



Garstang Town Council

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Garstang Scout and Guide

Headquarters

Kepple Lane

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Full Council Meeting, 20th May 2024 Minutes

Minutes of the Town Council meeting, held at Garstang library, on Monday, 20 May 2024, 7.30pm.

Present

Chairman; Councillor Pearson

Councillors present: Allan, Atkinson, Brooks, Forshaw, Halford, Keyes, Pearson, Perkins and Webster.

Also present: Town Clerk, Edwina Parry, County Councillor Turner and PCSO Creighton.

297(2023-24) Apologies for absence

Wyre Councillor Dulcie Atkins, Sgt Elliot Jones and PC Sanderson.

Councillor Allard was not present.

Councillors noted the following guidance about apologies from the Clerk.

Apologies are a sign of courtesy, especially if apologies are high and the Clerk is examining if there will be a quorum for the Full Council/Committee meeting. They are a matter of convention and a sign of courtesy to the rest of the meeting but there's no requirement to offer them nor for the Council to receive them. There is no mention of apologies in the 1972 Local Government Act.

298(2023-24) Declaration of Interests and Dispensations

304(2023-24) Councillor Atkinson declared that he would not be voting on item 8 - Grant policy review. He reported that it could be perceived by members of the public, that he had an 'other interest' as he is a member of the Garstang Community Sports Club.

Councillors noted the annual reminder from the Clerk. Councillors had been advised to check that their register of interests forms were up to date. The Clerk advised Councillor Brooks to make contact with her about this reminder.

299(2023-24) Public participation

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

PCSO Creighton reported that the police were very busy at the moment dealing with nuisance incidents. There were car interferences over the weekend between St. Michaels and Garstang. She mentioned there was a homeless

person around Garstang at the moment, who had rejected all offers of assistance.

Councillor Atkinson said that he would arrange, with the Clerk, to forward a list of events in the town (LALC produced a list). Councillor Brooks raised the dangers of jumping off the bridge into the River Wyre. She reported that PCSO Atkinson visited Garstang Academy weekly.

The Mayor thanked County Councillor Turner and Lancashire County Council for the filing of potholes around Garstang. County Councillor Turner spoke about the recent surface dressing highway works on the A6 and that the spray tar would be applied soon. The cancelled resurfacing at the junction of A6 and Croston Road was yet to be rescheduled. Councillor Halford asked about the bus stop works outside the Arts Centre. County Councillor Turner said he would find out what the latest position was.

The Mayor thanked him for attending the meeting during his term of office.

300(2023-24) Announcements

Councillor Pearson announced:

- i) A warm welcome to Councillors Forshaw and Keyes to their first Council meeting.
- ii) He went around the table and gave individual thanks to the Councillors for their work during his term of office. He had a great year.

301(2023-24) Minutes of the last meetings

Councillors were asked to approve, as a correct record, the minutes of the meeting held on 15 April 2024 and the extraordinary meeting held on 7 May 2024 .

Resolved: The minutes of the meeting held on 15 April 2024 and the extraordinary meeting held on 7 May 2024 were confirmed and signed as a true record.

302(2023-24) Finance payments

Resolved: Councillors approved the payment voucher numbers 18 to 27 as detailed in the Appendix.

303(2023-24) Appointment of Councillors Forshaw and Keyes

i) Committees

Resolved: The Council approved that Councillors Forshaw and Keyes are appointed onto the Town Council's Personnel and Planning Committees.

ii) Councillor seniority list

Resolved: Councillors approved the seniority list detailed in the Appendix.

304(2023-24) Grant Policy

The Council noted that the Finance Committee had met on 23 April 2024 and recommended that Full Council adopt the revised policy.

Resolved: Full Council adopted the revised Grant policy. The Council noted there were 3 grant applications on file (Garstang Arts Centre, the Community Sport Club project and Garstang Subscription Bowling Club).

305(2023-24) Finance Committee recommendations to Full Council

Resolved: The Council approved the following recommendations from the Finance Committee (who had met on 23 April 2024).

- a) That the remaining funds in Emergency Plan and Youth Council Funds EMRs be transferred to the Community Engagement EMR.
- b) That the Full Council risk register be approved.
- c) That the Risk Management Policy (reviewed by the RFO) be approved.

306(2023-24) Cherestanc Square, Councillor Perkins

Resolved: That the Town Council write to Wyre Council and ask them to power wash the whole of Cherestanc Square.

307(2023-24) Greater Garstang Partnership Board, Councillor Pearson

Councillor Pearson gave a verbal update from the recent meeting that had been held on 14 May 2024. The Clerk would circulate the minutes, when they are published.

308(2023-24) Celebration 80 years since D-Day, Councillor Halford

Councillor Halford asked if the Council wish to recognise and celebrate the event and if so what do we as a council want to do.

The Clerk reported that she had made contact with Wyre Council. Wyre Council usually required 12 weeks' notice for a completed 'Use of land' application form to be considered and £50.00 for a license. On this occasion Wyre Council stipulated that if the application was received, to use Cherestanc Square, by Tuesday 21/05/2024, it could be considered. The £50.00 administration fee would be waived. The Clerk reported that a description of the event, insurance requirements and Risk assessment would need to be completed by Tuesday 21/05/2024. The Council discussed the possible options.

