

Recommendation to Council: Councillors are asked to approve the current standing orders; unamended from last year.

b) **Financial Regulations**

In Q3 of 2023, NALC worked with The Parkinson Partnership LLP to update the 2019 Model Financial Regulations for England and Wales. To

date, an updated Financial regulations has not been published; there have been no modifications to NALC's model financial regulations since 2019.

Recommendation to Council: Councillors are asked to approve the current Financial Regulations; unamended from last year.

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

Recommendation to Council: Approve the Schedule of Assets.

d) **Risk management policy**

No amendments to approve.

Recommendation to Council: Approve the Risk management policy.

e) **Risk register**

There is an outstanding minute from the Finance Committee, 09/01/2024.

036(2023-24) Risk Register, quarterly review

Minute 09(2023-24) Risk Register, quarterly review is outstanding

Resolved: That the Chair of Finance Committee, Councillor Rogers and the RFO sit together and review the risk register and what can be done to improve it.

Resolved: The Committee agreed that the resolution still stood.

Recommendation to Council: Approve the latest Risk register as detailed on the website.

f) **Publication Scheme Policy.**

The Clerk has updated the policy.

Recommendation to Council: Approve the Publication Scheme Policy.

g) **Investment strategy**

No amendments to approve.

Recommendation to Council: Approve the Investment strategy.

h) **Reserves policy**

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

Recommendation to Council: Approve the Reserves policy.

i) **Grant policy**

No amendments to approve; unamended from last year.

Recommendation to Council: Approve the Grant policy.

12) **High Street, inconsiderate parking leading to bus delays for the Stagecoach operator – for information and decision**

For Full report, please see the Appendix.

Before the Clerk writes to LCC as per minute, 106(2023-24), including the Stagecoach correspondence, does the Town Council wish to add anything to the correspondence?

13) **Lancashire County Council - Bus Service Improvements Plans – for decision**

For Full report, please see the Appendix.

If you wish to take your objection/ adverse comment forward, then we would have to proceed with a report to the council's cabinet. However, if you accept the comments above, we will require a written confirmation from Garstang Town Council of withdrawing their objection/adverse comments for the scheme to progress.

How does the Town Council wish to respond to the correspondence?

14) **Speeding along Windsor Road, Clerk – for decision**

For Full report, please see the Appendix.

Recommendation to the Council:

Report the speeding concerns of Windsor Rod to the Lancashire Road Safety Partnership.

15) **Greater Garstang Partnership Board, Councillor Pearson – for discussion**

An opportunity for Councillors to ask any questions and discuss issues relating to the GGPB.

Reference documents:

A [copy of the minutes of the meeting 9/01/2024](#), have been circulated on Teams

16) **UKSPF Garstang Town Centre Study Consultation, Councillor Allan - for decision**

Proposal: The Town Centre Working Party have reviewed the Town Centre Study Consultation Paper and request that Full Council approve the papers to go forward for Public Consultation in early March.

17) **Britain in Bloom North West Entry 2024, Clerk - for decision**

Correspondence has been circulated on Teams.

Does the Town Council wish to enter Kepple Lane Park into the Local Authority Parks Small category at a cost of £110.00 from budget code 33 Amenities EMR?

18) **Advertising Posters, Councillor Pearson – for decision**

Proposal: To update the Council on the posterboards at Booths, the Chip Shop and the High Street Car Park and ask for an updated resolution, which does not include boards for the Christmas Season but a [semi-permanent set](#) at a cost of £120, there is no cost for the Artwork.

19) **LALC, Buckingham Palace Royal Garden Party invite 2024 – for decision**

The King will give two Garden Parties at Buckingham Palace this year to celebrate the Coronation. Lancashire & Merseyside ALC has been allocated 2 places on 21/05/2024. (This is 2 pairs of tickets). Your Council is invited to nominate a Chairman/Mayor to attend.

Does the Town Council wish to nominate the Mayor, Councillor Pearson to attend?

