



Garstang Town Council

Town Clerk: Mrs E Parry

Tel: 07592 792 801

Email: clerk@garstangtowncouncil.gov.uk

Web: www.garstangtowncouncil.gov.uk

Garstang Scout and Guide

Headquarters

Kepple Lane

Garstang

PR3 1PB

Full Council Meeting, 15th April 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, 15 April 2024 at 7.30pm.

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

Please contact the Clerk by 13.00, Monday, 15 April 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

10th April 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 [18 March 2024](#) (circulated on Teams).
- 6) **Finance payments – for decision**
Councillors are asked to approve the payments detailed in the Appendix.
- 7) **Annual Report 2023 – 2024, Clerk– for decision**
For Full report, please see the Appendix.

Recommendation to Council: That the Clerk produces an Annual Report for 2023 – 2024. Does the Council wish to print a hard copy of the report, whereby costs could be met from budget code 29 Annual Town Meeting EMR or alternatively just produce an online report with no costs to the Council?

- 8) **Road surfaces in Garstang, Clerk - for decision**
For Full report, please see the Appendix.
Recommendation to the Council:
 - i) That the Town Council formally reports the detailed roads (detailed in the Appendix) to County Councillor Shaun Turner and ask if, and when, the works are scheduled to be completed.
 - ii) Additionally will Park Hill Road include a full resurfacing of the carriageway between Sainsbury's and the Wheatsheaf?

- iii) The Children's Festival takes place on Monday 27th May 2024. The Town Council ask that an inspection be made, by a Highway's Officer, to inspect and identify any trip hazards on the Children's Festival route and that any remedial works be carried out.
- iv) The Town Council seeks clarification on the status of items on the Love Clean Streets app. i.e. closed, in progress and open and what it means/signifies.

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

For Full report, please see the Appendix.

Recommendation to the Council:

Councillors are asked to consider and recommend provisional appointments that will be ratified at the ATCM.

10) **Action Plan, Councillor Pearson – for decision**

The Council are asked to review the [Action plan](#), determine the priority of projects and then approve it.

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

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

The [minutes of the 12/03/2024 meeting](#) and flyers from Myerscough College have been circulated on Teams.

12) **Catterall gala 2023 1.30pm 1st June 2024, Clerk - for decision**

Catterall gala would like to invite the Mayor and Mayoress of Garstang and 2 guests of Garstang Town Council to walk in the procession and to take refreshments afterwards. The procession will leave Catterall village hall at 1.30pm on Saturday 1st June 2024. The crowning of our new Queen will follow the procession then you are invited to partake in afternoon tea.

Recommendation to Council: To appoint 2 Councillors to walk with the Mayor and Mayoress of Garstang at Catterall gala.

13) **Grant application - Garstang Arts Centre - Summer Celebration of Art and Music (culminating with the third Plein Air event on 7/9/2024) - for decision**

Recommendation to the Council:

The Finance and Amenities Committee, at their next meeting on 23/04/2024, will be reviewing the Town Council Grants Policy. It is anticipated that a recommendation, to revise the policy, will be brought to Full Council at their meeting on 20/05/2024 for approval. The Clerk is advising that the Arts Centre application is considered at this meeting, 20/05/2024, for completeness.

14) **Moss Lane Children's festival, Monday 27th May 2024 - for decision**

- i) The Committee would like to invite the Mayor, Councillors and staff to walk in the morning procession of this year's Children's Festival. Please assemble at 10.30am at the Old Town Hall. Refreshments for the Mayor and Mayoress at the Arts Centre after the morning procession.

- ii) The Children's Festival formally request permission from the Town Council to use the Moss Lane Playing Field for the Children's Activities on Monday the 27th of May?

Recommendation to the Council:

The Clerk has sent the application form to the secretary. The Clerk advises that if the application were as per previous applications, the use should be approved by the Clerk. If there are any significant amendments, the points to address be delegated to the Clerk, Mayor and Chair of the Finance and Amenities Committee.

15)

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 **20 May 2024** by notifying the Clerk by **12 May 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

16)

Clerk's Report

a) Reinstatement works, A6, by Ronson Drive

Dear County Councillor Turner

Thank you for your email dated 19 March 2024, on behalf of Mrs Parry, about the condition of the carriageway on the A6, by Ronson Drive.

I am sorry to hear of the disruption that this issue has caused a local resident. We did attend the site on 26 March 2024 to assess the extent of the problem. We do acknowledge that the original utility reinstatement would benefit from some remedial action. We are aware that the relevant utility company is already on site to complete any necessary repairs.

b) Outstanding/In Progress Minutes Log

The Clerk has collated an [outstanding/in progress minutes log](#) for information for Councillors reference. The log will be circulated monthly by the Clerk.

