



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

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Full Council Meeting, 18th March 2024 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 18 March 2024, 7.30pm.

Present

Chairman; Councillor Pearson

Councillors present: Allard, Atkinson, Halford, Pearson and Perkins.

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

247(2023-24) Apologies for absence

Councillors Allan and Webster.

Wyre Councillor Alice Collinson and PCSO Creighton

No apologies were received from Councillor Brooks.

248(2023-24) Declaration of Interests and Dispensations

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

249(2023-24) Public participation

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

PC Sanderson reported that there had been an increase in shoplifting. However this was most likely related to an increase in the reporting of the same.

County Councillor Turner spoke about the corrective works taking place at the bus stops by the Arts Centre (north and south bound). The previous issues raised with the gullies at the same location had also been noted. The Lancashire Level 2 devolution deal is progressing.

Wyre Councillor Dulcie Atkins spoke that she was following up the issues relating to the Wyre information screen not working in the library.

Wyre Councillor Robert Atkins reported that Wyre Council was one of the few debt free district councils and that there were no financial issues. As Chair of the Overview and Scrutiny Climate Change Sub-Committee, he reported that the task group were undertaking a review of vehicle recharging facilities in the Borough.

Councillor Atkinson asked the Borough Councillors if they could follow up the enquiries that the Town Council had not yet received a reply on; funding for the Christmas Lights going forwards and meeting notes and answers to questions raised from the Wyre walkabout on 26/9/2023.

The meeting was reconvened.

250(2023-24) Announcements

Councillor Pearson announced:

- i) The Lengthsman had retired from the Council on 1/3/2024.
- ii) The talking café meetings have been well attended.
- iii) The North West Stages Rally would be taking place this weekend.
- iv) The Mayoral charity monies currently stand circa £2,000. He will be holding a plant sale at home on Spring Bank holiday Monday.
- v) The recycling tip at Catterall has soil improver.
- vi) The Christmas lights fundraising group were hosting a quiz night this Wednesday 20/3/2024, 8.00pm at the Tithe Barn.

The Council resolved to bring item 14 forward and the meeting was adjourned to allow members of the public to speak.

251(2023-24) 'Betty's bench,' Garstang Fairtrade and Garstang and District Heritage Society, Clerk

The 2 members of the public gave further details of their proposal to the Council. They hoped that the Council would be willing to work with the community groups in siting a new location for 'Betty's bench.'

The meeting was reconvened.

Resolved: The Council wished to support and assist the community groups with this project and accepted in principle, the possibility of relocating the bench into a suitable garden area, with a text panel about the town's Fairtrade status. The Clerk would arrange a meeting with the Garstang Fairtrade and Heritage society and Mayor, to discuss the finer details of site location and asset management.

252(2023-24) Minutes of the last meeting

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 19 February 2024.

Resolved: The minutes of the meeting held on 19 February 2024 were confirmed and signed as a true record.

253(2023-24) Finance payments

Resolved: Councillors approved the payment voucher numbers 213 to 223 as detailed in the Appendix.

254(2023-24) Wyre Council change in precept deadline, Clerk/RFO

Resolved: The Town Council agreed to provide Wyre Council with the precept figure by Tuesday 17th December 2024, with the condition and assurance that the Tax base figure will be sent out to Parish & Town Council's on Friday 6th December 2024.

255(2023-24) Insurance, Clerk/RFO

Resolved: The Town Council approved the quotation provided by Supplier B to provide the Town Council insurance for a Long Term agreement period of 3 years at a cost of £1,038.41. The payment is to be made from budget code 16 Insurance, which has a budget figure of £1,775.

256(2023-24) 4 Casual vacancies, Clerk

Councillors noted that there was no request received for an election to be held to fill the latest 2 vacancies. This being the case, the Town Council should now co-opt a total of 4 new town councillors.

Resolved: The Council approved the following timescale.

Date	Action
19/03/2024 up to Sunday 28/4/2024	Advertise vacancies; Focus magazine, Town Hall window, website, GTC Facebook, shared with Your Garstang detailing interview date of Tuesday 7/5/2024.
End of Sunday 28/4/2024	Deadline for applications
Wednesday 1/5/2024	Publish agenda for extraordinary council meeting to be held on Tuesday 7/5/2024 to consider Councillor vacancies.
Tuesday 7/5/2024	Extraordinary council meeting 19.30

257(2023-24) Greater Garstang Partnership Board, Councillor Pearson

Councillor Pearson gave a verbal update. The Clerk was asked to find out how the Wyre events calendar could be accessed so that local events could be advertised.