20) **Statement of Accounts – for information**
[Standing Orders 17c](#)) Councillors can access the accounts to 31/01/2024 on Scribe.

21) **Items for next Council monthly agenda**
Councillors are 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.

For Information Only

22)

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.

23)

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.

24) **Outside body representatives**

None received

25) **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
							"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

Seeking approval: Councillor Pearson & the Clerk

Binding of Town Council and Committee minutes, for the period Full Council 2011 – 2015, 2015 – 2019, 2019 – 2023, Planning Committee minutes 2017 – 2023 & Finance Committee 2016 – April 2023

£40 per volume, making a total of £200, The RFO is suggesting that budget code 23 Health and Safety could be utilised, currently £29.20 has been spent of £250.00, alternatively EMR Reserves could be used.

The book binding company has been used previously, example circulated. Other parish council in Wyre also use the same supplier. Bound minutes will then be deposited at County Hall.

2) **Item 12: High Street, inconsiderate parking leading to bus delays for the Stagecoach operator**

At the Town Council meeting, on 21 August 2023, the following was minuted.

106(2023-24) Pinch Point On High Street, Councillor Perkins
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.

The Clerk sent an email to Stage coach 30/08/2023
*Further to resolution 106(2023-24) the Clerk emailed Stagecoach
Before I write to Lancashire County Council, I wondered if you could provide the
Town Council with the following details for the last year:
Details of disruptions to their service caused by indiscriminate parking along the
High Street.*

September 2023 – Followed up but nothing received.

The following letter, from the Operations Manager, has now been received:

8th February 2024

We operate the bus routes between Lancaster and Preston (40 and 41), as well as between Lancaster and Blackpool (42) through Garstang.

The problem of inconsiderate parking along Garstang's High Street has always been an issue, but the situation has worsened over the past year.

While parking enforcement officers may only patrol during the day and the Police have higher priorities, badly parked cars directly impact our services and put undue pressure on our drivers. When they find themselves stuck with impatient passengers aboard, frustrated drivers behind them, and passengers down the line who are now delayed, it creates a difficult situation.

We had a recent incident in the evening when Councillor Pearson was onboard one of our buses and experienced this problem first hand.

Our drivers on good days, have the problem of trying to squeeze their bus through very tight gaps (which puts undue pressure on them) or on a bad day, we are seeing an increase in poor parking.

When drivers are unable to proceed through the High Street and receive angry shots from motorists and passengers of "You could get a bus through there!!"

Trade union representatives on behalf of our workforce have raised the issue of the disruption that indiscriminate parking causes on the High Street and have asked us to consider rerouting services away from the High Street.

This is not something we would wish to do, as many passengers, particularly those with mobility issues, rely on buses stopping on the High Street in order to frequent business' and attend appointments; however clearly it is not possible for us to operate long term in an area where our buses, and the passengers on them, are stuck on the High Street due to being unable to pass a poorly parked vehicle.

Any assistance you could provide to help address this parking problem would be greatly appreciated.

Colin Nicholson
Operations Manager
Morecambe Depot

Recent Examples:



3) Item 13: Lancashire County Council - Bus Service Improvements Plans

Background minute reference: 210(2023-24), 15/01/2024

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.

Lancashire County Council has responded, to the Town Council's comments as follows.

Thank you for your comments regarding the proposals for the Bus Service Improvement Plans in Garstang.

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.

If you wish to take your objection/ adverse comment forward, then we would have to proceed with a report to the council's cabinet. However, if you accept the comments above, we will require a written confirmation from Garstang Town Council of withdrawing their objection/adverse comments for the scheme to progress.

4) Item 14: Speeding along Windsor Road

Full Council 15/1/2024

Background minute 203(2023-24)

Public participation

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.