17)

Councillor Report

None received

18)

Outside body representatives

None received

19)

Mayor's engagements

Date	Event
22/03/2024 and 23/03/2024	North West Stages Rally, Ceremonial Start, Official Start and Ceremonial Finish
21/03/2024	Talking Cafe
04/03/2024	Talking Cafe
12/03/2024	Talk at Scorton Wi
06/04/2024	Mayor of Wyre Charity Dinner and Race Night

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank
10	15.04.2024	£17.22	£3.44	£20.66		29.02.2024	Fuel & Sundries	Houghtons	Unity Trust Bank
9	15.04.2024	£30.16	£0.00	£30.16			Clerk car mileage	Clerk (Garstang Town Council)	Unity Trust Bank
8	15.04.2024	£684.20	£0.00	£684.20		08.04.2024	Annual membership	LALC (Lancashire Association of Local Councils)	Unity Trust Bank
7	15.04.2024	£25.00	£0.00	£25.00		26.03.2024	Talking cafe room hire	Garstang Arts Centre	Unity Trust Bank
6	15.04.2024	£111.00	£0.00	£111.00		14.03.2024	room hire	LCC (Lancashire County Council)	Unity Trust Bank
5	15.04.2024	£8.26	£1.65	£9.91			Mobile wi-fi	3 Three	Unity Trust Bank
3	15.04.2024	£11.43	£2.29	£13.72			Mobile phone	Vodafone (Vodafone)	Unity Trust Bank
2	15.04.2024	£0.00	£0.00	£0.00			P30	HMRC (HM Revenue & Customs)	Unity Trust Bank
<p>Staff costs "Salary to be paid electronically on 26/04/2024, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004' Pension direct debit 15/4/2024</p>									
1 and 4	15.04.2024		£0.00	£2,465.08				Employees	Unity Trust Bank

2) **Item 7: Annual Report 2023 – 2024, Clerk/RFO**

Historically the Town Council has produced an Annual report.

Council reports are being submitted in readiness for the Annual Town meeting on 25 April 2024.

Local council Award scheme – The Quality Award details

Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins

The council is expected to produce an annual report, online material and regular news bulletins throughout the year. The annual report and news bulletins must be online even if they were also distributed in hard copy such as in printed newsletters or village magazines.

The annual report should be actively communicated and shared with the community. It might be produced digitally and/or in hard copy. It is accepted that it cannot always be distributed to all households, but digital versions could be distributed by email and social media. Hard copies could be left at prime locations in a community, including a library, doctors' surgeries, schools, pubs, shops or residential homes.

3) **Item 8: Road surfaces in Garstang, Clerk - for decision**

The Clerk has received enquiries from members of the public (Acorn Bank and the A6, by Ronson Drive) and recently Town Councillors Webster and Allan, with regard to the state of Garstang's roads/highways and the sheer volume of potholes on the following roads:

i) Lancaster Road - between Fell View and Crooklands Drive. The road is almost completely worn out with more loose chippings on the pavements on either side than are actually on the road and the stretch between Crooklands Drive and Rivermead Drive is getting worse every day and will soon be as bad. It is dangerous with a high risk of stone chips being thrown up by vehicles and striking pedestrians.

ii) Croston Road

iii) Park Hill Road especially between Sainsbury's up to Wheatsheaf

iv) Both roundabouts on Park Hill Road and the roundabout on Croston Road by the War Memorial.

The Clerk is directing residents to the LCC app and County Councillor Turner. Additionally, Councillor Webster reports that some of these pot holes have been reported on Love Clean Streets but as there are just that many, it's difficult to know where to start! She has never known the roads be in such a state of disrepair.

4) **Item 9: Arrangements for Annual Town Council meeting (also known as ATCM and Mayor making), 23 May 2024, Clerk – for decision**

At the ATCM, the following appointments will be made to:

i. Committees and

ii. the listed 'outside bodies'

In preparation, Councillors are asked to consider and recommend provisional appointments that will be ratified at the ATCM.

	The Finance and Amenities Committee will comprise of 6 members. The quorum of the committee shall be 3 members
1.	Allan
2.	Atkinson
3.	Pearson
4.	
5.	
6.	
ex-officio	Halford
ex-officio	Webster

	The Personnel Committee will comprise of 6 members. The quorum of the committee shall be 3 members
1.	Allard
2.	Brooks
3.	Perkins
4.	
5.	
6.	
ex-officio	Halford
ex-officio	Webster

	The Planning Committee will comprise of 6 members. The quorum of the committee shall be 3 members
1.	Allan
2.	Allard
3.	Perkins
4.	
5.	
6.	
ex-officio	Halford
ex-officio	Webster

Garstang Town Council outside bodies representatives	
Lancashire Association of Local Council (LALC - Area Committee, 3 seats)	Pearson, Perkins and a vacancy
Fairtrade Steering Group	Allan
Garstang Flood Action Group	Brooks
Greater Garstang Partnership Board	Allan, Pearson and a vacancy
Millennium Green Trust	Halford
Planning Ambassador	Brooks
Town Trust	Allan, Halford, Perkins and Webster