258(2023-24) Regeneration projects in Garstang (GGPB), Clerk

Resolved: That the Town Council formally respond to the consultation and that the completion of the survey is delegated to the Clerk and Councillors Allan and Pearson.

259(2023-24) Allotments update, Councillor Pearson and Clerk

Resolved: The Council noted the progress of the Allotments working party and accepted the recommendations of the Chairman, Councillor Pearson and the Clerk:

- i) That the Council notes that the 2 existing tenancy agreements will terminate on 1 April 2024. From this date, the allotments will not have any tenant agreements in place.
- ii) That local community groups, who have offered their assistance to clear the allotment site, clear the allotment site under the supervision of the Clerk and Councillor Pearson.
- iii) Any payments incurred at point ii) be delegated to the Clerk, from EMR code 63 Allotments which has a reserve of £1,000.

260(2023-24) Grant application - Garstang Arts Centre - Summer Celebration of Art and Music

The Clerk reported that the Town Council had received an application for grant monies from the Arts Centre. Councillors noted code 47 Grant budget code had been spent for this financial year.

Resolved: That the grant application is deferred and considered at the next Town Council on 15/4/2024 in the new financial year when the budget has been replenished.

261(2023-24) Cherestanc Square, Clerk

Councillors noted that since January 2024, the Clerk had sent 2 holding replies to Wyre Council, about the possible transfer of Wyre freehold Title of Cherestanc Square to the Town Council. The Clerk advised that Wyre Council need to be notified if the Council are/are not interested in pursuing this project.

Resolved: The Council resolved not to pursue the transfer of Wyre freehold Title of Cherestanc Square any further.

262(2023-24) Kepple Lane Park carousel swing surfacing, Clerk

Resolved: That the Town Council accepts the quotation provided by Wyre Council for ground reinstatement total £2,942.80 and that the EMR 'Kepple Lane playing field' which has a balance of £7,989.50, is used for the payment.

263(2023-24) Garstang High Street, inconsiderate parking, Clerk

The Town Council noted the correspondence from LCC, relating to Full Council minute 19/2/2024; 234(2023-24).

264(2023-24) Beds on Kepple Lane Park, Councillor Pearson

Resolved: The Town Council agreed for the Armed Forces & Veterans Breakfast Club to take over the maintenance of the transitional bed and King's Tree Bed on Kepple Lane Park.

265(2023-24) Garstang Town Council – Publicly Endorsed Vision and Plan – Councillor Atkinson

Councillors considered Councillor Atkinson's proposal about a Publicly Endorsed Vision and Plan. The plan could have a brief overarching vision, briefly set out key projects/deliverables and any measures, underpinned by public engagement. Considering collectively the overall impact (finance, resource and timescales). The vision and plan can then be used for the council to assess new projects against.

The Clerk added that at the Council meeting on 15/5/2024, the Clerk had tabled SLCC advice about 'Developing and delivering a council's strategic plan' (which covered the same ideas of Councillor Atkinson), but the Council had not pursued the idea.

Resolved: The Town Council agreed that the Clerk and Councillor Atkinson develop a 'Developing and delivering a council's strategic plan' based on the SLCC guidance and that it is brought back to Full Council for consideration.

266(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 **15 April 2024** by notifying the Clerk by **7 April 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: 20.50

267(2023-24) Clerk's Report

a) 80th Anniversary Of D-Day - Lighting Of Beacons

As you will be aware, we are celebrating the 80th Anniversary of the D Day landings on **June 6th** this year. There are a large number of events taking place around the UK and abroad, one of the main elements is the lighting of Beacons that will take place at 21:15 hrs on that day as a token of the "Light of Peace".

I am acting on behalf of the Lancashire Lieutenancy as the "Beacons Champion" and we want to get Beacons lit in as many towns, villages and cities as possible, so to that end I wanted to let you know how you can participate so we can proudly "Light up Lancashire."

There is an official website - www.d-day80beacons.co.uk - this has been put together by Bruno Peek CVO OBE OPR and he is the Pageant master for the event. The main pages for the Beacons are **53** and **54**, this gives you a guide to all matters involved including options for different types of Beacons, administration, insurance etc. Most importantly it gives you the opportunity to register your interest.

Can I ask that you share this with the Council for consideration as to how we can help Lancashire celebrate this wonderful occasion.

b) The National Association of Local Councils (NALC) has published a new briefing on council email addresses and password security.