14/02/2024 Police report

We are aware of the concerns raised regarding speeding on Windsor Road. This is not currently a site that is on our community road watch agenda. This means that PCSO's cannot conduct speed checks there as it isn't an approved site. If residents can report their concerns to the Lancashire Road Safety Partnership this will enable us to discuss it 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. After consulting with our traffic department we could prosecute for going over a 30mph limit if the speed was high enough.

Neighbourhood Policing Constable
Garstang Police Station

LALC - Please find attached a [presentation from the Lancashire Road Safety Partnership](#)

5) Item 16: UKSPF Garstang Town Centre Study Consultation

The Town Centre Working Party have reviewed the Town Centre Study Consultation Paper and request that Full Council 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 .

The working group, taking into account feedback received, will then put forward a preferred scope of works for funding by the UKSPF. (UK Shared Prosperity Fund)

2.0 Background Information:

Wyre Council engaged with consultants, Stantec to prepare a consultation document on potential improvements to the High Street, Bridge Street, Park Hill Road, Cherestanc Square and the Weinds between Prak Hill Road and the High Street. A Town Centre Working Party was created to include the Chamber of Trade, Town Council, LCC, Wyre, GGPB and Myerscough. The Working Party has been reviewing the work of Stantec and Wyre to ensure that the Consultation paper addressed all of the recognized problem areas around the Town Centre. The Consultation document is attached for consideration of its suitability for public consultation by the Town Council. The consultation had originally been expected in December 2023. Unfortunately the Stantec paper needed to go through a number of iterations until it was deemed suitable by the Working Party. The Consultation is now planned for early March.

3.0 Background Documents:

Public Realm Improvements - Consultation Document.pdf
Garstang Public Realm Improvements – Survey.docx

4.0 Implications to be completed by the Councillor and Clerk:

Yes	Yes/No	Detail
Staffing Implications		
Council objectives		
Equalities & diversity	N	
Community safety	Y	
Sustainability		

Yes	Yes/No	Detail
Climate change and environmental issues	N	
Information and Communication Technology (ICT)		
There will be financial implications	N	There will be financial implications (UKSPF Funded)
There is provision within the budget	N	
Decisions may give rise to additional expenditure	N	
Decisions may have potential for income generation	N	
Asset management		
GDPR - Data Privacy Impact Assessment		
Other legal considerations:		
Risk Management (including health and safety)		Material risks exist and these are currently being assessed.

6) Item 18: Advertising Posters, Councillor Pearson – for decision

Background:

15/01//2024 resolved:

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.

16/11/2021 Full Council, minute reference 157(2020-21) Report from MTWG Monies for replacement seasonal signs for the Town Council noticeboards, Cllr Pearson

Resolved: That the Council approve £120 out of the EMR RHSSF fund (currently 2,648.00 in the EMR) for new Christmas themed posters to be displayed in the notice boards at Booths, Norah's Garden and Park Hill Road by the zebra crossing.

The Council previously agreed to update the boards for a Seasonal message in the Autumn but the delay in enacting and the lack of a suitable artwork delayed the project and the period passed.

The intention now is to create a semi-permanent set of boards which provide a good general message [a suggestion is included below] and that these can be overlaid say in the Summer Season to announce festivals etc with the

temporary version as used in the Platinum Jubilee to announce a series of events

Colin Cross – 13/02/2024

We can do all 3 for a total of £120.00 + vat using your artwork.

Staffing Implications	Up to 2 hours time in administration	
Council objectives:	Community engagement	
Equalities & Human Rights	N/A	N
Crime and Disorder	Crime and disorder have been considered	Y
Biodiversity	There are no bio-diversity implications	N
Financial	There are no financial implications at this stage	N
	There will be financial implications	Y
	There is provision within the budget EMR – GDPR	Y
	Decisions may give rise to additional expenditure – possible exchange for temporary boards later	Y
	Decisions may have potential for income generation not directly but hopefully increase footfall and pride in our Town	N
Legal	Power under which the spend can be actioned	
	GDPR - Data Privacy Impact Assessment	
	Other considerations:	
Risk Management	Material risks exist and these are currently being assessed.	