Resolved: The Council resolved to hold a Remembrance event/ceremony at Cherestanc Square on Thursday, 6th June 2024 to remember the 80th anniversary of D-Day, when Allied forces mounted the largest military operation the world has ever witnessed. The Town Crier would be invited to perform a cry and the beacon would be lit. A teams call was arranged by the Clerk, with Councillors, to finalise the Remembrance event (11am Tuesday 21/05/2024).

309(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 **17 June 2024** by notifying the Clerk by **9 June 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: 20.38

For Information Only

310(2023-24) Clerk's Report

a) Letter to Wyre Area Committee Members

Dear Members,

Please find [attached letter from Cllr Jan Finch, Chair of Wyre Area Committee](#), outlining the role of the Wyre Area Committee, arrangements for meeting and nomination of representatives.

Best wishes, Emma Millington, Area Secretary, Wyre Area Committee

b) Wyre Council Walkabout Responses from the Chief Executive

Please find attached [responses from Wyre's Chief Executive to the questions raised by Garstang Town Council](#) at the Ward walkaround

with the Wyre Councillors on 26/09/2023. Please accept sincere apologies from Rebecca for taking so long to respond and thank you for your patience

c) 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.

d) Lancashire Fire and Rescue Service's Hot Topics

The next edition of [Hot Topics, Lancashire Fire and Rescue Service's](#) external newsletter for stakeholders contains news about our new Annual Service Plan, the Chief Fire Officer's plans to retire at the end of the year and the latest prevention and protection updates.

e) Parish Summer Newsletter - request for articles

We are putting together the next Parish and Town Council newsletter which will go out early July. We would like to showcase examples of some of the great and innovative projects and work that are being done across Parish and Town Councils in Lancashire.

This is about learning from each other and to share good practice. If you have any projects which you would like to share, then please send us brief details of these by Friday 24th May.

Then we can work together with you to put together an article for inclusion in this newsletter.

f) Road surfaces, Garstang

Please find a signed reply from County Councillor Rupert Swarbrick, Cabinet Member for Highways & Transport (detailed in the Appendix).

311(2023-24) Councillor Report

a) LALC meeting held on Wednesday 24th April 2024, Councillor Perkins

b) Town Council Surgeries

Councillors Atkinson and Webster attended the Town Council surgery on 11/05/2024; no issues were raised.

312(2023-24) Outside body representatives

None received

313(2023-24) Mayor's engagements

Date	Event
23/04/2024	St Georges Day Flag raising
24/04/2024	Attending LALC [report on agenda by Cllr Perkins]
25/04/2024	Town Awards Evening Presentation
06/05/2024	Garstang Walking Festival - coronation walk
06/05/2024	Plant Sale for Mayoral Charities
09/05/2024	Helped place the Kings Stone and Memorial Plaque in situ
10/05/2024	Attend funeral of Alderman Dave Sharples
	Presentation of Awards at Garstang Camera Club
	Presentation at Garstang Heritage Society

Appendix

1) Item 6: Finance payments

Voucher No	Date	Net	VAT	Total	Cashed Date	Invoice Date	Description	Supplier	Bank	P
27	20.05.2024	£6,508.00	£1,301.60	£7,809.60		19.04.2024	Playground inspections and general maintenance	Wyre (Wyre Council)	Unity Trust Bank	
26	20.05.2024	£120.00	£24.00	£144.00		27.02.2024	Posters	Colin Cross Printers	Unity Trust Bank	
25	20.05.2024	£38.00	£0.00	£38.00		12.04.2024	room hire	LCC (Lancashire County Council)	Unity Trust Bank	
24	14.05.2024	£227.50	£45.50	£273.00		24.05.2024	Trophies and Engraving	S Carr & Son Limited	Unity Trust Bank	
23	20.05.2024	£50.00	£0.00	£50.00		16.04.2024	Talking cafe room hire	Garstang Arts Centre	Unity Trust Bank	
22	20.05.2024	£191.00	£38.20	£229.20		16.04.2024	Preparation of payroll	Towers+Gornall	Unity Trust Bank	
21	20.05.2024	£8.66	£1.73	£10.39		12.05.2024	Mobile wi-fi	3 Three	Unity Trust Bank	
19	20.05.2024	£11.94	£2.39	£14.33		29.04.2024	Mobile phone	Vodafone (Vodafone)	Unity Trust Bank	
18 & 20	20.05.2024			£2,464.94			Staff costs "Salary to be paid electronically on 26/05/2024, Clerk: LC2 range SCP 19-32, 'National Agreement on Salaries and Conditions of service of Local Council Clerks in England & Wales 2004'	Employees	Unity Trust Bank & Royal Bank Scotland	

2) **Item 7: Seniority List**

Office of the Town Mayor and Deputy Mayor		
Councillor	Joined	Mayor
Halford	11 April 2007	2008-09 Deputy Mayor 2023-2023
Webster	15 February 2016	2019 - 2021
Brooks	20 February 2017	Declined Deputy Mayor 18/5/2020 and 15/2/2021
Allan	16 October 2017	2021- 2022
Pearson	16 September 2019	2023 – 2024
Atkinson	27 July 2020	Declined deputy Mayor 19/6/2023 and 19/2/2024
Allard	11 May 2023	
Perkins	11 May 2023	2012-2013
Forshaw	7 May 2024	
Keyes	7 May 2024	