The briefing is designed to help local (parish and town) councils better understand how to protect emails, password security and the benefits of having a gov.uk domain name.

NALC recommends that councils adopt a gov.uk domain name to improve professionalism within the sector and better manage information within the council. The briefing highlights the main advantages of this approach for councillors, clerks, and the public. The briefing has been published as a response to requests for more information on how best to manage domain names. It comes at a time when many organisations, whether small or large, are more at risk of security breaches, which this briefing helps to address.

NALC is working closely with the government's Parish Council Domains Helper Service to promote the benefits of gov.uk domain names and to understand better how adopting gov.uk domain names can be made more straightforward.

The briefing also includes good practices in managing passwords and email security, which will help stop potential data breaches and ensure that emails are kept confidential and only accessed by the appropriate person.

[Read the briefing on council email addresses](#)

c) Garstang - Bus Service Improvements Plans advertising, 27/2/24

Ref 19-Feb 2023-24, minute 234(2023-24)

Thank you for your comments from the Town Council meeting regarding the No waiting restrictions on High Street.

We will consider this matter further after consulting with the interested parties and I will keep you updated in the process.

Assistant Highway Engineer.

d) Sgt Elliot Jones

Sgt Elliot Jones, in due course, will be your new Garstang / Poulton and Over Wyre Neighbourhood Sgt.

268(2023-24) Councillor Report

a) Garstang Christmas Lights – Councillors Atkinson and Webster & Clerk

Following the Town Council managing the Christmas Lights for the first time, overall the project team feel that the selected lights scheme was an excellent choice in terms of co-ordination with the town aesthetic and spreading Christmas joy, however the project team acknowledges there is further work to be undertaken to ensure a smooth operation in future years.

The Christmas Lights project team is undertaking reviews both internally and with the supplier to reconcile the last year, and ensure where required improvements are put in place. Following conclusion of these reviews a recommendation will be brought back to Full Council on changes to the project for approval.

b) Council surgery, 9th March 2024 – Councillors Pearson and Perkins

2 residents expressed their concerns regarding

- i) The road surface on Kepple Lane
- ii) The dangers of turning right on to the A6
- iii) Speeding. Particularly large lorries, one in particular being the 'Muller' lorry.

They asked if the police could do speed checks and if we could bring their concerns to Council. We gave details of how to best report road/traffic problems to police and LCC.

269(2023-24) Outside body representatives

None received

270(2023-24) Mayor's engagements

23/02/2024 David William Funeral

Talking Cafe x 2 [Discussions on Teaching and Human rights]

01/03/2024 Opening Meadowcroft Care Home including time capsule burial and tree planting by the Mayoress

01/03/2024 A presentation to the retiring Lengthsman

2 speaking engagements [noted because proceeds are going to Mayoral Charities

22/03/2024 and 23/03/2024 North West Stages Rally, Ceremonial Start, Official Start and Ceremonial Finish

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank	Payment Ref	Minute Ref
223	13.03.2024	£200.00	£0.00	£200.00		11.03.2024	Minute binding	Peter Doyle Bookbinding & Restoration	Unity Trust Bank		
222	18.03.2024	£504.14	£16.31	£520.45		05.03.2024	Christmas Lights electricity	npower Business solutions	Unity Trust Bank		
221	13.03.2024	£120.00	£24.00	£144.00		27.02.2024	Posters	Colin Cross Printers	Unity Trust Bank		239(2023-24)
220	18.03.2024	£15.00	£0.00	£15.00		01.03.2024	Training	LALC (Lancashire Association of Local Councils)	Unity Trust Bank		
219	18.03.2024	£8.26	£1.65	£9.91		12.02.2024	Mobile wi-fi	3 Three	Unity Trust Bank		
218	18.03.2024	£58.80	£11.76	£70.56			Subscription charges	Microsoft (Microsoft)	Lloyds Bank		
217	18.03.2024	£1,216.84	£0.00	£1,216.84			Pension	LCC (Lancashire County Council)	Royal Bank of Scotland		
216	18.03.2024	£11.43	£2.29	£13.72		29.02.2024	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank		
215	18.03.2024	£50.00	£0.00	£50.00		22.02.2024	Talking cafe room hire	Garstang Arts Centre	Unity Trust Bank		084(2023-24)
213 & 214	18.03.2024	£2,077.88	£0.00				"To be paid electronically on 26/03/2024, 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		